

**COLLEGE OF MICRONESIA-FSM**  
**Committee Minutes Reporting Form**

<b>Committee</b>	Student Success Committee				
<b>Date:</b> Oct. 13, 2023	<b>Time:</b> 12:06 pm to 1: 07 pm (Chuuk/Yap Time) or 1:06 pm to 2:07 pm (Kosrae/Pohnpei Time)			<b>Location:</b> Zoom	
<b>Summary of Recommendations with Suggested Timeline &amp; Responsibilities:</b>					
<b>Members</b>					
	<b>Titles /Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
1.	Chairperson	Wilson Bisalen			
2.	Vice Chairperson	Skipper Ittu			
3.	Secretary	Monalisa Layan			
4.	Ex-Officio (Acting Director of Student Life)	Loatis Seneres			
5.	CC Faculty Rep	Ben Bambo Sr.			
6.	CC Faculty Rep	Muity Nokar			
7.	CTEC Faculty Rep	Jocelyn Pretrick			
8.	CTEC Faculty Rep	Tendy T. Liwy			
9.	CTEC Staff (Instructional)	Amy S. J. Santiago			
10.	CTEC Staff (Instructional)	Beverly Ilemanglish			
11.	CTEC Staff (Student Services)	Cindy Edwin			
12.	CTEC Staff (Instructional)	Rihter Hellan			May have left early due to technical issues with Zoom call.
13.	CTEC Staff (Admin. Services)	Sra Mackwelung			
14.	FMI Faculty Rep	Telava Tofinga			
15.	FMI Faculty Rep	Tony Igeral			
16.	FMI Staff (Student Services)	Rufus Yaisolug			
17.	KC Faculty Rep	DeBrum Melander			
18.	KC Faculty Rep	Rosalinda Bueno			Conflict with Zoom meeting with HR Consultant
19.	KC Staff (Student Services)	Eileen Nena			
20.	NC Faculty Rep	Jothy John			
21.	NC Faculty Rep	Mike Ioanis			
22.	NC Staff (Student Services)	Benina Ilon			On leave for a medical appointment.
23.	NC Staff (Student Services)	Julia Martin			
24.	NC Staff (Admin. Services)	Sinobu Lebehn			
25.	YC Staff (Instructional)	Delphina Giyetinag			
26.	SBA Officer (President, Chuuk Campus)	Kymo S. K. S. Roby			
27.	SBA Officer (CTEC)	TBD			
28.	SBA Officer (FMI)	TBD			

29.	SBA Officer (Kosrae)	TBD			
30.	SBA Officer (President, National Campus)	Vince Perman			Conflicting time with class/work commitment.
31.	SBA Officer (Vice President, National Campus)	Shaquille Warren			Representing National Campus SBA/ appointed by SBA President.
32.	SBA Officer (Treasurer, National Campus)	Jordan Rangpiy			Representing National Campus SBA/ appointed by SBA President.
32.	SBA Officer (President, Yap Campus)	Jamee Fathal			Arrived after 30 minutes into the meeting, sent the Vice President to sit in earlier.
33.	SBA Officers (Vice President, Secretary)	Clinton Wichilyar			Represented SBA President until she arrived from a prior meeting.

**Agenda:**

- I. **Call to Order**
  - a. **Moment of Silence**
  - b. **Mission Statement**
- II. **Roll Call**
- III. **Review & Adoption of Agenda**
- IV. **New Business**
  - a. **Welcoming of All Members**
  - b. **Brief Review of the TOR**
  - c. **Common Times to Meet**
  - d. **Days/Times blocked off for Student Activities (system wide)**
  - e. **BOR new policies**
  - f. **Suggested Agendas to tackle - Officers**
- V. **Miscellaneous**
- VI. **Adjournment**

**Agenda/Major Topics of Discussion:**

- I. **Call to Order** – by Chairperson Wilson at 12:06 pm (Chuuk/Yap Time) or 1:06 pm (Kosrae/Pohnpei Time)
  - a. Moment of Silence – Led by Ex Officio Member Loatis
  - b. Mission Statement – Read by Secretary Mona
- II. **Roll Call & Declaration of Quorum** – Taken by Secretary Mona by show of hand (18 present out of 27 members); Quorum declared by Chairperson Wilson
- III. **Review & Adoption of Agenda** – Addition of Moment of Silence prior to meeting. Agenda adopted after motion by Ex Officio and simple majority. Slight changes made: Insertion of Declaration of Quorum.
- IV. **New Business**
  - a. Welcoming of All Members – New members were recognized and welcomed by the Secretary, Ex Officio member, and Chairperson, respectively.
  - b. Brief Review of the TOR – Upon reviewing the Amended SSC TOR, Ex Officio wanted to revise section C. Membership to include the following: Staff Representative from the state site. Furthermore, Ex Officio also wanted to insert language in section E. Meetings and Voting explicitly stating the Ex Officio as a non-voting member. (Note: The amendment is already stated in Section C. Membership of the Amended SSC TOR of February 17<sup>th</sup>, 2023)
  - c. Common Times to Meet – After much discussion, Vice Chairperson Skipper pointed out that the issue may not be a lack of common time to meet, but rather an Attendance issue. Other members, specifically, Prof. Tenny recommended submitting attendance of each SSC meeting to all campus Deans to make them aware that some SSC members are not attending. Furthermore, a request was made by Secretary and Chairperson to have all SBA officers be provided as soon as possible (via Student Life Acting Director); It was decided that the SCC will meet during the original time of 12 pm to 1 pm (Chuuk/Yap Time) or 1 pm to 2 pm (Kosrae/Pohnpei Time), and all members were encouraged to ask their state members to join the next meeting in November.
  - d. Days/Times blocked off for Student Activities (System wide) – Tabled until next meeting.
  - e. BOR new policies – Tabled until the next meeting, especially since the Chairperson has not heard back on latest BOR meeting decisions at the date of our meeting.
  - f. Suggested Agendas to tackle – Tabled until the next meeting. Officers will have to meet the Friday before each SSC meeting to agree on the Agenda for November’s meeting.
- V. **Miscellaneous** – Request made by Chairperson and other members to send all recordings of SSC Meeting to all members. (Due to technical issues, I cannot find the original Zoom Recordings. I will post them as soon as I locate them on my computer with the help of IT. However, future recordings will be available as they will be saved in the Cloud for easy retrieval and upload.) Schedule of all upcoming SSC Meetings will be sent out by the Secretary after the meeting.
- VI. **Adjournment** – Vice Chairperson called to adjourn the meeting at 1:07 pm.

**Comments/Upcoming Meeting Date & Time/Etc.:**

Cannot find Zoom recordings of Oct. 13, 2023. Next scheduled meeting will be on Nov. 17, 2023 from 12 PM to 1 PM (Chuuk/Yap time) or 1 PM to 2 PM (Kosrae/Pohnpei time) via Zoom Link.

**Handouts/Documents Referenced:**

Amended Student Success TOR (Feb. 17, 2023)

**College Web Site Link**

[www.comfsm.fm](http://www.comfsm.fm)

**Prepared by:**

Monalisa Layan

**Date Distributed:**

Oct. 23, 2023

**Approval of Minutes Process and Responses**

*Adopted minutes via e-vote on Oct. 26, 2023*

**Action by the President**

<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with Conditions</b>	<b>Comments</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				