

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

<b>Committee or Working Group:</b>	Human Resources Committee
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<b>Date:</b> November 6, 2014	<b>Time:</b> 3:00 p.m.	<b>Location:</b> BOR Conference Rm.
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**Members Present/Absent:**

<b>Title/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Reasons</b>
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		
FMI S	Regina Faimau		X	
YAP S	Fidelia Gilmar		X	
CHKK F	Genevy Samuel		X	<b>Class time</b>
FMI F	Sylvia Henry	X		
KSA S	Arthus Jonas		X	
NTL F	Allain Burgoin		X	<b>Lab time</b>
PNI F	Deeleeann Daniel		X	<b>Class time</b>
PNI S	Albert Amson		X	
NTL S	Benina Ilon	X		
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	
NTL S	Rencelly Nelson	X		

<b>Additional Attendees:</b>	Faustino Yarofaisug, FSS rep.
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**Agenda/Major Topics of Discussion:**

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
  - a) Accreditation Standards III HR and the first draft
  - b) Policy 003 and Section X
  - c) If time permits, I will give a quick overview of the proposed changes to Section VIII, XIII & the 2 new evaluation tools.
- Approval of Minutes

a) Minutes of October 23, 2014 (revised)

- Old Business
  - a) Policy 003 & Section X
- New Business
  - a) Standard III Human Resource
  - b) Section VIII, XIII
  - c) Two new evaluation tools
- Adjournment

**Discussion of Agenda/Information Sharing:**

Chairperson Marylene Bisalen called the meeting to order at 3:00 pm. She welcomed HR Director, the new CRE representative, Ms. Julia Mix and thanked everyone for attending the meeting. More than 25% of members present so it was decided to go ahead with the meeting.

Chair briefly went over the agenda of the meeting.

Minutes for October 23, 2014 meeting was unanimously approved and adopted. Chair then turned the floor to HR Director to take over the agenda items.

HR Director briefly explained the policies & standards and the importance of learning and understanding them.

Policy 003 - Tuition Waiver & Reduction.

- Meeting timeline is the most challenging part. Employees are encouraged to understand and comply with this policy to submit the necessary forms to appropriate offices in a timely manner.
- Employees must receive administrative approval prior to registering and are limited to one course during working hours and the second course must be taken outside of working hours.
- 50% tuition reduction will apply to the balance of the dependent's total tuition cost after Pell grant and scholarship awards during the semester the dependent is enrolled at the college.
- Regular employees should maintain GPA of 2.0 in order to be eligible for tuition waiver as well as for the dependents to be eligible for a tuition reduction.
- It is important for supervisors and VPs to understand their role, responsibilities, and what they are accountable for.
- The most critical part is the submission deadline. Submitting forms/documents after the deadline makes it difficult for HRO and NCBO to have accurate statements. HR Director requested the 4-year financial report but according to Business Office, the figures are still not certain at this time.

Section X – Employment Benefits.

- The waiver will not apply if the employee does not get any financial assistance.

Standard III (Human Resource):

- HRC members are encouraged to create a Gmail account in order to review and make comment to this standard. A faculty rep, Mr. Richard Womack has volunteered to help with the write up on this standard. The college did a self-evaluation once on this standard and indicated 178 employees had responded and supported this standard. This survey will serve as evidence that we all met the standards except for section #5.
- The language for LRC and SS is not reflected clearly in the SLO evaluation.
- All foreign credentials have to be equated to meet US standards.

**Evaluation Tools:**

- Faculty evaluation tool should be reviewed first by VPIA and HR Director before it is routed to Council of Chairs (COC).
- HR Director shared that Management Team has endorsed the procedures advertisement and tutoring.
- No funding for FY2015 campuses staff development so HR Director seeks assistance from the VPs.

HRC members recommended Policy 003 should be shared with the college community for input/comment.

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

Meeting was adjourned at 4:10pm.

**Comments/Upcoming Meeting Date & Time/Etc.:**

Next meeting November 20, 2014 @ 3:00pm, BOR Conference Room

**Handouts/Documents Referenced:**

- Minutes of October 23, 2014 (revised)
- Policy 003 Tuition Waiver & Reduction & Section X
- Proposed New Performance Eval. Forms & Policies
- Standard III Human Resource

**College Web Site Link:**

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**Prepared by:**

Maureen Mendiola

**Date Distributed:**

11/17/14

**Approval of Minutes Process & Responses:**

Minutes for October 23, 2014 meeting was approved and adopted.

**Submitted by:**

Maureen Mendiola

**Date Submitted:**

11/17/14

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

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments