

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

<b>Committee or Working Group:</b>	Human Resources Committee
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
January 30, 2020	3:30 P.M. to 4:30P.M.	BOR Conference Room

<b>Members Present/Absent:</b>				
Title/Representative	Name	Present	Absent	Reasons
1. NTL Chair, HRC	Tetaake Yeeting	X		
2. CHK Vice chair, HRC	Genevy Samuel	X		
3. NTL Secretary, NTL F	Pearl H. Olter-Pelep	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CHK HR Staff Rep	Marylene Bisalen	X		
6. KSA Faculty Rep	Vacant			
7. KSA Staff Rep	Arlynza J. Talley	X		
8. KSA Staff Rep	Shrue-Miako Sahn	X		
9. NTL Faculty Rep	Leilani W. Biza		X	
10. NTL Faculty Rep	Karen Kan Lun Tu	X		
11. NTL Staff Rep	Norma Edwin	X		
12. NTL Staff Rep	Maryallen Manuel		X	
13. NTL Staff Rep	Yolina Yamada		X	
14. NTL Staff Rep	Merleen Elias	X		
15. NTL Staff Rep	Twyla Poll	X		
16. NTL Staff Rep	Josephine Kostka	X		
17. CTEC HR Staff Rep	Maureen Mendiola	X		
18. CTEC Faculty Rep	Emmanuel Garcia	X		
19. CTEC Faculty Rep	Albert Amson	X		
20. Yap Campus Rep	Reiko Azuma	X		
21. Yap Campus Rep/FMI	Vacant			
23. NTL Faculty Rep	Vacant			
24. NTL Staff IEQA	Vacant			

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
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1. Call to order
2. Roll call
3. Review and adoption of Agenda
4. Review and adoption of December 5, 2019 meeting minutes
5. Old Business
  - BP6016 Incentive Program (feedbacks from your respective units)
  - BP6028 Extended Employment Benefits (update from Norma from FSS)
  - BP6027 Tuition waiver and Reduction (update from Norma on the purpose for having this policy to be reviewed again)
6. New Business
  - BP6029 Code of Ethics - Modifications to reorganize contents better, adding necessary sections that link policy to co-responding policies.
  - BP6030 Emeritus Professor
7. Miscellaneous
8. Adjournment

<b>Discussion of Agenda/Information Sharing:</b>
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**Chairperson Tetaake called the meeting to order at 3:30P.M.**

**1. Review of Agenda**

Twyla has moved to adopt the agenda and it was seconded by Josephine.

**2. Review of December meeting Minutes**

The committee has decided and agreed to table the December 05, 2019 meeting minutes and have all members of HRC review it on their own time and adopt it electronically.

### **3. New Business**

- **BP 6028 Extended Employment Benefits**
- This policy was reviewed in 2015 and now has been sent to HRC for review.
  
- Housing
- Five faculty members shared feedback to HRC representative and recommending the increase for housing allowance.
- A suggestion was stated by a faculty member asking if the amount of housing allowance can increase.
- Another statement was to change the amount because the National Government has already increased their housing allowance recently.
- National Government raised their rate between \$500 minimum to \$1000 maximum.
- The committee recommends that the College of Micronesia-FSM increase the amount of housing allowance from \$650 to \$700.
- The committee started a discussion on transfer allowance to be increased as well.
- The cost of shipment of supplies has increased and so the committee would like to recommend that the transfer allowance will need to be increased as well.
  
- The committee will continue the discussion on this matter in the next meeting.

### **4. Miscellaneous**

### **5. Adjournment**

The meeting was adjourned at 4:30p.m.

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

1. Agenda for January 2020
2. BP6016 Incentive Program (feedbacks from your respective units)
3. BP6028 Extended Employment Benefits (update from Norma from FSS)
4. BP6027 Tuition waiver and Reduction (update from Norma on the purpose for having this policy to be reviewed again)
5. BP6029 Code of Ethics - Modifications to reorganize contents better, adding necessary sections that link policy to co-responding policies.
6. BP6030 Emeritus Professor

<b>College Web Site Link:</b>

<b>Prepared by:</b>	Pearl Habuchmai Olter-Pelep	<b>Date Distributed:</b>	03/05/2020
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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>				
Item #	Approved	Disapproved	Approved with conditions	Comments