

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

Committee or Working Group:	Human Resources Committee
------------------------------------	---------------------------

Date: January 24, 2012	Time: 3:00 p.m.	Location: President's Conference Room

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, NTL F	Delihna Ehmes	X		
Vice chair, CRE	Mark Kostka		X	
NTL F	Jazmin Gonzales	X		
NTL F	Joseph Felix Jr.		X	
PNI F	Emmanuela Garcia		X	Have class
PNI F	Anna Dela Cruz		X	Have class
NTL F	Robert Andereas	X		
NTL S	Bandy Fred	X		
NTL S	Norma J. Edwin	X		
Secretary, PNI S	Maureen Mendiola	X		
NTL F	Allain Bourgoïn	X		
PNI F	Bertoldo Esteban		X	
PNI S	Albert Amson		X	
PNI F	Deeleeann Daniel		X	
PNI F	Salba Silbanuz		X	
PNI S	Morehna R. Santos		X	
FMI	Regina Faimau		X	
CHKK F	Abraham Rayphand	X		
Yap S	Fidelia Gilmar	X		
KOSRAE S	Skipper Ittu	X		
FMI F	Michael Mailuw		X	
NTL S (New member)	Julia Martin	X		

Additional Attendees:

Agenda/Major Topics of Discussion:

- Old Business
 - Report on Breakdown SD Budget from Campuses
 - Update/Report on Staff Development Annual Activity
- New Business
 - Policy on record-keeping (new item)
- Miscellaneous
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Delihna Ehmes called the meeting to order at 3:10 p.m. She first welcomed and thanked everyone for coming.

I. Breakdown of SD Budget

Chair thanked National, Pohnpei, and Kosrae Campuses for submitting their SD budget breakdown. She encouraged the other campuses to send in theirs. Below are breakdown budgets for the NC, PC, and KC:

National Campus: \$25,000

Degree Program: 35%
Annual On Island Activities: 25%
On Island Short-term Training: 20%
Off island activities: 10%
Certificate training: 10%

Pohnpei Campus: \$25,000

Degree programs: 30%
Annual on-island activities: 30%
On-island short term training: 20%
Off-island short term training: 20%

Kosrae Campus: \$7,000

Degree programs: \$4,000
Staff Development Day: \$1,000
Incentive Day: \$1,500
Contingency (ies): \$500

Concerns raised:

If there is a set of percentage to be given to different activities; limited budget which won't accommodate all requests. In the SD policy, Norma explained that there never been priorities in the needed areas thus funding can be reprogrammed to other areas as needed.

Robert moved to adopt the recommendations to move on and Jazmin seconded.

II. Staff Development Day

Chair shared the proposed activities and inputs/comments received from members. In addition to the four proposed activities (team building; health related/CPR, traditional skills, cooking demonstrations) is accreditation.

Allain suggested if Frankie could pin point/identify other weaknesses on the checklist or perhaps give us ideas so smaller groups could be created to address these problems before March.

Chair answered the question came from Chuuk Campus are also involve in the Staff Development Day. Chair explained that all campuses will come up with their own activities on that day except for National and Pohnpei Campuses which are to be combined.

III. Policy on Record Keeping

Frankie had asked Delihna if the HR committee can come up with a general record keeping policy. Chairperson Delihna will find out more detail as members were kind of confused because this committee only do review and make recommendation

IV. Miscellaneous

Norma shared the e-mail from Frankie to do a HR directory on personnel issues to be submitted to HR director for final review. She also let everyone aware that the new President is arriving on February 4th and an investiture ceremony is planned for February 6th at the COM-FSM Cafeteria. President's office is asking VPIA's office if classes can be

shortened during that time so faculty, staff, and students can attend.

V. Meeting adjourned at 4:15p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Break down of SD Budget by NC, PC, KC

College Web Site Link:

-

Prepared by:	Maureen Mendiola	Date Distributed:	1/26/12
---------------------	------------------	--------------------------	---------

Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

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

None...

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments