

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

<b>Committee or Working Group:</b>	Human Resources Committee
------------------------------------	---------------------------

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
April 05, 2018	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 F	Pearl H. Olter-Pelep	X		
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		
17. NTL F	Jazmin Gonzales		X	
18. PNI S	Albert Amson		x	
19. PNI S	Maureen Mendiola	x		
20. PNI F	Bertoldo Esteban	X		
21. Yap Campus S	Monica Rogon	X		
22. Yap Campus Rep	Angela Figir		X	

<b>Additional Attendees:</b>	
------------------------------	--

<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Roll call; declaration of quorum</li> <li>3. Review of Agenda               <ol style="list-style-type: none"> <li>a. Adoption of meeting minutes                   <ol style="list-style-type: none"> <li>i. March 01, 2018</li> </ol> </li> </ol> </li> </ol>

b. Updates on (Policies will be given to Rencelly to present to the Board).

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

i. Review of Policies

- i. AP 6027 Tuition Waiver
- ii. Minimum Qualifications for Faculty
- iii. Compensation for staff members who attained higher degrees
- iv. Housing allowance

ii. Others

4. Old Business

AP 6027- Tuition Waiver

5. New Business

a. Adoption of meeting minutes

- i. March 01, 2018

b. Updates on

- i. BP6027- Tuition Waiver
- ii. AP 6027- Tuition Waiver
- iii. BP 3302/AP3302 Contact Hours
- iv. BP 6033-Personnel Policies
- v. BP/AP- Dress Code

c. Review of Policies

- i. AP 6027 Tuition Waiver
- ii. Minimum Qualifications for Faculty
- iii. Compensation for staff members who attained higher degrees
- iv. Housing allowance

d. Others

6. Adjournment

**Discussion of Agenda/Information Sharing:**

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

**Review of Agenda**

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

**Moment of Silence-** To remember our dear friend (the late Lucia Donre Sam) who passed away

on March 22, 2018.

### **Review of Minutes**

Yolina moved for the adoption of the minutes for March 01, 2018 and seconded by Tetaake, the minutes were adopted.

### **Updates:**

BP 6027 Tuition Waiver – the Faculty and Staff Senate adopted the HRC recommendations.

AP 6027-They recommended that we (committee) to specify the deadline.

BP 3302/AP3302 Contact Hours -recommended that it should be discussed further in the summit.

BP 6033 Dress code or Dress guidelines-no comments from Kosrae, Chuuk, Yap, and National campus. The committee recommended to table the discussion for the next meeting.

### **Review of Policies:**

#### **BP 6027 Tuition waiver**

The HRC recommended to the faculty and Staff senate that it would be good to wait for the work with the financial aid office and business office on how they will set the dates for students submitting their tuition waivers then proceed. The discussion on the tuition waiver form was recommended by Martin that the committee table it for the next meeting. Hopefully the deadline will be the third Friday of instruction because of how the documents are usually routed from financial aid office to the business office. Policies will be given to Rencelly to present to the Board.

#### **AP6027 Tuition waiver**

The Policy on Tuition waiver was adopted by the faculty and staff senate.

### **Faculty Minimum Qualifications**

VPIA has made changes to take out the minimum qualification for faculty teaching developmental and the certificate level.

An Instructor teaching the 100 level courses up the 300 level courses will require a Master's degree. Instructors who are teaching MS95, MS99, and MS98 should only be for instructors with a Bachelor's degree.

Vocational- 2 years certificate can be qualified to teach.

- An Instructor who has an AS degree in vocational can be able to teach vocational courses.
- Bert recommended that the years of experiences for Instructors with an AS degree must be more than 2 years.
- Chairperson Emma recommended that this policy should be given to faculty members and Instruction coordinators for review.
- Minimum qualification comments that were submitted to VPIA Karen Simion in the past.
- Comments should be revisited again by the HRC and submitted to Rencelly for review.
- George will email the comments.
- It was also recommended by Chairperson Emma that the committee will table the discussion on this policy for the next meeting.

**Compensation for staff members who attained higher degrees**

Faculty is given compensation but there is none for staff and salary schedules are based on credentials. Staff- salary is based on what they do or the duties and responsibilities that one does.

Tetaake shared what he knows from the HR office that a staff that has a position that requires a Master’s degree can get a salary increase when they get a Master’s degree. If a position does not require a Master’s degree then there is no need to get a salary increase.

The purposes of these comments are for employees to set higher goals within their jobs and also for improvement and the betterment of the College.

The committee will forward these discussions to the faculty and staff senate for review.

**Housing allowance**

The Chairperson Emma asked if there is a need to increase the housing allowance. Tetaake recommended for an increase of the housing allowance. HRC member at the Kosrae state campus also agreed to Tetaake’s recommendation.

Alfred also recommended in keeping the rate of rent that we have now and if an employee chooses a house to rent and the rate is higher than the employee can ask the College to pay for the difference.

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

**Handouts/Documents Referenced:**

- Agenda for April 05, 2018 meeting
- Minimum Qualifications for Faculty
- Compensation for staff members who attained higher degree
- Housing allowance
- Minutes from March 01, 2018

**College Web Site Link:**

<b>Prepared by:</b>	Pearl Habuchmai Olter-Pelep	<b>Date Distributed:</b>	05/02/2018
---------------------	--------------------------------	--------------------------	------------

**Approval of Minutes Process & Responses:**

- 

<b>Submitted by:</b>		<b>Date Submitted:</b>	
----------------------	--	------------------------	--

**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- 

**Action by President:**

<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>