

**The COM-FSM Chuuk Campus
STUDENT SERVICES STAFF MEETING MINUTES**

Date: 6/27/2017	Time: 1:00pm-2:00pm	Location: COM-FSM Chuuk Campus Conference Room
Members Present:		Absent:
OARR Specialist: Tandy Marar FAO Specialist: Memorina Yesiki	Student Services Assistant- Jefferson Teruo CO- Wilson Bisalen Acting SSC: Dean Kind Kanto	Campus Nurse: Marcelly Mariano-Bereavement Leave
Agenda/ Major Topics of Discussion		
<ul style="list-style-type: none"> I. Call to Order, Opening Prayer , Reading of Mission statements II. Presentation on Plan for Orientation & Registration by: Dean Kind Kanto III. Open Discussion IV. Miscellaneous V. Meeting Adjourned 		
Discussion on Agenda/ Major Topics of Discussion		
<ul style="list-style-type: none"> I. <u>Call to order:</u> By Wilson Bisalen <ul style="list-style-type: none"> a. Opening Prayer: By Tandy Marar b. Read Department Mission Statement: By Jefferson Teruo c. Unit Mission Statement: No unit Mission Statement. II. <u>Presentation on Plan for Orientation & Registration by Campus Dean Kind Kanto</u> 		
IV: Open Discussions amongst Dean Kanto & Student Services Staff		
<p>a) Discussion of the <u>Snack Bar:</u></p> <p>OARR Specialist Ms. Tandy Marar brought up some concerns that the Snack Bar's consumers have every time they visit the snack bar. Among a long list of concerns these are the top ones:</p> <ul style="list-style-type: none"> 1) Snack Bar is not fully stocked-Tandy again reminded everyone in charge of the snack bar during their week, to stock up on Mondays preferably. 2) The sellers are not always present to operate the snack bar-Both Memorina Yesiki & Tandy re-enforced this that the Chuuk Campus Student Services Staffs during their week, should keep watch over their task at the snack bar and not neglect their primary official responsibilities. In times of great busyness, they will call upon their assistants such as work study students in the Fall semester, to assist the students in the snack bar. 3) Campus Nurse Marcelly Mariano brought up the concern that we should be selling real take out foods instead of the snacks, which the CCSS Staffs agreed to start that practice in the Fall 2017 Semester. 		
-Reminders and Concerns from the Admissions Office & Campus Nurse in regards to the Snack		

Bar are: 1) To have an accurate inventory listing 2) maintain the snack bar to be clean, tidy and empty the trash at the end of the day. 3) If crediting, to pay something from your dues every pay day.

-The discussion of the Snack Bar ended with a few reminder to the remaining SS Staffs by, Tandy & Memo stating, “the Snack Bar has been assigned to the Student Services by the Dean, so we need to make sure that it is in operation and we are all in attendance during our scheduled week of service at the Snack Bar, while not completely deviating from our primary responsibilities.”

B2) Orientation & Registration Discussion:

-Tandy opened up the discussion on the tentative dates of the *New Student's Orientation* (August 3rd, 2017) & *New Student's Registration* (August 4th, 2017) as indicated in our Chuuk Campus Calendar. Prior to our discussion, the staffs felt that the dates or selection of one or both of these events are subjected to the approval and finalization by the Dean. These options are:

1) **2 days of the New Student's Orientation on August 3rd & Registration on August 4th, 2017.**

2) **1 day event on August 3rd, 2017, the New Student's Orientation** will be held in the morning & *New Student's Registration* in the afternoon. Further, the New Students that either, did not complete their registration process on Thursday, August 3rd, 2017, or did not have a chance to register on Thursday, August 3rd, 2017, will have an opportunity to completely register on *Friday, August 4th, 2017.*

- As part of the group discussion on registration several things came up:

-**The need to have a new banner for the Fall 2017** as the present one is unusable due to being old and torn on the edges. Pricing, funding, & shopping for a new banner was assigned to Wilson.

- **For Wilson to request funding out of the Student Activity funds**, through Director Atkinson, for refreshments or lunch (depending on which date and day that Campus Dean Kanto approves of) for the New Students and Student Volunteers for the *Fall 2017 New Student's Orientation & Registration.*

B) Reports from the Office of Financial Aid:

-There was no new report from the Financial Aid Office as Ms. Yesiki just arrived back and is catching up on her stacks of work which will take a week.

C) Campus Nurse Report:

-There are no new reports from the Campus Nurse at this time.

D) Counselor's Office Report:

- There was no report from the Counselor at this time. However, a question arose as to whether there are still tutors this summer. He addressed this question that at the moment we only have one tutor this summer but is searching for another tutor in the area of Math & Science for the

Fall 2017 semester.

- Questions & concerns arose amongst the committee members as to why Kyle's contract was no longer renewed as he was the most sought after person that the students rely on.
- Wilson stated that, Kyle's contract will not be renewed in the Fall 2017 semester after much discussion with the Campus Dean.
- After much discussion, the Student Services Staffs at Chuuk Campus recommended that the Counselor proceed on to finding a tutor in the area of Math & Science that the students will rely on, that the students will be able to learn a lot from in an effort to pass their courses.

E) Student Services Assistant/Activities Report:

- The SS Assistant reported that in Fall 2017, the Student Body Association will have a complete set of TV, DVD Player & a steel lockable rolling cabinet along with 2 Table Tennis as a means to entertain the students and ultimately, to retain and recruit students.

V: Miscellaneous:

- Campus Nurse Mariano addressed the concern of providing more chairs for the Counseling/Multipurpose Building as students have nowhere to sit but will be on the table when they visit the building. She suggested that this come out of the Student Activity Money.

- Ms. Memorina Yesiki corrected Nurse Mariano's suggestion by indicating that this is a state campus matter and it should be addressed on a state campus level, not a national campus level.

- In Addition, Campus Nurse Mariano also encouraged each of the Student Services Staffs to continue to provide quality service to students, which everyone agreed to continue.

- We scheduled a time for the CSS Staffs to meet on the last Tuesdays of the Month.

VI: Adjournment

Next Meeting: 7/25/2017

Hand-Outs/ Documents Referenced: None

Prepared by: Wilson Bisalen

Date Distributed: 6/28/2017

Summary/ Recommendations/ Action Steps/ Motions with Timeline/ Responsibilities