

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

Committee or Working Group:	Student Services Management	
Date	Time	Location
November 1, 2012	9am – 12pm	BOR’s Conference Room

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Vice President for Student Services	Ringlen Ringlen	✓		Presiding
Director of FAO	Eddie Haleyalig			Off-island
Pohnpei SSC	Jeffrey Arnold	✓		
Yap SSC	Cecilia Dibay		✓	
Kosrae SSC	Arthur Jonas	✓		
Chuuk SSC	Maika Tuala			On vacation
Director of OARR	Joey Oducado	✓		
Coordinator, Sports & Recreation	Castro Joab	✓		
College Nurse	Benina Ilon	✓		
Lead Counselor	Penselynn O. Etse	✓		
Acting Director for Student Life	Lore R. Nena	✓		
Peer Counseling Coordinator	Ermine Walliby	✓		
Executive Secretary to VPSS	Bastora Loyola	✓		

Tetaake Yeeting sitting for FAO
Lucille Sain sitting for Chuuk SSC

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Budget FY2013 - Comptroller 2. High Level Reports from each office/campus 3. Accreditation Check list 4. Recommendations from Jim Mulik 5. Integrated Educational Master Plan (IEMP) 6. Others 7. Adjournment

Discussion of Agenda/Information Sharing:
<p>Because of time constrain, the individual meetings will be cancelled unless if necessary and the members will meet on the first Thursday of the month starting at 9:30am and the meetings will start with a opening prayer. The Chair began the meeting by welcoming and thanking all members for their attendance.</p> <ol style="list-style-type: none"> <i>1. Mr. Danny Dumantay was invited to provide presentation on the FY2013 budget which was structured on a departmentalized base including the state campuses budget. For the previous years, the budget was structured on campus by campus bases. However, the departmental budget</i>

was restructured back to the state campuses for FY2013.

2. A. *SSC, Kosrae Campus*

- *269 students registered for Fall 2012*
- *Processed add & drops for 124 students*
- *5 applications for graduation have been filed*
- *Conducted the FAFSA online training and more than 20 students participated*
- *32 students were recruited for the tutorial service*
**The Chair welcomed Arthur on board and thanked him for his report.*
**Joey and the Chair recommended that everyone conduct a pre and post evaluation for all workshops given for documentation purposes.*

B. *Student Life*

- *8 Resident Assistants were hired for both boys and girls residence halls and would like to thank the offices that participated in the training of these RAs.*
- *Working in the dormitory is not an easy job, it's a big challenge and one of the best accomplishments to report is that she had earned the trust and respect from her fellow workers and most of the dormitory residents.*
- *Searching for a dependable female advisor as soon as possible for the girl's dorm.*
- *The dormitory student organization just had a Halloween party and with the help from the security officers, everything went smoothly. Not only that they had fun but they also raised funds by charging admission fee for their upcoming activities.*
- *Responsibilities of handling incident reports were currently transferred back from the security office. Things are getting back to normal slowly but surely.*
****VPSS commended on Lore's leadership and commitment and also appreciated the support from her support staff.*

C. *Dispensary*

- *Two major activities coming up soon, World Diabetes on November 16, 2012 and the World Aids Day is scheduled on December 7, 2012. Screening for STI for this year will be conducted at Pohnpei campus and will contact the Nurse at Pohnpei campus for more details.*

D. *SSC, Chuuk Campus*

- *Grateful to report that they now had a new campus dean.*
- *Thankful for the site visits from the national campus, especially to VPSEQ. It was really helpful for them.*
- *Career Day activities were successful last Tuesday October 30, 2012, eight different departments including a representative from UH, Hilo participated.*
- *Completed their assessment worksheets and sent to VPSS*
- *Now working on the upcoming visioning summit for Chuuk campus*
- *Student Body Association is now established and their minutes are posted on the wiki.*
- *Conducting student services meetings on a weekly basis.*
- *Deficiency rate for last Fall 2011 was 66% however this Fall 2012 was 57%, there's a slide improvement.*
- *As for sports activities, students showed on the deficiency list were not allowed to play until they're okay by the counseling office.*
- *Intramural games are on-going and the basketball games will start on November 15, 2012.*

E. *SSC, Pohnpei Campus*

- *Student Life hours are now extended to Sunday afternoon for students, faculty and staff to play board games and socialize.*
- *Intramural games just ended.*

- SBA with the Comptroller and Bookstore Manager celebrated the Halloween activities and it was successful and fun.
- Issuance of citations for betelnut violator are on-going, the first offender will receive a written reprimand letter and is required to do hands on work with maintenance and the custodian. Students are now avoiding chewing and spitting on campus.
- 433 students showed on the Fall 2012 mid-term deficiency list.
- 43 candidates applied for Fall 2012 graduation.
- Starting this school year students are required to verify their FAO documents and the process of collecting their documents are really difficult. The staffs are conducting workshops on the awareness of SAP and the new changes of their eligibility requirements.

F. Financial Aid

- Director Eddie is still off-island.
- Processing of pell grants awards among the campuses are on-going:

Campus	No. of Awards	Amount of Awards
National	589	\$1,529,159.00
Pohnpei	390	\$822,471.00
Chuuk	96	\$251,147.00
Kosrae	112	\$242,159.00

Yap campus is still in the process of collecting data from their students.

- Work study program is on-going for National, Pohnpei and Yap campuses. Applications for Chuuk campus have been approved and timesheets are yet to be submitted. Kosrae campus is still in the process of submitting their applications.
 - ❖ In respond to the two questions raised by the SBA student at Chuuk campus
 - 1) Work study commences right after add/drop period because that's when student's schedule can no longer be changed. The cause of delay for the state campuses in submission of requests for positions and work study applications is that they are sending the documents via air mail. Will recommend that they send the documents electronically to expedite the process.
 - 2) As soon as scholarship checks are received, a memo will be sent to business office to release the checks after verification of student's status.

G. Counseling

- Held a substance abuse prevention activity and appreciated the assistance of all the offices that were involved in the organization of the activity.
 - Six tutors are approved for this semester.
 - Education USA college fair is scheduled on November 14, 2012 in the practice gym, representative from UH, Hilo and College of Marshall Islands will be participating.
- ***VPSS met with VPIA and Director of Academic Affairs in reference to improve the first year program. It was also decided that the Director of Academic Affairs and the Counselor at Pohnpei campus are tasked to write up the College 101 course outline. The decision was for the counselors to have close collaboration with the faculty in identifying the at risk students as early as two weeks into the semester instead of right before the deficiency list has gone out. Another suggestion is to have the collaboration with the trio program to utilize their model by working with the high schools in getting them ready for the COMET.

H. Sports & Recreation

- Intramural games are on-going, all players are required to sign liability waivers for participating in the games
- SBA office is under construction by the maintenance staff and will be permanently located at the gym

- *In preparation for the upcoming leadership conference for FSM and State governments.*
- *System wide teleconference meeting for the Student Body Association went well. Each campus SBA will take turn chairing each meeting. They will be meeting on a monthly basis. Because of time limit, VPSS suggested they prioritized their agenda items and will maintain a monthly meeting. There were some questions/concerns raised and the responses will be posted on the wiki page after submitting to VPIEQ.*

I. Admissions & Records

- *Fall 2012 COMET schedules*
 - ❖ *November 15 – Pohnpei campus*
 - ❖ *November 16 – Yap campus*
 - ❖ *November 19 – Chuuk campus*
 - ❖ *For Kosrae campus the COMET will be based on VPIA's trip*
- *RAR committee met yesterday and endorsed a new reading test for the COMET, the criteria remain the same.*
- *Early registration for continuing students will be from November 5-9. As requested from the President, it will start from 9am to 4pm with no lunch break and this applies to all campuses because most of the students are free during lunch break. Target for National campus is to register 600 students. All schedules are available on the SIS so students can start viewing them.*
- *Graduation for National and Pohnpei campuses will be on December 20, 2012. Accepted and processed 208 applications that will be joined with the summer graduates. Grades are due on December 17. Rehearsal will be on December 19.*
- *Still awaiting the FY2014 outcomes from some of the offices. For consistency purposes, it was recommended and agreed by the members that each office come up with one high level outcome to be linked to the educational master plan.*

J. Peer Counseling

- *A program review was conducted two years ago to all family planning programs in the FSM and the College. There were cited for 86 counts with recommendations and this month they are coming back to review the corrective action plans in Yap on November 25, 2012. Some of recommendations for the meeting is to come up with common forms to be used with all the programs at the state level to meet the requirements of Title X program. To have a MOU between the college, state hospital or the private clinics for student's referrals since there's no physician at the college.*

K. VPSS

- *Requested both Dorm Manager and Health Assistant positions be reinstated. The President and the cabinet members recommended for the department to wait for the Consultant's (Barbara Fineman) recommendation and the dispensary to utilize the Nurse at Pohnpei campus due to our budget situation for now. For administrative assistance, can contract existing staff for help.*
- Requested for the last time to any member who has an item on the Accreditation checklist to please forward to him to be forwarded to VPIEQ.*
 - Recommendations from Jim Mullik were forwarded by VPSS to the managers*
 - Assessment plans (work sheet 1, 2, 3) to be posted on the wiki page by the end of this month.*
 - Determining a structure of lining how the service areas at the state campus will work with and/or communicate with service areas and directors at the national campus particularly in setting goals in work sheet 1, 2, 3.*
 - Ensuring that student services department is clearly identified in the integrated educational master plan. The managers had some concerns on the component of student services in the integrated educational master plan, it focused mostly on*

instructional and just few on student services. The Chair recommended the managers to review and add whatever is missing.

- 4) *Ensuring that all student services goals on work sheet 1 &2 reflects goals on the IEMP.*
- 5) *Ensuring that student services and other non instructional programs have student learning outcomes in place and included in work sheets 1, 2, 3. Links for Administrative unit outcomes were forward to the managers.*
5. *All student services outcomes should be linked to the integrated educational master plan (IEMP)*
6. *Student Life Director's position has been advertized. Deadline for application is November 15, 2012. If interested, it's still open.*
7. *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:	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