

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
September 12, 2019	3:30 P.M.	Board Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. NTL S Chair, HRC	Tetaake Yeeting	X		
2. CHK F Vice chair, HRC	Genevy Samuel	X		
3. NTL F Secretary	Pearl H. Olter-Pelep	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CTEC F	Emmanuela Garcia	X		
6. CHK S	Marylene Bisalen	X		
7. FMI Staff Rep	Regina Faimau			
8. KSA S	Shrue-Miako Sahn	X		
9. KSA F	Vacant			
10. NTL F	Karen Kan-Lun Tu	X		
11. NTL S	Norma Edwin	X		
12. NTL S FSS Rep	Alfred Olter		X	
13. NTL S	Yolina Yamada		X	
14. Yap NTL F	Vacant			
15. NTL S	Twyla Poll		X	
16. CTEC S	Albert Amson	X		
17. CTEC S	Maureen Mendiola	X		
18. CTEC F	Bertoldo Esteban	X		
19. Yap Campus Rep	Reiko Azuma	X		
20. NTL S	Maryallen Manuel		X	
21. NTL S	Josephine Kostka		X	
22. Yap S	Randy Yarofil	X		
23. Yap FMI	Vacant			
24. NTL S	Merleen Elias	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:

1. Call to order
2. Roll call
3. Review and adoption of Agenda
4. Review and adoption of April meeting minutes
5. Updates
 - Members (old and new members)
 - TOR
 - HRC Development Plan
6. Others
7. Adjournment

Discussion of Agenda/Information Sharing:

1. Chairperson Tetaake called the meeting to order at 3:00P.M.

- Reading of the College's mission statement.
- Chairperson Tetaake did a roll call.
- Since there were a lot of new members who just joined the HRC, a recommendation was made for the VPIEQA to fix the list of all members in the HRC and send it out again before the next meeting.
- Some old members were also taken out of the HRC list without the members being notified.
- Norma also made some recommendations on to the TOR.
- There were some minor changes on the TOR that still needs to be changed before the next meeting.

TOR

- Norma questioned a section on the TOR where it says "Review assessment and evaluation of HR services and make recommendations" on clarifications of this specific responsibility.
- Questions on "Review of Master plans" were also raised by members for the Director of HR to clarify.

2. Review of Agenda

Norma made a motion to adopt the agenda with suggested changes and it was seconded by Karen.

3. Review of May Meeting Minutes

- Review of May 01, 2019 meeting minutes and minor changes were made by the HRC members and Norma made a motion to adopt the minutes with the proposed changes and it was seconded by Merleen.

HRC Development Plan

- Rehire eligibility policy
- Last meeting will be on the last week of November
- BP 6025 Classification Policy
- BP 6026 Faculty Workload

Others

- Recommendations were made by Marylene to state that the last HRC meeting minutes for each academic year was to be sent out and adopted electronically at the end of that academic year.
- It should not be at the beginning of the new academic year, as we have forgotten what took place after several months has passed.
- Tetaake proposed a new schedule for the HRC meeting time so that some members who have classes at 2:00pm to 3:20pm can be able to make it to the meeting if it starts at 4:00pm.
- Director agreed to the proposed schedule since there are more than 3 people who are faculty members and has classes at 3:00pm.
- Director of HR emailed the policy on faculty workload to all IC of each campus for recommendations or feedback.
- 2 people responded with their recommendations and these recommendations will be emailed to all HRC before the next meeting in October.

7. Adjournment

The meeting was adjourned at 4:30pm.

Handouts/Documents Referenced:

- May 01, 2019 Meeting minutes
- September 05, 2019 Agenda

College Web Site Link:**Prepared by:**

Pearl Habuchmai
Olter-Pelep

Date Distributed:

05/30/2019

Approval of Minutes Process & Responses:

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