

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

Committee or Working Group:	Human Resources Committee
------------------------------------	---------------------------

Date:	Time:	Location:
November 14, 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		
3. NTL Secretary, NTL F	Pearl H. Olter-Pelep	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CHK HR Staff Rep	Marylène Bisalen	X		
6. KSA Staff Rep	Srue-Miako Sahm	X		
7. KSA Faculty Rep	Vacant			
8. KSA Staff Rep	Arlynza J. Talley	X		
9. KSA Staff Rep	Shrue-Miako Sahm	X		
10. NTL Faculty Rep	Leilani W. Biza		X	
11. NTL Faculty Rep	Karen Kan Lun Tu	X		
12. NTL Staff Rep	Norma Edwin	X		
13. NTL Staff Rep	Maryallen Manuel	X		
14. NTL Staff Rep	Yolina Yamada	X		
15. NTL Staff Rep	Merleen Elias		X	
16. NTL Staff Rep	Twyla Poll	X		
17. NTL Staff Rep	Josephine Kostka	X		
18. CTEC HR Staff Rep	Maureen Mendiola		X	
19. CTEC Faculty Rep	Emmanuel Garcia	X		
20. CTEC Faculty Rep	Albert Amson	X		
21. Yap Campus Rep	Reiko Azuma	X		
22. Yap Campus Rep/FMI	Vacant			
23. NTL Faculty Rep	Vacant			
24. NTL Staff IEQA	Vacant			

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

Agenda/Major Topics of Discussion:

1. Call to order
2. Roll call
3. Review and adoption of Agenda
4. Review of the October 03, 2019 Meeting minutes
5. New Business
 - New BP6016 Incentive Program
 - Proposed 5% Salary increase
6. Adjournment

Discussion of Agenda/Information Sharing:
--

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 October Minutes

Everyone agreed to review the meeting minutes and make their recommendations electronically.

3. Update from HR Director

Committee Assessment. Thanked the committee for the assessment completed for last year, she received it from VPIEQA. She recommended the committee maintains an internal list of achievements- noting the items and policies the committee acted per year and it was done during previous years.

Policies HRC endorsed October 3, 2019. All 4 policies were transmitted and further endorsed by EC on November 13, 2019. They will be transmitted to the Board for their action in their meeting this month.

HRC TOR – She added a short section at the end of the TOR and addresses the required annual committee self-evaluation to make it easier for the committee to remember to do one each year. She checked and gained ok from VPIEQA prior to the addition. She will send to the chair after the meeting to be upload onto the wiki.

HRC minutes per the TOR are to be sent to members 3 days following each meeting. This requirement is not met and it is important that this part of the TOR is followed. Members are

encouraged to read the minutes when they are sent out to help move things along and free up meeting time to critical issues instead of reviewing minutes.

MiCare Insurance – Increased premiums comes December per the notice issued from MiCare earlier and their presentation with their administration staff. They also project additional increases April 2020; they do this to keep the plan operational. The actuarial study completed presented them with the required premiums to keep the plan, they have not implemented fully the recommendations.

HRC

4. BP 6016 Incentive Program

She has sent to HRC months prior a revised Board Policy No. 6016 and though the committee has reviewed, nothing has happened since. Perhaps it was best that the chair didn't resend that revision before this meeting, as we are limited to amendment of the existing policy. This policy has not been revised for many year and it may be time to have a broader dialogue with the groups you represent and ask them what and how they want to be recognized. Our incentive policy should reflect the best practices but within reason and ability of the college to implement. If we want to give cash awards for all the categories, we should consider what the college can realistically maintain and implement year to year given our budget limitations.

A motion was put forth to have HRC members go to their groups collect information from them on the Incentive Policy; they will bring the information to share in the next meeting. **The motion was carried.**

4. Proposed 5% Salary increase

- Dana Leeling wrote and asked that the HRC consider a 5% salary increase as a contract renewal incentive for employees who are at the end of their salary track.
- This is an increase in MiCare costs for employees.
- Norma suggested that every year the HRC will need to review the salary schedule.
- Dana is proposing if the HRC can help accommodate a policy that can accommodate the number of people who are already on the ceiling.
- The HRC will review and then forwarded to the finance committee and on to the Faculty and staff Senate as well.
- Director Rencelly mentioned that our budget from FSM remains the same each year when distributed.
- Norma made a proposal on having this item sent to the Faculty and Staff Senate for review because they already have a similar proposal so they can put it together as one if it is the same.

5. Others

- Chairperson Tetaake thanked everyone for making their comments on the midterm report review proposal.
- The report has now been sent to VPIA Karen Simion.
- Director Rencelly will be sending policies for review during the next meeting in December.

6. Adjournment

Meeting was adjourned at 4:30pm.

Handouts/Documents Referenced:
<ul style="list-style-type: none"> • Agenda for November 14, 2019 • Proposed 5% Salary increase

College Web Site Link:

Prepared by:	Pearl Habuchmai Olter-Pelep	Date Distributed:	12/02/2019
---------------------	--------------------------------	--------------------------	------------

Approval of Minutes Process & Responses:
•

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

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

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