

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

Committee or Working Group:	Management Team
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Date:	Time:	Location:
December 10, 2013	2:00pm	BOR Conference Room

Members Present:				
Titles/Reps	Name	Present	Absent	Reason
Dean, Kosrae Campus	Kalwin Kephas		X	
Director, Pohnpei Campus and Career & Technical Education	Grilly Jack	X		
Dean, Chuuk Campus	Kind Kanto	X		
Director, Yap/FMI Campus	Lourdes Roboman	X		
Dir. Financial Aid	Eddie Haleyalig		X	
Dir. Human Resources	Rencelly Nelson	X		
Dir. Learning Resource Center***	Jennifer Hainrick-Helieisar	X		
Dir. Admission, Records, Retention/Registrar	Joey Oducado	X		
Dir. Information Technology**	Gordon Segal	X		
Comptroller	Danny Dumantay	X		
Dir. Facilities and Maintenance	Francisco Mendiola		X	
Dir. Counseling*	Penselynn E. Sam	X		
Dir. Student Life	Morehna Rettin-Santos		X	
Cooperative Research & Extension Coord.	Engly Ioanis	X		
Dir. Career & Technical Education	Grilly Jack			
Dir. FMI	Mathias Ewarmai		X	
Dir. Institutional Research & Planning	Jimmy Hicks	X		
Dean Academic Programs	Karen Simion	X		

*** Chair ** Vice Chair *Secretary

Additional Attendees:	Shaun Suliol sitting in for Gordon Segal
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. IRPO presentation on graduate survey and CCSSEE 2. Proposed procedures/process for funded professional programs 3. Others/Information Sharing

Discussion of Agenda/Information Sharing:
<ol style="list-style-type: none"> 1. A discussion of the graduate survey (Employer survey of recent graduates since 2009) ensued and the committee recommended targeting February as the date to launch the survey. The information received from the survey will be used to look at programs at the college. A satisfaction survey of students' majors will also be conducted in spring. The CCSSEE report will be completed by the end of this week. 2. The Director of Human Resources proposed A Professional Development plan document for the committee to review and discuss. The team was also informed that there is \$30,000 for Staff Development at the National Campus, but it is unable to be used in the absence of a committee. 3. The team was briefed on the strategic quarterly report template on Google docs. <ul style="list-style-type: none"> o Acting Vice President, Joey Oducado reminded the team that final grades were due on December 16. It was also announced that the National Campus was approved for work-study site for Veterans with the pay of \$7.25 per hour. o Founding Day will be held at the National Campus. This year's activities include

fundraising for the endowment and coronation.
 ○ Meeting adjourned at 2:54pm

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Professional Development Plan

College Web Site Link:

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Prepared by:	Penselynn E. Sam	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:	Jennifer Hainrick-Helieisar	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments

Professional Development Plan

Professional development is important for employees and the college. The college is required to account for the funds used for professional development. This is done through the new quarterly report forms implemented FY 2013 in the 4th Quarter. Part of the information the college reports on is attainable through an assessment report by the supervisor of the employee who is given a professional development funding. The questions below will ensure the college reports the information consistently and guide the supervisor from the very beginning of the program. Most critical is the ability of the college to track benefits of such programs to the employee's performance and accomplishments.

Professional development is taken in many forms such as the following:

- Degree program
- Conferences
- Workshops
- Non degree college programs per Policy 003

Supervisor, when writing a recommendation letter for a staff to attend training, sought a degree with the college or externally, must consider the critical need of that particular employee and link that to the outcome of that training program. The supervisor is required to evaluate the employee in the specific areas of need identified three months after the completion of the program. Supervisor, after completion of the evaluation will discuss the results with the employee, both will sign the form and provide the original copy to HR for file and reporting. These are the information to be provided on the form.

1. Type of professional program: Degree Conference Workshops
Non degree college programs per Policy 003 Others _____
2. Specify Name of Program and Location:
3. Program Dates: Start _____ Finish _____
4. Awards Issued: Certificate Degree Credits Certificate of attendance/participation Other _____
5. Identify specific professional needs of employee. 100 points are to be assigned to the professional needs; the more critical need will be given the highest point. These points must be divided among the professional needs and based on their ranking of most critical to the least.
6. Identify outcomes of program that will meet the needs above:
7. Evaluation Date of employee three months after the program:
8. Signatures of supervisor and employee and dates

9. Date HRO receipt the completed Professional Development Plan form
10. HR Section will include the total cost of the program to the college

After the program is completed, supervisor must observe closely the performance of the employee in the areas of needs identified. Three months following the program completion, supervisor must complete an assessment of the employee using a form with these informations.

Professional Development Plan Assessment

1. Name of Employee
2. Name of Supervisor
3. Professional Program Name
4. Date Professional Program finished
5. Awards Issued:
6. Professional Needs – list the needs with the previously allocated points. Then rate the success of the program by giving each need points. Write in the space provided in word the noticeable improvement made in each specific need area.
7. If no improvement is noticed after the professional development program, write in the space provided your observations and possible reasons for lack of noticeable improvement.
 - There are a number of possible reasons for lack of improvement after a professional development program.
 - Program is not related professional need.
 - Program is not related to work.
 - Lessons learned are not practice at work.
 - Changes recommended in program are not implemented at work.
 - Employee didn't participate fully in the program and didn't know how to implement it at work.
 - Other _____
8. At this time, after having identified the reasons you can't fine improvement expected in employee performance after the program, supervisor must offer a solution. Supervisor must discuss the solution with the employee; both

must sign the form then provide the original copy to HRO for file and reporting. Implementation of the solution is the responsibility of the supervisor.