

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
Nov. 19, 2015	3:00 P.M.	President’s Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	George Mangonon	X		
Vice chair, HRC	Tara Y. Tara	X		
Secretary, NTL S	Julia N. Martin	X		
“Ex-Officio Member” Director, HRO	Rencelly Nelson		X	
CHK F	Genevy Samuel		X	Bad weather in Chuuk
CHK S	Marylene Bisalen		X	Bad weather in Chuuk
FMI S	Regina Faimau		X	In an interview
KSA S	Kenye Killin		X	
NTL F	Robert Andreas	X		
NTL F	Jazmine Gonzales	X		
NTL S	Norma Edwin		X	Self Study Editing Team meeting
NTL S	Benina Ilon		X	Prepare for World Diabetes Day
NTL S/FSS Rep	Martin Mingii		X	
NTL S	Julieta Mix	X		
NTL S	Alfred Olter	X		
NTL S	Yolina Yamada		X	
PNI F	Bertoldo Esteban	X		
PNI F	Emmanuela Garcia	X		
PNI S	Albert Amson	X		
PNI S	Maureen Mendiola	X		
Yap S	Monica Rogon	X		In an interview

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call; declaration of quorum 3. Adoption & Review of Agenda <ol style="list-style-type: none"> a. Review of Board Policy on Section X – Tuition Waiver

- b. Reminders from ALO re Committee meetings
 - c. Improving meeting outputs
 - d. Others
4. Approval of Minutes
 - a. Minutes of November 19, 2015 (for adoption)
 5. Old Business
 - a. Review of Board Policy on Section X – Tuition Waiver (with Norma’s research)
 6. New Business
 - a. Reminders from ALO re Committee meetings
 - b. Improving meeting outputs (suggestions needed)
 - c. Others
 7. Adjournment

Discussion of Agenda/Information Sharing:

Chairman Mangonon called the meeting to order at 3:04 P.M. He welcomed and thanked everyone for coming.

There was a quorum of more than 25% present at the meeting site, so Chairman Mangonon declared meeting to progress.

Adoption and Review of Agenda:

Alfred moved to adopt the agenda, and it was seconded by Emmanuela. Majority was in favor to adopt the agenda, so agenda was approved. Chairman briefly went over the agenda.

Approval of Minutes:

Committee has until 5:00 P.M. today to read the draft and provide feedback. Robert moved to defer adoption, and it was seconded by Alfred. Nov. 5, 2015 minutes will be voted on in the next meeting.

Approved minutes are to be posted onto Wiki, but first, they are to be sent out to the committee as the approved minute.

Old Business

Review of Board Policy on Section X – Tuition Waiver (Norma’s and Maureen’s findings)
 Norma’s finding showed that there was no age limit in the original policy. In September of 2010, still there was no mention of an age limit. However, under the section Dependent Taking Courses, required documents for certification is listed. A new category “Biological, legally adopted, and stepchildren over the age of 22” was added. The required document is “a copy of Student Aid Report (SAR) from Financial Aid[s] Office.” April, 2015, to comply with the Communication and Policy Procedures, HRO reviewed the entire Personnel Policy and Procedure Manual (2013) and reformatted 28 policies into the new policy template: BP 6001 to 6032; among which is BP 6027. A review of that policy seems to indicate that it was not just a

reformatting of the policy. The changes noted read:

1. The policy now states “Dependents of regular employees of the college are eligible for a 50% tuition reduction for COM-FSM courses. Children dependents must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy,” and
2. The definition now states “Employee’s Dependent: An employee dependent is defined as the spouse and biological or legally adopted children of employee and/or spouses who are living in the employee’s household and are financially dependent on the parents. For child dependents for the application of this particular policy, the child dependent must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.”

Maureen’s finding shows that in the HRC Feb. 05, 2015 minutes, HRC agreed to send the policy back to HRO to edit and convert into the proper format and provide rationale for changes. March 19, 2015, the question about the age limit was raised. According to HR Director, research was done and the age limit was established in 2010, as shown on its policy. The age limit made on the basis of other benefit programs at the College, meant to promote the program completion rate increase (students enrolled full-time and graduate within the two year period). Further, this benefit program is not meant to address all financial needs of the employees, all benefit program must have a cut off or limit, or the college will not be able to maintain the program at all. The definition and the dependents and the age limit is clear. HRC, however is unsure of HRO’s intention and thus need clarification from HR Director (HRC April, 16, 2015 minute).

This policy has been approved by the board. Why was it referred back to HRC? Was it just to waive the facility fee, which is not yet included in the policy?

Maureen proposed to revisit BP 6027 and make recommendations, and Albert seconded.

Robert also proposed the committee also revisit the proposal on Tuition and Waiver Reduction, Section X Employment Benefits. Current practice allows dependents of regular employees to apply for 50% reduction of their tuition for COM-FSM courses per term (See Section X.3.d of the Personnel Policy & procedures Manual). The proposal is to have the 50% tuition reduction applied to the dependent’s balance after Pell Grant and scholarship awards for the term.

New Business

Reminders from ALO re Committee meetings:

Chairman Mangonon briefly went over message from VPIEQA Harriss who encouraged committees to keep their minutes updated on Wiki and to dialogue and commit to improve the online minutes. She also advised committees that the President’s Cabinet now requires committee representative drop off their attendance in the ALO’s inbox at the conclusion of each meeting.

Improving meeting outputs (suggestions needed)

How can the committee improve meeting outputs? Alfred suggested clarity of required action(s). In the minutes, it’s mostly dialogue. What is the role of the HRC? To make recommendation(s).

Necessity of follows-up:

What should the committee do when no action has been taken? The committee should push to make sure the time and effort put into discussion is not in wasted. The committee should push until action is taken.

What to do when there are no policies to be reviewed
Cancel scheduled meeting(s).

Others:

EC has already approved to open all the special contracts positions. This is the result of the meeting that HRC was waiting for in regards to their inquiry on special contracts (10/08/15 minutes).

Meeting was adjourned at 4:05 P.M.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

Tuition Wavier and Reduction Procedures

College Web Site Link:

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Prepared by:

Julia N. Martin

Date Distributed:

11/24/2015

Approval of Minutes Process & Responses:

Submitted by:

Date Submitted:

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

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments