



DEPARTMENT FOR ADMINISTRATIVE SERVICES

Business Office | Human Resources Office | Facilities & Maintenance | Procurement & Property Management Office



Department for ADMINISTRATIVE SERVICES

The FY2023 Budget was submitted to the FSM on January 14, 2022, ahead of the deadline for submission. The budget booklets were also completed by the VPAS Executive Secretary and were distributed to FSM President Office, Secretary of Finance, and Assistant Secretary of Budget. Many thanks to all VPs, Comptroller, VPAS Secretary, Finance Committee, Executive Committee, and heads of offices for their role in the budget preparation. Executive Budget Review Committee at FSM scheduled the college to present the FY2023 on February 23rd at 2pm.

VPAS office began work on the entire college signage project for all building on all campuses naming and also for energy conservation, emergency evacuation, basic building and classrooms signs to be installed. Each building at all campuses will have names according to their functions until the new buildings naming policy is revised.



Updates Human Resources Office

Number of Full-time personnel between November 19, 2021, to February 7, 2022

Campus	Number of Personnel	Retention Count**	Rate	Attrition Count	Rate	Reasons
National	152	149	98%	3	2%	Other job, health, and family relocation
CTEC	84	81	96%	3	4%	Other job, salary, family
Chuuk	46	46	100%	0	0%	
Kosrae	39	36	92%	3	8%	Personal, deceased and medical
Yap	43	43	100%	0	0%	
FMI	20	20	100%	0	0%	
Total	384	375	98%	9	2%	

**Current number of full-time personnel as of reporting period

The data above reflect current personnel during the reporting period, employees departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after February 7, 2022, will be reflected in the next report.

Gender and Citizen distribution of current full-time personnel

Campus	Gender				Citizenship				N
	Male		Female		FSM		Non-FSM		
	Count	In %	Count	In %	Count	In %	Count	In %	
National	88	59%	61	41%	110	74%	39	26%	149
CTEC	46	57%	35	43%	67	83%	14	17%	81
Chuuk	27	59%	19	41%	42	91%	4	9%	46
Kosrae	20	56%	16	44%	31	86%	5	14%	36
Yap	21	49%	22	51%	36	84%	7	16%	43
FMI	15	75%	5	25%	19	95%	1	5%	20
Total	217	58%	158	42%	305	81%	70	19%	375

Recruitment data For November 19, 2021, to February 7, 2022

Campus	Faculty	Management	Professional	Classified	Total
National				1	1
CTEC					
Chuuk	1				1
Kosrae					
Yap			1	1	2
FMI					
Total	1		1	2	4

Enrichment initiatives

- ▶ January 27, 2022, Policy Webinar on Board Policy and AP No.6010 Leave and attended by 47 participants who are VPs, Campus Deans, HR Reps and other managers from all six campus sites.
- ▶ February 2, 2022, Webinar, *COVID Law Update* through SHRMGuam Chapter was attend by HR Director and 1 staff.

IEQA: IPEDS... from page 7

- (a) Institutional characteristics
- (b) Completion
- (c) 12-month enrollment
2. Winter collection (completed)
 - (a) Student financial aid
 - (b) Graduation rates
 - (c) Admissions
 - (d) Outcome measures
3. Spring collection (In progress, due on April 2022)
 - (e) Fall enrollment
 - (f) Finance
 - (g) Human Resources
 - (h) Academic libraries



Community College Survey of Student Engagement

UPDATES

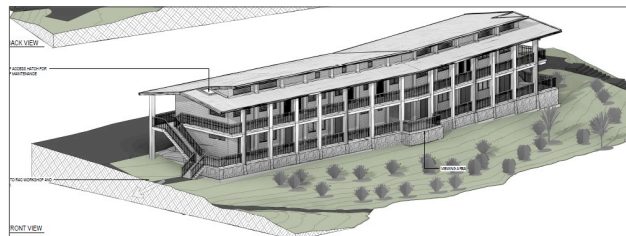
The upcoming Community College Survey of Student Engagement (CCSSE) will be administered online this year. The Office of Institutional Effectiveness (OIE) will post newsfeeds to the college community to be aware of this important survey administration. CCSSE will be administered in a random sample of classes at COM-FSM.



Facilities and Maintenance

CTEC Technical Building

The project began on September 1, 2021, and is scheduled to be completed end of August 2023. The project contract is for \$5.38 million. Contractor ABCOR Engineering and Construction has completed the pouring of the cement concrete for the foundation and has moved ahead with the overall construction of the building as planned.



National Campus Student Center

In January, the funding for the student center project has finally been resolved through the arrears of fund already appropriated by FSM Congress. The additional needed fund of \$1,377,981 was identified and resolved by the Secretary of Finance and the Office of Compact Management along with FSM Budget Division and FSM PMU.

The college has been awaiting FSM PMU to carry out the remaining arrangement for the contract signing and the ground breaking ceremony which will be scheduled for this spring.



National Campus Teaching Clinic

The Pohnpei State Governor has transmitted the request for \$2.5 million to Pohnpei State Legislature to fund the said project. In addition, a bill for an act to appropriate the funds has been introduced by the legislature. Follow up request has been worked out between VPAS and the Pohnpei State Legislature Chief of Budget and the Governor's Chief of Staff to secure the fund.

The total fund needed to implement this project is \$3.5 million. According to the data presented on the arrears of fund left, we are very sure that the fund is already secured for the project to be implemented.



VPAS: Human Resources ... from page 8

Policy development

HRC continued to hold monthly meetings. After November 4, 2021, meeting, they held three more from December to February 3, 2022, and reviewed and endorsed the following policies and procedures.

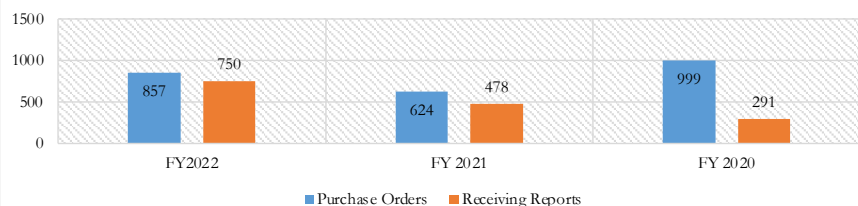
Polices/Administratives Procedures	Endorsed by HRC	Current Status
Board Policy No.6011	December 2, 2021	With EC
Board Policy No. 6012	December 2, 2021	With EC
Board Policy No.6001	January 20, 2022	With EC
Board Policy No.6004	January 20, 2022	With EC
Board Policy No.6035	January 20, 2022	With EC
Board Policy No. 6036	January 20, 2022	With EC
AP No. 6035 with Form	January 20, 2022	With EC
AP No. 6036	January 20, 2022	With EC
AP No. 6027 with forms	January 20, 2022	With EC



Procurement and Property Management Office (PPMO)

This procurement report summarizes the unit activities from November 16, 2021 to February 5, 2022, period, with comparisons to the prior years. The processing data analysis indicates increases in the procurement activities due to HEERF and related Student Care Programs and Services.

Processed Documents during 11/16/21-02/05/222



Property Management Section

The Property Management Section has assisted the various campuses/offices in acquiring essential supplies, tools, equipment, and other required goods and services to support the college operations and services.

Three batches of student laptops RFQs were processed for 550 Dell XPS each. RFQ B2021-20 of 550 laptops were received on 01/03/2022 and distributed to the students. Second and Third batch are in progress. RFQ B2022-06 Purchase Order for Chuuk Instructional Equipment and Supplies was awarded to Progressive Computer Services on 02/08/2022. New development in Satellite Broadband Internet Services for four sites was awarded to MCS Pohnpei. **Further procurement activity highlight and details are accessible from the link below:** <https://docs.google.com/spreadsheets/d/1vu9AGG5fqU79u0261nhZb01WwUGePPtK/edit?usp=sharing&ouid=108068568715002006331&rtopof=true&sd=true>

COVID-19 projects funded by the CARES ACT funds

National Campus Perimeter Fencing Project

Contract is awarded to Pacific Landscaping, Engineering & Construction, Inc. for \$247, 143.75 for nine months. The project commenced on October 18, 2021, and is scheduled to be completed by June 15, 2022. Currently, the supplies for the fencing is still on order and scheduled to arrive in February 17, 2022. While waiting for supplies, the company is constructing the water drainage for easy flow of water from all buildings or areas of the campus. Large conduit pipes are being ordered as well to provide good flow of water drainage away from the campus.

The current boundary survey identified three property lines where neighboring landowners encroach onto college property. The threat from an individual to contractor working on the fencing project before the rooster mountain has been given security assurance by the Department of Public Safety. One of the two requires a meeting with the family while the last one has yet to be resolved.

Chuuk Campus Perimeter Fencing Project

Construction Contract is still ongoing with pending request from contactor for 60 days extension based on delayed shipment and changes to location of fenceline between college and land owner. Proposed change order shall amend completion date from January 20, 2022, to March 20, 2022.

VPAS: Facilities... from page 8

Kosrae Multi-Purpose Building

No update relating to the funding request of \$3.5 million made to the Kosrae State Government relating to this project. The college communicated with the Kosrae Executive Branch, the Kosrae Congress Delegation office requesting support for this fund to be made available through the Kosrae Compact IDP fund. No commitment has come through yet. The college also communicated through the Kosrae Campus Dean to meet with the Kosrae leadership. No update yet.

CTEC HTM Renovation

The project was completed earlier this year but postponed awaiting arrival of furniture. The grand opening ceremony is being worked on by Dean Grilly Jack for this spring. The furniture for the restaurant arrived already and were already set up in the building.

Chuuk Campus Projects

The FSM-PMU office has not been able to release the request for proposal for rescoping for the Chuuk Campus due to strict border closing for consultant to visit the site. However, according to FSM PMU, the road access to the new campus will be included in the ADB road project funding being worked on. The access road dispute has not been resolved yet by Chuuk State Executive Branch with the recent claim by a family for compensation prior to use of the access road. According to reliable source, the new administration has committed itself to resolving the access road issue as soon as possible.

IMF Funds

The following projects funded under the Infrastructure Maintenance Funds include:

- Chuuk Campus Bldg. K - Library Roof Replace & Renovation Project – Contract is ongoing and currently at 50% completion.
- CTEC Classrooms 1-4 Roof Replacement & Renovation & CTEC Administration Floor Repair and – Both projects has has been awarded to RS Roque Architects & Construction Servies. Contract Agreement shall be routed for signature pending the re-appropriation of lapsed IMF funds.

Miscellaneous National Maintenance Project

Container Roofing For Business Office & PPMO Storage – Project was completed on Jan 6, 2022.



Yap Campus Perimeter encing Project

Contract is ongoing with a set completion date on April 18, 2022, provide that material shipment is on schedule.

Yap Campus Onsite Electrical Distribution System with Backup Generator

The routing of the Contract Agreement is pending the approval of the bid review committee's recommendation to award project to Centerlane Construction Company.

Kosrae Campus Perimeter Fencing Project

Bid review committee's recommendation was approved on February 9, 2022, to award project to Senny's Construction Company. Project shall commence upon full signing of the contract agreement.

Kosrae Onsite Electrical Distribution System with Backup Generator

No bid was received during the bid submission date/deadline. College is currently working with local contractors to secure quotation.

CTEC Perimeter Fencing Project

Contract awarded to A & P Enterprises, Inc. with commencement date on February 1, 2022, and scheduled completion date on June 1, 2022.

National Campus Bookstore Extension

Contract executed with Delco Construction Company starting December 14, 2021, and scheduled to be completed on March 15, 2022.