

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
February 3, 2022	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		
6. CHK Faculty	V-Three Raisom	X		
7. KSA Staff	Arlynza J. Talley		X	
8. KSA Staff	Shrue-Miako Sahn		X	
9. NC Staff	Norma Edwin		X	
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		

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 February 03, 2022
5. Review and Adoption of revised minutes for January 20, 2022
6. Old Business
 - a. BP 6010 Leave Policies
 - b. TOR
7. Miscellaneous
8. Adjournment

1. **Call to Order:** Chairperson Pearl called the meeting to order at 3:10pm Pohnpei Time due to zoom link technical issue.
2. **Reading of the College Mission Statement:** Pearl read the College Mission Statement.
3. **Roll call and Establishment of Quorum:** Karen made the roll call and 15 out of 21 were present or 71% members presented.
4. **Review and Adoption of February 3, 2022 Agenda:** Marylene moved to adoption and George seconded with Reiko's suggestion on the numbering.
5. **Review and Adoption of revised Minutes for January 20, 2022:** Minutes for January 20, 2022 was approved and adopted during the meeting.

6. Old Business:

BP 6010 Leave Policies:

HRD Rencelly shared with the committee that this policy was shared at the Webinar last week, and all VPs, Campus Deans, and representatives from all the campuses participated in the meeting. The changes are marked in blue, and HRD Rencelly went over the changes in details to explain about the reason for the changes. This policy was reviewed with the Legal Counsel.

Robert suggested the bereavement leave should be extended to 14 working days due to the fieldtrip scheduled to the outer islands in Yap would normally return in 14 days. While Rencelly explained the 10 days is calculated in average, as it is unable to accommodate every individual's need. However, both on island, and off island leave days were extended.

Yap campus sent in some suggestions with minor grammatical and spelling changes. A question was raised about why the donated sick leave is not returnable to the donor? HRD Rencelly mentioned that all extended sick leave should be evaluated by the doctor, and normally in critical situation. The donated sick leave period has never been shorten in the past, and this is the reason why donated sick leave is in the case of not returnable.

An extension of the maternity leave was proposed the time the bereavement leave was suggested to be revised. The national government has up to 28 days/4 weeks' maternity leave. The short leave time of 10 days currently impacts both maternal health and the baby's health. The current policy needs to be changed. HRD Rencelly encouraged all the members to send in any changes and comments through email.

In addition is the covid-19 restriction and HRD has to develop the procedure as well to go with it. The college has to recognize it and build into our policy.

Another addition is the definition of the normal commuting distance in relation to the bereavement leave.

Miscellaneous:

- Bob encouraged the meeting to be within an hour time.
- Chair continued to encourage HRC members to read the policies and send in their questions via email so HRC can try to answer it right away before the meeting actually starts so that way it won't take up the meeting time.
- The next meeting will be on the 3rd of March.
- George moved for adjournment, Maryallen and Albert both seconded.

7. Adjournment.

The meeting adjourned at 4:13 p.m.

Handouts/Documents Referenced:

- Agenda for February 3, 2022 meeting
- BP 6010
- Revised TOR

College Web Site Link:

<https://comfsm.zoom.us/j/96638498047>

Should be used for the HRC meeting throughout 2022.

Prepared by:

Maureen Mendiola

Date Distributed:

February 4, 2022