

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
January 24, 2019	3:00 P.M.	President Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Tetaake Yeeting	X		
2. Vice chair, HRC	Genevy Samuel	X		
3. Secretary, NTL F	Pearl H. Olter-Pelep	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CTEC F	Emmanuela Garcia	X		
6. CHK S	Marylène 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		
24. Yap Campus	Reiko	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:

1. Call to order

2. Roll Call

3. Review of adoption of Agenda

4. Review and adoption of December 6 meeting minutes

5. Items for Discussion

- BP6017 Performance Evaluation, BP6019 Employee Discipline and Protection

- BP6021 – Grievance Policy, BP6009 – Compensation

-BP6022 Employee Organization

6. Others

7. Adjournment

Discussion of Agenda/Information Sharing:

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

1. Review of Agenda

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

2. Review of September Minutes

Martin moved for the adoption of the December 06, 2018 meeting minutes that was sent out electronically and it seconded by Yolina, the minutes were adopted.

3. BP 6019 & 6021

Director of HR shared that there are no changes made yet for this policy and the forms are the current forms that were being sent out for the HRC to review.

6019 Policy was being sent out from the HRC to review and it was approved by the Board members.

6021 Policy was being put on hold because the HRC needs to meet with the staff of enrollment management and student services to go over the policy together and expand more ideas on the specific policy.

Norma asked if the policy on 6021 be taken out since the discussion was taken during the 2017 five-year cycle.

So Norma made a motion to replace policy 6021 any new proposed policy that the HRC needs to review before the Board meeting. It was seconded by Martin and the motion was adopted.

4. BP 6009

Policy 6009 is among the list of policies that will be reviewed by the EC and it is also included in the development plan.

The proposed changes on compensation is for all faculty that received a higher degree from an institution will get an increase in salary when transcript and other documents are received at the HR office.

There is also a 5% salary step increment for an employee who goes out of his or her way of handling other duties and responsibilities that will help the development of the College.

You can have 2 Master degrees but one will be recognized by the HR office for incentive or step increment.

Martin suggested to add a section for people receiving their AS degree should be added to the section under the different degrees that an employee receives.

11D compensation for acting were also reviewed by Rencelly and further discussions will take place during the next meeting.

5. BP 6022 & 6017

Norma suggested that the HRC review the 6022 policy and make recommendations. Everyone will take a look at the policy and prepare their recommendations for the next HRC meeting.

The 6017 policy will also be discussed in the next meeting since all the forms that were printed during the meeting were the current forms without the new proposed changes.

6. Others

7. Adjournment

Martin has moved to adjourn and seconded by Norma. Meeting was adjourned at 4:05pm.

Handouts/Documents Referenced:

- Agenda for January 24, 2019 meeting
- BP 6017 Performance Evaluation and its forms
- Appendix E Performance Evaluation
- Appendix F Employee Progress Report (management)
- Appendix G Instructional Faculty Evaluation form BP 6009

College Web Site Link:

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Prepared by:	Pearl Habuchmai Olter-Pelep	Date Distributed:	01/30/2019
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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