

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
November 10, 2016	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	Sick
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	Sick
12. NTL F	Jazmin Gonzales		X	
13. NTL F	George Mangonon	X		
14. NTL F	Pearl Habuchmai Olter-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		
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. October 6, 2016
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- b. Updates on
 - i. HRC TOR
 - ii. BP6001 – Purpose and Scope
 - iii. BP 6018 – Termination
 - iv. BP 6023 – Outside Employment
 - v. BP 6032 – CSAFWCPP
 - vi. BP 6009 – Compensation
 - 1. Review of Pay Scales
 - c. Review of Policies
 - i. BP 6009 – Compensation
 - 1. Compensation for advanced degree for Management, Professional & Classified
 - ii. BP 6014 – Institutional Benefits
 - 1. Include coverage for PT staff under security and maintenance and other necessary/related work areas
 - iii. BP 6017 – Performance Evaluation
 - d. Others
 - i. Policies for next meeting discussion
4. Old Business
- a. BP 6009 – Compensation
5. New Business
- a. Adoption of meeting minutes
 - i. October 6, 2016
 - b. Review of Policies
 - i. BP 6009 – Compensation for advanced degree for Management
 - ii. BP 6014 – Institutional Benefits
 - iii. BP 6017 – Performance Evaluation
 - 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 Yolina 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 October 6, 2016 meeting minutes. The motion was unanimously adopted.

Updates:

Board Policies 6001, 6018, 6023, and 6032 were referred to Faculty Staff Senate (FSS) for further discussion. Chair Emma keeps a list of policies that were forwarded to the FSS.

Faculty Staff Senate (FSS) members were appointed by campuses and selected their new officers. They just had their first meeting last week and have not discussed any policies. However, FSS asked IT to create a mass email for the college community so it would be easier for them to elevate the information to the general public.

BP 6032 Controlled Substance and Alcohol-Free Workplace and College Premises. HR Director explained the importance of this policy as it is a requirement of the American Disability Act and that is why the college needs to accommodate it and to comply with in order to maintain the funding and so policies are to be protected.

BP 6009 Compensation. Out of 394 FT employees, 85 have reached the max pay scale. HR Director advised HRC on options in terms of planning to recommend to cabinet but it is better for HRC Chair to work closely with Finance committee to secure funding if recommendation happen to be approved. HRC should come up with reasonable criteria on how to source out the increments and justify and explain on how to ratify the next step for those who are frozen. She further suggested the justifications should link to performance or recognize their loyalty to the college but not mention years of service. HRC requested HRD to provide the list of employees who are frozen and for how many years. HRC Chair will come up with a draft to start the discussion on this issue.

Employees who attain a higher degree are proposed to be adjusted to the next level in the salary scale because the current policy is specific only to faculty. Faculty on 12 month pay scale transitioned to 10 month must comply with the same requirements but pay scales are different.

BP 6014 Institutional Benefits. HRC discussed where is the compensation fit in the policy for temporary faculty like World Teach and JICA volunteers. HRD suggested HRC Chair to include a phrase in the Compensation Policy based on such agreement.

BP 6017 Performance Evaluation. Another issue raised, if the immediate supervisor is not evaluating his/her staff on time. What is the next step? HR Director mentioned that affected employees should call the attention of the supervisor of their supervisor or appeal to the grievance committee. HR Director informed the HRC members that supervisors not evaluating their subordinates on time were brought to the attention of the cabinet. HRD will be working with Dr. Watson to revise the evaluation forms except for the faculty evaluation form.

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

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- BP No. 6017 Performance Evaluation
- BP No. 6014 Institutional Benefits

• BP No. 6009 Compensation

College Web Site Link:

Prepared by:	Maureen Mendiola	Date Distributed:	11/15/2016
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Approval of Minutes Process & Responses:
• October 6, 2016 meeting minutes was approved

Submitted by:	Maureen Mendiola	Date Submitted:	12/01/2016
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:
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Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments