

**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> August 20, 2015	<b>Time:</b> 3:00 p.m.	<b>Location:</b> President's Conference Rm.

**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	Sylvia Henry		X	
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin		X	On Leave
NTL S	Julia Martin	X		
NTL F	George Mangonon	X		
FMI S	Regina Faimau	X		
YAP S	YC HR Rep (new)		X	
CHKK F	Genevy Samuel		X	Mom Sick
NTL F	Allain Burgoin		X	Lab time
PNI F	Deeleeann Daniel		X	Class time
PNI S	Albert Amson		X	Funeral
NTL S	Benina Ilon	X		
NTL S	Yolina Yamada	X		
NTL S	Alfred Olter	X		
KSA S	Kenye Killin		X	
KSA F	Tara Y. Tara	X		
NTL F	Jazmin Gonzales		X	
NTL S	Rencelly Nelson		X	
CHKK S	Kersweet Eria	X		
NTL S	Julia Mix		X	
NTL S/FSS Rep	Martin Mingii		X	Busy w/students at the Bookstore

<b>Additional Attendees:</b>	
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**Agenda/Major Topics of Discussion:**

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
  - a) HRC Self-assessment (Spring 2015)
  - b) Standard III accreditation report (updated Aug. 08, 2015)
  - c) Election of Officers (academic year 2015-2016)
  - d) Assignments for standing committees
- Approval of Minutes
  - a) Revised Minutes of April 16, 2015 (electronic voting)

b) Revised minutes of April 30, 2015 (for adoption)

- Old Business
  - a) HRC Self-assessment (Spring 2015)
  - b) Standard III accreditation report (updated Aug. 08, 2015)
- New Business
  - a) Election of officers (2015-2016)
  - b) Assignments for standing committees
- Adjournment

**Discussion of Agenda/Information Sharing:**

1. Chairperson Marylene Bisalen called the meeting to order at 3:15 pm. She welcomed and thanked everyone for coming. She said she tried several times to conduct meetings but it was cancelled due to bad weather and not enough quorums.

2. Introduction began with off-island members and then the members present at the meeting. More than 25% of the members were present so it was decided to go ahead with the meeting.

3. Chair briefly went over the agenda items.

4. Adoption of Minutes:

Minutes for April 16<sup>th</sup> minutes were voted electronically and adopted in today's meeting.

For April 30<sup>th</sup> minutes, there were not enough members voting so the chair recommended members to vote electronically.

The chair again reminded all members to take note in order to have accurate minutes of what is transpired in the meetings.

5. Old Business:

HRC self-assessment. There was a consensus of utilizing the same assessment tool and to see whether there are improvements made during Spring 2015. Because of time constraints, a new self-assessment will be made for Fall 2015/2016 and Spring 2016. Members were then asked to look at page 3 of the HRC Self-Assessment, the areas of improvement table, and answer each of the questions. If your answer is "No", then you have to justify why your answer is no. HRC chair encouraged all members to complete the self-assessment and send it to her to compile and share with VPIEQA and HR Director.

Standard III Accreditation Report. HR Director always sent out the latest versions whenever changes are made. Every Friday from 10am to 12pm was set aside for HRO writing sessions. Therefore, she highly sought assistance from HRC to help review the report and send their feedbacks before the submission deadline on September 15<sup>th</sup>.

Alfred raised an issue relating to HRC review of Accreditation Standard IIIA-Human Resources. Per instruction the committee was asked to read and review the standard as written. He raised a question on what is the intend of HRC review? If HRC is to validate data for fact or check for grammatical errors. He also noted that on standards IIIB1 and IIIB2 were addressing quality of instructor to teach courses. His question was on section IIIA7 & IIIA8, regarding adequacy of full

time and part time instructors. The report is saying that the college is meeting this requirement and yet, every semester there is a rumors of shortage of instructors causing students to either miss graduation or held back a semester. This becomes an issue in terms of the graduation rate.

#### 6. New Business:

Election of Officers (2015-2016): Nomination of new HRC officers is opened up for discussion. Marylene mentioned that Maureen has been serving as HRC secretary for several years; Sylvia (Vice-chair) took up additional responsibilities at her division, therefore they asked if they can step down and give chance to others. Marylene thinks that being chair of this committee took up most of her time as it requires a lot of research and to making sure everything is in place prior to each meeting but along the way, she had learned a lot. It took a lot of her time preparing for HRC meetings and sometimes it delays her work at her office, therefore she thinks that this opportunity should be given to other members as well.

The newly officers for SY2015-2016 were elected by majority votes:

1. Chair - George Mangonon (National Campus)
2. Vice Chair - Tara Tara (Kosrae Campus)
3. Secretary - Julia Martin (National Campus)

Chair is reminded by HR Director for HRC to complete the assessment survey. It is only 9 questions and it will take about 5-10 minutes of your time. The results from these surveys will be compiled and the chairs will be meeting again on this, with VPIEQA. This survey will be there up to September 01, 2015.

The standing committee chairs did have a meeting on August 14, 2015 with VPIEQA. There are attachments to that email. These, HRC should read the section on "Changes for Improvement" page. All the chairs are assigned to get feedbacks from members on these. Your feedback/inputs are valuable information and will be discussed in their next meeting of chairs. The chairs should have all the information compiled by September 04, 2015 and will share feedbacks to present to the meeting of chairs with VPIEQA.

Chair encouraged HRC to read AP2200 which was established to improve and meet accreditation Standard IV.A.7 (Leadership and Governance, A. Decision-Making Role and Processes), and also read BP220 Participatory Governance Policy.

Members must read all the documents emailed out then go back to the "Changes for Improvement" page, and then provide feedback.

Chair had set the schedule for HRC meetings for the academic year. She will confirm the VOIP numbers from Camihla and send out to HRC members.

Tara thanked everyone for having the confident in him to be the next HRC Vice chair.

Meeting was adjourned at 4:20pm.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>

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| <b>Handouts/Documents Referenced:</b>   |
| <ul style="list-style-type: none"> <li>▪ HR self-assessment (November 2014)</li> <li>▪ Standard III accreditation report - updated August 08, 2015</li> <li>▪ Minutes of April 16, 2015</li> <li>▪ Minutes of April 30, 2015</li> </ul> |

<b>College Web Site Link:</b>
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<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	08/25/15
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| <b>Approval of Minutes Process &amp; Responses:</b>  |
| <ul style="list-style-type: none"> <li>▪ Revised Minutes for April 16, 2015 was approved and adopted.</li> </ul> |

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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| <b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>   |
| <ol style="list-style-type: none"> <li>1. To send electronic votes on the April 20, 2015 minutes.</li> <li>2. To complete the HRC Self-Assessment.</li> <li>3. HRC to send feedbacks to the HR Standard III Accreditation Report by Sept. 15, 2015.</li> <li>4. HRC to complete the assessment survey.</li> </ol> |

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments