

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

Committee or Working Group:	Student Services Management	
Date	Time	Location
April 7-8, 2011	9am – 11am	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	✓		
Coordinator, Sports & Recreation	Castro Joab	✓		
College Nurse	Benina Ilon		✓	
Dormitory Manager	Johnson Sepeti		✓	
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	✓		
Executive Secretary to VPSS	Bastora Loyola	✓		

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review and adoption of minutes (if any) 2. Discussion Accreditation Visiting Team 3. Discussion BOR Actions and Directives 4. Discussions Streamlining/Lay Off 5. Assessment Update (Highlights Only) 6. Committee Reports (Highlights Only) <ol style="list-style-type: none"> a. RAR b. Vice President for Student Services c. Others (if any) 7. Information Sharing 8. Comments/Any Topics 9. Adjournment

Discussion of Agenda/Information Sharing:
<p>This is the first meeting chaired by Acting Chair, Jeffrey Arnold. Since there are no other items to discuss, he thanked and welcomed everyone attending the meeting.</p> <ol style="list-style-type: none"> <i>1. There was no minute of last meeting.</i> <i>2. The Acting Chair updated the members of the Accreditation team’s visit and suggested that all managers avail themselves in case they want to interview them. The team is visiting the college on April 15-17, 2011 to follow up on the accreditation report. Members can obtain the report from COM-FSM website.</i>

3. *Since the previous Chair already shared with the members the BOR actions and directives.*
 - *One of the directives, student only pays \$15.00 during registration and \$35.00 will be charged to the student's Pell Grant.*
4. *Notices were served yesterday to the affected student services staff that were placed on lay off. The affected staffs are organizing an assembly at the gym for any questions comments or feedback. The members felt bad for the affected staff and hope that everything goes well in the long run.*
5. *Since Joey is the student services assessment facilitator, the Acting Chair suggested that he pointed out some highlights on this item. Based on the new structure, the Student Services departments to come up with one assessment report system wide. All divisions and others will be consolidated in one report with different mission statements. There was lengthy discussion on this item. The Acting Chair recommended that all managers start developing their assessment report.*
6. *a. Recruitment and Retention*
 - *will send the number of enrollment list via email*
 - *1715 students of all state high schools took the COMET 2011 and will forward the statistics via email*
 - *2-3 members will be sent out for recruitment schedule on 4/18*
 - *will send out an email to invite the faculty for recruitment**b. Vice President for Student Services*
 - *send out their recommendations to the RAR committee regarding the Spring 2011 Graduation regarding the venue, time, person doing the invocation and benediction. Five candidates were nominated for keynote speaker and the members recommended that a staff be the master of ceremony. The Spring 2011 is slated on May13, 2011.**c. Others*
 - *The Lead Counselor announced that her two staff are attending the Education USA conference in Washington DC end of this month and return mid May..*
 - *The Project Coordinator at Peer Counseling office will be conducting her monitoring visit in Yap on and attend the Family Planning conference in Guam.*
 - *Akiko William of Financial Aid office is attending the conference in Hawaii regarding the FAO conference this month.*
7. *There are no other comments and inputs from the members.*
8. *The meeting adjourned at 11:45am.*

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- *Meeting agenda*

College Web Site Link:

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