

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Student Success Committee	
Date: Friday, May 5th, 2023	Time: 2:20pm-3:10pm Pohnpei/Kosrae 1:20pm-2:10pm Chuuk/Yap	Location: Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

Members

	Titles /Reps	Name	Present	Absent	Remarks
1.	Chairperson	Tendy Liwy	✓		
2.	Vice Chairperson	Skipper Ittu		✓	
3.	Secretary	Wilson Bisalen	✓		
4.	Ex-Officio (Acting Director of Student Life)	Loatis Seneres		✓	Attending to another meeting
5.	CC Faculty Rep	Miuty Nokar		✓	Medical Leave
6.	CC Faculty Rep	Ben Bambo Sr.	✓		
7.	CTEC Faculty Rep	Brigeen Lawrence		✓	
8.	CTEC Faculty Rep	Jocelyn Pretrick	✓		
9.	CTEC Faculty Rep	Jean Ranahan	✓		
10.	CTEC Staff (Instructional)	Sra Mackwelung		✓	
11.	CTEC Staff (Instructional)	Beverly Ilemanglish	✓		
12.	CTEC Staff (Instructional)	Rihter Hellan		✓	
13.	CTEC Staff (Student Services)	Cindy Edwin		✓	Medical leave
14.	FMI Student Services	Rufus Yaisolug		✓	
15.	FMI Student Services	Joyce Sinem		✓	
16.	FMI	Tony Igeral		✓	
17.	KC Faculty Rep	Rosalinda Bueno	✓		
18.	KC Student Services Coordinator	Eileen Nena		✓	
19.	NC Student Services	Benina Ilon		✓	Medical Leave
20.	NC Student Services	Julia Martin		✓	Medical Leave
21.	NC Admin Services	Sinobu Lebehn		✓	
22.	NC Faculty	Jothy John		✓	
23.	NC Faculty	Mike Ioanis		✓	

24.	NC Staff	Francis Alex		✓	
25.	NC Staff	Amy Santiago		✓	
26.	YC Staff	Monalisa Layan	✓		
27.	YC Faculty Rep.	Delphina Giyetinag	✓		
28.	SBA Officers (President National Campus)	Vince Perman		✓	
29.	SBA Officers (Chuuk Campus)	Cody Elias		✓	
30.	SBA Officers (President from Kosrae Campus)	Brenesheen Charley		✓	
31.	SBA Officers (President from CTEC Campus)	Hosty Alexander		✓	
32.	SBA Officers (YC SBA President)	Jamee Fathal	✓		
33.	SBA Officers (FMI Campus SBA Secretary)			✓	

- I. Call to Order;
Moment of Silence
Mission Statement
- II. Roll Call
- III. Adoption of minutes
- IV. Adoption of Agenda
 - Ex-Officio/Student Life Updates
 - Continued Discussion on Canvas Orientation
 - Selecting New Officers for 2023-2024 AY
- V. Miscellaneous
- VI. Adjournment

I: The Chairperson called the meeting to order at 2:20pm Pohnpei/Kosrae Time and 1:20pm Chuuk/Yap Time followed by a Moment of Silence lead by Chairperson. The Mission Statement was also read by Chairperson.

II: The Roll Call was made by the Secretary through which he indicated that 10 out of the 33 members were present which meant that there was a quorum. (More members logged on while the meeting was ongoing)

III: Adoption of the April 28th, 2023's Special meeting minutes was adopted via online e-mail and confirmed on Wednesday, May 3rd, 2023.

IV: The Chairperson then proceeded onto the Adoption of the Agenda of the meeting which was unanimously adopted by members present. There was a motion made by Chairperson that the agenda be adopted and it was seconded by Yap Campus representative.

- 1) **The first item on the agenda was Ex-Officio's updates. Unfortunately, Ex-Officio was not present to conduct his report. However, he met with Secretary via Student Life Virtual Page prior to the meeting to report on his behalf, thus the updates are as follows:**
 - The Office of Student Life will be closing out the Assessment year and that should any of the Campuses that have not submitted their Student Activity's Purchase Requests and other financial activity documents, will need to do so to the Office of Student Life or to the Secretary of the Vice President of Enrollment Management and Student Services as soon as possible.
 - On May 15th, 2023, the Office of the Student Life will be hosting a Close Up Program College Tour to a total of 41

High School students from the Marshall Islands and the Pohnpei Christian High School. Thus, the Acting Director of Student Life Mr. Loatis Seneres is planning to have the tour broadcasted online via Zoom for the other Campuses to view and participate.

- National and CTEC Students will have a Dance Night on Friday, May 12th, 2023 at the National Campus China-FSM Friendship Center Gymnasium from 6:00pm-10:00pm. There will be awards for Best Couple, Best Dancers, Best Dressed.
 - Yap Campus also announced in the chatbox that SBA Officers will host a movie night on Friday, May 12th, 2023 as well.
 - Lastly, the Acting Director of Student Life encouraged all Campuses to begin recruiting in the Summer for prospective SBA Officers to hold offices for Academic Year 2023-2024 beginning with elections in the first week of September 2023 and the new SBA Officers being sworn into office afterwards.
- 2) The next item on the agenda was further discussions on Canvas Orientation and solutions/information gathering with which the Chairperson indicated that there is no more further discussion on this matter as it was covered on Friday, April 28th, 2023's Student Success Committee Meeting.
- 3) The next item is the selection of New Student Success Committee Officers for AY 2023-2024. The Chairperson opened the floor for any nominations beginning with the following:
- a) Chairperson- There was a nomination from Kosrae Campus nominating Secretary Wilson Bisalen to once again become Chairperson. Current Chairperson Mr. Tendy Liwy Seconded the motion and while Yap Campus representative closed the nomination process as well for Chairperson. Thus, the voting to confirm began resulting in a unanimous decision of 10 members that were in attendance to confirm that the Chairperson for Academic Year 2023-2024 will be Wilson Bisalen.
 - b) Vice Chairperson-The current Chairperson yielded the floor to the current Secretary to begin the nomination process for Vice Chairperson. Current Chairperson nominated current Vice Chairperson Mr. Skipper Ittu to continue his role for the 2023-2024 year. There was a motion to nominate Vice Chairperson Mr. Skipper Ittu from Kosrae Campus in which Kosrae Campus representative seconded the motion with which the CTEC representative closed the motion. There was then a voting to confirm which all 10 members that were in attendance unanimously confirmed that current Vice Chairperson Mr. Skipper Ittu continue his role for the 2023-2024 year.
 - c) Secretary- The nomination of Secretary was opened thus, Yap Campus representatives (including the Yap Campus SBA Officers) nominated current Chairperson Mr. Tendy Liwy. Chairman Liwy declined the position. Current Secretary nominated Ms. Monalisa Layan (Yap Campus Representative) which Chairperson seconded the motion as well as closed the nomination and confirmed with the support of all 10 members present that Ms. Monalisa Layan from Yap Campus be the new Secretary for the Student Success Committee for 2023-2024 year.

The final results for 2023-2024 year are as follows:

Chairperson Elect: Wilson Bisalen
Vice Chairperson Elect: Skipper Ittu
Secretary Elect: Monalisa Layan

V. Miscellaneous:

- * Yap Campus SBA President requested that the SSC Officers to reach out to the faculties that are teaching online classes to check their COM-FSM gmail.edu.fm account as the students from Yap sent their final projects or online courseworks utilizing the COM-FSM gmail account prior to the end of the semester for the other campuses.
- Chairperson Liwy also is in agreement on the request made by Yap Campus SBA President. He instructed the Secretary to share the recordings to the Campus Deans so as to have all the instructors that are teaching online courses to be aware about the request especially during the Summer 2023 semester.
- Secretary then indicated that since it was an urgent request that he will directly e-mail to the Instructional

Coordinators from the other Campuses to relay the message to the faculties that are teaching online courses.
 - Chairperson reminded the committee members that were present of the IT's presence in the March 10th, 2023 2023's Student Success Committee meeting with which was indicated that all employees and students should begin to utilize their COM-FSM gmail.edu.fm account but also utilize their COM-FSM webmail account.

VI: Meeting was adjourned for one final time for the Officers of AY 2022-2023 at 3:10pm Pohnpei/Kosrae Time and 2:10 pm Yap/Chuuk Time.

Comments/Upcoming Meeting Date & Time/Etc.:			
Next meeting schedule: TBD for 2023-2024 AY			
Handouts/Documents Referenced:			
College Web Site Link			
www.comfsm.fm			
Prepared by:	Wilson Bisalen	Date Distributed:	May 8 th , 2023
Approval of Minutes Process and Responses:			
Minutes has been Adopted on Thursday, June 1st, 2023 via e-mail			
Action by the President			

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				