

**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 2, 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		Came in late due to technical problem
6. KSA Staff	Arlynza J. Talley		X	Sick Leave
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	Personal Leave
11. NC Staff/CRE	Merleen Elias	X		
12. NC Staff/AS	Twyla Poll		X	Busy w/work obligations
13. NC Staff	Josephine Kostka	X		
14. NC Staff	Tetaake Yee Ting		X	Busy w/work obligations
15. NC Faculty	George Mangonon	X		
16. CTEC Faculty	Emmanuela Garcia	X		
17. CTEC Faculty	Bertoldo Esteban	X		
18. CTEC Staff	Albert Amson		X	
19. Yap Faculty	Robert Yangerluo	X		
20. Yap Staff	Reiko Azuma		X	Maternity Leave
21. FMI Staff	Felisa Tmag	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
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 September 02, 2021
5. Review and Adoption of minutes for August 05, 2021
6. Old Business
 - a) Comments on evaluation of TOR
7. New Business
 - a) Board Policy No. 6007
 - b) Board Policy No. 6008
 - c) Administrative Procedure No. 6035 Rehire Eligibility
 - d) Board Policy No. 6035 Rehire Eligibility
 - e) AP No. 6027 – August 2021
 - f) Form – File Closure 2021
 - g) Appendix H – Dependents Eligibility Form 2021
 - h) Appendix I – Educational Development Request Form 2021
 - i) Policy Development Plan
8. Miscellaneous
9. Adjournment

- 1. Call to Order:** Chairperson Pearl called the meeting to order at 3:00pm Pohnpei Time.
- 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:** 15 out of 21 or about 71% members are present. Two additional members, Bertoldo Esteban from CTEC and Felisa Tmag from FMI.
- 4. Review and Adoption of September 02, 2021 Agenda:** Maureen suggests adding BP 6009 to our agenda for next meeting. Norma moved for adoption of the agenda and seconded by Merleen, the agenda was adopted.
- 5. Review and Adoption of Minutes for August 05, 2021:** In the last meeting minutes, HR Director suggests to put “approved leave” next to their names if their leave requests are approved instead of specifying personal reasons. Minutes for August 05, 2021 were unanimously adopted.
- 6. Old Business: Comments on evaluation of TOR**

HRC officers met and pointed out some of the little changes they made to the TOR. Secretary went ahead and asked HRC members and HRD to clarify the number of membership as Yap and FMI are

now considered different campuses. Below are suggestions & comments from HRC members:

- Suggests that ex-officio is not to be combined with the current number.
- To set a limit as the TOR said at least 17 members.
- FSS member should be reflected in the minute
- Campus HR Reps must be part of HRC because of their role and are part of policies discussions; they represent their campuses; attend HRO monthly meetings; and they bring feedbacks to HRC. Faculty members representing faculty in their respective campuses are to bring issues to HRC as well as staff.
- Recommend to increase the number in order to have a consistent quorum. Quorum requirements now increased compared to previous years which resulted less members and ended up with no quorum to carry out the activities.
- Members who choose to stay longer in the committee are the ones who are willing to work and learn. They are not appointed but volunteer to serve in the committee.
- HRD mentioned she has no problem with the big number as long the quorum considers and count on action items. TOR can be finalized later to give ample time for members to read and provide feedbacks.
- Change 8 to 10 members and each Campus HR Rep should be one of those members.
- Recommends HRO staff to be a member of HRC for consistency or when HRD is not present.
- HRC recommends and endorsed one (1) week for Secretary to prepare meeting minutes and three (3) working days for members to comment.
- HRD recommends setting a time to upload meeting minutes on the wiki instead of waiting for the next meeting to upload minutes.

TOR is created during the transition by administrators chairing committee that faculty and staffs are to be part of the standing committees. The idea is as long as members are willing to present or bring issues to HRC.

Yap faculty rep was concerned of why he should be the one to appoint for members to be on HRC as it is the responsibility of the Campus Dean.

Norma mentioned as part of the governance policy and as members of the standing committees, members are responsible to share information with the colleagues you represent.

Duties and responsibilities of FSS rep is already spelled out in the TOR. Norma said there wasn't any election to get new officers because there were no people interested in running.

Faculty members are appointed to standing committees based on their free time that is not conflict with their class schedules. Yap faculty member is conducting classes on line and was advised to make time to attend meetings.

Chairperson compiles the agenda and forwards it to committee members one week prior to meetings. (change "prior" to "1 week prior")

Delete "HRO to maintain a file on official HRC minutes" because it's not applicable anymore as it's already access online for everyone to read.

Committee Assessment is an important tool that is used for improvement. Change "last month of the year" to "last month of the academic year". HRC mentioned that she just added this part to the

TOR and was approved by the board in 2019.

Vice chair will amend the TOR to be shared along with the meeting minutes.

7. Miscellaneous

- HRD thanked HRC members for completing their assessment on the evaluation of the TOR. Suggests making timeline for members to complete and send out electronically.
- Be mindful of board policies 6007 & 6008 are due with the board in their December 2021 meeting. HRC is asked to call another meeting this month to tackle the previous items that HRC did not address in the first meeting. BP 6010 is due with the board in their March 2022 meeting.
- George moved for adjournment and Norma seconded.
- Next meeting is September 23, 2021

8. Adjournment.

The meeting adjourned at 4:23 p.m.

Handouts/Documents Referenced:

- Agenda for September 2, 2021 meeting
- Minute for August 05, 2021 meeting
- Board Policy No. 6007
- Board Policy No. 6008
- Administrative Procedure No. 6035 Rehire Eligibility
- Board Policy No. 6035 Rehire Eligibility Policy
- AP No. 6027 – August 2021
- Form-File Closure 2021
- Appendix H- Dependents Eligibility Form 2021
- Appendix I- Educational Development Request Form 2021
- Policy Development Plan

College Web Site Link:

Prepared by:

Maureen Mendiola

Date Distributed:

9/07/2021