

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

Committee or Working Group	Student Services Management			
Date	Time	Location		
September 4, 2013	1:00PM-3:00PM	Board Conference Room		
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado, <i>Presiding</i>	Acting VP for Student Services Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Penselynn E. Sam	Lead Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Eddie Haleyalig	Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Morehna Rettin-Santos	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"/>		
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>		
Marlou Gorospe	Residence Hall Acting Manager	<input checked="" type="checkbox"/>		
Bastora Loyola	Secretary to the VP for Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
Order of Business				
<ol style="list-style-type: none"> 1. Call to Order 2. Sharing of information 3. Adjournment 				
Discussion and/or Information Sharing				
Call to Order				
<i>A quorum having been established, the presiding chair called the meeting to order and informed the members of the order of business.</i>				
Unit updates on high level accomplishments				
<ol style="list-style-type: none"> 1. Dispensary <ul style="list-style-type: none"> • <i>No high level accomplishment, just routine work</i> 2. Financial Aid <ul style="list-style-type: none"> • <i>Receiving student (ISIR) institutional student information records for FY2013-2014 and in the process of awarding students.</i> 3. Student Life <ul style="list-style-type: none"> • <i>The Director of Student Life would like to extend her utmost appreciation to all staff for their support and condolences during the passing of her husband.</i> • <i>Currently working on her office assessment plans with the assistance of the College Nurse</i> 				

4. Residence Hall

- *The presiding chair introduced Marlou Gorospe, the Pohnpei Campus Nurse, had been designated to temporarily oversee both male and female residence halls. It's not an acting position, just a transferred internal designation to assist in the residence halls. There is no increment in salary, he maintains the same salary as the campus nurse. His schedule is from 8:00am to 6:30pm and also during the weekends.*
- *Currently scheduling meetings with the residents to make sure they understand and follow the existing policies. Afterwards, any residents violated the policy will be reprimanded accordingly.*
- *Starting today the dormitories will be called the male and female residence halls.*
- *The presiding chair recommended the staff to post the policies on large printed signs and also signs on designated areas for chewing betel nuts and smoking in the residence halls.*

5. Sports and Recreation

- *Routine works*
- *In preparation for the upcoming convocation scheduled on September 6, 2013 at the practice gym.*
- *The presiding chair requested to make sure all the rooms are clean for the guests.*
- *Assisting Dali Waltu and Mike Ioanis in the process of the SBA election. Candidates should be full time students only. Once the schedule is finalized, the working group will submit to Acting VPSS for review and feedback.*

6. Counseling

- *The staff finally settled in their new office at the back of the bookstore and dispensary building.*
- *Ten tutors have been contracted and will be anticipating more tutors given the Fall 2013 headcounts population.*
- *College Fair for Education USA is scheduled on September 20, 2013 at the practice gym, all high school seniors are invited.*

7. Peer Counseling

- *Grant of \$5,000 has been approved for their center.*
- *Dali is currently assisting the working group on the SBA election and also with the preparation of the upcoming convocation.*

8. Acting Vice President for Student Services

- *There is a shortfall of the upcoming revenue projection of 3% below the projected goal for National campus. A memorandum was sent by the President freezing all unfilled positions except for critical positions that required hiring. Departments/units will be expecting decreased of their proposed budget. There will be revisions of the proposed budget submitted effecting the cuts as the results of the shortfall.*
- *Another memorandum was sent by the office of Vice President for Administrative services that the release of the FY14 budget will not be issued to a division/department unless cleared by the office VPIEQA that all FY2013 assessment plans are completed.*
- *The presiding chair recommended all to start identifying and inputting their objectives for FY2013-2014 into the tracDat.*
- *Student services department currently have four divisions: Student Life, Admissions & Records, Financial Aid, Counseling and Peer Counseling Center. Student Life oversees the Dispensary, Residence Halls and Sports & Recreation. The presiding chair advised that all units under the student life will now report directly to his office. The Director of Student Life shall focus on the oversight of student activities and organizations specifically addressing the greater population instead of on students in the residence halls. The intent of this change in the reporting structure for the department is for all managers to feel interdependent and engaged equally in terms of their specific important roles in providing their services to the students. The presiding chair recommended all to revisit and assess the new structure at the end of the semester.*

Adjournment

The meeting is adjourned at 2:50pm.

Comments/Date and Time of Upcoming Meeting, and Others	
None	
Handouts and Documents Reference	College Web Site Link
Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities	
Prepared by	Submitted to
<p align="center">Bastora Loyola Secretary to the Vice President for Student Services</p>	<p align="center">Joey A. Oducado Acting Vice President for Student Services</p>