

**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>
April 06, 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	Sick
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		
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 Mingji	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. YC S	Monica	X		

<b>Additional Attendees:</b>	Roberto (Bobby) Jose Santos
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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. March 2, 2017
  - b. Updates on
    - i. BP 6001 – Purpose and Scope
    - ii. BP 6018 – Termination
    - iii. BP 6023 – Outside Employment
    - iv. BP 6032 – CSAFWCPP
    - v. BP 6009 – Increment Pay
    - vi. BP 6021 – Grievance Policy
  - c. Review of Policies
    - i. BP 6009 – Compensation
      - 1. Proposed compensation plan for employees with maxed pay scales
        - ii. BP 6029 – Code of Ethics
        - iii. Instructor’s Evaluation Form
        - iv. BP 7002 – COM-FSM Vehicle Policy
        - v. BP 6017 – Performance Evaluation
- 4. Old Business
  - a. BP 6009 – Compensation
    - i. Proposed compensation plan for employees with maxed pay scales.
- 5. New Business
  - a. Adoption of meeting minutes
    - i. March 2, 2017
  - b. Review of Policies
    - i. BP 6009 – Compensation
      - 1. Proposed compensation plan for employees with maxed pay scales
      - Board Policy No. 6009 – Compensation (Part time pay)
        - i. BP 6029 – Code of Ethics
        - ii. Instructor’s Evaluation Form
        - iii. BP 7002 – COM-FSM Vehicle Policy
        - iv. BP 6017 – Performance Evaluation
- 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**

HRC Secretary has not sent out the March 2, 2017 meeting minutes therefore adoption of this minute will be done electronically once minute is prepared and shared.

**Updates:**

President Daisy attended Pohnpei Campus-wide meeting on March 29<sup>th</sup> and explained the proposed change to BP6017 Performance Evaluation. Evaluations will only be conducted 6 months before a permanent employee's end of contract to determine continuance or termination. This is due to noncompliance to accreditation requirements wherein supervisors do not submit performance evaluations as mandated by the policy.

Proposed compensation plan for employees with maxed pay scales is to remove the lowest salary from the base scale. HR Director emailed HRC Chair the estimate amount for that # of employees being affected.

Norma moved to adopt the proposed changes being made to BP6029-Code of Ethics, and George seconded. Comments have to be submitted to VPIA by April 13<sup>th</sup>.

Instructor's Evaluation Form does not fit with the performance evaluation policy. HRC wonder on how this ties with the proposed policy when the Administrative Procedure (AP) is not yet written out.

BP6017 Performance Evaluation is on-hold waiting for comments from Faculty Staff Senate (FSS) however, it was recommended that this policy has to be reviewed and submitted to EC by April 21<sup>st</sup>. Since HRC has limited time to address this issue, Martin made a motion and Norma seconded to go ahead with the proposed recommendation and submit it to HR Director for onward transmittal to EC. HR needs to work on the Administrative Procedures (AP) of this policy before it is implemented.

BP7002 – COM-FSM Vehicle Policy. Director of Procurement & Property Management Mr. Bobby Santos was invited to provide background around this policy. There was a meeting with President Daisy 2 months ago on how college vehicles are being abused. Based on observations, employees are using college vehicles for personal errands, picking up elementary students, and got into accident without being reported. Mr. Santos came up with 2 vehicle request forms for both within and after working hours and solicits comments before this policy is implemented. These forms will be helpful to address the issue and for insurance purposes. Following are concerns raised by HRC:

- Big vans are used for office errands.
- Who are responsible to inspect and maintain cleanliness of the vehicles?
- College vehicles are used for field trips and practicum classes.
- A lot of paper will be used and stored. These involve money and space. Recommend to use the computer instead.
- Is there a motor pool for all the vehicles to park?
- For Pohnpei Campus, there's a log sheet to sign out a vehicle and a request form used after non-working hours.
- Are the drivers responsible for the passengers?

George moved and Pearl seconded to adjourn. Meeting was adjourned at 4:05pm.

<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>

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| <b>Handouts/Documents Referenced:</b>  |
| <ul style="list-style-type: none"> <li>• Agenda for April 6, 2017 meeting</li> <li>• Minutes for March 2, 2017 meeting</li> <li>• BP6029 – Code of Ethics</li> <li>• Appendix G – Instructor’s Evaluation</li> <li>• BP7002 – COM-FSM Vehicles</li> <li>• BP6017 – Performance Evaluation</li> </ul> |

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

<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	4/19/17
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>				
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<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments