

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

Committee or Working Group:	Management for Student Services
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Date: July 1, 2009	Time: 9:00am – 10:00am	Location: BOR Conference Room
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Members Present:			
Titles/Reps	Name	Present	Absent
VPSS*	Ringlen Ringlen	✓	
Director, Student Life	Reedson Abraham	✓	
Chuuk Campus SS Coordinator	Switer Eter		✓
Kosrae Campus SS Coordinator	Willer Benjamin		✓
Pohnpei Campus SS Coordinator	Jeffrey Arnold		✓
Yap Campus SS Coordinator	Cecilia Dibay		
FSM FMI SS Coordinator	Santus Sarongelfeg		
Coordinator, Sports & Recreation	Castro Joab		
College Nurse	Benina Ilon		✓
Residence Halls Manager	Johnson Sepeti	✓	
FAO Director	Eddie Haleyalig		
Lead Counselor	Penselyn Etse	✓	
SSSP Director	Morehna Rettin-Santos	✓	
Peer Counseling Coordinator	Ermine Walliby		✓
<i>Executive Secretary to VPSS</i>	<i>Bastora Loyola</i>		

Additional Attendees:	Bollie Ludwig – sitting for Castro Joab Arinda Swingly – sitting for Eddie Haleyalig
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Agenda/Major Topics of Discussion:
▪ Updates

Discussion of Agenda/Information Sharing:
<p><i>The Chair started the meeting by welcoming Joey back and thanking everyone attending. This meeting was limited to one hour, so the Chair discussed and updated the members on the following information:</i></p> <ol style="list-style-type: none"> 1. The Accreditation Comprehensive visit to National and all campuses is scheduled next year starting March 8-11, 2010. 2. Reedson has been chosen to represent the Student Services Department for the Community College Summer Leadership Development Academy in Hawaii during the week of July 8-10, 2009. 3. The Chair has been tasked by the President to do some research and come up with a policy on student health insurance. The Chair will explore or find more information on possibility of insuring all students, especially those that are not covered by their parents and make it a requirement that all have student's health insurance. MICARE has just amended their law to allow students the eligibility to health insurance. Whose is responsible for the insurance fee is yet to be decided. 4. The Chair requested members to email in their information for sharing a day prior to the meeting. 5. Everyone to utilize the new timesheet provided by the Business on a daily basis. With the supervisor's approval one can make up his/her time at a later time or apply for leave. The timesheet for the Benina, Castro and Johnson will be located at the Dispensary.

- 6. VPSS represented the President, VPA and Jimmy Hicks met with the FSM President Mori on remedial programs (development education programs). The President advised the m to concentrate only on degree and certificated bound programs and to let the High and Elementary Schools worry about the remedial programs. President Mori is naming a task force to develop a plan with the high schools to bridge the gap.
- 7. President James wanted the College community to know that FMI campus is within the system and is accredited by WASC.
- 8. Starting next Fall 2009 or Spring 2010, the College is proposed to have a placement office for students to transfer to higher education or getting a job.
- 9. The Chair encouraged everyone to submit their functional responsibilities to assist Human Resources and Student Services on personnel compensation issues and the development of the Student Services Program Evaluation Rubrics.
- 10. The Chair will ask Jimmy to conduct training session to the members on the Student Service program’s rubric. Jimmy, Eddie and VPSS did one for Financial Aid office and recommended that everyone to do the same for their department.
- 11. The meeting is adjourned at 10:11am.

Comments/Upcoming Meeting Date & Time/Etc.:

- The next meeting is scheduled on August 7, 2009 in the BOR conference room at 10:00am – 12:00pm.

Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Bastora Loyola	Date Distributed:	7/7/09
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Approval of Minutes Process & Responses:

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

1.				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments