

College of Micronesia – FSM

Committee Minutes Reporting Form				
Committee or Working Group		Faculty and Staff Senate (AY14-16)		
Date:	Time:	Location: Board Conference Room		
October 14, 2015	1:06			
Members Present				
Titles/Reps	Name	Present	Absent	
Senate President	Martin Mingi	X		
Senate Staff Representative	Penselynn E. Sam	X		
Senate Faculty Representative	Ikoli Ilongo	X		
Senate Secretary	Karleen Samuel	X		
Senate Treasurer	Faustino Yarofaisug	X		
Senate Vice President	Kasiano Paul	X		
Senate Chuuk Campus Representative	Danie Mamangon	X		
Senate Chuuk Campus Representative	Kersweet Eria		X	
Senate Pohnpei Campus Representative	Leyolany Anson	X		
Senate Pohnpei Campus Representative	Xavier Yarofmal	X		
Senate Yap Campus Representative	Robert Yangerluo		X	
Senate FMI Campus Representative	John Berry		X	
Senate FMI Campus Representative	Alex Raiuklur		X	
Senate FMI Campus Representative	Rufus Yaisolug		X	
Chair, Health Division	Paul Dacanay	X		
Chair, Math & Science Division	Peltin Olter	X		
National Faculty	Dana Lee Ling	X		
National Faculty	Don Buden	X		
National Faculty	Allain Bourgoïn	X		
Chair, Business Division	Joseph Felix Jr.	X		
Chair, Education Division	Sylvia Henry	X		
Chair, Vocational Division	Gardner Edgar	X		
Acting Vice President of Instructional Affairs	Karen Simion	X		
Acting Dean of Academic Program	Maria Dison	X		
Chair, Language and Literature Division	Resida Keller	X		

Chair, Hotel & Restaurant Management	Debra Perman	X	
Chair, Social Science Division	Delihna Ehmes	X	

Additional Attendees:

Agenda/Major Topics of Discussion: Senate to understand a faculty issue and find ways to mitigate or resolve the issue

Faculty Concern/Issue: Administrative decision on faculty members who report to duty late

Faculty Issues presented by Allain Bourgoin:

1. Issue and Concern on Policy 6009 4 (g) – Instructional Faculty Members work calendar – requires faculty to be **on duty** two weeks prior to the first day of instruction until graduation.

- Faculty been docked and given reprimanded letter for being absent on stated times
- Faculty feel that the approach/decision is too harsh
- Faculty feels that consideration on flexibility should be taken into account when a faculty is delayed or left early especially when faculty is faced by uncontrollable situation and doing other research that would also benefit the College
- Faculty feels that arriving late or leaving early may penalize the policy but does not compromise the quality of instruction which they are hired for
- Faculty feels that extra work have been done outside duty hour and those amount of hours should be also considered when faculty arrives late or early for reasonable reasons.

2. Faculty feels that flexibility that should be taken into consideration when administration is making its decision on faculty members who are found to be in compliance with policy 6009 4 (g):

- Policy 6010 section 6 (d) Administrative leave – one day of leave per year
- Policy 6010 section 6 (g) Community service leave for 10 days
- Policy 6001 Guiding Principles (d) Retaining employees on the basis of adequacy of their performance
- Policy 6001 Leave Policy (a)- Leaves of absence from COM-FSM are for the benefit of the employee and the college
- Administrative task/goals directive which says “analyzes compensation policies to retain, attract and motivate employees

Administration response to Faculty issues regarding Policy 6009 4(g).

- Past incidences were faculty leaving early and coming back late.
- Policy requires that Faculty be on duty two weeks before instruction and decision in the past were based on policy.
- Reason requiring faculty to be **on duty** two weeks prior to the first day of instruction is to attend workshop and help with registration prior to classes.
- Administration does take into consideration when uncontrollable incidences take place.
- Community and Administrative leave is only have to be approved by the President before one can use it.
- VPIA did not approve any **late arrival requests** from any faculty members in the past.

Faculty’s observation, comments, concerns & recommendation and areas of concern

- Did they get permission from administration before departing?

- Administration does collect evidence from affected faculty members and seek consideration on cases. Decisions are made based on justification and information provided by faculty.
- Encourage parties to seek constructive ways to improve the working environment to motivate and make workers happy and find ways to help our students.
- Decision made in the past by administration was harsh. Fifth goal is that we recruit and retain qualify personnel and it is not fair for faculty to hear that it is the faculty work that keeps the institution going yet the Administration is giving them reprimand letters etc. Administration should be flexible at times.
- Flexibility to be given to faculty
- Recommend that procedure be made to policies applied to faculty because if one feels that his/her point is not heard, he/she can apply this procedure.

Conclusion

- Issue on docked payment need to be taken to the grievance committee.
- Senate chair recommended that all Division Chair work together to come up with a procedure to support Policy 6009 4(g).

Meeting adjourned 2:05pm.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	<i>Karleen Samuel</i>	Date Distributed:	
		10/21/2015	

Approval of Minutes Process & Responses: Adopted on 10/22/2015

Submitted by:	Karleen Samuel	Date Submitted:	
		10/22/2015	

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