

**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 05, 2019	3:30 P.M. to 4:30P.M.	BOR Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. NTL Chair, HRC	Tetaake Yeeting	X		
2. CHK Vice chair, HRC	Genevy Samuel		X	Child is sick
3. NTL Secretary, NTL F	Pearl H. Olter-Pelep	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
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	Sick
13. NTL Staff Rep	Yolina Yamada	X		
14. NTL Staff Rep	Merleen Elias		X	
15. NTL Staff Rep	Twyla Poll		X	Off-island
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			

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 of the November 14, 2019 Meeting minutes
5. Old Business
 - New BP6016 Incentive Program
6. New Business
 - BP6027 Tuition waiver and Reduction
 - Extended Employment Benefits
7. Miscellaneous
6. Adjournment

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

1. Review of Agenda

Norma has moved to adopt the agenda and it was seconded by Karen.

2. Review of November Minutes

Yolina has made a motion to adopt the November meeting minutes and it was seconded by Karen.

3. Old Business

BP6016 – New Incentive Program

- Table the proposed BP6016 so HR can submit to the Committee the changes.
- Have moved to take both the current and proposed incentive policy and get feedback from our groups and bring it to our next meeting in January.
- The Committee members will be waiting for the proposal to share with their groups.
- Norma has moved and Josephine has second.

4. BP 6027 Tuition Waiver and Reduction

- The policy was reviewed recently on September 2018 and Norma suggested that this policy be returned to HR as no one has comments on the policy.

- Marylene asked a question based on why this policy has been raised again since it was already reviewed by the committee.
- Miako asked for the purpose of having the Tuition and Waiver form returned to the committee.
- Norma will look into the previous Board of Regent meeting last year and tell us why this policy has been returned for the HRC to review. (This is in the November meeting minutes).

5. BP 6028 Extended Employment Benefits

- The extended employment benefits figure was changed from dollar figure to weight.
- Housing allowance should also comply with the transfer allowance.
- The transfer allowance provides a coverage costs to accommodate single employee, employee with one dependent, and employee with the two or more dependents and this should also be the same procedure for the housing allowance.
- FSM has changed their housing allowance rate between \$500 up to \$1000).

6. BP 6016 Incentive Program

- President of FSS recommended that Norma as HRC representative will be presenting this policy during the FSS meeting so they can discuss it and come up with a solution.
- Marylene stated that it would be nice to know what would be in the FSS proposal and if it is okay for Norma to brief the HRC after their FSS meeting.

7. Miscellaneous

-Director of HR shared information on Life insurance policy.
 -A meeting will be held in Kosrae regarding Life insurance policy and the Director of HR will be attending the meeting.

8. Adjournment

The meeting was adjourned at 4:30p.m.

Handouts/Documents Referenced:

- Agenda for December 05, 2019
- November 14, meeting minutes
- New BP6016 Incentive Program
- BP6027 Tuition waiver and Reduction
- BP 6028 Extended Employment Benefits

College Web Site Link:

Prepared by:	Pearl Habuchmai	Date Distributed:	02/07/2020
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	Olter-Pelep		
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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