COM-FSM Chuuk Campus

**STUDENT SERVICES COMMITTEE MEETING MINUTES**

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| **Date: 10/22/12** | **Time: 2:10-3:05** | **Location:** Counseling Building |
| **Members Present:** | **Absent:** |
| * Maika Tuala
* Wilson Bisalen
* Berikita Siver
 | * Tandy Marar
* Memorina Yesiki
* Lucille Sain
 | * Marcelly Mariano
* Lynn Sipenuk
* Leyann Simina
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| **Agenda/ Major Topics of Discussion** |
| 1. Call to Order, Opening Prayer,
2. Minutes of the Previous Meeting
3. Announcements
4. Department Reports
5. Old Business(1)
6. New Business(2)
7. Adjournment
 | **(1)** Meeting with VPIEQA Worksheets  Accreditation Course Certificates**(2)** Assessment and Student Service Plan |
| **Discussion on Agenda/ Major Topics of Discussion** |
| 1. **Call to order**: Maika called the meeting to order.
2. **Minutes** of previous meeting: None
3. **Announcements**:
4. **Welcoming of SBA representative:** Maika welcomed the SBA Secretary in the committee as the representative of SBA.
5. **Office switch:** Maika informed everyone of the office switch. SBA has an office, which was Wilson’s office, Maika and Lucille are sharing the same office, and Wilson has taken Lucille’s office.
6. **Incoming desktops and laptops:** Maika announced that there will be incoming desktops and laptops for each member and reminded them to bring their laptops next meeting so they don’t waste papers printing agendas.
7. **Department Reports**:
8. **Student Services-** Maika informed everyone that he will be gone for two weeks until the 9th of November and was asking who’s willing to be in charge while he’s gone.
9. **Matandy will be the acting SSC in Maika’s absence.**
10. **Student Activity:** Lucille discussed some of the upcoming activities.
	1. **Career Fair Day-** On Oct. 30th some offices will be coming to Campus to do a presentation of what they do and promote their offices to students. So far, 7 offices have responded to participate. It will be a break-out session— each office is given only 45 min. to present. Peer guides and SBA will circulate log sheets for each session.
	2. **Basketball tournament:** So far, the basketball tournament is almost coming to end, and she’s hoping to finish up championships before the 19th of November so there will be time for students to focus on exams. As for prizing, she suggested that $100 will be given to first prize from the SBA budget. She will meet with SBA to discuss more on that idea.
	3. **Chuuk Youth Council:** There will be a summit on Nov. 2nd with CYC. Students will participate in environmental education and other activities relating to environment like singing contest.
	4. **Basketball Probation List:** So far, some students are doing pretty well and they’re back in the basketball teams.
11. **Financial Aid:** Memorina talked about Work Study that just started last week. Some students are receiving their SAR letters, some have received their checks, and those who haven’t completed their FAFSA just started following up.
12. **Office of Admission & Records:** Matandy apologized for not completing the Deficiency List due to conflict with ACE Add and Drop. She and Memorina will meet with graduates and students who are on Academic and Financial probation probably at the end of this month to advise them on their status. Maika suggested that they do a meeting with all students about academic probation and financial probation.
13. **Student Health Center:** Marcelly reported about the Health Fair Day on Oct. 23, 12. She mentioned about SBA and all the regions to participate, including faculty and staff. There will be activities like trash-a-thon, fruits/vegetables presentation, health education and games. There will be prizes for each region. Marcelly informed Lucille that CRE is also participating. Lynn requested a list of all the offices that are coming to be distributed to all departments so they can share it with their students.
14. **Counseling office:** Wilson reported that some of the students on the Basketball deficiency list are progressing. But as for the Mid-term deficiency list, he’s hoping to get 20 students off the list by the end of the semester.
15. **SBA:** Lucille helped Leyann out by starting off with basic reports- SBA had a meeting with VPIEQA and YFC Club is planning on having a retreat. Maika asked about SBA budget and asked SBA to discuss more on that. Leyann reported their meeting with VPIEQA Frankie Harris about the school’s accreditation and students’ concerns. She mentioned about the 2.8 million to be taken by JEMCO and to be given to KG-12th grade, not the college. She also mentioned some concerns by students in regards to the Activity fee- how it was spent and what was being spent on. The other agendas will be further discussed next meeting.
16. **Old Business**
17. **Meeting with VPIEQA:** Maika thanked everyone for joining the workshop last Saturday Oct. 20, 12.
18. **Worksheets:** Worksheets 1 and 2 are completed and Joey will be commenting on worksheets. Maika will be following-up on their progress.
19. **Accreditation course certificates:** Marcelly has completed and she hasn’t printed it out.
20. **New Business**
21. **Assessments and Student Services Plan:** Maika mentioned for them to do follow-up on assessments from offices and a Student Services Plan.
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| **Next Meeting**: To be announced. |
| **Hand-Outs/ Documents Referenced**: None. |
| **Prepared by**: Leyann Simina | **Date Distributed**: 10/26/12 |

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| **Summary/ Recommendations/ Action Steps/ Motions with Timeline/ Responsibilities** |
| * Budget reports will be further discussed next meeting.
* SBA will do a full report on their meeting with VPIEQA next meeting.
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