

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		
January 11, 2016	9:00AM – 11:00AM	BOR Conference Room		
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado, <i>Presiding</i>	Vice President for Enrollment Management & Student Services Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>		
Penselynn E. Sam	Lead Counselor	<input checked="" type="checkbox"/>		
Arinda Halbert	Acting Director, Financial Aid Office	<input checked="" type="checkbox"/>		
Marlou Gorospe	Acting Manager, Residence Halls	<input checked="" type="checkbox"/>		
Castro Joab	Acting Director of Student Life	<input checked="" type="checkbox"/>		
Ermine Walliby	Coordinator, Peer Counseling Center	<input checked="" type="checkbox"/>		
Benina Ilon	Campus Nurse		<input checked="" type="checkbox"/>	
Bastora Loyola	Secretary to the VPEMSS	<input checked="" 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>This is the first meeting for the Spring 2016 term. A quorum having been established, the presiding chair called the meeting to order. Castro Joab began the meeting by reading the College's mission statement.</p> <p>Listed below are very significant highlights from each office:</p> <ol style="list-style-type: none"> 1) Reports from Financial Aid office <ul style="list-style-type: none"> • The Acting Director participated in the 2015 Federal Student Aid training in Las Vegas, Nevada on 11/30-12/7/15. The training covered new federal regulations concerning the 2016-2018 Pell Grants, Title IX, Gainful Employment programs, Student's Privacy Act, the College will lose the eligibility of the federal grants if not in compliance with these regulations. • Effective October 1, 2015, applications are available for 2017-2018 FAFSA. Students may use their parent's 2016 income when applying. • There will be a slight increase of \$70.00 in the 2016-2017 Pell grants. • As for the student's privacy act, the presiding chair informed the Acting Director to discontinue accepting work-study students and to better monitor those coming in and out of the office. • The presiding chair urged the Acting Director to ensure the remaining of 2015-2016 Pell applications are awarded and resolved by end of the week. 				

- 2) Reports from Student Life
 - The intramural games of basketball, baseball and volleyball are concluded last month. Each sport is awarded \$450.00 worth of office supplies to both male and female's team.
 - Currently conducting training to students on coaching and referee techniques so they will be able to coordinate during upcoming games.
 - In collaboration with the residence hall staff, hosted tournaments among the private and public high school students of Pohnpei including students of Xavier and Kosrae high school.
 - Launching outreach program especially for the residence hall students to four communities for their participation on the goodwill games.
 - Currently working with the SBA in completing the calendar of activities. The presiding chair urged this calendar to be updated and posted on the website.
- 3) Reports from Counseling office
 - There are four tutors accepted and contracted to assist with the tutorial services for this semester, thence communication have been sent to the instructors for additional tutors especially with business, science, math and other demanding courses.
 - The presiding chair requested for any workshop or training be compiled with a syllabi and send to the Counselor no later than 1/22/16.
- 4) Reports from Peer Counseling Center
 - Basketball tournaments were competed among the high school students of Pohnpei and COM-FSM students during the Substance Abuse Prevention (SAP) week. The results of the surveys will be submitted to the office of VPEMSS for review.
- 5) Reports from Residence Halls
 - Currently in process of recruiting new residential advisors to assist with the residence hall staff in providing uninterrupted services 24/7 including holidays.
 - Conducted meetings with club's officers specifically those residing in the residence halls to update their registration forms and submit their calendar of activities and proposed budget for Spring 2016 term.
 - One of the female residence hall's staff (Bencina Amond) is currently off-island due to the passing of her mother and is due to return next week.
 - The presiding chair requested the Acting Manager to ensure the residence hall's students are full time and in good academic standing.
- 6) Reports from VPEMSS
 - The Self-Evaluation of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation report is completed and posted on the website for the college community. VPEMSS urged the members to avail their time to read and be familiarized with the Standard IIC: Student Support Services especially the sections relating to their offices.
 - Everyone to ensure that all information pertaining to their office's webpage is updated and accurate by end of this week.
 - Spring 2016 enrollment updated.
 - VPEMSS reminded everyone again to ensure the contents of their reports are accurate prior submission for his review and action.

The meeting adjourned at 10:55am.

Comments/Date and Time of Upcoming Meeting, and Others

The next meeting is scheduled on February 8, 2016.

Handouts and Documents Reference

College Web Site Link

**Summary of Decisions, Recommendations, Action Steps,
Motions with Timeline and Responsibilities**

Prepared by	Submitted to
Bastora Loyola Secretary to the Vice President for Enrollment Management & Student Services	Joey A. Oducado Vice President for Enrollment Management & Student Services

