

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
January 12, 2017	3:00 P.M.	President's Conference Room

Members Present/Absent:

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	annual leave
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 Olter-Pelep		X	Off-island
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	
19. PNI F	Bertoldo Esteban	X		
20. PNI S	Albert Amson		X	
21. PNI S	Maureen Mendiola	X		
22. Yap S	Sharon Ourun		X	Resigned

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. Review of Agenda <ol style="list-style-type: none"> a. – Adoption of meeting minutes <ol style="list-style-type: none"> i. December 1, 2016

- b. Updates on
 - i. HRC TOR
 - ii. BP 6001 – Purpose and Scope
 - iii. BP 6018 – Termination
 - iv. BP 6023 – Outside Employment
 - v. BP 6032 – CSAFWCPP
 - vi. BP 6009 – Compensation
 - c. Review of Policies
 - i. BP 6009 – Compensation
 - 1. Proposed compensation plan for employees with maxed pay scales
 - ii. Incentive Awards
 - iii. BP 6014 – Institutional Benefits
 - 1. Include coverage for PT staff under security and maintenance and other necessary/related work areas
 - iv. BP 6017 Performance Evaluation
 - d. Others
 - i. Policies for next meeting discussion
4. Old Business
- a. BP 6009 – Compensation
 - i. Proposed compensation plan for employees with maxed pay scales.
 - b. BP 6016 – Incentive Awards
 - c. BP 6014 – Institutional Benefits
 - d. BP 6017 – Performance Evaluation
5. New Business
- a. Adoption of meeting minutes
 - i. December 1, 2017
 - b. Updates on
 - i. HRC TOR
 - ii. BP 6001 – Purpose and Scope
 - iii. BP 6018 – Termination
 - iv. BP 6023 – Outside Employment
 - v. 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

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

agenda was unanimously adopted.

Approval of Minutes

George moved and Lucy seconded to adopt December 1, 2017 meeting minutes. The motion was unanimously adopted.

Updates:

HRC TOR will be presented to EC in their meeting of January 27, 2017 @ 2:00pm.

Updates on policies were presented to Faculty Staff Senate. FSS recommended that any issue raised by any standing committees should be submitted in black and white. The issue will be raised by the committee members who are members of the FSS. Next FSS meeting is scheduled for January 25, 2017.

Three proposals have been made to BP 6009 for those who have max their salary. HRC Chair will initiate the proposals and forward to Finance Committee for endorsement. Chair will suggest any merit increment for those who are frozen for 5 years or more. HRC members are welcome to email their inputs and comments. Chair also asked if we could get comments for those who are on max for 5 years or more.

HRC also discussed BP 6009 #12, Salary Increment. If this policy will take place, HRC suggested the following:

- Performance evaluation conducted 6 months before contract renewal does not solve the problem of late submission of evaluations by supervisors.
- Few employees who are affected will affect the many employees who are on good standing.
- It is not fair
- Evaluation should be vice versa
- Recommend to include in the policy, a reprimand letter should be given to the supervisor who is not doing his job.

HRC suggested putting measures to push supervisors to submit evaluations on time or have the VP's do the reminder to make supervisors move.

Alfred moved and George seconded to adjourn. Meeting was adjourned at 4:15pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- BP No. 6009 Compensation
- BP No. 6017 Performance Evaluation

College Web Site Link:

Prepared by:	Maureen Mendiola	Date Distributed:	1/31/17
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Approval of Minutes Process & Responses:			
<ul style="list-style-type: none"> December 1, 2016 meeting minutes was approved 			

Submitted by:	Maureen Mendiola	Date Submitted:	2/2/17
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:			
<ul style="list-style-type: none"> 			

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