

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Human Resources Committee
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Date: November 24, 2011	Time: 3:00 p.m.	Location: President's Conference Room

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, NTL F	Delihna Ehmes	X		
Vice chair, CRE	Mark Kostka		X	
NTL F	Jazmin Gonzales	X		
NTL F	Joseph Felix Jr.		X	
PNI F	Emmanuela Garcia	X		
PNI F	Anna Dela Cruz	X		
NTL F	Robert Andereas	X		
NTL S	Bandy Fred		X	Have class
NTL S	Norma J. Edwin		X	
Secretary, PNI S	Maureen Mendiola	X		
NTL F	Allan Bourgoin		X	
PNI F	Bertoldo Esteban	X		
PNI S	Albert Amson		X	
PNI F	Deeleeann Daniel		X	
PNI F	Salba Silbanuz		X	
PNI S	Morehna R. Santos		X	
FMI	Regina Faimau		X	
CHKK F	Abraham Rayphand		X	
Yap S	Fidelia Gilmar		X	Tel. problem
KOSRAE S	Skipper Ittu		X	
FMI F	Michael Mailuw		X	
NTL S (New member)	Julia Martin		X	

Additional Attendees:	Jazmine Remoket – Student rep. Pohnpei Campus
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Agenda/Major Topics of Discussion:

- Old Business
 - Revise/Finalize TORs
 - Break down Staff Development Budget for National Campus
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Delihna Ehmes called the meeting to order at 3:00 p.m. She first welcomed and

thanked everyone for coming. 25% of members present so it was decided to go ahead with to have discussions in the meeting and suggested that voting be done electronically. This meeting or discussion is basically about the handouts e-mailed to everyone. Robert moved the motion to continue and Maureen seconded.

- I. Now Staff Development committee can go back to the old structure where it exists at the state campuses. A concern was raised by member Andreas:
- Apologized for being absent lately due to health problem. His concern is totally different from most members. “Why HR committee responsible for all state campuses’ requests instead of giving it back to them”?

Clarification:

- Staff Development budget has been allotted to the state campuses.
- State Campuses are just to implement and organize activities within their campuses but every request has to come thru the process.

Recommendation:

- A member of the HR committee will serve as chair for their respective state campus staff development committee or the Campus Director will appoint chair of the Staff Development committee at the state campuses.

Robert made a motion to move and Jazmine seconded.

- II. Review of the HR TOR. Given the nature of issues the HR committee handled, it is understood that all information discussed in meetings will be retained within the committee therefore student reps should not to be part of this committee. Chair drafted a memo to HR Director requesting key membership to be on the committee.

Recommendation was then approved with the following:

- Payroll – Zenica Yiftheq
- Sponsored Programs – Raleigh Welly

- III. Review of State Campus TOR. FY2012 budget for Staff Development is already allotted to state campuses.

Recommendation:

- Under B. (Purpose), HR committee suggested to insert “Budget will dissolves depending on the 2013 budget”.

Meeting adjourned at 3:55 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- HR TOR
- Campus TOR
- Break down of SD Budget

College Web Site Link:
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Prepared by:	Maureen Mendiola	Date Distributed:	11/25/11
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments