

**College of Micronesia–FSM**  
Department of Student Services

**Mission of the Department of Student Services**

The Department of Student Services' mission is to promote student development and leadership by providing quality programs and services that fulfill the diverse educational, recreational, social, and multi-cultural needs of the student population and the college community

**Minutes Reporting Form**

<b>Committee or Working Group</b>	Student Services Management, College-wide			
<b>Date</b>	<b>Time</b>	<b>Location</b>		
July 26, 2013	9:00 AM - 12:00 PM	Board 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>	Acting VP for Student Services Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Penselynn Etse	Lead Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Eddie Haleyalig	Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Morehna Santos	Acting Director, Student Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Castro Joab	Coordinator, Sports and Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ermine Walliby	Coordinator, Peer Counseling Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jeffrey Arnold	Pohnpei Campus SSC <sup>1</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cecilia Dibay	Yap Campus SSC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Arthur Jonas	Kosrae Campus SSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Memorina Yesiki	Chuuk Campus, Acting SSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dokowe George	Kosrae OAR Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guest
Tetaake Yeeting	Work Study Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guest
Dalihda Waltu	Staff, Peer Counseling Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guest
Mike Ioanis	Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guest
Bastora Loyola	Secretary to the VP for Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
<b>Order of Business</b>				
<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Reports/Updates</li> <li>3. Fall 2013 Orientation: Planning and Organization</li> <li>4. 2012-2013 Assessment and the TracDat</li> <li>5. Student Code of Conduct</li> <li>6. The Accreditation Master Calendar</li> <li>7. Student Life: The Residence Halls</li> <li>8. Reprogramming Requests</li> <li>9. Adjournment</li> </ol>				

<sup>1</sup>Student Services Coordinator

## Discussion and/or Information Sharing

### Call to Order

A quorum having been established, the presiding chair called the meeting to order. The attendees unanimously adopted the order of business.

The presiding chair acknowledged the presence of invited guests to the meeting, as follows: (a) Mike Ioanis and Dalihda Waltu who were tasked the oversight to coordinate and organize the Peer Advisers, (b) Dokowe George of Kosrae's OARR, and (b) Tetaake Yeeting of National Campus' FAO.

### Reports and Updates

#### Financial Aid Office

- The 2013 Financial Aid Handbook has been finalized and a master copy was submitted to a on-island print shop for printing of the publication.
- The handbook will also be available in electronic format accessible from the FAO's webpage.

#### Peer Counseling Center

- A grant request of \$5,000.00 was submitted to SAHM Council to fund PCC's activities.

#### Pohnpei Campus

- The preparation for academic year 2013-2014 is an on-going activity. The division of Student Services reported of interviewing 10 applicants for the Peer Advisers.
- The division is still waiting for the TracDat Training that will be facilitated by the Institutional Research and Planning Office (IRPO).

#### Counseling Services

- The division of Physical Facilities and Maintenance is working on the renovations and other related works to the new office for the Counseling Services. Completions of these works are expected by the end of the week.

#### Health Services

- The Campus nurse reported on working with her Office's assessment, and once completed, she will transmitted it to the Acting VPSS for review and endorsement; thence posting into the TracDat.

#### Student Life

- 76 Upward Bound (UB) students currently residing in the Residence Hall.

#### Kosrae Campus' Student Services

- Administered a special COMET to 60 students who were not able to take the February-March 2013 COMET.
- Commencement Exercises participated by 28 graduates.

#### Chuuk Campus

- Conducted workshop on orientation and registration to SBA officers and Peer Advisers.
- Seven graduates during Summer 2013 session.

### **Fall 2013 Orientation: Planning and Organization**

Presiding chair reminded attendees of the following college-wide schedules:

- August 5-8, 2013, Fall 2013 orientation for incoming new and freshman students including transfer students.
- August 9, 2013, registration for new students
- August 12, 2013, special add/drop for early registered students who are not able to meet the pre-requisites of courses they had early registered.
- August 13-15, 2013, regular registration for all students.

### **2012-2013 Assessment and the TracDat**

The presiding chair reported that only Counseling office has submitted their 2012-2013 assessment' Worksheet 3 (closing the loop) which was supposedly due on July 6, 2013. As such, he advised all that he is extending the deadline to another week to complete the overdue reports.

The 2012-2013 assessment plans and reports will be posted into the TracDat.

### **Student Code of Conduct**

The presiding chair reported receipt of the Student Code of Conduct as drafted by the working group consisted of Counselors Mike Ioanis and Lore Nena, the Director of Student Life Morehna Santos, and Chief of Campus Security and Safety, Warren Ching. The draft Code will be submitted to the Student Services Management, the Facilities and Campus Environment Committee, and Executive of Committee, and others for review, comments, and other recommendations; thence, to the Cabinet and the Board of Regents.

### **The Quarter Performance Reports and Other Reports**

- The presiding chair and acting VPSS shared his thoughts of creating online reporting templates or forms (say, through Google.docs) for directors, coordinators and other unit supervisors to use.
- He presented to the attendees the new reporting template for the quarter performance reports, and especially cited the high-level accomplishments now required under the new templates specifically relating them to the College's Institutional Directions and Goals, IEMP objectives or goals, the ACJCC standards.
- He also provided attendees the "**Reference for Directors, Coordinators and Unit Supervisors**" which is basically a document containing essential information (for reference purposes), such as institutional mission statement, vision, core values, the institutional directions and goals, the institutional student learning outcomes, the mission statements of the department and all the units under the department.
- He also discussed the IEMP and the objectives specific to the department.

### **The Residence Halls**

- The Director of Student Life reported that she is currently drafting the RH policies to be sent to the members for feedback and comments to be submitted to Acting VPSS for formatting next week.

### **Reprogramming Requests**

- The presiding chair echoes the directive emanating from the Office of the President and Chief Executive Officer on request for fund reprogramming. Requests should be accompanied by justifications primarily linking them to the specific directions, goals and objectives of the College.

### **Adjournment**

The meeting adjourned at 12:05pm.

### **Comments/Date and Time of Upcoming Meeting, and Others**

None

Handouts and Documents Reference	College Web Site Link
<ol style="list-style-type: none"> <li>1. New Quarterly Performance Reporting Template</li> <li>2. Draft Student Code of Conduct</li> <li>3. References for Directors, Coordinators and Unit Supervisors.</li> </ol>	<ol style="list-style-type: none"> <li>1. Integrated Educational Master Plan,  <a href="http://www.comfsm.fm/vpia/misc/IEMPSheet.pdf">http://www.comfsm.fm/vpia/misc/IEMPSheet.pdf</a> </li> </ol>
Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities	
Prepared by	Submitted to
<p><b>(Sgd.) Bastora Loyola</b>  Secretary to the Vice President for Student Services  July 31, 2013</p>	<p><b>(Sgd.) Joey A. Oducado</b>  Acting Vice President for Student Services  August 2, 2013</p>