

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

Committee or Working Group:	Human Resources Committee
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Date: March 05, 2015	Time: 3:00 p.m.	Location: Board Conference Rm.

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	Marylene Bisalen	X		
Vice chair, HRC	Sylvia Henry		X	
Secretary, PNI S	Maureen Mendiola	X		
NTL S	Norma J. Edwin	X		
NTL S	Julia Martin	X		
NTL F	George Mangonon	X		
FMI S	Regina Faimau		X	
YAP S	Fidelia Gilmar		X	
CHKK F	Genevy Samuel		X	Funeral
NTL F	Allain Burgoin	X		
PNI F	Deeleeann Daniel		X	
PNI S	Albert Amson	X		
NTL S	Benina Ilon	X		
NTL S	Yolina Yamada		X	
NTL S	Alfred Olter		X	Funeral
KSA S	Kenye Killin	X		
KSA F	Tara Y. Tara	X		Work on mid-term grades
NTL F	Jazmin Gonzales		X	
NTL S	Rencelly Nelson		X	
CHKK S	Kersweet Eria	X		
NTL S	Julia Mix		X	
NTL S/FSS Rep	Martin Mingii		X	

Additional Attendees:

Agenda/Major Topics of Discussion:

- Call to Order
- Roll Call/Declaration of Quorum
- Review of Agenda
 - a) Info Sharing, Letter to HR Director Section V & VII
 - b) Policy 006 (report from respective areas)
 - c) Policy 006 - Donated Sick Leave Policy (wording of “catastrophic”)
- Approval of Minutes
 - a) Revised Minutes of February 05, 2015 (electronic voting)
 - b) Revised minutes of February 19, 2015

- Old Business
 - a) Info Sharing, Letter to HR Director Section V & VII
 - b) Policy 006 (report from respective areas)
- New Business
- Adjournment

Discussion of Agenda/Information Sharing:

Chairperson Marylene Bisalen called the meeting to order at 3:20 pm. She welcomed and thanked everyone for coming.

Introduction began with off-island members and then the members present at the meeting. More than 25% of the members were present so it was decided to go ahead with the meeting.

a. Adoption of Minutes:

Revised minutes for February 5th meeting was moved by Norma and seconded by George. Therefore the minutes was unanimously approved and adopted.

Based on the changes just made for February 19th minutes, Allain moved for adoption and Julia seconded. Minutes for February 19th meeting was also unanimously approved and adopted.

b. Info Sharing, Letter to HR Director Section V & VII:

In HRC's last meeting, Section X. Line of Duty Injury (Worker's Compensation), consideration to special contract personnel for inclusion was discussed. As advised by HR Director whom Vice-Chair has met, for HRC to provide a request letter. Chair emailed the request to HR Director for HRC to review Section V & VII of the COM-FSM PPP Manual.

Policy 006: (Donated Sick Leave):

In the last HRC meeting, it was agreed to get feedbacks from the campus community on the word "catastrophic" and report back to this meeting. Kosrae Campus agreed to keep the word to avoid abuse of sick leave.

The word catastrophic also describes as life threatening for those who first came up with the policy or interpretation for those who make the decision. HRC thinks that a more descriptive word be used rather than the word catastrophic that will briefly describe a severe illness that requires long-term care or recovery and prevents the employee from working. For example: coma, cancer, leukemia, heart attack, or stroke.

Chuuk Campus member mentioned that he does not see any reason why donating of sick leave be a problem. HRC said this is not a matter of donating but it is the health condition of the affected employee and for HRC to find the best word to define catastrophic.

HRC member said there should be a limitation of donated sick leave. Chair clarified that in the policy it is clearly stated "Employees may apply for up to 20 consecutive working days of leave, including holidays, for which they would otherwise be without pay. Eligibility for additional increments of 20 working days will be based on re-certification of the disability by the physician".

Norma suggested reviewing the policy again and sending comments to the Chair to incorporate into Policy 006 for the next meeting. Norma made a motion to move with the understanding to review the whole policy itself and Kersweet seconded.

Chair asked HRC members to take a look at the other policies in the Policy Development Plan that are in need of revision. Chair is taking this time to address Vice-Chair in meeting HR Director to do inquiries on recommendations that HRC has endorsed and do on the follow ups on:

- 1) Section X.a-Holidays
- 2) Policy 003-Tuition Waiver and Reduction Policy
- 3) The memo dated Oct, 13, 2014 re: Priority #1-Faculty Performance Evaluation Tool and Priority #2-Section XIII Performance Evaluation and all evaluation tools. In the memo, HRC recommended HR Director to provide the sample(s) from GCC to VPIA and CAC.

It has been working well when she does these for HRC to progress.

Kersweet asked if March 6th (National Election Day) could be declared as a holiday.

Meeting was adjourned at 4:00pm.

Comments/Upcoming Meeting Date & Time/Etc.:

March 19, 2015 @ 3:00pm - President's Conference Room

Handouts/Documents Referenced:

- Revised minutes of Feb. 05, 2015 (electronic voting)
- Revised minutes of Feb. 19, 2015
- Policy 006

College Web Site Link:

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Prepared by:

Maureen Mendiola

Date Distributed:

03/11/15

Approval of Minutes Process & Responses:

- Revised Minutes for Feb. 5, 2015 was approved and adopted.
- Revised Minutes for Feb. 19, 2015 was approved and adopted.

Submitted by:

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. Review Policy 006 and make comments
2. Follow-up HRC recommendations with HR Director
3. Review other Policies in the Policy Development Plan

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments