

**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>	<b>Time:</b>	<b>Location:</b>
Oct. 6, 2016	3:00 P.M.	President's Conference Room

<b>Members Present/Absent:</b>				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Emmanuela Garcia	X		
2. Vice chair, HRC	Tetaake Yeeting	X		
3. Secretary, NTL S	Julia N. Martin	X		
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson		X	
5. CHK F	Genevy Samuel	X		
6. CHK S	Marylene Bisalen	X		
7. FMI S	Regina Faimau		X	
8. KSA F	Tara Y. Tara	X		
9. KSA S	Maver Jonathan		X	
10. KSA S	Srue-Miako Sahn		X	
11. NTL F	Lucia Donre	X		
12. NTL F	Jazmin Gonzales		X	
13. NTL F	George Mangonon	X		
14. NTL F	Pearl Habuchmai Oleter-Pelep	X		
15. NTL S	Norma Edwin	X		
16. NTL S/FSS Rep	Martin Mingii		X	
17. NTL S	Alfred Olter	X		
18. NTL S	Yolina Yamada		X	On leave
19. PNI F	Bertoldo Esteban	X		
20. PNI S	Albert Amson	X		
21. PNI S	Maureen Mendiola	X		
22. Yap S	Sharon Ourun	X		

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Roll call; declaration of quorum</li> <li>3. Review of Agenda             <ol style="list-style-type: none"> <li>a. – Adoption of meeting minutes</li> </ol> </li> </ol>

- i. April 28, 2016
    - ii. August 25, 2016
    - iii. September 1, 2016
  - b. Updates on
    - i. HRC TOR
    - ii. BP6001 – Purpose and Scope
    - iii. BP 6018 - Termination
  - c. Review of Policies with incorporated changes
    - i. BP 6023 - Outside Employment
    - ii. BP 6032 – CSAFWCPP
  - d. Others
    - i. Policies for next meeting discussion
- 4. Old Business
  - a. BP 6023 - Outside Employment
  - b. BP 6032 – CSAFWCPP
- 5. New Business
  - a. Adoption of meeting minutes
    - i. April 28, 2016
    - ii. August 25, 2016
    - iii. September 1, 2016
  - b. Review of Policies
    - i. BP 6023 - Outside Employment
    - ii. BP 6032 - CSAFWCPP
  - c. Others
    - i. Policies for next meeting discussion
- 6. Adjournment

#### **Discussion of Agenda/Information Sharing:**

Chairperson Emma called the meeting to order at 3:00P.M.

#### **Review of Agenda**

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

#### **Approval of Minutes**

George moved and Maureen seconded to adopt April 28, 2016 meeting minutes. The motion was unanimously adopted.

Norma moved and George seconded to adopt Aug. 25, 2016 meeting minutes. The motion was unanimously adopted.

Marylene moved and Norma seconded to adopt Sept. 1, 2016 meeting minutes. The motion was unanimously adopted.

## **Updates**

### **TOR**

Chair has emailed the revised TOR to HR Director Nelson for further action.

BP No. 6018 TERMINATION has been forwarded to Faculty Staff Senate (FSS) representative Martin Mingi for further action (involving the community). Martin said he will meet with the FSS and send feedback by the end of September. Chairperson Emma is still waiting for that feedback.

### **BP 6032 Controlled Substance and Alcohol-Free Workplace and College Premises**

There was a question and discussion about the phrase “being under the influence...” under item no. 2. Application and Prohibition. Is sakauen Pohnpei covered or considered an alcohol in this policy? How can you tell if a person is “being under the influence?” Some can be under the influence but be relaxed and calm. There was also a comment on students known to be using drugs, specifically marijuana on campus. An incident was brought up about two students sitting under the tree, believed to be smoking marijuana because of the strong odor. By the time security came after being contacted, the students had already been gone. There is a policy in place, but is it being enforced? After a long discussion, the committee decided to endorse the policy as it is to the Faculty Staff Senate (FSS), considering the fact that it was last reviewed/ revised on 4/30/2015

### **BP 6023 Outside Employment and Activities**

The committee recommends HR make an administrative policy to be inserted into the policy to help the foreigners who have outside employment and activities provided the activity does not meet any of the standards given under item 1. OUTSIDE EMPLOYMENT AND ACTIVITIES.

## **Others**

### **BP 6009 Compensation Policies and Practices**

#### **Job Related Factor**

There was a discussion on the salary scale. There should be something in place to compensate those who have reached the ceiling (freeze from getting salary increase). What motivation is there to excel at his/her job when an employee has been at the ceiling for years? It is an open invitation to look for better opportunities, but by then, some people will be too old to do so. The minimum life of 5 years before a major review is needed doesn't help. Emma will draft a memo and address it to HR, discussing the issue and ask for a review.

Another concern was brought up regarding faculty members. A policy should be put in place to help faculty on sick leave. A faculty accrues sick leave, and he/she can use it when sick. However, when a faculty is seriously sick and has to be out for a while, a substitute is in place, and the sick faculty will have to pay the substitute out of his/her paycheck. What good is the sick leave accrued?

### **Policies for next meeting**

The committee agreed to visit the following Board Policies on the Policy Development plan given by HRD in their next scheduled meeting:

1b. Compensation for advanced degree for Management, Professional, & Classified (Board Policy 6009 Compensation)

5. Include coverage for PT staff under security and maintenance and other necessary/related work areas ((Board Policy No. 6014 Institutional Benefits)

7. Board Policy No. 6010 Leave Policies

George moved and Norma seconded to adjourn. Meeting was adjourned at 4:00.

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

**Handouts/Documents Referenced:**

- Policy Development Plan Academic Year 2015-2016
- BP No. 6023 Outside Employment and Activities
- BP No. 6032 Controlled Substance and Alcohol-Free Workplace and College Premises Policy

**College Web Site Link:**

**Prepared by:**

Julia N. Martin

**Date Distributed:**

10/13/2016

**Approval of Minutes Process & Responses:**

- April 28, 2016 meeting minutes was approved
- Aug. 25, 2016 meeting minutes was approved
- Sept. 01, 2016 meeting minutes was approved

**Submitted by:**

Julia N. Martin

**Date Submitted:**

10/13/2016

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

- Forward BP No. 6018 to Faculty Staff Senate

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments