

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
March 7, 2024	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	✓		
2. Vice chair, NC Faculty	Pearl H. Olter-Pelep	✓		
3. Secretary, Yap Staff	Reiko Azuma	✓		
4. “Ex-Officio Member” Director, HRO	Rencelly Nelson	✓		
5. CHK Staff	Marylene Bisalen	✓		
6. CHK Faculty	V-Three Raisom		✓	
7. KSA Staff	Arlynza J. Talley	✓		late
8. NC Staff	Maryallen Manuel		✓	sick leave
9. NC Staff	Yolina Y. Irons	✓		
10. NC Faculty	Reynaldo Garcia	✓		
11. NC Staff/CRE	Merleen Elias	✓		
12. NC Staff	Josephine Kostka	✓		late
13. CTEC Faculty	Emmanuela Garcia	✓		
14. CTEC Staff	Sra Mackwelung		✓	
15. Yap Faculty	Robert Yangerluo	✓		
16. FMI Staff	Petrus Ken	✓		

Additional Attendees:

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 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 March 7, 2024.
5. Review and Adoption of Minutes – February 2, 2024 (in google doc.)
6. Old Business
 - a. Board meeting Sept. outcome
 - b. BP/AP No. 6006 Kinds of Positions and Appointments
 - c. BP/AP No. 6009 Compensation
 - d. Policy feedback sharing from each campus
7. New Business
 - a. BP/AP No. 6029 Code of Ethics (collect feedback)
 - b. BP/AP No. 6030 Emeritus Professor (collect feedback)
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:** Pearl read the College Mission Statement.
- 3. Roll call and Establishment of Quorum:** Reiko made the roll call and 9 out of 15 were present or 60% members presented.
- 4. Review and Adoption of March 7, 2024 Agenda:** “Moment of Silence” to be added to agenda. Emma moved to adopt and Marylene seconded.
- 5. Review and Adoption of February 1, 2024 Minutes:** Reiko to upload to google documents for committee review and changes.
- 6. Old Business:**
 - 1) BP/AP 6006 Kind of Positions and Appointments
 - a) Yap Campus – Reiko and Bob requests for extended time to gather feedback from unit.
 - b) Chuuk Campus – Marylene received no feedback from her unit. She also has no comment.
 - c) CTEC Campus – Emma also received no feedback. She, too, has no comment.
 - d) Kosrae Campus – Arlynza will collect feedback from her unit.
 - e) National Campus – No feedback received. They will try to gather feedback in person.
 - f) FMI Campus – Petrus will collect feedback.
 - 2) BP/AP 6009 Compensation
 - a) Rencelly shared the updates on AP 6009 Compensation.
 - i) This policy is being split into two separate policies. One policy will hold the compensation information and the second policy will address other compensation matters. She is making modifications to correspond to the job audit’s recommended changes to BP 6017. She further shared about the removal of the WES report equivalency requirement after the VPIEQA/Accreditation Liaison Officer (ALO) confirmed

that the accreditation standard does not require it. Official transcripts are still a requirement.

- “Vocational” will be changed to “Technical” so that the terminology is correct.
- She’s working on adding a policy on compensation for a staff who is designated to carry out the full duties of a vacant position.
- “Division chairs” will be changed to “Instructional Coordinators” since it’s no longer applicable.
- She will put together the revised policies and send to HRC for feedback.

7. New Business:

- a. BP/AP No. 6029 Code of Ethics (collect feedback)
- b. BP/AP No. 6030 Emeritus Professor (collect feedback)

8. Miscellaneous

- Next meeting will be on April 11, 2024 at 1pm PNI/KSA Time.

9. Adjournment – Pearl moved to adjourn. Meeting was adjourned at 2:03pm PNI/KSA time.

Handouts/Documents Referenced:

- Agenda for March 7, 2024
- February 1, 2024 minutes – To be uploaded to Google Docs.
- BP/AP No. 6006 Kinds of Positions and Appointments
- BP/AP No. 6009 Compensation
- BP/AP No. 6029 Code of Ethics (collect feedback)
- BP/AP No. 6030 Emeritus Professor (collect feedback)

College Web Site Link:

<https://comfsm.zoom.us/j/91468684195>

Should be used for the HRC meeting throughout 2024.

Prepared by:

Reiko Azuma

Date Distributed:

April 11, 2024