

**College of Micronesia – FSM  
Committee (Staff Development) Minutes Reporting Form**

<b>Committee or Working Group:</b>	<b>Staff Development Committee</b>
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<b>Date: November 8<sup>th</sup>, 2011</b>	<b>Time: 10:15</b>	<b>Location: HR rep.'s office</b>
		Chuuk Campus

<b>Members Present:</b>		<b>Members Absent:</b>
▪ <b>Marylene Bisalen (chair person, HR rep.)</b>	▪ Kind Kando (Instructional Dept. Rep.)	•
▪ Merly Nelson (member, CRE rep)	▪	
▪ Tanty Marar (Administration Rep.)	▪	
▪ Marleen Ychiro (member, Stu. Services rep)	▪	
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<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
▪ Confusion with college-wide and campus wide Staff Development committees
▪ Pending Application requests

<b>Discussion of Agenda/Information Sharing:</b>
<ul style="list-style-type: none"> <li>▪ <i>Staff Dev. Committee Chairlady opens meeting by greeting all committee members, and explains the purpose of meeting.</i></li> <li>▪ <i>She goes on explaining the confusion with College-wide and campus wide staff development committee as it relates to HR representatives from each campus, and their respective TORs. As earlier learned with its reorganizing of combining system-wide committees involving more faculty members, committees were lessen to a workable number.</i></li> <li>▪ <i>Meeting proceeds on to discuss on the second agenda; Pending Application Requests.</i> <ul style="list-style-type: none"> <li>○ <i>The two (2) applications was submitted to her office but due to the confusion of College-wide STC and campus STC as stated above, the requests were then submitted to the recently designated HR rep. Mr. Abraham Rayphand of Chuuk Campus, who is a faculty from the Education/Social Science division. After several email communication exchanges between the Chairperson of the College-wide HR Committee and our campus recently designated HR representative regarding the requests, the applications were brought back to Chuuk campus existing SD Chairperson. From there, the existing SD Committee began reviewing the applications as time was of essence. These applications were submitted earlier but no action taken due to the confusion stated above.</i></li> </ul> </li> </ul>

- *Kind brings up concerns that we look carefully at requests that will best benefit our college especially Chuuk campus. STP budget should be used for important purposes: ex: pursuance of degrees and other important conferences. The request to attend the F.A. workshop is on a yearly basis. The PIALA Conference is also a yearly event. The budget should be already built into their own respective office budget.*
- *SD Committee reviews the budget as Tandy raise concern that we work with requests and make plans for other important event of the year.*
- *Kind put in a motion that the committee set aside \$2,500.00 to be allotted for its yearly SD day and Incentive Awards.*
- *Merly seconded it and the committee procede on to work on the request based on the remaining budget.*
- *SD Committee members request more explanation from the applicants supervisor about the conference. Committee sees that there is no need to send two people with the limited budget and SDC have to think about receiving more requests from other employees along the way since this is just the start of the new fiscal year.*

*The committee discuss the option of recommending both applications with only \$1,000.00 for each of the applicants from the SD fund if the difference can be accommodated by another source. After discussion, the SD Committee recommended to grant \$1,000.00 to each applicant from the SD fund, if the balance of their request can be covered by another source.*

*The meeting adjourned.*

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Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

▪ Agenda

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College Web Site Link:

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Prepared by: Marleen Ychiro *Myun*

Committee secretary

Date Distributed:

Date emailed to members: 03-14-2012

Approval of Minutes Process & Responses:

Submitted by:  
Marylene Bisalen

Chair of the committee  
*MBisalen*

Date Submitted:

Date submitted:  
*3/27/12*

<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>

**Action by President:** (this section will be filled in by the President's staff reflecting the President's decision regarding the recommendation from the various committees)

Item numbers:	Approved:	Approved with conditions:	Disapproved:	Comments/Conditions: