

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
September 13, 2018	3:00 P.M.	BOR Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Tetaake Yee Ting	X		
2. Vice chair, HRC	Genevy Samuel	X		
3. Secretary, NTL F	Pearl H. Olter-Pelep	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CHK S	Marylene Bisalen	X		
6. FMI Staff Rep	Regina Faimau	X		
7. FMI Rep				
8. KSA S	Shrue-Miako Sahm	X		
9. KSA S	Michael Williams	X		
10. KSA F	Rosalinda Bueno	X		
11. NTL S	Norma Edwin	X		
12. NTL S FSS Rep	Alfred Olter		X	
13. NTL S	Yolina Yamada		X	
14. NTL F	George Mangonon	X		
15. NTL S	Martin Mingii	X		
16. PNI F	Emmanuela Garcia	X		
17. PNI S	Albert Amson		X	
18. PNI S	Maureen Mendiola	X		
19. PNI F	Bertoldo Esteban	X		
20. Yap Campus S	Monica Rogon	X		
21. FMI Staff Rep	Edmund Wogthuth	X		
22. 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 welcome to new members (if any) 3. Review of Agenda

4. Old Business
 - a. Final review of updated TOR

5. New Business
 - a. Updates on policies from HR Director
 - i. Policy development plan (updated)
 - ii. Proposed new policy & procedures for review plus form
 - b. Others – Banning of Philippine overseas workers to FSM

6. Adjournment

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

Edmund Wogthuth is the new member from FMI.

Chairperson started the meeting with the College mission statement and welcoming new members this year for the HRC.

Review of Agenda

George asked if another item can be added to the agenda and the item is about banning of Philippine overseas workers in the FSM.

Norma moved for the adoption of the agenda as amended and seconded by George; the agenda was adopted.

Review of Minutes

Norma moved for the adoption of the minutes for May 03, 2018, and Martin seconded; the minutes were adopted.

TOR

Norma made a motion to endorse the TOR and Martin seconded it.

For meetings, 25% or 5 members allow discussion and 50% +1 or 11 members is a quorum.

Jasmine Gonzales is no longer a member of the HRC because she resigned.

Rencelly stated that the instructional coordinator will be in charge of appointing new members of the HRC.

Endorsement of this TOR will be sent to Director Rencelly so she can forward it to the Executive committee.

The late Lucia Donre was appointed as a Faculty and Staff Senate representative and so Jasmine is the only member that needs to be replaced under the members section.

TOR will be sent to Rencelly to send to Executive Committee for endorsement.

Updates from HR Director

Board Policy 6027 Tuition Waiver and Reduction

Employees to attend classes and have not received any procedures including timeline..

HRC needs to work on that timeline this year.

There were issues regarding submission of forms and that is why the HRC must come up with a timeline. The timeline was approved to be the last day of the semester of attendance in which the waiver is to be applied. This committee approved the proposed changes to Board Policy 6027 Tuition Waiver and Reduction was tabled and will be presented to the Board at their meeting this month (September).

New Board Policy 6033 Personnel Policies

BP 6033 Personnel Policies has been approved by the Board.

EC just approved policy; EC needs to approve the procedure.

Board Policy 6034 Professional Dress Guidelines

Approved the professional dress guidelines and have sent to the legal counsel for review.

Areas or positions at the College of Micronesia-FSM that requires an employee to wear uniform for safety purposes.

Electrical person needs to wear their uniform and if they do not follow the guideline then there will be consequences.

New Proposed Board Policy 6035 Rehire Eligibility

Rehire practice for an employee who was being terminated from the College of Micronesia-FSM.

Need to complete the degree that requires for a job.

Director Rencelly will do an update on the rehire policy.

Others:

Housing benefits

Staff senate and HRC recommended that we survey housing benefits.

To review 5 agencies on island.

FSM Government increased their housing to \$1,000 and that is why it came to attention to look into the College of Micronesia-FSM housing rates. Rencelly will update the HRC on housing policy in October.

Banning of Philippine overseas workers to FSM.

George shared a situation regarding banning people from the Philippines to come and work in the FSM.

Director Rencelly shared some explanations regarding the causes for the banning.

Further discussions will be made in the next meeting regarding this matter.

Chairperson Tetaake thanked all members for coming and made a brief discussion on what will be discussed in the next meeting.

George moved to adjourn and Norma seconded for adjournment.

Meeting was adjourned at 4:00pm.

Handouts/Documents Referenced:
<ul style="list-style-type: none">• Agenda for September 2018 meeting• Policy Development Plan• BP 6034 Professional Dress Guidelines• Board Policy BP6035Rehire Eligibility• Compensation for staff members who attained higher degree• Minutes from May 2018

College Web Site Link:

Prepared by:	Pearl Habuchmai Olter-Pelep	Date Distributed:	10/09/2018
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