

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

<b>Committee or Working Group:</b>	<b>Student Services Management</b>	
<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>January 24, 2013</b>	<b>9am – 12pm</b>	<b>BOR’s Conference Room</b>

<b>Members Present:</b>				
<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Acting Vice President for Student Services	Joey Oducado	✓		Presiding
Director of FAO	Eddie Haleyalig	✓		
Coordinator, Sports & Recreation	Castro Joab	✓		
College Nurse	Benina Ilon	✓		
Lead Counselor	Penselynn O. Etse	✓		
Acting Director for Student Life	Morehna Rettin-Santos	✓		
Peer Counseling Coordinator	Ermine Walliby	✓		
Pohnpei SSC	Jeffrey Arnold	✓		
Yap SSC	Cecilia Dibay		✓	
Kosrae SSC	Arthur Jonas	✓		
Chuuk SSC	Maika Tuala	✓		
Executive Secretary to VPSS	Bastora Loyola	✓		
<b>Special Guests: Director and Assistant of Development and Community Relations</b>				

<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. <b>Founding Day 2013</b></li> <li>2. <b>Updates on Non-Academic Program Prioritization</b></li> <li>3. <b>Recommendations from Barbara Fieman</b></li> <li>4. <b>Adjournment</b></li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p>As suggested by the Chair, the roll was called by the secretary. All members were presented except for the student services coordinator at Yap campus. A quorum has been reached. The Chair called the meeting to order at 9:25am. The Chair started the meeting by selecting four members to read out the following printed statements. He also recommended the members to memorize each statement for reading on the upcoming meetings and suggested each member to do this as well during their staff meetings. He then thanked and welcomed the special guests from the office of Development and Community Relations, Director Joe Saimon and Assistant Paulo Santos.</p> <ul style="list-style-type: none"> <li>• <i>Penselynn Sam - College Mission</i></li> <li>• <i>Benina Ilon - Student Services Department Mission</i></li> <li>• <i>Morehna Rettin-Santos - Strategic Goal 2&amp; 9:</i></li> <li>• <i>Castro Joab - Institutional Learning Outcome</i></li> </ul> <ol style="list-style-type: none"> <li>1. <i>There was a working group consist of Senate President, SBA President, Director and Staff of Development and Community Relations met and recommended that the college celebrate its 20<sup>th</sup> anniversary during the week of April 1-5, 2013. Joe and Paulo were invited to discuss the</i></li> </ol>

*following recommendations and get their feedback/comments. After it's finalized it will be forwarded to the President for approval.*

- *April 1, 2013: Cultural Float Parade*
  - *Each Micronesian culture group represented at the college will plan and design their own floats.*
  - *Parade will begin at the Spanish Wall and end at the PICS field.*
  - *Each culture group will conduct a cultural presentation.*
- *April 2, 2013: No Activity*
  - *The college community will be invited to participate in Pohnpei State Cultural Day activities in town.*
- *April 3, 2013: Cultural Theme Day*
  - *College community will be invited to dress in their cultural attires.*
  - *Micronesian History professor and students will be invited to conduct a presentation on Micronesian culture during the free period (1 – 2pm).*
- *April 4, 2013: Stakeholders Reception at President's Residence*
  - *Invitation to be made to the Chinese Embassy Chef to lead the college's HTM students in a seven-course meal preparation.*
  - *Invitation will be sent to stakeholders who are willing to take part in the activity to pay for their tables.*
  - *Students will feature cultural shows after dinner.*
- *April 5, 2013: Evening of Music*
  - *Piano concert by Roman Rudnytsky*
  - *Music concert by local bands.*
- *April 6, 2013: Public Concert*
  - *Piano concert by Roman Rudnytsky to take place in town for the public.*

*Other Suggestions:*

- *To erect the old CCM concrete seal on the steps next to the LRC.*
  - *Enter into a contest for a commemorative 20<sup>th</sup> anniversary seal.*
- *After a lengthy discussion, the Chair recommended the Acting Director of Student Life to organize a subcommittee to come up with a theme and make a list of recommendations based on the schedule submitted so the members can go over on the next meeting.*
  2. *Last Fall 2012 a reminder was sent to all members to send their non-academic program prioritization to Director of IRPO and Academic Affairs. This information will be used to compare to other affiliated institutions. There is still some confusion raised among the members on what areas to compare with. The members will meet again to make decision base on the information in terms of prioritizing non-academic programs.*
  3. *The members went over the recommendation sent from Consultant Barbara Fienman and made some corrections/modification. Once finalized it will be forwarded to the President for review and comments.*
  4. *The meeting adjourned at 11:45am.*

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

- *Meeting agenda*

**College Web Site Link:**

<b>Prepared by:</b>	<b>Bastora Loyola</b>	<b>Date Distributed:</b>	
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<b>Approval of Minutes Process &amp; Responses:</b>

<b>Submitted by:</b>	<b>Joey Oducado</b>	<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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<b>Action by President:</b>
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<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>