

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
March 01, 2018	3:00 P.M.	BOR Conference Room

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Emmanuela Garcia	X		
2. Vice chair, HRC	Tetaake Yeeting	X		He joined in HRC teleconference from Chuuk.
3. Secretary, NTL S				
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson			
5. CHK F	Genevy Samuel	x		
6. CHK S	Marylene Bisalen	x		
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		
12. NTL S	Norma Edwin	x		
13. NTL S/FSS Rep	Alfred Olter		x	
14. NTL S	Yolina Yamada	X		
15. NTL F	George Mangonon	x		late
16. NTL S	Martin Mingii		x	He was on TA during this week.
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		
22. PNI F	Bertoldo Esteban	X		
23. Yap Campus S	Monica Rogon	X		
24. Yap Campus Rep	Angela Figir		X	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
1. Call to order
2. Roll call; declaration of quorum

3. Review of Agenda

a. Adoption of meeting minutes

- i. February 1, 2018

b. Updates on

- i. BP 6027 – Tuition Waiver
- ii. BP3302/AP 3302 – Contact hours
- iii. BP 6033- Personnel Policies

i. Review of Policies

- i. AP 6027 Tuition Waiver
- ii. BP/AP 6034 – Dress Code

ii. Others

- i. Police clearance

4. Old Business

5. New Business

a. Adoption of meeting minutes

- i. February 1, 2018

b. Updates on

- i. BP6027—Tuition Waiver
- ii. BP 3302/AP3302 Contact Hours
- iii. BP 6033—Personnel Policies

c. Review of Policies

- i. AP 6027 Tuition Waiver
- ii. BP/AP 6034—Dress Code

d. Others

6. Adjournment

Discussion of Agenda/Information Sharing:

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

Review of Agenda

Marylene moved for the adoption of the agenda and seconded by Yolina, the agenda was adopted.

Review of Minutes

Norma moved for the adoption of the minutes for February 01, 2018 and seconded by Maureen,

the minutes were adopted.

Updates:

BP 6027 Tuition Waiver – with Faculty and Staff Senate for discussion

BP 3302/AP3302 Contact Hours - with Faculty and Staff Senate. They plan to float a survey to faculty members.

Rencelly requested that the personnel policy will be included.

Review of Policies:

BP 6027 Tuition waiver

The tuition waiver policy was being discussed and Maureen suggested that there should be a timeline on appendix H. The committee came to an agreement to make a proposal for the submission of tuition waiver form must be submitted to HR office after add and drop week. The submission should be inserted under figure 2.2 so that it can be approved after add and drop week. There were issues regarding meeting submission deadlines. Some tuition waivers were submitted a semester late. Rencelly supported the change claiming that it would help the college's finance report. Marylene suggested that all employees must be aware or educated with this new change. AP of the tuition waiver policy will be sent to Muller to review the new changes.

Dress code (new policy)

Emma emailed the policy and based on Rencelly's report, she explained that this policy is based on corresponding procedures. Rencelly introduced a rough draft of a policy on professional dress code. There were some changes made on the wording of the policy especially the word "code". So instead of saying dress code, it was changed to dress guidelines. The HR committee discussed the proposed policy and shared some ideas and asked Rencelly if they can table it and share it with their colleagues first and bring in their ideas on the next meeting.

Police Clearance

Rencelly explained that a police clearance must be submitted when applications are turned in to HR office. Any faculty that requires a permit when hired must have a police clearance submitted to the HR office. It is now part of a packet of screening for hiring. The police clearance will be based on an employee resident 6 months before moving to the FSM for employment at the College of Micronesia-FSM. Court clearance can also be used for the police clearance.

Wrap up

Updates will be done next month

AP tuition waiver will be sent to Muller for the faculty and staff senate discussion.

AP for Dress code will also be shared with colleagues to get ideas and bring them in for the next meeting and it is open for improvement.

Police clearance is already being reviewed by Rencelly.

Others:

Marylene shared that the draft for the evaluation form was also being shared to employees in Chuuk.

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

Handouts/Documents Referenced:

- Agenda for March 1, 2018 meeting
- BP 6034
- Police clearance
- Minutes from February 01, 2018

College Web Site Link:

Prepared by:	Pearl Habuchmai Olter-Pelep	Date Distributed:	04/12/2018
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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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