

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

Committee or Working Group:	Faculty/Staff Senate
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Date:	Time:	Location:
April 5, 2017	01:00 P.M.	President Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. President	Sylvia Henry	X		
2. Vice President	Michael Muller	X		
3. Secretary	Alfred Olter	X		
4. Treasurer	Ruthy Lebehn	X		
5. At-Large Member (National Faculty)	Lucia Donre	X		
6. At-Large Member (National Staff)	Warren Ching	X		
7. At-Large Member (Chuuk Faculty)	Danilo Mamangon		X	No available voip line
8. At-Large Member (Chuuk Staff)	Kersweet Eria		X	No available voip line
9. At-Large Member (Kosrae Faculty)	Sharon Oviedo		X	Quiz Bee Competition
10. At-Large Member (Kosrae Staff)	Maver Jonathan		X	Quiz Bee Competition
11. At-Large Member (Pohnpei - Faculty)	David Schelter	X		
12. At-Large Member (Pohnpei Staff)	Bruno Barnabas		X	sick
13. At-Large Member (Yap Faculty)	Robert Yangerluo		X	
14. At-Large Member (Yap Staff)	Sarah Mooteb		X	
15. At-Large Member (FSM-FMI Faculty)	Joseph Falmed		X	
16. At-Large Member (FSM-FMI Staff)	Edmund Wogthuth		X	

Additional Attendees:	None
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Agenda/Major Topics of Discussion:

PROPOSED AGENDA:

1. Call to Order and review of Proposed Agenda and Approval of minutes
2. Old Business (Updates)
 - a. BP 6009 (compensation) - Feedback
3. New Business : HR Policies for review
 - a. BP 6001 - Purpose and Scope
 - b. BP 6018 - Termination)
 - c. BP 6023 - Outside Employment
 - d. BP 6032 - Controlled Substance
 - e. BP 6017 ó Performance Evaluation
4. Misc.
 - a. BP6029
5. Adjournment

Discussion of Agenda/Information Sharing:

1. **Call to Order and review of Agenda and Approval of minutes:**
 - a. Meeting was called to order by FSS President @ 01:01 P.M in the President Conference Room.
 - b. Proposed agenda was adopted via with modification in addressing Agenda Item #3 - New Business before item #2 ó Old Business (Updates) and addition BP 6029 ó Code of Ethics under Agenda Item #4 Misc.
 - c. Draft minutes of meeting held with President Daisy on March 1, 2017, was adopted and instruction given to Secretary Olter to post on Wiki. The Draft minutes of meeting held on March 15, 2017 was voted on and adopted for posting on Wiki.
2. **New Business: (Updates):**
 - a. "BP 6001 (Purpose and Scope) - The FSS Executive Committee consents with

HRC's recommendation to adopt proposed amendments with emphasis that

if or when the Board of Regents make any policy changes that adequate notification of such changes are made aware to all college employees as it effects their employment contract."

- b. BP 6018 (Termination) ó The FSS Executive Committee consents with HRC's recommendation to specify whether effective days are in calendar days or working days/business days and in 4C insert APPROVED before LEAVE OF ABSENCE.
- c. BP 6023 (Outside Employment) ó The FSS Executive Committee reviewed the amended policy and do concur with HRC that Administrative Procedures are needed for clarity.
- d. BP 6032 (Controlled Substance) ó The FSS Executive Committee reviewed the proposed amendments and unanimously endorsed the policy as amended WITH minor recommendation to shorten the name to "**Controlled Substance-Free and Alcohol-Free Workplace Policy**". Committee felt the need to delete ðand College Premises to ensure that Policy would address off campus college functions and activities.
- e. BP 6017 (Performance Evaluation) ó To move this policy forward, the FSS Executive Committee had send out mass email communication to the college community to solicit feedback on the proposed amendment which generally reduced the annual performance evaluation to a single evaluation of an employee per contract term. During the group discussion, a large number of the FSS Executive Committee members consent with the proposed amendment but will not make an official statement or stands on the issue until we receive input from the Senate. At-large member Warren Ching was informed to get feedback from Directors and Supervisors whose directly involved in the evaluation process. Once Feedback is received, Vice President Michael Muller would draft the Action Plan and submit one week before EC meeting.
- f. BP 6009 (Compensation) ówith overwhelming negative feedback from Faculty Staff Senate, the FSS Executive Committee strongly recommends that this policies proposed recommendation be removed and policy remains as is.

3. New Business:

4. Misc:

- a. **BP 6029 (Code of Ethics) – the Faculty Staff Senate Executive Committee consents to adopt the recommended changes for the proposed BP6029 as submitted.**
- b. **FSS Acct: It was agreed that Treasurer Ruthy Lebehn would find ways to**

reactive the FSS account and FSS President Sylvia Henry was to send out letters or mass email to FSS for dues.

5. **Adjournment:** Meeting was adjourned at 02:05 P.M

Comments/Upcoming Meeting Date & Time/Etc.:

March 1, 2017 @ 01:00 P.M.

Handouts/Documents Referenced:

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College Web Site Link:

Prepared by:

Alfred Olter

Date Distributed:

3/13/17

Approval of Minutes Process & Responses:

Submitted by:

Alfred Olter

Date Submitted:

3/13/17

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

- Approved and adopted minutes of March 1, 2017 special meeting with President Daisy.
- Approved and adopted minutes of March 15, 2017 FSS EC regular meeting.
- FSS Executive Committee consents to approved BP 6001 (Purpose and Scope) as submitted.
- BP 6018 (Termination) ó The FSS Executive Committee consents with HRCø recommendation on proposed changes as submitted.
- BP 6023 (Outside Employment) ó The FSS Executive Committee reviewed the amended policy and do concur with HRC that Administrative Procedures are needed for clarity.
- BP 6032 (Controlled Substance) ó The FSS Executive Committee reviewed the proposed amendments and unanimously endorsed the policy as amended WITH minor recommendation to shorten the name to ðControlled Substance-Free and Alcohol-Free Workplace Policyö. Committee felt the need to delete ðand College Premises to ensure that Policy would address off campus college functions and activities.
- BP 6017 (Performance Evaluation) ó FSS Executive Committee will send out mass email to secure feedback from the Senate to move this policy through.
- BP 6009 (Compensation) ówith overwhelming negative feedback from Faculty Staff Senate, the FSS Executive Committee strongly recommends that this policies proposed recommendation be removed and policy remains as is.
- BP 6029 (Code of Ethics) ó the Faculty Staff Senate Executive Committee consents to

adopt BP6029 as submitted.

- FSS Acct: It was agreed that Treasurer Ruthy Lebehn would find ways to reactive the FSS account and FSS President Sylvia Henry was to send out letters or mass email to FSS for dues.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments