

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Finance Committee (FC)
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Date	Time	Location
May 29, 2020 to June 02, 2020	Online e-mail	Online e-mail

Members	Name	Present	Absent	Remarks
Chairperson	Cirilo Recana loyrecana@comfsm.fm	x		
Vice Chairperson	Skipper Ittu ittu@comfsm.fm	x		
Secretary	Arinda S. Halbert, aswingly@comfsm.fm	x		
<i>“Ex-Officio Member” - Comptroller</i>	Roselle Togonon roselle@comfsm.fm	x		
Chuuk Campus Faculty Rep	Herner Braiel hsbraiel@comfsm.fm	x		
Chuuk Campus Staff Rep	Marie Mori Pitiol memori@comfsm.fm	x		
CRE Rep	Sonny Padock spadock@comsm.fm	x		
CTEC Faculty Rep	Romino Victor rvictor@comfsm.fm	x		
CTEC Staff Rep	Leyolany S. Anson leyolany@comfsm.fm	x		
CTEC Staff Rep	Yoneko Kanichy yoneko@comfsm.fm	x		
Kosrae Campus Faculty Rep	Mary Sigrah msigrah@comfsm.fm	x		
Kosrae Campus Staff Rep	Alik J. Phillip aphillip@comfsm.fm	x		
Kosrae Campus Staff Rep	Eileen S. Nena, eileens@comfsm.fm	x		
National Faculty Rep	John Haglelgam johnh@comfsm.fm	x		
National Campus Staff Rep	Hadleen Hadley hadi@comfsm.fm	x		
National Campus Staff Rep	Paul Sonden psonden@comfsm.fm	x		
National Campus Staff Rep	Ritchie Valencia rjvalencia@comfsm.fm	x		

Yap&FMI Campus Staff Rep	Clotilda Dugwen clotilda@comfsm.fm	x		
Yap&FMI Campus Staff Rep	Rosemary Manna manna@comfsm.fm	x		
Yap&FMI Campus Staff Rep	Serphin Ilesiyalo <u>serphin@comfsm.fm</u>	x		
SBA Rep				

Agenda/Major Topics of Discussion:
Bookstore Return/Exchange Standard of Procedure

<p>Discussion of Agenda/Information Sharing:</p> <p>New procedure to implement at the Bookstore - for Return/Exchange Standard of Procedure – 5 days is given to students to return and exchange for any purchased item.</p> <p>Comments/discussions from the following:</p> <ul style="list-style-type: none"> • Rosemary Manna – questioned the 5 days given in the new procedure when there is already a policy in place on “sales return” AP 5700. • More members suggested 3 days is better • One member suggested for only 1 day <p>The Comptroller further explained the reason for the new procedure to be implemented was especially that laptops were being sold at the cost of \$900 and up so it is to be fair for both the student and the bookstore.</p> <ul style="list-style-type: none"> • Manna also suggested that the laptops are checked by the IT
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Comments/Upcoming Meeting Date & Time/Etc.:
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Handouts/Documents Referenced:
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College Web Site Link:
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Prepared by:	Arinda S. Halbert	Date Distributed:	
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Approval of Minutes Process & Responses:
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Submitted by:	Arinda S. Halbert	Date Submitted:	June 23, 2020
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: see attachment

Following are the recommendations:

- Follow the existing AP 5700 on sales return.
- 3 days is good enough for the item to check if there is problem after the date of receiving the item/merchandize.
- State 3 business days to be more specific.
- Have at least an IT or Bookstore staff open and check the merchandize with the student presence before releasing the item in cases like laptops.