

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

Committee or Working Group:	Student Services Management	
Date	Time	Location
December 10, 2013	9am – 12pm	BOR conference room

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Acting Vice President for Student Services	Joey Oducado	✓		Presiding
Director of FAO	Eddie Haleyalig			Patrick Werthog represented FAO
Coordinator, Sports & Recreation	Castro Joab	✓		
College Nurse	Benina Ilon	✓		
Lead Counselor	Penselynn O. Etse	✓		
Acting Manager for Residence Hall	Marlou Gorospe	✓		
Director for Student Life	Morehna Rettin-Santos	✓		
Peer Counseling Coordinator	Ermine Walliby		✓	
Pohnpei SSC	Jeffrey Arnold		✓	
Yap SSC	Cecilia Dibay		✓	
Kosrae SSC	Arthur Jonas		✓	
Chuuk SSC	Maika Tuala		✓	
Executive Secretary to VPSS	Bastora Loyola	✓		

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Unit Updates on high accomplishments 2. Acting VPSS update on BOR, budget and others 3. Code of Student Conduct update 4. Proposed Student Union/Center 5. Consolidated calendar of activities 6. Student Services Program Review 7. Founding Day updates 8. Adjournment

Discussion of Agenda/Information Sharing:
<p><i>The Chair started the meeting by welcoming and thanking everyone for joining the meeting. Before the Chair proceed with the meeting, he asked the members for additional items to the agenda. The motion was moved to accept the agenda as presented and Castro seconded the motion.</i></p> <ol style="list-style-type: none"> 1. Unit updates on high level accomplishments <ol style="list-style-type: none"> <i>a. Dispensary</i> <i>The World Aids Day program took place in front of LRC on December 6, 2013. Over 700 people participated during the events. The activities went well and would like to thank everyone for their participation and assistance. Special appreciation to office of VPSS for providing the funds for the event. An evaluation survey of five questions was conveniently selected to show how much the participants know about the program.</i>

- b. *Counseling*
There were fourteen tutors contracted during Fall 2013 and nine tutors were contracted and might need more additional tutors for Spring 2014. The Chair recommended to contract tutors on different subject areas to tutor and to come up with a satisfaction survey focusing on student achievement. Training should be provided in Spring 2014 on teaching methodology.
 - c. *Sports and Recreation*
Increased of programs with the students now converted the practice gym into a student recreation center. 90% of the intramural games completed. Clinics were conducted with twenty students and are currently assisting with the tournaments. The staff are in preparation for the upcoming graduation. An assessment survey was completed by fifty participants (randomly selected) to show how much they've learned.
 - d. *Financial Aid*
Pell grant – most of students have been awarded
Work study – students have been informed of the last day of work study which is December 19, 2013. Assessment surveys are in progress by the work study coordinator.
 - e. *Residence Hall*
Working a list for students who are planning to go on vacation.
The residence hall organization (RHO) students are planning and organizing a cook out this coming weekend.
For the past two weeks, no citations yet.
Currently working with counseling staff regarding five students cited with alcohol consumption and possession.
There are 60 female and 65 males residing in the residents halls. The Chair recommended to work with the admissions office on students who have early registered for Spring 2014 on assignment of rooms (3 students in one room) and also to close those smaller rooms.
 - f. *Student Life*
Assessment survey of ten questions on moving the Peer Counseling Center to the gym have been completed and the results will be presented to the acting VPSS later this afternoon. The purpose of this relocation is to have a more accessible office for the director of student life and the student body association.
 - g. *Others*
The correction of Fall 2013 COMET math and reading answer sheets are in progress. Fifteen readers are scheduled to meet on December 16, 2013 to read and rate all the essays. Lunches will be provided and stipends of \$100 per person by the office of acting VPSS. Tabulation will be done as soon as essay scores are available and send to acting VPSS for the analysis and then forward to RAR committee for adoption.
2. **Acting VPSS update on BOR, budget and others**
The acting VPSS attended the board of regents meeting in Chuuk from December 2-3, 2013. The high lights were basically on the FY2015 budget and the becca project. The Chair recommended everyone to keep up with their excellent works for the supports from the administration. The total budget approved for student services department is \$869,417.00.
 3. **Code of Student Conduct update**
The working group met and discussed some recommendations by the EC, Management Team, Students and the Cabinet. The code should finalized and submitted to the acting VPSS by January 2014.
 4. **Proposed Student Union/Center**
 5. **Consolidated calendar of activities**
The student life director is working on the calendar and should be publicized by Spring 2014. The Chair recommended that each activity should include the description, the sponsor, the

date and time, venue and the objective of the activity. And to also include extracurricular activities from different offices excluding those activities in the catalog.

6. Student Services Program Review

The program review is conducted every two years outside of the trackdard. List of essentials - office, staff, qualifications, years of services and specific function assigned to each staff. The Chair will be compiling this report and will be emailing the members on additional information needed.

7. Founding Day updates

The upcoming founding day is on April 1, 2014. The students voted the venue at the national campus at the main gym and outside of the male resident's hall. Sub groups have been selected for the preparation and organization of the event. The committee recommended a limit of \$2,000 and more from each team. The Chair recommended the committee to set a target for the fundraising and also recommended to have an assessment survey completed for the event.

8. Adjournment

The meeting is adjourned at 12:30pm.

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:	Joey Oducado	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