

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

Committee or Working Group:	Student Services Management	
Date	Time	Location
February 14, 2012	10:00am – 12:00pm	BOR Conference Room

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Vice President for Student Services	Ringlen Ringlen	✓		Presiding
Director, Student Life	Reedson Abraham	✓		
Director of OAR	Joey Oducado	✓		
Director of FAO	Eddie Haleyalig			Arinda sat for Eddie
Lead Counselor	Penselynn Etse Sam	✓		
Peer Counseling Coordinator	Ermine Walliby	✓		
College Nurse	Benina Ilon	✓		
Sports & Recreation Coordinator	Castro Joab	✓		
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. Updates on Founding Day 2012 2. Information Sharing 3. Adjournment

Discussion of Agenda/Information Sharing:
<p><i>The Chair started the meeting by thanking and welcoming everyone for their participation. The main focus of this meeting is the Founding Day 2012.</i></p> <ol style="list-style-type: none"> 1. <i>Updates on Founding Day 2012</i> <ul style="list-style-type: none"> ➤ 5 teams were selected from each states including Pohnpei campus ➤ Ballgames are ongoing, will be finished before the Founding Day ➤ Student clubs and organizations are already being informed of this year’s coronation and fundraising activities ➤ Castro Joab already sent out the Founding Day listing to the college community. ➤ The venue will be at the Pohnpei track & field

- Since the tracks are not safe, there won't be any race that day but there will be fun games and Olympic type and field games.
- A small working group has been appointed for the preparation of the Coronation and Benina Ilon is the chairperson.
- VPSS requested the Director of Student Life to send him of schedule once everything is set so that he can inform the college community.

2. *Updates from all divisions*

- *Updates from Admissions & Records*

- Spring 2012 COMET testing were administered to selected private and public high schools in the FSM including the college's state campuses beginning January 26 to February 19, 2012 with the total of 1514 students.
 - a. Yap – 126 students
 - b. Chuuk – 495 students
 - c. Kosrae – 146 students
 - d. Pohnpei – 747 students

The number for Chuuk does not include those from Moch and Mortlocks, whilst Weipat. The number for Yap does not include those ones from Ulithi.

- Received the following number for Spring 2012 graduations. Initial degree audit results were communicated especially for those applicants from the other state campuses. The degree audits for those applicants from the National campus are still in progress and soon to be completed end of this week. After the announcements will be posted to students concerned to meet with Joey Oducado, Director of Admissions office concerning their graduation statuses.

Program	National	Pohnpei	Chuuk	Kosrae	Yap
TYC Teacher Prep-Elem	21				
TYC in Accounting	3				
TYC in Gen. Business	1				
TYC in Public Health	4				
AS in Agric.	2				
AS in Public Health	4				
AS in Bus. Admin.	18				
AS in CIS	14		1		1
AS in Marine Science	9				
AS in HTM	2	2			
AS in Teacher Ed – Elementary			2	3	5
AA in Teacher Prep	14		2		
AA in	34		2		

Liberal Arts					
AA in Micronesian Studies	14			2	3
AAS in Telecom		7			
AAS in Electronics Technology		2		2	
AAS in Building Technology		5		2	
CA in Trail Counselors	8				
CA in Agric & Food		10			
CA in Electronic & Engineering				1	4
CA in Carpentry		2			1
CA in Bldg. Maintenance		1			
CA in Cabinet Making		1			
CA in Motor Vehicle Mechanics		5			
CA in General Studies		1			1
CA in Bookkeeping		1	1		
CA in Refrigeration & AC		1			
CA in Health Asst. Training Program					1
Total	148	38	6	8	16

- *Updates from Sports & Recreation*
 - Tomasi Maui is currently appointed as a regular employee
 - Since there are a few employees working now, a schedule for general clean up has been planned twice a month (first and last Friday of the month) starting March 2012

- The maintenance employees are removing all broken chairs and bleachers in the gym to be replaced with benches
- *Updates from the Dispensary*
 - Assisted the campus nurses with ordering of their medical supplies.
 - Working with the Ermine Walliby, Peer Counseling Coordinator on her grant proposal and semi-annual report to be submitted to the FSM government at the end of the month.
 - Assisting students, staff, faculty with over the counter drugs, refills for prescription, and prescribed drugs.
- *Updates from Peer Counseling office*
 - Working on the Family Planning 5 year's cycle grant proposal and semi-annual report to be submitted to FSM government end of the month.
 - Due to budget constrain, the staff are not attending this year's Family Planning conference.
 - VPSS recommended Ermine to work closely with the students especially the dorm students on the Family Planning program.
- *Updates from Financial Aid office*
 - Sponsored a one day financial aid work shop for Pohnpei high school counselors, participants were counselors from the three public high schools. Invitations were extended to the private high schools, but they did not show.
 - Continue placement of work study students.
 - Continue Pell transfer for late Spring 2012 awards.
 - On-line FAFSA/Renewal FAFSA workshops for award year 2012-2013 on February 23 at Nanpei Memorial high school in Kitti for 148 seniors, February 24 at Madolenihmw high school in Madolenihmw for 84 seniors, and March 8-9 at PICS high school in Kolonia for 330 seniors. Stamps and envelopes will be provided.
 - Purge record for inactive files to make room for new records.
 - Continue mailing award notifications for late Spring 2012 awards.
 - Reconcile and do adjustment for current Pell processed disbursement year to date and student payment summary.
 - Tetaake Yeeting, work study coordinator is off island, went with sick with to the Phillipines
- *Updates from Counseling office*
 - Lore Nena and Mike Ioanis, Counselors were invited to the Pohnpei Teacher's forum at Nanpei Memorial high school and Madolenihmw high schools to brief them on the Education USA requirements.
 - They had a workshop with the TSP students at PICS and Nanpei Memorial high schools on "how to find funding for your studies".
 - They also conducted a workshop with the World Teach students at PICS on how to search colleges and how to complete FAFSA on line.
 - Conducting advisement to students with early warning.
 - There is no tutor for English courses yet, been utilizing the other tutors who qualifies to assist the tutees
- *Updates from Student Life*
 - A general clean up was scheduled this coming Saturday 2/18/12 by the SBA students with the assistance from the dorm and off campus students.
 - The President requested immediate action for some improvements during his visit at the dorms.

➤ According to the President, Reedson Abraham, Director of Student Life is moving his office to the boy's dorm for better access with the students and staff.

3. *The meeting adjourned at 11:55am.*

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- *Meeting agenda*

College Web Site Link:

Prepared by:	Bastora Loyola	Date Distributed:	February 23, 2012
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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:

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