

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

<b>Committee or Working Group:</b>	Human Resources Committee
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<b>Date:</b> February 05, 2015	<b>Time:</b> 3:00 p.m.	<b>Location:</b> President's Conference Rm.

**Members Present/Absent:**

<b>Title/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Reasons</b>
Chair, HRC	Marylene Bisalen	X		
Vice chair, HRC	Ross Perkins	X		
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin	X		
NTL S	Julia Martin	X		
NTL F	George Mangonon	X		
FMI S	Regina Faimau		X	On leave
YAP S	Fidelia Gilmar	X		
CHKK F	Genevy Samuel	X		
NTL F	Sylvia Henry	X		
NTL F	Allain Burgoin	X		
PNI F	Deeceeann Daniel		X	
PNI S	Albert Amson	X		
NTL S	Benina Ilon		X	STI's screening
NTL S	Yolina Yamada	X		
NTL S	Alfred Olter	X		
KSA S	Kenye Killin	X		
KSA F	Tara Y. Tara	X		
NTL F	Jazmin Gonzales	X		
NTL S	Rencelly Nelson		X	
CHKK S	Kersweet Eria	X		
NTL S	Julieta Mix		X	
NTL S/FSS Rep	Martin Mingii	X		

<b>Additional Attendees:</b>	
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**Agenda/Major Topics of Discussion:**

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
  - a) Info. Sharing (new Vice Chair)
  - b) Section X - Employment Benefits (Holidays)
  - c) Section X - Social Security
  - d) Section X - Line of Duty Injury (Worker's Compensation)
  - e) Section X - Optional Benefits
  - f) Section X - Retirement Plan

- g) Section X - Tuition Waiver and Reduction
- h) Other(s)
  - Approval of Minutes
    - a) Minutes of January 22, 2015
  - Old Business
    - a) Info. Sharing (new Vice-Chair)
    - b) Section X - Employment Benefits (Holidays)
    - c) Section X - Social Security
    - d) Section X - Line of Duty Injury (Worker's Compensation)
    - e) Section X - Optional Benefits
    - f) Section X - Retirement Plan
    - g) Section X - Tuition Waiver and Reduction
  - New Business
    - a) Other(s)
  - Adjournment

**Discussion of Agenda/Information Sharing:**

The telephone in the Board's Conference Room was not working so the meeting was moved to the President's Conference Room.

Chairperson Marylene Bisalen called the meeting to order at 3:10 pm. She thanked everyone for coming and welcomed the new member Martin Mingii representing the Faculty/Staff Senate.

Introduction began with off-island members and then the members present at the meeting. 25% of the members were present so it was decided to go ahead with the meeting.

Adoption of Minutes:

The revised minutes of January 22, 2015 meeting was unanimously approved and adopted.

Ms. Sylvia Henry was elected as Vice Chair in the last meeting and officially began as Vice Chair at today's meeting. However, Ross has requested to step down on February 03, 2015, of which Chair has accepted, for a smooth transition. HRC has motion in favor of Sylvia Henry as HRC's Vice-Chair effective February 05, 2015.

HRC thoroughly went over Section X (Employment Benefits) and recommended the following:

- COM-FSM should be spelled out at the beginning of each sentence.
- HR Director should put explanations to those changes using track changes.
- **Section X.b Employment Benefits (Holidays):** should be returned to HRO to clarify the number of holidays for Kosrae Campus. The word in the last paragraph should be "preceding" instead of "proceeding". Also clarification on name change of Pohnpei State Campus to Career & Technical Education Center.
- **Section X.c Social Security:** should return to HRO to change the word "regular" to "all" employees. HRC endorsed this to move further with the change in the words.
- **Section X.d. Line of Duty Injury (Worker's Compensation):** HRC will return this policy to HRO and request to open this up for discussion of including special contract employees. The special contract policy needs to be reviewed.

- **Section X.e. Optional Benefits:** HRC members discussed and raised concerns on what options/plans to recommend to HRO in order to have special contract employees get these benefits and what are the options to be given to those employees on special contract whom contracts are renewed for more than a year. HRC need clarification on “unless exempted by law”. An inquiry raised if the Retirement Plan is optional?
- **Section X.f. Retirement Plan:** HRC recommended including Retirement Plan to the Optional Benefits, as Retirement Plan is optional. The words “permanent” should be changed to “regular”. For consistency as “regular” is stated in the policies. First paragraph last sentence to change “participate” to “participant”. Second paragraph, College to lower case “college”. Then last paragraph change “can” to “may”.
- **Section X.g. Tuition Waiver and Reduction:** HRC agreed to send this back to HRO to edit and convert the proper format and provide rationale for changes.

Others:

The new Vice Chair, Ms. Sylvia Henry presented a farewell gifts to Ross Perkins, in appreciation on behalf of the HR committee, for his active participation and assistance in the logistical part for HRC. A picture was taken and will be posted on the HRC wiki.

Meeting was adjourned at 4:20pm.

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

February 19, 2015 @ 3:00pm - Board’s Conference Room

**Handouts/Documents Referenced:**

- Minutes of January 22, 2015 (revised & emailed Feb. 03, 2015)
- Section X: Employment Benefits (Holidays)
- Section X: Social Security
- Section X: Line of Duty Injury (Worker’s Compensation)
- Section X: Optional Benefits
- Section X: Retirement Plan
- Section X: Tuition Waiver and Reduction
- Other(s)

**College Web Site Link:**

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**Prepared by:**

Maureen Mendiola

**Date Distributed:**

02/10/15

**Approval of Minutes Process & Responses:**

Minutes for 1/22/15 was approved and adopted and will be posted on the wiki.

**Submitted by:**

**Date Submitted:**

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. Section X (Employment Benefits) are to be sent back to HRO to properly edited.

<b>Action by President:</b>				
<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>