

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

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| Committee or Working Group: | Human Resources Committee |
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|---------------------|--------------|------------------|
| Date: | Time: | Location: |
| February 6-14, 2020 | Open | Electronic |

| Members Present/Absent: | | | | |
|--------------------------------------|----------------------|---------|--------|---------|
| Title/Representative | Name | Present | Absent | Reasons |
| 1. NTL Chair, HRC | Tetaake Yeeting | X | | |
| 2. CHK Vice chair, HRC | Genevy Samuel | X | | |
| 3. NTL Secretary, NTL F | Pearl H. Olter-Pelep | X | | |
| 4. “Ex-Officio Member” Director, HRO | Rencelly Nelson | | | |
| 5. CHK HR Staff Rep | Marylene Bisalen | X | | |
| 6. KSA Faculty Rep | Vacant | | | |
| 7. KSA Staff Rep | Arlynza J. Talley | X | | |
| 8. KSA Staff Rep | Shrue-Miako Sahn | X | | |
| 9. NTL Faculty Rep | Leilani W. Biza | | X | |
| 10. NTL Faculty Rep | Karen Kan Lun Tu | X | | |
| 11. NTL Staff Rep | Norma Edwin | | X | |
| 12. NTL Staff Rep | Maryallen Manuel | | X | |
| 13. NTL Staff Rep | Yolina Yamada | X | | |
| 14. NTL Staff Rep | Merleen Elias | X | | |
| 15. NTL Staff Rep | Twyla Poll | X | | |
| 16. NTL Staff Rep | Josephine Kostka | X | | |
| 17. CTEC HR Staff Rep | Maureen Mendiola | | X | |
| 18. CTEC Faculty Rep | Emmanuel Garcia | X | | |
| 19. CTEC Faculty Rep | Albert Amson | | X | |
| 20. Yap Campus Rep | Reiko Azuma | X | | |
| 21. Yap Campus Rep/FMI | Vacant | | | |
| 23. NTL Faculty Rep | Vacant | | | |
| 24. NTL Staff IEQA | Vacant | | | |

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| Additional Attendees: | |
|------------------------------|--|

Agenda/Major Topics of Discussion:

1. Call to order (February 6, 2020)
2. Review of policies
 - BP6027 Tuition waiver and Reduction
 - BP6028 Extended Employment Benefits
 - BP6029 Code of Ethics
 - BP6030 Emeritus Professor
3. Voting on Policies
4. Adjournment and close of voting (February 14, 2020)

Discussion of Agenda/Information Sharing:**Chairperson Tetaake called the meeting to order at 3:30P.M, February 6, 2020**

The members did not make quorum but the numbers present did make the number for discussion. The Committee decided continue the meeting electronically to give ample time for members to review and vote on the proposed amendments in the tabled policies.

The meeting continued electronically:

1. Review of Policies

Chairperson Tetaake emailed out the policies to be reviewed and opened the discussion, review and voting until February 14, 2020. The Committee reviewed and submit their votes on each of the recommendation on the following policies:

- **BP6027 Tuition waiver and Reduction**
The Board recently approved this in 2018.
- **BP6028 Extended Employment Benefits**
Based on previous discussions on the policy, the Committee proposed recommendations to endorse several changes to this policy with regard to the transfer allowance on page 2. The Committee recommended changes to the transfer allowance for the “Single Employee” from \$2500 to \$3000, “Employee with one dependent” from \$3000 to \$4000 and “Employee with two or more dependents” from \$4000 to \$5000.
The Committee also proposed an increase of housing allowance on page 3 from \$600 to \$700.
- **BP6029 Code of Ethics**
Human Resources made minor modifications to organize better the contents of the policy by adding sections that link the policy to other corresponding board policies.
- **BP6030 Emeritus Professor**
There are no necessary changes for this policy.

2. Voting on Policies

BP 6027 Tuition Waiver and Reduction

Since the Board recently approved this policy, the Committee unanimously voted electronically to endorse this policy as it is.

BP 6028 Extended Employment Benefits

The Committee unanimously voted to recommend changes to the transfer allowance for the “Single Employee” from \$2500 to \$3000, “Employee with one dependent” from \$3000 to \$4000 and “Employee with two or more dependents” from \$4000 to \$5000. The Committee also voted to endorse increase of housing allowance on page 3 from \$600 to \$700.

BP6029 Code of Ethics

Since there was no major change made to this policy, the Committee unanimously voted electronically to endorse this policy per the modifications set by Human Resources.

BP6030 Emeritus Professor

Since there are no necessary changes for this policy, the Committee unanimously voted electronically to accept the policy as it is.

3. Adjournment and close of Voting

The meeting was adjourned by the closing of voting on Friday February 14, 2020 at 4:30p.m.

Handouts/Documents Referenced:

- Agenda for February 6, 2020
- BP6027 Tuition waiver and Reduction
- BP6028 Extended Employment Benefits
- BP6029 Code of Ethics
- BP6030 Emeritus Professor

College Web Site Link:

Prepared by:

Tetaake Yee Ting

Date Distributed:

03/03/2020

Approval of Minutes Process & Responses:

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Submitted by:

Date Submitted:

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

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|-----------------------------|-----------------|--------------------|---------------------------------|-----------------|
| Action by President: | | | | |
| Item # | Approved | Disapproved | Approved with conditions | Comments |
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