

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

Committee or Working Group:	Student Services Committee
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Date: October 11, 2010	Time: 2:00pm-3:00pm	Location: BOR Conference Rm
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Members Present:			
Titles/Reps	Name	Present	Absent
Vice President for Student Services	Ringlen Ringlen	✓	
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	Mike Ioanis	✓	
SSSP Rep	Morehna Rettin-Santos		✓
Peer Counseling Rep	Ermine Walliby		
Maintenance Rep	Ami Thoses	✓	
LRC Rep	Mayliza Ariote		✓
Security Rep	Warren Ching		✓
Faculty/Staff Senate Rep	Delihna Manuel-Ehmes		✓
IT Rep	Peter Pedrus		✓
Student Rep (Resident)			
Student Rep (Non-Resident)			
<u>Executive Secretary to VPSS</u>	<u>Bastora Loyola</u>		✓

Additional Attendees:	Delihda Waltu is sitting for Ermine Walliby.
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Agenda/Major Topics of Discussion:
1. Assessment Plans/Reports for Student Services

Discussion of Agenda/Information Sharing:
<i>This special meeting was scheduled for the VPSS and Director of IRPO to clarify the role as Student Services Committee in the Assessment Plans/Reports process. The following recommendations were discussed:</i>
<ul style="list-style-type: none"> • For consistency, each department to utilize the same format • For the need of clarifications, members can email each other on their concerns • Each office must make sure their plan/report is accurate before submitting to the Student Services committee for review • Members should be familiarized with each other's plan/report to interact and assist others • Whenever a budget is submitted, the members can review and make recommendations on any expansion or reduction for FY2012 according to the College's limited resources.

- *Make sure the quality and effectiveness of the reports meet the required standards*
- *Vice President for Student Services recommended that after the members reach a consensus, the Chair can forward to the Assessment committee for endorsement*
- *As a result of this meeting, the Chair informed the Chair of the Assessment committee that by Wednesday, the plan/report will be ready to be sent the plan/report to the Assessment committee.*

The meeting is adjourned at 3:15pm.

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:	October 12, 2010
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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