

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
May 6, 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	Approved leave
6. KSA Staff	Arlynza J. Talley	X		
7. KSA Staff	Shrue-Miako Sahn		X	Approved leave
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	Approved leave
15. NC Staff	Josephine Kostka	X		
16. NC Staff	Tetaake Yee Ting		X	
17. NC Faculty	George Mangonon		X	Online Educ. Activities
18. CTEC Faculty	Emmanuela Garcia	X		
19. CTEC Staff	Albert Amson		X	
20. Yap staff	Reiko Azuma		X	Has another meeting
21. Yap Staff/CRE	Jacinta Laan		X	

Additional Attendees:	
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Agenda/Major Topics of Discussion:
1. Call to order

2. Reading of the College Mission Statement
3. Roll Call and Establishment of Quorum
4. Review and Adoption of May 6, 2021 Agenda
5. New Business
 - a) Review and Adoption – April 8, 2021 minute
 - b) Reporting or updating of any communication to and from the HRC State Campus reps (<https://docs.google.com/document/d/1nXL3y9aDsquCvN3AsEaj6xFBFZIPqjllMLZX4M75QUE/edit>)
 - c) First narrative draft for Stranded III.A. Human Resources
 - d) Voting of New HRC Chairperson
6. Old Business
 - a) Committee Survey to complete (Committee Self-Evaluation Survey 2020-2021)
7. Miscellaneous
 - a) Next meeting for August
8. Adjournment

1. **Call to Order:** Chairperson Genevy called the meeting to order at 3:07pm. It was late due to the low attendance rate.
2. Roll call and not meeting quorum. 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 and Adoption of May 6, 2021 Agenda to be voted. The agenda was shared while waiting. Norma mentioned the HR draft link has not been working, and thus “first narrative draft for stranded” discussion is removed from the agenda due to most members unable to access the link. Karen moved agenda to adoption, Yolina seconded.
4. New Business
 - a) Review and Adoption of April 8, 2021 minute electronically due to unmet quorum. All members were in favor of the electronic vote. One-week duration was agreed for the electronic voting duration (until May 12).
 - b) Reporting update from the State Campus Reps.
 - c) Arlynza shard that Kosrae campus has worked on the incentive day, and hopefully everything works with the plan. Norma shared the chair of the board is raising the possibility of expending the leave policy to allow travel option for eligible staff who are breastfeeding mothers to bring their babies on travel at the expense of the college. None from Yolina and Josephine. Karen shared that emails were sent to all the faculties at national with couple of feedback, re: housing allowance, salary increase and salary freeze. Chair Genevy encouraged the files with feedback to the secretary, and then later to HR. No participant from Yap.

Genevy shared a feedback received from the staff side; none from faculty in Chuuk about donated sick leave, salary increase and salary freeze, which will later be circulated with the members. No update from CTEC (Emma).

- d) Vote for new HRC chairperson. Norma asked for clarification on the new chair's term. Secretary Maureen mentioned, with the reason vice-chair provided, we leave her as the vice-chair, and with the meantime vote for a chairperson. Genevy explained she is now the IC, and she will be joining the Curriculum Committee. The mutual understanding for the new chairperson will only be finishing the rest of the one-year term. The two candidates are George and Pearl. Since quorum is unmet, a voting could not be done during the meeting. All members were in favor of the electronic vote with send in votes for chair and minutes before May 12 (Wed).

5. Old Business

- a) Genevy reminded and encouraged everyone to fill in the survey if yet to be done before May 12. Pearl shared that the evaluation was greatly done from HRC with 13 who had filled out the survey, and an extended gratitude was mentioned in VP Caroline's email.

6. Miscellaneous

- a) Genevy thanked everyone for the time she served as the chair. This is her last meeting with HRC with her stepping down from her chair position.
b) The next meeting time is undecided. It can be in summer or August since the meeting is now hosted online. Genevy will confirm with HR Rencelly.
c) Karen moved for adjournment and Norma seconded.

7. Adjournment.

The meeting adjourned at 3:42 p.m.

Handouts/Documents Referenced:

- Agenda for May 6, 2021 meeting
- Minute for April 8, 2021 meeting
- Strategic Measure II.8-11
- End of the Year Update

College Web Site Link:

Prepared by:

Karen Kan Lun Tu

Date Distributed:

5/12/2021