

**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**

<b>Committee or Working Group</b>	Student Services Management			
<b>Date</b>	<b>Time</b>	<b>Location</b>		
September 8, 2016	9:00AM – 11:00AM	BOR Conference Room		
<b>Attendance</b>				
<b>Attendees</b>	<b>Position Title</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Joey Oducado, <i>Presiding</i>	VP for Enrollment Management & Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Penselynn E. Sam	Lead Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faustino Yarofaisug	Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Krystilyn Atkinson	Director, Student Life	<input checked="" type="checkbox"/>		
Marlou Gorospe	Residence Hall Acting Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Castro Joab	Coordinator, Sports and Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>		
Ermine Walliby	Coordinator, Peer Counseling Center		<input checked="" type="checkbox"/>	
Bastora Loyola	Secretary to the VPEMSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
<b>Order of Business</b>				
<ol style="list-style-type: none"> <li>1. <b>2015-2016 Assessment Report (TracDat)</b></li> <li>2. <b>2016-2017 Assessment Cycle</b></li> <li>3. <b>Budget for FY2017</b></li> <li>4. <b>Budget preparation for FY2018</b></li> <li>5. <b>Other areas</b></li> <li>6. <b>Adjournment</b></li> </ol>				
<b>Discussion and/or Information Sharing</b>				
<b>Call to Order</b>				
<p><i>This is the first departmental meeting of this semester, the meeting started after the reading of the College's mission statement. A motion passed unanimously to adopt the agenda as communicated.</i></p> <ol style="list-style-type: none"> <li>1) <i>For information sharing and feedbacks, the VPEMSS' spent a five-minutes presentation with the managers on the departments' 2015-2016 assessment plans posted in the TracDat. Deadline is set for September 14, 2016 for all managers to revisit their assessment plans to ensure all are accurately completed.</i></li> <li>2) <i>VPEMSS reminded the members to start populating their objectives and assessment strategies including targets for 2016-2017 assessment cycles. VPEMSS suggested that the offices of Sports and Recreation, Dispensary, and Residence Halls to collaborate with the Director of Student Life to articulate sets of outcomes to address the follow up and improvement plans identified in the 2015-2016 assessment plans.</i></li> </ol>				

- 3) VPEMSS informed everyone that he is not approving any request from FY2017 budget until all units completed their 2015-2016 assessment plans.
- 4) The preparation of FY2018 budget will be informed by 2015-2016 assessment results. After closing the loop for 2015-2016 assessment plans, the units will be developing sets of outcomes for FY2018 budget preparation as informed by prior year's assessment. Outcomes should also be congruent with the institution's focused direction and goal, priorities, and complimentary to those of the other departments.
- 5) The Student Services Coordinator of Pohnpei Campus, Mr. Jeffrey Arnold has submitted his intent not to renew his contract with the College. His contract terminates on September 30, 2016.  
  
The position for the Registrar is now filled commencing on September 20, 2016.
- 6) 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
<b>Bastora Loyola</b> Secretary to the Vice President for Enrollment Management & Student Services	<b>Joey A. Oducado</b> Vice President for Enrollment Management & Student Services