

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
September 23, 2021	3:00pm-4:00pm (PNI & Kosrae) 2:00pm-3:00pm (Chuuk & Yap)	On-Line Zoom Meeting

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, National Faculty	Pearl H. Olter-Pelep	X		
2. Vice chair, National Faculty	Karen Kan-Lun Tu	X		
3. Secretary, CTEC Staff	Maureen Mendiola	X		
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson	X		
5. CHK Staff	Marylene Bisalen	X		Online from HNL
6. KSA Staff	Arlynza J. Talley	X		
7. KSA Staff	Shrue-Miako Sahn	X		
8. NC Staff	Norma Edwin	X		
9. NC Staff	Maryallen Manuel		X	
10. NC Staff	Yolina Y. Irons	X		
11. NC Staff/CRE	Merleen Elias		X	Sick Leave
12. NC Staff/AS	Twyla Poll	X		
13. NC Staff	Josephine Kostka		X	
14. NC Staff	Tetaake Yee Ting		X	
15. NC Faculty	George Mangonon	X		
16. CTEC Faculty	Emmanuela Garcia	X		
17. CTEC Faculty	Bertoldo Esteban		X	
18. CTEC Staff	Albert Amson		X	
19. Yap Staff	Reiko Azuma	X		
20. Yap Faculty	Robert Yangerluo	X		
21. FMI Staff	Felisa Tmag	X		
22. CHK Faculty	V-Three Raisom		X	Not aware

Additional Attendees:	
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Agenda/Major Topics of Discussion:
1. Call to order

2. Reading of the College Mission Statement
3. Roll Call and Establishment of Quorum
4. Review and Adoption of Agenda for September 23, 2021
5. Review and Adoption of minutes for September 2, 2021 (adopted electronically)
6. Old Business
 - a) Board Policy No. 6007
 - b) Board Policy N. 6008
 - c) Administrative Procedure No. 6035 Rehire Eligibility
 - d) Board Policy No. 6035 Rehire Eligibility
 - e) Administrative Procedure No. 6027 – August 2021
 - f) Form-File Closure 2021
 - g) Appendix H – Dependents Eligibility Form 2021
 - h) Appendix I – Educational Development Request Form 2021
 - i) Policy Development Plan
 - j) Board Policy 6009 Compensation Policies
7. Miscellaneous
8. Adjournment

- 1. Call to Order:** Chairperson Pearl called the meeting to order at 3:00pm Pohnpei Time.
- 2. Reading of the College Mission Statement:** George Mangonon read the College Mission Statement – *The college of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.*
- 3. Roll call and Establishment of Quorum:** Secretary Maureen made the roll call and 15 out of 21 or 71% members are present.
- 4. Review and Adoption of September 23, 2021 Agenda:** Vice Chair Karen recommends to add TOR to the agenda because of the concern raised by Norma thru email for HRC to set a ceiling or open decisions to the number under section 3-Memberships. If volunteers are allowed, wouldn't that affect total membership and determining quorum? Also who appoints members should be more specific. The agenda to add TOR was then unanimously adopted.
- 5. Review and Adoption of Minutes for September 02, 2021:** Minutes for September 02, 2021 was approved and adopted electronically with changes being made.

6. Old Business: TOR is being shared on the screen for discussion.

In our earlier meeting, HRD Rencelly Nelson mentioned of allowing volunteers to HRC. The total membership in the TOR is 19, Norma suggests if another bullet can be added for “volunteers” and describe if those volunteers are former members of HRC. Current membership does not follow the list as some campuses do not have any faculty and NC have only 3 faculties but overload on staff. Who is responsible to appoint the other 3 staffs at the National campus? On the last paragraph under section c, it should be clear on who appoints faculty. For continuity purposes, it is recommended that an HR staff should be there in case HRD Rencelly Nelson is absent.

Faculty member Mr. Yangerluo mentioned as for Yap Campus, it is the responsibility of the Campus Dean to appoint members to the standing committees.

HRD Rencelly Nelson clarified that it is allowed for members whose terms are up but still wishes to remain in their designations, this way their Campus Deans do not have to appoint replacements if they choose to stay but because there’s always an established process then that’s between those members and those that appointed them. They do not have to be replaced but voluntarily extending their terms.

In order to make permanent changes to the TOR, HRD Rencelly Nelson advised HRC to look at the Governance Policy because they are the one who establish the current committee structure under policy & procedure No. 200.

Faculty are appointed by Coordinators thru Dean of Academic Programs, reviewed/approved by VPIA and forwarded to the Secretariat who is the ALO. For staff, it is the responsibility of the Campus Deans. At National Campus, Directors and Deans work with their respective Vice Presidents to assign the four (4) staff members to the standing committees (HR Rep representing the Administrative Services and each member from IEQA, SS, IA).

Revisions made to the sections are as follows:

C. Membership

The members of the Human Resources Committee are at least:

- *Two (2) representatives, (1 faculty and the HR representative staff) from each campus site with a total of then (10) representatives.*
- *Eight (8) representatives from the national campus (4 faculties and 4 staffs).*
- *One (1) representative from Faculty and Staff Senate.*
- *Volunteers (former HRC member)*

At least nineteen (19) members and volunteers make up the Human Resources Committee.

- *Director of Human Resources, ex officio member will be joining the meetings for policy clarifications.*

At the end of the academic year, the campus deans/IC/director, and the Faculty Staff Senate recommend/appoint representatives via VPIEQA to the Human Resources Committee.

F. Meetings

Meetings are to be held on the first Thursday of every month at 3:00-4:00 PM. However, if the schedule is a holiday or coincides with a college activity, the meeting will be held on the second Thursday of the month. 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.

G. 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 at least one week prior to meetings.

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

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.

7. Miscellaneous

- Norma made a motion to adopt the revised TOR and Yolina seconded. HRC TOR is finally adopted.
- HRD Rencelly Nelson further advised HRC to work on each item until it is done and try to use the time wisely instead of spending the entire 1 hour on the same item that was discussed in previous meeting.
- HRC Chair mentioned she was pleased that HRC has completed and adopted the TOR. She continued to encourage members to read and bring forth comments and also review and adopt meeting minutes electronically. HRC will try to cover at least 3 items each meeting.
- George moved for adjournment and Norma seconded.

8. Adjournment.

The meeting adjourned at 4:10 p.m.

Handouts/Documents Referenced:

- Agenda for September 23, 2021 meeting
- TOR

College Web Site Link:

Prepared by:	Maureen Mendiola	Date Distributed:	9/28/2021
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