

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
March 07, 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. KSA S	Shrue-Miako Sahm	X		
9. KSA S	Michael Williams	X		
10. KSA F	Rosalinda Bueno	x		Late
11. NTL S	Norma Edwin	X		
12. NTL S FSS Rep	Alfred Olter	X		
13. NTL S	Yolina Yamada	X		
14. NTL F	George Mangonon	X		
15. NTL S	Martin Mingii	X		
16. CTEC S	Albert Amson	X		
17. CTEC S	Maureen Mendiola		X	Off Island
18. CTEC F	Bertoldo Esteban	X		
19. Yap Campus Rep	Reiko	X		
20. NTL S	Maryallen Manuel	X		
21. NTL S	Josephine Kostka		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 meeting minutes

5. Items for Discussion

6. Others

7. Adjournment

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

1. Review of Agenda

Chairman Tetaake was adding things to the agenda.

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

2. Review of January and February Meeting Minutes

Review of February meeting minutes and January 31, 2019 meeting minutes.

All agreed to adopt the meeting minutes for February and January 31, 2019.

February 14, 2019 meeting minutes were sent out electronically. Members were to comment on it through email.

Comments and Review of January and February meeting minutes

a. Monica is no longer with HRC and Reiko is the new member of the HRC.

b. Remove Angela's name and put vacant on it.

Correction (omit to have) on the second page next to Marylene's name.

January 31, 2019 was moved for adoption by Martin and it was seconded by Norma. All agreed after several recommendations and the minutes were adopted.

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

3. BP6016 Incentive Program

Proposed changes were made by Rencelly on this policy.

- Emma suggested that there should be a separation on the awarding of full time faculty and part time faculty on paragraph A of page 22 of policy and the criteria should be specific in all areas.
- To specify the four different domains.
- Norma explained that almost all of the sections within the policy are similar or they overlap and the question raised by her was how do people determine who gets awarded with what if they were to what's written in the policy. Alfred and Norma suggested that the criteria in the policy should be specific so it can be easier to determine who is being selected for a specific award.
- Miako also raised a question whether the Teaching Excellence award is the same as the faculty of the year award?
- After the Chairperson read out the section under choosing the faculty of the year clarifications were made and the Chairperson explained how both the Teaching Excellence award and the Faculty of the year award are somewhat similar except the amount of money that a person is awarded.
- Norma suggested that the HRC let the Faculty come up with the specific criteria on the awarding of who gets the Teaching Excellence award and the Faculty of the year award. Marylene suggested that under section H of the service award, employees should be awarded cash instead of awarding 10 hours to be added to their annual leaves. Suggestions were also made by Marylene regarding the awarding of more hours to employee's annual leave be converted to cash. Emma recommended that the Faculty award should be in cash since they do not have annual leave and they do contact hours and also doing make up classes.
- Martin made a motion on voting for the two options on having a subcommittee for faculty to work on the criteria for the awarding, make some recommendations/comments, and bring it back to the HRC and having all faculty members input their thoughts on the criteria and submit it to the committee. The subcommittee are the members of the HRC. The faculty will address the criteria's properly since the awards applies to them and it is also under their profession.
- Emma also made a motion on having all faculty members in each state campus bring in their own ideas or criteria for the policy and the HRC will then work on a summary out of the ideas.
- Emma's recommendation includes different options from all faculty and option 1 is for the subcommittee to put together a report on all the findings that they found from faculty and bring to the HRC. Majority of the HRC agreed to Emma's recommendation. Since there was not enough time left for the meeting, a motion made by Martin to table it and discuss during the next HRC meeting and it was seconded by Yolina.

The motion

4. Others

5. Adjournment

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

Handouts/Documents Referenced:

- Agenda for March 7, 2019 meeting
- BP6016 Incentive Program
- BP6029 Code of Ethics
- BP6016 Incentive program comments
- HRC January 31 2019 minutes

College Web Site Link:

Prepared by:	Pearl Habuchmai Olter-Pelep	Date Distributed:	04/25/2019
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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