
BUSINESS DIVISION MEETING
January 23, 2017, 1:00PM
Division Chair's Office, COM-FSM National Campus

ATTENDANCE:

Chair and Presiding Officer:

Joseph Felix, Jr.

Faculty Present:

1. Marlene Mangonon
2. Marian Gratia Medalla
3. Rafael Pulmano
4. George Mangonon
5. Edper Castro

Faculty Not Present:

1. Timothy Mamangon (sick)

Agenda:

- I. Old Business – None

- II. New Business
 - A. Budget
 - Chair already placed order for printer toners worth about \$1,000, and Timothy has requested new printer to replace the old one he is currently using.
 - Cost of toner already ordered and cost of printer requested by Tim are not yet deducted from the \$5,907.73 Available Budget for Supplies to date. (See Attached Division Budget.)
 - George brought up the need for new projector.
 1. Presently two projectors are available, but these are not enough.
 2. Division will request for two new projectors, using budget from technology fee.
 - Update on requests for four (4) units of iPad Pro:
 1. New setup now is that all IT-related purchases go through IT Office.
 2. VPIEQA wants IT Director Gordon Segal to come up with policies on this.
 3. Gordon is still working on the policy, and until it is ready, order for iPad Pro is still on hold.

- Jun and Rafael’s MacAir laptops may need replacement
 1. Latest model have newer, more advanced features
 2. Need to check how long existing laptops have been in use. If three (3) or more years already, replacement is needed.
- Site Visits Budget
 1. Chair reminded that in the December 2016 meeting, he pointed out that the division’s Site Visits budget of \$5,000 was actually for staff development/training.
 2. Faculty who wish to attend work-related training off-island should search and identify such training opportunities to avail of this budget.
 3. In addition to division budget, additional funding may also be requested Staff Development budget of the college.
- Additional Telephone unit
 1. Another telephone unit is requested, to be installed on the wall at the other side of the office.
 2. There’s a need for this.
 3. There’s a budget for this.
- Membership Fees
 1. Rafael followed up on his budget request for AICPA membership application submitted last semester.
 2. Chair said it got stuck “somewhere up there,” and asked if we can just submit a new request.

B. Supplies

- Chair will talk to Bookstore Manager
 1. Division will place order for markers and other most commonly used supplies by faculty
 2. Will prepare P.O. for other items not available or cannot be supplied by bookstore
 3. Faculty is asked to submit specific supply requests so he can include them in talks with the Bookstore Manager.

C. Textbook

- Textbook for Managerial Accounting (AC250) needs to be changed soon. Marian asked if permission (by Curriculum Committee) is needed.
 1. Chair explained that permission is not needed.
- Bookstore Manager needs to figure out a way to ensure that orders and arrivals of textbooks are done on time.
- Incident this semester about Working Papers and Study Guide Manuals for AC131 ran out of stock due to BM’s underestimation was brought up and noted.

- CIS textbooks & related software
 1. One reason we have not changed our software is because several copies of the old textbooks are still being sold at the bookstore
 2. Sometimes new textbooks are on sale at the bookstore but instructors are not notified in advance. New textbooks have new or more advanced features that are not compatible with existing software installed in the computers at the lab.

D. Division Calendar

- There was not enough time to discuss this in the meeting.
- Faculty are requested to email to everyone their proposed activities to be incorporated in the calendar.
- Final calendar will be discussed and adopted in next division meeting.

E. Administration Guidelines for New Changes

- The changes refer to the hiring of three (3) new Instructional Coordinators (ICs)
- One (1) IC will serve at Pohnpei Campus
- Two (2) ICs will serve at National Campus, one for AS programs and the other for the AA programs.
- Chair discussed mainly the background story that led to the adoption of these changes, but administration has not yet issued guidelines on the matter.

F. Others

- Division chairs will be having a meeting this Thursday.
- Jun is soliciting division faculty's comments on the following matters to be discussed in that meeting:
 1. Improvement to the program review process - Follow up on the result of discussions by faculty.
 2. Teaching equivalency – Follow up on input from faculty and development of action plan for moving forward.
 3. Reports by Divisions – To include improvement plans.

Adjournment:

The meeting was adjourned at 2:00 PM.

Prepared by:

Rafael A. Pulmano

Business Division Meeting Agenda
January 20, 2017

New Business

- Budget
- Supplies
- Textbook
- Division Calendar
- Administration Guidelines for new changes
- Any others?

Joseph Felix Jr.

College of Micronesia - FSM
 Encumbrance Budget
 From 10/1/2016 Through 9/30/2017

213 - Business and Accounting Dept
 101 - Unrestricted Fund

Account Code	Account Title	YTD Revised Budget	YTD Actual	YTD Encumbrance	YTD Actual &	
					Encumbrance	Available Budget
8001	Salaries	208,434.00	50,283.94	0.00	50,283.94	158,150.06
8011	SS premium contribution	14,365.00	2,771.30	0.00	2,771.30	11,593.70
8012	FSM Health Insurance	2,132.00	1,778.87	0.00	1,778.87	353.13
8013	Group Life Insurance	3,785.00	765.92	0.00	765.92	3,019.08
8014	Retirement	5,746.00	1,286.39	0.00	1,286.39	4,459.61
8051	Housing rental	43,200.00	12,000.00	23,400.00	35,400.00	7,800.00
8201	Supplies	8,500.00	423.81	2,168.46	2,592.27	5,907.73
8204	Printing	500.00	0.00	0.00	0.00	500.00
8231	Telephone, Fax and internet	1,000.00	0.00	0.00	0.00	1,000.00
8251	Site visits	5,000.00	0.00	0.00	0.00	5,000.00
8671	Membership dues & subscription	1,000.00	0.00	0.00	0.00	1,000.00
8931	Tools and Equipments	5,000.00	0.00	0.00	0.00	5,000.00
Total 213 - Business		(298,662.00)	(69,310.23)	(25,568.46)	(94,878.69)	(203,783.31)
Report Total		(298,662.00)	(69,310.23)	(25,568.46)	(94,878.69)	(203,783.31)