

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

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| Committee or Working Group: | Human Resources Committee |
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| Date: | Time: | Location: |
| January 19, 2023 | 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, National Faculty | Pearl H. Olter-Pelep | X | | |
| 2. Vice chair, National Faculty | Karen Kan-Lun Tu | X | | |
| 3. Secretary, Yap Staff | Reiko Azuma | X | | |
| 4. “Ex-Officio Member” Director, HRO | Rencelly Nelson | | X | |
| 5. CHK Staff | Marylene Bisalen | X | | |
| 6. CHK Faculty | V-Three Raisom | | | |
| 7. KSA Staff | Arlynza J. Talley | X | | late |
| 8. KSA Staff | Shrue-Miako Sahm | | | |
| 9. NC Staff | Maryallen Manuel | | | |
| 10. NC Staff | Yolina Y. Irons | X | | |
| 11. NC Staff/CRE | Merleen Elias | | X | |
| 12. NC Staff/AS | Twyla Poll | | X | |
| 13. NC Staff | Josephine Kostka | | X | |
| 14. NC Faculty | George Mangonon | X | | late |
| 15. CTEC Faculty | Emmanuela Garcia | X | | |
| 16. CTEC Faculty | Bertoldo Esteban | X | | |
| 17. CTEC Staff | Albert Amson | | X | |
| 18. Yap Faculty | Robert Yangerluo | X | | late |
| 19. FMI Staff | Felisa Tmag | | X | |
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| 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 Agenda for January 19, 2023
5. Review and Adoption of minutes for November 10, 2022
6. Old Business
 - a. Board Policy No.6010 Leave Policies
 1. Maternity leave
 - a. Feedback from all state campus
 - b. Revision from HRD on BP6010
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:** Reiko made the roll call and 9 out of 19 were present, which is 47% of its members. Marylene, Arlynza, George, and Robert joined after roll call was made.
- 4. Review and Adoption of January 19, 2023 Agenda:** George moved for adoption and Yolina seconded after changes were made.
- 5. Review and Adoption of Minutes for November 10, 2022:**
 Minor changes were made: all the spellings of “pole” were corrected to spell “poll”, “executed committee” was changed to “executive committee”.

 George moved for adoption and Marylene seconded after all the changes were made.
- 6. Old Business:**
 - a. Board Policy No. 6010 Leave Policies
 - Reviewed the BP6010 with changes in blue, corrected the spelling of “leave” in item #1 & 2.
 - Robert expressed his concern about reviewing this policy again when it was already reviewed by HRC and thought the main topic to discuss today was “Maternity Leave”, Chairperson responded the policy was sent back from HRD with more changes for HRC to review.
 - Maternity Leave:
 1. Kosrae Campus – no comments. Arlynza asked for time to get feedback from employees.
 2. Yap Campus – Bob shared the feedback from the 13 people who responded to the survey.

Majority favored to extend it to 3 months. He inquired about who makes the final decision on the changes. Chairperson responded that the HRC reviews the feedback, agree on a time limit, then it will be ready to share.

3. Chuuk Campus – Marylene shared the feedback collected by V-Three. Majority wants to extend the 10 working days to 1-3 months. Marylene’s own recommendations were to extend it to 15-20 days of Maternity Leave and use their annual or sick leave for additional days.
4. CTEC – Emma shared the feedback from CTEC that the 10 days is not enough for the child bearing employees and to extend it. Emma brought up the new law for National government employees which is 40 days of maternity leave.
5. National Campus – George added a feedback from an employee who underwent C-section saying 10 days is not enough.

Chair Pearl suggested to put together the comments and share to all for adoption at the next HRC meeting.

- Bereavement leave: Chairperson Pearl will confirm Emma’s inquiry if employees traveling out of state, like to the Philippines for funeral, are still given only 10 days. Robert will email his comments of 15 days to Chair Pearl. Emma will also email her comments to Chair Pearl.
- Educational leave: Made minor grammatical corrections.
- Definition of Normal Commuting Distance: Corrected the spelling of “Rumung”.

7. Miscellaneous:

8. Adjournment: Robert moved, Karen seconded, and the meeting adjourned at 3:20 PM.

Handouts/Documents Referenced:

- Agenda for January 19, 2023 meeting
- November 10, 2022 minutes
- BP 6010
- Comments on Maternity Leave from Chuuk Campus, Yap Campus, and CTEC

College Web Site Link:

<https://comfsm.zoom.us/j/96638498047>

Should be used for the HRC meeting throughout 2023.

Prepared by:

Reiko Azuma

Date Distributed:

January 30, 2022