

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

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| Committee or Working Group: | Human Resources Committee |
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| Date: January 12, 2012 | Time: 3:00 p.m. | Location: BOR Conference Room |
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Members Present/Absent:

| Title/Representative | Name | Present | Absent | Reasons |
|-----------------------------|-------------------|----------------|---------------|-------------------|
| Chair, NTL F | Delihna Ehmes | X | | |
| Vice chair, CRE | Mark Kostka | X | | |
| NTL F | Jazmin Gonzales | X | | |
| NTL F | Joseph Felix Jr. | X | | |
| PNI F | Emmanuela Garcia | X | | |
| PNI F | Anna Dela Cruz | | X | |
| NTL F | Robert Andereas | | X | Off-island |
| NTL S | Bandy Fred | | X | Vacation |
| NTL S | Norma J. Edwin | X | | |
| Secretary, PNI S | Maureen Mendiola | X | | |
| NTL F | Allain Bourgoin | | X | |
| PNI F | Bertoldo Esteban | | X | |
| PNI S | Albert Amson | | X | |
| PNI F | Deeleeann Daniel | | X | |
| PNI F | Salba Silbanuz | | X | |
| PNI S | Morehna R. Santos | | X | |
| FMI | Regina Faimau | | X | |
| CHKK F | Abraham Rayphand | | X | |
| Yap S | Fidelia Gilmar | | X | |
| KOSRAE S | Skipper Ittu | X | | |
| FMI F | Michael Mailuw | | X | |
| NTL S (New member) | Julia Martin | | X | |

Additional Attendees:

Agenda/Major Topics of Discussion:

- Old Business
 - Revise/Finalize TORs
 - Staff Development Budget Breakdown
- New Business
 - Staff Development Day
- Miscellaneous
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Delihna Ehmes called the meeting to order at 3:00 p.m. She first welcomed and thanked everyone for coming. 25% of members present so it was decided to go ahead with to have discussions in the meeting.

I. Revised TORs

Chairperson Delihna met with HR Director last week and was told the TOR was passed over HR and was pending at President’s office for approval.

II. Chair expressed the urgency on the proposed budget breakdown on the Staff Development budgets. The need to breakdown the budget is urgent because applications are pending and they still have to go through a process for the final decision. National, Kosrae and Pohnpei Campuses are still in the process of breaking down their budgets. As of this meeting, nothing was received from the other campuses but they will be informed. HR committee then set the deadline to submit all the budget breakdown by next week Thursday, January 19, 2012.

III. Staff Development Day:

Staff Development Day is scheduled for April 3, 2012. The committee had decided to do something different this year like---team building; health related/CPR; traditional skills; and cooking demonstrations...chair will e-mail out to the college community for ideas and on the venues if the two campuses (national and Pohnpei) will combine....deadline to receive comments is January 19th for early planning purposes.

IV. Miscellaneous

Pohnpei Campus expressed concern on a respective applicant which request had been approved by previous SD committee to take care of her textbooks expenses while attending COM-FSM. The committee suggested documentation and also suggested that since this is a new fiscal year and a new membership, the applicant in question can re-apply...

Faculty members of HR committee should start sending their class schedules to Mark Kostka (vice president) so changes can be made to meeting time and day.

V. Meeting adjourned at 4:05p.m.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Break down of SD Budget by NC

College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

1/13/12

Approval of Minutes Process & Responses:

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|----------------------|--|------------------------|--|
| Submitted by: | | Date Submitted: | |
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| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: |
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None.

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| Action by President: |
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| Item # | Approved | Disapproved | Approved with conditions | Comments |
|---------------|-----------------|--------------------|---------------------------------|-----------------|
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