

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

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| Committee or Working Group: | Human Resources Committee |
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| Date: | Time: | Location: |
| August 5, 2021 | 3:00pm-4:00pm (PNI & Kosrae) 2:00pm-3:00pm (Chuuk & Yap) | On-Line Zoom Meeting |

| Members Present/Absent: | | | | |
|---|----------------------|---------|--------|----------------|
| Title/Representative | Name | Present | Absent | Reasons |
| 1. Chair, National Faculty | Pearl H. Olter-Pelep | X | | |
| 2. Vice chair, National Faculty | Karen Kan-Lun Tu | X | | |
| 3. Secretary, CTEC Staff | Maureen Mendiola | X | | |
| 4. "Ex-Officio Member" Director, HRO | Rencelly Nelson | X | | |
| 5. CHK Staff | Marylene Bisalen | | X | Approved leave |
| 6. KSA Staff | Arlynza J. Talley | | X | |
| 7. KSA Staff | Shrue-Miako Sahn | X | | |
| 8. NC Staff | Norma Edwin | X | | |
| 9. NC Staff | Maryallen Manuel | X | | |
| 10. NC Staff | Yolina Y. Irons | X | | |
| 11. NC Staff/CRE | Merleen Elias | | X | |
| 12. NC Staff/AS | Twyla Poll | X | | |
| 13. NC Staff | Josephine Kostka | X | | |
| 14. NC Staff | Tetaake Yee Ting | X | | |
| 15. NC Faculty | George Mangonon | X | | |
| 16. CTEC Faculty | Emmanuela Garcia | X | | |
| 17. CTEC Staff | Albert Amson | | X | |
| 18. Yap Staff | Reiko Azuma | X | | |
| 19. Yap Faculty | Robert Yangerluo | X | | |
| 20. | | | | |
| 21. | | | | |

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| Additional Attendees: | |
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| Agenda/Major Topics of Discussion: |
| <ol style="list-style-type: none"> 1. Call to order 2. Reading of the College Mission Statement |

3. Roll Call and Establishment of Quorum
4. Review and Adoption of Agenda for August 05, 2021
5. Review and Adoption of minutes for May 06, 2021
6. New Business
 - a) HRC Self-Assessment Results – 2020-2021
 - b) HRC Tracking Activities AY 2019-2021
 - c) Policy Development Plan – August 2021
 - d) TOR Evaluation 2021
 - e) COM-FSM Committee Guide
7. Old Business
 - a) BOR Master Planning Calendar 2018-2023
8. Update from participants
9. Miscellaneous
10. Adjournment

1. **Call to Order:** Chairperson Pearl called the meeting to order at 3:00pm Pohnpei Time. She welcomed everyone and starts off with a moment of silence.
2. **Reading of the College Mission Statement:** Chairperson read the College Mission Statement – *The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.*
3. **Roll Call and Establishment of Quorum:** Secretary Maureen made the roll call and 2 out of 19 or about 95% members are present. Leilani Biza has resigned, and Jacinta Laan is replaced by Robert Yangerluo of Yap.
4. **Review and Adoption of August 05, 2021, Agenda:** Norma moved for the adoption of the agenda and seconded by George, the agenda was adopted.
5. **Review and Adoption of Minutes for May 06, 2021:** HR Director recommends using “approved leave” instead of specific reasons for absences. Norma moved for adoption of the minutes for May 06, 2021 and seconded by Twyla. Minutes were unanimously adopted.
6. **New Business:** Update from HR Director
HR Director starts off by congratulating the new chair and for HRC officers to continue in what you are doing and make sure approved minutes are posted on wiki so everyone can see and know what’s going on in this committee.

HRD shared the board master planning calendar that HRO has incorporated the policies that HRC is going to review this academic year in the updated policy development plan.

HRD also shared the COM-FSM committee guideline that was developed and provided by the outgoing Vice President Caroline. One of the things included in the guideline is to begin the academic year with a training but since acting VPIEQA just finished with the summit and now he's fully engaged with enrollment. HRD believes that HRC officers already have the capabilities and won't need that much training. She advised HRC to keep the handout handy for future reference.

HRC assessment result 2020-2021. HRD has put together of what the committee has listed of what works, what doesn't work, and the actual recommendations which were referred to the officers to decide which ones are functional and need to be implemented.

Tracking HRC Activities. HRD shared the table on policies that were being reviewed and implemented. HRC officers have to keep track on how long the policy has stays with other committees or to revisit these policies to find out their status. HRD suggests creating or adding a column on the left side of the table of when the committee will actually meet and discuss these policies. Notice of implementation of policies was electronically sent out by HRD after the board approved and follows by posting on the college website. HRD mentioned that HRC do not have to talk about policies and procedures only but need to get ideas and feedbacks from the people you represent or any policies that we don't have or any current issues that they might have.

Shared the policy development plan and policies that are earmarked for board's review for their next meeting. This scheduling will give ample time for HRC to review and get feedbacks. HRD take into consideration one of the feedbacks in the committee self-assessment, is to give time and pay attention to the policies that required action instead of having too many things on the agenda and then the committee won't be able to cover everything. HRC can always reshuffle based on office needs and in consultation with the board policy.

Terms of Reference: HRC is advised to go over the current TOR that was revised and approved in 2019 and try to answer the questions provided and apply to each section. HRD recommends the TOR to be reviewed again at the committee level.

- #3. Membership. HRC has 21 members that do not match the 17 on the TOR. HRC will decide whether to trim it down or keep that number as is, because this is one issue in our self-evaluation that does not match our TOR or based on our performance and activities.
- #9. FSS Rep in HRC. For communication wise, HRC need to have FSS reps in HRC that can reach out to all campuses.
- #10. Meetings. HRC need to find out if our meeting time 3-4pm is not conflict with the teaching schedule of the faculty serving in this committee.
- #11. Communications & Distribution of Information. HRC has to clarify the timeframe of documents distributed before the meeting as it was recommended 2 weeks in the self-evaluation. HRC has to consider if it's reasonable to send out minutes 3 days after the meeting. Make sure members are expected to comment after 3 working days after receive of the minutes. Need to change *"the minutes are officially adopted at the next meeting"* if it's not efficient and to eliminate *"the HRO maintains a file on official HRC minutes"* it serves no purpose as official minutes are already posted on wiki.

7. Miscellaneous

- Recommends HRC officers to discuss the self-evaluation recommendations during their meetings.
 - HRC officers will discuss the dates of meetings and share.
 - Chair asked HRD if refreshments can be provided in our next meeting.
- 8. Adjournment.**
- George moved for adjournment and Tetaake seconded. The meeting adjourned at 4:16 p.m.

- Handouts/Documents Referenced:**
- Agenda for August 5, 2021 meeting
 - Minute for May 6, 2021 meeting
 - HRC Self-Assessment Results 2020-2021
 - HRC Tracking Activities AY 2019-2021
 - Policy Development Plan – August 2021
 - TOR Evaluation 2021
 - COM-FSM Committee Guide
 - BOR Master Planning Calendar 2018-2023

College Web Site Link:

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| Prepared by: | Maureen Mendiola | Date Distributed: | 8/10/2021 |
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