

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

Committee or Working Group:	Human Resources Committee
------------------------------------	---------------------------

Date: February 13, 2014	Time: 3:00 p.m.	Location: BOR Conference Rm.
--------------------------------	------------------------	-------------------------------------

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Morehna R. Santos	X		
Vice chair, HRC	Alfred Olter		X	
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin	X		
NTL S	Julia Martin		X	
NTL F {New}	George Mangonon	X		
FMI S	Regina Faimau	X		
YAP S	Fidelia Gilmar	X		
CHKK F	Genevy Samuel		X	
CHKK S	Marylene Bisalen		X	
KSA S	Arthus Jonas	X		
NTL F	Allain Burgoin		X	

Additional Attendees:	Rencelly Nelson
------------------------------	-----------------

Agenda/Major Topics of Discussion:

- Approval/adoption of November 2013 meeting minutes
- Personnel Policy Review
- Faculty Performance Evaluation
- Faculty/Staff Orientation
- Issues & Concerns
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Morehna R. Santos called the meeting to order at 3:00 pm. She invited HR Director Rencelly Nelson to give the committee direction on how to go about our review of HR policies.

Approval/adoption of November 2013 meeting minutes:

George Mangonon moved to adopt the November 20th minute and was seconded by Arthur Jonas.

HR Director Updates:

HR Director reminded the committee to follow the procedures and timelines of minute's transmittal and approval stated in the HRC Terms of Reference. When the secretary sends the minutes out electronically, she should 1) provide deadline for input and 2) include a language that says silence means approval of the outcome of the majority. She recommended considering inserting a language that allows the committee to pass minutes electronically instead of waiting for the next face-to-face meeting. She recommended detailed discussion and modification of the TOR be put on the next

meeting agenda so this committee completes its revision. She encouraged all to visit the college website to view the messages and apply it to the Personnel Policy Review.

The year 2016 is the deadline to complete review and update of all policies at the college. HR Director and all other managers in the college are reviewing policies under their area to meet the directive. She indicated that there are policies that the college should and may have but doesn't have yet and then there are the current policies that must be modified. The HRC should consider working first on pending policies from last year. HRO is going over the accreditation Standard III, if there will be policy development from that review, they will be then sent to this committee.

Faculty/Staff Orientation Program:

The staff and faculty senate forwarded a recommendation for a faculty and staff orientation program. HR Director indicated that she only knows of the new hire orientation program conducted by HR staff; mainly on benefits and policies. Supervisors are expected to provide the on the job orientation. She does not know if this issue refers more to a mentoring type of a program. She also explained that she drafted a mentoring program last year and it was transmitted to the Management Team. She needs to follow up on it to see what happened.

Faculty Performance Evaluation:

The consistent evaluation of part-time instructors is an accreditation issue, Recommendation #15. Evaluation of part-time instructors still follows the faculty curriculum handbook that indicates semester assessment. The evaluation policy maintains that all personnel must be evaluated regularly and follow indicated timelines.

Issues and Concerns:

HR Director explained the issues raised before this meeting that were communicated to HRC Chair via the staff and faculty senate.

- Donated sick leave. They want the college to consider cashing out sick leaves and find it unfair and unethical to donate sick leaves to those who abuse their own sick leaves.
- Make up class hours when sick. This issue was sent directly from the senate to the instructional affairs to look into. It may also come to this committee at a later time.
- Working hours. Managers and professional staff keep claiming their hours beyond working hour and weekends like classified staff.

HR Director advised the chair to follow up with Curriculum Committee on the status of the Faculty Performance Evaluation Tool. The consultant who developed the proposed 2 performance assessment tools provided sample from GCC only and the sample was forwarded to acting VP/IA and others to work on it in the Curriculum Committee. It should come to this committee for review and input.

HR Director advised to expect other incoming policies that are to be modified and submitted to HRC for review like Policy 003 – Tuition and Waiver.

Concerns raised by committee members:

- How does HRO tell the classified position from others on the new one salary scale? HR Director said the office maintains the list from previous salary scales, there is not much change and she will input the list on Section VIII to enable others to know.
- Identify specific items that need to be reviewed.
- George Mangonon mentioned that he will exchange his position as member of HRC with Rafael Pulmano who currently serves on the FCE Committee.

Chair reminded all that HRC meeting is scheduled for first Tuesday of the month from 3:00-4:00pm. In the meantime, HRC will have its meeting twice a month to review the outstanding policies from last year. Next meeting is February 25th.

Norma made a motion to adjourn and George seconded. Meeting was then adjourned at 4:05pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

▪

College Web Site Link:

▪

Prepared by:

Maureen Mendiola

Date Distributed:

2/18/14

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

Recommendation to adopt minutes is through the discussions on-line.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments