

**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>
September 03, 2020	3:00pm-4:00pm	Zoom Meeting

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

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Roll call</li> <li>3. Old Business: Update information from last week meeting, August 27, 2020               <ol style="list-style-type: none"> <li>a) Minutes for August 27, 2020</li> <li>b) New Officers (Vice and Secretary)</li> <li>c) Proposed Amendment to Board Policy No. 6009</li> </ol> </li> </ol>

4. New Business:
  - a) Confirmation of Committee Members from each Campus
  - b) Share results of Committee Assessment from FY 2019-2020
5. Miscellaneous
  - a) Next Meeting
6. Adjournment

**1. Call to Order:** Chairperson Ms. Genevy Samuel called the meeting to order at 3:00 p.m.

**2. Roll Call of Members:** 11 out of 22 members or 50% are present

**3. Review of Agenda:** Missing item in the agenda so members recommend adding "Review of Agenda" as number 3 to the agenda. Emma moved to adopt the agenda and seconded by Yolina. The agenda was adopted.

**4. Old Business:**

**Update information from last week meeting, August 27, 2020**

- Emma suggests confirming the HRC membership before adopting the minute. HR Director mentioned going ahead with the list and wait for confirmation of committee membership from VPIEQA.
- Review and adoption of August 27, 2020 minute will be done electronically.
- New Officers are now confirmed and on board.
- Proposed Amendment to BP No. 6009 was sent to FSS for comments.

**5. New Business:**

- Confirmation of Committee Members from each campus will be finalized upon confirmation from VPIEQA.
- Assessment Results from SY 2019-2020 was shared: Members discussed the results of the HRC assessment where improvement is really needed. Communication is one of the main issue as internet access is a problem to most HRC members; encouraged members to take part in the meeting discussions; meeting agenda and documents are to be shared prior to the meeting to give humble time for committee members to read, review, and understand before the meeting; meeting minutes have to be sent out according to the TOR; discussions were carried out very slow; and most of the meetings do not start/end on time. Chairperson Ms. Genevy Samuel then solicits assistance and support from members to cooperate and continue work together to achieve of what is expected of the HR committee.

**6. Miscellaneous:**

- Arlynza suggested documents have to be sent out 3 days before the meeting
- Maureen asked Chair to share the link for this meeting
- Next meeting is scheduled for October 1, 2020. Maureen moved to postpone the meeting to the 2<sup>nd</sup> Thursday in October and Marylene seconded. October 1 is Chuuk State Constitution Day.

7. ADJOURNMENT: The meeting adjourned at 4:00 p.m.

**Handouts/Documents Referenced:**

- Agenda for August 27, 2020 meeting
- Minute for August 27, 2020 meeting
- Committee Assessment Results for SY 2019-2020

**College Web Site Link:**

**Prepared by:**

Maureen Mendiola

**Date Distributed:**

9/8/2020