

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

Committee or Working Group:	Human Resources Committee
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Date: November 20, 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		
FMI S	Regina Faimau	X		
YAP S	Fidelia Gilmar	X		
CHKK F	Genevy Samuel		X	Class time
FMI F	Sylvia Henry	X		
KSA S	Arthus Jonas		X	
NTL F	Allain Burgoin		X	Lab time
PNI F	Deeleeann Daniel		X	Class time
PNI S	Albert Amson		X	
NTL S	Benina Ilon	X		
NTL S	Yolina Yamada		X	Family Obligation
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	Class time (Just informed of class conflict on 11/26/14)
NTL F	Jazmin Gonzales		X	
NTL S	Rencelly Nelson	X		
CHKK S	Kersweet Eria	X		

Additional Attendees:	Kasiano Paul & Faustino Yarofaisug
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Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) Update on HRC's revised TOR
 - b) Policy 003 and Section X (action items)
 - c) Overview of the proposed changes to Section VIII, XIII & the 2 new evaluation tools.

- d) Information sharing on Staff Development Program
 - Approval of Minutes
 - a) Minutes of November 06, 2014
 - b) Minutes of September 12, 2014
 - Old Business
 - a) Update on HRC's revised TOR (per EC)
 - b) Policy 003 & Section X (action items)
 - New Business
 - a) Overview of proposed changes to Section VIII, XIII, & the 2 new evaluation tools
 - b) Information sharing on Staff Development Program
 - Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Marylene Bisalen called the meeting to order at 3:07 pm. She welcomed and thanked everyone for coming. 25% of the members were present so it was decided to go ahead with the meeting.

Adoption of Minutes:

Minutes for November 06, 2014 meeting was unanimously approved and adopted.

Update of HRC's revised TOR:

HRC chair was invited to attend the EC meeting as there were minor changes made to the HRC TOR. EC questioned why HRC is having meetings twice a month instead of once a month. EC also questioned on the master development plan if HRC is referring to the IEMP. EC endorsed the TOR after the changes are made and suggested the HRC TOR be used as the model for the other committees.

Policy 003:

HR Director clarified the confusion raised for sending so many version of the same policy. She mentioned that during editing, each committee/office should state their name and date to show when was the policy last edited.

Norma suggested that a member from the faculty staff senate be a member of the HRC since they have the direct link specifically to faculty and staff and that sharing of the edited policies is shared accordingly.

It was also suggested that first sentence in the "Deadline & Limitation" section should be revised.

Vice chair Ross Perkins suggested that the procedure section in the policy be moved to separate document, as it is administrative rather than a policy decision. He suggested that section 6.0-Definitions should be part of the procedure section and should be put on a separate document.

Section X-Employment Benefits:

Vice chair Ross Perkins volunteered to edit the proposed changes for both Policy 003 and Section X and send out to HRC for final voting. HR Director mentioned that the 2 policies should be done together and also to save time instead of reviewing policies one by one.

HRC chair is asked to come up with a routing procedure for review and input. FSS rep suggested if policies could route thru the senate to get inputs from faculty and staff.

The proposed routing procedure is: HRC – HR Director – FSS (with the understanding to share with the college community) – HRC – EC – Cabinet – President. HRC still has time with the routing process as the BOR meeting is moved to January 2015.

Vice chair Ross Perkins encouraged HRC members to log on your Google Doc mail and make comments on the standard A before the deadline on December 3, 2014.

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

Meeting was adjourned at 4:25pm.

Comments/Upcoming Meeting Date & Time/Etc.:

December 4, 2014 @ 3:00pm – Board’s Conference Room

Handouts/Documents Referenced:

- Minutes of November 6, 2014
- Updated HRC’s TOR (per EC)
- Policy 003 Tuition Waiver & Reduction & Section X
- Proposed New Performance Evaluation Forms & Policies (emailed to HRC 10/23/14)

College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

11/25/14

Approval of Minutes Process & Responses:

Minutes for 11/06/14 meeting was approved and adopted.

Submitted by:

Date Submitted:

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

- Vice chair Ross Perkins will edit the proposed changes and get back to HRC.
- Chair is asked to make a routing procedure for reviewing policies.
- Vice chair asked HRC to review and comment on Standard A (Human Resources).

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments