

**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>	<b>Time:</b>	<b>Location:</b>
October, 08 2015	3:00 P.M.	President's 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		
Ex Officio Member	Rencelly Nelson	X		
NTL F	Robert Andreas	X		
NTL F	Jazmine 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	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	(sick leave) attended to sick Mom
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. Adoption & Review of Agenda
  - a. Standard IIIA Accreditation Report follow-up
  - b. Review of TOR
  - c. Review of Board Policy on Section X – Tuition Waiver
  - d. Checklist of Policies Reviewed
  - e. Others
4. Approval of Minutes

- a. Minutes of September 24, 2015 (for adoption)
- 5. Old Business
  - a. Standard IIIA Accreditation Report (with HR Director)
  - b. Review of TOR
- 6. New Business
  - a. Review of Board Policy on Section X – Tuition Waiver
  - b. Checklist of policies reviewed and actions taken
  - c. Others
- 7. Adjournment

**Discussion of Agenda/Information Sharing:**

1. Chairman George Mangonon called the meeting to order at 3:08 P.M. He welcomed and thanked everyone for coming and acknowledged and thanked HR Director Rencelly Nelson for coming.

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

3. Chair briefly went over the agenda items.  
Chairman briefly went over the agenda. A motion was made by Robert and seconded by Emmanuela to adopt the agenda. Majority was in favor, so agenda was adopted.

4. Adoption of Minutes

Chair welcomed any comment on the revised minutes. Secretary assured committee that the proposed changes were made/inserted into the minutes. Committee decided to vote to adopt the revised minutes. Norma moved for adoption, and it Robert seconded. Everyone was in favor, so minutes for Sept. 24, 2015 was adopted in today's meeting.

5. Old Business:

Standard III Accreditation Report follow-up:

Chairman Mangonon invited HR Director Rencelly Nelson to comment on the email he sent her. Director Nelson said she just received the email regarding the committee's concern on the Standard IIIA Accreditation Report. She hasn't had the chance yet to send it to the Standard IIIA Accreditation Committee to look at it. The deadline for the report is at the end of the month – before November, and the last submission was on Sept. 15 – the first validation comment. She went on to say that COM-FSM is always larger in population and has most compared to GCC, PCC, and CMI – the regional institution in the region.

Robert thanked the director for a clear presentation and suggested that COM doesn't compare to other institutions but to its own needs. Director Nelson mentioned that she doesn't know the

college's need. It was mentioned that faculty is a need. Many students are left hanging, because there is not enough faculty to teach the courses they need. This is referred to as a rumor, but it is not a rumor, it is a common knowledge - a problem - that the college needs to address.

HR Director Nelson mentioned that the data IRPO provided compared COM-FSM to some US community college. Data shows that more than 50% of courses are delivered by part time – a trend in the US. We have established requirements and consistency of services. She mentioned that it's not fair to compare to US – full time and part time workers, because of the different profile. IPEDs not always consistent, and it's hard to compare when some information are not there. We can stick with what we have, derived from your own sources (better footing) - we don't depend so much on part time as they do. We are in a better position by them.

She mentioned the key indicator the college established in 2006 and it doesn't stick to specific. The report said that we are okay in terms of faculty student ratio. It was mentioned that the college has enough unless you break down the faculty as to what they teach. If the student population increases, the college would need to hire more faculty.

There was a question raised if there was any effort put in to update the benchmark set back in 2006. Perhaps it is time to update to be more major or class specific. It was recommended that IRPO, Instructional Affairs and any other division involved analyze it to be area specific for any future plan. Lump is adequate but specific is not adequate.

It was suggested that the college provides proof that it has enough faculty to teach the courses, otherwise, HR Director needs to sit down with the community and explain why she believes it's enough so there is a common understanding. Otherwise, the community will say it's not enough while the report says it's enough.

The committee also suggested a standard is set, aiming to have a percentage of our students on full time and to send the issue to faculty.

When asked why the Summary/Conclusion says none on the report, Director Nelson said it is still in working progress. She's still expecting more and not there yet. The inconsistent presentation tables 2015-2011 and 2011-2015 organization will come later, and the repeated data (listed) is a technical error due to copy paste. The committee hasn't worked on the report since Sept. 15. The comment presented by HRC will be sent to them to review and send it back to HRC before it is finalized in November. She invited any ideas on how to better present the report and encourages members to take a look at the links, review, copy, paste, and send to specific area.

#### Special Contracts:

Policy says special contracts are meant to address specific needs at certain time. There were 600 special contracts on board, but we have gone away from that. Now, we have more full time than part time. In specific areas like maintenance, special contracts are from October-September. Year after year, maintenance and security renew special contracts. Policy says this but practice is the opposite. No vacant position – no budget (for the risky jobs that have no leave). Freeze the low level salaries while hiring higher position(s). The positions could be financed. HRD Nelson

explained that it is the manager's responsibility. Special contracts are initiated by managers and approved by the vice president.

Recommendation – we will wait for result of the meeting

Chairman tabled the remaining items for the next meeting.

Meeting was adjourned at 4:05 P.M.

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

**Handouts/Documents Referenced:**

- Minutes of Sept. 25, 2015
- Accreditation Standard IIIA

**College Web Site Link:**

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**Prepared by:**

Julia N. Martin

**Date Distributed:**

10/20/15

**Approval of Minutes Process & Responses:**

- Revised Minutes for Sept. 24, 2015 was approved and adopted.

**Submitted by:**

**Date Submitted:**

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

1. Wait for result of the meeting – Special Contract

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments