

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
March 03, 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		Late
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 March 03, 2022
5. Review and Adoption of minutes for February 03, 2022
6. Old Business
 - a. Board Policy No. 6010 Leave Policies
7. New Business
 - a. Administration Procedure No. 2300 Mandatory Employee Vaccination
 - b. Board Policy No. 2300

Miscellaneous

8. Adjournment

- 1. Call to Order:** Chairperson Pearl called the meeting to order at 3:00pm Pohnpei Time.
- 2. Reading of the College Mission Statement:** George read the College Mission Statement.
- 3. Roll call and Establishment of Quorum:** Maureen made the roll call and 13 out of 21 were present or 62% members presented.
- 4. Review and Adoption of March 3, 2022 Agenda:** George moved for adoption and Yolina seconded.
- 5. Review and Adoption of Minutes for February 03, 2022:** Minutes for February 03, 2022 was approved and adopted during the meeting.

6. Old Business:

BP 6010 Leave Policies:

HRD Rencelly went over or discussed the feedbacks from Chuuk Campus, and for HRC to further consider the different voting places in Chuuk that are outside of the normal commuting distance and not specifically listed in the policy.

HRC members in Chuuk (Marylene & V-Three) are tasked to find out from R&D Office the geographic information on the islands so the committee will be able to make a determination based on the normal commuting distance that is defined in the policy.

Norma suggests to consider definitions of the bereavement leave policy and the extended benefits that

are also relates to this policy. She made a motion to table this policy for further clarifications and Twyla seconded.

7. New Business

BP No. 2300 & AP No. 2300 – Mandatory Employee Vaccination

This policy is not a HR policy but just like to share with HRC to get their feedbacks. President has created this policy to adhere to the Public Health Emergency or Mandatory Vaccination for a pandemic declared by the FSM Government or State Government. HRD Rencelly went over the policy in details and explained the proposed changes that are highlighted in blue. The Administrative Procedure was also build to identify the process and our roles and requirements.

HRC members agreed to share this policy with their campus community and get back to HRC with their feedbacks.

Miscellaneous:

- HRD Rencelly suggests to share meeting documents and get feedbacks at any time instead of before the meeting.
- HRD Rencelly also recommends to HRC Chair to keep note of timelines and due dates for feedbacks.
- The next meeting will be on the 7th of April.
- George moved for adjournment and Norma seconded.

8. Adjournment.

The meeting adjourned at 4:06 p.m.

Handouts/Documents Referenced:

- Agenda for March 3, 2022 meeting
- BP 6010
- BP 2300
- AP 2300

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:	March 9, 2022
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