

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

Committee or Working Group:	Human Resources Committee
------------------------------------	---------------------------

Date:	Time:	Location:
October 05, 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	Personal business
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson		X	
5. CHK F	Genevy Samuel	x		Sick
6. CHK S	Marylene Bisalen		x	Meeting with college Legal Counsel
7. FMI Staff Rep	Regina Faimau		X	
8. FMI Rep	Alex Raiuklur		X	
9. KSA S	Shrue-Miako Sahn		X	
10. KSA S	Michael Williams		X	
11. KSA F	Rosalinda Bueno		X	Attending workshop
12. NTL S	Norma Edwin		X	
13. NTL S	Alfred Olter		X	Off-island (Yap)
14. NTL S	Yolina Yamada	X		
15. NTL F	George Mangonon	X		
16. NTL S/FSS Rep	Martin Mingii		X	
17. NTL F	Pearl H. Olter-Pelep	X		
18. NTL F	Jazmin Gonzales		X	
19. NTL F	Lucia Donre	X		
20. PNI S	Albert Amson		X	
21. PNI S	Maureen Mendiola		X	Mother sick
22. PNI F	Bertoldo Esteban	X		
23. Yap Campus S	Monica Rogon	X		
24. Yap Campus Rep	Angela Figir		X	

Additional Attendees:	
------------------------------	--

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

- i. Adoption of meeting minutes
 - i. March 2, 2017
 - ii. May 4, 2017
 - iii. September 7, 2017
 - ii. Updates on
 - i. Committee membership
 - ii. BP 6009 – Increment Pay
 - iii. BP 6021 – Grievance Policy
 - iv. BP 6029 – Code of Ethics
 - v. BP 7002 – COM-FSM Vehicle Policy
 - vi. Policy on Standby Differential
 - iii. Review of Policies
 - i. Policy Development Plan
 - ii. BP 6027 – tuition Waiver
 - iii. BP6009 – Compensation
 - 1) Proposed compensation plan for employees with maxed pay scales
 - iv. TOR Review
 - v. Others
4. Old Business
- a. Board Policy No. 6009 – Compensation
 - i. Proposed compensation plan for employees with maxed pay scales.
5. New Business
- a. Adoption of meeting minutes
 - i. March 2, 2017
 - ii. May 4, 2017
 - iii. September 7, 2017
 - b. Updates on Policies reviewed
 - c. Review of policies
 - i. Policy Development Plan
 - ii. BP6027
 - iii. BP6009 – Compensation
 - 1. Proposed compensation plan for employees with maxed pay scales
 - d. Review of TOR
 - e. Others
6. Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Emma called the meeting to order at 3:00P.M.

Review of Agenda

George proposed the inclusion of the issue on making-up for absences by instructors. George moved for the adoption of the agenda and seconded by Bert, the agenda was adopted.

Approval of Minutes:

Chair said that HRC Secretary has not sent out the March 2, 2017 and May 4, 2017 meeting minutes therefore adoption of these minutes will be done electronically once minutes are prepared and shared. Since the number of members in the meeting was less than majority plus one, the minutes of September 7, 2017 will be voted on electronically.

Updates:

BP 6021 Grievance Policy was voted on by FSS and result of their deliberation will be forwarded to HRC and HR. There was no follow-up given for the policy on Standby Differential. Emma will ask Bobby on updates about the vehicle policy.

Review of Policies:

BP 6027 Tuition waiver was discussed by HRC when George was chair, and George will look for his copy of the HRC output for further discussion and endorsement to FSS.

BP 6009 Compensation, further updates being solicited.

BP 3302 Contact Hours. The policy states that instructors must maintain 48 contact hours in 3 credit courses and must do make-up for absences. George relayed the case of an instructor who had approved sick leave but was required to pay for his substitute. It was also mentioned that assignments are not acceptable as make-up. The group decided to look into this issue further in the next meeting.

The Policy development plan from August 2016 to August 2017 was looked into and members will decide on what policies to review next.

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

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

- Agenda for October 5, 2017 meeting
- BP 6027 Tuition Waiver
- Police Development Plan

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

Emmanuela Garcia

Date Distributed:

10/23/2017

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