

College of Micronesia-FSM

HUMAN RESOURCES COMMITTEE
Terms of Reference

A. Authority

The Human Resources Committee operates through the authority of and reports to the president through the Director of Human Resources. Recommendations from the committee are submitted through the Director of Human Resources and VPAS to the President for action.

B. Purpose

The Human Resources Committee advises the president on matters relating to human resources, including issues relating to professional development.

C. Membership

The members of the Human Resources Committee are at least:

- 2 reps from each state campus [HR rep or Staff Development Chair and a faculty rep]
- 2 reps from each department

At the beginning of the academic year, the VP's and campus dean recommend representatives of the Human Resources Committee.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

D. Organization

The committee members elect chair of the HR Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;

- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The committee members also elect the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

E. Meetings

Meetings are held at least monthly. The schedule is determined at the beginning of the academic year. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Five members constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

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F. Responsibilities

The responsibilities of the Human Resources Committee are to:

- Review new and revised policies and/or procedures assigned to by researching the issues, soliciting input, gathering information, disseminating that information and finally formatting the policy for approval;
- Review assessments and evaluations of human resources services and make recommendations;
- Review and recommend revisions to the master development plan that is linked to college priorities;

Each member is responsible for communicating with his or her Vice President and campus dean

G. Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the president. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes, which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The HR secretary then distributes the official minutes to all committee members and to the HRO Director. The HRO maintains a file on official HR Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the president through the HR Director and VPAS. The HR Director also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.