

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee	<i>Student Services Management Meeting</i>
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Date: June 5, 2009	Time: 10:00 – 12:00	Location: Board of Regents Conference Room

Members Present:		Members Absent:
<ul style="list-style-type: none"> ▪ Ringlen Ringlen, Chair 	<ul style="list-style-type: none"> ▪ Bollie Ludwig, Sports & Recreation (sits in for Castro Joab) 	<ul style="list-style-type: none"> ▪ Willer Benjamin, SSC Kosrae ▪ Cecelia Dibay, SSC Yap ▪ Switer Eter, SSC Chuuk ▪ Morehna Rettin-Santos - leave
<ul style="list-style-type: none"> ▪ Vasantha Senerathgoda, OAR (sits in for Joey Oducado) 	<ul style="list-style-type: none"> ▪ Reedson Abraham, Student Life Director 	
<ul style="list-style-type: none"> ▪ Benina Ilon, College Nurse 	<ul style="list-style-type: none"> ▪ Johnson Sepeti, Dorm Manager 	
<ul style="list-style-type: none"> ▪ Yoneko Kanichy, Pohnpei Campus (sits in for Jeff Arnold) 	<ul style="list-style-type: none"> ▪ Ermine Walliby, Peer Counseling Coordinator 	
<ul style="list-style-type: none"> ▪ Arinda Swingly, FAO Counselor (sits in for Eddie Haleyalig) 		

Additional Attendees:	<i>Bastora Loyola, Recorder</i>
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Action Items from BOR Meeting in May 2009 2. FY 2009 Budget Cuts/Balancing 3. FY 2010 Budget 4. Follow up on Assessment Activities 5. Post Presidential Retreat May 2009 6. Information Sharing 7. Adjournment

Discussion of Agenda/Information Sharing:
<p><i>The Chair started the meeting by welcoming and thanking everyone attending. The Summer 2009 meetings were scheduled on the first Friday of the month starting at 9:00am-12:00pm in the Board Conference Room.</i></p> <ol style="list-style-type: none"> 1. Action Items from BOR Meeting in May 2009 <ul style="list-style-type: none"> ✓ Guidelines for the FY2011 operational budget was approved. The Chair will forward the guidelines to the members after this meeting ✓ Effective Fall 2009 increased of cafeteria meals were approved <ol style="list-style-type: none"> a) breakfast is increased from \$2:00 to \$3.00 for COM-FSM staff/students \$2.00 to \$4.00 for non COM-FSM staff b) lunch is increased from \$3.00 to \$3.50 for COM-FSM staff/students \$3.00 to \$4.50 for non COM-FSM staff

c) dinner is increased from \$3.00 to \$3.50 for COM-FSM staff/students
\$3.00 to \$4.50 for non COM-FSM staff

- ✓ The AS degree teacher education elementary program will be replaced with AA degree in Teacher Preparation
- ✓ All directors, managers, chairs and instructors to start educating staff, faculties and students between now until Fall 2009 on the revised attendance policy to be in effect Fall 2009. The instructors/staff to inform the students during Orientation. This policy will be evaluated every three years.
- ✓ The proposed revisions to the alcohol policy and implemented procedures were approved effective Fall 2009. The Cabinet is requiring that all policies developed need an evaluation date after implementation.
- ✓ The Board of Regents revised their 2009 expenditure budgets to reflect the appropriated amount.
- ✓ The BOR amended the travel advance policy to provide 100% of per diem prior to traveling except for those with outstanding travel voucher.
- ✓ The next BOR meeting will be held in Kosrae in August 2009.

2. FY 2009 Budget Cuts/Balancing

The college is experiencing deficit over \$800,000.00. The Finance committee is working on ways to balance the budget between now and September 2009. The committee will meet after the Director of Human Resources provides the hiring dates for those vacant positions, unused salaries, housing and special contracts. The deadline to balance the budget is June 30, 2009.

3. FY 2010 Budget

During the budget hearing at the FSM Congress, the College requested 3.9 million for the FY2010 budget and the FSM President recommends to the Congress only 3.67 million.

4. Follow up on Assessment Activities

The Chair recommended and encouraged everyone to keep doing their assessment activities, continue collecting data and contacting surveys. Joey is the new assessment coordinator for the student services. He will be meeting the managers on their assessment for the Fall 2009 when he gets back from the Philippines.

5. Post Presidential Retreat May2009

The Retreat recommended status quo with modification. The planning and resources committee has been tasked by the President to work with the recommendation for a plan before the Board of Regents meeting.

6. Information Sharing

VPSS

- ✚ August 6, 2009 is deadline to submit reports for the BOR meeting

Recreation

- ✚ New course offered this summer is Ping Pong
- ✚ Basketball summer camp (between ages of 10-17) starting July 11-17
- ✚ New Instructor for ESS courses, Rolden Laguerta
- ✚ COM-FSM Shark Team won the basketball tournament
- ✚ Intramural Games for the students starting next week

OAR

- ✚ Business 101 was cancelled, the instructor is off-island
- ✚ Arbel Ben was working on the enrollment list for Summer 2009 due today
- ✚ National campus broke the projection this summer's enrollment with 665 students

Dorm

- ✚ There are over 84 students residing in the dorms
- ✚ Hosting UB students from Pohnpei and Marshall Islands, Teacher Corps students
- ✚ Awaiting the summer enrollment list to evacuate the students still staying in dorms who

are not enrolled for the summer

Student Life

- ✚ Appointed to serve in the adhoc committee for the cafeteria to review applications for hiring
- ✚ Needed the members support to approach and motivate students so that they can stay away from alcohol

FAO

- ✚ FAO handbook is updated and in process
- ✚ Conducted workshops with the high schools in Pohnpei, Kosrae, and Chuuk on the new changes of Pell Grant
- ✚ Assisting students on line for the FAFSA

Dispensary

- ✚ Red Cross is visiting COM-FSM on 6/12/09 at 2:00pm in front of the LRC to provide blood type to those who are interested, Benina will coordinate the set up.
- ✚ New assistant nurse is coming on board

Pohnpei Campus

- ✚ Broke the projection on the summer enrollment list
- ✚ COMET sign up list is on going for the Fall 2009
- ✚ Student Services staff are on the Prep Committee to prepare for next semester
- ✚ Educating students to apply their financial aid earlier
- ✚ Hiring tutors for the summer

Peer Counseling

- ✚ Attended the Family Planning conference in Saipan two weeks
- ✚ First outreach for the summer with the Paies community today at 3:00pm – 5:00pm
- ✚ Asking all members for their prayers for Mike Ioanis. He is studying for the Substance Abuse specialist for the FSM.

7. Adjournment

- The meeting is adjourned at 11:50am.

Comments/Upcoming Meeting Date & Time/Etc.:

- *The next meeting is scheduled on July 3, 2009 in the Board Conference Room at 10:00am – 12:00 noon.*

Handouts/Documents Referenced:

- 1. Agenda**
- 2. Timeline for the next BOR meeting**
- 3. Revised attendance policy**

College Web Site Link:

Link to where the minutes or information can be found on the college web site. Note the President has directed that all committee minutes be placed on the college web site.

Prepared by:	<i>Bastora Loyola, Secretary</i>	Date Distributed:	<i>6/12/09</i>
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Approval of Minutes Process & Responses:

Submitted by:	<i>Ringlen Ringlen, Chair</i>	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President: (this section will be filled in by the President’s staff reflecting the President’s decision regarding the recommendation from the various committees)

Item numbers:	Approved:	Approved with conditions:	Disapproved:	Comments/Conditions: