

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

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| <b>Committee or Working Group:</b> | Human Resources Committee |
|------------------------------------|---------------------------|

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|----------------------------|--------------|---------------------|
| <b>Date:</b>               | <b>Time:</b> | <b>Location:</b>    |
| October 25, 2018 (special) | 3:00 P.M.    | BOR Conference Room |

| <b>Members Present/Absent:</b>          |                      |         |        |                  |
|---|----------------------|---------|--------|------------------|
| Title/Representative                    | Name                 | Present | Absent | Reasons          |
| 1. Chair, HRC                           | Tetaake Yeeting      | X       |        |                  |
| 2. Vice chair, HRC                      | Genevy Samuel        |         | X      | Family emergency |
| 3. Secretary, NTL F                     | Pearl H. Olter-Pelep | X       |        |                  |
| 4. “Ex-Officio Member”<br>Director, HRO | Rencelly Nelson      | X       |        |                  |
| 5. CTEC F                               | Emmanuela Garcia     | X       |        |                  |
| 6. CHK S                                | Marylene Bisalen     | X       |        |                  |
| 7. FMI Staff Rep                        | Regina Faimau        | X       |        |                  |
| 8. FMI Rep                              | Edmund Wogthuth      | 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 FSS Rep                       | Alfred Olter         | X       |        |                  |
| 14. NTL S                               | Yolina Yamada        | X       |        |                  |
| 15. NTL F                               | George Mangonon      | X       |        |                  |
| 16. NTL S                               | Martin Mingii        | X       |        |                  |
| 17. CTEC S                              | Albert Amson         | X       |        |                  |
| 18. CTEC S                              | Maureen Mendiola     | X       |        |                  |
| 19. CTEC F                              | Bertoldo Esteban     | X       |        |                  |
| 20. Yap Campus S                        | Monica Rogon         | X       |        |                  |
| 21. Yap Campus Rep                      | Angela Figir         | X       |        |                  |
| 22. NTL S                               | Maryallen Manuel     | X       |        |                  |
| 23. NTL S                               | Josephine Kostka     | X       |        |                  |
|   |                      |         |        |                  |
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| <b>Additional Attendees:</b> |  |
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| <b>Agenda/Major Topics of Discussion:</b> |
| 1. Call to order                          |

2. Roll Call

3. Review of adoption of Agenda

4. Old business

a. AP6027 Tuition Waiver and Reduction recommendation by HR Director

b. BP6035 Rehire Eligibility

c. AP6035 Rehire Eligibility

5. Others

Adjournment

### **Discussion of Agenda/Information Sharing:**

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

#### **Review of Agenda**

Norma moved for the adoption of the revised agenda and seconded by Martin, the agenda was adopted.

#### **Review of September Minutes**

September meeting minutes was submitted electronically for voting with no or little comments. Emma moved for the adoption of the minutes and seconded by Maureen, the minutes was adopted.

#### **1. Old Business**

##### **a. AP6027 Tuition Waiver and Reduction review**

#### **AP6027**

- 6027 Tuition waiver form endorsement has been moved by Norma and seconded by Yolina. All campus voted yes for the endorsement except for Kosrae state campus.
- There some changes on the template for each of the items in the proposed policy.
- Appendix H and Appendix I are due at the business office at the end of the semester.
- A dependent or employee enrolled at the college will not accept any documents submitted after the end of the semester.
- All forms will be submitted at the end of the semester.
- Norma asked if instead of saying end of semester and if can be changed to last day of

instruction.

- FMI is tuition free and so the tuition and waiver form is not applicable to them.
- After an explanation from Rencelly on the reason for stating “at the end of the semester” everyone voted yes to using “at the end of the semester” instead of “last day of instruction”.

## 2. New Business

- a. Review Policy development plan for feedback
  - i. BP6019 Employee discipline and protection
  - ii. BP6020 Sexual Harassment
  - iii. AP6035 Rehiring Eligibility

### **BP6019 Employee discipline and Protection**

- Rencelly explained the changes made on the second paragraph of the 6019 proposed policy
- In the paragraph “may at the college’s request” is the paragraph that changes were made to
- change “date” to “day”
- section 2 page 3 hiring supervisor “In addition to the information paragraph (for part-time employment).
- Section number 1 file closure should not be included regarding re-hiring.

### **AP6035 Rehiring Eligibility Policy**

- Rencelly shared a form for things required for employee’s supervisor to fill out before they leave the College of Micronesia-FSM so that if they plan to apply again then it would be easier to look through their files and see their purposes of leaving.
- Changes were made specifically on the form and all agreed to the changes made.
- This is tabled for further review and discussion

## 3. Adjournment

George has moved to adjourn and seconded by Albert. Meeting was adjourned at 4:23pm.

### **Handouts/Documents Referenced:**

- Agenda for October 25, 2018 meeting
- AP6027Tuition Waiver and Reduction
- Review Policy development plan for feedback
- BP6019 Employee and discipline Protection
- BP6020 Sexual Harassment
- AP 6035 Rehire Eligibility
- NBP 6036 Conducting Investigations into Breaches of Discipline or Misconduct

### **College Web Site Link:**

|                     |                                |                          |            |
|---------------------|--------------------------------|--------------------------|------------|
| <b>Prepared by:</b> | Pearl Habuchmai<br>Olter-Pelep | <b>Date Distributed:</b> | 10/25/2018 |
|---------------------|--------------------------------|--------------------------|------------|

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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> |
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| <b>Item #</b> | <b>Approved</b> | <b>Disapproved</b> | <b>Approved with conditions</b> | <b>Comments</b> |
|---------------|-----------------|--------------------|---------------------------------|-----------------|
|               |                 |                    |                                 |                 |