



COM-FSM Human Resources Committee
Self-Assessment

November 20, 2014

Authors:

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Human Resources Committee Members

Introduction

The Human Resources Committee (HRC) conducted a self-assessment for fall 2014 to assess the committee's effectiveness and contribution to the governance of the College of Micronesia-FSM (COM-FSM). Two primary factors lead to the decision to conduct this assessment; first, HRC had not conducted any self-assessment for the past two years. Second, the HRC only met four times since October 10, 2013, this led to confusion and lack of direction for the current HRC.

Overall the officers and committee members wanted to evaluate the committee's effectiveness and to develop action improvement plans to address areas of improvement. A total of 17 HRC members participated in the self-assessment.

Attendance for HRC-Fall 2014

Member	Sept. 25, 2014	Oct. 9, 2014	Oct. 23, 2014	Nov. 6, 2014	Nov. 20, 2014	Dec. 4, 2014	Dec. 18, 2014
Marilyne Bisalen	Yes	Yes	Yes	Yes	Yes	Yes	----
Ross Perkins	Yes	Yes	Yes	Yes	Yes	Yes	----
Maureen Mendiola	Yes	Yes	Yes	Yes	Yes	Yes	----
Norma Edwin	Yes	Yes	Yes	Yes	Yes	Yes	----
Julia Martin	No	Yes	Yes	Yes	Yes	Yes	----
George Mangonon	Yes	Yes	Yes	Yes	Yes	Yes	----
Regina Faimau	Yes	No	No	No	Yes	No	----
Fidelia Gilmar	Yes	No	No	No	Yes	No	----
Genevy Samuel	No	Class	Class	Class	Class	Class	----
Arthur Jonas	No	No	No	No	No	No	----
Allan Bourgoin	Class/lab time	Class/lab time	Class/lab time	Class/lab time	Class	Class	----
Yolina Yamada	Yes	Only her in office	Yes	Yes	No	Yes	----
Deeleeann Daniel	No	Class/lab time	Class/lab time	Class/lab time	Class	Class	----
Albert Amson	No	Yes	No	No	No	No	----
Benina Ilon	Sick	No	Yes	Yes	Yes	Yes	----
John Hagelgam	No	No	No	No	No	No	----
Sylvia Henry	Yes	Yes	Off island	Yes	Yes	Yes	----
Kenye Killin	No	No	Yes	No	Yes	No	----
Tara Tara	No	No	Yes	Yes	Yes	No	----
Mark Kostka	No	No	No	No	No	Class	----
Jazmin Gonzales	No	No	No	No	No	No	----
Kathy Benjamin	Yes	Yes	Sick	Yes	Yes	No	----
Alfred Olter	Yes	No	Met w/PTA mechanic	Yes	Yes	Yes	----
Julieta Mix	----	----	----	Yes	No	No	----
Kersweet Eria	----	----	----	----	Yes	Yes	----
Rencelly Nelson	----	----	----	Yes	Yes	No	----

HRC was able to meet quorum for all meetings. There seems to be some confusion on committee participation from faculty. Five faculty members assigned to the HRC also had classes scheduled during the HRC meeting schedule. More dialogue between VP/IA /DAP and division chairs needs to happen to ensure that faculty are free during committee times so that they can attend meetings.

2014-2015 HRC agendas, minutes and official memos can be view at:

http://wiki.comfsm.fm/Committee_Minutes/Human_Resources_Committee_Minutes

General Highlights from the Self-Assessment

Strengths of the HRC:

- Effective leadership/ strong officers
- Having a quorum for all meetings
- Officers are prepared for meetings
- The capacity to tackle some complex issues in terms of policies
- Regular meeting times/ meetings conducted in the allotted time

Weakness of the HRC:

- HRC was unproductive in the previous year and this created a burden for the current committee
- More participation by all members, especially from the state campuses
- Documents dissemination should be uniform
- Lack of explanation for policy changes without supporting evidence
- Some members not showing up to meetings/ conflict with classes
- No working link between HRC and HRO (see question #6)
- Better communication between committee members, especially through email.

Areas of Improvement:

- To get more faculty members involved in the HRC.
- Lack of planning on behalf of supervisors to ensure faculty can attend meetings.
- Ask suggestions or comments to the agenda items from each member during the discussions.
- Documents need to be reviewed prior to being sent to committee members.
- Better guidance from HR Office.
- Better communication from state campuses.
- Better overall participation from HRC members during meetings.

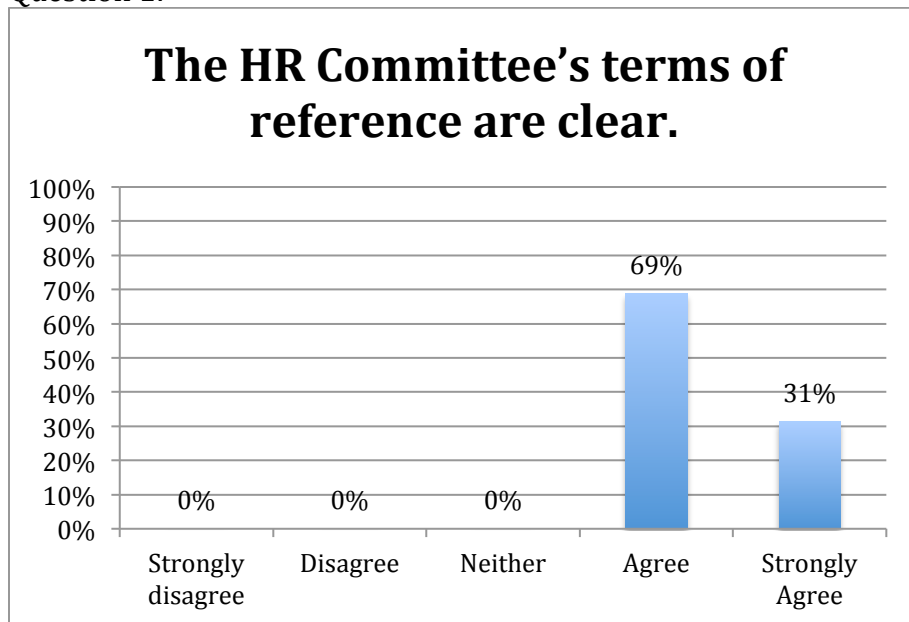
Areas to Improve Effectiveness:

Improvement Action Plan	Responsible	Timeline
Insure that all document are sent out in a timely manner, for example, agendas, supporting documents (have a representative from the office where the data come from), and minutes.	HRC Chair and HRC secretary	Spring 2015
Give HRC members opportunity to express opinions during meetings.	HRC Chair	Spring 2015
Work with Director of HRO to	HRC Chair and HRC	Spring 2015

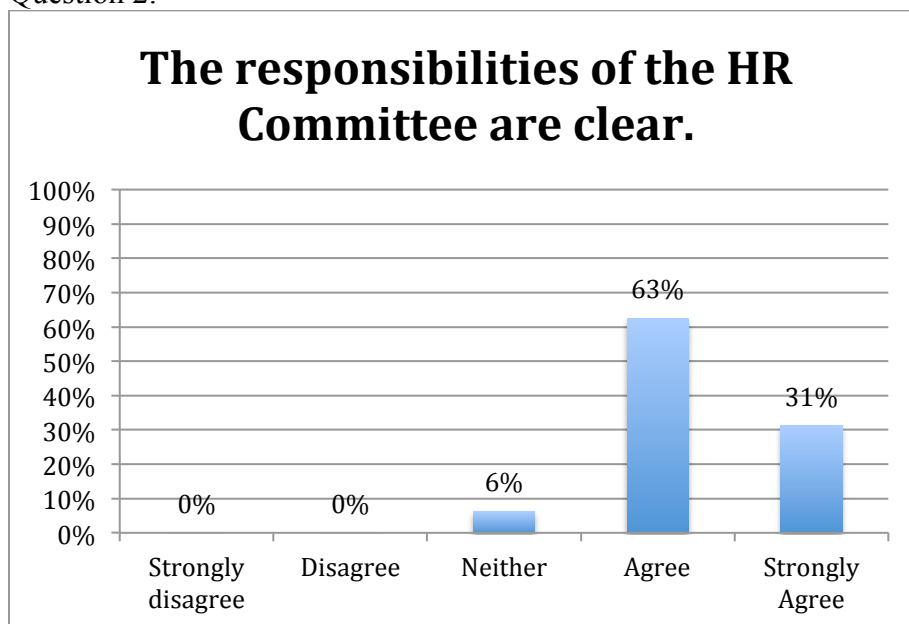
provide guidance for HRC. Ensure that Director of HR is informed ahead of time about HRC meetings.	Vice-Chair	HRC Spring 2015 schedule is already posted at: http://tinyurl.com/msejj7p
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Human Resources Committee Self-Assessment Results

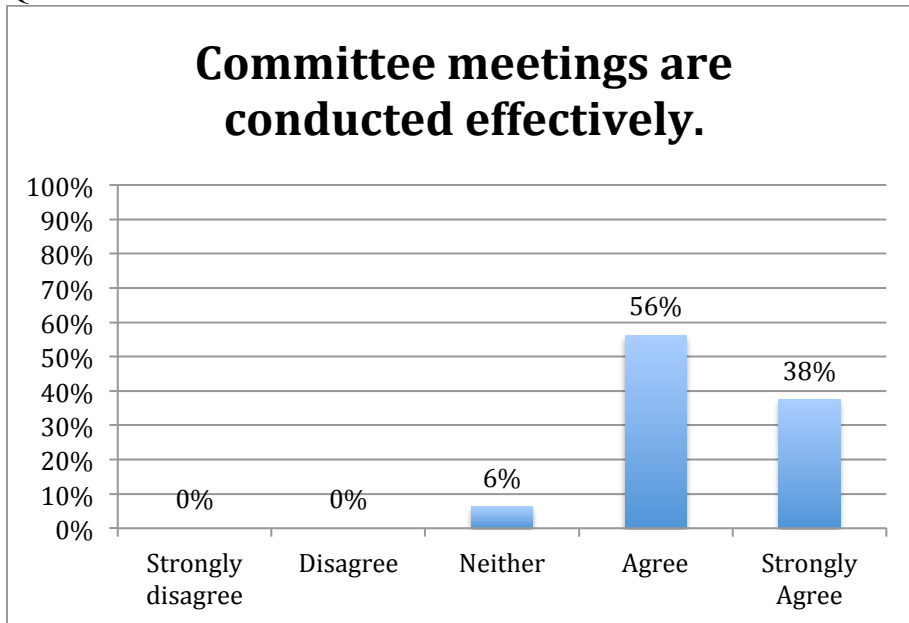
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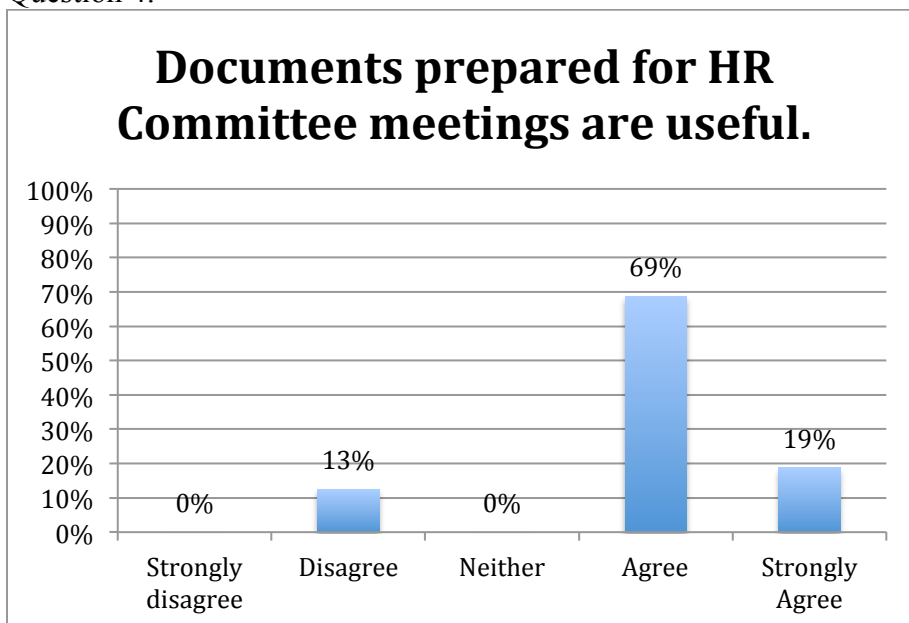
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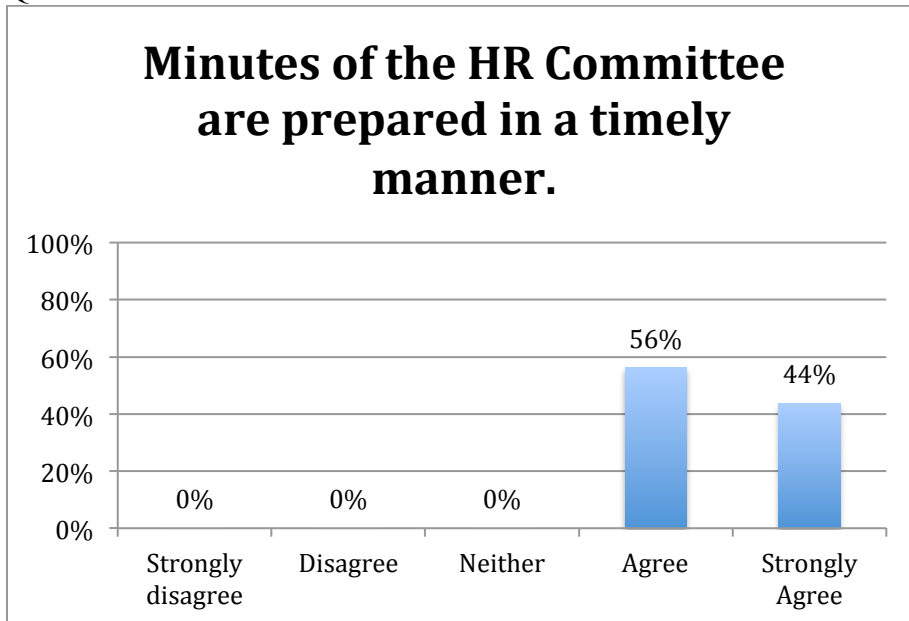
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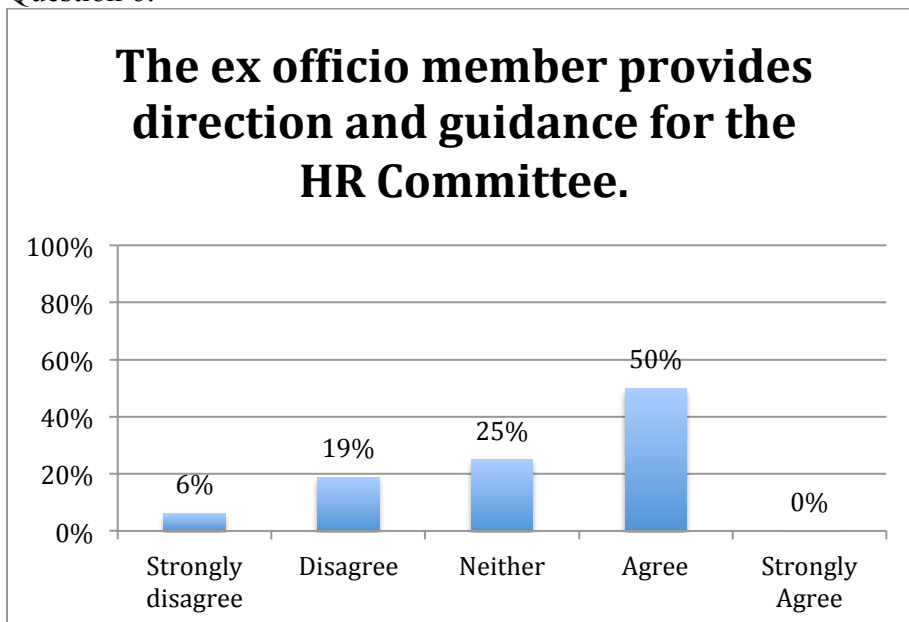
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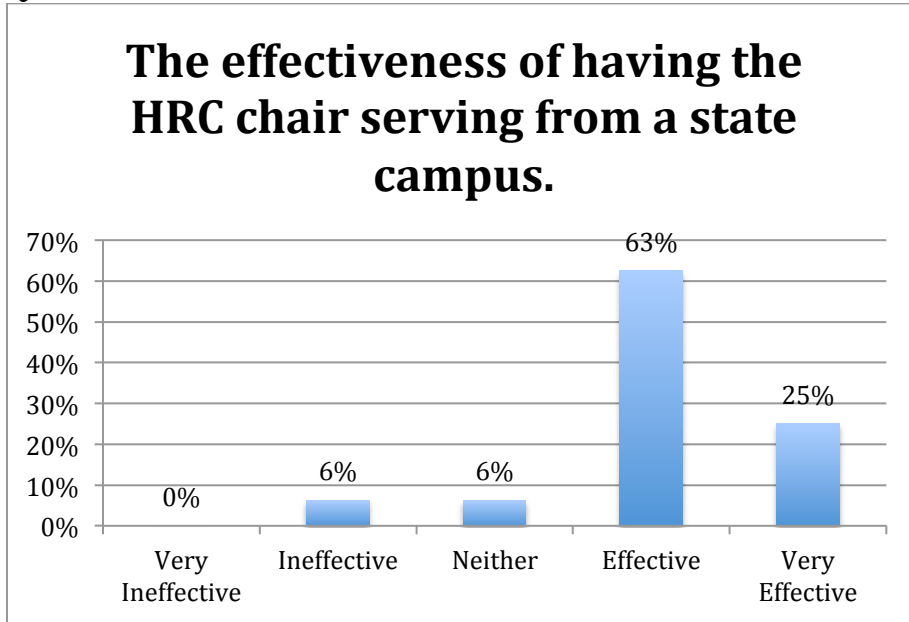
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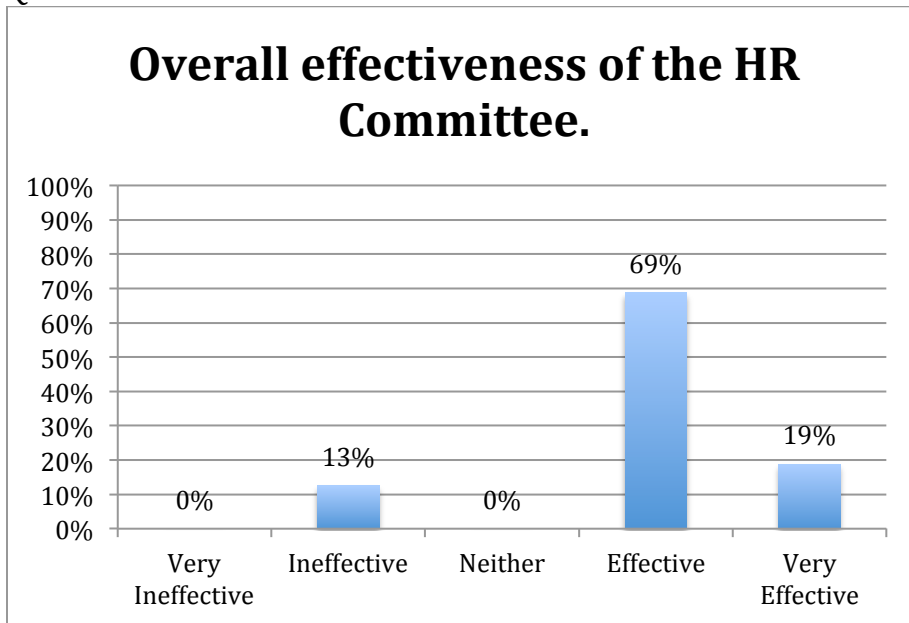
Question 6:



Question 7:



Question 8:



9. Describe one strength of the HR Committee. (Comments have been edited for clarity.)

- The HRC Chair has been instrumental in leading the HRC in getting issues addressed and passed.
- Review and make comments on documents related to HR on a timely manner or as assigned.
- HRC maintains its quorum in every meeting since the start of this academic year.
- A lot have to do with the officers doing their responsibilities, preparing agenda items,
- Minutes and logistics in preparation for its next meeting, how well-prepared officers are in conducting the meetings, and preparedness of members in reading the documents for discussion, etc.
- More input from state campuses reps
- I do believe that having the Chair from the state campus is a plus cause it shows that we value their input as one college.
- The capacity to tackle some complex issues in terms of policies
- The ability of the Committee to review policies
- I believe that this semester HRC has done a lot more than previous semesters, therefore I believe that the leadership is a big plus for the committee
- Meetings were conducted within the time allotted.
- Effective leadership. The officers are doing a great job! Prompt, brief and to the point, and open!
- Stronger leadership
- HR Committee is well organized and prepared during meetings time.
- HRC meetings are now conducted regularly and documents are provided in a timely fashion prior to the meetings.
- Dialogue within the committee in meeting timelines still needs to be improved as well as full quorum.
- Member show up for meetings

10. Describe one weakness of the HR Committee.

- The greatest weakness is that the HRC was unproductive in the previous year and this created a burden for the current committee
- HRC needs to be participative during its meetings. There seem to be the same members that are into discussion. Even in adopting minutes, it's the same members. Not sure if other members did read the minutes or even the documents that are emailed to them.

- Documents dissemination should be uniform and the most recent version be distributed for members' review and deliberation.
- Need better explanation of why policies need amendment and certified docs supporting the need to change policies
- Meeting do not start on time, same people attending
- Although we have #9 as our strength, the directions are not always clear that we don't know what to do or time is wasted because we are not given specific directions on what is required of us.
- The one weakness is that most members never show up to our schedule meetings.
- Not all the committee members present during the meeting
- I envision (personal) barrier between/divisions among members
- No working link between HRC and HRO
- One weakness of the HR committee is some members are not attending cause of conflict time.
- Policies assigned to HRC will specify the specific sections need to be reviewed in order for HRC to complete the task on time.
- HRC members need to respond quickly to emails instead of sending bunch of reminders.
- HRC needs to find out the absent members if they are to be in the committee.

11. Provide any feedback for making improvements to the HR Committee

- I would like to see more faculty members as members of the HRC.
- Members should be assigned based on availability or interest so more will be involved in the discussions during regular meetings. I noticed that many members are missing because of class/lab.
- Will do individual roll calls at the start of the meeting (ice- breaker). It may be time consuming, but members need to feel that they are a part of the committee.
- Ask suggestions or comments to the agenda items from each member during the discussions.
- Our Secretary did good job, but I suggest that she review carefully on documents before sending out.
- Documents and data submitted for change needs to be certified. For example, if data is from the business office some from the BO should be invited to explain.
- All we need is better tools for communication. Videoconference would be ideal!
- The present AY as permitted to recruit some new faces and some of these people are very efficient and help the HRC go ahead and progress with the discussion and modifications with policies
- If ever we review policies, we should know what the upper level management perceives about them so we know specifically where to go.
- Policies and items that needs to reviewed by the committee should be in proper format before the committee receives the so we won't waste time trying to figure out what needs to be reviewed.

- HR committee members to continue doing the good job they've been doing.
- For the HR office to do their part and give HRC specific instruction(s) on what need(s) to be done.
- Improvement to the HR committee is communication of all campuses.
- Member need to share their views
- Provide members to participate and contribute
- I believe our current chairperson is doing a great job. My only concern is she running the meetings on the phone and most of the time what she is saying is not clear at our (state campuses) ends.