

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

Committee or Working Group:	Human Resources Committee
------------------------------------	---------------------------

Date:	Time:	Location:
February 4, 2021	3:00pm-4:00pm (PNI & Kosrae) 2:00pm-3:00pm (Chuuk & Yap)	On-Line Zoom Meeting

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, Chuuk Faculty	Genevy Samuel	X		
2. Vice chair, National Faculty	Karen Kan-Lun Tu	X		
3. Secretary, CTEC Staff	Maureen Mendiola	X		
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson		X	
5. CHK Staff	Marylene Bisalen	X		
6. KSA Staff	Arlynza 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		
10. NC Staff	Norma Edwin	X		
11. NC Staff	Maryallen Manuel		X	Off island
12. NC Staff	Yolina Y. Irons	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:	
------------------------------	--

Agenda/Major Topics of Discussion:
1. Call to order

2. Roll call and establishment of quorum
3. Review and Adoption of February 4, 2021 Agenda
4. New Business
 - a) Review and Adoption of January 14, 2021 minute
 - b) Reporting of any communication to and from the HRC State Campus Reps.
 - c) HRC Policy Development (August 2020-August 2021)
5. Old Business
 - a) Board Policy No. 6009 Compensations Policies and Practices
*See attachment for review and consideration (Propose Amendment)
6. Miscellaneous
 - a). Meeting for March 4, 2021
7. Adjournment

- 1. Call to Order:** Chairperson Genevy called the meeting to order at 3:00pm Pohnpei Time.
- 2. Roll Call of Members:** 15 out of 21 or about 70% members are present.
- 3. Review and Adoption of February 4, 2021 Agenda:** Marylene moved for the adoption of the agenda and seconded by George, the agenda was adopted.
- 4. New Business:**
 - Emma moved for adoption of the minutes for January 14, 2021 and seconded by Josephine with minor changes. Minutes were unanimously adopted.
 - Information sharing by state campus:
 - Kosrae Campus – nothing to share
 - National Campus – Status of the proposal to housing and travel allowance during Tetaake’s term and how to request for salary increase.
 - Chuuk Campus – Marylene wished to follow-up status on the bereavement leave that was brought up in the previous meetings. And Chair also requests for example: Computer Lab Monitor positions to have the same job description across the college.
 - CTEC – none to share
 - Yap Campus – none to share
 - HRC Policy Development:
 - Propose to review the Incentive Award Program
 - Look at previous minutes and advise if any action is taken
 - Work closely with Faculty Staff Senate to have a list of policies HRC has endorsed and update of its status.
 - Update on the 3 policies HRC has submitted to EC
 - Norma will inform HRC when FSS new officers are elected

- Stand-by Policy for Chuuk.

5. Old Business:

- BP. No. 6009 Compensation Policies and Practices. Chair will get more clarifications from HR Director on the 3 ways of compensation (Shift Differential, Over-time, and Stand-by) and share with HRC in the next meeting.

6. Miscellaneous:

- Members request HRC Checklist Policies to be shared in the next meeting.
- _____ moved for adjournment and _____ seconded. Our next meeting is March 4, 2021.

7. Adjournment: The meeting adjourned at 3:50 p.m.

Handouts/Documents Referenced:

- Agenda for February 4, 2021 meeting
- Minute for January 14, 2021 meeting
- Stand-by Policy for Chuuk
- Proposed Amendment to Policy No. 6009 to include Standby Duty Compensation

College Web Site Link:

Prepared by:

Maureen Mendiola

Date Distributed:

2/5/2021