

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

Committee or Working Group:	Management for Student Services
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Date: September 3, 2010	Time: 9:00am – 10:15am	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	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		✓
FAO Director	Eddie Haleyalig	✓	
Lead Counselor	Penselyn Etse		✓
SSSP Director	Morehna Rettin-Santos		
Peer Counseling Coordinator	Ermine Walliby	✓	
Registrar	Joey Oducado		✓
<i>Executive Secretary to VPSS</i>	<i>Bastora Loyola</i>	✓	

Additional Attendees:	Marion Luke sitting for Joey Oducado Patricio Ramirez sitting for Castro Joab
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Agenda/Major Topics of Discussion:

- 1. BOR Meeting**
- 2. BOR Meeting with faculty, staff and students at National Campus**
- 3. President’s Retreat**
- 4. Assessment Plan/Report**
- 5. Accreditation Status Report**
- 6. Information Sharing**
- 7. Others**

Discussion of Agenda/Information Sharing:

The Chair started the meeting by welcoming and thanking everyone attending.

- 1. BOR Meeting**
The Board of Regents meeting is scheduled on September 28 – September 30, 2010 in the practice gym at National Campus. The Chair reminded the members that all BOR reports for the months of June, July and August 2010 are due to his office on September 8, 2010 to be submitted to the President office on September 10, 2010.
- 2. BOR Meeting with faculty, staff and students at National Campus**
The Board of Regents scheduled to meet faculty, staff and students on September 28, 2010 during the free period at 1:00pm – 2:00pm. The Chair will let the members know if there is any change of the date.
- 3. President’s Retreat**
The President’s Retreat is scheduled on September 22 –September 24, 2010. One of the major items to discuss is the priorities and the budget guidelines for FY2012 which is due in December 2010.

4. Assessment Plan/Report

The Assessment committee recommended that all SS Assessment Plans 2011 on worksheet 1 & 2 be given to the Student Services committee for review and endorsement before submitting to the Assessment committee. Assessment Report 2010 for worksheet 3 is due already and the Chair recommended all members to hold on to their reports awaiting the Assessment workshop by Joey.

5. Accreditation Status Report

All the plans to be linked together and completed by October 2010. The first draft of the follow up report is due immediately after October 2010. The second draft is due in January and the final draft by March 2011. Jon Berger has been appointed to be the Accreditation Liaison Officer effective October 1, 2010.

6. Information Sharing

- i. *Recreation*
 - a) *Castro is attending a meeting in town*
 - b) *Reservations to use the gym is full for this month*
- ii. *Dispensary*
 - a) *Alert on the outbreak of the mumps are communicated to the College community*
 - b) *There are nine students reported with mumps, 3 from the dorms and 6 from off-campus*
- iii. *Admissions & Records*
 - a) *Joey is off-island and will be back on September 8, 2010, Vasantha Senarathgoda is acting on his stead*
 - b) *Enrollment list of all campuses finally completed and submitted to the President for approval*
- iv. *Peer Counseling*
 - a) *Budget 2010 (July 2010 – June 2011) on personnel only has been approved. The other line items like Contractual and supplies are yet to be approved.*
 - b) *The replacement for Mike Ioanis has been selected by the Adhoc committee and still with Human Resources for processing to be submitted to President for approval.*
- v. *Student Life*
 - a) *Asked if he can have access to the SIS, the Chair recommended for him to request thru the Director of Admissions and Records office and IT.*
 - b) *Been invited to take part in the master's degree on-line workshop and was discouraged after finding the difficulties that the students gone thru on this program. He is asking the members for advice and guidance on this whether to do this on line or the traditional way.*
 - c) *The Chair informed the members that with collaboration with Director Mendiola and VPA Habuchmai, the Chief Security now handles disciplinary functions on all citations.*
- vi. *Financial Aid*
 - a) *Students who withdrew after getting their refund will have to pay back the Pell Grant. So many students will be placed on FAS. FAO will notify students of their status.*
 - b) *Students are still submitting their FAO documents for processing.*
- vii. *VPSS*
 - a) *Director of SSSP is off-island attending a workshop in San Diego, California and will be back on September 9, 2010. Luci Sam is acting in her stead. The Chair reported that the program is defunded and was given until January 2011 for appeal process.*

- b) *The Chair reminded everyone to complete the Streamlining survey that he sent and send to the office of IRPO*
- c) *Will have a general assembly with the SBA and students on September 15, 2010 at the MITC to talk about*
- d) *The Chair also reminded everyone to report to work on time*

7. Others

The meeting is adjourned at 10:15am.

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:

Approval of Minutes Process & Responses:

Submitted by:

Ringlen Ringlen

Date Submitted:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

1.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments