

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

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| <b>Committee or Working Group:</b> | Human Resources Committee |
|------------------------------------|---------------------------|

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|---------------|--------------|-----------------------|
| <b>Date:</b>  | <b>Time:</b> | <b>Location:</b>      |
| Mar. 10, 2016 | 3:00 P.M.    | Board Conference Room |

**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”<br>Director, HRO | Rencelly Nelson  |         | X      |         |
| CHK F                                | Genevy Samuel    | X       |        |         |
| CHK S                                | Marylene Bisalen | X       |        |         |
| FMI S                                | Regina Faimau    |         | X      |         |
| KSA S                                | Kenye Killin     |         | X      |         |
| NTL F                                | Robert Andreas   |         | X      |         |
| NTL F                                | Lucia Donre      | 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                                | Julieta Mix      |         | X      |         |
| NTL S                                | Alfred Olter     |         | X      |         |
| NTL S                                | Yolina Yamada    |         | X      |         |
| PNI F                                | Bertoldo Esteban | X       |        |         |
| PNI F                                | Emmanuela Garcia | X       |        |         |
| PNI S                                | Albert Amson     |         | X      |         |
| PNI S                                | Maureen Mendiola | X       |        |         |
| Yap S                                | Sharon Ourun     | X       |        |         |

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| <b>Additional Attendees:</b> |  |
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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/Discussion of proposed modification of BP 6026
  - b. Information sharing on TOR review directives of VP Harris
  - c. Others

4. Approval of Minutes
  - a. Minutes of February 25, 2016 Meeting (for adoption)
5. Old Business
  - a. Review/Discussion of proposed modification of BP 6026
    - i. Need to come up with committee endorsement
6. New Business
  - a. Information sharing on TOR review directives of VP Harris
  - b. Others
7. Adjournment

### **Discussion of Agenda/Information Sharing:**

Chairman George Mangonon called the meeting to order at 3:08 P.M. He welcomed and thanked everyone for coming.

Introduction began with those present at the meeting site and on to the state campuses. Quorum was declared and meeting proceeded to the agenda.

### **Review of Agenda**

Emma moved and Maureen seconded to adopt the agenda. Majority was in favor of the motion, so agenda was unanimously adopted.

### **Approval of Minutes**

Emma moved and Marylene seconded to adopt the minutes for February 25, 2016. Majority was in favor of the motion, so minutes for February 25, 2016 were unanimously adopted.

### **Old Business**

Review/Discussion of proposed modification of BP 6026

BP 6026 reads “All full-time faculty workload includes:

- Participating in one standing committee; may be asked to participate in ad hoc committees”

The FCE committee suggests that this should be changed to:

“All full-time faculty workload includes:

- Participating in one standing committee **or** providing alternative services to the college and community, as specified in the Administrative Procedure No. *WXYZ*”

FCE also suggested alternative services to the college and community. HRC agreed to identify and remove any ad hoc activity listed. Unlike the standing committees, ad hoc committees doesn't meet regularly but only when necessary. Student recruitment is only during the spring semesters, not the whole school year. Julia moved and Emma seconded to remove bullet #5: Participating in Student Recruitment from the alternative services list. Majority was in favor of

the motion, so bullet #5 was eliminated from the list.

The committee also feels that bullet number 3: Writing request for Grant Proposals should also be eliminated. Writing for Grant Proposals should be done by a person whose job is to write grant proposals, not by any faculty (or as a community service). It would be unfair and not be considered a community service if the person writing the grant proposal is compensated (which is a given for writing grant proposals). Benina moved and Tara seconded to remove bullet no. 3. Majority was in favor of the motion, so bullet no. 3 was removed. Emma moved and Julia seconded to endorse the proposal with the revisions made and send it back to FCE.

**New Business**

Information sharing on TOR review directives

In an email from VP Harriss, she mentioned that the Executive Committee (EC) revised its TOR last fall and made review and endorsement of standing committee TORs part of its responsibilities. Because every committee will have been operating on its TORs up until this point, and there are only a few months left in the academic year, the expectation for committees to submit and EC to review and endorse their TORs will take effect for AY 2016-17. Committees are asked to review their TORs in the spring as they complete their annual committee self evaluation and submit to EC by September 02, 2016, and EC is to complete its review of those TORs by no later than 23 September 2016, noting any changes that should occur for consistency.

HRC agreed to revisit their TOR. The old TOR requires HRC to meet at least once a month. HRC has been meeting twice a month, following the revised but not yet approved TOR. The number of meetings per month is not the only item proposed to change on the approved TOR. Chairman will send a copy of the approved TOR and the revised but not yet approved one to the committee to review (compare) and be ready for discussion for our next scheduled meeting (March 24, 2016).

Emma moved Benina seconded to adjourn.

Meeting adjourned at 3:43 P.M.

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

**Handouts/Documents Referenced:**

- BP 6026
- Email content of Michael Muller, FCE
- Proposed amendment for BP 6026
- Email content of message from VP Harris re TOR
- Minutes of February 25, 2016

**College Web Site Link:**

**Prepared by:**

Julia N. Martin

**Date Distributed:**

March 10, 2016

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| <b>Approval of Minutes Process &amp; Responses:</b> |
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| <ul style="list-style-type: none"><li>February 25, 2016 minutes were approved and adopted in today's meeting</li></ul> |
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|----------------------|--|------------------------|--|
| <b>Submitted by:</b> |  | <b>Date Submitted:</b> |  |
|----------------------|--|------------------------|--|

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| <b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b> |
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| <b>Action by President:</b> |
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| <b>Item #</b> | <b>Approved</b> | <b>Disapproved</b> | <b>Approved with conditions</b> | <b>Comments</b> |
|---------------|-----------------|--------------------|---------------------------------|-----------------|
|               |                 |                    |                                 |                 |