

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

Committee or Working Group:	Human Resources Committee
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Date: September 25, 2014	Time: 3:00 p.m.	Location: BOR Conference Rm.
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Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Marylene Bisalen	X		
Vice chair, HRC	Ross Perkins	X		
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin	X		
NTL S	Julia Martin		X	
NTL F {New}	George Mangonon	X		
NTL S	Regina Faimau	X		
YAP S	Fidelia Gilmar	X		
CHKK F	Genevy Samuel		X	
NTL F	Sylvia Henry	X		
KSA S	Arthus Jonas		X	
NTL F	Allain Bourgoin		X	Lab time
PNI F	Deeleeann Daniel		X	
PNI S	Albert Amson		X	
NTL S	Benina Ilon		X	Sick
NTL S	Yolina Yamada	X		
NTL S	Kathy Benjamin	X		
NTL S	Alfred Olter	X		
NTL F	John Haglelgam		X	
KSA S	Kenye Killin		X	
KSA F	Tara Y. Tara		X	
NTL F	Mark Kostka		X	
NTL F	Jazmin Gonzales		X	

Additional Attendees:	
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Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) HRC TOR (revised 11-24-11)
 - b) Final Policy Review Process
 - c) Policy Development Plan (academic year 2014-2015)
- Approval of Minutes
 - a) Minutes of February 13, 2014
 - b) Minutes of September 12, 2014

- Old Business
 - a) HRC TOR (revised 11-24-20110)
- New Business
 - b) Final Policy Review Process
 - c) Policy Development Plan (academic year 2014-2015)
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Marylene Bisalen called the meeting to order at 3:00 pm. She welcomed and thanked everyone for attending the meeting. 25% of members were present so it was decided to go ahead with the meeting.

Chair started with briefly explaining the main responsibilities of Human Resources Committee. VPAS and HR Director will determine/identify policies needing revisions and send to HRC for review and comments. Revised policies will be sent to the Executive Committee (EC) for review and endorsement. Policies endorsed by EC will be sent to BOR for review and approval. HRC is also to make sure employees of the college are guided by those policies.

HRC chair went over the agenda of the meeting. She mentioned that she did not see any communication on adopting the February 13, 2014 minutes so she asked the committee to adopt so it will be recorded. Norma Edwin moved to adopt the 2/13/14 minutes and Sylvia Henry seconded it. Adoption for 9/12/14 minutes was also moved by Sylvia Henry and was seconded by George Mangonon. Therefore, both minutes for 2/13 and 9/12 meetings were unanimously approved and adopted.

HRC Terms of Reference was last edited in November 24, 2011. It was agreed that Ross and Norma would work together to update the TOR and email out for review.

HRC reviewed the Policy Development Plan. Those highlighted in black #1,2, and 3 are the major priorities to be looked at. It was suggested that #1 & 2 are the most urgent ones since the new salary scale was implemented few years ago and the committee has not acted on it.

Chair will email out to HRC members what Morehna emailed out in 3/28/14 because it was never taken care of.

Finally, Ross made few announcements. Since he is new to the committee and also serves as vice chair, he will be responsible to post and categorize the HRC minutes on the wiki and members are welcome to comment. HRC is also responsible to review HR section of the upcoming Self-Evaluation. He advised members to read the IEMP that will help show the HRC specifics. Right after each standing committee meeting, the secretary is responsible to send the attendance sheet to ALO/HR Director.

Ross moved to adjourn the meeting and was seconded by Sylvia.

Meeting was adjourned at 3:50pm.

Comments/Upcoming Meeting Date & Time/Etc.:

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| Handouts/Documents Referenced: |
| <ul style="list-style-type: none"> ▪ HRC TOR (revised 11-24-2011) ▪ Final Policy Review Process ▪ Policy Development Plan (academic year 2014-2015) ▪ Minutes of February 13, 2014 ▪ Minutes of September 12, 2014 |

College Web Site Link:
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Prepared by:	Maureen Mendiola	Date Distributed:	9/29/14
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Approval of Minutes Process & Responses:
Minutes for 2/13/14 and 9/12/14 meetings were approved and adopted.

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