

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

Committee or Working Group:	Human Resources Committee
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Date: October 23, 2014	Time: 3:00 p.m.	Location: BOR Conference Rm.
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Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Marylene Bisalen	X		
Vice chair, HRC	Ross Perkins	X		
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin	X		
NTL S	Julia Martin	X		
NTL F	George Mangonon	X		
FMI S	Regina Faimau		X	
YAP S	Fidelia Gilmar		X	
CHKK F	Genevy Samuel		X	Class time
NTL F	Sylvia Henry		X	Off-island
KSA S	Arthus Jonas		X	
NTL F	Allain Burgoin		X	Have lab
PNI F	Deeleeann Daniel		X	Have class
PNI S	Albert Amson		X	
NTL S	Benina Ilon	X		
NTL S	Yolina Yamada	X		
NTL S	Kathy Benjamin		X	Sick
NTL S	Alfred Olter		X	Meet w/PTA Mechanic
NTL F	John Haglelgam		X	
KSA S	Kenye Killin	X		
KSA F	Tara Y. Tara	X		
NTL F	Mark Kostka		X	
NTL F	Jazmin Gonzales		X	
NTL S	Rencelly Nelson		X	

Additional Attendees:

Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) Policy 003 Tuition Waiver and Reduction & Section X of Personnel Policy & Procedure Manual
 - b) Review of Policies and Evaluation forms
- Approval of Minutes
 - a) Minutes of Oct. 29, 2014 (revised)
- Old Business

a) HRC TOR (revised 11-24-2011 & its modification/changes)

- New Business
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Marylene Bisalen called the meeting to order at 3:00 pm. She welcomed and thanked everyone for coming. 25% of the members were present so it was decided to go ahead with the meeting.

HRC chair went over the agenda of the meeting.

Minutes for October 9, 2014 meeting was unanimously approved and adopted.

It was recommended that Policy 003 be sent back to HR Director along with the edited version for review and then to EC for endorsement. Ross believed HR Director had sent out the policy to the college community for review.

Ross and Norma volunteered to edit Section X (Employment Benefits) and send it to HRC for review.

HRC discussed that it was very important for HR Director to attend HRC meetings as an ex-officio and to answer all the questions/concerns raised, and be able to advise HRC on what options to take. It was also recommended that her name should be listed as member in the minutes.

HRC TOR should be submitted to the Council of Chairs and EC to be part of their adoption plan.

For the Faculty Performance Evaluation Tool, Ross said that HR Director should indicate the specific sections that need to be reviewed and the reasons why.

Members also raised question whether the evaluation tool coincides with the new salary base scale.

Norma mentioned the compensation policy that was sent out is different than what on the COM-FSM website. The new salary base scale is approved but the recommended policies to accompany the scale are yet to be approved.

Ross recommended re-sending all the information back to HRC members to take time to review and be prepared for the next meeting. The chair will inform HR Director to make time to attend the next meeting to help with the process.

Ross moved and George seconded to adjourn the meeting.

Meeting was adjourned at 3:52p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

November 6, 2014 at 3:00pm in the BOR Conference Room

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ Minutes of October 9, 2014 (revised)

College Web Site Link:
<ul style="list-style-type: none"> ▪

Prepared by:	Maureen Mendiola	Date Distributed:	10/28/14
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Approval of Minutes Process & Responses:
Minutes for 10/09/14 meeting was approved and adopted.

Submitted by:	Maureen Mendiola	Date Submitted:	10/28/14
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments