

**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>
October 5, 2023	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 Campus Faculty	Karen Kan-Lun Tu	X		
2. Vice chair, National Campus Faculty	Pearl H. Olter-Pelep	X		
3. Secretary, Yap Staff	Reiko Azuma	X		
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson	X		
5. CHK Staff	Marylène Bisalen	X		
6. CHK Faculty	V-Three Raisom		X	
7. KSA Staff	Arlynza J. Talley		X	
8. KSA Staff	Shrue-Miako Sahm		X	
9. NC Staff	Maryallen Manuel		X	
10. NC Staff	Yolina Y. Irons		X	Absent
11. NC Staff/CRE	Merleen Elias		x	
12. NC Staff	Josephine Kostka	X		Late
13. CTEC Faculty	Emmanuela Garcia	X		
14. CTEC Staff	Sra Mackwelung	X		Late
15. Yap Faculty	Robert Yangerluo	X		
Not filled positions				
16. FMI staff				
17. KSA Faculty				
18. Faculty and Staff Sen.				
19.				

<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 October 5, 2023.
5. Review and Adoption of Minutes for August 31, 2023 & September 7, 2023.
6. Old Business
  - a. TOR
  - b. New officers
  - c. BP 6014 Institutional Benefits
7. New Business
  - a. BP 6016 Incentive Program
  - b. BP 6020 Sexual Harassment
8. Miscellaneous
9. Adjournment

- 1. Call to Order:** Chairperson Karen called the meeting to order at 3:05pm Pohnpei Time.
- 2. Reading of the College Mission Statement:** Robert read the College Mission Statement.
- 3. Roll call and Establishment of Quorum:** Reiko made the roll call and 6 out of 14 were present or 43% members presented, Josephine and Sra joined after roll call was made.
- 4. Review and Adoption of October 5, 2023 Agenda:** Pearl moved to adopt, Emma seconded, and the agenda was adopted with changes by a unanimous vote.
- 5. Review and Adoption of Minutes for August 31, 2023 & September 7, 2023.** Deffered to e-vote due on October 13, 2023.
- 6. Old Business:**
  - Item a. TOR & b. New Officers:** HRC membership list needs to be updated. On the TOR, one suggestion is to lessen the number of members from National Campus in order to meet quorum at future HRC meetings. Chairperson will reach out to VPIEQA to reach out to FMI Director to appoint one faculty and another representative. Emma added that no representative from Faculty Staff Senate has attended thus far.
  - c. New Officers:** Karen will continue to serve as the Chairperson. V-three was nominated but his class schedule will be in conflict with the HRC meetings. Pearl was nominated to be vice chair and all voted in favor to have her in that position.

## 7. New Business:

### a. BP 6014 Institutional Benefit:

Rencelly went over the changes in the policy. Changes include:

- Extending the workers compensation to all employees instead of only full time employees,
- Adding the requirement for medical certificate
- Employees on special contract who got injured on the job will be on full pay status provided they submit a monthly certification from the doctor.
- Definition of a physician is added to justify what a physician is and in order to differentiate from a cultural doctor.

Majority agreed to endorse the policy with the changes and Rencelly will forward it to the lawyer for his review and input.

### b. BP 6016 Incentive Program

Rencelly shared the revised policy and explained the proposed changes she made to it. She then shared the feedback from other campuses from several years back. This policy has not been changed since it was made in 1993.

HRC members will share the revised policy to their units and gather feedback which will be shared at the next HRC meeting.

Karen inquired about the limit for monetary award. Rencelly responded that yes there's a limit and that we should be considerate of it when proposing the amount of monetary award.

### c. BP 6020 Sexual Harassment

Rencelly shared the revised policy and explained the proposed changes. Lawyer proposed a general policy which this revised policy will be referencing.

HRC members will share the revised policy to their units and gather feedback which will be shared at the next HRC meeting.

## 8. Miscellaneous

## 9. Adjournment

Bob moved to adjourn the meeting at 4:00 p.m. PNI time.

## Handouts/Documents Referenced:

- Agenda for October 5, 2023 meeting
- TOR
- BP 6014 Institutional Benefit
- BP 6016 Incentive Program
- BP 6020 Sexual Harassment

<b>College Web Site Link:</b>
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<a href="https://comfsm.zoom.us/j/91468684195">https://comfsm.zoom.us/j/91468684195</a>
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Should be used for the HRC meeting throughout 2023.
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<b>Prepared by:</b>	Reiko Azuma	<b>Date Distributed:</b>	10/5/2023
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