

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
March 2, 2020	3:50-4:30 PM	Board conference room

Members Present:				
Members:	Name:	Present:	Absent:	Remarks:
President				
VPAS	Joseph Habuchmai	x		
VPEMSS	Joey Oducado	x		
VPIA	Karen Simion	x		Acting President
VPIEQA	Caronline Kocel	x		
Recorder	Hadleen Hadley	x		Norma
Additional Attendees	Comptroller Roselle Togonon, Director of Maintenance Francisco Mendiola			

Agenda/Major Topics of Discussion:
1. Compensating On-Call Employees

Discussion of Agenda/Information Sharing:
<p>1. The purpose of the special meeting was to discuss compensating employees who are on call. They are only paid when they respond to calls and are on campus. The issue is how to compensate them while on call. VP Habuchmai shared the history of a proposed policy in 2017 to compensate people on stand-by 24/7 since they are restricted in their movement and do not have the freedom of movement to be able to respond to calls within 20 minutes to ensure the server does not overheat. At that time, finance committee did not address the policy but looked at other options such as having multiple people on rotation. Director Mendiola is asking for action on the proposed policy. The following were discussed: finding a sensor ap to monitor the server; verifying the 20 minutes respond time; the US Fair Labor Law; training security to turn on the generator (problem is need to be able to trouble shoot in case it doesn't turn on); get three more mechanic/electricians and pay only night differential; and the costs associated with different options. While it was agreed that due to the restrictions imposed on people on stand-by they should be compensated. The committee asked for a table of the options with associated costs that is within our budget for further discussion. Also needed to address is compensation or equivalent compensation for exempt employees who are on call.</p> <p>2. Adjournment: The meeting adjourned at 4:30 PM</p>

Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	Norma Edwin	Date Distributed:	
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Approval of Minutes Process & Responses:

▪ Cabinet 3/12/20

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1. VPIEQA to report on IT status regarding response time, server back up, current practices, needs etc.
2. Maintenance Director Mendiola to provide details on different scenarios including cost
 - a) Providing one additional electrician (on call? on duty? I don't recall)
 - b) Providing two additional electricians
 - c) Providing three additional electricians
 - d) Current status quo plus compensation
 - e) Train others
3. Look into an ap that senses the heat of the server
4. Address exempt employees (professional level) on standby; consider equivalent compensation

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			