

**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> April 30, 2015	<b>Time:</b> 3:00 p.m.	<b>Location:</b> Board Conference Rm.

**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	Sylvia Henry	X		
Secretary, PNI S	Maureen Mendiola		X	on leave
NTL S	Norma J. Edwin		X	Board meeting
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	BOR mtng. & site visit
CHKK S	Kersweet Eria	X		
NTL S	Julia Mix		X	
NTL S/FSS Rep	Martin Mingii		X	

<b>Additional Attendees:</b>	
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**Agenda/Major Topics of Discussion:**

1. Call to order at 3:13 p.m.
2. Roll call; declaration of quorum for discussion
3. Review of Agenda
  - a. Information sharing – COC (Council of Chairs)
  - b. HRC’s revised TOR and Routing Procedure (with modification)
  - c. (Policy 003) Administrative procedure – Tuition waiver & reduction

- d. (Policy 003) Board policy – Tuition waiver & reduction
4. Approval of Minutes:
    - a. Minutes of April 16, 2015
  5. Old Business
    - a. Information sharing (update) – COC (Council of Chairs)
    - b. HRC’s revised TOR and Routing Procedure
    - c. (Policy 003) Administrative procedure – Tuition waiver & reduction
    - d. (Policy 003) Board policy – Tuition waiver & reduction
  6. New Business:
    - a. Others
  7. Adjournment

**Discussion of Agenda/Information Sharing:**

Chairperson Marylene Bisalen called the meeting to order at 3:13 p.m. She welcomed and thanked everyone for coming.

Roll call began with the members present at the meeting.

Approval and adoption of April 19, 2015 Minutes: Members asked for time to review the minutes. Members will review and vote electronically whether to adopt or not.

Chairperson informed in its last meeting that COC recommend to dissolve and move the standing committee chairs to EC (Executive Committee). EC has endorsed COC to dissolve. However, no further decision has been made to move the chairs to EC.

All members approved the routing procedures as reflected on April 16, 2015 minutes. However the TOR, needs to be reviewed for grammatical errors where needed. Julia Martin and Sylvia will work on this and present to the committee.

Due to the need for more clarifications pertaining to Policy 003 the committee is requesting the HR Director and someone from Financial Aid Office, to attend the next HRC meeting. A motion to table further discussions on Policy 003 - Administrative procedures-Tuition waiver and reduction was made by Julia Martin and seconded by Allain Burgoin.

(Policy 003) Board policy – Tuition waiver and reduction was tabled for next meeting.

Other matters were brought up by HRC:

- a. Donated sick leave
- b. Incentive Awards Program – revisit policy
- c. Staff Development Program – reapply procedures

Updated information requested on two items endorsed by HRC and emailed by HR Director to Faculty Staff Senate representative, Section X- Optional Benefits and Social Security.

Meeting adjourned at 4:00 p.m.

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

Will be arranged via email

**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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<b>Prepared by:</b>	Sylvia Henry	<b>Date Distributed:</b>	05/5/15
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. Request HR Director and Financial Aid personnel in HRC’s next meeting on Policy 003 - Tuition Waiver and Reduction (Administrative procedure)
2. Policy 003 - Tuition Waiver and Reduction (Board policy) tabled for next meeting.

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments