

College of Micronesia–FSM
Department of Student Services

Mission of the Department of Student Services

The Department of Student Services' mission is to promote student development and leadership by providing quality programs and services that fulfill the diverse educational, recreational, social, and multi-cultural needs of the student population and the college community

Minutes Reporting Form

Committee or Working Group	Student Services Management			
Date	Time	Location		
March 20, 2014	9:30 AM-11:30 AM	Board Conference Room		
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado, <i>Presiding</i>	Acting VP for Student Services Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Penselynn E. Sam	Lead Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Arinda Swingly	Acting Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Morehna Santos	Director, Student Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Castro Joab	Coordinator, Sports and Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ermine Walliby	Coordinator, Peer Counseling Center	<input checked="" type="checkbox"/>		
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>		
Marlou Gorospe	Residence Hall Acting Manager		<input checked="" type="checkbox"/>	
Bastora Loyola	Secretary to the VP for Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
Order of Business				
<ol style="list-style-type: none"> 1. Call to Order 2. Sharing of information 3. Adjournment 				
Discussion and/or Information Sharing				
Call to Order				
<p>A quorum having been established, the presiding chair called the meeting to order. The presiding chair extended his appreciation to all members for joining this urgent meeting on such short notice. He then advised the members to share with their constituents on all matters discussed.</p> <ul style="list-style-type: none"> • The presiding chair is leaving tomorrow to join the Board of Regent’s meeting at Kosrae campus from March 22 – 25, 2014 to represent the student services department and also to present the result of the initial evaluation on review of policies and procedures under the manual for administrative policies and procedures (MAPP) which was developed in 2005. The President tasked all vice presidents to review all policies that pertains to their respective areas and segregate them into three categories. <ol style="list-style-type: none"> 1) All policies that are still applicable and required revision to be submitted to appropriate governance committee 2) All policies that do not required revision and will be submitted to the Board of Regents 3) All policies that are considered obsolete and no longer applicable and should be listed as procedures. 				

- The presiding chair complemented the members of their hard work especially on the department's monthly report that will be replicated among the cabinet members. The advantage of the monthly report, he now able to locate high level and routine accomplishments from each unit. Whenever a report is due, the presiding chair will be extracting the high level elements from each unit's monthly report. There will be no more redundancy reporting.
- After the BOR meeting the presiding chair is leaving to the Philippines' for medical leave and vacation. Lead Counselor, Penselynn E. Sam will be delegated to act in his stead until he returns on April 22, 2014. And as for technical support and urgent matters, he can be reached via email.
- The presiding chair recommended all managers and directors to make sure all request forms are accurately completed prior submitting for his review and approval.
- The presiding chair praised everyone for completing their FY2013-2014 assessment plans and uploaded into the tracDat.
- The presiding chair expressed his disappointment on the accountability role of the student body association. Currently, there is no formal communication and documentation of meetings among the student leaders at all campuses. He then commented to all advisors to work closely with SBA and all the student clubs/organizations to make sure all student activity requests are linked to the college's objectives, student learning outcomes, goals and priorities.
- The presiding chair shared with the members the submission of the approved student services program review. The presiding chair commended all the members for completing their unit's program review before the deadline which is April 25, 2014.
- Assessments for the current cycle is due in August 2014 for FY2016 budget preparation. The presiding chair reminded all the members that current cycle needs to be closed as the results will be determined by the FY2016 budget.

Adjournment

The meeting is adjourned at 11:20am.

Comments/Date and Time of Upcoming Meeting, and Others	
None	
Handouts and Documents Reference	College Web Site Link
Appendix G Administrative Unit Program Review – Student Services	http://www.comfsm.fm/publications/catalog-2013-2014/calendar/2013/pni-nat-2013.pdf
Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities	
Prepared by	Submitted to
Bastora Loyola Secretary to the Vice President for Student Services	Joey A. Oducado Acting Vice President for Student Services