

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

Committee or Working Group:	Human Resources Committee
------------------------------------	---------------------------

Date:	Time:	Location:
February 01, 2018	3:00 P.M.	BOR 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				
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson		X	
5. CHK F	Genevy Samuel		x	Sick leave
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	sick
14. NTL S	Yolina Yamada	X		
15. NTL F	George Mangonon	x		late
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:	
------------------------------	--

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call; declaration of quorum 3. Review of Agenda

- i. Updates on
 - i. BP 6021 – Grievance Policy
 - ii. BP 6027 – Tuition Waiver
 - iii. BP3302/AP 3302 – Contact hours
 - iv. Annual pay increment
 - ii. Review of Policies
 - i. BP 6033 –Personnel Policies
 - ii. BP 6010 Sick Leave
 - iii. BP3302/AP3302 – Faculty Contact Hours
 - iii. TOR
 - iv. Election of HRC Secretary
 - v. Meeting time
 - vi. Others
4. Old Business
5. New Business
- a. Updates on Policies reviewed
 - b. Review of policies
 - v. BP 6021 – Grievance Policy
 - vi. BP 6027 – Tuition Waiver
 - vii. BP3302/AP 3302 – Contact hours
 - viii. Annual pay increment
 - c. TOR
 - d. Election of HRC Secretary
 - e. Meeting time
 - f. Others
6. Adjournment

Discussion of Agenda/Information Sharing:

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

Review of Agenda
 Yolina moved for the adoption of the agenda and seconded by Maureen, the agenda was adopted.

Updates:
 BP 6021 Grievance Policy - approved by the BOR in December 2017.
 BP 6027 Tuition Waiver – with Faculty and Staff Senate for discussion
 BP 3302/AP3302 Contact Hours - with Faculty and Staff Senate. They plan to float a survey to the college community.
 BP 6015 Profesional Development Plan and BP 6016, Incentive Awards – Norma informed the committee that these policies are due for BOR review on March 4, 2018 as per schedule. Norma will send the schedule of policies for review to Rencelly as reminder. Lucy is a member of the Adhoc committee to work on the review of the Incentive Awards last year and she informed the group that they are in the process of looking into the incentive awards program of other colleges.

Annual Pay increment – Maureen informed the group that Personnel Actions were prepared by HR office for the year and submitted to Business Office. Qualified employees will receive their pay increments automatically on their anniversaries. The new procedure in giving annual pay increments should be captured in the Administrative Procedure of BP 6017 and timelines should be included.

Review of Policies:

BP 6033 on Personnel Policies was given out in December 2017 for comments to committee members. There was no negative comment on the policy and the committee unanimously voted to adopt the policy.

TOR Review:

The TOR was reviewed in the November 2017 meeting and the changes were adopted by the committee. Tetaake was requested to present the TOR to the Executive Committee meeting in March 2018. Marylene reminded the group that minutes of meeting should be released after three (3) working days for review as per the TOR.

Election of HRC Secretary:

Pearl Olter-Pelep is elected as the new HRC secretary for the rest of the school year and for the next two (2) school years.

Meeting Time:

There was a request to move committee meeting time to 3:30 PM to accommodate faculty who have classes from 2:00 Pm to 3:30 PM. However, faculty involved plan to give class works to their students and have another faculty/staff stay with their students so that they can attend the meeting in the regular time.

Others:

Maureen requested review of the administrative procedure of BP6027 to establish timeline for the submission of requirements of employees taking classes and their dependents. The group decided to table the issue in the next meeting.

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

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Agenda for February 1, 2018 meeting
- BP 6033
- TOR
- Emails from Rencelly Nelson and Frankie Harris

College Web Site Link:

Prepared by:	Emmanuela Garcia	Date Distributed:	02/05/2018
---------------------	------------------	--------------------------	------------

Approval of Minutes Process & Responses:
•

Submitted by:		Date Submitted:	
----------------------	--	------------------------	--

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

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