

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
April 14, 2016	3:00 P.M.	President’s Conference Room

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	George Mangonon	X		
Vice chair, HRC	Tara Y. Tara		X	Assisting students with their project
Secretary, NTL S	Julia N. Martin	X		
“Ex-Officio Member” Director, HRO	Rencelly Nelson		X	
CHK F	Genevy Samuel		X	Daughter’s school PTA meeting
CHK S	Marylene Bisalen	X		
FMI S	Regina Faimau		X	Power outage at FMI
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	sick leave
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		

Additional Attendees:	
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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 and discussion of HRC’s TOR
 - b. Information sharing on the result of the electronic voting on the proposed

- amendments to the Evaluation of Academic Administrators
- c. Future Plans
- d. Others

- 4. Approval of Minutes
 - a. Minutes of March 10, 2015 (for adoption)

- 5. Old Business
 - a. Review and discussion of HRC's TOR proposed modification

- 6. New Business
 - a. Information sharing on the result of the electronic voting on the proposed amendments to the Evaluation of Academic Administrators
 - b. Future Plans (Self-Evaluation, Election of new officers, Remaining 2 meetings)
 - c. Others

- 7. Adjournment

Discussion of Agenda/Information Sharing:

Chairman George Mangonon called the meeting to order at 3:10 P.M. He welcomed and thanked everyone for coming.

Introduction for members present 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

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

Approval of Minutes

Maureen moved and Emma seconded to adopt the minutes for March 10, 2016. Majority was in favor of the motion, so minutes for March 10, 2016 were unanimously adopted.

Old Business

Review and discussion of HRC's TOR proposed modification

The old TOR is still on the website. The new proposed TOR had gone to EC. It was sent back with feedbacks, which the committee incorporated. It was left with the COC. HRC agreed to make the proposed TOR official. It will be sent back to EC with the recommendations made by George. One of the changes discussed is meeting once a month - every first Thursday of the month. Special meetings can be called when necessary.

Marylene recommends HRC submits its schedule way ahead of time to avoid conflict with other committee's schedules. Chairman will look into the online schedule of meeting to make sure it doesn't conflict with our new schedule.

Emma moved and Norma seconded to endorse the proposed TOR and send it to EC.

New Business

Committee agreed to set a deadline for electronic voting and specify the what ‘not voting’ would mean.

Emma suggested the SLO’s on the Evaluation of Academic Administrators be more specific.

Chairman encouraged the committee to check the old self-evaluation form and email him within 3-5 days for any comment or to add more questions to reflect what has been going on in HRC. Chairman will then notify Jimmy Hicks to make the amendment(s) before sending it to HRC to complete it.

April 28 and May 12 are HRC’s remaining scheduled meetings for Spring 2016. The committee decided to elect the new officers on April 28 and cancel the May 12 meeting since it falls on the graduation day, and most of the faculty members will be out. Julia moved and Benina seconded to adopt the motion. Majority was in favor.

Chairman will email committee when to nominate candidates for new officers.

Maureen moved and Emma seconded to adjourn. Meeting adjourned at 3:46P.M.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Draft minutes of meeting 03/10/2016
- Electronic voting for the proposed amendment to the Evaluation of Academic Administrators
- Self-Evaluation survey questions

College Web Site Link:

Prepared by:	Julia N. Martin	Date Distributed:	March 10, 2016
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Approval of Minutes Process & Responses:

- March 10, 2016 minutes were approved and adopted in today’s meeting

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Incorporate changes in the newly revised TOR and forward to EC for approval

- Set deadline for electronic voting and specify what ‘not voting’ means
- Submit HRC proposed schedule for meetings to commence fall 2016
- Evaluate the self evaluation form to adapt or adopt the old one and complete the survey
- Elect new officers April 28, 2016
- Cancel May 12, 2016 meeting

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments