

**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>
November 02, 2017	3:00 P.M.	BOR Conference Room

<b>Members Present/Absent:</b>				
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	
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson		X	
5. CHK F	Genevy Samuel		x	Off-island
6. CHK S	Marylene Bisalen	x		VOIP disconnected during meeting
7. FMI Staff Rep	Regina Faimau		x	
8. FMI Rep	Alex Raiuklur		X	
9. KSA S	Shrue-Miako Sahm		X	
10. KSA S	Michael Williams		X	
11. KSA F	Rosalinda Bueno		X	
12. NTL S	Norma Edwin	x		
13. NTL S	Alfred Olter	x		
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	On leave
22. PNI F	Bertoldo Esteban	X		
23. Yap Campus S	Monica Rogon	X		
24. Yap Campus Rep	Angela Figir		X	

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
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. October 5, 2017
  - ii. Updates on
    - i. BP 6009 – Increment Pay
    - ii. BP 6021 – Grievance Policy
  - iii. Review of Policies
    - i. BP 6027 –Tuition Waiver
    - ii. BP 6010 Sick Leave
    - iii. BP3302/AP3302 – Faculty Contact Hours
  - 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. October 5, 2017
  - b. Updates on Policies reviewed
  - c. Review of policies
    - i. BP 6027 Tuition Waiver
    - ii. BP6010 Sick Leave
    - iii. BP 3302/AP33026009 – Contact Hours
  - 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 moved for the adoption of the agenda and seconded by Norma, the agenda was adopted.

**Approval of Minutes:**

The minutes of May 4, 2017 and October 5, 2017 were voted on for adoption electronically.

**Updates:**

BP 6009 Increment Pay – It was noted in the BOR approved Five Year Financial Plan, 2018-2013 of the college that 1% was allotted as increase to employees with maxed pay scales.

BP 6021 Grievance Policy – The Faculty and Staff Senate (FSS) reviewed policy was submitted

to HR Director Nelson.

**Review of Policies:**

BP 6027 Tuition waiver. HRC reviewed the output of HRC under George Mangonon in 2015 and decided to adopt the changes recommended . The statement (3<sup>rd</sup> paragraph, first sentence), “The health, activity, and technology fees are waived for the employees but will not be waived for the employee’s dependents” will be deleted and “All other fees applicable to all students are waived for the employee but not for the employee’s dependents” will be added as last sentence. Other fees will also be defined as “Health, activity, technology, facility, and other fees that maybe imposed to all students outside of the registration fee.” The adopted policy will be forwarded to the FSS.

BP 3302 Contact Hours. There was no issue with the policy but the AP seems to be very specific. Issues that came out were:

- By the given definition of emergency as sudden or unexpected, how can the faculty stricken with emergency be able to prepare lessons for the hired substitute to teach. The hired substitute should be knowledgeable to teach the topics.
- The AP seems to contradict the sick leave as benefit since the faculty already earned the leave credits and should be able to use these.
- Faculty members going on sick leave are sick and need money and paying for the substitute will be burdensome.

HRC decided to endorse these concerns to the Faculty Senate so that these will be discussed by all faculty.

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

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

- Agenda for November 2, 2017 meeting
- BP 6027 Tuition Waiver
- Power point of COM-FSM Five Year Financial Plan
- BP 6010
- BP3302/AP 3302

**College Web Site Link:**

<b>Prepared by:</b>	Emmanuela Garcia	<b>Date Distributed:</b>	11/24/2017
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**Approval of Minutes Process & Responses:**

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