

**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>
November 2, 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	absent
8. KSA Staff	Shrue-Miako Sahm		X	absent
9. NC Staff	Maryallen Manuel	X		
10. NC Staff	Yolina Y. Irons		X	absent
11. NC Staff/CRE	Merleen Elias		X	absent
12. NC Staff	Josephine Kostka	X		
13. CTEC Faculty	Emmanuela Garcia	X		
14. CTEC Staff	Sra Mackwelung		X	absent
15. Yap Faculty	Robert Yangerluo	X		
Not filled positions				
16. FMI staff				
17. KSA Faculty				
18.				
19.				
20.				

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
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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 Nov 2, 2023
5. Review and Adoption of October 5, 2023 minutes
6. Old Business
  - a. BP 6016 Incentive Program
  - b. BP 6020 Sexual Harassment
  - c. Policy feedback sharing from each campus
7. New Business
  - a. BP 6015 Professional Development Plan
8. Miscellaneous
9. Adjournment

1. **Call to Order:** Chairperson Karen called the meeting to order at 3:00pm Pohnpei Time.
  2. **Review on the agenda:** Bob moved for adopting the agenda and Emma second the motion.
  3. **Reading of the College Mission Statement:**
  4. **Roll call and Establishment of Quorum:**
- Review and Adoption of October 2023 minutes:** Members have not received anything yet. So members will need to adopt the minutes electronically.
5. **Old Business**  
**Comments on BP6016**
    - Comments were shared from Marylene and that was Dean Kind Kanto's comment.
    - The comments were based on how to choose the employee of the month, and how the process should go about since each campus state or office should choose their own employee of the month rather than having other campus choose from the other campuses and they don't know much about those employees.
    - Employee from other campuses do not know much about other employee campus so they should allow each campus to choose their own employee of the month.

### **Yap campus**

- Bob mentioned that most of the time he relies on Reiko to initiate the information from HRC to the staff and faculty so they will need more time to get all the feedback from them.
- Still not able to get feedback or comments from Yap campus.

### **CTEC campus**

- Received no comments but Emma has commented on having a criterion that should be more specific and a rubric in case there are ties so you can really see who gets the reward.
- Chair asked Kosrae campus if they are in the meeting but Director Rencelly explained that they may have internet problems so the IT consultant traveled to Kosrae to help them out.

### **National campus**

- Pearl did not receive any feedback from any of the faculty yet.
- Karen received feedback from the National campus in the attached file from faculty members only.
- Mary was not able to receive any feedback from National campus staff yet.
- Bob also shared that he read through feedback from the National campus staff and the feedback were from the ones that Karen has shared.
- Comments on board policy on 6016 coming from CTEC, Chuuk campus, Kosrae campus and National campus staff (separate document)
- One current policy and incentive for faculty and staff and it only happens during the month of May and the awards are faculty of the year and staff of the year.
- There were comments from all campuses that Director Rencelly was sharing but the comments were from few years ago in 2018.
- Director Rencelly is explaining that she wants to hear out new ideas on this specific policy from all the members for the state campus. What would work and how HR can give incentives for employees. Instead of reviewing or just commenting on what Rencelly shared but share new ideas.
- Work time leave is not applicable and even if faculty asks for sick leave they still need to do make up and that is not an incentive award.
- Somebody asked to reduce teaching load after certain years. Reducing one credit every 5 years or every 10 years.
- It was also mentioned from one of the faculty members that it is efficient to get incentive for faculty and that would be a teaching load.
- Karen recommended this type of incentive for faculty.
- Since Yap is still collecting feedback and Kosrae has not feedback yet Chairwoman asked if everyone can collect their feedback and shared with everyone after 2 weeks.
- -Everyone should submit their feedback by November 16, 2023-

## **6. New Business:**

### **Sexual harassment**

- Bob asked if they can get more time to collect feedback for the policy on sexual harassment.
- Marylene shared the comment that was given by the Dean Kind Kanto from Chuuk campus.
- Chairwoman Karen has read out the comments on BP 6020

#### **Comments on BP 6020 from Chuuk campus**

- responsibilities if implementation means enforcement who is responsible for taking reports and initiating investigation violations considering our culture is more likely often females will be the victims and they will be more comfortable in sharing with a female staff or Title IV specialist. We need to have a female Title IV specialist at each campus.
- Who will ensure are aware of familiar with this policy? Who is responsible in letting others know about the policy? Why is it not emendating component of the new employee of the HR office. Is it not appropriate if the COM-FSM create a form like the drug free form where it will be written "I so and so have read and familiar with the sexual harassment policy".
- Director Rencelly mentioned that a manual is given to a new employee that every new hire should read first. All new hires sign a form that indicates that they have read the whole manual.
- Chairwoman Karen also added that supposedly it is one of the policies that has been there for so many years already.
- Rencelly mentioned that VPEMSS is the Title IX coordinator and it is not in the policy because it is a requirement for a college to have a Title IX that are receiving US federal grant and there is a regulation that the college follows too.
- Counselors are appointed at each campus too.
- Director Rencelly mentioned that there were minor changes that were made for this policy and they can keep it confidential for any type of matter unless someone needs information for a hearing.
- Director Rencelly also mentioned that the President is the only person who will authorize any investigation for criminal activity for sexual harassment or appoint suitable people to do the investigation.
- Bob asked a question in regards on where to do they contact if a case occurs and Rencelly explained that there is a procedure that they follow.
- Rencelly has shared a list of procedures and process of filing a complaint and all the details on the form of sexual harassment on Title IX.

The following procedures are indicated below.

1. They will need to indicate whether they want to be named or they want it to be anonymous.
2. If it is anonymous then it will be very hard to go through court or have a hearing.
3. It also goes to the supervisor and their Vice presidents for review and signature too.

#### **7. Miscellaneous**

- Next meeting will be on December 07, 2023.
- No Holiday on this date so this will be the last meeting for HRC meeting for fall 2023.

#### **8. Adjournment**

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

**Handouts/Documents Referenced:**

- BP 6015
- BP 6016
- BP 6020
- Feedback from the National campus

**College Web Site Link:****Prepared by:**Pearl Habuchmai  
Olter-Pelep**Date Distributed:**

December 04, 2023