

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
February 1, 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		✓	
8. NC Staff	Maryallen Manuel		✓	sick leave
9. NC Staff	Yolina Y. Irons	✓		
10. NC Staff/CRE	Merleen Elias		✓	sick leave
11. NC Staff	Josephine Kostka	✓		late
12. CTEC Faculty	Emmanuela Garcia	✓		
13. CTEC Staff	Sra Mackwelung	✓		
14. Yap Faculty	Robert Yangerluo	✓		
15. FMI Staff	Petrus Ken	✓		

Additional Attendees:

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 February 1, 2024.

5. Review and Adoption of Minutes
6. Old Business
 - a. Policy development plan
 - b. BP/AP 6016 Incentive Program
 - c. BP/AP 6015 Professional Development Plan
 - d. Policy feedback sharing from each campus
7. New Business
 - a. Board Policy/ AP No. 6006 Kinds of Positions and appointments (collect feedback)
 - b. Board Policy/AP No. 6009 Compensation (collect feedback)
 - c. New membership
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:** V-Three read the College Mission Statement.
- 3. Roll call and Establishment of Quorum:** Reiko made the roll call and 10 out of 14 were present or 80% members presented.
- 4. Review and Adoption of Feb 1, 2024 Agenda:** Pearl moved, Emma seconded, and all voted in favor to adopt the agenda as is.
- 5. Review and Adoption of Minutes:**

Karen suggested to upload minutes to google format, 6 approved, no one disapproved of the suggestion. Reiko will upload the February meeting minutes and add members to edit.
- 6. Old Business:**
 - a. Policy development plan
 - 1) Policy Development Plan for August 2023 – July 2024 was reviewed.
 - a) No change was made to the TOR. Membership listing was updated today.
 - b) VPIEQA sent 4 Board Policies in September: 6010, 6014, 6007, and 2XXX Mental Health. HRC's recommendation was sent back to VPIEQA and no update, thus far.
 - c) In October, BP6020 Sexual Harassment was adopted and endorsed by HRC but they were advised to follow the lawyer's suggestion.
 - d) BP6016 raised in October 2023 is still in progress,
 - e) BP 6015 raised in November 2023 is also in progress,
 - f) In December, BP 6006 was not reviewed due to quorum not being met in the meetings scheduled for December 2023 and January 2024.
 - g) In February 2024, BP 6006 & 6009 are added to the agenda list for review.

b. BP/AP 6015 Professional Development

- Chair shared feedback from National and Chuuk campus. Some instructors inquired if a salary raise can be considered if they have a certificate that was hard to obtain which falls in the related field of the position. Marylene added her comment that she has no changes to add to the policy. V-Three inquired about if an employee receives funding for another source, for example DOE, then will the college not provide funding? Chair Karen responded that partial funding should not be conflicted in that case.

c. BP/AP 6016 Incentive program

- Feedbacks were shared from all campuses for review. Additional feedback was added.
 - Emma and Marylene both agreed that the “reduction of load” for the Faculty Award will complicate things since faculty must teach a minimum of 12 credit hours. Emma suggested to change “reduction of load” to monetary.
- Emma suggested to remove the Health Award because not all apply for sick leave even though they’re sick. Among Yap Campus’s feedback, one of it was to change the title for this award to Healthy Employee Award and to change the requirements for it.
 - Emma – health award – request to remove. Cant base award on submitted leaves.
 - Josephine agreed with Emma on the health award.
 - Rencelly commented about gathering ideas for awards that would incentivize employees to do a better job and remain engaged, effective, and efficient. No new sample ideas were brought up after feedback was shared. Karen added about also taking into account the realistic situation of the college when proposing ideas for awards. If award is monetary, will it be within the college’s budget?
 - Chair Karen suggested to have the policies under New Business will be the items to be discussed at the next meetings.
- BP 6009 – Emma shared about the recommendations regarding the compensation for the Vocational Instructors which forwarded to the next committee for review, no update thus far. It will be added to the comments at the next HRC meeting.
 - Rencelly shared that the salary pay scale will be reflecting the recommendations after the job auditing. Committee will review the policy and can suggest changes.

8. New Business:

- a. Board Policy/AP No. 6006 Kinds of Positions and Appointments (collect feedback)
 - i. V-Three raised one concern from his campus regarding the age limit for the Tuition Waiver. Rencelly suggest if the committee wishes to suggest changes to the age limit then to provide justifications. Chair Karen invites everyone to collect feedback to know if this is a major concern that needs to be addressed. Further discussion will be tabled so as to follow the schedule on the Master Policy in a timely manner.
- b. Board policy / AP No. 6009 Compensation (collect feedback)
- c. – Emma sent old comment for this policy.
- d. New membership

9. Miscellaneous

10. Adjournment

Emma moved, seconded by V-Three, and the meeting was adjourned at 4:07pm PNI/KSA time.

Handouts/Documents Referenced:

- Agenda for January 18, 2024
- Minutes for October 5 & November 2, 2023
- Policy Development Plan (Aug. 2023-July 2024)
- Feedback from campus on BP 6015 & 6016
- BP 6006 Kinds of Positions and Appointments
- AP 6006 Kinds of Positions and Appointments

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:

March, 2024