

**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**

<b>Committee or Working Group:</b>	<b>Management of Enrollment Management &amp; Student Services</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>	
<b>March 10, 2021</b>	<b>2pm – 4pm</b>	<b>BOR Conference Room</b>	

<b>Members Present:</b>				
<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Vice President for Enrollment Management & Student Services	Joey Oducado	✓		
Lead Counselor	Penselynn E. Sam	✓		
Director of Financial Aid Office	Faustino Yarofaisug	✓		
Director of Admissions, Records and Retention	Doman Daoas	✓		
Executive Director of Center for Entrepreneurship	Timothy Mamangon	✓		
Acting Student Life Director	Chelsea Rion	✓		
Coordinator, Sports & Recreation	Loatis Seneres	✓		
Campus Nurse	Benina Ilon	✓		
Residence Hall Manager	Marlou Gorospe	✓		
SSC, Yap campus	Cecelia Dibay	✓		
SSC, Kosrae campus	Arthur Jonas	✓		
Supervisor, Safety & Security	Terry Marcus	✓		
Counselor, Chuuk	Wilson Bisalem	✓		
Counselor, National	Nixon Soswa	✓		
Counselor, CTEC	Cynthia Edwin	✓		
Work-Study Coordinator	Tetaake Yeeting	✓		
Secretary	Bastora Loyola	✓		

**Discussion of Agenda/Information Sharing:**

*A quorum having been established, the Chair called the meeting to order at 2pm.*

*1) Updates on working progress on Standard IIC – Student Support Services*

- *The Chair praised those that submitted their drafted write-ups.*
- *The writing team agreed to meet on the following schedule:*  
*3/16/21 the members will work on Standard IIC.1*  
*3/19/21, the members will work on Standard IIC.2*  
*3/23/21, the members will work on Standard IIC.3*  
*3/26/21, the members will work on Standard IIC.4*  
*3/30/21, the members will work on Standard IIC.5*  
*4/6/21, the members will work on Standard IIC.6*  
*4/9/21, the members will work on Standard IIC.7*  
*4/13/21, the members will work on Standard IIC.8*
- *The Chair suggested the members to meet twice a week to share ideas or comments and try to complete one standard per meeting.*
- *Meetings will be set later for the lead writers to refine the Standard IIC-Student Support Services draft write-up.*
- *Once the drafted write-up is in final format, then communication will be sent for final meeting to the members.*
- *The Chair tweaked and shared the Standard IIC.1 drafted write-up from Faustino and Timothy and commended on their efforts.*

*2) Updates on COVID-19 survey.*

- *100% of EMSS staff at Chuuk campus completed the survey*
- *100% of EMSS staff at Yap campus completed the survey*
- *EMSS staff at Kosrae campus completed the survey except for the Nurse.*
- *Not all EMSS staff at CTEC completed the survey*
- *Not all EMSS staff at National campus completed the survey (FAO 100%), (OARR100%), (ADSL 100%), (VPEMSS 100%), (Security100%), (Counseling 100%), except for two of RH staff, one of Sports & Recreation staff, and College Nurse*  
*The Chair urged all EMSS staff to complete the survey no later than 5pm today.*
- *The Chair extended his appreciation to the supervisors that ensure their support staff completed the COVID-19 survey.*

*3) Others*

- *The next meeting is scheduled on March 16, 2021 at 2pm in the BOR conference room.*
- *The meeting adjourned at 3:30pm.*

<b>Prepared by</b>	<b>Submitted to</b>
<p style="text-align: center;"><b>Bastora Loyola</b> Secretary to the office of Vice President for Enrollment Management &amp; Student Services</p>	<p style="text-align: center;"><b>Joey A. Oducado</b> Vice President for Enrollment Management &amp; Student Services</p>