

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

<b>Committee or Working Group:</b>	<b>Staff Development Committee – Chuuk Campus</b>
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<b>Date:</b> May 02, 2012	<b>Time:</b> 3:25 p.m.	<b>Location:</b> H.R. Spec. Office
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<b>Members Present:</b>		<b>Members Absent:</b>
<ul style="list-style-type: none"> <li>▪ Marylene Bisalen – Chairperson (HR Representitive)</li> <li>▪ Merly Nelson – Sponsored Programs</li> <li>▪ Benjamin Akkin – Admin.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	Kind Kanto – Instructional Marleen Ychiro – Stud. Servs.

<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion:</b>
<ul style="list-style-type: none"> <li>▪ Adoption of April 20, 2012 minutes</li> <li>▪ Interview of Jayleen Kokis</li> <li>▪ Application request of Kind Kanto</li> <li>▪ Results of Incentive Awards</li> <li>▪ Incentive Awards – Date change</li> </ul>

<b>Discussion of Agenda/Information Sharing:</b>
<ul style="list-style-type: none"> <li>▪ The Chairperson welcomed everyone present and opened the meeting asking members to review the minutes of April 20, 2012. After the reading, Chairperson asked for any comments to the minutes. As there were no comments, Merly Nelson moved to adopt the minutes and Benjamin Akkin second the motion.</li> <li>▪ The 2<sup>nd</sup> agenda, the Chairperson summarize about the interview that took place to Jayleen Kokis on April 24, 2012. The members present during that time was Marleen, Kind, Ben, and Chairperson, as Merly was on leave. Members asked questions to Jayleen in regards to her Staff Development funding request as she is pursuing her on-line Master's degree in Library and Information Science from the University of North Texas. Jayleen explained about a scholarship that was awarded to her which is covering her tuition cost. Her request from Staff Development is supplemental to support her other needs such as communication and technology, transportation, and supplies. She further elaborate on the difficulty she faces when she has to go on line working after hours and also travelling to her project sites such as the schools on the island. She further states that she has been taking two courses within 5 months, and will be taking one course in Summer. To date, she states there is no one in the Pacific region that is in pursuit of this degree. After her interview, the members recommend funding her request.</li> </ul>

<p>The 3<sup>rd</sup> agenda, the Chairperson asked members to review the application of Kind Kanto. The Chairperson commented on the importance of Kind's request as he is presently the Acting IC and it is a learning process for him on the duties and responsibilities of the Instructional Coordinator. The Chairperson briefed the members on what needs to be done in the instructional</p>
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division and at this critical time, assessment is one of the main issue relating to the College's accreditation. Chairperson also informed members that it is understood that when he returns, it's a must for those employees who were covered under staff development funding, to implement their presentations and or workshops to employees. Kind will educate the faculty members as they must understand and take part in the SLOs, course assessment, and other instructional matters. Members agreed on the importance for Kind Kanto to attend the PPEC conference and recommend his application request.

The 4<sup>th</sup> agenda, Chairperson updated members on the progress of the Incentive Awards presentation that is scheduled to take place on May 04, 2012, as agreed upon. However, due to everyone's busy schedule, she recommend to move it to May 09, 2012. All members agreed upon the date change to May 09, 2012.

The 5<sup>th</sup> agenda, Chairperson asked members to open the nomination boxes and write down the names of the nominees for each respective award and its justification. After completing the process, Chairperson stated that she will compile the results and provide the listing of nominees in the next meeting scheduled for May 04, 2012 to be discussed and finalized, the recipients of each award.

The Chairperson recommend to adjourn as it was nearing the end of the work day.

The meeting adjourned at 4:40 p.m.

- **Next scheduled meeting on May 04, 2012, at HR Spec. office, time 1:30 p.m.**
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**Handouts/Documents Referenced:**

<b>Prepared by:</b>	<b>Name and title of recording:</b>	<b>Date Distributed:</b>	<b>Date emailed to members for initial review</b>
Marylene Bisalen	Marylene Bisalen, Chairperson	May 18, 2012	

**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	<b>Chair or vice chair of the committee</b>	<b>Date Submitted:</b>	<b>Date submitted to the President or forward to a main standing committee for transmittal to the President.</b>
Marylene Bisalen	Chairperson	5/22/12	

**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)

<b>Item numbers:</b>	<b>Approved:</b>	<b>Approved with conditions:</b>	<b>Disapproved:</b>	<b>Comments/Conditions:</b>