

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
Jan. 14, 2016	3:00 P.M.	Board Conference Room

Members Present/Absent:

Title/Representative	Name	Present	Absent	Reasons
Chair, HRC	George Mangonon	X		
Vice chair, HRC	Tara Y. Tara	X		
Secretary, NTL S	Julia N. Martin	X		
“Ex-Officio Member” Director, HRO	Rencelly Nelson		X	
CHK F	Genevy Samuel	X		
CHK S	Marylene Bisalen	X		
FMI S	Regina Faimau	X		
KSA S	Kenye Killin		X	
NTL F	Robert Andreas		X	
NTL F	Jazmine Gonzales	X		
NTL S	Norma Edwin	X		
NTL S	Benina Ilon	X		
NTL S/FSS Rep	Martin Mingii		X	
NTL S	Julieta Mix	X		
NTL S	Alfred Olter		X	
NTL S	Yolina Yamada		X	
PNI F	Bertoldo Esteban	X		
PNI F	Emmanuela Garcia	X		
PNI S	Albert Amson		X	
PNI S	Maureen Mendiola	X		
Yap S	Sharon Ourun	X		(new member, replacing Monica Rogon)

Additional Attendees:	
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Agenda/Major Topics of Discussion:

1. Call to order
2. Roll call; declaration of quorum
3. Adoption & Review of Agenda
 - a. Review of draft letter/memo re inquiry on Board Policy on Section X – Tuition Waiver and Reduction
 - b. Review/Discussion of Policy re Tuition Waiver and Reduction

- c. Information Sharing/Discussion on Memo re COC
 - d. Information Sharing/Discussion on Mission Fulfillment Indicators
 - e. Others
4. Approval of Minutes
 - a. Minutes of November 19, 2015 (for adoption)
 5. Old Business
 - a. Review of Board Policy on Section X – Tuition Waiver and Reduction (with draft letter/memo for discussion/input – age limit 22)
 6. New Business
 - a. Review and discussion of Board Policy on Section X – Employment Benefits specifically on tuition fee discount (50% discount)
 - b. Information Sharing/Discussion on Memo re CoC
 - c. Information Sharing/Discussion on Mission Fulfillment Indicators
 - d. Others
 7. Adjournment

Discussion of Agenda/Information Sharing:

Chairman George Mangonon called the meeting to order at 3:05 P.M. He welcomed and thanked everyone for coming and expressed his delight in meeting the off island members who participated in the President’s Summit earlier this month.

Chairman called the roll. A quorum was declared.

Adoption & Review of Agenda

November 5, 2015 minutes was added to agenda for adoption. Julia moved and Maureen seconded to adopt the agenda. The majority was in favor of the motion.

Approval of Minutes

Tara moved and Maureen seconded to adopt November 5, 2015 minutes. The motion was unanimously adopted.

Julia moved and Julieta seconded to adopt November 19, 2015 minutes. The motion was unanimously adopted.

Old Business

Review of Board Policy on Section X – Tuition Waiver and Reduction

Chairman drafted a memo regarding the age limit 22 and was supposed to send it to the committee to solicit input before sending it to HR Director. Memo was accidentally sent to HR Director instead, and she has already replied, explaining the limit and how it was derived. BP 6027 was just recently approved by the board and was referred to the committee for modification to include facility fee. HRC feels that the facility fee should be included in the policy and agreed on the proposed amendment:

Full time regular employees and their dependents are required to pay the registration fee. Other fees mandatory for to all students are waived for employee but not for employee'-s' dependents

(Under Definitions:) Mandatory Fees: Health, student activity, technology, total cost of ownership (facility use), and other fees that may be imposed on all students outside the registration fee.

The current policy reads: The health, activity and technology fees are waived for the employee but will not be waived for the employee's dependents. Regular employees and their dependents will be required to pay the registration fee.

The proposed amendment pleads to add facility fee and include any future fee that would require all students to pay. This will avoid or at least minimize unnecessary repetitive visitation of the policy.

The committee agreed to table the proposed amendment until the signal comes from the appropriate office/delegate to modify. Maureen moved to table the amendment until the signal comes and Benina seconded. Majority was in favor of the motion, so proposed amendment is tabled.

New Business

Review and discussion of Board Policy on Section X – Employment Benefits specifically on tuition fee discount (50% discount). Based on the email from HRD Nelson, there was no action on this item. It's too soon to propose any change since it was just recently approved.

Information Sharing/Discussion on Memo re CoC

Chair briefly went over the memo and encouraged everyone to read the whole document.

Information Sharing/Discussion on Mission Fulfillment Indicators

Information sharing on the Mission Fulfillment Indicators was tabled to be discussed in the next meeting

Others

The committee asked the chairman to email the Policy Development Plan (policies to be reviewed). Chairman will ask HR Director first if it will be okay to disseminate the information to the committee.

Emma also requested that a copy of the mission fulfillment indicators to be emailed to the committee.

Norma suggested the agenda be emailed to the HRC by the Monday before the Thursday meeting.

The committee welcomed Sharon Ourun as Yap Campus representative – to replace Monica Rogon.

Meeting adjourned at 4:08 P.M.

Comments/Upcoming Meeting Date & Time/Etc.:

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| Handouts/Documents Referenced: |
| <ul style="list-style-type: none"> • Nov. 19, 2015 proposed minutes • Board Policy 003 – Tuition Waiver and Reduction • AP Tuition Waiver and Reduction Procedures (Draft) • Draft letter of inquiry re Tuition Fee Waiver and Reduction • Memo on CoC • COM-FSM Mission Fulfillment Indicators document cover letter |

College Web Site Link:

Prepared by:	Julia N. Martin	Date Distributed:	Jan. 19, 2016
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| Approval of Minutes Process & Responses: |
| <ul style="list-style-type: none"> • November 5 and November 19, 2015 minutes were approved and adopted in today’s meeting |

Submitted by:		Date Submitted:	
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| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: |
| <ol style="list-style-type: none"> 1. November 5 and November 19, 2015 minutes were adopted. 2. The proposed amendments to the policy of Tuition Waiver and Reduction were tabled until a review of the policy is requested by HRD. 3. Discussion on Mission Fulfillment Indicators deferred to the next meeting. 4. The chair is to email the Policy Development Plan the Mission Fulfillment Indicators to the committee members 5. The agenda for meetings to be distributed by the Monday preceeding the meeting. |

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments