



HELLENIC MEDITERRANEAN UNIVERSITY

Governance Meeting Minutes

Meeting Title: Annual Goal Setting for Administrative Services of the Hellenic Mediterranean University

Date: April 11, 2025

Time: 10:00 AM – 1:00 PM

Location: Rector's Conference Room, Heraklion Campus

Purpose: Discussing and finalizing institutional goals for the administrative units of the Hellenic Mediterranean University for the year 2025

Chair: Dr. Vanessa Simantiraki, Executive Director

1. Participants: Heads of Administrative Services

- Administrative Services Directorate
- Academic Affairs Directorate
- Student Welfare Directorate
- Financial Services Directorate
- Information Technology & Library Directorate
- University Farm Directorate
- Technical Services Directorate
- Administrative and Financial Services of the Special Research Fund Account Directorate
- Rector and Vice Rectors Secretariat
- Administrative Support Unit of the Quality Assurance Unit
- Lifelong Learning Center Secretariat
- Internal Audit Department
- Security and Protection Department
- Department of Public and International Relations
- Office of Public Relations and Communications
- Career Services and Alumni Office
- University Research Center

Secretary: Ms. Fotini Kritsotaki,

2. Agenda Items

- a. Legal and Regulatory Framework. Review of Law 4940/2022 and Ministerial Decision ΔΣΣΣ/ΤΠΠ/Φ.1/οικ.386/30.12.2022 (Government Gazette Β' 46).
- b. Clarification of responsibilities and implementation mechanisms.

- c. Review of Previous Year's Strategic Outcomes. Summary of achieved goals and pending initiatives.
- d. Identification of Key Strategic Priorities for 2024–2025. Dr Simantiraki presented the draft goals categorized by thematic areas:
 - Enhancement of administrative operations, modernization, and streamlining of the internal processes of the University's services.
 - Staff development. Engagement in educational programs and delivery of specialized training aligned with the duties of the organizational units of HMU.
 - Preparation of the Internal Regulation of the Hellenic Mediterranean University (HMU).
 - Upgrading and improving the University's infrastructure. Improving the institutional environment. Timely scheduling, planning, execution of studies, and completion of projects within the set deadlines.
 - Expansion of the University's connection with society. Strengthening collaborations with productive sectors. Engagement with alumni. Implementation of training programs.
 - Implementation of outreach activities, promotion and dissemination of the academic and research work of the University.
 - Strengthening digital transformation within the Institution. Utilization of new technologies in administrative operations. Increasing the digitization of processes, digitization of archives, and completion of the digitization of certificates, attestations, and academic degrees. Digitization and openness of educational material. Creation of digital content.
 - Alignment with the new Accounting Framework of the General Government. Preparation for the implementation of International Accounting Standards and the unified accounting framework.
 - Actions and initiatives of social responsibility. Activities supporting and integrating students into the Academic Community.
 - Strengthening the internationalization and outreach of the University. Expansion of international collaborations. Full integration with EWP (Erasmus Without Paper).

f. Discussion and Feedback

Assignment of Responsibilities to relevant units. Each unit provided input on feasibility, resource needs, and timeline alignment. Suggestions for interdepartmental collaboration and stakeholder consultation.

3. Decisions and Action Steps

- Approval of Strategic Goals: Final document to be issued under Rector's authority by April 14, 2025.
- Next Steps: Heads of units to further specialize and cascade goals within their teams by May 15, 2025.
- Monitoring and Evaluation: Units to report progress quarterly; internal audits to be scheduled.

4. Closing

Dr. Simantiraki thanked all attendees for their contributions and emphasized the importance of coordinated implementation and transparency. The meeting concluded with unanimous agreement on the strategic direction and commitment to timely execution.

Meeting adjourned at 1:00 pm