

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

Committee or Working Group:	Student Services Committee
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Date: February 21, 2010	Time: 1:00pm-2:00pm	Location: BOR Conference Rm
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Members Present:

Titles/Reps	Name	Present	Absent
Director, Student Life	Reedson Abraham	✓	
Director, IRP	Jimmy Hicks	✓	
Director, Academic Programs	Karen Simion	✓	
Chuuk Campus SS Coordinator	Inda Maipi		✓
Kosrae Campus SS Coordinator			
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	✓	
Cafeteria Manager	Rodolfo Romero	✓	
Bookstore Manager	Martin Mingii	✓	
OAR Rep	Sernihda Eperiam	✓	
FAO Rep	Arinda Swingly	✓	
Counseling Rep	Penselyn Etse	✓	
SSSP Rep	Morehna Rettin-Santos	✓	
Peer Counseling Rep	Ermine Walliby	✓	
Maintenance Rep	Eugene Edmund	✓	
LRC Rep	Mayliza Ariote	✓	
Security Rep	Warren Ching	✓	
Faculty//Staff Senate Rep	Delihna Manuel-Ehmes	✓	
IT Rep	Peter Pedrus	✓	
Student Rep (Resident)	Babyano Retuleilug		✓
Student Rep (Non-Resident)	Angelina Trednoff		✓
<i>Executive Secretary to VPSS</i>	<i>Bastora Loyola</i>	✓	

Additional Attendees:

Agenda/Major Topics of Discussion:

1. Founding Day
2. Adjournment

Discussion of Agenda/Information Sharing:

The Chair started the meeting by welcoming and thanking everyone for their attendance.

Founding Day update:

- *Morehna Rettin Santos, Chair of Local Fundraising Committee (National campus) requested that the members to insert in the program that there will be a fundraising activity for the Endowment Funds during intermission. Communication will be sent out to the College community for donation of local items.*
- *Coronation will be held on March 26, 2010 at 4pm in the main gym. The members requested VPSS to assist the committee to send out notices to inform the college community and at the same time encourage all to participate in the coronation.*

- *College Bowl will be held on March 12, 2010 at 4pm in the main gym. It will be a Jeopardy like game, consist of six members from each team. Members of the subcommittee will orient/explain how the game will be played to the teams.*
- *Public Relation/Protocol/Media subcommittee is awaiting listing from the President of the major donors to the endowment fund including listing of dignitaries, government officials and diplomats to be invited. DCR will draft a memo to be sent to the President for the listing of invitees. The of this subcommittee will coordinate with Director of Pohnpei campus or appropriate staff as well as National campus appropriate staff for additional staff to assist the subcommittee on the Founding Day to extend and attend to protocol needs to our invited special guests. The subcommittee members will work closely also with our DCR to get advice and input on all public relation and protocol matters.*
- *Food subcommittee discussed and agreed for 800 takeouts (lunches). The cafeteria will prepare 400 and VPSS will provide bottled water and ask local caterers to prepare the other 400 takeouts.*
- *Sports/Security/Others*
Play offs already started. Finals are slated for the first weeks of March 2010. Tents are reserved. PICS track & field has been reserved and secured. Nine teams will participate and rosters were submitted. Due to limited lanes at the track, there will be preliminary heats on the 24th and 25th of March. Banners will be put up to display all information/activities relating to this day. This subcommittee will ask the state for standby ambulance and medical staff incase for emergency cases.
- *Program subcommittee is in the process of putting together a draft program which will be reviewed and hopefully endorsed by the committee in the next meeting which has scheduled for Wednesday February 24, 2010 at 1pm.*
- *The Chair urged all subcommittee members to submit their proposed budgets so that they can be submitted for consideration.*

Adjournment

- *The meeting adjourned at 2:15 pm.*

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Bastora Loyola	Date Distributed:	2/24/10
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Approval of Minutes Process & Responses:

Submitted by:	Ringlen Ringlen	Date Submitted:	2/24/10
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:				
1.				
Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments