

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Student Services Management	
Date	Time	Location
May 3, 2011	1:00pm-2:00pm	BOR Conference Room

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Acting Vice President for Student Services	Jeffrey Arnold	✓		Presiding
Director, Student Life	Reedson Abraham	✓		
Coordinator, Sports & Recreation	Castro Joab	✓		
Director of OAR	Joey Oducado	✓		
Director of FAO	Eddie Haleyalig			Arinda Swingly sat for Eddie
Lead Counselor	Penselynn O. Etse	✓		
Peer Counseling Coordinator	Ermine Walliby	✓		
Executive Secretary to VPSS	Bastora Loyola	✓		

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Review of minutes 2. Committee Reports <ol style="list-style-type: none"> a. RAR b. Student Services c. Financial Aid 3. Information Sharing 4. Others 5. Adjournment

Discussion of Agenda/Information Sharing:
<p>The Chair started the meeting by thanking and welcoming everyone for their participation and asked the members for any additional item to include on the agenda for discussion.</p> <ol style="list-style-type: none"> 1. The members reviewed the minutes and motioned the minutes be adopted. Reedson motioned and Joey seconded that the minutes be adopted with some minor modifications. The motion passed unanimously. 2. a. Updates from Joey <ul style="list-style-type: none"> ➤ The Spring 2011 graduation is set on May 13, 2011 starting at 10:00am in the main gym. ➤ Invitations to Dr. Mauricio, as the Keynote Speaker, the FSM Education Secretary, Mr. Shoniber and dignitaries have been delivered. ➤ There are 199 candidates for this graduation system wide, not including 15 candidates of the Master of Arts in Education. ➤ May 9, 2011 is the last day for the submission of grades. The staff will work on May 10, 2011 which is a holiday to finalize the graduation list.

- Jeff, Joey and Reedson went to Chuuk, Yap and Kosrae for recruitment. They provided the high school principals and counselors COMET statistical results, admission packets for the high schools and state campuses students who recently took the COMET. The student services staff of National and Pohnpei campuses will conduct the recruitment at the Pohnpei high schools.
 - Will discuss with RAR on some concerns on recruitment at the high schools for consistency.
 - A request was referred to Jon Berger, Assessment Specialist for a special COMET this summer for the non-admit students.
 - Summer registration is May 25-26 except for Yap and yet to be confirmed
 - Need some clarifications on the functions of the Assessment Specialist and RAR regarding COMET
 - Recommended to use the old COMET answer sheets
- b. Updates from Reedson
- The policy on Student Complaint Process and the Student Activity Fund Request have been endorsed and ready to be submitted to VPSS office for proper disposal
 - Concerns on submission of timesheets and consolidation of reports from the state campuses especially for this new structure
 - Need to hire a Sports & Recreation Specialist at Kosrae campus that can manned the office and at the same time be an ESS instructor.
- c. Updates from Arinda
- Akiko just arrived from the WASFAA conference in Hawaii
 - May 13, 2011 is the last day for work study and is now open for summer
 - 95% of Pell Grants have been awarded to the eligible students
 - Received over 1000 applications for Fall 2011 ISIR (Institutional Student Information Report)
 - Continue awarding of 2010-2011 Pell grants and those not eligible will be awarded SEG this summer
3. Ermine updated the members on the following
- There are some employees of the Federal program of Title 10 Family Planning arriving from California to visit the health services at Pohnpei and National campus, Peer Counseling office regarding clinical, budget and administration.
 - Concerned that the peer counseling staff doesn't report to her
4. There is none for now.
5. The meeting adjourned at 1:50pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- *Meeting agenda*

College Web Site Link:

Prepared by:	Bastora Loyola	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:	Jeffrey Arnold	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments