

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

Committee or Working Group:	Human Resources Committee
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Date: February 16, 2012	Time: 3:00 p.m.	Location: PCR Conference Room

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, NTL F	Delihna Ehmes	X		
Vice chair, CRE	Mark Kostka	X		
NTL F	Jazmin Gonzales	X		
NTL F	Joseph Felix Jr.		X	Class conflict
PNI F	Emmanuela Garcia		X	
PNI F	Anna Dela Cruz		X	
NTL F	Robert Andereas	X		
NTL S	Bundi Fred	X		
NTL S	Norma J. Edwin	X		
Secretary, PNI S	Maureen Mendiola		X	
NTL F	Allain Bourgoin	X		
PNI F	Bertoldo Esteban		X	
PNI S	Albert Amson		X	
PNI F	Deeleeann Daniel		X	
PNI F	Salba Silbanuz		X	
PNI S	Morehna R. Santos		X	
FMI	Regina Faimau		X	Technical
CHKK F	Abraham Rayphand		X	"
Yap S	Fidelia Gilmar		X	"
KSA S	Skipper Ittu		X	"
FMI F	Michael Mailuw		X	"
NTL S (New Member)	Julia Martin		X	Hospital appointment

Additional Attendees:	
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Agenda/Major Topics of Discussion:

- **Adopt meeting Minutes from January 12 & 24 2012**
- **Staff Development Activities**
- **Policy on Record Keeping**

Discussion of Agenda/Information Sharing:
<p>I. Adopting Meeting Minutes from January 12 & January 24, 2012. The committee adopted both minutes taken on January 12 & 24 2012.</p> <p>II. Staff Development Activities The committee agreed to table the discussion on the staff development activities to get clarification from Rencelly whether there is a Master Plan for the Staff Development Program and the task/role for HR and Staff Development committee.</p> <p>Members had reservations to move on with planning for Staff Development Day activities because of confusion with the roles of the committee.</p> <p>III. Policy on Record keeping After the committee reviewed the documents for record keeping policy, they suggested to gather more information and do more study on this policy. The Chair then tasked each member to do their own research on Record Keeping Policy from any institution or colleges to get more ideas and information before further review and discussion on the policy itself.</p> <p>The chair also recommended members to look into issues that surround confidentiality of records and process of handling record to form some idea on the language of the record-keeping policy.</p> <p>IV. Meeting adjourned at 4:05p.m.</p>

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ Documents on HR record-keeping forwarded from HR office. ▪ Email communication from HR office in forming an SD committee at campuses

College Web Site Link:
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Prepared by:	Bundi Fred	Date Distributed:	2/16/12
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments

