

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
November 5, 2020	3:00pm-4:00pm (Pohnpei & Kosrae) 2:00pm-3:00pm (Chuuk & Yap)	Zoom Meeting

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Genevy Samuel	X		
2. Vice chair, HRC	Karen Kan-Lun Tu	X		
3. Secretary, CTEC Staff	Maureen Mendiola	X		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	X		
5. CHK Staff	Marylène Bisalen	X		
6. KSA Staff	Arlyntza J. Talley		X	
7. KSA Staff	Shrue-Miako Sahn		X	
8. NC Faculty	Leilani W. Biza		X	Off island
9. NC Faculty	Pearl H.Olter-Pelep		X	Daughter’s appt.
10. NC Staff	Norma Edwin	X		
11. NC Staff	Maryallen Manuel		X	Off island
12. NC Staff	Yolina Yamada	X		
13. NC Staff/CRE	Merleen Elias		X	
14. NC Staff/AS	Twyla Poll	X		
15. NC Staff	Josephine Kostka	X		
16. NC Staff	Tetaake Yee Ting	X		
17. NC Faculty	George Mangonon	X		
18. CTEC Faculty	Emmanuela Garcia	X		
19. CTEC Staff	Albert Amson		X	
20. Yap Staff	Reiko Azuma	X		
21. Yap Staff/CRE	Jacinta Laan	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call of Members 3. Review and Adoption 11/05/20 Agenda 4. Old Business:

- Adoption and Update of October 8 2020 minutes (to be shared upon receive)
5. New Business:
 - Campus Reps Share information
 - Review, discussion on following policies
 - a) BP No. 6005 – Positions & Classes of Positions
 - b) BP No. 6006 – Kinds of Positions and Appointments
 - c) BP No. 6013 – Holidays
 - d) Administrative Procedure No. 6036
 6. Miscellaneous
 - Update from Human Resources Director (Rencelly Nelson)
 - a) Adhoc Confidentiality Form
 - b) Insurance Update
 - Next Meeting Dec. 3, 2020
 7. Adjournment

1. **Call to Order:** Genevy called the meeting to order at 3:00 p.m.
2. **Roll Call of Members:** 15 out of 21 members or 71% are present
3. **Review of Agenda:** Emma moved to adopt the agenda and George seconded.
4. **Old Business:**
Update & Adoption of October 2020 Meeting
 - HRC Secretary did not attend the last HRC meeting and she was unable in getting the October minute out on time due to technical problem. The October 8 minute will be shared soon once it is completed.
5. **New Business:**
Campus Reps Share Information.
 - Kosrae Campus – None
 - Chuuk Campus – raised concerns in the area of bereavement
 - National Campus – George was glad to be back in the HR Committee
 - CTEC – Just wondering if Bert Esteban is still with HRC
 - Yap Campus – Nothing to shareReview, discussion on the following policies:
 - HRO Director transmitted the following existing policies for review because she's not making any actual changes to them. The only changes are the additions of numbers to the sections and capitalizations/formatting of headings to match HR policies.
 - Board Policy No. 6005 – Positions & Classes of Positions
 - Board Policy No. 6006 – Kinds of Positions and Appointments
 - Board Policy No. 6013 – Holidays
 - Administrative Procedure No. 6036
 - The only inclusion to PB 6006 is October 9-Teacher's Appreciation Day for Chuuk State. According to Norma, the original holiday policy limited holidays to ten in one year with

the stipulation that all national and host state holidays be observed. However, when Kosrae increased their state holidays, the limitation to ten holidays was dropped to eliminate conflict within the policy. Reiko asked if Yap Constitution Day (12/24) can be moved to a different date instead of having double administrative leave. Thus with minor technical and spelling issues, the committee voted to adopt these policies.

6. Miscellaneous:

7. ADJOURNMENT: The meeting adjourned at 4:00 p.m.

Handouts/Documents Referenced:

- Agenda for November 5, 2020 meeting
- Board Policy No. 6005 – Positions & Classes of Positions
- Board Policy No. 6006 – Kinds of Positions and Appointments
- Board Policy No. 6013 – Holidays
- Administrative Procedure No. 6036

College Web Site Link:

Prepared by:	Maureen Mendiola	Date Distributed:	11/22/2020
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