

**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> April 26, 2012	<b>Time:</b> 11:00 p.m.-12:20 p.m.	<b>Location:</b> President’s Conf. Room

**Members Present/Absent:**

<b>Title/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Reasons</b>
Chair, NTL F	Delihna Ehmes	X		
Vice chair, CRE	Mark Kostka	X		
NTL F	Jazmin Gonzales	X		
NTL F	Joseph Felix Jr.	X		
PNI F	Emmanuela Garcia		X	
PNI F	Anna Dela Cruz		X	Have class
NTL F	Robert Andereas	X		
NTL S	Bundi Fred	X		
NTL S	Norma J. Edwin	X		
Secretary, PNI S	Maureen Mendiola	X		
NTL F	Allain Bourgoïn		X	Have class
PNI F	Bertoldo Esteban		X	
PNI S	Albert Amson		X	
PNI F	Salba Silbanuz		X	
PNI S	Morehna R. Santos		X	
FMI	Regina Faimau	X		
CHKK F	Abraham Rayphand		X	
Yap S	Fidelia Gilmar		X	
KSA S	Skipper Ittu		X	Have class
FMI F	Michael Mailuw		X	
NTL S (New Member)	Julia Martin		X	
CHKK S	Marylene Bisalem	X		

<b>Additional Attendees:</b>	
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**Agenda/Major Topics of Discussion:**

- **Incentive Award**
- **Review/Recommend for Compensation and Practice Policy**
- **Others**

**Discussion of Agenda/Information Sharing:**

Chairperson Delihna opened and welcomed everyone including off-island campus members to the meeting. She announced that sub-committees to the HR committee are in the planning process for the Incentive Award Day. National Campus will have theirs on May 9<sup>th</sup>, Pohnpei Campus on May 2<sup>nd</sup>, Chuuk Campus on May 4<sup>th</sup>, and FMI has not yet decided.

Section VIII Compensation & Practice Policy:  
Discussions and changes were made to the following:

2. Job Related Factors: letter c (accountability) needs to be reworded. This phrase should be inserted as 2<sup>nd</sup> sentence, ***“The accountability as referring to the degree of supervision being given to and received by the college employees and its student workers”***. 3<sup>rd</sup> sentence, should read ***“This also include the positions.....”***

d. Working Conditions: insert ***“The work environment must be conducive to employees’ physical and social needs”*** to the end of the paragraph.

3. Periodic Review of Compensation Plans: 1<sup>st</sup> sentence should read ***“The President shall initiate essential and timely (at least three (3) years), study of pay rates and practices and make recommendation to the Board of Regent”***.

4. Administrative Delays in Granting Eligible Salary Increments: complains/concerns were raised especially by the NC members on the delayed of step increments. Most expressed concern/disappointment that there was never a reminder received from HRO to supervisors that their employees are due for 6<sup>th</sup> months or annual evaluation. For state campuses, mostly the delays resulted from the supervisors who have been holding the files for too long.

Miscellaneous:

In the curriculum and assessment meetings, members brought up concerns for the role of program coordinators for which some get paid and some did not. Recommendation will be made to the HRO whether to make this as a permanent position.

Marylene asked where the exact location to go to in order to post/update their minutes on the website.

Next board meeting is scheduled for May 2012. Norma reminded everyone to submit any policy that needs to be reviewed by the board by April.

Meeting adjourned at 12:20p.m.

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

- Incentive Award
- Compensation Policies and Practices

**College Web Site Link:**

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**Prepared by:**

Maureen Mendiola

**Date Distributed:**

5/11/12

**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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<b>Action by President:</b>
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<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>