

**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 03, 2020	3:00pm-4:00pm (PNI & Kosrae) 2:00pm-3:00pm (Chuuk & Yap)	On-Line Zoom Meeting

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, Chuuk Faculty	Genevy Samuel	X		
2. Vice chair, National Faculty	Karen Kan-Lun Tu	X		
3. Secretary, CTEC Staff	Maureen Mendiola	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson		X	
5. CHK Staff	Marylene Bisalen	X		
6. KSA Staff	Arlynza J. Talley	X		
7. KSA Staff	Shrue-Miako Sahn	X		
8. NC Faculty	Leilani W. Biza		X	Off island
9. NC Faculty	Pearl H.Olter-Pelep	X		
10. NC Staff	Norma Edwin	X		
11. NC Staff	Maryallen Manuel		X	Off island
12. NC Staff	Yolina Y. Irons	X		
13. NC Staff/CRE	Merleen Elias	X		
14. NC Staff/AS	Twyla Poll		X	
15. NC Staff	Josephine Kostka	X		
16. NC Staff	Tetaake Yee Ting	X		
17. NC Faculty	George Mangonon	X		
18. CTEC Faculty	Emmanuela Garcia	X		
19. CTEC Staff	Albert Amson		X	
20. Yap staff	Reiko Azuma		X	
21. Yap Staff/CRE	Jacinta Laan	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
1. Call to order 2. Roll call of Members

3. Review and Adopt 12/03/20 Agenda
4. Old Business:
 - Electronic overview inputs & adoption for October 8, 2020
 - Adoption of November 5, 2020 minute
5. New Business:
 - Campus Reps Information sharing
 - *Update of Policies for each month HRC reviewed*
 - a) August 2020
 - b) September 2020 (BP No. 6009 Compensation-Standby presented by Director Mendiola)
 - c) October 2020
 - 1) BP No 6001 – Purpose and Scope
 - 2) BP No. 6002 – Academic Freedom
 - 3) BP No. 6003 – Governance
 - 4) BP No. 6004 – Administration
 - 5) BP and AP No. 6035 – Rehire and Eligibility
 - d) November 2020
 - 1) BP No. 6005 – Positions and Classes of Position
 - 2) BP No. 6006 – Kinds of Positions and Classes of Positions
 - 3) BP No. 6013 – Holidays
 - 4) Administrative Procedure No. 6036
 - Review, discussion on following policies
 - e) BP No. 6013 – Holidays (Suggestion for New addition FSM Holidays)
6. Miscellaneous
 - Update from Human Resources Director
 - a) Adhoc Confidentiality form
 - b) Insurance Update
 - Next Meeting January 7, 2021
7. Adjournment

- 1. Call to Order:** Genevy called the meeting to order at 3:00 p.m. and greeted everyone in advance for the upcoming holidays.
- 2. Roll Call of Members:** 15 out of 21 or about 70% members are present
- 3. Review of Agenda:** Emma moved to adopt the agenda and George seconded.
- 4. Old Business:**
 - Adoption of October 8, 2020 minute.
 - Adoption of November 5, 2020 minute

HRC Secretary will incorporate the minor technical and spelling issues to both minutes and HRC members will have until Dec. 8, 2020 to vote electronically for adoption.
- 5. New Business:**

Campus Reps Information sharing:

 - Kosrae Campus – none to share
 - National Campus – Wondering if HRC will take action on the resolution from FSM Congress

in regards to the newly created policy holiday, Nov. 23 and if the holiday will be in effect next year. Faculty members are busy with online notifications, program reviews, and preparations for final exams.

- CTEC – None to share
- Chuuk Campus – BP No. 6010 section on bereavement leave under Administrative Leave, concerns on the number of days the person can be on leave; and to spell out outer islands whether to travel outside the FSM or outer islands within the FSM.
- Yap Campus – None to share
- HRO – No report

Update on Recent Policies being Reviewed & Comments/Concerns raised by EC.

- EC committee adopted Board Policy 6002
- Board Policy 6001 – Purpose & Scope. Title not fit to the first sentence, to change title to purpose and scope as policies has to relate to human resources. In section 1, change HR policies to policies thus it's referring to human resources, and what the preceding paragraph referred to in the policy. In section 2, there was confusion between what COM and COM-FSM.
- Board Policy 6003 – Governance. Top section is already located in chapter 1; title issue limit to hiring and both hiring authority, reference to Governance Structure need review for all policies for redundancy and reputation.
- Board Policy 6004 – Administration. Listing of job descriptions, question sections should concentrate to administration on human resources policies like the previous ones in title 1, should be more specific to human resources.
- Board Policy 6035. Reputation note between policy and procedures need to be in consistent terminology; also noted procedure compared for creating more steps; college's equal opportunity institution; all applications be given same consideration; should be HR responsibility to note history of employees and to make recommendations to the President.

In November we discussed 4 policies and one is holiday. Chair emailed and asked HRD if HRC need to revisit this policy and BP. 6030 was tabled for next meeting for HRD to give us direction.

6. Miscellaneous:

George moved for adjournment and Norma seconded. Our next meeting is Jan. 7, 2021.

7. ADJOURNMENT: The meeting adjourned at 3:50 p.m.

Handouts/Documents Referenced:

- Agenda for December 3, 2020 meeting
- Minute for October 8, 2020 meeting
- Minute for November 5, 2020 meeting
- COM-FSM Minutes Reporting Form FY 2020-2021

College Web Site Link:

Prepared by:	Maureen Mendiola	Date Distributed:	1/04/21
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