

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
January 14, 2021	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	Technical issue
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 and establishment of quorum
3. Review and Adoption of January 14, 2021 Agenda
4. Adoption of HRC Minute from December 3, 2020
5. Reporting of any communication to and from the HRC State Campus Reps.
6. Miscellaneous
 - a). Meeting for February 2021
7. Adjournment

- 1. Call to Order:** Genevy announced a 15-minute wait in order to meet the quorum. Emma suggested the waiting time should be included in the TOR.
- 2. Roll Call of Members:** 10 out of 21 or about 47% members are present. This meeting does not meet the quorum for motions; however, it does meet the 25% for a meeting with discussion.
- 3. Review of Agenda:** Emma moved to adopt the agenda and Tetaake seconded.
- 4. Old Business:**
 - Adoption of December 03, 2020 minute.

Since the meeting does not meet the 50% quorum, the chair proposed the minute to be adopted electronically before the next meeting. Emma moved to adopt the electronic vote and Yolina seconded.

5. New Business:

Campus Reps Information sharing:

- Kosrae Campus – none to share. Miako greeted everyone.
- National Campus – nothing to share from Tetaake and Yolina. Pearl mentioned the lock-down on national campus where faculties, staffs and students are discouraged to go on campus.
- CTEC – Emma mentioned the work-load of faculties. Some faculties do not have enough teaching load due to the low registration rate.
- Chuuk Campus – Marylene wished to follow up on the administrative bereavement leave which was discussed in the former meeting. Genevy was wondering whom should be responsible for a clear webpage for all forms to be place. Unsure whom should be uploading and placing all the forms needed.
- Yap Campus – none to share from Reiko and Jencita.

Update on Recent Policies.

- No policy is reviewed or discussed in this meeting.

- Tetaake mentioned the compensation of overtime which should be included into one of the policies. The college does not have a clear policy on stipend and compensation of overtime. Currently it is up to each office on its own stipend instead of listed into a formal policy.
- Genevy will send a request to HR.
- Marylene supported the stipend to be included.

6. Miscellaneous:

Marylene moved for adjournment and Tetaake seconded. Our next meeting is Feb. 4, 2021.

7. ADJOURNMENT: The meeting adjourned at 3:38 p.m.

Handouts/Documents Referenced:

- Agenda for January 14, 2020 meeting
- Minute for December 3, 2020 meeting

College Web Site Link:

Prepared by:	Karen Kan Lun Tu	Date Distributed:	1/14/21
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