

**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>
January 20, 2022	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		
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. CHK Faculty	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	Sick
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>	
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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 January 13, 2022
5. Review and Adoption of revised minutes for December 2, 2021
6. Old Business
  - a) Board Policy No. 6009 1. Minimum qualifications for instructors 2. Compensation for advanced degree for Management, Professional & Classified – a proposal drafted by Emma
  - 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
  - c) Policy Development Plan
  - d) Review HRO revised BP/AP
  - e) Board Policy No. 6036 Investigation and AP No. 6036
  - f) Board Policy No. 6035 Rehiring Eligibility and AP No. 6035
  - g) AP No. 6027 Tuition and Waiver Reduction
  - h) Board Policy No. 6004 Administration
  - i) Board Policy No. 6001 Purpose and Scope
7. Miscellaneous
8. Adjournment

- 1. Call to Order:** Chairperson Pearl called the meeting to order at 3:00pm Pohnpei Time.
- 2. Reading of the College Mission Statement:** Pearl read the College Mission Statement.
- 3. Roll call and Establishment of Quorum:** Secretary Maureen made the roll call and 12 out of 21 were present. Seven (7) members called in later so that made a total of 19 out of 21 or 90.5% members present.
- 4. Review and Adoption of January 13, 2022 Agenda:** George moved for adoption of the agenda and Karen seconded.
- 5. Review and Adoption of revised Minutes for December 2, 2021:** Minutes for December 2, 2021 was approved and adopted electronically.
- 6. Old Business:**
  - A. BP 6009 Compensation Policies:

#1. Minimum qualifications for instructors. HRD will draft a brief explanation and attach the letter from Emma and transmit to Curriculum committee for review and input.

#2. Compensation for advanced degree for Management, Professional, and Classified is tabled for next meeting. There are concerns that have been raised by the college community but nothing has been done. This will be shared again in the next meeting.

B. BP 6010 Leave Policies:

This will be discussed in the next meeting and run the feedbacks thru the Curriculum committee.

C. Policy Development Plan:

Two (2) policies (BP 6011 and BP 6012) were forwarded to EC.

In the calendar that was shared, HRD has made modifications to BP. 6017 and will share with HRC for review. HRD further advised HRC to focus on policies that are more urgent.

D. Review HRO revised BP/AP:

These were never adopted until now yet modifications are made and highlighted in blue color and will be shared with HRC.

E. BP No. 6036 & AP No. 6036 Conducting Investigations into Breaches of Discipline or Misconduct: George moved to adopt and V-Three second. HRC has finally endorsed and adopted board policy on Investigation.

F. BP No. 6035 & AP No. 6035 Rehire Eligibility. VC Karen has shared the comments from Yap Campus basically pretty much on grammar and typo. HRD will make the changes and share with HRC.

G. AP No. 6027 Tuition and Waiver Reduction. Norma moved to adopt and Yolina seconded with modification by HRD. HRC has endorsed and adopted.

H. BP No. 6004 Administration. Norma moved to adopt with changes are highlighted in blue color and George seconded. HRC has endorsed and adopted.

I. BP No. 6001 Purpose and Scope. Norma moved to adopt and Marylene seconded.

HRD further advised HRC to make endorsement with consideration of those recommendations from Yap Campus.

Miscellaneous:

- Bob apologized for coming in late and missed most of the deliberations, but to mark late instead of absent.
- HRD reminded HRC that February 17 is the last day to review policies and submit before board's meeting in March.
- To update HRC TOR.
- Activities for February in the Master Plan Calendar are missing.
- Additional seminar on leave policies is tentative for next month as well the priorities for the

2018 summit.

- George moved for adjournment and Albert seconded.

7. Adjournment.  
The meeting adjourned at 4:02 p.m.

- Handouts/Documents Referenced:**
- Agenda for January 20, 2022 meeting
  - BP 6009
  - BP 6010
  - Policy Development Plan
  - Review HRO revised BP/AP
  - BP 6036 and AP 6036
  - BP 6035 and AP 6035
  - AP 6027
  - BP 6004
  - BP 6001

**College Web Site Link:**

<b>Prepared by:</b>	Maureen Mendiola	<b>Date Distributed:</b>	1/24/2022
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