

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

Committee or Working Group:	Student Services Management	
Date	Time	Location
July 15, 2011	10:00am – 12:00pm	BOR Conference Room

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Acting Vice President for Student Services	Jeffrey Arnold	✓		Presiding
Director, Student Life	Reedson Abraham	✓		
Director of OAR	Joey Oducado	✓		
Director of FAO	Eddie Haleyalig			Tetaake Yeeting sat for Eddie
Lead Counselor	Penselynn O. Etse	✓		
Peer Counseling Coordinator	Ermine Walliby	✓		
Pohnpei Campus Coordinator	Yoneko Kanichy	✓		
Yap Campus Coordinator	Cecilia Dibay		✓	
Chuuk Campus Coordinator	Inda Maipi		✓	
FMI Campus Coordinator	Kasiano Paul		✓	
Kosrae Campus Coordinator	Kalwin Kephas		✓	
Executive Secretary to VPSS	Bastora Loyola	✓		

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of minutes 2. Committee Reports <ol style="list-style-type: none"> a. RAR b. Student Life c. Financial Aid 3. Information Sharing 4. Adjournment

Discussion of Agenda/Information Sharing:
<p>The Chair welcomed and thanked everyone for attending the meeting. In addition to the committee reports, the members will focus more on the Orientation which is scheduled August 1-5, 2011.</p> <ol style="list-style-type: none"> 1. <i>The minute of last meeting is not ready yet. The Chair advised that the minutes of last meeting and this meeting be sent electronically for the members to review and comment.</i>

2. Committee Reports

a. Updates from Student Services Committee

- *The SSC members were tasked to assign a small working group to work on this year's orientation program and schedule. A proposed program and schedule was presented to the managers for review and comments for final disposition.*

b. Updates from RAR

- *Regular Fall 2011 registration is slated for August 9-11, 2011 system wide.*
- *Early registration for freshmen is August 5, 2011.*
- *Late registration is from August 12-19, 2011.*
- *Tuna Commission has reserved the gym during the week of the registration. There were some recommended venues so Joey will update the managers electronically as soon as he gets an okay from the IT.*

c. Updates from Financial Aid

- *National and state campuses students been awarded with Pell grant and SEG for this summer*
- *Eddie is still off-island*
- *Last pay period for Work Student students*
- *The front window at the financial aid office been missing since 2009. They asked if Acting VPSS can bring up the concern during cabinet meeting.*

3. Student Life

- *The members had their second meeting last week and discussed their administrative policies and procedures especially at the state campuses on submission of timesheets, leave requests, preparation and consolidation of board reports and timeline.*
- *Ms. Wefonne Billen from Fiji School of Medicine visited the College two weeks ago collecting data, visiting staff/faculty to answer some questionnaires, take blood pressure, height and weight measurements. She was working on her internship at COM-FSM regarding a project on hypertension and selected risk factors (smoking, alcohol intake, physical inactivity and body mass index (BMI) level.*

Admission & Records

- *We received 200 applicants for new admissions for Fall 2011 from all the FSM states.*
- *Based on the Spring 2011 COMET, Nanpei Memorial HS has the highest number of students that passed the degree program followed by PICS and an electronic copy of the statistics will be sent to the managers after this meeting.*
- *Summer 2011 COMET will be sent out to the managers electronically referred IRPO.*
- *Final Exam is scheduled on July 15 & 18, 2011. Posting of grades will be right after the finals.*
- *Raised concerns with Acting VPSS on OAR matters at Chuuk campus that was not consistent with the Streamlining. Two personnel were hired at Chuuk campus while other campuses are reduced especially when Chuuk campuses enrollment is declining.*

Counseling

- *Lore and Mike were busy with information sessions for the Education USA advising center and were joint with the US Embassy dissemination information to the public on July 4, 2011.*
- *Raised some concerns regarding her work plan that will be used as the baseline for her evaluation. IRPO staff will conduct a training on July 19, 2011.*
- *As the result of sitting as Acting VPSS for the Task Force clarification of the work chart. It seems like there is no change so Counseling office are going back to the status quo.*
- *There is no security around the office to monitor the students not to disturb their work.*

Peer Counseling

- *In collaboration with Sports and Recreation to host a retreat for the Peer Guides starting July 21-23, 2011. The students will be camping out at the gym to practice skits and training as Peer Guides for the whole school year. The Chair suggested that Ermine send the information to the managers.*
- *Informed the members that her staff at Yap campus is assisting the office of Admission and Records. There was also a request for the same person to teach.*

Pohnpei Campus

- *Just conducted their early registration totaled of 287 students.*
- *Received 336 applicants on new admissions for Fall 2011.*
- *Finals completed and a reminder was sent out to the instructors on the submission of students grades.*
- *Rita already started activating the new student's accounts.*
- *Most of the students received their Pell awards.*
- *20 students were selected for the Peer Guides and scheduled to have a training on July 19, 2011. If it's okay, to have a retreat with the national students.*
- *60 students received SEG*
- *Will need assistance since Cindy will be traveling*
- *Raised a concern if there is any compensation for their FAO clerk since she is also performing clerk duties for Admission office.*

VPSS

- *Alan Searle conducted a training on performance management tools and new salary scale. For more detail, the members are welcome to get the binder from the Chair's office for review or guidance.*
- *Presidential retreat is scheduled August 29-31, 2011. The members selected the following student services representatives (Eileen Sabino – Kosrae, Tandy Marar- Chuuk, Cecilia Dibay – Yap) with the recommendation from the Chair to IRPO to make arrangement for them to arrive two days early for the student service retreat.*
- *Inda Maipi, SSC at Chuuk campus submitted her resignation effective end of this month.*
- *The President Search is closed today, July 15, 2011. Recommendations will be submitted prior to the Board meeting in September 2011.*
- *The budget development is coming up. The Chair will include the members as soon as IRPO, Finance Committee and PRC say it's ready. One line item that is short changed is the Activity Fee.*
- *The Chair recommended that the members read all the information sent.*
- *Jon Berger sent in his resignation effective end of this month. The COMET is back to student services department.*
- *The College is placed on probation based on the recommendations made by the Accreditation team.*

4. *The meeting adjourned at 12:50pm.*

Comments/Upcoming Meeting Date & Time/Etc.:**Handouts/Documents Referenced:**

- *Meeting agenda*

College Web Site Link:

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

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

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