

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
December 06, 2018	3:00 P.M.	BOR Conference Room

Members Present/Absent:				
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		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson		X	
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	Off Island
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	Maryallen Manuel	X		
23. NTL S	Josephine Kostka		X	Preparing MITC for COM- FSM/UOG Partnership Presentation

Additional Attendees:	
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Agenda/Major Topics of Discussion:

1. Call to order
2. Roll call
3. Review and adoption of Agenda
4. Review and adoption of October 25 & November 1 meeting minutes
5. Old Business
 - a. AP6027 Procedures on Tuition Waiver
 - b. Review Policy development plan for feedback
 - i. BP6020 - Sexual Harassment policy
6. New Business
 - a. BP 6016 Incentive Program
 - b. BP6017 Performance Evaluation and its forms
 - Appendix E Performance Evaluation
 - Appendix F Employee Progress Report (management)
 - Appendix G Instructional Faculty Evaluation Form
 - c. BP6009 Compensation
7. Others
8. Adjournment

Discussion of Agenda/Information Sharing:

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

Review of Agenda

Martin moved for the adoption of the revised agenda and seconded by Emma, the agenda was adopted.

Review of minutes

Marylene suggested changing sentence that says “the last day of instruction to last day of the semester”. This is located on the second page of the October meeting minutes. Changes were made and all agreed to the changes made.

George made a motion to adopt the October 25, 2018 meeting minutes and it was seconded by Emma.

Chairperson Tetaake suggested that everyone vote on the November 1 meeting minutes electronically. There was a problem with our recorder that it did not save everything that was discussed during the meeting.

Tetaake asked if everyone can input their information from their notes regarding the November meeting minutes and send it to Tetaake and Pearl.

Chairperson Tetaake suggested adding the word others on the agenda.

-He made a motion to adopt and all agreed to make the changes.

2. Old Business

- a. AP6027 Procedures on Tuition Waiver
- b. Review Policy development plan for feedback
 - i. BP6020 - Sexual Harassment policy

3. New Business

- a. BP 6016 Incentive Program
 - b. BP6017 Performance Evaluation and its forms
 - c. Appendix E Performance Evaluation
 - d. Appendix F Employee Progress Report (management)
 - e. Appendix G Instructional Faculty Evaluation Form
 - f. BP6009 Compensation
- The policies that were to be discussed during the December 06 meeting were all tabled.
 - The purpose of this is to have the Director of Human Resources present on the next meeting so that the questions being raised during the December 06 meeting can be answered by her.
 - All members that were present during the December 06 meeting have agreed to wait for the next meeting and discuss all of the policies that were to be discussed during the meeting.

4. Others

5. Adjournment

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

Handouts/Documents Referenced:

- Agenda for December 06, 2018 meeting minutes
 - BP 6016 Incentive Program
 - BP6017 Performance Evaluation and its forms
 - Appendix E Performance Evaluation
 - Appendix F Employee Progress Report (management)
 - Appendix G Instructional Faculty Evaluation Form
 - BP6009 Compensation

College Web Site Link:

Prepared by:	Pearl Habuchmai Olter-Pelep	Date Distributed:	01/17/2019
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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