

**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			
4	by 8/24/10			

Standing finance committee's act