

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

Committee or Working Group:	Human Resources Committee
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Date: November 7, 2013	Time: 3:00 p.m.	Location: BOR Conference Rm.
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Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Morehna R. Santos	X		
Vice chair, HRC	Alfred Olter	X		
Secretary, PNI S	Maureen Mendiola	X		
PNI F	Anna Dela Cruz		X	
NTL S	Norma J. Edwin		X	Off-island
NTL S	Julia Martin	X		
NTL F {New}	George Mangonon	X		
FMI S	Regina Faimau		X	No tel connection
YAP S	Fidelia Gilmar		X	No tel connection
CHKK F	Genevy Samuel	X		
CHKK S	Marylene Bisalen	X		
KSA S	Arthus Jonas	X		
CHKK S	Genevieve Samuel		X	

Additional Attendees:	Ross Perkins
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Agenda/Major Topics of Discussion:

- Approval/adoption of 10/10 meeting minutes
- Faculty Evaluation form
- Lay-off Policy
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Morehna R. Santos called the meeting to order at 3:00 pm. She thanked everyone and welcomed the off-island members to the meeting. In addition to the agenda is the supervisor and employee non-contract renewal forms.

Mr. Ross Perkins, President of Faculty Staff Senate was invited and asked to facilitate the standing committees to have some tasks/directions to work from.

1. Personnel Policy Review Schedule. To get all policies updated on a regular cycle.
2. To revisit Faculty Performance Evaluation. Current evaluation does not evaluate faculty on performances.
3. Role of the standing committees are to review and make recommendation. This is part of the self-study in 2016.
4. New faculty/staff orientation program. All new hires are required to take the ACCJC Quiz and new faculty members are to be introduced to the assessment process so they are all

informed about what the college is doing.

5. HRC is tasked to set schedules for the semester and post on the HRC calendar. Deadlines of activities are set by the strategic plans.
6. TOR needs to be updated. There is no need to put specific titles. FSS do not make recommendation anymore so it has to be taken out from the TOR.

Concerns/Comments:

- HRC mentioned the delay in the work when HR Director is not there to give advice or direction when questions arise.
- Evaluation forms should be handed back to supervisors to get feedbacks from those people involve with the evaluation.
- No formal orientation to new staff to get information of important key elements.
- HRC suggested the college to put in place an exit interview to help HR and the college as we go along and also helpful for retention purposes.

Ross Perkins started working on the HRC TOR and will have HRC chair share with the rest of the members. HRC chair will call a special meeting soon to work only on the HRC TOR. She will send out the lay-off policy recommended by COC.

Approval and adoption of October 10, 2013 minutes was moved by George and seconded by Alfred.

Meeting adjourned at 4:00 p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

11/20/2013

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

Recommendation to adopt minutes is through the discussions on-line.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments