

**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>
October 04, 2018	3:00 P.M.	BOR Conference Room

<b>Members Present/Absent:</b>				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Tetaake Yeeting	X		
2. Vice chair, HRC	Genevy Samuel	X		
3. Secretary, NTL F	Pearl H. Olter-Pelep		X	sick
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson			
5. CTEC F	Emmanuela Garcia	x		
6. CHK S	Marylene Bisalen	x		
7. FMI Staff Rep	Regina Faimau	x		
8. FMI Rep	Edmund Wogthuth	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		
16. NTL S	Martin Mingii	X		
17. CTEC S	Albert Amson	X		
18. CTEC S	Maureen Mendiola	x		
19. CTEC F	Bertoldo Esteban	X		
20. Yap Campus S	Monica Rogon	X		
21. Yap Campus Rep	Angela Figir	X		
22. NTL S	Josephine Kostka	X		
23. NTL S	MaryAllen Manuel	X		

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Roll call</li> <li>3. Review and adoption of Agenda</li> <li>4. Review of the September Meeting minutes</li> </ol>

5. Old Business
  - a. AP6027 review
  
6. New Business
  - a. Review Policy development plan for feedback
    - i. BP6019
    - ii. BP6020
  - b. Others
  
7. Adjournment

### **Discussion of Agenda/Information Sharing:**

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

#### **Review of Agenda**

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

#### **Review of September Minutes**

Norma moved for the adoption of the minutes for September 2018 once Pearl send it out electronically.

Must be submitted electronically on the wiki within the month. Seconded by Yolina.

September meeting minutes will be submitted for electronic voting.

#### **1. Old Business**

- a. AP6027 review

#### **AP6027**

- Rencelly sent out the proposed policy on tuition and waiver form and it has been waived for the employee only but not the employee's dependents.
- Inclusion of the word "only" was added in the proposal and the word "dependents" was removed.
- Rencelly stated that the tuition and reduction waiver form was going to be sent to the Executive committee for review.
- Emma forwarded the procedures to Rencelly for review.
- Rencelly explained that the tuition waiver form was approved with a deadline, but it does not address any consequences if employees submit their forms late. There still might be chances of having some employees who will submit their forms on time or very late and the HR office will still accept it because of what is written or explained in the proposed policy.
- It doesn't address the concern that prompted the procedure. There is a deadline with no consequences to it.
- Emma recommended if we can state in the proposed policy tuition waiver will only be given if all requirements are completed.

- A question was raised by Rencelly based on what are the requirements (application form) will be submitted.
- Norma explained that this should address specifically on the timeline itself but not the specific forms/requirements that will be submitted.
- Within the specified timeline application forms should be submitted.
- Tuition waiver form (for spouse or child) must be completed within the semester or timeline that the person is taking courses at the college.
- Marylene suggested that since Rencelly has explained about the specific information on the submission of the tuition waiver form, she stated that there is no need to have a deadline anymore.
- Rencelly explained again that the 5 working days after add and drop does not solve the problem on the benefit of the tuition waiver form.
- Norma endorsed Rencelly's recommendation should be put in writing and send out to all member of HRC to read and vote on it.
- Chairperson Tetaake suggested that Rencelly write the recommendation and send it to Pearl to send it out to the HRC.

## **2. New Business**

- a. Review Policy development plan for feedback
  - i. BP6019 Employee discipline and protection
  - ii. BP6020

### **BP6019 Employee discipline and Protection**

- Rencelly stated that the HRC review this policy and make recommendations on it.
- This policy is in the master development policy plan.
- The policy was last reviewed in 2015.

### **BP6020 Sexual Harassment**

- Rencelly asked that the HRC review this policy and make any recommendations on the areas that needs to be changed for the policy.
- What are the regulation needs to be changed or reviewed.
- Trainings are ongoing for this policy and Rencelly suggested that she will find out from the student life staff on their copy of this policy to see if there are changes made after attending several trainings in the past.
- Rencelly asked if Tetaake can have the HRC take this month to review all of these policies and make recommendations after two weeks.
- Tetaake suggested that the HRC review the August 2018 and 2019 development plan and be ready for discussion in the next meeting.

### **Others**

#### **AP6035**

- New proposed policy on re-hiring employees at the college was made by Rencelly.
- Rencelly has gathered information based on this new proposed policy.

- Corresponding form for an employee that needs to be filled out when an employee has been terminated from the college.
- Rencelly must confirm with legal advisor on some legal words that would be appropriate for the proposed policy.
- Norma stated that the board policy and the administrative policy is the same and that it should be extracted so that we can have two separate documents.
- Rencelly asked if the HRC will endorse the proposed policy and Norma mentioned that the HRC will take a look at it and then have everyone vote on it.
- Chairperson Tetaake have asked that the HRC review all the assigned policies on the agenda given today and be ready for discussion in the next meeting.

### 3. Adjournment

George has moved to adjourn and seconded by Norma.  
Meeting was adjourned at 4:00pm.

#### Handouts/Documents Referenced:

- Agenda for October 05, 2018 meeting
- AP6027 review
- Review Policy development plan for feedback
- BP6019 Employee and discipline Protection
- BP6020 Sexual Harassment

#### College Web Site Link:

<b>Prepared by:</b>	Pearl Habuchmai Olter-Pelep	<b>Date Distributed:</b>	10/25/2018
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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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#### Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

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#### Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments