



COLLEGE OF MICRONESIA - FSM

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Office of the Vice President
for Student Services

August 23, 2010

MEMORANDUM

TO: President James

S/S/10 approved

FROM: Director, Student Life

THRU: VPSS

[Signature]

SUBJECT: Attachments

Mr. President, the following subject matters were submitted to the Student Services Committee (SSC) to discuss and make recommendation on each of them. The committee met last week and discussed them. As a result, the committee endorsed them and we are very pleased to transmit them now for your approval. These include the following:

1. Sexual Harassment Policy/Procedure
 - a. Flow Chart
 - b. Narrative
2. Student Complain Process
3. Student Health Insurance
4. Graduation Fee

The committee was not able to vote on these subject issues when we met last week because there was no quorum. However, after the meeting, all members were asked to send in their electronic votes and as a result the Flow Chart/Narrative, Student Complain Process and the Student Health Insurance were unanimously endorsed by the committee. The Graduation Fee Proposal was endorsed by the majority with only two (2) members voted against. The "Minutes" of our meeting is also attached for your reference.

Should you need any clarifications or need to further discuss any of these issues, I stand ready.

Kulo Malulap.

XC : VPSS

SSC Members

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group: Student Services Committee

Date: August 13, 2010

Time: 10:30am-11:55am

Location: BOR Conference Rm

Members Present:

Titles/Reps	Name	Present	Absent
Vice President for Student Services	Ringlen Ringlen	✓	
Director, Student Life	Reedson Abraham	✓	
Director, IRP	Jimmy Hicks	✓	
Director, Academic Programs	Karen Simion		✓
Chuuk Campus SS Coordinator	Inda Maipi		✓
Kosrae Campus SS Coordinator			
Pohnpei Campus SS Coordinator	Jeffrey Arnold		✓
Yap Campus SS Coordinator	Cecilia Dibay		✓
FSM FMI SS Coordinator	Santus Sarongelfeg		✓
Coordinator, Sports & Recreation	Castro Joab		✓
College Nurse	Benina Ilon	✓	
Residence Halls Manager	Johnson Sepeti	✓	
Cafeteria Manager	Rodolfo Romero		✓
Bookstore Manager	Martin Mingii		✓
OAR Rep	Sernihda Eperiam		✓
FAO Rep	Arinda Swingly		✓
Counseling Rep	Penselyn Etse		✓
SSSP Rep	Morehna Rettin-Santos	✓	
Peer Counseling Rep	Ermine Walliby		✓
Maintenance Rep	Eugene Edmund		✓
LRC Rep	Mayliza Ariote		✓
Security Rep	Warren Ching	✓	
Faculty//Staff Senate Rep	Delihna Manuel-Ehmes		✓
IT Rep	Peter Pedrus	✓	
Student Rep (Resident)	Babyano Retuleilug		✓
Student Rep (Non-Resident)			✓
<i>Executive Secretary to VPSS</i>	<i>Bastora Loyola</i>		✓

Additional Attendees:

Mike Ioanis is sitting for Penselynn Etse

Agenda/Major Topics of Discussion:

1. Sexual Harassment Policy/Procedure
2. Student Complain Process
3. Student Health Insurance
4. Request Waiver or Elimination of Graduation Fee
5. Others
6. Adjournment

Discussion of Agenda/Information Sharing:

The Chair started the meeting by welcoming and thanking everyone for their attendance.

1. Sexual Harassment Policy/Procedure
 - a. *Flowchart handout procedure*
 - b. *Narrative procedure*
 - i. *Professional assistance should be considered*

- ii. *Is there a committee that evaluates the cases?*
- iii. *What would happen if the President or people that are higher ups commit the crimes? Should be put in the narrative procedure, "they should not be part of the procedure"*
- iv. *"The length of time should be reduced from ten (10) working days to five (5) working days and from fifteen (15) working days to ten (10) working days" – these are from item 11 & 12.*
- v. *Vice President for Cooperative Research/Extension to be included in the flowchart.*

When the flowchart and narrative are final they will be sent to Director of Student Life and he will email to the members for final votes.

2. Student Complain Process

- a. *It is requested by WASC that student complain process be placed in the College catalog.*
- b. *The students complain process will be sent out by the Director of Student Life for votes via email.*

3. Student Health Insurance

- a. *COM-FSM students are eligible to enroll for health insurance by MICARE on each semester.*
- b. *The finance committee will decide who will pay for the fee.*
- c. *The members will vote via email on the options for the students' participation (optional or mandatory)*

4. Request Waiver or Elimination of Graduation Fee

- a. *It was discussed and agreed that the Chairman will forward to all members of the committee to cast their electronic votes on the proposal on the Graduation fee..*
- b. *In addition, it was also agreed that the Chairman will forward the recommendation to the Finance Committee and the Resource and Planning Committee for their inputs to the President.*

5. Others

- a. *Registration – the members will tabled this item on the next meeting*
 - i. *Students only registered for one or two courses*
 - ii. *There were concerns why there are no advisor during the registration process*
- b. *Alcohol Policy*
 - i. *Proposed on how to deal with underage students that cited to notify their parents to move to first citations should be placed in the upcoming catalog.*
- c. *Security office received more than 30 citations during the week of orientation and registration.*
- d. *Counseling and Peer counseling offices should have more substance abuse prevention activities.*
- e. *State campuses should orient their transfer students on the policies and the expectations.*
- f. *One concerned raised to provide inputs on what kind of transportation services provided by the College to students*

6. Adjournment

The meeting adjourned at 11:55am.

Comments/Upcoming Meeting Date & Time/Etc.:

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Handouts/Documents Referenced:

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College Web Site Link:

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Prepared by:	Mike Ioanis	Date Distributed:	8/18/10
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Approval of Minutes Process & Responses:

Submitted by:	Ringlen Ringlen	Date Submitted:	8/13/10
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

I.

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
1	by 8/24/10			
2	by 8/24/10			
3	by 8/24/10			Standing finance committee's act
4	by 8/24/10			