

**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>	<b>Time:</b>	<b>Location:</b>
April 28, 2016	3:00 P.M.	Board's Conference Room

**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		
“Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
CHK F	Genevy Samuel	X		
CHK S	Marylene Bisalen	X		
FMI S	Regina Faimau		X	
KSA S	Kenye Killin		X	
NTL F	Robert Andreas	X		
NTL F	Lucia Donre		X	
NTL F	Jazmine Gonzales		X	
NTL S	Norma Edwin	X		
NTL S	Benina Ilon		X	
NTL S/FSS Rep	Martin Mingii		X	
NTL S	Julieta Mix		X	
NTL S	Alfred Olter		X	
NTL S	Yolina Yamada		X	
PNI F	Bertoldo Esteban		X	
PNI F	Emmanuela Garcia		X	
PNI S	Albert Amson		X	
PNI S	Maureen Mendiola		X	
Yap S	Sharon Ourun		X	

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

1. Call to order
2. Roll call; declaration of quorum
3. Adoption & Review of Agenda
  - a. Approval of April 14, 2016 minutes
  - b. Final review and discussion of HRC's TOR
  - c. Self-Evaluation

- d. Meeting with HRD Rencelly Nelson and Policies for review
  - e. Election of new officers
  - f. Others
4. Approval of Minutes
    - a. Minutes of April 14, 2016 (for adoption)
5. Old Business
    - a. Final review and discussion of HRC's TOR proposed modification (with a slight proposed modification)
    - b. Self-evaluation (updates on completion)
6. New Business
    - a. Meeting with HRD Rencelly Nelson and some policies needing HRC's review and inputs
    - b. Election of new officers
      - i. A concern by one member
      - ii. Nominations
      - iii. Election proper
    - c. Others
7. Adjournment

#### **Discussion of Agenda/Information Sharing:**

Chairman George Mangonon called the meeting to order at 3:07 P.M. He welcomed and thanked everyone for coming. He also expressed joy in having the presence of the HR Director, Rencelly Nelson.

Introduction for members present began with those present at the meeting site and on to the state campuses. Quorum was declared and meeting proceeded to the agenda.

#### **Review of Agenda**

Norma moved and Julia seconded to adopt the agenda. Majority was in favor of the motion, so agenda was unanimously adopted.

#### **Approval of Minutes**

Julia moved and Norma seconded to adopt the minutes for April 14, 2016. Majority was in favor of the motion, so minutes for April 14, 2016 were unanimously adopted.

#### **Old Business**

Final review and discussion of HRC's TOR proposed modification: it was agreed to change the number of meetings from twice a month to once a month and special meetings would and can be called when necessary.

Norma moved and Robert seconded to include the change and send it off for approval.

Self-evaluation (updates on completion). Chairman encouraged everyone to complete the survey. Jimmy had called and asked the committee to complete it ASAP.

**New Business**

The meeting with HRD Rencelly Nelson to discuss some policies needing HRC's review and inputs was cancelled because of the Staff Development training.

The four current existing policies, which were sent for modification. The lawyer suggested: numbering the section. It will be difficult to cite policies with no number. There was no consistency. When amend policy, be sure to clarify.

6001 employees are expected to follow policies and disciplinary actions will be warranted.

6018 – page 1 capitalizing heading and giving numbers. Page 2 subsection 4 (Efforts)

6023 – clarify what it means.

6032 – capitalize heading, give numbers. Page 1, application and prohibition - Define it clearly.

**Election of New Officers**

HRC (May 12) supposedly last meeting for this semester was agreed upon to be cancelled during its April 14 meeting. Election of new officers was supposed to be in today's meeting, so new officers can start in the upcoming new fiscal year (2016-2017). However, due to the absence of majority of the members, Norma moved and Robert seconded and majority unanimously agreed to postpone proper election of new officers to our first meeting in the next school year (August).

Members are encouraged to email the chairman their nomination.

Meeting adjourned at 4:03P.M.

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

**Handouts/Documents Referenced:**

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**College Web Site Link:**

<b>Prepared by:</b>	Julia N. Martin	<b>Date Distributed:</b>	09/01/2016
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**Approval of Minutes Process & Responses:**

- April 14, 2016 minutes were approved and adopted in today's meeting

<b>Submitted by:</b>	Julia N. Martin	<b>Date Submitted:</b>	10/13/2016
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

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<b>Action by President:</b>				
<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>