

College of Micronesia-FSM

HUMAN RESOURCES COMMITTEE
Terms of Reference

A. Authority

The Human Resources Committee operates through the authority of and reports to the President through the Director of Human Resources. Recommendations from the committee are submitted through the Director of Human Resources to the President for action.

B. Purpose

The Human Resources Committee advises the President on matters relating to human resources, including all issues relating to staff development.

C. Membership

The members of the Human Resources Committee are:

- Human Resources Specialist
- Executive Assistant to the President
- Sponsored Programs Coordinator
- Payroll Accountant
- Faculty representative
- Professional staff representatives
- Classified staff representatives
- Chairpersons, State Campus Personnel Committee (5)
- Cooperative Research and Extension representative

At the beginning of the academic year, the Faculty/Staff Senate recommends the eight Senate representatives, two from each of the four personnel classifications and the Vice President for Cooperative Research and Extension the Cooperative Research and Extension representative. The President then appoints the committee members based on the recommendations.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

D. Organization

| [Last revised 11-24-2011](#)

The committee members elect chair of the HR Committee. The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

A vice chairperson is elected at the beginning of the academic year. The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

The committee members also elect the secretary. The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

E. Meetings

Meetings are held at least monthly. The schedule is determined at the beginning of the academic year. The chairperson may call special meetings or upon consent of the majority of the members reschedule the regular meetings. Meetings may be held face-to-face or via teleconferences or other communication technologies. Twenty-five percent of members present constitute a quorum for discussion purposes. A majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

F. Responsibilities

The responsibilities of the Human Resources Committee are to:

- Develop or revise policies and/or procedures assigned to or identified by the committee by researching the issues, soliciting input, gathering information, disseminating that information and finally formatting the policy for approval;
- Review assessments and evaluations of human resources services and make recommendations;
- Review and recommend revisions to the master development plan that is linked to college priorities;

- Review and make recommendations on all applications on staff development whether for degree or non-degree programs;
- Serves as a bigger umbrella for the campus staff development committees
- Each member is responsible for communicating with his or her director especially at the campus about matters relating to this committee.

G. Communications & Distribution of Information

Agenda items may be submitted to the chairperson by other members, other committees, or the President. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The HR secretary then distributes the official minutes to all committee members and to the President. The HR Committee maintains a file on official HR Committee minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the President through the HR Director. The HR Director also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

H. Representation by Proxy

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

Responsibilities of proxies are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member.

When a proxy misses three meetings, the chairperson informs the committee member. A new proxy may be selected. When the committee member is able to attend a meeting, the

member attends and keeps the proxy advised of the activities at that meeting (reversing the roles).