

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

Committee or Working Group:	Staff Development Committee
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Date: March 09, 2012	Time: 3:45 p.m.	Location: HR rep.'s office
		Chuuk Campus

Members Present:		Members Absent:
▪ Marylene Bisalen (chair person, HR rep.)	▪ Kind Kanto (Instructional) late, late	<ul style="list-style-type: none"> • Marleen Ychiro (Stu. Servs.) absent -sick •
▪ Merly Nelson (member, CRE rep)	▪	
▪ Tanty Marar (Administration Rep.)	▪	
▪	▪	
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Additional Attendees:	
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Agenda/Major Topics of Discussion:
▪ Nov. 08, 2011 minutes
▪ (1) Application request
▪ Staff Development Day, April 03, 2012 (survey form)

<p>Discussion of Agenda/Information Sharing:</p> <p><i>Chairperson welcomed members present and apologized for the minutes of November 08, 2011. As the secretary is not present, the minutes will have to be adopted in its next meeting.</i></p> <p><i>Chairperson presented to members present, on (1) application request. As this SD committee needs to think about the SD priorities with the limited funding available, it was suggested to allocate from the \$12,000.00 of the SD fund for SD day and Incentive Awards. The SD members decided to first, set aside \$1,500.00 for SD day and \$1,500.00 for Incentive Awards for this fiscal year, with the understanding that any leftover fund from these events after their implementation, will be allocated back to the SD fund balance.</i></p> <p><i>Chairperson elaborated on the SD priorities before in regards to assisting faculty without Master's degree. This applicant is currently pursuing a Master's degree with assistance from the PREL program. The Chuuk Campus SD Committee did accommodate his request last year as it relates to his Master's requirement. After members reviewed the application request, the SD members decided to accommodate the request of \$1,500.00.</i></p> <p><i>The 3rd agenda, the Chairperson talked about planning for the SD day on April 03, 2012. The Chairperson asked members assistance as she presented a survey form to get employees feedback on what kinds of workshops to offer during that day, and recommendations on presenters, and those who want to</i></p>
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volunteer their services or share their knowledge. The members agreed to utilize what was distributed and they will talk to employees in their respective departments/division. The Chairperson will be xeroxing copies for members to start meeting with their respective departments/divisions.

The next SD meeting will be held the week of March 19, 2012.

This meeting adjourned at 4:15 p.m.

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Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

- Agenda
- (1) Application request
- Survey form (planning of SD Day)

College Web Site Link:

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Prepared by: Marylene Bisalen <i>MB Bisalen</i>	SD Chairperson (in the absence of secretary)	Date Distributed:	Date emailed to member for initial review: 03-14-12
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Approval of Minutes Process & Responses:			
Submitted by: Marylene Bisalen	Chair of the committee <i>MB Bisalen</i>	Date Submitted:	Date submitted: <i>3/27/12</i>

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

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: