

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

Committee or Working Group: Human Resources Committee

Date: September, 10 2015 **Time:** 3:00 p.m. **Location:** Board Conference Rm.

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	George Mangonon	X		
Vice chair, HRC	Tara Y. Tara	X		
Secretary, NTL S	Julia N. Martin	X		
NTL F	Robert Andreas	X		New member
NTL F	Allain Bourgoin		X	OUT - conflict with class schedule
NTL F	Jasmine Gonzales	X		
NTL F	Sylvia Henry		X	OUT - additional responsibility at respective division
NTL S	Norma Edwin	X		
NTL S	Benina Ilon	X		
NTL S/FSS Rep	Martin Mingii		X	
NTL S	Julia Mix		X	
NTL S	Rencelly Nelson		X	
NTL S	Alfred Olter	X		
NTL S	Yolina Yamada		X	on leave (mother's funeral)
PNI F	Emmanuela Garcia	X		Returning member
PNI F	Deeceeann Daniel		X	OUT - conflict with class schedule
PNI S	Albert Amson		X	
FMI S	Regina Faimau		X	
PNI S	Maureen Mendiola	X		
CHK F	Genevy Samuel		X	Attended to sick mom
CHK S	Marylene Bisalen	X		
CHK S	Kersweet Eria		X	Reassigned to different committee
KSA S	Kenye Killin		X	
Yap S	(new member)		X	Still waiting for Fidelia's replacement

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order
2. Roll call; declaration of quorum

3. Review of Agenda
 - a. HRC Self-assessment (Spring 2015) Result
 - b. SSC Self Evaluation Survey Result
 - c. Standard III accreditation report (update on the outcome)
 - d. Review of TOR
 - e. Review of HRC list of members
 - f. Others (plan for improvement, fb, etc.)
4. Approval of Minutes
 - a. Minutes of April 30, 2015 (for adoption)
 - b. Minutes of August 20, 2015 (for adoption)
5. Old Business
 - a. HRC Self-assessment (Spring 2015) Result
 - b. Standard III accreditation report (update on the outcome)
6. New Business
 - a. SSC Self Evaluation Survey Result
<https://www.surveymonkey.com/results/SM-PNNMHXXY/>
 - b. Review of TOR
http://wiki.comfsm.fm/@api/deki/files/3324/=HRC_TOR_11_24-011.pdf
 - c. Review of HRC list of members
 - d. Others (plan for improvement, fb, etc.)
7. Adjournment

Discussion of Agenda/Information Sharing:

1. Chairperson George Mangonon called the meeting to order at 3:08 P.M. He welcomed and thanked everyone for coming and for the vote of the confidence in him to be the HRC chairperson for SY 2015-2016. He extended special welcome to our new members Robert Andreas, who is replacing Sylvia Henry in representing the Education Division, and Emmanuela Garcia, a returning member from Pohnpei Campus. George also thanked the outgoing chair.

2. Introduction began with off-island members, and then the members present at the meeting (venue). More than 25% of the members were present so it was decided that the committee proceed with the meeting.

3. Chair briefly went over the agenda items.

4. Adoption of Minutes:

Minutes for April 30th was voted on electronically and adopted in today's meeting with minor the change made of the date from 4/20/2015 to 4/30/2015 on page 2 under Summary. *Marylene made a motion to adopt the 4/30/15 minutes and Julia seconded.*

Alfred also moved the motion to adopt the August 20, 2015 minutes and seconded by Benina. Both minutes for April 30, 2015 and August 20, 2015 were unanimously approved and adopted.

Alfred asked if there is any action taken on the raised a concern about the issue relating to HRC review of Accreditation Standard IIIA-Human Resources he brought up (that was discussed) in the last HRC meeting, section IIIA7 & IIIA8 regarding the adequacy of full time and part time instructors. What actions are taken for issues discussed during meetings beside putting it in the minutes? It would be an accreditation issue if no action is taken. It is good that HRO addresses these weaknesses/concerns raised by HRC so you will be able to answer the Accreditation Team. What can be done about it? Norma suggested writing a memo and sending it to HR Director for action. Members agreed that if there is comment raised by HRC, it should be drafted in a memo and submitted to the HR Director for action.

Marylene has already forwarded the email to HR Director, but she will email it to George to put it in a memo format and submit to HR Director. She recommended a memo (black and white) and a follow up.

5. Old Business:

HRC Self-assessment (spring 2015) Result

Marylene went over the result of the assessment done for spring 2015, comparing it to the result of the one done for fall 2014. The same set of questions was done by 17 members for fall 2014 while only 13 out of those 17 completed the assessment for Springfall 2015. The overall result showed improvement. Marylene acknowledged and thanked the members for their attendance and participation and encouraged more participation.

Standard III Accreditation Report

HR Director always sent out the latest versions whenever changes are made. Marylene brought attention to the latest version sent and stressed the need for the members (as part of HR) to read, know and understand in order to see the picture of and to have the general idea know and understand of what HRO - has stated to address the 1-15 sub-standards. is doing. HRC members are asked to review the report and see if evidences meet the standards.

6. New Business:

SSC Self Evaluation Survey Result

George brought attention to the result of the survey where only 11 members out of 19 participated. He invited members to share any ideas on how to encourage members to actively participate.

Review of TOR

George compared the TOR 11-24-2011 revision with TOR October, 2014. There are a lot of changes that he feels the committee needs to look at. He will email for discussion. He addressed the change of regular meeting from once a month to twice a month and inquired the purpose behind the change. Norma mentioned the need to meet twice a month or the committee would not be able to keep up with its assigned task(s) as there is so much work that needs to be done. Marylene agreed with Norma, stating that not much thing was done when meeting was held once a month. George also brought up the concern of the change in bullet number one under

responsibilities of the committee from Develop or revise policies and/or procedures assigned to Review new and revised policies and/or procedures. Norma explained that the committee is not responsible for developing policies and/or procedures but to review and make recommendation. The old TOR is still on Wiki. What happened to the latest revision?

Review of HRC list of members

So far, there are 19 members. The committee is waiting for Frankie to email the list of new members as she is asking for representation from supervisors from other divisions. Allain Bourgoïn and Deeleeann Daniel removed themselves as their class schedules are in conflict with meeting schedules. Robert Andreas is replacing Sylvia Henry in representing Education Division. Sylvia has declined membership due to additional responsibility at her respective division. Fidelia from Yap Campus has resigned, and the committee is still waiting for her replacement. Kersweet from Chuuk Campus has been assigned to another committee. Emmanuela Garcia is a returning member from Pohnpei Campus.

Others (plan for improvement, fb, etc.)

George created an fb account for the committee. He explained how the members can view the profile (COMFSM HR Committee) and encouraged them to take pictures and upload - populate - to improve relationship esp. with the other campuses' members.

Meeting was adjourned at 4:13 P.M.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- HR self-assessment result
- SSC Self Evaluation Survey result
- TOR from Wiki and the modified version
- Minutes of April 30, 2015
- Minutes of August 20, 2015
- VPIQEA email re:

College Web Site Link:

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Prepared by:	Julia N. Martin	Date Distributed:	09/15/15
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Approval of Minutes Process & Responses:

- Revised Minutes for April 30, 2015 was approved and adopted.

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

1. To send electronic votes on the April 20, 2015 minutes.

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2. To complete the HRC Self-Assessment.
3. HRC to send feedbacks to the HR Standard III Accreditation Report by Sept. 15, 2015.
4. HRC to complete the assessment survey.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments

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