

**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: |
| September 7, 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 | X | | |
| 5. CHK Staff | Marylene Bisalen | X | | |
| 6. KSA Staff | Arlynza J. Talley | | X | absent |
| 7. KSA Staff | Shrue-Miako Sahm | | X | absent |
| 8. NC Staff | Maryallen Manuel | X | | |
| 9. NC Staff | Yolina Y. Irons | | X | absent |
| 10. NC Staff/CRE | Merleen Elias | | X | absent |
| 11. NC Staff/AS | | | | Not assigned |
| 12. NC Staff | Josephine Kostka | X | | |
| 13. NC Faculty | Pearl H. Olter-Pelep | X | | |
| 14. NC Faculty | | | X | |
| 15. CTEC Faculty | Emmanuela Garcia | X | | |
| 16. CTEC Faculty | | | | Not Assigned |
| 17. CTEC Staff | | | | Not Assigned |
| 18. Yap Faculty | Robert Yangerluo | | X | absent |
| 19. FMI Staff | | | | Not Assigned |
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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 September 7, 2023.
5. New Business
 - a. EC item – BP 6010
 - b. EC item – BP 6007
 - c. EC item – BP No. 2xxx – Mental health and well-being policy
6. Old Business
 - a. Members
 - b. TOR
 - c. New Officers
 - d. BP 6014
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 14 were present or 57% members presented, not including members who are no longer in the committee.
4. **Review and Adoption of September 7, 2023 Agenda:** Agenda was reviewed and changes were made. Pearl moved to adopt the agenda, Rencelly seconded, and the agenda was adopted with changes.
5. **Review and Adoption of August 31, 2023 minutes:** Reiko to send out the August 31, 2023 minutes.
6. **New Business:**
 - a. **EC item – BP 6010 Leave policy (annual leave)**
 - i. Yap Campus comments: (1) Who are the temporary employees?; (2) Does the “years of service” include the years employees served under special contract? Rencelly clarified that temporary employees are those who are not permanent employees but are hired under contract. She also clarified that years of services depends, if its regarding the incentive award then it doesn’t count, but in terms of qualification then those years on special contract will count in the assessment.
 - ii. Rencelly commented that more explanation is needed for the reason for the highlighted recommended changes on the annual leave.
 - iii. Committee reviewed the reference document from VP Jennifer which shows the comparison of annual leave payout between our college and other college institutions.
 - iv. Marylene commented she doesn’t want to throw away the hard earn leaves that she

has accumulated. She further explains how annual leaves can be handy in future situations where sick leaves cannot cover.

- v. Committee unanimously agreed to recommend not having a limit on the leaves accrued. Both suggestions from each campus and the HRC recommendation will be shared to EC for their review.

b. EC item – BP 6007 Employment (Exempt Class)

- i. Rencelly commented about the changes and explained about the fully funded grants and inquired what pay scale will they use, and if they incorporated the pay scale according to the payscale in the shared sponsored program manual.
- ii. Emma thinks the fully funded term is questionable due to the programs using the college facilities and processes their paperwork. She suggests it to be a different policy.
- iii. Rencelly commented about the difficulty to compete with the programs if the program's salary is higher, but it is also good too.

c. EC item – BP No. 2xxx- Mental health and Well-being policy

- i. This new proposed policy was reviewed. Need for mental health facility is definite but the resources to provide what's offered might be difficult to obtain. Mental health consultant should also consider the ratio, such as how many should be hired per campus. Rencelly also commented on keeping the first section of the policy and send for review, procedures can be worked out later.

- BP 6014 will be further discussed at next meeting after collecting more clarification on the proposed changes.

7. Miscellaneous

- Emma inquired about getting the finalized listing of HRC members. Bertoldo might be moved to Curriculum Committee. Rencelly will have Sra attend next HRC meeting. FMI also still pending a representative.
- Rencelly shared about the COM-FSM entering into a settlement agreement with the Chuuk Health Plan. Employees not in MiCare are to enroll in the Chuuk Health plan by law, effective September 1, 2023.

8. Adjournment

- Reiko and Marylene moved to adjourn the meeting at 4:13p.m. PNI time.

Handouts/Documents Referenced:

- Agenda for September 7, 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.

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