

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

<b>Committee or Working Group:</b>	Human Resources Committee
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
February 02, 2017	3:00 P.M.	President's Conference Room

<b>Members Present/Absent:</b>				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Emmanuela Garcia	X		
2. Vice chair, HRC	Tetaake Yeeting	X		
3. Secretary, NTL S	Julia N. Martin		X	Off-island
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson		X	
5. CHK F	Genevy Samuel	X		
6. CHK S	Marylene Bisalen	X		
7. FMI S	Regina Faimau		X	
8. KSA F	Tara Y. Tara		X	
9. KSA S	Maver Jonathan		X	In workshop
10. KSA S	Srue-Miako Sahn		X	
11. NTL F	Lucia Donre	X		
12. NTL F	Jazmin Gonzales		X	
13. NTL F	George Mangonon	X		
14. NTL F	Pearl Habuchmai Olter-Pelep	X		
15. NTL S	Norma Edwin	X		
16. NTL S/FSS Rep	Martin Mingii	X		
17. NTL S	Alfred Olter		X	
18. NTL S	Yolina Yamada	X		
19. PNI F	Bertoldo Esteban	X		
20. PNI S	Albert Amson		X	
21. PNI S	Maureen Mendiola	X		
22. Yap S	Sharon Ourun		X	Resigned

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Roll call; declaration of quorum</li> <li>3. Review of Agenda             <ol style="list-style-type: none"> <li>a. – Adoption of meeting minutes</li> </ol> </li> </ol>

- i. January 12, 2017
  - b. Updates on
    - i. HRC TOR
    - ii. BP 6001 – Purpose and Scope
    - iii. BP 6018 – Termination
    - iv. BP 6023 – Outside Employment
    - v. BP 6032 – CSAFWCPP
    - vi. BP 6009 – Increment Pay
  - c. Review of Policies
    - i. BP 6009 – Compensation
      - 1. Proposed compensation plan for employees with maxed pay scales
      - 2. Part time faculty salary
    - ii. Incentive Awards
      - 1. Result of survey on incentive awards ceremony
    - iii. BP 6014 – Institutional Benefits
      - 1. Include coverage for PT staff under security and maintenance and other necessary/related work areas
    - iv. BP 6017 Performance Evaluation
  - d. Others
    - i. Policies for next meeting discussion
- 4. Old Business
  - a. BP 6009 – Compensation
    - i. Proposed compensation plan for employees with maxed pay scales.
  - b. BP 6016 – Incentive Awards
  - c. BP 6014 – Institutional Benefits
  - d. BP 6017 – Performance Evaluation
- 5. New Business
  - a. Adoption of meeting minutes
    - i. January 12, 2016
  - b. Updates on
    - i. HRC TOR
    - ii. BP 6001 – Purpose and Scope
    - iii. BP 6018 – Termination
    - iv. BP 6023 – Outside Employment
    - v. BP 6032 - CSAFWCPP
  - c. Board Policy No. 6009 – Compensation (Part time pay)
  - d. BP 6016 – Incentive awards survey results
  - e. Others
    - i. Policies for next meeting discussion
- 6. Adjournment

**Discussion of Agenda/Information Sharing:**

Chairperson Emma called the meeting to order at 3:00P.M.

**Review of Agenda**

Norma moved and Yolina seconded to adopt the agenda. Majority was in favor of the motion, so agenda was unanimously adopted.

**Approval of Minutes**

Marylene moved and George seconded to adopt January 12, 2017 meeting minutes. The motion was unanimously adopted.

**Updates:**

HRC TOR was submitted to EC for review and they have minimal clarification with the phrase “Master Development Plan”. HRC said that perhaps it’s referring to the Institutional Educational Master Plan (IEMP).

Other policies. FSS had a full agenda during their last meeting so they will be looking at the policies submitted by HRC in their next meeting.

BP 6009 – Discussions on Increment Pay. Norma recommended that employees who are frozen for 5 years should get a step increment while Kosrae and Chuuk Campus suggested for those on 3 years. HRD mentioned that step increments will depend if there’s funding available. HRC Chair mentioned that HRC will still proceed with furnishing this recommendation.

Part-time faculty salary. Dean of Yap Campus raised the issue re: low salary which causes difficulties in recruiting part-time instructors. Recommendation to review the salary base scale for part time faculty will be tabled to next meeting.

Result of survey on incentive awards ceremony. HRC agreed to drop the discussion on the results emailed from HRD since it does not cover much of the college population. FSS plans to conduct another survey. HRC need more time to review the administrative part of the incentive award policy and suggested that all awards need to be implemented. HRC suggested that all divisions should nominate at least one candidate to the staff development committee, and they will elect the most outstanding and deserving employee. FSS rep, Lucia Donre will wait for the results of the survey and share it with HRC.

George moved and Norma seconded to adjourn. Meeting was adjourned at 3:55pm.

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

- Agenda for Feb. 2, 2017 meeting
- HRC TOR
- BP No. 6009 Compensation – Part time faculty salary
- Result of survey on Incentive awards ceremony

<b>College Web Site Link:</b>

<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	2/10/17
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<b>Approval of Minutes Process &amp; Responses:</b>
<ul style="list-style-type: none"> <li>January 12, 2017 meeting minutes was approved</li> </ul>

<b>Submitted by:</b>	Maureen Mendiola	<b>Date Submitted:</b>	3/01/17
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<ul style="list-style-type: none"> <li> </li> </ul>

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments