

**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 5, 2020	3:44 – 4:41 P.M.	BOR 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	Sick
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CHK S	Marylene Bisalen	X		
6. KSA Faculty Rep	Vacant			
7. KSA Staff Rep	Arlynza J. Talley		X	
8. KSA Staff Rep	Shrue-Miako Sahm		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. PNI F	Emmanuela Garcia	X		
19. PNI S	Albert Amson		X	
20. Yap Campus Rep	Reiko Azuma	X		
21. Yap Campus Rep/FMI	Vacant			
22. NTL Faculty Rep	Vacant			
23. NTL Staff IEQA	Vacant			

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call 3. Review and adoption of agenda 4. Review and adoption of January 30 minutes and February minutes 5. Policies <ul style="list-style-type: none"> • BP 6035 Communicable Diseases (new)

- AP 6035 Communicable Diseases (new)
- BP 6016 Incentive Program
- BP 6016 Incentive Program (proposed)

6. Miscellaneous
7. Adjournment

1. CALL TO ORDER: After declaring a quorum, Chairperson Tetaake called the meeting to order at 3:44 P.M.

2. REVIEW OF AGENDA: The agenda was presented. Norma moved and Josephine seconded to adopt the agenda as presented. The motion passed.

3. REVIEW OF MINUTES:

- February 6-14, 2020:** There was no quorum for the meeting, so the meeting continued electronically until the 14th to go over and vote on the policies presented. Twyla said she was present at the meeting. Norma inquired about approval of BP Tuition Waiver and Reduction saying at an earlier meeting she had suggested moving its review to a later date since it had recently been reviewed. Since action was already taken, it's a moot issue. Yolina moved and Merleen seconded to adopt the February 6-14, 2020, minutes. The motion carried.
- January 30, 2020:** Because this was just received and people did not have adequate time to review it, the minutes were tabled for electronic voting later. To use time more wisely, Director Nelson suggested reviewing minutes electronically prior to meetings.

4. POLICIES:

- BP 6035 Communicable Diseases (New):** This new policy meets the requirement for a new policy as stated in the Policy on Policies to “account for and minimize risk to the institution” considering the threat of coronavirus. Director Nelson asked all to review the proposed policy; the standard of review is: what's missing, are all areas covered, what needs to be omitted, clarified, or rearranged. This policy is for employees, not students. It was pointed out section #5b does not include employees quarantined while on travel status. It was suggested that 3d and 4e are repetitious. Also needed to be addressed is the faculty workload policy and meeting contact hours and its applicability to the proposed policy. The Committee agreed for HR to revisit the policy and make considerations per the comments addressed by the members.
- AP 6035 Communicable Diseases (New):** This is the accompanying procedures for BP 6035. Director Nelson will reference the faculty workload policy in section #4a and include links to existing policies. She asked for the same review as the policy. Because of the urgency, she has sent the draft policy to other committees for their review.
- BP 6016 Incentive Program:** Because time ran out, discussion on this policy will be done electronically until next week.

5. MISCELLANEOUS: Director Nelson informed the committee that if needed, the committee

can meet more than once a month.

6. ADJOURNMENT: The meeting adjourned at 4:41 PM.

Handouts/Documents Referenced:

- Agenda for March 5, 2020, meeting
- Draft minutes for February 6-14, 2020
- Draft minutes for January 30, 2020
- BP 6035 Communicable Diseases (new)
- AP 6035 Communicable Diseases (new)
- BP 6016 Incentive Program
- BP 6016 Incentive Program (proposed)

College Web Site Link:

Prepared by:

Norma Edwin

Date Distributed:

3/6/2020