

Financial Resources Accreditation Subcommittee Meeting of December 8th, 2005

MINUTES

FINAL

MEETING CALLED BY	Mr. Emile Lamah – Assistant Vice President for Finance
TYPE OF MEETING	Accreditation/Financial Services Subcommittee
FACILITATOR	Mr. Emile Lamah – Assistant Vice President for Finance
SECRETARY	Mr. Ghassan Jahshan (GJ) – Internal Audit Manager
LOCATION AND TIME	The meeting took place at Room 606 – Science Building – Byblos Campus, on Thursday December 8, 2005 at 2:00 P.M
ATTENDEES	Mr. Emile Lamah; Mr. Charles Abou Rjeily, Dr. Josian Sreih; Dr. Jean Chatila; Mr. Ghassan Jahshan; Dr. Michel Chalhoub

Agenda topics

APPROVAL OF AGENDA

DISCUSSION		
	Agenda was approved as amended: two topics were added: 1- Briefing to Dr. Chalhoub about the committee tasks and status of work done to-date 2- Budget process Document	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

APPROVAL OF MINUTES OF MEETING OF NOVEMBER 10, 2005

DISCUSSION		
	Minutes were approved as amended.	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

BREIFING TO DR. CHALHOUB

DISCUSSION		
	Mr. Lamah briefed Dr. Chalhoub about the tasks assigned to this committee, its deliverables, and timeline	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

BUDGET PROCESS DOCUMENT

DISCUSSION		
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Discussion of the Budget Process Document was postponed to the next meeting due to the fact that this document is still not official and not approved by the University Budget Committee.

ACTION ITEMS	PERSON RESPONSIBLE
None	

PRELIMINARY DESCRIPTION REPORT

DISCUSSION	
<p>The committee discussed the first draft of the "Description" phase of the self study report prepared by Mr. Abou Rjeily and Mr. Jahshan. The committee suggested some adjustments to this document. Due to time constraint, this document was not discussed in full. It will be further studied in our next meeting. Mr. Lamah requested from the committee members to read this document from an analytical point of view: how does it answer the substandards, does it address all substandards, what are the exhibits needed to support the description report, what are the data needed from other departments to support this report.</p>	
ACTION ITEMS	PERSON RESPONSIBLE
Implement changes to the document as discussed	MR. JAHSHAN

Meeting was adjourned at 4:40 p.m.