

**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, 22 2015	3:00 p.m.	Board Conference Rm.

**Members Present/Absent:**

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	George Mangonon	X		
Vice chair, HRC	Tara Y. Tara		X	No VOIP available – conference room in use
Secretary, NTL S	Julia N. Martin	X		
NTL F	Robert Andreas	X		
NTL F	Jazmine Gonzales		X	sick
NTL S	Norma Edwin	X		
NTL S	Benina Ilon		X	Had an emergency call/grandniece funeral (emailed: 10/30/2015)
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 F	Bertoldo Esteban	X		New member
PNI S	Albert Amson		X	
FMI S	Regina Faimau		X	
PNI S	Maureen Mendiola	X		
CHK F	Genevy Samuel	X		
CHK S	Marylène Bisalen	X		
KSA S	Kenye Killin		X	
Yap Campus	Monica Rogon		X	

<b>Additional Attendees:</b>	Interim VPIA Karen Simion
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**Agenda/Major Topics of Discussion:**

1. Call to order
2. Roll call; declaration of quorum
3. Adoption & Review of Agenda:
  - a. Review of proposed minimum requirements for instructors

- b. Review of the proposed TOR modification
  - c. Review of Board Policy on Section X – Tuition Waiver
  - d. Check Policies Reviewed
  - e. Others
4. Approval of Minutes
    - a. Minutes of October 8, 2015 (for adoption)
  5. Old Business
    - a. Review of the proposed TOR modification (circulated through email):
    - b. Review of Board Policy on Section X – Tuition Waiver
    - c. Checklist of policies reviewed and actions taken
  6. New Business
    - a. Review of proposed minimum requirements for instructors
    - b. Others
      - i. Reminder from VP-IEQA Frankie Harries
  7. Adjournment

**Discussion of Agenda/Information Sharing:**

1. Chairman George Mangonon called the meeting to order at 3:04 P.M. He acknowledged Interim VPIA Karen Simion, welcomed, and thanked everyone for coming.

2. Introduction began with the National Campus, and on to the state campuses. There was a quorum of more than 25% so the committee decided to proceed with the meeting.

3. Norma made a motion to adopt the agenda, and it was seconded by Emmanuela. Agenda was adopted

4. Adoption of Minutes

The committee has until Monday, Oct. 26, 2015 to commend and/or send feedback to the (Oct. 08, 2015) drafted minutes sent out to them. Secretary will then revise the draft and send the final draft for electronic voting. October 08, 2015 minutes will be adopted in the next meeting (Nov. 05, 2015).

5. Old Business:

Review of the proposed TOR modification (circulated through email)

Chairman Mangonon's modification was in favor, but the routing procedure needs to be incorporated into the chairman's modification.

Review of Board Policy on Section X – Tuition Waver

Chairman is going to invite FAO Arinda Halbert to the next meeting to elaborate more on the requirements – age limit.

Checklist of policies reviewed and actions taken  
More information needed.

6. New Business

Review of the proposed minimum requirements for instructors

Interim VPIA Simion briefly went over the proposal. The proposed requirements will not be applicable to those already on board. Interim VPIA Simion has sent the proposal out to faculty twice (once in May – before summer and once right before today’s meeting but hasn’t heard not a lot from National Campus. Chuuk comments have been incorporated into the proposal. FMI has its own.

The committee anticipates problems in hiring local, using the requirements. They can not assist in part time teaching due to lack of Master’s degree, and the teaching experience is another problem. How can you have teaching experience if you just graduated with your master’s degree? It was suggested to keep the current standard but keep proposal as a stepping stone. The committee believes that the issue here is the salary. It is too low, that is why the college can’t get the eligible faculty it needs.

There was a question about the Lower Level Undergraduate on top of page 2: two entries are the same. The other concern was on required credentials for Certificate 0\*\* Level. What is demonstrated competencies? VPIA will go back and look into it and inform the committee if it’s an error.

The committee recommended Faculty Staff Senate hold a faculty forum to present the proposal and get feedback.

Reminder from VPIEQA Frankie Harriss

Chairman informed committee that the list sent from VPIEQA Harriss finalized the members of the committee. If there is any issue, concern, or comment, please, discuss with your respective supervisor. It was suggested that the membership be more inclusive – overall representatives. Recommendation was to have at least 1 faculty and 1 staff representative from each of the state campuses and a representative from each division at the National Campus. Ask each campus dean to assign a representative if any campus doesn’t have any representative.

7. Meeting was adjourned at 4:08 P.M.

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

**Handouts/Documents Referenced:**

- Proposed Minimum Requirements for Instructors
- Proposed TOR

**College Web Site Link:**

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<b>Prepared by:</b>	Julia N. Martin	<b>Date Distributed:</b>	10/29/15
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**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. Send feedback regarding Oct. 08, 2015 minutes draft by Oct. 26, 2015 and vote electronically on finalized minutes.
2. Invite FAO Arinda Halbert to discuss the requirements (age limit) for Board Policy on Section X – Tuition Waiver
3. Propose Faculty Staff Senate hold a Faculty Forum to present the Proposed Minimum Requirements for instructors by VPIA Karen Simion

**Action by President:**

<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>