

## College of Micronesia-FSM

### HUMAN RESOURCES COMMITTEE Terms of Reference

#### A. Authority

The Human Resources Committee operates through the authority of and reports to the President through the Office of Human Resources. Recommendations from the committee are submitted by the Director of Human Resources through the VPAS to the President for action.



#### B. Purpose

The Human Resources Committee advises the President on matters relating to human resources, including professional development.

#### C. Membership

The members of the Human Resources Committee are at least:

- Two representatives from each state campus
- Two representatives from each department
- Director of human resources, ex officio member

At the end of the academic year, the VP's and/or campus deans recommend representatives to the Human Resources Committee.

#### D. Organization

The committee elects officers (chair, vice-chair, and secretary) at the end of the academic year. The officers-elect will not officially take office until the start of the new academic year (usually in August).

#### E. Responsibilities

##### 1. Human Resources Committee

The responsibilities of the Human Resources Committee are to:

- Review new and revised policies and/or procedures.

- Review assessments and evaluations of human resources services and make recommendations;
- Review and recommend revisions to the master development plan that is linked to college priorities.

## 2. Committee Members

The responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with, and gather input from, their area of representation (e.g. communicate with his or her vice president and campus dean and the community he or she represents.).

## 3. Chairperson

The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee is met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

## 4. Vice Chairperson

The responsibilities of the vice chairperson are to:

- Preside over meetings in the absence of the chair; and
- Assist the chairperson with the above responsibilities.

## 5. Secretary

The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Distribute and post the minutes in a timely manner; and
- Record attendance of committee members.

## **E. Meetings**

Meetings are to be held on the first Thursday of every month at 3:00-4:00 PM. The chairperson may call special meetings or upon consent of the majority of the members, reschedule the regular

meetings or extend to a reasonable amount of time depending upon the necessity of the matter being discussed. Twenty-five percent of members constitute a quorum for discussion purposes. A majority (fifty percent plus one) of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

#### **F. Communications & Distribution of Information**

Other members, other committees, or the president may submit agenda items to the chairperson. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes, which are to be distributed electronically within three working days for members to review. Members are to comment within the next three working days. The minutes are officially adopted at the next meeting. The HRC secretary then distributes the official minutes to all committee members and posts it on the wiki. The HRO maintains a file on official HRC minutes.

Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the HR director for submission to the president through the VPAS. The HR director also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.