

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
September 08, 2017	3:00 P.M.	President's Conference Room

Members Present/Absent:				
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	
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson		X	Off-island (Yap)
5. CHK F	Genevy Samuel		X	Sick
6. CHK S	Marylene Bisalen	X		
7. FMI Staff Rep	Regina Faimau	X		
8. FMI Rep	Alex Raiuklur		X	
9. KSA S	Shrue-Miako Sahn		X	
10. KSA S	Michael Williams		X	
11. KSA F	Rosalinda Bueno	X		
12. NTL S	Norma Edwin	X		
13. NTL S	Alfred Olter		X	Off-island (Yap)
14. NTL S	Yolina Yamada	X		
15. NTL F	George Mangonon	X		
16. NTL S/FSS Rep	Martin Mingii		X	
17. NTL F	Pearl H. Olter-Pelep	X		
18. NTL F	Jazmin Gonzales		X	
19. NTL F	Lucia Donre	X		
20. PNI S	Albert Amson		X	
21. PNI S	Maureen Mendiola	X		
22. PNI F	Bertoldo Esteban	X		
23. Yap Campus S	Monica Rogon	X		
24. Yap Campus Rep	Angela Figir		X	

Additional Attendees:	Francisco Mendiola & Morehna Rettin-Santos
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Agenda/Major Topics of Discussion:
1. Call to order
2. Roll call; declaration of quorum
3. Review of Agenda

- i. Adoption of meeting minutes
 - i. March 2, 2017
 - ii. May 4, 2017
 - ii. Updates on
 - i. Committee membership
 - ii. BP 6001 – Purpose and Scope
 - iii. BP 6018 – Termination
 - iv. BP 6023 – Outside Employment
 - v. BP 6032 – CSAFWCPP
 - vi. BP 6009 – Increment Pay
 - vii. BP 6021 – Grievance Policy
 - viii. BP 6029 – Code of Ethics
 - ix. BP 6017 – Performance Evaluation
 - x. BP 7002 – COM-FSM Vehicle Policy
 - xi. Instructor’s Evaluation Form
 - iii. Review of Policies
 - i. Policy on Standby Differential – To be presented by Mr. Francisco Mendiola, Director of Maintenance
 - ii. BP6009 – Compensation
 - 1) Proposed compensation plan for employees with maxed pay scales
 - iv. HRC meeting schedule
 - v. TOR Review
 - vi. Assessment of accomplishments
 - vii. Others
4. Old Business
 - a. Board Policy No. 6009 – Compensation
 - i. Proposed compensation plan for employees with maxed pay scales.
 5. New Business
 - a. Adoption of meeting minutes
 - i. March 2, 2017
 - ii. May 4, 2017
 - b. Updates on Policies reviewed
 - c. Review of policies
 - i. Policy on Standby Differential
 - ii. BP6009 – Compensation
 1. Proposed compensation plan for employees with maxed pay scales
 - d. Review of TOR
 - e. Assessment of Accomplishments
 - f. Others
 6. Adjournment

Discussion of Agenda/Information Sharing:

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

Review of Agenda

Lucia Donre asked to take out BP6021 as it was already reviewed by HRC and forwarded to FSS. George moved and Norma seconded to adopt the agenda. Majority was in favor of the motion, so agenda was unanimously adopted.

Approval of Minutes:

Chair said that HRC Secretary has not sent out the March 2, 2017 and May 4, 2017 meeting minutes therefore adoption of these minutes will be done electronically once minutes are prepared and shared.

Updates:

HRC total membership is 23. Members should consist of at least 6 to have a quorum and 13 members to make a motion.

BP6001, 6018, 6023 and BP6032 were endorsed by EC and will be forwarded to the board for approval.

Policy on Standby Differential:

Director Mendiola introduced the proposal shared with HRC on the COM-FSM Standby Differential Policy and asked if the college could adopt the Pohnpei State Law. An employee whose duties require him or her to remain on standby status, subject to duty call at any time, for a regularly scheduled period in excess of a normal forty-hour workweek and who, in fact, is frequently called during this period of scheduled standby, shall be entitled to a differential of twenty percent (20%) of the current hourly salary. This policy is created to compensate for unusual circumstances of employment, which create hardships for the college employees while ensuring that services provided. This person who is placed on duty after the working hours, during weekends and holidays shall be restricted from freedom of movement and or consumption of any food item or alcohol that may cause inability to effectively perform his/her duty.

Director Mendiola mentioned that there are employees who are assigned to respond to these kinds of situations however; they are not restricted from their freedom. He pointed out that the college could not restrict one's freedom without being compensated. He will provide all the documents to HRC for further review and immediate action so it can be submitted to board in their next meeting in December 2017.

BP6009 – Proposed Compensation Plan for Employees with Maxed Pay Scales:

Ms. Morehna Santos reported that HR Director is working on this issue as advised by President Daisy. She suggested HRC to request to HRD to come up with the ad hoc committee.

HRC Date of Meetings:

Sept. 7, 2017; Oct. 5, 2017; Nov. 2, 2017; Dec. 7, 2017; Jan. 11, 2018; Feb. 1, 2018; March 8, 2018; Apr 5, 2018: and May 3, 2018.

HRC suggested to leave the dates as is except to move the March 1st meeting to March 8th because March 1st is a holiday for Yap.

TOR: Changes made to HRC TOR

Under D. Organization, second sentence reads *“The officers-elect will serve for two (2) academic years, with the vice-chair as chair-in-training, and will assume office as chair in the next two (2) academic years. After two academic years, an election will be held for vice-chair and secretary. However, in the event that during the two academic years, the committee members decide that an officer-elect is negligent in performing his/her duties, a special election will be held for his/her position”*.

Under F. Meetings *“To ensure continuity of discussions of issues, meetings will be held in summer (June and July) Faculty on summer vacation will be considered present if they email their comments and suggestions on issues on the agenda at most one day before the meeting)”* will be deleted since faculty are not required to attend standing committee meetings during summer.

Another correction is to change E to F.

Per assessment by VPIEQA, so far HRC is the only standing committee which is already endorsed by EC for AY 2016-2017.

Lucia Donre, FSS Rep mentioned that BP6021 will be shared in the FSS General Meeting to get input before it is endorsed.

George moved and Norma seconded to adjourn. Meeting was adjourned at 4:00pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Agenda for September 7, 2017 meeting
- HRC Memo re: HRC Officers SY2017-2018 and HRC Assessment
- HRC Revised TOR
- Proposed Policy on Standby Differential
- HRC Meeting Schedule

College Web Site Link:

Prepared by:	Maureen Mendiola	Date Distributed:	9/08/17
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Approval of Minutes Process & Responses:

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

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