

Financial Services Accreditation Subcommittee Meeting of December 23rd, 2005

MINUTES

FINAL

MEETING CALLED BY	Mr. Emile Lamah – Acting 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 605 – Science Building – Byblos Campus, on Friday December 23 rd , 2005 at 2:00 P.M
ATTENDEES	Mr. Emile Lamah; Mr. Charles Abou Rjeily, Dr. Josian Sreih; Dr. Jean Chatila; Mr. Ghassan Jahshan; Dr. Elie Badr Dr. Michel Chalhoub - Dropped Out

Agenda topics

APPROVAL OF AGENDA

DISCUSSION		
	Agenda was approved as amended: An additional item to “Business Arising From Minutes”: Budget Process Document.	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

APPROVAL OF MINUTES OF MEETING OF DECEMBER 8, 2005

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

BUSINESS ARISING FROM MINUTES: BUDGET PROCESS DOCUMENT

DISCUSSION		
	<ol style="list-style-type: none"> 1- Discussion of the Budget Process Document was postponed until the UBC discuss and approve this document. Dr. Badr explained what documents to bring to the meeting. 2- Dr. Shalhoub dropped out from the committee 	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

RANDY BELL VISIT

DISCUSSION		
Meeting with Mr. Randy Bell is on January 20, 2005 from 1:00 P.M to 5:00 P.M in Byblos Campus. Members of the Data Reporting Team (DRT) will be selected.		
ACTION ITEMS	PERSON RESPONSIBLE	
None		

PRELIMINARY DESCRIPTION REPORT

DISCUSSION		
A chart, which includes the substandards and related indicators, was discussed and some indicators were added. The next step would be to map to the preliminary report. Indicators not mentioned in the report will be added.		
ACTION ITEMS	PERSON RESPONSIBLE	
Introduce changes to the document as discussed	MR. JAHSHAN	

NEXT STEPS

DISCUSSION		
Map the indicators to the Preliminary Report to ensure that all indicators are included. Next meeting is scheduled on Thursday January 5, 2006. Mr. Lamah will follow up on the questionnaires.		
ACTION ITEMS	PERSON RESPONSIBLE	

OTHER BUSINESS

DISCUSSION		
None		
ACTION ITEMS	PERSON RESPONSIBLE	

Meeting was adjourned at 4:50 p.m.