

College of Micronesia–FSM

Department of Enrollment Management & 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	Department of Enrollment, Management and Student Services			
Date	Time	Location		
May 23, 2016	9:00AM – 10:30AM	BOR Conference Room		
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado, <i>Presiding</i>	Vice President for Enrollment Management & Student Services	<input checked="" type="checkbox"/>		
Penselynn E. Sam	Lead Counselor	<input checked="" type="checkbox"/>		
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>		
Faustino Yarofaisug	Director, Financial Aid	<input checked="" type="checkbox"/>		
Marlou Gorospe	Acting Manager, Residence Halls	<input checked="" type="checkbox"/>		
Ermine Walliby	Coordinator, Peer Counseling Center	<input checked="" type="checkbox"/>		
Castro Joab	Coordinator, Sports & Recreation		<input checked="" type="checkbox"/>	Off-island
Bastora Loyola	Secretary to the VPEMSS	<input checked="" type="checkbox"/>		Recorder
Order of Business				
<ol style="list-style-type: none"> 1) Registration for Summer 2016 2) Monthly Report 3) Director of Student Life 4) Others 5) Adjournment 				
Discussion and/or Information Sharing				
<p>The presiding chair called the meeting in order and Penselynn began the meeting by reading of the College's mission statement. After reviewing the agenda, a motion passed unanimously to adopt the agenda as presented.</p> <ol style="list-style-type: none"> 1) Summer 2016 Registration for continuing and returning students is scheduled on May 26-27, 2016 starting from 9am to 4pm at MITC viewing rooms #1 & 2. Regular summer classes will begin on May 30, 2016. Summer 2016 Special Registration for new incoming students is schedule on June 23-24, 2016 starting at 9am to 4pm. Summer classes for incoming new students will start on June 27, 2016. Fall Orientation 2016 for new students is scheduled on August 4-5, 2016 at the FSM-China Friendship Sports Center. The VPEMSS will call a meeting right after regular Summer 2016 registration for preparation and planning of Fall Orientation 2016. 2) The VPEMSS expressed his appreciation to the members for the consistency in submission of their monthly reports. He is currently revising the monthly report to align specifically to the college's accreditation standards with the institutional directions, strategic goals, and objectives as identified by its units. This report will be formatted in such a way that all information will basically in an outcome or output format. All staff under each units are required to utilize this revised report for their performance reporting particularly on high level accomplishments with measureable objectives. 3) The recommendation from the AdHoc committee for the position of Director of Student Life is already approved by the President. The office will be located at the student union. The staff of Peer Counseling Center will be temporarily 				

housed at the student union until further notice.

- 4) The College Fair 2016 were conducted on April 26, 2016 in the FSM-China Friendship Sports Center to all Pohnpei high school seniors who took the COMET and placed into Certificate, ACE and Degree programs. Most of the students attended the college fair. There were some positive impact especially from the outer island of Yap. So effective, Fall 2016, the office of VPEMSS will be providing complimentary round-trip tickets to degree bound students from the outer islands of Chuuk and Yap. Students will be able to travel from their home islands thru PMA or CIA and transit on Moen and Colonia to Pohnpei.

The Director of Financial Aid office conducted a Summer 2016 Summit to all student services staff of Pohnpei and National campus in the practice gym on May 13, 2016. The expected outcomes of the summit are as follows:

- a) Department units' staff to share and learn best practices from each other as they work together as members of one Team.
- b) To foster and enhance a system thinking working environment in the department and among its units.
- c) To complete assessment work in timely manner.
- d) To share same vision, mission and clear understanding of the goal and outcomes of the department for next school year.

- 5) The meeting adjourned at 10:30am

Comments/Date and Time of Upcoming Meeting, and Others	
The next meeting is scheduled on June 6, 2016.	
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 Secretary to the Vice President for Enrollment Management & Student Services	Joey A. Oducado Vice President for Enrollment Management & Student Services