

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

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
April 11, 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		x	Off island/recruitment
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		x	
7. KSA Staff	Arlynza J. Talley		x	
8. NC Staff	Maryallen Manuel		x	
9. NC Staff	Yolina Y. Irons	✓		
10. NC Faculty	Reynaldo Garcia		x	
11. NC Staff/CRE	Merleen Elias	✓		
12. NC Staff	Josephine Kostka	✓		late
13. CTEC Faculty	Emmanuela Garcia	✓		
14. CTEC Staff	Sra Mackwelung		x	
15. Yap Faculty	Robert Yangerluo		x	On sick leave
16. FMI Staff	Petrus Ken	✓		

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 April 11, 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 3:11pm Pohnpei Time.
2. **Reading of the College Mission Statement:** Reiko read the College Mission Statement.
3. **Roll call and Establishment of Quorum:** Reiko made the roll call and 7 out of 15 were present or 47% members presented. Josephine reported she will be logging in soon. A quorum was obtained at 53%.
4. **Review and Adoption of April 11, 2024 Agenda:** Emma moved, Marylene seconded, and the agenda was adopted as is.
5. **Review and Adoption of February 1 & March 7, 2024 Minutes:** Reiko to upload to google documents for committee review and changes. Due by Next Thursday April 18th.
6. **Old Business:**
 1. **BP6028 Housing Allowance** – Thanked those who did the survey on google form in March 2024. Chair Karen put together the report and sent it to the VPs.
 2. **BP 6006 Kinds of Positions and Appointments:**
 - a. No comments from Yap, Chuuk, CTEC, and FMI Campus.
 - b. National Campus
 - i. Chair Karen inquired about the ratio between faculty and students and if we should cease hiring new faculty if student enrollment is low. Rencelly shared the Enrollment Management Campus Standard Key Indicators dated on Feb. 14, 2006 and added that the Management has not acted on any changes to it.
 - c. Revised BP6006 will be sent for review as is.
 3. **BP 6009 Compensation Policies**
 - a. **Yap Campus** – No comments.
 - b. **CTEC Campus** – Emma reminded about the suggested minimum requirement for vocational instructors.
 - c. **Chuuk Campus** – No comment.

- d. Chair Karen received a suggestion to change wording “Vocational” to “Technical” and other feedback. Chair Karen will send memo & attach feedback for Curriculum Chair and VPIA’s review.
4. **BP/AP 6029 Code of Ethics**
- a. **National Campus** – Karen shared that one faculty. Shared that some bullets can be combined. Emma noted that it was last revised in April 2020 and not yet reached the 5 year term yet.
- b. No comments from Chuuk, FMI, and Yap campus.
5. **BP/AP 6030 Emeritus Professor**
- a. Rencelly shared that the college has not considered any of those deceased to fill that position. Previous one passed away.
- b. No comments from Yap, FMI, and Chuuk Campus.
- c. CTEC – Change “division chair” to “IC” on Item 8, 5th bullet.
7. **New Business:**
- a. Collect feedback on BP/AP 6033 Personnel Policies & 6034 Professional Dress Guidelines.
8. **Miscellaneous**
- Next meeting will be on Thursday May 2nd. Members will be voting for new officers.
 - Rencelly announced about the Incentive Award Day in May. She encourages all to send in their nomination.
 - Rencelly shared about the different departments working on the drafted Strategic Plans.
9. **Adjournment** – Emma moved to adjourn. Meeting was adjourned at 4:04pm PNI/KSA time.

Handouts/Documents Referenced:

- Agenda for April 11, 2024
- February 1, 2024 minutes & March 7, 2024 – to provide feedback by April 18th
- 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:	May 2, 2024
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