

**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>
December 1, 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		
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	Off island
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

<b>Additional Attendees:</b>	
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**Agenda/Major Topics of Discussion:**

<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                 <ol style="list-style-type: none"> <li>i. November 10, 2016</li> </ol> </li> </ol> </li> </ol>
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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. Proposed compensation plan for employees with maxed pay scales
    - ii. BP 6017 -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
  - b. BP 6014 – Institutional Benefits
  - c. BP 6017 – Performance Evaluation
5. New Business
- a. Adoption of meeting minutes
    - i. November 10, 2016
  - b. Review of Policies
    - i. BP 6009 – Proposed compensation plan for employees with maxed pay scales
    - ii. BP 6026 – Incentive Awards
    - iii. BP 6014 – Institutional Benefits
    - iv. 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**

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

**Approval of Minutes**

George moved and Marylene seconded to adopt November 10, 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. HR TOR is for presentation to the Executive Committee in January 2017.

BP 6009 on Compensation. Emma presented a draft proposal for employees with maxed pay scales and majority agreed that these employees should be given increases when they renew their contracts. Three (3) proposals were drawn where in, Proposal A: All employees with maxed pay scales will receive the same percentage increase as determined by the finance committee; Proposal B: Employees in the lowest position should get higher percentage increase than those with higher positions; Proposal C: Employees receive 5% in the first contract renewal, 4% in the second contract renewal, and so on until it becomes constant at 1% for every contract renewal.

BP 6016- Incentive Awards. It was observed that there is a need for documentation of achievements in order for employees to be given the innovative idea award, award of recognition, faculty of the year award, community service award, students' choice award, and staff of the year award. A set of criteria should be drawn as basis in giving the incentive awards. For example, the Outstanding faculty award – criteria for outstanding teaching should be defined like results of students' evaluation, classroom evaluation, and supervisor's assessment. It was also suggested that for the faculty of the year award, nominations should come from division heads, and from these nominations, the faculty of the year will be chosen. It was recommended that the incentive awards be looked into again in the January meeting.

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

**Comments/Upcoming Meeting Date & Time/Etc.:****Handouts/Documents Referenced:**

- BP 6009 Proposed compensation plan for employees with maxed pay scales
- BP No. 6016 Incentive awards

**College Web Site Link:****Prepared by:**

Emmanuela Garcia

**Date Distributed:**

12/1/2016

**Approval of Minutes Process & Responses:**

- November 10, 2016 meeting minutes was approved

**Submitted by:**

Emmanuela Garcia

**Date Submitted:**

01/09/2017

<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>				
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<b>Action by President:</b>				
<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>