

**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>
May 2, 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		x	On leave
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	✓		
11. NC Staff/CRE	Merleen Elias	✓		
12. NC Staff	Josephine Kostka	✓		
13. CTEC Faculty	Emmanuela Garcia	✓		
14. CTEC Staff	Sra Mackwelung	✓		late
15. Yap Faculty	Robert Yangerluo		x	
16. 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 May 02, 2024.

5. Review and Adoption of Minutes – April 11, 2024 (in google doc.)
6. Old Business
  - a. Update on BP/AP No.6009 Compensation
  - b. Board Policy / AP No.6033 Personnel Policies (share feedback)
  - c. Board Policy / AP No. 6034 Professional Dress Guidelines (share feedback)
7. New Business
  - a. Board Policy / AP No. 6019 Employee Discipline and Protection
  - b. New policy development plan for 2024-2025
8. Miscellaneous
  - a. New chair/officer
9. Adjournment

1. **Call to Order:** Chairperson Karen called the meeting to order at 3:00pm 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. Sra joined late.
4. **Review and Adoption of May 2, 2024 Agenda:** Emma moved, Pearl seconded, and the agenda was adopted as is.
5. **Review and Adoption of April 11, 2024 Minutes:** Reiko uploaded the minutes to google documents for committee to review and input changes by May 9<sup>th</sup>.
6. **Old Business:**
  - a.) **BP & AP 6009 Compensation Policies**
    - Chair Karen shared updates for this policy. Per HR Director's advise, the HRC recommendations were sent to Curriculum Committee (CC) on April 11<sup>th</sup> which they tabled for their next CC meeting in May 1<sup>st</sup>.
    - HRC Recommendation is to remove pay level " K" which is for TA Vocational Teaching Assistant due to the position never being filled for over 10 years.

*CC recommendations: (Chair Karen joined their meeting)*

  - it is a very helpful position for technical classes therefore they advise against the removal of the TA position.
  - Review the Teaching Assistant's job description. They shared about how some teaching assistants were not given some authority over class which might be a contributing factor to why the position is vacant for some time.
  - Increase the minimum qualification from high school diploma to an associate's degree.
  - Consider having a Teaching Assistant for academic courses such as those with the labs or PE

classes like scuba diving.

- CC officers will send formal suggestions to HRC for review, thus, BP6009 will be tabled until then.

- Concerned that the Handbook needs to be finalized to properly detail the job description of the Teaching Assistant.

**b.) Board Policy / AP No. 6033 Personnel Policies (share feedback)**

- Kosrae campus is not present. No comments from the other members. 7 voted to adopt the policy as is.

**c.) Board Policy / AP No. 6034 Professional Dress Guidelines (share feedback)**

- FMI Campus – received one comment from a faculty member inquiring who will provide the protective gear; if it's the college or the student? Rencelly went over the policy and showed that its not specific in the policy. Therefore, it is recommended to add safety equipment to the policy so supervisors can include it in their budget.

- No comments from Yap campus and Chuuk campus and PNI campus. Emma had no comment but Sra commented to correct spelling of "footwear" on item #4.

- 8 voted for adoption of this policy with changes.

**7. New Business**

**a. Board Policy / AP No. 6019 Employee Discipline and Protection**

- policy was tabled so representatives can collect feedback and present it at the next meeting in August 2024.

- Marylene suggested to review the Board Policy 6024 Nepotism.

- Rencelly asked about the HRC members if some will be taking leave during summer because there will be a board meeting in July and we'll need to send policies for their review. Chair Karen suggest if there are policies to be reviewed then it will be sent out electronically for HRC feedback.

**b. New policy development plan for 2024-2025**

- Chair Karen requested for Rencelly to share the policy development plan starting after the month of May. Rencelly will prepare the plan during summer and share to HRC

**8. Miscellaneous**

**a. New Chair/officer**

- Chair – Karen has completed her two-year term but will continue serve until a new Chairperson is finalized.

- Vice Chair – Pearl has served one year and is willing to continue as vice chair for another year. She has also served in previous terms as the chair and secretary.

- Secretary – Reiko is willing to continue serving as secretary.

**9. Adjournment** – Pearl moved to adjourn. Meeting was adjourned at 4:00pm PNI/KSA time.

**Handouts/Documents Referenced:**

- Agenda for May 2, 2024
- April 11, 2024 minutes – to provide feedback by May 9<sup>th</sup>
- BP/AP No. 6009 Compensation Policy
- BP/AP No. 6033 Personnel Policy
- BP/AP No. 6034 Professional Dress Guidelines
- BP/AP No. 6019 Employee Discipline and Protection – to gather feedback from respective campuses

**College Web Site Link:**

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

Should be used for the HRC meeting throughout 2024.

<b>Prepared by:</b>	Reiko Azuma	<b>Date Distributed:</b>	August 22, 2024
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