

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

Committee or Working Group:	Human Resources Committee
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Date: February 19, 2015	Time: 3:00 p.m.	Location: Board Conference Rm.

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Marylene Bisalen	X		
Vice chair, HRC	Sylvia Henry	X		
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin		X	Attend BOR meeting in Yap
NTL S	Julia Martin	X		
NTL F	George Mangonon	X		
FMI S	Regina Faimau		X	
YAP S	Fidelia Gilmar		X	
CHKK F	Genevy Samuel	X		
NTL F	Allain Burgoin	X		
PNI F	Deeleeann Daniel	X		
PNI S	Albert Amson		X	
NTL S	Benina Ilon	X		
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	Julia Mix		X	
NTL S/FSS Rep	Martin Mingii		X	

Additional Attendees:

Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) HRC’s adopted minutes as justification to COM-FSM PPP Manual
 - b) Information Sharing
 - 1) HRC’s revised TOR – update status
 - c) Section X: for clarification, review, endorsement, etc.
 - 1) Section X. Employment Benefits (Holidays)
 - 2) Section X. Social Security

- 3) Section X. Line of Duty Injury (Worker's Compensation)
- 4) Section X. Optional Benefits
- 5) Section X. Retirement Plan
- 6) Section X. Tuition Waiver and Reduction
- d) Policy 006 - Donated Sick Leave Policy (wording of "catastrophic")
 - Approval of Minutes
 - a) Revised Minutes of February 05, 2015
 - Old Business
 - a) Section X - Employment Benefits (Holidays)
 - b) Section X - Social Security
 - c) Section X - Line of Duty Injury (Worker's Compensation)
 - d) Section X - Optional Benefits
 - e) Section X - Retirement Plan
 - f) Section X - Tuition Waiver and Reduction
 - New Business
 - a) HRC's adopted minutes as justification to COM-FSM PPP Manual
 - b) Policy 006 - Donated Sick Leave Policy
 - Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Marylene Bisalen called the meeting to order at 3:00 pm. She welcomed and thanked everyone for coming. She also thanked and acknowledged HRO for taking the time to review the recommendations that were submitted by HRC. Finally, she also thanked the HRC members for being attentive to our meetings and expect to face challenges along the way.

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

Adoption of Minutes:

Some members did not have the chance to look at the February 5th minutes so it was recommended to take a final look and submit their comments/votes electronically no later than February 20, 2015.

HRC Chair reminded and encouraged members to also take notes in order to compare to what will be transpired in the minutes.

HRC's revised TOR:

Vice Chair met with HR Director to find out the status on the HRC TOR. HR Director advised and was agreed by HRC to amend the TOR by including the Routing Procedure of Policies and resubmit the revised TOR to EC for final review. Kenye made a motion to adopt the minutes and Tara seconded it.

Clarification on the name change for Pohnpei Campus. It should be now called "Career & Technical Education and Pohnpei Campus".

Section X:

- Employment Benefits (Holidays): HRC will check again with HRO on its status.

- Social Security: HRC adopted the changes made and will forward back to HRO.
- Line of Duty Injury (Worker’s Compensation): HR Director recommended HRC to take a look at Section V (Kinds of Positions & Appointments) & VII (Employment Contract) of the Personnel Policy Manual before making any changes to the Worker’s Compensation. HRO is not responsible for special contract employees who suffer on-the-job injury because it is the responsibility of the Business Office and the money also comes out from their office. HRC then decided to draft a formal letter to HR Director requesting for HRC to make amendments to this section. HRC members raised concerns on why special contract employees serving for more than a year are not getting the benefits the regular employees are getting. In section VII, it stated that a special contract services might be performed for only a short period of time and yet some special contracts keep renewing for more than a year.
- Optional Benefit: HR Director agreed with HRC to incorporate the Retirement Plan under this section. Incorporation made by HRO as shown. Motion made by Genevy, seconded by both Benina and Alfred. HRC moved for adoption.
- Tuition Waiver & Reduction: HRC will follow-up this section with HRO.

Policy 006 – Donated Sick Leave Policy (wording of “catastrophic”)

HRC had a long discussion on what is the best word to define catastrophic in terms of medical reasons. Some suggested to take out the word “catastrophic” but some like to leave it there so to prevent other employees from abusing their sick leaves.

HRC Chair then recommended tabling this policy to get feedbacks from the campuses and share that in the next meeting.

Miscellaneous:

Alfred wanted to introduce a policy on “Annual Leave” if it is possible to sell annual leave. Alfred however wants and is willing to take this to the next level with HRC’s support and approval.

Kenye asked if agenda could be sent out 2 or 3 days prior to the meeting. Vice Chair responded that today’s agenda was delayed due to late responses from HRO.

Meeting was adjourned at 4:20pm.

Comments/Upcoming Meeting Date & Time/Etc.:

March 05, 2015 @ 3:00pm – Board’s Conference Room

Handouts/Documents Referenced:

- Minutes of February 05, 2015 (revised & emailed Feb. 17, 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
- Policy 006: Donated Sick Leave Policy

College Web Site Link:

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Prepared by:	Maureen Mendiola	Date Distributed:	02/19/15
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Approval of Minutes Process & Responses:
 Votes for 2/05/15 minutes will be submitted electronically no later than 2/20/15 and will be posted on the wiki afterward.

Submitted by:		Date Submitted:	
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- Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**
1. HRC adopts revised TOR reflecting routing procedures and resubmit to EC for approval.
 2. HRC adopts Policy on Social Security and forward back to HRO.
 3. HRC will send a formal request to HRO requesting HRC to review Sections V and VII of the PPP.
 4. HRC adopts Policy on Optional Benefits to include Retirement Plan, as the Retirement Plan is optional.
 5. Policy 006 - Donated Sick Leave Policy: HRC members are asked to share policy with community members and solicit feedback, and share the feedbacks in the next meeting.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments