



COLLEGE OF MICRONESIA-FSM

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MEMORANDUM:

TO : President, COM-FSM

FROM : Vice President for Administrative Services

SUBJECT : BOR Updates August 2014- February 2015

This BOR update reported highlights of activities between the August 2014 BOR meeting to February 2015 for the Vice President of Administrative Services Office, Maintenance and Security Division, Human Resources Division, and the Business Office. These offices oversee the functions of not only the National Campus but also support the respective functions carried out at the other campuses.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES OFFICE:

1. The 2016 COM-FSM College wide Operation Budget, the FMI Operation Budget, the Auxiliary Enterprises budget, the Board of Regents Budget, and the Supplemental Education Grant(SEG) budget were submitted to the FSM President Office on January 14, 2015 with copies to the Office of SBOC, the Speaker of the 18th FSM Congress. The college submitted the 2016 budget earlier than the deadline of January 31, 2015. We made more copies for distribution to the VPs, heads of offices, and Deans of campuses to be distributed before the end of February 2015. We would like to thank the BOR for acted on the budget in January to meet this deadline.
2. The recruitment of the comptroller continues as the first applicants were reviewed and a decision was made to re-advertise to get more qualified applicants. The position was announced for 15 days with no applicants so we extended the announcement for another 30 days and used other advertisement mode to reach good qualified candidates.
3. The recruitment of the Accountant IV for the Business office has completed with a recommendation from the Ad hoc committee. HR Office is doing background check of the recommended candidate before submitting to the President's Office.

4. Accreditation Writing Groups under the chairmanship of the VPAS are still moving ahead with their write ups and collections of evidence to support their write ups. The standards write up on the college Finance group is behind but have gained momentum to catch up with the work they need to produce according to the timeline.
5. The new soccer field has been completed according to the scope of work requested and soon to engage the Japanese Embassy to carry out the opening ceremony. Additionally, as part of the requirement of the funding contribution from the government of Japan, an external audit will be carried out in the next few days. FSM Auditor's office will conduct the audit.
6. Three backup generators have been very effective in responding to the frequent power outages. The newly installed generator for the Residence Halls, Dining Hall, Dispensary and Bookstore has been doing very well. Many thanks to the maintenance personnel for monitoring the generators during week days and weekends.
7. The college wide Infrastructure Development Plan for the next five years has been packaged by the Director of Maintenance, BECA Consultants, FSM PMU, with guidance and support from OIA staff. The package will soon be ready to submit to the FSM Government to be presented to JEMCO for approval.
8. Security Audit on COM-FSM campus wide facilities has been completed by the consultant Timothy Fenlon on January 30, 2015 and now being reviewed by the department staff for implementation of the recommendations cited in the audit. FSM-FMI and other campuses were visited by Tim Fenlon and our Chief of Campus Security and conducted the audit.

MAINTENANCE AND SECURITY:

We are pleasee to submit the following update from Maintenance and Security Office for your use and reference. Following are Major Repairs and Renovation at National Campus.

- **Building-M** which house the Security Office, IT Shop, Bookstore storage and Fitness Center has been extended to provide restroom rooms, office space and storage for the fitness center and additional improvements include installation of ceiling fans and walkways around the building. Repairs also include repainting of the roof with Elastomeric roofing paint, repair of rain gutters and down spout.
- **Building-N** Maintenance Office, CRE, Music room also is undergoing repairs that includes, roofing repainting with Elastomeric roof paint, steel structure repaint, ceiling repair and reinforcement, rain gutters and down spout repair and replacement.
- **Building-L** or the Gymnasuim have been repaired and improved to include the following.
 1. Replacement of leaking Urinal flush valves with US standards flush valves.
 2. Replacement of glass doors with wooden doors in the locker room and restrooms.

3. Relocation of lavatory sinks into the restroom area and modifyidn ghe sink room to storage room.
 4. Installation of steel gates at the lower entrance to avoid entering the area after operation hours.
 5. And to be completed is the replacement of pipe brackets that supports the down spout pipes.
- Classroom **Buildings A&B** had roofs repainted with Elastomeric roofing paint and repainting of all the interior of the buildings.
 - Residence Halls **buildings D&E** roofs were cleaned and repainted with Elastomeric roofing paint.
 - **Generator** for the Residence Halls, Dining Hall, Bookstore and Dispensary buildings was commissioned on October 7, 2014.
 - **LRC/MITC** recording room was renovated to accommodate the Entrepreneurship Center.
 - A request for **\$368,550** was submitted to FSM to cover cost of the **Facilities repairs** and maintenance needed for **FSM-FMI**.
 - Rehabilitation of fire alarm systems for buildings **C (Dining Hall), K (Bookstore and Dispensary)** are completed.
 - Contract for **fire alarm system rehabilitation** has been executed for **buildings H (LRC) and G (Administration)**.
 - The **Intercampus Shuttle** service between Pohnpei Campus and National Campus had doubled since its inception in June 2012 running 8 round trips and requiring three buses to mobilize.
 - On December 5, 2014 an **Accreditation Standard-IIIB Workshop** was conducted by maintenance office for the National Campus maintenance staff and Pohnpei Campus maintenance and security supervisors. Thirty four (34) maintenance and security staff participated in the workshop.
 - Security Office conducted a **fire drill** for the male and female residence halls early Monday, Feb. 02.
 - Annual crime statistics for National Campus year 2014 is completed.

HUMAN RESOURCES DIVISION:

Recruitment

1. **Sixteen full time personnel were hired during the reporting period.**
 - 8 instructors
 - 8 support staff

Retention Rate

Campus	# of Personnel	Retention Rate	Turnover Rate
National Campus	152	94.73%	8 or 5.27%
Pohnpei Campus	79	97.46%	2 Or 2.54%
Chuuk Campus	44	97.72%	1 or 2.28%
Kosrea Campus	36	94.44%	2 or 5.56%
Yap	30	96.66%	1 or 3.34%
FMI	20	90%	2 or 10%
TOTAL	361	95.56%	16 Or 4.44%

Employee Distribution

Campus	# of Personnel	% of Personnel	Gender	Faculty	Non-Faculty
National Campus	152	42.1%	Male-88 Female-64	42	110
Pohnpei Campus	79	21.9%	Male-43 Female-36	21	58
Chuuk Campus	44	12.2%	Male-22 Female-22	15	29
Kosrea Campus	36	10.0%	Male-25 Female-11	7	29
Yap	30	8.3%	Male-14 Female-16	5	25
FMI	20	5.5%	Male-16 Female-4	5	15
TOTAL	361	100%	Male-206 Female-155	95	266

Diversity FSM citizen makes up about 70%+ of the employees at the college. Majority of the foreign workers are in the instructional department, spouses of instructors and FSM citizens. See detailed table below.

Nationality of Employees	# of Personnel	Nationality of Employees	# of Personnel
Federated States of Micronesia	276	Fiji	3
Philippines	37	Japan	1
United Status of America	25	Kiribati	2

Sri Lanka	3	Palau	1
India	2	Romania	1
Mexico	1	United Kingdom	1
Nauru	1	Marshalls	1
Austria	1	American Samoa	1
Canada	2	Saipan	1

Policy Development and Implementation

- Human Resources Committee will complete its review of Policy 003 and Section X of the Personnel Policy and Manual.

Accreditation –Standard III Human Resources First Draft Report

- The first draft report was completed on time and is available online and accessible to HRC members, other administrators and HRO staff for continuous comments.
- Second Rough Draft Narrative Report is due in less than 30 days.

Professional Development Program

- Fall 2014, there were 12 estimated numbers of full time personnel taking courses at the college at different campus under Policy 003 Tuition Wavier and Reduction
- Spring 2015, the numbers are not finalized yet, but 4 personnel are confirmed as taking courses at the college per Policy 003.
- February 24-26, 2015 – 3 full day workshop on developing performance goals and standards, building a high performance team and improving internal customer service for both managers and support staff at the National Campus.

Benefit Programs

- **MiCare Health Insurance.** 309 of the 361 full time personnel are currently enrolled. College covers 52% of the premiums.
- **Life Insurance Program.** 258 of the 361 full time personnel are currently enrolled. College covers 64% of the premium of basic group coverage.
- **Retirement Program.** 241 of the 361 full time personnel are currently enrolled. College matches up to 3%.
- **Tuition Reduction**

- Fall 2014, 87 students were estimated to have enrolled as employee dependents who paid only 50% of the tuition per Policy 003.
- Spring 2015, so far there are 33 students estimated to enroll as employee dependents who paid only 50% of the tuition per Policy 003.

BUSINESS OFFICE:

- Mr. Doman Daoas, the college Business Manager has been performing as the Acting Comptroller with support from our finance consultant Ms. Josie Cajipe for almost three months now. Josie is being put on contract to provide support to the Business Office during the transition period while recruitment of both the Comptroller and the General Accountant positions are being carried out. VPAS has been providing support in fund drawdown and advice of allotment for funding from FSM for the college operation.
- Business Office is short of personnel to carry out the full functions of the office. We still need to hire other support staff in the area of State Campuses accounts and finances, and accounts receivables support staff.
- Business Office coordinated with the FSM SBOC office to draw down money from compact sector grant, SEG, BOR fund, and FMI for operation.

(financial updates of the college will be submitted separately by Josie Cajipe and Doman Daoas)

1. Audit of Financial Statements for FY 2014

Analysis, adjusting entries and schedules are being done in order to prepare the trial balance for audit. The trial balance would be submitted to the auditor no later than February 16, 2015. Audit field work by the auditor is expected to be between March to May 2015.

2. Endowment Fund

- The market value of endowment fund has decreased by \$128k unrealized loss or 2.84%, from \$4.492 Million as of June 30, 2014 to \$4.381 Million as of September 30, 2014. The Market value however still shows an increase by \$444k or 11.28%, from \$3.937 Million as of September 30, 2013 to \$4.381 Million as of September 30, 2014. The increment for FY 2014 represents the additional investment of \$89.8k, and the unrealized gain for the year of \$354K or 8.99%.
- The breakdown of the market value of \$4.381 Million per money manager are as follows:

	<u>Market Value</u>	<u>Allocation</u>
– Aristotle (LC Value)	-\$ 1.049M	23%

– Renaissance (LC Growth)	-	594k	12%
– Atlantic (S/M Cap Growth)	-	220k	5%
– SEIX (Fixed Income)	-	738k	17%
– Templeton	-	283k	8%
– Brandes (Mature market)	-	874k	20%
– Lazard (Emerging market)	-	410k	10%
– iShares ETF (Nat. Resources)	-	<u>213k</u>	<u>5%</u>
		<u>\$4.381M</u>	<u>100.0%</u>

The above asset allocations are in accordance with the investment policy.

3. Fund Raising

- The total funds raised for FY 2014 is \$74,852. Compared with the target of \$100k, it is short by \$25,148 or 25%.
- A total of \$89,800 was transferred to the endowment fund in FY14 ending September 30, 2014.