

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> April 17, 2012	<b>Time:</b> 11:00 a.m.	<b>Location:</b> Pres. Conf. Room
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**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		
PNI F	Emmanuela Garcia		X	
PNI F	Anna Dela Cruz		X	Have class
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	Have class
PNI F	Bertoldo Esteban		X	
PNI S	Albert Amson		X	
PNI F	Salba Silbanuz		X	
PNI S	Morehna R. Santos		X	
FMI	Regina Faimau	X		
CHKK F	Abraham Rayphand		X	
Yap S	Fidelia Gilmar		X	
KSA S	Skipper Ittu		X	Have class
FMI F	Michael Mailuw		X	
NTL S (New Member)	Julia Martin		X	
CHKK S	Marylene Bisalen	X		

**Additional Attendees:**

- Agenda/Major Topics of Discussion:**
- Review/adoption of changes to policies
  - Updates
  - Miscellaneous
  - Adjournment

**Discussion of Agenda/Information Sharing:**  
 Chairperson Delihna opened and welcomed everyone to the meeting. Several comments/inputs were received from members in regards to the Termination policy.

**I. Review of Termination Policy:**  
 Purpose:

First paragraph under Purpose is the explanation/policy itself.

Second paragraph third sentence is to change *former staff members* to “employees”....then the paragraph should be moved to **Procedure 5.0**

Resignation:

HR committee will work with HRO to come up with certain terms to be best used for the definition of Resignation. The letter of resignation is to change *from 14 days to “30 days” in advance prior to effective date.*

Termination for Medical Reasons:

Mark recommended for voluntary and involuntary for those employees that are sick and could no longer perform their duties. The committee needs to come up with such policy in case the college comes across such situation.

Termination during Probation:

When the President finds it necessary to terminate an employee during the probationary period there shall be provided to the employee at least (14) days advance notice in writing. *The committee recommend to change (14) days to (30) days.*

Termination of Employment:

Types of termination: (iii)-Excessive unexcused....and (vi)-The employee fails.....-should be deleted and to put sub numbers (1) and (2) under vii.

Miscellaneous:

Next meeting is scheduled for next week Thursday, April 26, 2012 @ 11:00a.m. Discussion will be on the Evaluation forms...

Meeting adjourned at 1:15p.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

- Policy on Termination
- Human Resources Personnel Records and Confidentiality

**College Web Site Link:**

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**Prepared by:**

Maureen Mendiola

**Date Distributed:**

4/23/12

**Approval of Minutes Process & Responses:**

**Submitted by:**

**Date Submitted:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

<b>Action by President:</b>				
<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>