

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

|                                    |                                    |                                    |
|------------------------------------|------------------------------------|------------------------------------|
| <b>Committee or Working Group:</b> | <b>Student Services Management</b> |                                    |
| <b>Date</b>                        | <b>Time</b>                        | <b>Location</b>                    |
| <b>July 10, 2012</b>               | <b>10am – 12pm</b>                 | <b>President’s Conference Room</b> |

| <b>Members Present:</b>             |                   |                |               |                |
|-------------------------------------|-------------------|----------------|---------------|----------------|
| <b>Titles/Representative</b>        | <b>Name</b>       | <b>Present</b> | <b>Absent</b> | <b>Remarks</b> |
| Vice President for Student Services | Ringlen Ringlen   | ✓              |               | Presiding      |
| Director, Student Life              | Reedson Abraham   | ✓              |               |                |
| Pohnpei SSC                         | Jeffrey Arnold    | ✓              |               |                |
| Yap SSC                             | Cecilia Dibay     |                | ✓             |                |
| Kosrae SSC, Acting                  | Kalwin Kephass    |                | ✓             |                |
| FMI SSC                             | Kasiano Paul      |                | ✓             |                |
| Chuuk SSC                           | Maika Tuala       | ✓              |               |                |
| Coordinator, Sports & Recreation    | Castro Joab       | ✓              |               |                |
| College Nurse                       | Benina Ilon       | ✓              |               |                |
| Director of FAO                     | Eddoe Haleyalig   | ✓              |               |                |
| Director of OAR                     | Joey Oducado      | ✓              |               |                |
| Lead Counselor                      | Penselynn O. Etse | ✓              |               |                |
| Peer Counseling Coordinator         | Ermine Walliby    | ✓              |               |                |
| Executive Secretary to VPSS         | Bastora Loyola    | ✓              |               |                |

| <b>Agenda/Major Topics of Discussion:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <ol style="list-style-type: none"> <li><b>1. VPIEQA Frankie Harriss will be talking to us about accreditation related key issues pertaining to student services</b></li> <li><b>2. Director of IRPO Jimmy Hicks will be reviewing a webinar on “Prioritizing Administrative Programs and Activities”</b></li> <li><b>3. Orientation and Retreat for Peer Advisors Program (venue Rainbow Island)</b></li> <li><b>4. FY 2013 Budget</b></li> <li><b>5. Others</b></li> <li><b>6. Adjournment</b></li> </ol> |

| <b>Discussion of Agenda/Information Sharing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><b>This is the first meeting of the semester. The Chair began the meeting by welcoming and thanking all members for their attendance.</b></p> <ol style="list-style-type: none"> <li><i>1. Ms. Harriss updated the members about accreditation related key issues that pertain to activities on student services.</i> <ul style="list-style-type: none"> <li>• <i>The college will combine the mid-term and follow up report into one report on the student learning outcomes and VPIEQA will send out the link to the managers to share with their staff. The reports should be submitted by March 15, 2013.</i></li> </ul> </li> </ol> |

- Encouraged all members to print and read all reports sent and received from the Accreditation Team from the college website.
  - Action letters on the college website listing 15 recommendations and 4 recommendations are specifically for student services department
    - 1) Recommendation #1 –develop communication efforts to ensure broad-based participation and encourage dialogue in which all stakeholders participate in the exchange of different point of views and reflections that to genuine communication and governance.
    - 2) Recommendation #3 – move towards proficiency in the cycle of continuous improvement by completing the development of student information system (sis), provide additional research design, analysis, and reporting, and disseminate information to internal and external constituents.
    - 3) Recommendation #12& 13 – to improve the effective allocation of student support services and college catalog access to general information
    - 4) Recommendation #14 – to ensure safety of student information and academic records are secure from breach confidentiality.
2. Mr. Hicks had a lengthy discussion on student learning outcomes of the assessment plans to the members by linking specific issues on student services with institutional student learning outcomes. Measurable things that can move forward for example, graduation rates, improving retention rates, improving persistence, and credit earns.
  3. The office of the VPSS coordinated and facilitated preparation for the Freshmen Orientation week (August 6-10) in working meetings with Counseling and Peer Counseling staff. All Peer Advisors and the incoming freshmen will be residing in the residence halls during orientation week. Peer Advisors will be trained to do the presentations for the first year students. Additionally, Peer Advisors from NC and PC will be having a retreat and training during the week of July 24-27 on Rainbow Island. The office of VPSS coordinated the on-going work of the Student Life Plan to include a year-round calendar of activities for all campuses.
  4. Mr. Ringlen explained to the members that even though the \$700,000 cut from the FY13 budget has been restored and will be considered as a supplemental budget. Each office will request when needed. Mr. Ringlen will follow up with VPA on some concerns raised from some members that they only have salaries on their FY13 budget.
  5. Mr. Ringlen shared the following to the members
    - 3<sup>rd</sup> Quarterly Report is due on Friday July 13, 2012, members can open and edit the document from the google docs
    - Monthly meetings are scheduled on the first Thursday of each month from 10:00am-12:00pm
    - Requested to meet with individual managers to get an update from each offices and their individual plan and development on biweekly basis
    - Encouraged everyone to update their support staff's annual performance evaluation
    - Explained that according to the new organizational chart, all student services coordinators to report to the state campuses Deans
    - Will send the new organizational chart to all members to get clear understanding of the new structure
    - Will send the planning format shared by Mr. Hicks to all members to review
  6. The meeting adjourned at 11:45am.

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

- *Meeting agenda*

**College Web Site Link:**

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| <b>Prepared by:</b> | <b>Bastora Loyola</b> | <b>Date Distributed:</b> |  |
|---------------------|-----------------------|--------------------------|--|

**Approval of Minutes Process & Responses:**

|                      |                        |                        |  |
|----------------------|------------------------|------------------------|--|
| <b>Submitted by:</b> | <b>Ringlen Ringlen</b> | <b>Date Submitted:</b> |  |
|----------------------|------------------------|------------------------|--|

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

| <b>Action by President:</b> |                 |                    |                                 |                 |
|-----------------------------|-----------------|--------------------|---------------------------------|-----------------|
| <b>Item #</b>               | <b>Approved</b> | <b>Disapproved</b> | <b>Approved with conditions</b> | <b>Comments</b> |
|                             |                 |                    |                                 |                 |
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