

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

Department’s Mission Statement

The Department of Enrollment Management & 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:	Management of Enrollment Management & Student Services		
Date	Time	Location	
April 11, 2022	10am – 12pm	ZOOM	

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Vice President for Enrollment Management & Student Services	Joey Oducado	✓		
Lead Counselor	Penselynn E. Sam		✓	<i>Julia Martin represented the office</i>
Acting Director, Financial Aid Office	Arinda S. Halbert	✓		
Director/Registrar, Admissions, Records and Retention Office	Doman Daoas	✓		
Acting Director, Student Life	Loatis Seneres	✓		
Executive Director, Center for Entrepreneurship	Timothy Mamangon	✓		
College Nurse	Benina Ilon	✓		
Residence Halls Manager	Marlou Gorospe	✓		
Security & Safety Supervisor	Terry Marcus		✓	<i>Was on leave</i>
SSC, Chuuk	Kestery Enlet	✓		
Acting SSC, Yap	Sarah Mooteb	✓		
Acting SSC, Kosrae	Eileen Nena	✓		
Acting SSC, FMI	Alvin Sinem	✓		
Counselor, CTEC	Cynthia Edwin	✓		
Secretary	Bastora Loyola	✓		

Discussion of Agenda/Information Sharing:
<p><u>Call to Order</u> <i>A quorum having been established, the presiding chair called the meeting to order at 10am. Cynthia Edwin recited the College’s mission statement. Benina Ilon recited the department’s mission statement.</i></p>

Updates or high lights from each unit

1. Financial Aid office

- *Pell Grant number of eligible students versus Spring2022 enrollment, students awarded versus number of eligible students and amount of awards in US dollars as of April 2022.*

Campus	Enrollment (N)	Pell Eligible (A)	A in % of N	Awarded Pell (B)	B in % of A	Pell Awards in US\$
National	865	725	84%	697	96%	\$2,054,145.36
CTEC	272	221	81%	221	100%	\$610,687.75
Chuuk	234	149	64%	147	98%	\$401,930.57
Kosrae	153	123	80%	122	99%	\$300,416.00
Yap	208	169	81%	166	98%	\$435,281.00
Total	1732	1387	80%	1353	98%	\$3,802,460.68

- *SEG Assistance total number of recipients to date is 110 and total awarded \$102,859.50*
- *SEG Work-Study number of participants per campus and number of Veterans on Work-Study*

Campus	Allocated # of Slots	Worked
National	300	201
CTEC	80	55
Chuuk	50	14
Kosrae	40	5
Yap	40	37
FMI	43	43
VA	4	4

- *Scholarship Checks received from four sources*

Source of Scholarship	# of checks	Amount
Kosrae	2	\$2,000.00
Yap	5	\$5,000.00

2. Office of Admissions, Records & Retention

- *Early registration for Summer2022 started on April 4-8, 2022 and has been extended until May 20, 2022. Late admission fee of \$10.00 has been waived by the Interim President.*
- *The Summer2022 current enrollment headcount is 428 or 42% of target all campus-wide, in terms of credits, 2,366 or 41% of 5,759 target credits.*
- *Spring2022 COMET, out of 1,310 students who took the test, 79% or 1,040 passed into the college's programs while 21% or 270 were not admitted.*

State	Degree	%	ACE	%	Cert	%	NonAd	%	Total
Chuuk	91	23%	36	9%	106	26%	168	42%	401
Kosrae	39	37%	5	5%	42	40%	20	19%	106
Pohnpei	256	42%	120	20%	180	30%	51	8%	607
Yap	73	37%	35	18%	57	29%	31	16%	196
Total	459	35%	196	15%	385	29%	270	21%	1310

- *Scheduled visits to public and private high schools of Pohnpei for distribution of admission packets are scheduled on April 25-29, 2022. Admission letters are provided to the state campuses for distribution.*

- *Special registration for Summer2022 to new incoming freshmen*
 - *June 6 – 10, 2022 – Registration and orientation*
 - *June 13, 2022 – First day of instruction*
 - *June 14, 2022 – Last day of add/drop courses*

3. *Student Life office*

- *A student services aide was newly hired on special contract on March 14, 2022 for the duration of six months. The Presiding Chair recommended for the Acting Director to process a personnel requisition with the required documents to be provided to Human Resources office for advertisement of the position.*
- *The Founding Day event was successfully celebrated on April 1, 2022. There was no sports activities or other events, only cultural presentations. Six teams (PSO, ChuuChok, KSO, YSO, CTEC and PingMwok) participated in the event. This year's theme "Cultural and Education provide the foundation for student success". Faculty and staff were assigned to teams to promote college community engagement. Founding Day championship ballgames are still on going.*
- *To commemorate this year's World's Leprosy and TB day, the Campus Nurse and Pohnpei State Leprosy and TB programs conducted a massive screening for leprosy and tuberculosis, handed out deworming medications and others to students, staff and faculty during the week of March 21-25, 2022.*
- *The annual Health Fair is tentatively scheduled on April 29, 2022.*
- *91% of the residence hall students already received the COVID-19 vaccination. Students who have not received the vaccination are required to be immunized and follow protocols set by the college for infection control (handwashing, social distancing and others).*
- *The occupancy in the residence halls were resumed to maximum capacity to 4 per room but continued to follow restrictions on social distancing effort.*
- *Four staff are currently working at the female residence hall, there's a need of one staff to cover the shifts. The Presiding Chair recommended for the RH Manager to hire a special contract temporarily and submit a personnel requisition and vacancy review for his review prior to Cabinet's meeting.*

4. *Center for Entrepreneurship*

- *On March 22, 2022, the Pohnpei State Department of Education (PDOE) and the Center for Entrepreneurship in partnership with UNICEF joined the rest of the world to celebrate the 2022 World Water Day at the Kolonia-China Friendship Center. The CFE interns led the coordination and organization of the event. The event was joined by more than three hundred participants from all over Pohnpei. Interns applied their communication skills, marketing skills, and leadership skills to ensure that the event was successful.*
- *Currently, the interns are preparing for their next event, which celebrates World Menstrual Hygiene month. The center also plans to expand the internship program to the other states starting in August 2022.*

5. *Counseling office*

- *There are four tutors at National campus. There were only few students showed up for tutorial services. The Counselor is having challenges in reaching out to them as they are not responding to emails. For the time being, she's working with instructors to refer the at-risk students or students that are shown in the early warning deficiency report.*

6. *Yap campus*

- *An on-line training for Sexual Harassment for staff was on March 16, 2022.*
- *Founding Day 2022 was celebrated on March 31, 2022 with over a 100 students participated.*
- *Pow-wow sessions with students who are at-risk or showed in the early warning deficiency list.*
- *There are four full-time security officers and one on special contract as part-time employee. The Presiding Chair recommended the Dean to complete a personnel requisition with a vacancy review form to be sent for his review, then submit to the Cabinet for approval.*
- *The security and safety office and tutorial services which is now called Academic Service Center (ASC) are under Dean's supervision.*

7. *FSM-FMI*

- *100% of their students are COVID-19 vaccinated.*
- *Currently conducting Fall2022 recruitment at the high schools in the FSM.*
- *The students, staff and faculty celebrated the Founding Day on April 1, 2022 with fun games. The teams were divided into four groups (Blue, White, Gray, and Red). The event was very successful.*
- *Need additional security officer, the Presiding Chair recommended to hire a special contract for duration of 6 months while working on a permanent position.*

8. *Chuuk campus*

- *To promote student engagement and interaction among students, faculty and staff, the campus celebrated Student-Faculty Spirit Week on March 29 – 31, followed by the Founding Day on April 1, 2022.*
- *The SSC and the counselor worked as a team in counseling the students that are shown in the deficiency list for tutorial services.*

9. *Kosrae campus*

- *Students, Staff and Faculty spent a picnic conservation on a remote island to celebrate the Founding Day on 3/31-4/1/2022.*
- *Additional personnel is needed so the Presiding Chair recommended the Acting SSC to work with the Campus Dean to complete a personnel requisition with a vacancy review form to be sent for his review prior to Cabinet's approval.*
- *One of the security officers, Henry Alokoa is back on island and will continue his work on Monday, 4/18/2022. He was very sick and referred off-island for treatment.*
- *Commencement exercises for Spring2022 will be held in July 2022.*
- *The Presiding Chair recommended all students with outstanding balances to utilize the We Care Student Aid.*
- *COVID-19 Booster shots, flu shots and regular vaccination were administered to students, staff, and faculty last week.*

10. *CTEC*

- *The campus nurse and a group of nurses from Pohnpei State Public Health are administering the COVID-19 regular and booster shots as well as flu shots at student services center today.*
- *March 25, 2022 was Tuberculosis and leprosy awareness month. There was a presentation followed by screening and testing to 64 students and staff.*

- ACE mentors are helping with tutoring since they don't have many students this semester. Counselor has been reaching out to students who are not attending classes. It has been difficult to get in touch with them as they don't have contact phone numbers and are not responding to emails.
- On March 18, 2022, met with students regarding midterm deficiency report, last day to withdraw with "W" and upcoming activities.
- Students and staff were informed of the schedule of Founding Day, but participation was the lowest they ever had.

11. VPEMSS office

- The Presiding Chair reminded all unit supervisors of their annual assessment in the TracDat, which should be completed on or before end of May 2022, allowing time to review completed assessments, feedbacks and comments by VPEMSS, and to inform development of the next cycle's assessment plan. Additionally, he also reminded unit supervisors of overdue program reviews or program reviews that will be due this year. Program reviews should be submitted to VPEMSS office by October 2022, for review, comments, and feedbacks prior endorsement to the Assessment Team.

Adjournment

The Director of OARR moved and Acting Director of Student Life seconded that the meeting be adjourned. The meeting adjourned at 11:48am.

Prepared by	Submitted to
<p style="text-align: center;">Bastora Loyola Secretary to the office of Vice President for Enrollment Management & Student Services</p>	<p style="text-align: center;">Joey A. Oducado Vice President for Enrollment Management & Student Services</p>