

**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 7, 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, National Faculty	Pearl H. Olter-Pelep	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		
8. NC Staff	Norma Edwin	X		
9. NC Staff	Maryallen Manuel	X		
10. NC Staff	Yolina Y. Irons	X		
11. NC Staff/CRE	Merleen Elias	X		
12. NC Staff/AS	Twyla Poll	X		
13. NC Staff	Josephine Kostka	X		
14. NC Staff	Tetaake Yee Ting		X	Moved to another committee
15. NC Faculty	George Mangonon	X		
16. CTEC Faculty	Emmanuela Garcia	X		
17. CTEC Faculty	Bertoldo Esteban	X		
18. CTEC Staff	Albert Amson		X	
19. Yap Staff	Reiko Azuma	X		
20. Yap Faculty	Robert Yangerluo	X		
21. FMI Staff	Felisa Tmag	X		
22. CHK Faculty	V-Three Raisom	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 Agenda for October 7, 2021
5. Review and Adoption of minutes for September 23, 2021 (adopted electronically)
6. TOR
7. Old Business
 - a) Board Policy No. 6007
 - b) Board Policy N. 6008
 - c) Administrative Procedure No. 6035 Rehire Eligibility
 - d) Board Policy No. 6035 Rehire Eligibility
 - e) Administrative Procedure No. 6027 – August 2021
 - f) Form-File Closure 2021
 - g) Appendix H – Dependents Eligibility Form 2021
 - h) Appendix I – Educational Development Request Form 2021
 - i) Policy Development Plan
8. Miscellaneous
9. Adjournment

- 1. Call to Order:** Chairperson Pearl called the meeting to order at 3:00pm Pohnpei Time.
- 2. Reading of the College Mission Statement:** V-Three Raisom read the College Mission Statement – *The college of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.*
- 3. Roll call and Establishment of Quorum:** Secretary Maureen made the roll call and 18 out of 22 or 86% members are present.
- 4. Review and Adoption of October 7, 2021 Agenda:** Yolina moved for adoption of the agenda and seconded by George, agenda was adopted with minor change from October 6 to October 7.
- 5. Review and Adoption of Minutes for September 23, 2021:** Minutes for September 23, 2021 was approved and adopted electronically.
- 6.** TOR was adopted during September 23, 2021 meeting.

7. Old Business:

BP 6007 – Employment:

HRD made no recommendation to this policy except on page 2 to change one month to 60 days under section 3, an update to match the board policy 6017 on evaluation that was amended in 2017.

Page 3 No. 5, Norma recommends “If the employee on probation....”

Norma moved for adoption and Twyla seconded. Members voted and finally adopted board policy 6007 with the changes being made.

BP 6008 – Employment Contract:

The college has no obligation to offer subsequent employment. The college may, at its option, offer a new period of employment to the employee, but a decision by the college not to offer a new employment contract may not be appealed. Notification to the employee should be provided prior to the expiration date of the contract. The college will give the employee 60 days notice either before the contract expires, or by payment for 60 days from the date the notice is given offset by wages due under the contract. Likewise, if the employee decides not to renew his contract, at least 60 days prior notice must be provided to the college. The notice provision does not in any way require renewal of a contract by the college. Failure to provide required notice will only result in payment of salary for any notice period due.

HRD only made amendments to the above policy which is highlighted in red. She further explained that supervisors are issued notices of contract renewal 60 days prior to end of contract. Likewise employees, who did not want to renew their existing contract, may notify the college 60 days prior to end of their current contract. The addition explains that if the employee is late to submit the notice to extend the contract, the college has always in agreeable and there’s no problem to it. And if the college is late to provide the 60 days renewal notice, the college is still obligated to provide the 60 days’ notice and the employee will still be paid within that period. There is no contract extending beyond to cover the less number of days’ notice.

Vice Chair & members mentioned the last sentence is not clear and it is not written out the way it is and might open for confusion. Does the 60 days’ notice also apply to both employee and the college? What is the consequence if the employee is late in providing the 60 days’ notice?

HRC chair recommends members to submit their recommendations or the right language to this particular policy and have the legal counsel review and send out for final voting.

HRD mentioned it is in her best interest to make sure the college had not any risk on policies that HRC may have neglected and make sure it’s in the policy.

HRD remind HRC to try to maintain meeting time to 1 hour as stated in our TOR.

Miscellaneous

- HRD already submit the TOR to VPAS to forward to EC to finalize it and once it is approved, she will share with HRC to post on the wiki.
- HRD will update the new holiday for Chuuk State – Teacher’s Appreciation Day.
- Upcoming engagement survey that will be opened on Monday to Friday next week. This

survey is required by our strategic goal as a result of the summit last August. Encourage all to partake in this survey.

- HRD Rencelly Nelson further advised HRC to work on each item until it is done and try to use the time wisely instead of spending the entire 1 hour on the same item that was discussed in previous meeting.
- HRC Chair mentioned she was pleased that HRC has completed and adopted the TOR. She continued to encourage members to read and bring forth comments and also review and adopt meeting minutes electronically. HRC will try to cover at least 3 items each meeting.
- Vice chair asked if the college will start to observe the President's Day? HRD has not received any formal documentation on this.
- V-Three question on special contracts: HRD advised to direct contracts to the appropriate VPs.
- HRC Chair recommends that members discuss/review at least 2 policies at a time and for members to review the forms and send in their votes electronically by next week.
- George moved for adjournment and V-Three seconded.

8. Adjournment.

The meeting adjourned at 4:15 p.m.

Handouts/Documents Referenced:

- Agenda for October 7, 2021 meeting
- BP 6007
- BP 6008

College Web Site Link:

Prepared by:

Maureen Mendiola

Date Distributed:

10/14/2021