

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

Committee or Working Group:	Human Resources Committee
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Date: October 9, 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	George Mangonon	X		
FMI S	Regina Faimau		X	
YAP S	Fidelia Gilmar		X	
CHKK F	Genevy Samuel		X	In class
NTL F	Sylvia Henry	X		
KSA S	Arthus Jonas		X	
NTL F	Allain Burgoin		X	In Lab
PNI F	Deeleeann Daniel		X	In Class
PNI S	Albert Amson	X		
NTL S	Benina Ilon		X	
NTL S	Yolina Yamada		X	Only her in the office
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:

Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) HRC TOR (revised as of 11-24-11) & modification/changes
 - b) Policy 003 Tuition Waiver and Reduction
 - c) Faculty Performance Evaluation Tool
- Approval of Minutes
 - a) Minutes of Sept. 25, 2014 (revised)

- Old Business
 - a) HRC TOR (revised 11-24-2011 & its modification/changes)
- New Business
 - b) Policy 003 Tuition Waiver and Reduction
 - c) Faculty Performance Evaluation Tool (Update)
- Adjournment

Discussion of Agenda/Information Sharing:

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

HRC chair went over the agenda of the meeting.

Norma moved for adoption of September 25th meeting minutes with corrections and Kathy seconded.

During the discussion on the TOR, Norma recommended under the membership section that instead of one rep, two (2) reps be appointed from each department. Also discussed, the number of reps for Yap Campus whether it should be two or two each from Yap and FMI. It was finally decided it should be only two (2) members representing both campuses. Since they are under one administrative unit, Norma moved to adopt the TOR with change of (2) reps from each department, which was seconded by Ross.

The committee discussed on Policy 003 as being wordy and over-explained. Norma volunteered to edit the policy for HRC review before it is transmitted to HR Director.

For the Faculty Performance Evaluation Tool, chair informed that VPIA and CAC chair has not received, at least to their knowledge the evaluation tool sample from GCC that was provided by the consultant. It is recommended that Instructional should take the lead. The HRC further recommend a letter be submitted to HR Director for the evaluation tool sample be provided to VPIA and CAC chair.

A request to HRC to review and clarify the word “catastrophic” in the Donated Sick Leave Policy was brought up. The issue was included to the policy development list.

Ross met with VPAS and he is willing to put together the policies for HRC to review whenever the HR Director is off-island.

Kathy moved and Ross seconded to adjourn the meeting.

Meeting was adjourned at 3:46pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- HRC TOR (revised 11-24-2011 & modifications/changes)
- Policy 003 Tuition Waiver and Reduction
- Minutes of September 25, 2014 (draft for comments)
- Minutes of September 25, 2014 (revised)

College Web Site Link:

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Prepared by:	Maureen Mendiola	Date Distributed:	10/13/14
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Approval of Minutes Process & Responses:
 Minutes for 9/25/14 meeting was 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