

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

Committee or Working Group:	Human Resources Committee
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Date: September, 24 2015	Time: 3:00 p.m.	Location: Board Conference Rm.

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	George Mangonon	X		
Vice chair, HRC	Tara Y. Tara	X		
Secretary, NTL S	Julia N. Martin	X		
NTL F	Robert Andreas	X		
NTL F	Jasmine Gonzales	X		
NTL S	Norma Edwin	X		
NTL S	Benina Ilon	X		
NTL S/FSS Rep	Martin Mingii		X	
NTL S	Julia Mix		X	
NTL S	Rencelly Nelson		X	
NTL S	Alfred Olter		X	
NTL S	Yolina Yamada		X	
PNI F	Emmanuela Garcia	X		
PNI S	Albert Amson		X	
FMI S	Regina Faimau		X	
PNI S	Maureen Mendiola	X		
CHK F	Genevy Samuel		X	
CHK S	Marylene Bisalen	X		
KSA S	Kenye Killin		X	

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Call to order
2. Roll call; declaration of quorum
3. Review of Agenda
 - a. Standard IIIA Accreditation Report review
 - b. Review of TOR
 - c. Review of Board Policy on Section X – Optional Benefits
 - d. Plans for improvement
 - e. Others

4. Approval of Minutes
 - a. Minutes of September 10, 2015 (for adoption)

5. Old Business
 - a. Standard IIIA Accreditation Report (review HR Director's response)
 - b. Review of Board Policy on Section X – Optional Benefits
 - c. Review of TOR

6. New Business
 - a. Plans for improvement (proposals, suggestions, measures to improve HRC attendance, performance, participation)
 - b. Others

7. Adjournment

Discussion of Agenda/Information Sharing:

1. Chairman George Mangonon called the meeting to order at 3:04 P.M. He welcomed and thanked everyone for coming

2. Introduction began with the National Campus, starting off with the chair and on to Chuuk and Kosrae. There was a quorum of more than 25% so the committee proceeded with the meeting.

3. Chair briefly went over the agenda items.

Robert suggested the committee adopt the agenda first before any discussions could take place. Norma made a motion to adopt the agenda, and Robert seconded. The agenda was voted on and adopted.

4. Adoption of Minutes

Chair opened the discussion for any comment, question, or suggestion on the minutes for Sept. 10, 2015. All comments sent to the secretary have been inserted into the revised minutes that was sent out to everyone before the meeting. Emmanuela moved to adopt the minutes, and Robert seconded. Minutes was voted upon and approved in today's meeting.

5. Old Business:

Standard III Accreditation Report (review of HR Director's response (to Alfred's concern): George quickly read the letter and asked for any comment or reaction. Norma stated that it was defensive and Robert and Jasmine agreed. Tara said it's not a rumor but a common knowledge, and Robert agreed, saying it's real - and it is a problem that needs to be addressed and solved. Emmanuela said a plan is in need, because room is the problem. She suggested accommodating part time faculty to solve the problem, stressing that limitation of facility is the problem, not faculty. Marylene recommended HR Director to talk with VPIA. She further added that HRD working on this particular section, so it's appropriate to address the concerns to her. Chairman Mangonon will address the committee's concerns to HRD. He's soliciting help with the format.

Emmanuela suggested HR updated the date. Norma stated the table only says number but no

qualification, and the summary/conclusion says none. This is not acceptable. Benina mentioned the repeated listing of duties for part time faculty on page 6.

Chairman said HRD mention that the standard will be refined after November. Marylene is working with/on subsection 6.

Review of Board Policy on Section X - Optional Benefit:

Chairman asked where discussion is to be started at, and Marylene proposed to go back where the committee left off last meeting. Chairperson inquired what did the committee resolved about the word Catastrophe. The committee had long discussions about the meaning and implications of the word but never came to make any decision about it.

A concern was brought up for the line of duty compensation - no benefit for special contracts. Special contracts are not to be over one year, but many contracts have been renewed after the term is over. Norma said we are noncompliant with our own policy. It was suggested for HR to enforce the policy and stop signing off on special contracts. Marylene brought up a discussion in the past where HR worked with MiCare for special contracts to be eligible for the benefit, but special contractors declined, because they **didn't** want to pay for the full coverage - which they are supposed to. Emma and Maureen mentioned that Pohnpei Campus has already started hiring their special contractors are regular employees, and Emma inquired if it's not the same case with the other campuses. It will be no use to discuss a problem that has already been resolved. George will draft a letter, inquiring HRD re: special contract.

Review of TOR:

Chairman suggested putting all the responsibilities as one item (one bullet), because they all scattered around.

Plans for improvement (proposals, suggestions, measures to improve HRC attendance performance, participation)

Chairman welcomed any thoughts, ideas, comment, etc. on how can HRC improve the attendance and full participation of its members. So far, only two members have joined the HRC facebook account. He encouraged members to communicate and participate in any discussions.

Tara inquired if chairman has already received the list (email) of HRC members from Frankie. Chairman said he hasn't, so the committee is still sticking with the 19 members it currently has on the list.

Chairman reminded everyone to send their suggestions for items to be on the agenda for the next meeting, and Marylene suggested not to overload the agenda, esp. during this accreditation period. Chairman thanked everyone for coming and for his/her participation and sacrifices.

Meeting was adjourned at 4:08 P.M.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:
<ul style="list-style-type: none"> ▪ Summary of HRC's revised TOR - what took place in 2014-2105 ▪ TOR Proposed Modification/HRC TOR rev. 10-09-2014 EC Proposed revision ▪ HRD Rencelly Nelson's (email) reply to Alfred's concern re: IIIA7 ▪ Minutes of Sept. 10, 2015 ▪ Accreditation Standard IIIA

College Web Site Link:
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Prepared by:	Julia N. Martin	Date Distributed:	09/28/15
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Approval of Minutes Process & Responses:
▪ Revised Minutes for Sept. 10, 2015 was approved and adopted.

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
<ol style="list-style-type: none"> 1. To invite HR Director to sit in on the next meeting Oct. 08, 2015 2. Chairman will draft a memo to HR Director re: Board Policy on Section X - Optional Benefits, inquiring if there are still employees on special contract from the state campuses. 3. Chairman will draft a memo to HR Director re: her response to Alfred's concern regarding Standard III A Accreditation Report

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments