

College of Micronesia–FSM
Department of Student Services

Mission of the Department of Student Services

The Department of Student Services' mission is to support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the College's community.

Minutes Reporting Form

Committee or Working Group	Student Services Management			
Date	Time	Location		
February 11, 2015	9:00AM – 11:00AM	BOR 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"/>	
Arinda Halbert	Acting Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marlou Gorospe	Residence Hall Acting Manager	<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"/>		
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				
A quorum having been established, the presiding chair called the meeting to order and informed the members of the order of business.				
<ol style="list-style-type: none"> 1. Financial Aid – As of today, 600 students are awarded Pell awards for National campus and that represented 71% of enrollment. And 21 students of Yap, representing 20% of enrollment. For other campuses, disbursement are in progress. An articulated procedure has been sent out to all campuses in response to the auditor's recommendation about accurate review of FAFSA information and other related documents. A special contractor, Yumileen Saimon has been hired to assist with clerical works. SEG Work Study selection has been completed (National – 300 students, Pohnpei – 106 students, Chuuk – 7 students, Kosrae – 5 students, FMI – 42 students, VA – 6 students and Yap – 35 students) 2. Counseling – A personnel requisition for an additional counselor to replace the position vacated by Lore Nena is routed to HR office for processing. Total of six tutors are currently working at the A+ Center to help students successfully complete their courses. Subject tutored include English, Math, Sciences, Accounting, Public Health, and others. The schedule for tutors is posted on the college's website. 				

3. **Dispensary** – In coordination with the state public health over 100 students have received the Sexual Transmitted Infections (STI) screening which started last week and will ends Friday this week, results are yet to be released. The Tuberculosis Bacteria (TB) screening is scheduled next month March 25, 2015.
4. **Sports and Recreation** – The kick-off Founding Day ball games started since January 27, 2015. There are 10 teams for boys and 14 teams for girls participating in the basketball games. As for the volleyball games, there are 17 teams for boys and 5 teams for girls. Pohnpei campus is hosting the volley ball games while National campus is hosting the basketball games. The Founding Day 2015 is dated on March 30, 2015. It has been decided that both Castro Joab and Universe Yamase will chair the committee equally. There are 6 confirmed groups to participate in the float parade (Pohnpei Campus, Kosrae State Organization, Yap State Organization, ChuuChok, Pohnpei National, and PingMwok).
5. **Residence Halls** – Currently there are 79 students residing in the residence halls. A list of the residents will be provided to Acting VPSS' secretary for reference. There are 3 residence hall students volunteered to assist with work in the residence halls, namely Jamal Ranganbay, Gasma Hadley and Lyma Nero. There is no incident report as of today. There will be a group of 3 students and their advisor from Konan University, Japan are arriving next month for study tour. They will be residing in the residence halls.
6. **Acting Vice President for Student Services** – Total of 2,100 head counts with 23,853 registered credits or 19875.75 full-time equivalent students for Spring 2015 enrollment. If compared to our Spring 2015 revenue and tuition fee projections, these figures show that we are below our head counts and registered credits (or FTEs) projections by 1.91% and 2.60%, respectively. Last Spring 2014 semester, our enrollment figures as compared to the term's head counts and registered credits (or FTEs) projects were below 12.90% (in head counts) and 16.37% (in registered credits/FTEs). Nonetheless, if we compare our Spring 2014 and Spring 2015 enrollments, we have an increase in our enrollment in head count and registered credits by six head counts and 22.5 registered credits (Spring 2014 head counts = 2,094 and registered credits = 23,830.5). Enrollment lists by campus are now accessible from the COM-FSM Student Information System (SIS). The Acting VPSS was selected as one of the seven members participated in High Performance Team training in Washington, DC from January 14-24, 2015 hosted by the American Association of Community Colleges (AACC). The training was a four-day that established to assist community college leadership teams in moving up into high performance mode or can be used as a way to sustain high performance. Part of the training was to develop a mini action plan that will define the College's direction for 2015-2016. Currently the College has 6 strategic directions. It has been decided to narrow down and identify the most focus priority. The members recommended that "focus on student success" should be the priority for 2015-2016 and it addressed all the other 5 strategic directions. There are four areas of emphasis (Measures of success, Planning and resource allocation, Accountability and Continuous improvement). The offices should revisit their budgets and tracDat to ensure that outcomes, strategies and benchmark are align to focus on student success, specifically align to measure of success on course completion, retention and degree audit.
7. **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

Bastora Loyola

Joey A. Oducado

Secretary to the Vice President for Student Services

Acting Vice President for Student Services