

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

Committee or Working Group:	Human Resources Committee
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Date: March 19, 2015	Time: 3:00 p.m.	Location: President's Conference Rm.

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Marylene Bisalen	X		
Vice chair, HRC	Sylvia Henry		X	Sick
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin		X	Attend BOR meeting
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	Preparation for the Field Ribbon Cutting Ceremony
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:	
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Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) (Info Sharing) Section X - Optional Benefits & Social Security
 - Section X - Line of Duty Injury (Worker's Compensation)
 - Section V & VII of PPP Manual
 - b) Board Policy - Section X. Employment Benefits, Appendix D - Holidays
 - c) Policy on Policies - BP 2001

- d) HRC's Revised TOR & Routing Procedure
- e) (Policy 003) Administrative Procedure – Tuition Waiver & Reduction
- f) (Policy 003) Board Policy – Tuition Waiver & Reduction
- Approval of Minutes
 - a) Revised Minutes of March 05, 2015
- Old Business
 - a) (Info Sharing) Section X – Optional Benefits & Social Security
 - Section X – Line of Duty Injury (Worker's Compensation)
 - Section V & VII of PPP Manual
 - b) Board Policy – Section X. Employment Benefits, Appendix D – Holidays
 - c) HRC's Revised TOR & Routing Procedure
 - d) (Policy 003) Administrative Procedure – Tuition Waiver & Reduction
 - e) (Policy 003) Board Policy – Tuition Waiver & Reduction
- New Business
 - a) Policy on Policies – BP 2001
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Marylene Bisalen called the meeting to order at 3:15 pm. She welcomed and thanked everyone for coming. She also thanked HR Director and Vice chair for working hard on the recommendations of policies that were endorsed by HRC. HRC played an important critical role in the decision making process.

Introduction began with off-island members and then the members present at the meeting.

Adoption of March 05, 2015 Minutes:

There were 2 oversights discovered in the revised minutes so it was being corrected. 25% of members present so it was decided to go ahead with to have discussions and suggested that voting be done electronically.

a. Updates on Section X:

Optional Benefits & Social Security: HRC endorsed this section and forwarded to HR Director to submit to FSS President Martin Mingii to share with faculty and staff to get feedbacks.

Line of Duty Injury (Worker's Compensation): Chair had formally requested HR Director to allow HRC to review Section V & VII of the College's Personnel Policy & Procedure Manual before providing revision to this section. HR Director will meet with VPAS and Business Office to get their feedbacks on this and report back to HRC.

b. Board Policy. Section X. Employment Benefits Appendix D – Holidays:

New addition to Kosrae State holidays is "Thanksgiving Day" November (fourth Thursday). The word "proceeding" has not been corrected in the last paragraph; the correct word is "preceding".

Chair also wanted to verify if the change of Pohnpei Campus' name is now official. Allain made a motion to endorse with the understanding to verify and make the changes to the above.

c. Policy on Policies – BP 2001:

HRC are recommended to observe carefully these documents when it comes to reviewing of such policies.

d. HRC’s revised TOR & Routing Procedure:

Chair recommended inserting the “HRC’s Routing Procedure” as the second sentence in the first paragraph in the TOR. Allain wanted to make sure if everything has to be routed that way and make sure feedbacks are received from the community.

It was agreed to table these issues to get more feedbacks from the members before the next meeting.

e & f. Policy 003 – Administrative Procedure/Board Policy – Tuition Waiver & Reduction:

HRC suggested the following comments and concerns:

- Notice header and fonts in the administrative procedure and board policy are not the same.
- Why the age limit is only up to 22 years old. Noticed under Dependents Taking Courses #5 is conflicting with the second bullet under Eligibility Requirements.
- Under Definitions, HRC recommended to delete the last paragraph as it is repeating the first paragraph.
- To separate the last sentence in the second paragraph, “Good Academic Standing...” from the paragraph.

Some of the members suggested more time to review the above policies before commenting as few were not able to open the attachments sent out by the Chair.

The Chair highly encouraged all to review the policies and make comments before the meeting. She suggested holding a special meeting in order to complete the unfinished policies so HRC can submit before the board timeline as the next HRC scheduled meeting falls during the Easter week.

Meeting was adjourned at 4:23pm.

Comments/Upcoming Meeting Date & Time/Etc.:

April 02, 2015 @ 3:00pm – Board’s Conference Room

Handouts/Documents Referenced:

- Revised minutes of March 05, 2015
- Policy on Policies – BP 2001
- HRC’s revised TOR
- HRC’s Routing Procedure
- Administrative Procedure – Tuition Waiver & Reduction
- Board Policy – Tuition Waiver & Reduction

College Web Site Link:

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Prepared by:	Maureen Mendiola	Date Distributed:	03/26/15
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Approval of Minutes Process & Responses:
Votes for 3/05/15 minutes has to be submitted electronically no later than 3/24/15 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:
<ol style="list-style-type: none"> 1. FSS President will share with faculty and staff the Section X - Optional Benefits & Social Security to get feedbacks. 2. HR Director will meet with VPAS and Business Office to get their feedbacks on Section X - Line of Injury (Worker's Compensation) and report back to HRC 3. To change the word "proceeding" to "preceding". 4. If the name change for Pohnpei Campus is official.

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