

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

Committee or Working Group:	Human Resources Committee
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Date: April 16, 2015	Time: 3:00 p.m.	Location: President’s Conference Rm.

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Marylene Bisalen	X		
Vice chair, HRC	Sylvia Henry	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	
NTL F	Allain Burgoin	X		
PNI F	Deececann Daniel		X	
PNI S	Albert Amson	X		
NTL S	Benina Ilon	X		
NTL S	Yolina Yamada	X		
NTL S	Alfred Olter	X		
KSA S	Kenye Killin	X		
KSA F	Tara Y. Tara	X		
NTL F	Jazmin Gonzales		X	
NTL S	Rencelly Nelson		X	
CHKK S	Kersweet Eria		X	
NTL S	Julia Mix			
NTL S/FSS Rep	Martin Mingii	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:

1. Call to order
2. Roll call; declaration of quorum
3. Review of Agenda
 - a. Information sharing – COM-FSM PPP manual
 - b. Information sharing – COC (Council of Chairs)
 - c. HRC’s revised TOR and Routing Procedure
 - d. (Policy 003) Administrative procedure – Tuition waiver & reduction
 - e. (Policy 003) Board policy – Tuition waiver & reduction

4. Approval of Minutes
 - a. Revised minutes of March 05, 2015 (electronic voting)
 - b. Minutes of March 19, 2015
5. Old Business
 - a. HRC's revised TOR and Routing Procedure
 - b. (Policy 003) Administrative procedure – Tuition waiver & reduction
 - c. (Policy 003) Board policy – Tuition waiver & reduction
6. New Business
 - a. Information sharing – COM-FSM PPP manual
 - b. Information sharing – COC (Council of Chairs)
7. Adjournment

Sent Documents:

- HRC's revised TOR
- HRC's routing procedure
- Policy 003 (Administrative procedure – Tuition waiver & reduction
- Policy 003 (Board policy) – Tuition waiver & reduction

Discussion of Agenda/Information Sharing:

Chairperson Marylene Bisalen called the meeting to order at 3:20 pm. She welcomed and thanked everyone for coming. She shared information on how Chuuk is recovering from typhoon Maysak.

Introduction began with off-island members and then the members present at the meeting.

Approval of revised minutes of March 05, 2015: Electronic voting for adoption was made by all members present during its meeting.

Adoption of March 19, 2015 Minutes:

Allain Burgoin made a motion and seconded by George Mangonon to adopt the minutes of March 19, 2015. All members concurred with the motion. Minutes of March 19, 2015 has been adopted.

HRC's revised TOR and Routing Procedures

Policies should route according to the procedure below.



The rationale behind this routing procedure is that HRC and FSS will review and finalize policies with the understanding that FSS representatives will distribute policies to the college community

and solicit feedback for HRC. After policies are finalized, they are returned to HR Director who then presents policies to VPAS then on to the EC and BOR.

HRC's TOR will be revised again, to include changes recommended by HRC. Before the TOR is submitted to EC for approval, HRC chairperson, vice-chair, Norma, and Julia Martin will edit and finalize it.

Policy 003

Questions regarding the age limit being 22. According to HR Director, research was done and the age limit was established in 2010, as shown on its policy. The age limit made on the basis of other benefit programs at the College, meant to promote the program completion rate increase (students enrolled full-time and graduate within the two year period. Further, this benefit program is not meant to address all financial needs of employees, all benefit program must have a cut off or limit, or the college will not be able to maintain the program at all. The definition and the dependents and the age limit is clear. HRC, however is unsure of HRO's intention and thus need clarification from HR Director.

HRC chair shared information on the following:

HR Director was tasked to work on the College's PPP (Personnel Policy and Procedure Manual), by transferring all the policies into the new templates. She has accomplished this task which her deadline was April 13, 2015. These are to be brought up in EC's meeting. HRC will continue to do its part in reviewing policies.

HRC chair shared information on COC, as she asked members if they are familiar with the COC. HRC chair explains on the COC and then on the survey/questionnaires sent out by COC Chair. Further information shared of what took place during COC's April 10, 2015 meeting: only one chair on EC representing COC, concern on participatory governance, COC from the start of academic year, seem to be only information sharing amongst members in their respective areas. COC recommend to dissolve the COC and to place the chairs in the Executive Committee.

Meeting was called for adjournment at 4:25 pm.

Comments/Upcoming Meeting Date & Time/Etc.:

April 30, 2015

Handouts/Documents Referenced:

- HRC's revised TOR
- HRC's routing procedure
- Policy 003 (Administrative procedure - Tuition waiver & reduction
- Policy 003 (Board policy) - Tuition waiver & reduction

College Web Site Link:
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Prepared by:	Sylvia Henry	Date Distributed:	04/22/15
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Approval of Minutes Process & Responses:

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

1.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments