

**College of Micronesia – FSM  
Committee Minutes Reporting Form**

<b>Committee</b>	<b>Student Services Committee</b>
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<b>Date:</b> March 23, 2009	<b>Time:</b> 9:40– 11:00 a.m.	<b>Location:</b> Board Conference Room
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<b>Members Present:</b> Ringlen Ringlen, Chair Karen Simion – Vice chair/Academic Programs Jimmy Hicks – Institutional Research & Planning Office Arinda Julios – Financial Aid Office Ermine Walliby – Peer Counseling Benina Ilon – Dispensary Morehna Rettin Santos – SSSP Eugene Edmond – Maintenance Castro Joab – Sports & Recreation Penselynn Etse – Counseling Reedson Abraham – Student Life Johnson Sepeti – Dormitory Romple Emwalu -(rep from OAR) Ramsie Joab - Pohnpei Campus Student Services rep Rita Hinga – Pohnpei Campus Student Services rep	<b>Members Absent:</b> Warren Ching – Security Sernihda Eperiam – OAR Mayliza Ariote – LRC Manrtin Mingii- Bookstore Delihna Manuel-Ehmes, Faculty rep Babiano Retluleilug – Student rep Angelina Tretnoff, Student rep Jeff Arnold – Pohnpei Campus Willer Benjamin – Kosrae Campus Cecilia Debay – Yap Campus Santus Sarongelfeg, FSMI Campus Switer Eter, Chuuk Campus
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<b>Additional Attendees:</b>	<b>NONE</b>
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<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Review and adoption of agenda</li> <li>2. Review and adoption of minutes</li> <li>3. Self Study/Follow Up Report ( March 15, 2009)/Visit</li> <li>4. Alcohol Policy Working Group</li> <li>5. Activity Fee Working Group</li> <li>6. Founding Day Updates</li> <li>7. Others</li> <li>8. Adjournments</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. The agenda was adopted as presented</li> <li>2. Minutes of March 16<sup>th</sup> meeting is not available for review &amp; adoption.</li> <li>3 <b>a) Self Study (Accreditation)</b> – scheduled meetings and dialogues is On-going; however, very few student services staff members are actively engaged.             <ul style="list-style-type: none"> <li>• The Chair encouraged members to be responsible and take active participation in their assigned groups. Chair reiterated the importance of everyone’s participation in the accreditation process.</li> <li>• Castro Joab raised a concern that the schedules for these meetings posed conflict with current teaching hours.</li> <li>• Jimmy Hicks raised a point that members can also be active in the accreditation process by</li> </ul> </li> </ol>

sharing and communicating their feedback & input through other modes of communication if unable to attend meetings physically.

- Participation of SBA reps in these standard groups should be enforced.
- Helping students to better understand the accreditation process can be done by organizing focused groups or student clubs and invite members from self study standard groups to speak to the students.

**3b). Follow Up Report/Visit –**

- The report has been submitted by the due date – March 15, 2009. Members are encouraged to read the report on the college website. The Chair will be forwarding a hard copy to all members of this committee.
- An accreditation visit by two members, Ms. Barbara Beno & Mr. Floyd Takeuchi is slated for April 24 thru 29. Although the visit is focused on Chuuk campus permanent site, Ms. Barbara Beno will be visiting the National campus regarding recommendation #5 & #6 (Identify & assess SLO & Create continuity).

**4. Alcohol Policy Working Group – *The working group bring forth for discussion and action on two issues: 1. Creating a new "Zero Tolerance Alcohol Policy" or, 2. Remain on the current Alcohol Policy with revised procedures.***

- Sue Moses (Faculty & Staff Senate rep) expressed her support of the "Zero Tolerance policy to VPSS
- Director of Student Life, Mr. Abraham also the member of this working group reported latest development on feedback from the college community that half supported Zero Tolerance policy while half feel that the current policy should remain but with modifications to the procedures.
- Creating a new zero tolerance policy may also lead to the revision of other drugs related policies such as the betel-nut policy.
- Zero Tolerance Policy can imposed challenges and may have a impact on the college enrollment, college operational budget, safety of students. To create a Zero Tolerance policy will mean that no appeal, no chances given to students – in a nut shell, a student found to be under the influence of alcohol will result in immediate expulsion.
- Both students and staff members need to be educated about the alcohol policy.
- Existing alcohol policy procedure is ineffective due to insufficient enforcement.
- Current alcohol policy should modify procedures to define specific stipulations and inclusive of these recommendations: 1) Implementation plan, 2) Assessment plan, 3) and Education awareness plan. The majority of members seemed to support this suggestion.
- VPSS tasked the Counseling and Peer Counseling staff to coordinate & plan for monthly alcohol awareness and education activity and report back in a month period.

After a lengthy discussion, the motion made by Karen Simion to maintain the current alcohol policy with modifications to the procedures was voted Unanimously by the members of this committee.

**5. Activity Fee Working Group – report will be available in the next meeting.**

**6. Founding Day Update –** an oral report was given by Mr. Reedson Abraham, Director of Student Life, also serves as the overall chairperson for the Founding Day 2009. The oral report is an update from each working group.

- Founding Day 2009 – is set for April 1, 2009 with two major events, the procession of float and cultural performances by student groups. Total of nine (9) student clubs/organizations

are confirmed to participate in the celebration of founding day. However, only 8 groups will take part in the float procession. Performers are allotted 15 minutes.

- Flyers and banners on founding day will be distributed out to the local and college community starting today. VPSS had already disseminated flyers to the national campus faculty and staff.
- Student groups have been advised that vehicles for the float will be parked inside the Spanish wall ball field the night of March 31<sup>st</sup>. The float procession will begin at 9:00 a.m., from the Spanish Wall to the Pohnpei Track & Field.
- There will be prizes of (food) gift certificate awarded to all float participants in categories of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place with the amount of \$250, \$200, \$175 and \$100 consolation for the rest.
- Certificate of appreciation will be awarded to all groups participating in the cultural performances.
- Any groups wish to sell food or non food items at the PNI tract & field will be charged with a fee of \$10 by Nett Municipal government except the student clubs.
- Designated staff from Maintenance and Recreation will prepare and set up the tract and field for the event days prior to April 1<sup>st</sup>.
- The uniforms for the working group members are donated by Dateline and ice cubes also donated by Willy Hawley, LPG both items coordinated by Eugene Edmond.
- Chief of campus security is coordinating with Pohnpei Public Safety regarding police officers escorting the float procession and other related services.
- Lunch will be provided - 400 take-outs will be prepared by cafeteria staff and 400 will be catered out.
- The program of event will be drafted by Jeff Arnold, Chair of program subcommittee.
- Both national and Pohnpei campus nurses are in charge of the health and emergency matters. A college vehicle will standby for any emergency need.

A motion by Karen Simion to adopt the oral report presented by Director of Student Life was voted unanimously.

#### 7. Others/announcements

- The Chair encouraged everyone to show up on founding day as it is a working day; however, if unable due to prior commitments one must apply for annual leave.
- Tuesday, March 31<sup>st</sup> is a Pohnpei State holiday

#### Comments/Upcoming Meeting Date & Time/Etc.:

Next regular SSC meeting is scheduled on the 30<sup>th</sup> of March 2009, at 9:30 a.m. in the Board Conference Room.

#### Handouts/Documents Referenced:

- No handouts / members are to access the Follow Up Report on the college website

#### College Web Site Link:

<b>Prepared by:</b>	Morehna Rettin -Santos, temporary recorder		
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>		<b>Date Submitted:</b>	
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

1. The Student Services Committee approved the recommendation to maintain the existing Alcohol Policy with modification of procedures and inclusive of the following  
a. Implementation Plan, b. Assessment Plan, c. Education & Awareness Plan.
2. The Student Services Committee adopted the oral report presented as part of the Subcommittee's working plans for this year's Founding Day 2009.
3. The Chair recommend student services managers to encourage their support staff to take active participation in the self study accreditation process.

**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>