

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
August 31, 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 Campus Faculty	Karen Kan-Lun Tu	X		
2. Vice chair-to-be, CHK Faculty	V-Three Raisom	X		
3. Secretary, Yap Staff	Reiko Azuma	X		
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson			Absent
5. CHK Staff	Marylene Bisalen	X		
6. KSA Staff	Arlynza J. Talley		X	
7. KSA Staff	Shrue-Miako Sahm		X	
8. NC Staff	Maryallen Manuel	X		
9. NC Staff	Yolina Y. Irons			Absent
10. NC Staff/CRE	Merleen Elias		x	
11. NC Staff/AS			X	Not assigned
12. NC Staff	Josephine Kostka	X		
13. NC Faculty	Pearl H. Olter-Pelep	X		
14. NC Faculty	George Mangonon		X	Assigned to another committee
15. CTEC Faculty	Emmanuela Garcia	X		
16. CTEC Faculty	Bertoldo Esteban		X	
17. CTEC Staff	Albert Amson			No longer with us
18. Yap Faculty	Robert Yangerluo		X	absent
19. FMI Staff				Not Assigned

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 August 31, 2023.
5. Old Business
 - a. Members
 - b. TOR
6. New Business
 - a. New Officers
 - b. BP 6014
 - c. EC item – BP 6010
 - d. EC item – BP 6007
 - e. EC item – BP No. 2xxx – Mental health and well-being policy
7. Miscellaneous
8. Adjournment

1. **Call to Order:** Chairperson Karen called the meeting to order at 3:05pm 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 8 out of 19 were present or 63% members presented.
4. **Review and Adoption of August 31, 2023 Agenda:** Pearl suggested to add the policy titles to the policies. Marylene moved, Pearl seconded, and the agenda was approved with changes.
5. **Old Business:**
 - a & b Members & TOR:** HRC membership list needs to be updated. One suggestion is to minimize the number for National Campus in order to meet quorum at future HRC meetings. Chair to ask Rencelly to reach out to the Deans and ICs to assign their HRC representative. Emma added that no representative from Faculty Staff Senate has attended thus far.
6. **New Business:**
 - a. New Officers:** Chair Karen is a new program coordinator and might be assigned to another committee. V-three was nominated and accepted the Vice Chair position. Emma was nominated by Pearl to be chairperson, but Emma commented she will be busy with the new course she has been assigned to teach. Pearl nominated Marylene but she comment to have a representative from another campus since the vice chair is from chuuk too. V-Three added his class schedule will be in conflict with the HRC monthly meetings.
 - b. BP 6014:** Lawyers' suggestion to Rencelly is to offer the benefit to all employees instead of

just full time employees.

- i. Yap Campus: Reiko shared the comments from her unit which suggest to consider other variables such as break time, off work hour time, and alcohol consumption during work parties, and etc. Emma suggested to bring the comments for the lawyer’s suggestions.
- ii. Chuuk Campus: V-Three has no comments.

- c. **EC item BP 6010 Leave:** Chair Karen is unable to ask Rencelly the outcome of HRC’s recommendations for the Maternity Leave. New recommended changes sent from VP Jennifer was reviewed. Changes include the number of leaves to be paid out, carried over to next fiscal year, and etc. Yap Campus: One comment is “who are the temporary employees”? Pearl recommended to defer to next meeting when Rencelly joins us for her guidance.
- d. **EC item – BP 6010:** defer to next meeting.
- e. **EC item – BP 6007:** defer to next meeting.
- f. **EC item – BP No. 2xxx – Mental Health and Well-being policy:** defer to next meeting

7. Miscellaneous
 Pearl will locate and send the evaluation for HRC committee that was supposed to be filled out last spring semester.

8. Adjournment
 Pearl moved to adjourn the meeting at 4:00 p.m. PNI time.

- Handouts/Documents Referenced:**
- Agenda for August 31, 2023 meeting
 - TOR
 - Annual Leave Policy-COM-FSM revised
 - Annual Leave references
 - Draft-BP No. 2xxx- Mental Health and Well-Bring ver1-7-16-2023 Student Success Committee feedbacks
 - Exempt Class – Policy Draft
 - Policy Development Plan
 - Sponsered Program Manual

College Web Site Link:
<https://comfsm.zoom.us/j/91468684195>
 Should be used for the HRC meeting throughout 2023.

Prepared by:	Reiko Azuma	Date Distributed:	10/5/2023
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