

Self Study Report 2010

INSTITUTIONAL SELF EVALUATION

STANDARD IIIB

PHYSICAL RESOURCES

College of Micronesia – FSM

STANDARD IIIB: PHYSICAL RESOURCES

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource and planning is integrated with institutional planning.

STANDARD IIIB: DESCRIPTIVE SUMMARY

The current Pohnpei site was the original location of the College of Micronesia-FSM until 1996 when the national site in Palikir was completed. Over \$10 million was invested by the government to construct the facilities and infrastructure to support the 1000 projected enrollment capacity campus. This was the first attempt by the college to improve facilities to provide for an effective learning center for the nation.

Following the completion of the national site, one building was constructed at each of the sites in Kosrae, Pohnpei, and Yap, but because of scarcity of land in Chuuk, the college purchased a 3 acre site in Chuuk for its permanent site, while leasing temporary sites and facilities. Due to deteriorated facilities on the leased site at Chuuk, the college constructed three new buildings and renovated four facilities by 2006. A 90 KW generator was purchased and installed in 2006 along with 7,000 gallon water storage tanks to supplement the unreliable power and water systems, which are common practices of many major commercial enterprises, industries, hotels and government offices in Chuuk. Another 300 KW generator was purchased in 2008 and was commissioned by mid October 2009.

All sites acquired land from the government except for Chuuk, as land in Chuuk is privately owned. A facility master plan was developed in 2001 for the purchased site in Nantaku, Chuuk, however, due to funding constraints as well as access road problems, the project was delayed until 2005 when the compact infrastructure sector grant was utilized to support the college's infrastructure needs as evidenced in the next paragraph.

In March of 2005 the college was able to secure support from the FSM Economic Policy Implementation Council (EPIC) a resolution (no. 2005-1-04 dated March 18, 2005) to support the college's facilities and infrastructure needs resulted in \$10.130,000 from 2005 to 2010 from the compact infrastructure sector grant. Following the allocation of funds, the college capital improvement project budget plan was implemented with the Yap site classroom building and student center building contracts signed on July 24, 2009, and Notice To Proceed issued on October 9, 2009. Pre-planning design documents have been submitted to the FSM Project Management Unit for architectural and engineering design services while Pohnpei site's vocational center and the learning resources center are in the pre-design process. In addition, the college recently received pre approval from JEMCO for the national campus student center and Chuuk's permanent site Phase – I & II projects.

To ensure that the projects and activities are linked with the strategic goals and objectives, the capital improvement project budget plan takes the same routing process as the annual budget review process as reflected in the minutes of the finance committee, cabinet and board of regents' annual budget approval. (IIIB1a & IIIB2a)

STANDARD IIIB1

The Institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

STANDARD IIIB1: DESCRIPTIVE SUMMARY

The institution adopted the American Institute of Architects (AIA) standards, Uniform Building Codes, National Electric Code, International Plumbing Code and Fire Safety Codes to ensure that facilities and equipment are built within the safety perimeters. These standards are used in remodeling and upgrading facilities, fixtures and equipment changing. Reference can be found in the project preplanning documents.

Safety inspections are conducted regularly to ensure firefighting equipment and other facility safety features are functional. Dormitory safety inspections and fire drills are conducted every semester to ensure that residents and emergency responders are prepared. Evidences can be found in security reports.

The college has developed enrollment management indicators for assisting in monitoring student enrollment against availability of facilities. Class schedules are also used to determine the needs for classrooms. In 2005 and 2007 facilities inventories were conducted to determine the sufficiency and conditions of the facilities (what is the following supposed to say? prioritizing and scheduling the projects and budgets for the projects.) Collectively the information and data acquired are used to formulate the capital improvement project plans. The FY2010 capital improvement project budget plan reflects the results of the information collected during the two inventories.

STANDARD IIIB1: SELF EVALUATION

There has not been any known injury relating to unsafe facilities or equipment at any campus as evidenced by the security monthly and incident reports.

Reports of unsafe conditions are addressed and are resolved accordingly. In 2004 a faculty office occupant reported that the central air condition duct system distributes faulty and contaminated air throughout the building and contributed to her respiratory illness. The system was replaced with a split air conditioning system for a cleaner and more efficient and effective system. These air conditioning units can be seen at the new faculty building.

As indicated in the capital improvement project plan, Yap, Kosrae and Pohnpei sites demonstrate having high priority in resolving the need to accommodate safety and sufficiency of facilities, as well as providing for an adequate learning environment due to typhoon damaged facilities in Yap, inadequate facilities in Kosrae site and Pohnpei site. There exists a need for training staff at all sites in areas of facilities and equipment safety, security, facilities inventory, standards and reporting on the enrollment management information.

STANDARD IIIB1: PLANNING AGENDA

- Although the balanced scorecard indicates there are sufficient classrooms, Yap site has sub-standard classrooms that do not promote adequate learning environments, thus

requiring implementation of the institution's capital improvement project budget plan. Develop a facilities master plan that reflects the enrollment trends, needs for programs and services throughout the system. (SPG3A)

- Provide for training of state campus staff in standards, reporting and monitoring. (SPG9)

STANDARD IIIB1A

The Institution plans, builds, maintains and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.

STANDARD IIIB1A: DESCRIPTIVE SUMMARY

In planning for the institutional physical resources needs, the office of facilities and security conducted facilities inventory, inspection, and acquired relevant information from office heads, campus directors and department heads in 2005 and 2007. Through that process, the infrastructure plans were developed.

The plans are reviewed annually during the budget cycle which involves reviewing by all committees, department heads, cabinet, and finally approval by the president and the Board of Regents (BOR). Similarly, the operations and maintenance activities are planned and budgeted through the annual operations budget, and processed through the annual budget cycle.

Repairs and maintenance include preventative maintenance programs, work requested by offices, and defects or problems identified by the college community. Preventative maintenance activities are routinely conducted on weekends, holidays and semester breaks to limit interference with classes, and college operations. (Work schedules can be referenced).

When necessary, the director of facilities and security periodically conducts inspections of the facilities to determine needs for maintenance and renovations, and makes recommendations for budgeting where necessary. (Ref. facilities inventory report, infrastructure maintenance funds proposal).

Through regular inspection, observation and reporting, the institution is able to evaluate the effectiveness of facilities and equipment in meeting the needs of programs and services.

Class schedules and schedules of other curricular activities are also used in determining the effective use of the facilities, as well as the need for additional facilities. Class schedule for fall 2009 can be referenced.

STANDARD IIIB1A: SELF EVALUATION

As a means for ensuring and monitoring effective maintenance and support services, monthly reports are prepared and submitted to the director of facilities and security. These reports consist of work orders, service requests, facilities energy consumption, equipment condition and replacement as evidenced in the monthly and quarterly performance reports.

At the national site a satisfaction survey was conducted during the summer of 2009 that resulted in a majority agreeing to satisfactory levels of maintenance and security services; however, some concerns were raised over maintenance of dormitory facilities and janitorial and security services. The results of the survey follow.

Of the 30 surveys for grounds maintenance, 25 rated satisfied and higher; 28 surveys for janitorial services 23 rated satisfied and higher; 28 surveys for building repairs and maintenance 18 rated satisfied and higher; air conditioning and electrical services 27 surveys, 22 rated satisfied and higher; Mail and cargo services 29 surveys, 24 rated satisfied and higher and security services 28 surveys, 18 rated satisfied and higher. The survey respondents include 16 staff, 11 students, one faculty and four from the community.

Despite the limited funds for building repairs and maintenance, the institution is challenged with meeting the needs for maintaining its facilities and is evidenced by the survey and Commissioner Floyd Takeuchi's report of April-May 2009.

Consistency in maintenance programs and services is another challenge caused by difficulties in hiring qualified staff. This is evidenced at the Chuuk site.

STANDARD IIIB1A: PLANNING AGENDA

- Continue to improve preventative maintenance programs at all sites by improving scheduling, monitoring and reporting as cited in SPG3B.
- Pursue funding from the compact infrastructure maintenance funds (IMF) to accommodate facility maintenance needs of the college. (SPG3B)
- Provide staff training in facilities and safety inspections, and monitoring along reference materials. (SPG9)

STANDARD IIIB1B

The Institution assures that all physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthy learning and working environment.

STANDARD IIIB1B: DESCRIPTIVE SUMMARY

The college utilizes Americans with Disabilities Act (ADA) standards, AIA standards and building codes to ensure that new and renovated buildings are in compliance with these standards to provide accessibility. Additionally, improvements are made as budgets become available. As an example, the national site's learning resources center (LRC) was equipped with a wheel chair lift in 2007. (SPG3C)

Security is provided at each site according to the size of the site and the need for security coverage. Each site is required to conform to the USDOE campus crime and security reporting act (Jean Clery Act). Evidence can be found in the security reports. (SPG3C)

Dormitory fire drill and safety inspections are conducted at least once a semester. Inspection of firefighting equipment in each building is performed on a monthly basis to ensure that they are functional. Security reports can be referenced. (SPG3C)

Periodic visits are done to monitor and assist sites in addressing access, safety, security and providing for a healthy learning environment. Each site has its own janitorial services, grounds maintenance and solid waste disposal services. Trip report date June 10, 2009, and email exchanges with site directors can be referenced here.)

The institution was recently reorganized creating the vice president for administrative services (VPAS) position that oversees the national and state sites administrative support services and physical resources. Within this frame work, the site directors and the director of facilities and security report to the VPAS. This position (VPAS) along with the Facilities and Campus Environment Committee deliberate on major facilities concerns, needs, quality issues and standards. (The minutes of the committee meetings can be referenced here.)

The chief of security is a member of the Student Services Committee that ensures quality of life and safety matters relating to students.

STANDARD IIIB1B: SELF EVALUATION

Preplanning documents for new construction projects are required to use ADA standards. Access to existing buildings is being improved to accommodate the physically challenged. In 2007 a wheel chair lift was installed in the national site's LRC for access to the second floor.

The college involves the respective departments and office heads in the facilities planning process to ensure that needs for programs and services are met; in fact the most recent occurrence was during the preplanning process of the Pohnpei site vocational building as evidenced in the email message dated October 10, 2009, from the division chairperson for technology and trades.

Incident and crime reporting is consistent at the national site but is yet to be improved at the state sites. These reports allow the office of security to analyze and make recommendations to appropriate offices. For instance, increasing alcohol cases are reported to the student services department and Student Services Committee for deliberation. Reference can be found in the student services committee meeting minutes during its first meeting of fall 2009 on September 8, 2009.

STANDARD IIIB1B: PLANNING AGENDA

- Continue with inspection of facilities for safety and accessibility and make necessary improvements as required. Provide training and reference materials for state sites' staff relating to standards and monitoring systems or methods. Establish standard reporting forms for purposes of monitoring and assuring compliance. Assist state sites in preparing and implementing preventative maintenance programs. (SPG3B)

STANDARD IIIB2

To assure the feasibility and effectiveness of the physical resources in supporting institutional programs and services, the institution plans, and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

STANDARD IIIB2: DESCRIPTIVE SUMMARY

Depending on needs and periodic site visits (1 - 2 year intervals) the director of facilities and security reviews condition of facilities, conducts inventory and makes recommendations for improvements as evidenced in the email trip report dated June 10, 2009, and the 2005 and 2007 facilities inventory reports.

Preventative maintenance and inspection are conducted during semester breaks ensuring that facilities are ready for use for the following semester. Class and activity schedules are prepared every semester and are used to evaluate effective use of facilities. Monthly activity reports, budget reports and equipment maintenance reports are also utilized in analyzing effectiveness and efficiency of support services and equipment. Monthly power (kilo watt hours) consumption reports for each facility are monitored for planning energy conservation and determining needs for replacement of air conditioning systems. Quarterly reports and work schedules can serve as supporting documents to the above statements.

STANDARD IIIB2: SELF EVALUATION

Although a system of planning and evaluation is being developed and implemented at the national site, improvement is still necessary in areas of documentation and consistency of reporting and monitoring. State sites are only evaluated when time and funds allow for the director of facilities and security or his representative to travel and visit the sites to perform inspections and surveys. Data collection from state sites is also a challenge. The security crime statistical reports and energy consumption reports are some examples of inconsistent reporting, monitoring and evaluation.

STANDARD IIIB2: PLANNING AGENDA

- Continue to assist state sites to improve methods of collecting, monitoring, reporting and analyzing data relating to facilities and efficiency of operations. Improve consistency of the current system at the national site and train staff to evaluate data collected. (SPG3A, SPG3B & SPG3C)

STANDARD IIIB2A

Long range Capital Plans support Institutional Improvement goals and reflects projections of total cost of ownership of new facilities and equipment.

STANDARD IIIB2A: DESCRIPTIVE SUMMARY

Capital plans are developed through the facilities inventory process, needs from sites and programs and services. Linked with the institution's strategic goals and objectives the capital improvement project (CIP) budget plan is utilized to outline long range plans and projected costs

of construction. The plan is developed and routed through the annual budget cycle involving the Planning and Resources Committee (PRC), Finance Committee and the Cabinet prior to approval by the president and the Board of Regents.

Funding for capital projects is requested through the FSM National Government to the FSM Congress for appropriation from the Compact Infrastructure Sector Grant and/or other sources of government funding. Since 2005 the FSM Congress has increased its funding appropriation from \$650,000 for FY2004 and FY2005 to \$9,450,852 for FY2006-FY2010 to support improving facilities at the state sites.

Ownership is defined by the public laws appropriating the funds for the projects.

Capital projects funded by the institution's own resources are commonly those requiring urgent attention and within the institution's financial capability.

The college's annual budget request to FSM National Government will support and serve as evidence for this section.

STANDARD IIIB2A: SELF EVALUATION

Prior to 2005, the college had received limited capital projects funds not allowing the college to effectively achieve its goals to improve facilities at the sites. In addition, planning was difficult with the unknown level of capital funds that would be available.. However since 2005, funding levels have increased and government commitments were realized enabling the college to develop the capital improvement project budget plan that is currently being implemented beginning with projects at Yap site. The CIP budget plan reveals the increase in budget allocations for the projects.

STANDARD IIIB2A: PLANNING AGENDA

- Continue to solicit support for capital funding through the FSM National Government and implement the CIP budget plan. (SPG3A)

STANDARD IIIB2B

Physical resources planning are integrated with institutional planning. The institution systematically assesses the effective use of the physical resources and uses the results of the evaluation as basis for improvement

STANDARD IIIB2B: DESCRIPTIVE SUMMARY

In the planning and budget preparation process for all capital improvements and operations programs, the Planning and Resources Committee reviews and ensures that all activities are linked with the strategic goals and objectives of the institution.

During the budget review process the Finance Committee prioritizes equipment budgets based on the departments' needs and impact on programs and services. The director of facilities and security is involved in reviewing and making recommendations for facilities and equipment

needs. Purchase of a 300 KW generator for Chuuk is an example of the process for equipment purchases. Finance Committee minutes will reveal the approval process.

The 2005 and 2007 facilities inspection and inventory results were references used in prioritizing the needs for facilities. Standards for space requirements have been developed for ensuring that facilities provide sufficient spaces for programs and services. The facilities project work sheets will serve as the evidence.

The enrollment management indicators, semester class and activity schedules serve as instruments in monitoring and determining effective use of facilities and equipment.

STANDARD IIB2B: SELF EVALUATION

The process in which the capital projects are developed and prioritized ensures that the plans are within the strategic goals and objectives of the college as evidenced in the quarterly performance reports and budget allocation and approval processes.

When projects are funded by sources other than the usual budget sources such as grants, the project approval process is not followed does cause problems meeting the needs for those projects.

STANDARD IIB2B: PLANNING AGENDA

- Develop a policy to standardize requests for capital projects and facilities to ensure that facility needs, standards, and the review process are routed properly prior to approval. (SPG3A&C)
- Ensure that all grant applications are routed through the PRC committee for approval prior to their submission.