

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

Date: 11/28/17	Time: 1:00pm-2:00pm	Location: COM-FSM Chuuk Campus Multipurpose/Counseling Building
Members Present:		Absent:
OARR Specialist: Tandy Marar Campus Nurse: Marcelly Mariano	CO-Wilson Bisalen	S.S. Assistant-Jefferson Teruo-Contract Not Found Yet. FAO Specialist-Memorina Yesiki-Sick Security Supervisor-Clayton Candido-Occupied with Security.
Agenda/ Major Topics of Discussion		
<ul style="list-style-type: none"> I. Call to Order, Opening Prayer , Reading of Mission statements II. Old Business Report III. New Business Report IV. Department Reports: V. Miscellaneous VI. Meeting Adjourned 		
Discussion on Agenda/ Major Topics of Discussion		
<ul style="list-style-type: none"> I. <u>Call to order:</u> By Campus Nurse Marcelly Mariano <ul style="list-style-type: none"> a. Opening Prayer: By Tandy Marar b. Read Department Mission Statement: Wilson Bisalen c. Unit Mission Statement: No unit Mission Statement. <p>II: Old Business: Stress on Meeting Dates & Times and Purpose. Campus Nurse opened up our Student Services Monthly meeting by having Tandy share her input on Old Business. Tandy reminded the Student Services Staffs present that our SS Meeting is always the last Tuesday of the Month (except with special circumstances) to discuss and update us on what each office is doing and will be doing during the month and in the months ahead.</p> <p>III: New Business Report: Department Reports by staffs present.</p> <p>IV: Department Reports by Each Office:</p> <ul style="list-style-type: none"> a) Campus Nurse Report: Campus Nurse reported on her Office Supplies and is also glad that her Activity was over. Even though she did not accomplish her activity on time due to circumstances arising and will accomplish it tomorrow. Also in looking forward to working on next semester’s Calendar of Activities & Supplies. b) Further she also voiced her disapproval of the handling of the snack bar by the staffs where it is very dirty. She stressed that every week the staff in charge should keep the snack bar clean and to shop during their weeks. Tandy then stressed that when shopping, every staff in charge of the week should also purchase their items on 		

Mondays preferably.

OARR Report: Tandy reported on the Spring 2018 Registration Status where in the early registration only 30 students registered. Our estimated projection is 232 for the Spring 2018 semester.

- She also encouraged SBA Officers & Tutors to also take part in motivating students to enroll in the Spring Semester. Further, she also stressed that 63% of students in Fall 2017 semester were on Mid Term Deficiency. She highly stressed that the tutors & Student Services Staffs should work hard in ensuring that this does not happen next semester.
- In Terms of Snack Bar, Tandy disagrees with Business Office controlling the Snack Bar money and would like to find ways to have Student Services control it. She also re-iterated her earlier statement that any staff in charge of the snack bar should buy their things that is needed for the snack bar on Mondays.
- She also mentioned that when having work study students, they should be advised to keep the snack bar clean during their shift.

-Tandy ended her report by indicating that she has not received a definite schedule for the Chuuk Campus COMET Testing yet until further notice. For now, we are still following the set schedule of January 23rd-January 30th, 2018.

Counseling/Student Activities Report:

The Counselor Reported that in terms of Counseling report, there is not much to share as much of the time was focused on Student Activities and helping SBA achieving their activities. He indicated that he met a total of 8-10 students that were on Mid Term Deficiency listing which he highly stressed that he will focus more on Counseling Activities and the Mid Term Deficiency in the Spring 2018 semester.

- Also indicated that he was happy that the Academic Talent Showdown was a success.

-Lastly in terms of Student Activities report, Counselor reported that he is looking forward to assisting the SBA Officers in their last activity of the semester which is the Christmas Celebration.

Both Campus Nurse & OARR Specialist also advised that the Counselor focus more on students on Mid Term Deficiency which the Counselor agreed to do.

V: Miscellaneous: None

VI: Adjournment

Next Meeting: TBD

Hand-Outs/ Documents Referenced: None

Prepared by: Wilson Bisalen

Date Distributed: January 8th, 2018

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