

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
April 8, 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	Off island (Medical)
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:	
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Agenda/Major Topics of Discussion:
1. Call to order

2. Reading of the College Mission Statement
3. Roll Call and Establishment of Quorum
4. Review and Adoption of April 8, 2021 Agenda
5. Review and Adoption of March 4, 2021 minutes
6. Update from Campus Faculty / Staff & HR Reps
7. New Business
 - a) Effect of Pandemic to College Employees-Stranded Employees
 - b) Policy for Employees who need to leave the island due to medical and family emergencies. (What happen if the boarder still closes? What happen to their benefits?)
 - c) Committee Self-Evaluation Survey 2020-2021.
8. Old Business
 - a) Board Policy No. 6010 Leave
 - 1) #6 Letter B (If an employee travels out of state they may take up to five working days per occurrence). Define: Out of State?
9. Miscellaneous
 - a) Nomination and voting for HRC Chair for FY 2021 during May 2021 Meeting
10. Adjournment

- 1. Call to Order:** Due to technical issues with Chuuk Campus, Vice chair Karen is tasked to carry out the meeting.
- 2. Roll Call of Members:** 15 out of 21 or about 71.4% members are present.
- 3. Review of Agenda:** Norma moved to adopt the agenda and George seconded.
- 4. Old Business:**
 - Norma moved for adoption of March 4, 2021 minute and Twyla seconded. Minutes were unanimously adopted.
- 5. Campus Reps updates:**
 - National Campus – Vice chair reported no policies have been submitted to EC for review/endorsement as the timeframe is pretty short to get to the board's meeting. HRC will submit those policies to EC for their next meeting. The presidential search is being extended since the college cannot bring people from outside. Challenges being faced by employees serving on ad hoc committees on how to recommend candidates from overseas when our borders are still closed. The BA program is tentative to be opened in Fall 2021. Faculty

members are busy with their online classes.

- Kosrae Campus – Plan to have their incentive award ceremony on May 14 at Nautilus Resort Hotel. The place is big enough to accommodate big crowd, and with the current situation, this activity will corresponds with the covid-19 guidelines.
- CTEC – In the planning process for the 2021 Incentive Award Ceremony for CTEC. Received feedbacks from CTEC community and shared with HRC officers especially on issues: Maternity Leave, Salary Increase, Salary Freeze, and employees stranded outside the FSM that run out of leaves.
- Chuuk Campus. Also in the preparation process for their Incentive award ceremony. They suggest to revisit the job description for all IC's positions to be uniform.
- Yap Campus – None.

6. New Business:

- How will the college help employees stranded outside with no pay? Cabinet discussed this issue and recommends that those stranded employees will be on leave without pay and the college will be responsible for their benefits only.
- HRD encouraged all HRC members to complete the self-evaluation survey 2020-2021.

7. Old Business:

- If an employee travels out of state they may take up to five working days per occurrence. Define the word “out of state” under BP 6010 Leave Policy under Bereavement. HRD explained it can be outer islands because you travel out from the main island/state.

8. Miscellaneous:

- Election of new HRC chair. HRC members will submit their nominations electronically and voting will be held during the next HRC meeting, May 6, 2021.
- HR Director appreciate HRC feedbacks on the Strategic Measures II.8-11
- HRC Vice chair asked for feedbacks from HRC members on the maternity leave and donated sick leave policies.

George moved for adjournment and Tetaake seconded.

a) ADJOURNMENT: The meeting adjourned at 4:08 p.m.

Handouts/Documents Referenced:

- Agenda for April 8, 2021 meeting
- Minute for March 4, 2021 meeting
- Board Policy No. 6010

- Strategic Measure II.8-11

College Web Site Link:

Prepared by:

Maureen Mendiola

Date Distributed:

4/14/2021