

# MEETING NOTES FROM BUSINESS DIVISION MEETING

Held on August 9, 2016, 1:45 – 3:45 PM, at the Division Chair's Office

## PRESENT:

Joseph Felix, Jr. (Chair & Presiding Officer)  
Rafael Pulmano  
Marlene Mamangon  
George Mamangon  
Edper Castro  
Marian Medalla  
Timothy Mamangon

## DISCUSSIONS:

### BUDGET

- Chair distributes copy of division's Encumbrance Budget, explained that balances do not reflect actual balance (figures not updated)
- Membership Dues – Faculty need to submit requests asap, otherwise this item may be deleted in future budget
- iPad Pro & Accessories for Rafael – Chair will try to accommodate request this semester, if not possible, then will include in next budget period which starts on October 1, 2016.

### SUPPLIES

- Seven faculty will share equally in \$250 open P.O. = \$35.71 per faculty
- DIVISION will buy own water dispenser + 2 five-gallon water containers

### PROGRAM REVIEW

- Jun is working on CIS
- For AS Business, waiting for IRPO data
- Follow up on request for 2014-2015 PAS copy

### FALL 2016 DIVISION CALENDAR

- STUDENT ORIENTATION > AUG 29 MON, MITC
  - MARIAN MEDALLA will prepare the program
- YES! & BYTE ELECTIONS > SEP 2 FRI, MITC
  - During orientation, give out nomination forms for state representatives in advance for YES! & BYTE elections on SEP 2 FRI;
  - There will be faculty pictorial (in business attire)
  - Announce that students are required to wear business attire for elections, and MON-TUE of every week
- F4 EVENT > NOV 4 FRI, POHNPEI CAMPUS (tentative)
- DIVISION FACULTY MEETING (3RD WEEK OF MONTH)
- PROGRAM REVIEW
  - DATA ANALYSIS > SEP 9 FRI (9AM - 4PM)
  - REVIEW OF DRAFT REPORT > SEP 23 FRI (9AM - 4PM)
  - SUBMIT FINAL REPORT > OCT 3 MON
- TIM MAMANGON will prepare the calendar

## **UPDATE ON NEW HIRE**

- President disapproved; need to know reason for disapproving the recommendation.

## **FACULTY ASSIGNMENT FOR REGISTRATION AT THE GYM**

- AUGUST 10 - WED > Marlene & George - Morning; Edper & Tim - Afternoon
- AUGUST 11 - THU > Marian - Morning; Rafael - Afternoon

## **RECOMMENDATIONS**

### **A. COMMUNICATION**

- DIVISION faculty be included in the communication loop regarding trainings/seminars related to their professional field, and if possible, for the college to send 1 or 2 division representatives to such trainings; Example, the recently concluded Association of Pacific Island Public Auditors (APIPA) held at COM-FSM
- REGISTRATION VENUE sometimes in the administration building lobby, MITC, Gym, classroom. Can venue be fixed to avoid confusion?

### **B. CURRICULUM**

- IMPLEMENT freshmen registration by COHORT starting in Spring 2017

### **C. ONLINE REGISTRATION**

- ADVISER'S APPROVAL should not be required for student's registering online. The very advantage of online registration is defeated by unnecessary human intervention. Approval process can be programmed. If students encounter problems while registering online, that's when they get to see their adviser to help resolve issue.

Prepared by:  
Rafael Pulmano