

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
October 03, 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 Sahn	X		
7. KSA Faculty Rep	Vacant			
8. KSA Staff Rep	Arlynza J. Talley	X		
9. KSA Staff Rep	Shrue-Miako Sahn	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:	
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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 September 12, 2019 Meeting minutes
5. Old Business
 - a. Review of HRC members
 - b. TOR
6. New Business
 - a. Review Policy development plan for feedback
 - i. BP 6031 Human Resources Record Access and Confidentiality
 - ii. BP6032 Controlled Substance-Free and Alcohol-Free Workplace Policy
 - iii. BP 6025 Classification Policy
 - iv. BP 6026 Faculty Workload
 - b. Others
7. Adjournment

Chairperson Tetaake called the meeting to order at 3:30P.M.

Review of Agenda

Marylene moved for the adoption of the October agenda and seconded by Genevy, the agenda was adopted.

Review of September Minutes

Emma has moved for the adoption of the minutes for September 12, 2019 minutes and seconded by Yolina, the minutes were adopted.

- **Old Business**

Review of members who are still on the HRC committee.

- Albert from CTEC is still with HRC.
- Bert does not receive any emails from HRC.
- Chairperson will confirm for Bert's membership.
- Alfred Olter has moved to FTE and Martin Mingi is now being replaced by Twyla Poll after Martin Mingi became the Director of PPMO office.
- Norma Edwin will be the Staff Senate representative since Alfred Olter is now moved to FTE.
- Another suggestion was made by Emma regarding the Public Health Division and those who are on special contracts.
- Twyla suggested if we can have 4 faculty members and 4 staff representative from the National campus.
- Norma made a motion to adopt Twyla's suggestion and it was seconded by Karen. All agreed on the motion with the changes on the TOR and it was adopted.
- **TOR** ---Changes were made on the TOR for members of the Human Resources Committee. Recommendations were also shared by members and the following results that all members agreed upon was to all members agreed to have 4 faculty representative, 4 staff representative from the National campus, 8 representatives from the state campuses one faculty/staff senate representative, one Ex-Officio member from the Human Resources office. So the HRC will now have at least 17 members.

- **New Business**

A suggestion was made by Emma to have everyone vote on the 4 policies electronically. All agreed to vote electronically and data will be collected by the HRC Chairman on the number of people who voted.

- Others

- **Adjournment**

Meeting was adjourned at 4:30pm.

Handouts/Documents Referenced:

- Agenda for October 03, 2019 meeting
- September 12, 2019 meeting minutes
 - BP 6031 Human Resources Record Access and Confidentiality
 - BP6032 Controlled Substance-Free and Alcohol-Free Workplace Policy
 - BP 6025 Classification Policy
 - BP 6026 Faculty Workload

College Web Site Link:

Prepared by:

Pearl Habuchmai
Olter-Pelep

Date Distributed:

11/14/2019

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