

**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> December 04, 2014	<b>Time:</b> 3:00 p.m.	<b>Location:</b> BOR Conference Rm.
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**Members Present/Absent:**

<b>Title/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Reasons</b>
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 {New}	George Mangonon	X		
FMI S	Regina Faimau		X	Clean up after Typhoon Hagupit
YAP S	Fidelia Gilmar		X	Clean up after Typhoon Hagupit
CHKK F	Genevy Samuel		X	Class time
NTL F	Sylvia Henry	X		
KSA S	Arthus Jonas		X	Technical Problem
NTL F	Allain Burgoin		X	Lab time
PNI F	Deeleeann Daniel		X	Class time
PNI S	Albert Amson		X	
NTL S	Benina Ilon	X		
NTL S	Yolina Yamada	X		
NTL S	Kathy Benjamin		X	
NTL S	Alfred Olter	X		
NTL F	John Haglelgam		X	
KSA S	Kenye Killin	X		Technical Problem
KSA F	Tara Y. Tara	X		Technical Problem
NTL F	Mark Kostka		X	Class time
NTL F	Jazmin Gonzales		X	
NTL S	Rencelly Nelson		X	Meeting in Kolonia
CHKK S	Kersweet Eria	X		
NTL S	Julia Mix		X	

<b>Additional Attendees:</b>	VPAS & Martin Mingii
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**Agenda/Major Topics of Discussion:**

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
  - a) Policy 003 and Section X (action items)
  - b) Proposed routing procedure of policies pertaining to PPP manual

- c) Information sharing on Staff Development Program
- d) HRC self-assessment
- e) Update on HR policies for review
- Approval of Minutes
  - a) Minutes of November 20, 2014 (action items)
- Old Business
  - a) Policy 003 & Section X (action items)
- New Business
  - a) Proposed routing procedure of policies pertaining to PPP manual
  - b) Information sharing on Staff Development Program
  - c) HRC self-assessment
  - d) Update of HR policies for review
- Adjournment

**Discussion of Agenda/Information Sharing:**

Chairperson Marylene Bisalen called the meeting to order at 3:00 pm. She welcomed VPAS and thanked everyone for coming. 25% of the members were present so it was decided to go ahead with the meeting. VPAS is invited to the meeting to give HRC guidance on the agenda item – Final Policy Review Process.

VPAS Update:

HRC role is to keep policies up-to-date and feed into the college policy. HRC is to advise how to place our policies in a format with assistance and support of the HR Director. HRC priorities now are the Compensation & Practices on how to fit in the new salaries scale. In the last job audit, the college was not able to carry out the new salary scale according to the current evaluation tool.

Questions were raised who is responsible to get the policies in the right format and if it is the responsibility of HRC to review procedures which do not pertain to the policy.

VPAS mentioned that the formatting of policies be done by the HR Director. Therefore, action items: Policy 003 and Section X should be sent to HR Director to put in the right format

Adoption of Minutes:

A member just informed the committee that his class is conflict with the meeting time, the HRC chair then recommended not to change anything on the previous minutes, however to put a note next to his name. Minutes for November 20, 2014 meeting was unanimously approved and adopted.

The committee had done their part on the HRC revised TOR and should be submitted to the HR Director.

Policy 003 & Section X:

HRC Vice Chair only edited the policy section but not the procedure. HRC recommended elimination of Section X.d due to the redundancy to Policy 003 and the HRC routing procedures.

HRC Routing Procedure is part of HRC but not the TOR.

Chair clarified the memo from the President on staff development that it will only involve HRC when it pertains to policy.

Vice chair recommended a self-assessment for HRC at the end of this semester to see how our strengths and weaknesses. The survey is due on December 10, 2014.

VPAS has provided a list of HR policies to HRC vice chair that needs to put into the new format.

Next meeting is conflict with the graduation so it was recommended to cancel. This is good in order to give more time for HRO to work on the policies before next year's meeting. Next meeting is scheduled for January 8, 2015.

Meeting was adjourned at 3:47pm.

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

January 08, 2015 @ 3:00pm – Board's Conference Room

**Handouts/Documents Referenced:**

- Minutes of November 20, 2014 (adopted)
- Policy 003 & Section X
- Proposed routing procedure of policies pertaining to PPP manual
- HRC self-assessment

**College Web Site Link:**

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**Prepared by:**

Maureen Mendiola

**Date Distributed:**

12/10/14

**Approval of Minutes Process & Responses:**

Minutes for 11/20/14 meeting was approved and adopted.

**Submitted by:**

**Date Submitted:**

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

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments