

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
August 27, 2020	3:00pm-4:00pm	Zoom Meeting

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Genevy Samuel	X		
2. Vice chair, HRC	Karen Kan-Lun Tu	X		
3. Secretary, CTEC S	Maureen Mendiola	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CHK S	Marylene Bisalen	X		
6. KSA Faculty Rep	Vacant			
7. KSA Staff Rep	Arlynza J. Talley	X		
8. KSA Staff Rep	Shrue-Miako Sahm		X	
9. NTL Faculty Rep	Leilani W. Biza		X	
10. NTL Faculty Rep	Pearl H. Olter-Pelep	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 F	Emmanuela Garcia	X		
18. CTEC S	Albert Amson		X	
19. Yap Campus Rep	Reiko Azuma	X		
20. Yap Campus Rep/FMI	Vacant			
21. NTL Staff Rep	Tetaake Yeeting		X	
22. NTL Staff IEQA	Vacant			

Additional Attendees:	Francisco Mendiola
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call 3. New Business: <ol style="list-style-type: none"> a) Proposed Amendment Policy 6009 b) Selection of New Officers c) Results of AY 2019-2020 HRC Assessment 4. Miscellaneous

5. Adjournment

1. Call to Order: New chairperson for AY2020-2021 Ms. Genevy Samuel called the meeting to order at 3:00 p.m.

2. Roll Call:

3. New Business:

1) Proposed Amendment to Policy No. 6009:

- Chairperson turned the floor to Mr. Francisco Mendiola to explain the purpose to the proposed amendment to Policy No. 6009 to include ***Standby Duty Compensation***. Mr. Mendiola explained that there are two (2) primary reasons:
 1. To respond and restore power and water to our server during power outages so it doesn't overheat. In relates to back-up, COM-FSM has a contract with FSM Bank to ensure that our data that are being provided on a daily basis are backed up.
 2. To ensure power and water are restored to the Dining Hall and the Resident Halls.

He further explained that they have identified two (2) people who live close-by within a reasonable distance to be on stand-by for frequent power outages and to respond to emergencies or essential needs of the college to ensure services are not disrupted. These two (2) people have to respond within 20 minutes and they have to be compensated 20% of their annual salary. They will serve important roles because the college has obligations with the bank, only National has students residing on campus, and they will be the one to monitor the main server.

Questions & Answers raised from HRC members:

1. How did you come up with 20% when other employees of the college are paid 15% for night differential rate?
 - Derived from the Pohnpei State policy for their employees who are on standby duty.
2. Any special skills apply to those people who are on standby?
 - These people should have mechanical background or be able to deal with generators.
3. What will their schedule look like?
 - These people are regular employees of the college and they will be on stand-by after working hours or during the weekends.
4. How you handle these employees on emergency standby?
 - These employees are assigned on stand-by duty since 2015 and never get compensated but only paid over-time.
5. Do you have any plan?
 - Plan to hire those that already have the skills however at this point, only to look for people who live nearby.

This proposed amendment was raised before and routed to Finance Committee but it was returned because the administration did not support it. They said the proposed 20% to the hourly rate is too costly for the college. This time it is different submission maybe because of the pandemic period we're in right now.

Emma suggested that Policy 6009 is a huge policy and HRC has to look at ways to break it down to see which one really needs to work on. HR Director advised that HRC can always look at ways to separate the different types of compensation and to do it later.

Marylene reminded HRC to follow the TOR procedure in order to avoid complaints from employees who we represent in our respective areas. HR Director mentioned that instead of pushing through this policy, as Interim President she has the authority to make temporary policy. She has approved some kind of practice awarding the 2 employees to be on stand-by adding 20% to their salary until September. If HRC recommends something on this actual policy, then HRC has to review this in September because it deceive the purpose of our shared governance and of the time limited. Policies will be presented to the board for approval after getting feedbacks from the community. However because of its urgency of this policy, HRC recommends a temporary policy which does not have to go through this process or can be extended its current arrangement until December.

Emma recommends that HRC endorse the proposed amendment and forward to FSS to share with the college community to get their feedbacks.

2) Selection of New Officers:

- Chair – Genevy Samuel from Chuuk Campus
- Vice Chair – Karen Kan-Lun Tu from National Campus
- Secretary – Maureen Mendiola from CTEC

3) Results of Committee Assessment from AY 2019-2020:

- Because of the time limited, the assessment results will be shared in the next meeting.

4. MISCELLANEOUS:

- 4) Congratulations on the new HRC Officers for AY 2020-2021
- 5) Next meeting is scheduled for September 3, 2020

5. ADJOURNMENT: The meeting adjourned at 4:00 p.m.

Handouts/Documents Referenced:

- Agenda for August 27, 2020 meeting
- Proposed Amendment to BP 6009

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College Web Site Link:

Prepared by:	Maureen Mendiola	Date Distributed:	9/3/2020
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