

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

Committee or Working Group:	Human Resources Committee
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Date: January 22, 2015	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		
NTL F	Sylvia Henry	X		
KSA S	Arthus Jonas		X	Join Finance Comm.
NTL F	Allain Burgoin	X		
PNI F	Deeleeann Daniel	X		
PNI S	Albert Amson	X		
NTL S	Benina Ilon	X		
NTL S	Yolina Yamada	X		
NTL S	Alfred Olter		X	
KSA S	Kenye Killin		X	Field Work
KSA F	Tara Y. Tara	X		
NTL F	Jazmin Gonzales		X	
NTL S	Rencelly Nelson		X	Off-island
CHKK S	Kersweet Eria	X		
NTL S	Julia Mix		X	

Additional Attendees:	
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Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) HRC Self-assessment report-Fall 2014 (electronic voting)
 - b) Election of Vice-Chair
 - c) Information Sharing (COC)
- Approval of Minutes
 - a) Minutes of December 04, 2014 (electronic voting) – action item
 - b) Minutes of January 8, 2015 (action item)

- Old Business
 - a) HRC Self-assessment – assessment report-Fall 2014 (electronic voting)
- New Business
 - b) Election of Vice-Chair
 - c) Information Sharing (COC)
- 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.

Introduction began with off-island members and then the members present at the meeting.

Adoption of Minutes:

75% of HRC members voted yes to the Minutes of December 4, 2014 and January 8, 2015, therefore both minutes were unanimously approved and adopted.

Vice chair reminded HRC members not to make comments to the minutes after it is approved and adopted. Members have two weeks time period to make comments and should follow the timelines sent out by the secretary.

HRC Self-Assessment Report:

Vice Chair has posted the above report on the wiki for information sharing.

Election of Vice Chair:

Norma nominated Ms. Sylvia Henry to be the new HRC Vice Chair in replacement of Ross Perkins who is soon leaving the college. The nomination was seconded and in agreement by majority of the HRC members. Sylvia's effective role will be after February 05, 2015, which is the last HRC meeting for Vice-Chair Ross Perkins.

Information Sharing (COC):

HRC chair attended the COC meeting on January 16, 2015 and reported that 3 HRC documents (Self-Assessment Report, Routing Procedure, and Revised TOR) were submitted to HR Director. A COC member asked about Policy 003 and chair stated that HRC has done their part and further submitted to HR Director. A COC member also learned that there are changes to the policy and HRC Chair stated that it needs to be put into the right format by HRO before it is provided to COC and other committees, and the community for feedback. Chair asked COC Chair, Mr. Dana Lee Ling to forward the revised HRC TOR showing the recommended changes made by EC to EC for endorsement.

Vice Chair asked that chair Marylene find out who the FSS rep to the HRC so he/she could be contacted of the HRC scheduled meetings and be responsible to distribute the information to the college community.

Miscellaneous:

Tara recommended removing Arthur Jonas from the committee as he never informed or attended any of the HRC meetings.

Meeting was adjourned at 3:15pm.

Comments/Upcoming Meeting Date & Time/Etc.:
February 05, 2015 @ 3:00pm – Board’s Conference Room

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ Minutes of December 04, 2014 (electronic voting)-action item ▪ Minutes of January 8, 2015 (emailed 1/12/15 to HRC, revised emailed 1/16/15)

College Web Site Link:
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Prepared by:	Maureen Mendiola	Date Distributed:	01/23/15
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Approval of Minutes Process & Responses:

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