

College of Micronesia – FSM
Department of Enrollment Management & Student Services

Department’s Mission Statement

The Department of Enrollment Management & 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:	Management of Enrollment Management & Student Services		
Date	Time	Location	
January 25, 2021	9am – 11am	BOR Conference Room	

Members Present:				
Titles/Representative	Name	Present	Absent	Remarks
Vice President for Enrollment Management & Student Services	Joey Oducado	✓		
Lead Counselor	Penselynn E. Sam		✓	Nixon Soswa presented
Acting Director of Financial Aid Office	Arinda S. Halbert	✓		
Director of Admissions, Records and Retention	Doman Daoas	✓		
Executive Director of Center for Entrepreneurship	Timothy Mamangon	✓		
Supervisor, Security & Safety Office	Terry Marcus	✓		
Coordinator, Sports & Recreation	Loatis Seneres	✓		
Campus Nurse	Benina Ilon	✓		
Residence Hall Manager	Marlou Gorospe	✓		
Secretary	Bastora Loyola	✓		

Discussion of Agenda/Information Sharing:
<p>The Vice President for EMSS called a meeting with his unit’s managers to discuss significant issues related to the two-week lock down.</p> <p>1) <i>Financial Aid</i></p> <ul style="list-style-type: none"> • <i>Completed its part of report for Integrated Postsecondary Education Data Systems (IPEDS).</i> • <i>Currently working on the Enrollment Reporting Roster (ERR) which is due on January 31, 2021.</i> • <i>Staff took turn logging/signing in financial aid virtual office. Both staff and students were assisted with inquiries on how to charge textbooks and supplies at Bookstore and how to get their financial status remotely.</i>

2) *Sports & Recreation*

- *Worked in collaboration with security officers in setting up the entrance post for incoming vehicles or individuals.*
- *Prepared water supply for disinfection of incoming vehicles.*
- *Prepared and cleaned the VIP lounge and two isolation rooms at the gym for emergency purposes.*

3) *Residence Halls*

- *There are 32 students resided in the residence halls, 14 males and 18 females.*
- *Resident students are restricted to remain on campus.*
- *Some students were cited under the influenced of alcohol and will be referred for disciplinary actions.*
- *Off-campus trips were cancelled until further notice.*

4) *Security & Safety*

- *Met with officers to brief lock down.*
- *Assigned officers to post designated area to monitor the perimeter and the campus facilities.*
- *Secured off restricted area (perimeter) with caution tapes.*
- *Secured all entrance areas except for one designated check point.*
- *All incoming staff, students and others are logged in for temperature checkup.*
- *Increased number of officers on duty.*
- *Investigated incident report relating to breach of security.*
- *Allowed maintenance staff to work within the perimeter with conditions.*

5) *Center for Entrepreneurship*

- *Yuuki Omura, Administrative Specialist resigned from his post on January 16, 2021.*
- *One special contract was hired and assumed the responsibilities of previous administrative assistant.*
- *The green house was in operation in collaboration with the security officers.*

6) *Admissions, Records and Retention*

- *Students continued to register on-line*
- *Staff were scheduled to monitor the virtual office*
- *Processed and scanned transcripts to University of Guam (UOG)*
- *Emails were exchanged among the campuses regarding Spring 2021 registration*

7) *Health Services*

- *Assisted two staff for their medications and refill of vitamin supplements.*

8) *Counseling*

- *Created an emergency contact plan for the office.*
- *Currently five tutors are contracted for this semester; one for Chuuk campus and four for National campus. Other campuses are yet to submit their tutor contracts for review and approval.*

9) *VPEMSS*

- *Spring2021 Tutors Budget*

Campus	Count	Actual % of N	Allocation
<i>National</i>	<i>523</i>	<i>37%</i>	<i>\$7,811.52</i>
<i>CTEC</i>	<i>249</i>	<i>18%</i>	<i>\$3,719.06</i>
<i>Chuuk</i>	<i>289</i>	<i>21%</i>	<i>\$4,316.50</i>
<i>Kosrae</i>	<i>114</i>	<i>8%</i>	<i>\$1,702.70</i>
<i>Yap</i>	<i>231</i>	<i>16%</i>	<i>\$3,450.21</i>
Total (N)	1,406		\$21,000.00

- *EMSS virtual office per offices at National campus was launched to be easily accessible*

and view on the college's website, ideal front or main page by possible users. Virtual office will be open, 8am – 5pm, Pohnpei time (Monday – Friday).

10) *The meeting adjourned at 11:30am.*

Prepared by	Submitted to
Bastora Loyola Secretary to the office of Vice President for Enrollment Management & Student Services	Joey A. Oducado Vice President for Enrollment Management & Student Services