

**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 Office of Human Resources. Recommendations from the committee are submitted by the Director of Human Resources through the VPAS to the President for action.



**B. Purpose**

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

**C. Membership**

The members of the Human Resources Committee are at least:

- At least one representative from each state campus;
- The director of human resources, ex officio member; and
- other members as appointed by supervisors through the committee secretariat (the ALO).

Responsibilities of the Human Resources 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**

The committee elects officers (chair, vice-chair, and secretary) at the end of the academic year. The officers-elect will not officially take office until the start of the new academic year (usually in August).

The chairperson's responsibilities are to:

- Preside over meetings;

Frankie Harriss 11/14/2014 4:13 PM

**Comment [1]:** An EC member had a question about this; however it was noted the committee cannot do much until the participatory governance policy and associated procedures are updated. There is no point debating this section until the policy and procedures are updated and approved. Then all committees will be able to update this section.

- Ensure the terms of reference for the committee is 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.

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 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 biweekly on the second and fourth Thursdays of every month from 3:00-4:00PM. The chairperson may call special meetings, upon consent of the majority of the members, for the first and third Thursday of a given month from 3:00-4:00 PM Twenty-five percent of members constitute a quorum for discussion purposes. A majority (fifty percent plus one) 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:

- Review new and revised policies and/or procedures.
- Review assessments and evaluations of human resources services and make recommendations;
- Review and recommend revisions to human resources related sections of institutional plans and institutional priorities.
- Assess committee effectiveness and implement improvements for continuous improvement.

Each member is responsible for communicating with his or her vice president and campus dean and the community he or she represents.

#### **G. Communications & Distribution of Information**

Other members, other committees, or the president may submit agenda items to the chairperson. 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 for members to review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The HRC secretary then distributes the official minutes to all committee members and posts it on the wiki. The HRO maintains a file on official HRC minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the HR director for submission to the president through the VPAS. 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.