

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

<b>Committee or Working Group:</b>	Human Resources Committee
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
December 2, 2021	3:00pm-4:00pm (PNI & Kosrae) 2:00pm-3:00pm (Chuuk & Yap)	On-Line Zoom Meeting

<b>Members Present/Absent:</b>				
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	
6. CHK Staff	V-Three Raisom	X		
7. KSA Staff	Arlynza J. Talley		X	
8. KSA Staff	Shrue-Miako Sahn		X	
9. NC Staff	Norma Edwin		X	Attend board meeting
10. NC Staff	Maryallen Manuel	X		
11. NC Staff	Yolina Y. Irons	X		
12. NC Staff/CRE	Merleen Elias		X	
13. NC Staff/AS	Twyla Poll		X	
14. NC Staff	Josephine Kostka	X		
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	

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
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 December 02, 2021
5. Review and Adoption of revised minutes for November 04, 2021
6. Old Business
  - a) Board Policy No. 6009 1. Minimum qualifications for instructors 2. Compensation for advanced degree for Management, Professional & Classified
  - b) Board Policy No. 6010 1. Accrual formula for management staff and when personnel are promoted from classified to Professional/Management 2. Donated leaves 3. Educational leave and requirements for online study programs.
7. New Business
  - a) Board Policy No. 6011
  - b) Board Policy No. 6012
8. Miscellaneous
9. Adjournment

Chair Pearl Olter-Pelep called the meeting to order at 3:00pm Pohnpei Time.

Albert Amson read the College Mission Statement.

Roll was called with 11 out of 21 or 55% members are present.

Karen moved for adoption of the December 02, 2021 agenda and Yolina seconded with minor change to switch #7-new business to #6, and #6-old business to #7.

Review and Adoption of Revised Minutes for November 4, 2021: Emma moved for adoption and V-Three seconded therefore, minutes for November 4, 2021 was approved and unanimously adopted.

Board Policy No. 6011 – Optional Benefits:

The only changes HRD made to #2 is to add **“or 30 days prior to completion of the probationary period.”**

(Upon completion a year of service, the eligible employee will be allowed to enter the plan on either January 1 or July 1 or 30 days prior to completion of the probationary period.)

Board Policy No. 6012 – Social Security:

No changes and comment to this policy.

Board Policy No. 6009 – Compensation Policies and Practices:

HRD proposed a language under F.

*Full-time Non-Instructional Employees earning an Associate of Arts, Bachelor's, Master's or Doctorate Degree (including Juris Doctorate)*

*A full-time regular employee who is not an instructor after having completed 12 months of employment at the college will be given a onetime monetary award of 5% when they can provide official hard copies of transcripts showing completion of a degree that exceeds the educational requirement of their current job.*

*The college will only accept degrees earned from a U.S. accredited college that is recognized by the U.S.DOE. Foreign credentials maybe accepted only if evidence of foreign equivalence by an evaluation agency recognized by U.S.DOE or the accrediting commission is provided officially and in hard copy to the college.*

*The employee will be awarded for only one degree earned in the associates, bachelors, masters or doctoral degree categories. For example, an employee who earns a second master's degree after having received the first 5% salary award for the first master's degree will not receive additional award for the second master's degree.*

*The college will add 5% to the base salary for earning an associate degree, add 5% to the base salary for earning a bachelor's degree; add 5% to the base salary for earning a master's degree; and add 5% to the base salary for earning a doctoral degree (including Juris Doctorate).*

Concerns were raised for HRC to look into this policy on how to entertain a non-faculty member who receives a higher degree that is not within his/her job requirement unlike faculty who have driven degree. Two (2) options are being recommended: 1) One-time cash compensation/cash award or 2) adjustment of 5% to be added to the base salary.

HRD recommends HRC to be realistic and to discuss carefully what will be the financial obligations to the college in the long run.

Minimum Qualifications for Faculty:

Years back, the college changed the academic requirements to master's degree. For vocational, it has not been changed from the beginning when the policy was created. Some faculty in that area felt that these qualifications are too low for our courses and that affects the ability of quality faculty teaching in those areas; this referred to the non-academic education. Instructional who set the requirements and HRC cannot change.

In president's directive dated August 20, 2021, the one that supersede this policy language. *"Divisions with less than 50% Micronesia faculty members may hire Micronesians with bachelor's degree in the field of work from institution accredited by a U.S.DOE recognized accrediting commission".*

Some vocational faculty members have lower qualifications and with higher pay than some academic faculty. In the Philippines now with this advance technology, they have raised their minimum qualifications to bachelors. Since we're now in the age of computers, we might as well increase the qualifications for vocational faculty.

HRC will formalize a communication to the Curriculum committee on recruitment of vocational instructors. Emma will draft the memo.

Miscellaneous

1. Chuuk staff rep questioned on where the funding for vocational instructors goes since they don't have any. HRD response was there's no budget because the program does not exist.
2. The college is not a public service. The college creates its own policy and we amend our policies and look at the FSM Government policy to adopt when relevant. For example, the donated sick leave policy was adopted from the national government policy.
3. The college specifically HRO enrolled in a team—survey salary study with other agencies on island and they will be working on it shortly. They did this in 2018 with the same company in New Zealand, trained for assessment, placement of positions, and also did a study.
4. Two policies (BP6007 & BP6013) were endorsed by EC and forward to the board.
5. EC returned HRC TOR for revision: 1) everything will route to the President, and 2) HRC to look at the publication online about writing e.g. font, color, etc. HRC is tasked to go over the board minute with Norma on details for the TOR.
6. HRD reviewed Board Policies 6001 and 6012 and will route to EC.
7. HRC Chair ended the meeting by wishing everyone happy holidays.
8. Next HRC meeting is scheduled for January 6, 2022.

Adjournment.

Karen moved to adjourn and Yolina seconded. The meeting was adjourned at 4:08 p.m.

**Handouts/Documents Referenced:**

- Agenda for December 02, 2021 meeting
- HRC Minute for November 04, 2021 meeting

**College Web Site Link:**

<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	12/07/2021
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