

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
May 04, 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		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 Rogon	X		

Additional Attendees:	
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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 <ol style="list-style-type: none"> a. – Adoption of meeting minutes
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- i. March 2, 2017
 - ii. April 6, 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
 - vii. BP6029 - Code of Ethics
 - viii. BP 6017 – Performance Evaluation
 - ix. BP 7002 – COM-FSM Vehicle Policy
 - x. Instructor’s Evaluation Form
 - c. Review of Policies
 - i. BP 6009 – Compensation
 - 1. Proposed compensation plan for employees with maxed pay scales
 - ii. Assessment of HRC Accomplishments
 - iii. Term of office of HRC officers
 - iv. Election of officers
- 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
 - ii. April 6, 2017
 - b. Review of Policies
 - i. BP 6009 – Compensation
 - 1. Proposed compensation plan for employees with maxed pay scales
 - ii. Assessment of HRC Accomplishments
 - iii. Term of office of HRC officers
 - iv. Election of officers
- 6. Adjournment

Discussion of Agenda/Information Sharing:

Chairperson 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

The April 6, 2017 minutes was adopted. 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:

The Faculty and Staff Senate (FSS) acted on the following Board Policies as follows:

- a. BP 6001 (Purpose and Scope) – FSS consented to HRC recommendation to adopt proposed amendments.
- b. BP 6009(Compensation) – FSS consented to keep the existing policy as is.
- c. BP 6018(Termination) – FSS consented to adopt HRC recommendation.
- d. BP 6023(Outside Employment) – FSS consented to adopt HRC recommendation.
- e. BP 6032(Controlled Substances) – FSS consented to adopt HRC recommendation recommended that the term “free” to the policy as “Controlled Substance –Free and Alcohol-Free Workplace policy” and that “and college premises” be deleted to ensure policy address off campus college functions and activities.
- f. BP 6021 (Grievance Policy) – Endorsed to FSS

Review of Policies:

- i. BP6009 – HRC members recommended that compensation should be reviewed to include additional pay for employees who have maxed their pay scales. Another recommendation is for HR Director to create an Adhoc Committee to look into the matter.
- ii. HRC accomplishments the following for AY 2016-2017:
 - HRC reviewed 10 board policies
 - BP 6001 – Purpose and Scope
 - BP 6018 –Termination
 - BP 6023 – Outside Employment
 - BP 6032 – Controlled Substances..
 - BP 6017 – Performance Evaluation (Approved by BOR)
 - BP 6009 - Compensation
 - BP 6029 – Grievance Policy (for review of FSS)
 - BP 6029 – Code of Ethics (submitted to VPIA)
 - BP 7002 – COM-FSM Vehicle Policy (to Procurement officer)
 - The HRC was able to accomplish much this year due to the active officers of FSS.
 - HRC members commented that the areas that need to be improved last year such as:
 - Meeting attendance was improved when meeting frequency was reduced from twice a month to once a month.
 - Agenda , meeting documents, and minutes were sent out earlier for members to read before scheduled meeting.
 - HRC members recommended the following:
 - Face to face meeting should be facilitated by IT
 - Snacks should be provided during meetings
 - Proponents of changes in policies should be invited to present in meetings so that questions can be answered.

iii. Term of office of officers

HRC members decided that officers of the committee will have two year terms of office and that the Vice Chair is chair- in- training, he will sit as Chair after the term of the Chair. These changes will be reflected in the TOR.

iv. Election of Officers

The HRC members decided that the current officers will serve for another year and that a Vice chair and secretary will be elected next year.

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

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Agenda for May 4, 2017 meeting
- Minutes for April 6, 2017 meeting
- 2016 HRC assessment

College Web Site Link:

Prepared by:	Emmanuela Garcia	Date Distributed:	10/11/17
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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