

**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>
November 4, 2021	3:00pm-4:00pm (PNI & Kosrae) 2:00pm-3:00pm (Chuuk & Yap)	On-Line Zoom Meeting

<b>Members Present/Absent:</b>				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, National Faculty	Pearl H. Olter-Pelep		X	Maternity Leave
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		Online from Guam
6. CHK Staff	V-Three Raisom	X		
7. KSA Staff	Arlynza J. Talley		X	
8. KSA Staff	Shrue-Miako Sahn		X	
9. NC Staff	Norma Edwin		X	
10. NC Staff	Maryallen Manuel		X	
11. NC Staff	Yolina Y. Irons		X	
12. NC Staff/CRE	Merleen Elias		X	
13. NC Staff/AS	Twyla Poll		X	
14. NC Staff	Josephine Kostka		X	
15. NC Faculty	George Mangonon		X	
16. CTEC Faculty	Emmanuela Garcia	X		
17. CTEC Faculty	Bertoldo Esteban	X		
18. CTEC Staff	Albert Amson	X		
19. Yap Staff	Reiko Azuma	X		
20. Yap Faculty	Robert Yangerluo	X		
21. FMI Staff	Felisa Tmag		X	

<b>Additional Attendees:</b>	Reijalyn Paul
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<b>Agenda/Major Topics of Discussion:</b>
1. Call to order

2. Reading of the College Mission Statement
3. Roll Call and Establishment of Quorum
4. Review and Adoption of Agenda for November 04, 2021
5. Review and Adoption of minutes on October 28, 2021
6. Old Business
  - a) Administrative Procedure No. 6027 Tuition Waiver and Reduction
  - b) Board Policy No. 6035 Rehire Eligibility Policy
  - c) Administrative Procedure No. 6035 Rehire Eligibility
  - d) Board Policy 6036 (6033) and Administrative Procedures No. 6036 conducting Investigations into Breaches of Discipline or Misconduct
  - e) Policy Development Plan
7. New Business
  - a) Board Policy No. 6009 1. Minimum qualifications for instructors 2. Compensation for advanced degree for Management, Professional & Classified
  - b) Board Policy No. 6010 1. Accrual formula for management staff and when personnel are promoted from classified to Professional/Management 2. Donated leaves 3. Educational leave and requirements for online study programs.
8. Miscellaneous
9. Adjournment

Vice chair Karen Kan-Lun Tu called the meeting to order at 3:00pm Pohnpei Time. Chairwoman Pearl is still on maternity leave.

V-Three Raisom read the College Mission Statement.

Roll was called with 10 out of 21 or 48% members are present. Members are opted to carry out on the discussions but are not required to act on a motion.

Marylène moved for adoption of the November 04, 2021 agenda and V-Three seconded.

Review and Adoption of Minutes for October 28, 2021: Give time for members to review and submit their electronic votes by November 10, 2021.

Emma suggests that members send in their inputs to board policies No. 6035 and 6036 and then vote electronically.

AP No. 6027 Tuition Waiver and Reduction:

Employees when they wish to take courses “must first complete the probationary period on the job regardless of the type of job one has”. Second the employee will follow the steps prior to registration as stated in the AP.

Concern Yap Campus: What will happen to those employees who were laid off because they are not in compliance with the covid-19 vaccination:

HRD said the college requires mandatory vaccination for all employees’ exception to those who provides legitimate reasons of either medical or religious. She furthered explain for employees who are laid off due to grant non-extension, those employees will be the first to be considered in a vacancy based on qualification of that position.

AP No. 6035 Rehire Eligibility:

New form-File Closure is created for employees who plan to leave the college, and it has to be completed by the supervisor within 10 days from the last date of employment. The File Closure will summarize exit of the employee at the time of departure and copy will be provided to the employee as well.

This policy already approved by HRC and submitted to EC and now it is returned with comments.

The File Closure form process has the potential to break down if a supervisor is a poor supervisor/abusive or simply doesn’t know their position well.

AP No. 6036 Conducting Investigations into Breaches of Discipline or Misconduct:

This is a reference to BP6019 and 6029 but actually there’s no current policy on investigation. In case an incident happens on campus resulting to conduct investigations, the college has obligated to investigate criminal issues, work related or a dispute. All existing investigations are only authorized by the President so it is very difficult to have employees, who did not write precise reports to capture the whole incident, and these can cause the case very weak and some are ended up in a grievance hearing. It is a requirement to have a core of employees who are capable and are trained properly to carry out the investigation right away.

Miscellaneous

- HRC will vote on BPs 6001, 6004, and Aps 6027, 6035, and 6036 when final version is completed by HR Director.
- HR made the following announcements:
  - Final version will not be able to come out next week, will review the engagement survey results
  - Everything approved by HRC will be submitted to EC
  - Board meeting is scheduled for December 2021.
  - Start with accreditation updates
  - Hiring committee meetings every week
  - This month start working on IPEDS
  - Limit 2 policies to each meeting
- Vice chair asked why there’s no policies for February 2022
- Next HRC meeting scheduled for December 2, 2022

**2. Adjournment.**

The meeting adjourned at 4:05 p.m.

**Handouts/Documents Referenced:**

- Agenda for November 04, 2021 meeting
- AP No. 6027
- BP No. 6035
- AP No.6035
- BP & AP No. 6036
- BP No. 6009
- BP No. 6010

**College Web Site Link:**

**Prepared by:**

Maureen Mendiola

**Date Distributed:**

11/10/2021