



## COLLEGE OF MICRONESIA-FSM

Office of the Vice President for Administrative Services  
P.O. Box 159, Kolonia, Pohnpei  
FM 96941

Phone: (691) 320-2480 Fax: (691) 320-2479 Email: [jhabuchmai@comfsm.fm](mailto:jhabuchmai@comfsm.fm) [www.comfsm.fm](http://www.comfsm.fm)

May 19, 2014

### MEMORANDUM:

TO : President, COM-FSM

FROM : Vice President for Administrative Services

SUBJECT : Board of Regents Updates

This report covers the Human Resources Office, Maintenance & Security, Business Office and the Office of Vice President for Administrative Services for the Month of March to May 2014.

### OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES:

1. VPAS prepared the Supplemental Report to the Accreditation Commission on the implementation of the Space Utilization and Facilities Master Plan which was turned over to the college on February 28, 2014.
2. VPAS assisted President Daisy and the Director of Maintenance in the presentation of the Space Utilization and Facilities Master Plan study to the FSM President, Vice President, two FSM members to JEMCO, and SBOC staff. President Mori requested the college to prepare the same presentation to be delivered at the SNLC conference on May 22 & 23, 2014 at COM-FSM. The President requested the college to submit input for the new Congressional Act pertaining to amending the formula for the division of the IDP fund. Basically, the Act would allocate the 10 percent portion of the IDP from the National Government to the State Government after deducting COM-FSM portion.
3. VPAS and the Director of Maintenance, Mr. Francisco Mendiola have presented the outcome of the BECA STUDY for facilities and energy to the college various standing committees. Presentations were done at Finance & Planning and Resources Committees, Executive Committee and Facilities and Environment Committee.
4. VPAS and Director of Maintenance joined Dr. Daisy in delivering the Space Utilization and Facilities Master Plan to the SNLC on May 23, 2014. A resolution was drafted for the principals at the conference to mainly endorse the plan to pave the way for the college to submit the plan to the JEMCO during the August meeting.

## HUMAN RESOURCES OFFICE UPDATES:

### Recruitment

1. Two positions were advertised during the reporting period, they are re-advertised due to lack of qualified candidates.
  - Agriculture Agent I – CRE Chuuk
  - Student Services Specialist – Peer Counseling Yap

### Retention Rate

Campus	# of Personnel	Retention Rate	Departure Rate
National Campus	158	98.73%	1.27% or 2
Pohnpei Campus	78	98.72%	1.28% or 1
Chuuk Campus	45	100%	
Kosrea Campus	35	100%	
Yap	33	100%	
FMI	22	100%	
<b>TOTAL</b>	<b>371</b>	<b>99.19%</b>	<b>.81% or 3</b>

### Policy Development and Implementation

1. Staff Development Committee is reviewing these policies this beginning June 4, 2014
  - a. Section XI Staff Development Program
  - b. Section XII Incentive Award

### Accreditation –Standard III Human Resources Gaps Analysis

Completed Gaps analysis assignment; specific resolutions to identified gaps were developed:

- Proposed a definition of “diversity” for college’s purposes
- Developed and routed a Procedures and Timelines for Recruitment
- Developed and routed a Human Resources Management Key Indicators template
- Proposed a draft Master Annual Professional Development Plan
- Revised and implemented the Faculty and Staff checkout form
- Implemented a semester email reminder for key supervisors for PT faculty performance evaluation

## **Professional Development Program**

1. Degree Completion
  - a. National Campus faculty member completed a master's degree online January 2014
  - b. Yap Campus- 1 candidate for PhD program at UH-Manoa May 2014
  - c. Chuuk Campus -1 candidate for PhD program at UH-Manoa May 2014
  - d. Pohnpei Campus- 1 candidate for PhD program at UH-Manoa May 2014
2. March 14 -Faculty Professional Development Day – 75 attended out of 80 expected from National and Pohnpei Campus at a total cost of \$960.00
3. April 8-10 Management Workshop – 36 participants completed the workshops from both Pohnpei and National Campus at a total cost of \$3,392.77
4. April – Management Workshops at FSM Government – 4 HR staff attended with free admission per arrangement with FSM Personnel Office.

## **Professional Recognition- Section XI Incentive Award**

Individual campuses each held its own incentive award during the month of May.

- National Campus – presented 46 awards including 5 awards for employees serving 33 to 43 years of service. There were 121 in attendance and at a \$2,886.20 total cost.
- Pohnpei Campus – presented 46 awards including appreciation awards for World Teach teachers & President Daisy .
- Chuuk Campus – presented 16 awards
- Yap Campus- presented 9 awards
- Kosrae Campus – presented 12 awards
- FMI Campus –presented 5 awards

## **MAINTENANCE AND SECURITY UPDATE:**

- Contract for the Gym competition court repair has been awarded to A&P Enterprises in the amount of \$34,788.00, which will be paid by the Eight Micronesian Games Organizing Committee(8MGOC).
- Contract for the replacement and improvement of the Gym competition court windows has also been awarded to PCR Glass in the amount of \$27,800.00 also paid for the 8MGOC.
- Gym Competition court lighting parts have been received and will be installed after the electrical system is improved.

- Coral topping, cutting and filling of the soccer field site has been completed. Spreading of the sand and top soil still remains. The project has been delayed for 24 days due to rain and malfunctioning equipment.
- Contract for installation of IT conduit from the gym to Agriculture building has been completed.
- A 100 Kilo Watt Generator has been purchased from Morrico Equipment Guam in the amount of \$35,252.00 to be used as a standby generator to power the Residence Halls, Dining Hall, Bookstore and the Dispensary building. The unit should be arriving PNI from July to August 2014.
- Painting works have been completed in the following areas.
  - Residence hall common areas and exteriors surface.
  - Exterior wall of the dining hall.
  - Steel post for the covered walkways.
- A maintenance and security supervisors workshop was conducted from April 14-17. Participants includes 2- Kosrae campus staff, 1-Chuuk Campus Staff, 3-Pohnpei Campus staff, 11-National Campus staff. The topics and subjects of the workshop involved the following.
  - Learning the contents and how to use of the Master Plan Study.
  - Review of Accreditation Standards IIIB Physical Resources.
  - Discussion on energy reduction programs.
  - Preventative Maintenance Program update and improving monthly reporting.
  - Develop a format for reporting to Campus Deans
  - Security reporting updates and requirements.
- Plan for a system wide replacement of florescent tube with LED tubes is being prepared. This effort is part of the initiation to reduce energy consumption.
- Fire fighting system inspection has been conducted for the National Campus buildings.
- Improvement to the Emergency Response Plan is being worked on by the Security Supervisor, Director of Maintenance and VPAS under the guidance of consultant David Adams.

**BUSINESS OFFICE:**

1. Results of operations for three months (Jan. 01 – March 31, 2014)

- The results of operations for six months of FY 2014 provided a positive fund balance (FB) change of \$2.543 Million.
- The breakdown of FB change per campus are as follows:
 

– National campus	-	(\$ 121k)
– Pohnpei campus	-	1.190 Million
– Chuuk campus	-	468k
– Kosrae campus	-	205k
– Yap campus	-	268k
– FMI campus	-	130k
– Other programs/grant	-	430k
– Restricted fund	-	( 27k)

- The first six – month period is expected to provide positive FB change due to the timing of recording. The revenues for two regular semesters consisting of fall 2013 and spring 2014 have been recorded and only summer 2014 is to be recorded for the remaining six months.

## 2. Audit of Financial Statements for FY 2013

- The auditors have completed the field audit and advised that the audit is within the scheduled timeline and will be completed before the due date of June 30, 2014.

## 3. Endowment Fund

- The market value of endowment fund has increased by \$69k or 1.66%, from \$4.162 Million as of December 31, 2013 to \$4.231 Million as of March 31, 2014.
- The increment of \$69 is from unrealized gain for three months covering the period January 31, 2014 to March 31, 2014.
- The breakdown of the market value of \$4.231 Million per money manager are as follows:

	<u>Market Value</u>	<u>Allocation</u>
– Aristotle (LC Value)	-\$ 1.022 M	24.2%
– Renaissance (LC Growth)	- 558k	13.2%
– Atlantic (S/M Cap Growth)	- 239k	5.7%
– SEIX (Fixed Income)	- 637k	15.0%
– Templeton	- 276k	6.5%
– Brandes (Mature market)	- 889k	21.0%
– Lazard (Emerging market)	- 401k	9.5%
– iShares ETF (Nat. Resources)	- 209k	4.9%
	<u>\$4.162M</u>	<u>100.0%</u>

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

## 4. Fund Raising

- The total fund raising receipts for the first and second quarters of FY 2014 is \$32k. As of the second quarter, the fund raising effort is short by 35% or about \$17k compared with the targeted fund raising of \$50k for two quarters.