

College of Micronesia–FSM
Department of Enrollment Management & Student Services

Mission of the Department of Student Services

The Department of Student Services' mission is to support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the College's community.

Minutes Reporting Form

Committee or Working Group	Student Services Management			
Date	Time		Location	
October 8, 2015	9:00AM – 11:00AM		BOR Conference Room	
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado, <i>Presiding</i>	Acting VP for Enrollment Management & Student Services Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Penselynn E. Sam	Lead Counselor		<input checked="" type="checkbox"/>	At IOM meeting
Arinda Halbert	Acting Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marlou Gorospe	Residence Hall Acting Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Castro Joab	Acting Director of Student Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Loatis Seneres	Acting Coordinator, Sports and Recreation	<input checked="" type="checkbox"/>		
Ermine Walliby	Coordinator, Peer Counseling Center	<input checked="" type="checkbox"/>		
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>		
Tetaake Yeeting	Work Study Coordinator	<input checked="" type="checkbox"/>		
Mike Ioanis	Counselor	<input checked="" type="checkbox"/>		Represent Penselynn E. Sam
Bastora Loyola	Secretary to the VP EMSS	<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				
<p>Call to Order</p> <p>A quorum having been established, the presiding chair called the meeting to order and extended his appreciation to everyone for being able to join the meeting in such a short notice. He then further requested the managers to share with their staff on all matters discussed:</p> <ul style="list-style-type: none"> • Starting today, meetings will begin by reading of the College's mission and the department's mission statement. All offices should print and post the department's mission statement at their work station to be visible to everyone. All staff supposed to be able to articulate the mission statement, strategic directions, institutional student learning outcome pertaining to student services department. • FY2016 Budget: Performance per Tracdat – All were encouraged to revise their outcomes, strategies, and targets as they are directly linked to four areas of focus under the department's mini-action plan for student success. Elements of measurability and time-bound should be considered while articulating outcomes, strategies and targets. After a lengthy discussion and clarification of this matter, the presiding chair required 				

all units to submit their works no later than 3pm today to be presented in the Cabinet meeting tomorrow morning. He also reminded to send a template for all managers to use.

- Everyone agreed to meet the first and third Mondays of the month. The next meeting is slated for October 19, 2015.
- The presiding chair reminded everyone that effective next payroll, all to utilize the time clock to time in and out of work. The time clock will be located at VPEMSS' secretary's work station. For any compensation or flex time, prior notification will be sent for his approval at least a day in advance. The rationale for this change is for everyone to increase productivity through better time management and punctuality.

The meeting adjourned at 10:55am.

Comments/Date and Time of Upcoming Meeting, and Others	
None	
Handouts and Documents Reference	College Web Site Link
Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities	
Prepared by	Submitted to
<p>Bastora Loyola Secretary to the Vice President for Enrollment Management & Student Services</p>	<p>Joey A. Oducado Acting Vice President for Enrollment Management & Student Services</p>