



Department for
Administrative Services

BUSINESS OFFICE | PROCUREMENT & PROPERTY MANAGEMENT OFFICE | HUMAN RESOURCES OFFICE | FACILITIES & MAINTENANCE

UPDATES

Office of the VP for Administrative Services

The department staff contributed a lot of their time in the preparation of the 25th Anniversary for the College of Micronesia-FSM from the months into the week of the celebration and afterwards. The Maintenance staff spent extra working time after working hours and weekends to finish the tasks in preparation for the events.



The Weriayang Canoe House open house was a great success with good attendance by the PPEC members, President of ACCJC, Board of Regents, community members, faculty, staff, and students.



The COM-FSM Audit Report has been completed and it will be ready for distribution before the deadline on June 30, 2018.

Major improvements of all National Campus facilities were taken place during this reporting by external contractors to wash the roof tops, paint inside and outside of most of the buildings, replace gutters with new ones, renovated restrooms, replaced doors, and other repairs before and after the 25th Anniversary celebration week.



Office of Facilities and Maintenance

Maintenance and Repairs

The following buildings have been or will be painted on the exterior, roof cleaned and Fascia board replacement: LRC, Dining Hall, Male and Female residence halls, Faculty offices F and F2, and classrooms A&B are clean and scheduled for painting during the upcoming break. Building G is also scheduled to painting and rain gutter replacement. In addition LRC New Zealand room, MITC Viewing rooms 1&2, MITC lobby have been painted in the interior. LRC wheel chair lift has been repaired with battery and control switch replaced. Covered walkway posts were also repainted.

The following are repairs and improvements made in the FSM-China Friendship Sports Center:

- Painting on the floor of the ground floor entrance.
- Painting and waxing of the game rooms and replacement of broken glass windows.
- Painting and waxing of former peer counseling room.
- Replacement of ground floor main entrances.
- Removal of VIP seating in the competition court.
- Replacement of flush valves on urinals.
- Painting of metal ceiling on the second floor entrance.
- Painting and plastering of front entrance painting stairs.



Compact Infrastructure Maintenance Funds

IMF fund for National share is \$426,613 available for matching. However the process in obtaining funds needs to be clarified between FSM National Government and COM-FSM. The college will coordinate with FSM PMU to organize a meeting with FSM Finance to clarify the process to allow the college to utilize the funds.

Career & Technical Education Center (CTEC): Drainage System

On March 23, 2018, the college's Emergency Management Team met to discuss the Pohnpei State Declaration of Emergency relating to damages and hazardous conditions resulting from heavy rain and flooding. Director of CTEC reported that flooding occurred in two buildings at CTEC lower campus, roof leaks in classrooms 1-4 and trees that could fall on the buildings. The emergency management team recommended that the college utilize the Physical Resources Contingency funds to address the needs of CTEC to reduce the risk in further damage to buildings. The following have been achieved to date:

- Trees have been cut down from near the buildings.
- Culverts have been demolished to increase the amount of storm water to flow through.
- Contract document for the improvement of lower campus storm drainage system is being routed for approval.
- Bids have been received for the replacement of roof for classrooms 1-4.
- Request for bids for the construction of storm drainage system behind the gym is being solicited.

Backup Power System

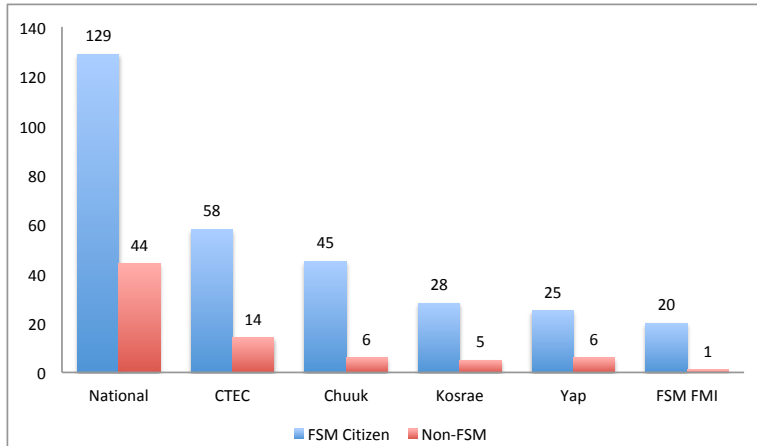
The 90 KW Generator at Maintenance Office has been repaired and in service providing power to the building "M"-IT Shop, Security Office, Fitness Center and Bookstore Storage, and building "N"-Maintenance Office and the Music Classroom. Another generated 25 KW is planned for repaired and if successful will replace the current generator at Maintenance. The present unit will be relocated to CTEC lower campus.

Congratulations to the graduates of spring 2018



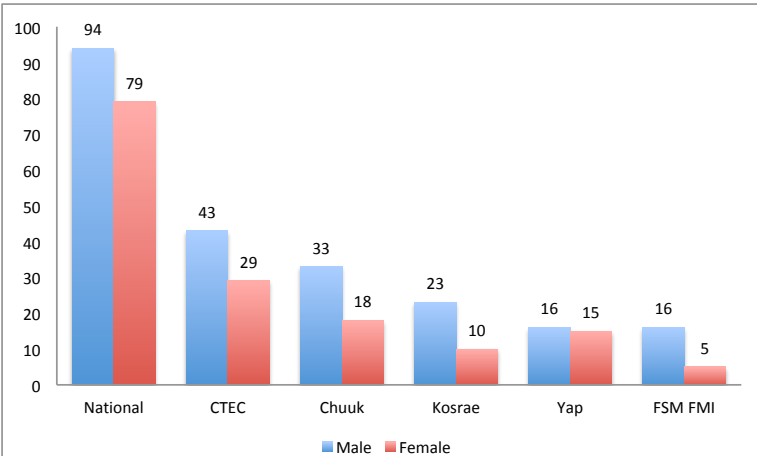
Updates: Human Resources Office

Number of full-time personnel by citizenship distributed by campus



Campus	Male		Female		Total N
	Count	In % of N	Count	In % of N	
National	94	54%	79	46%	173
CTEC	43	60%	29	40%	72
Chuuk	33	65%	18	35%	51
Kosrae	23	70%	10	30%	33
Yap	16	52%	15	48%	31
FMI	16	76%	5	24%	21
Total N	225	59%	156	41%	381

Number of full-time personnel by gender distributed by campus



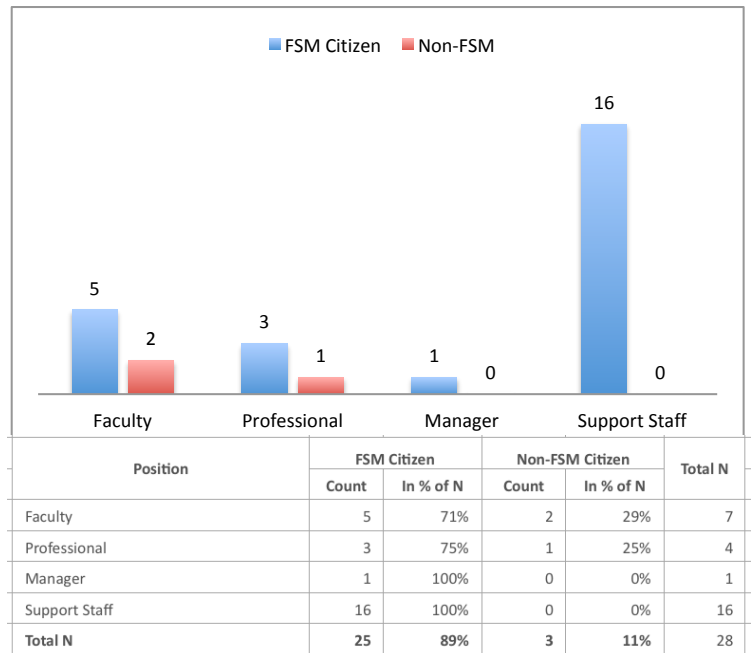
Campus	FSM Citizen		Non-FSM Citizen		Total N
	Count	In % of N	Count	In % of N	
National	129	75%	44	25%	173
CTEC	58	81%	14	19%	72
Chuuk	45	88%	6	12%	51
Kosrae	28	85%	5	15%	33
Yap	25	81%	6	19%	31
FMI	20	95%	1	5%	21
Total N	305	80%	76	20%	381

Enrichment initiatives: March 14, 2018, Yap Campus & FSM FMI

12 managers and staff attended a workshop presented by HR Director and Stephen Finnen covering the following policies: (a) Board Policy No. 6007-Employment; (b) Board Policy No. 6018-Termination; and (c) Board Policy No. 6019-Employee Discipline and Protection.

Recruitment data for October 1, 2017, to May 9, 2018

While hiring continues for FY 2018, chart below reflects positions filled during this period. These numbers do not include pending job offers or positions already screened.



IDP Consultative Workshop Report

Compact Infrastructure Funds

FSM Vice President Yosiwo George opened the workshop with welcoming remarks and stressed the importance of improving the implementation of the IDP projects through collaborative efforts between USACE, FSM PMU and State PMO Offices.

The overall objective of the workshop is to discuss issues relating to the delays in the implementation of IDP projects, status of State PMO offices, remaining unallocated funds amounting to approximately \$160,000 million, and USACE involvement in the projects implementation process.

OIA Director of Budget Tom Bussanich and Project Manager Steve Savage were present in the workshop to respond any inquiries raised in the workshop. Director Bussanich also emphasized the need for a team effort between and the FSM, USACE and OIA in moving the projects forward and utilizing the funds more expediently then current process and rate. One of the concerns raised by the FSM parties was the turn-around time for Grant Award Requests, which Mr. Savage replied stating that it takes two weeks if all requirements are met and that the requests are from the President of the FSM.

In regards to USACE, the FSM State representatives were primarily concerned about the role of USACE and their associated costs. USACE plans set up two mirror offices one in Chuuk and another in Pohnpei. Chuuk Office will support Chuuk and Yap States PMO offices while Pohnpei Office will support Pohnpei and Kosrae PMO Offices. Annual Cost is approximately \$2,700,000 to cover the Honolulu Office and the two mirror offices in the FSM.

The USACE representatives Derick Chow and Jon Hosaka explained the breakdown of their costs and reasons for having the two mirrored offices. Though there is general consensus and agreement by FSM parties for the two mirror offices, the costs is still remain a concern. However, USACE stated that the cost is high in the initial stage because of the need for the capacity building. The cost is expected to decline when the PMO offices begin to improve their ability to administer and manage the projects. It is their hope that the mirror office will terminate within five years. The FSM requested that the USACE provide timeline for implementation of the plan to support the FSM in the project implementation process.

USACE requires FSM to process payment of the FY2018 support cost before any work can be done and will reimburse the FSM for any unused funds or FSM can opt to use the balance of funds for other work agreements. In the USACE's initial site visit and meetings with FSM and State PMOs USACE realized a major dilemma in the

IDP consultative continued from page 9.

FSM's internal process of routing project documents for approval, fund appropriation and processing or payments to consultants and contractor. USACE recommends that the FSM PMU and State PMO review and streamlined the processes to reduce the timeline. USACE encourage the FSM-PMU and State-PMO offices to begin tracking the routing of documents and payments to provide clear data and evidence to address the dilemma.

Additionally USACE requires that FSM PMU and State PMO offices to begin preparing the Bid-ability, Constructability, Operation-ability, Environmentally sound and Sustainability (BCOES) reports to certify that the projects will be executed with minimal risk, can be operated and sustained. This is a certification process that USACE needs prior to submitting its recommendations to OIA for approval.

Compact Infrastructure Maintenance Funds

Office of Compact Management reported a balance of \$429,613 for the National Government under the compact infrastructure maintenance funds that can be matched. According the OIA project manager Steve Savage, an office needs to submit a maintenance plan with a list of IMF projects and deposit 50% of the project costs in the bank accounts established by FSM Finance for IMF projects. It was noted that the process of availing the IMF Funds at the National level still needs to be clarified.

COM-FSM Project Status

In regards to COM-FSM projects, USACE has submitted work agreement amounting to \$75,000 for independent technical review (ITR) for the initial design documents submitted by Beca. In addition Beca is preparing to submit the design documents for the additional work requested in the change order no. 1 involving the following:

1. New power center for the Student Center building at the National Campus.
2. Covered walkway and service road between lower and upper campus at CTEC (Pohnpei Campus).
3. Taxing way at lower campus, CTEC.
4. Parking lots at upper campus, CTEC.
5. New power center at upper campus, CTEC.

Upon completion of the additional design work by Beca, USACE will be submitting another work agreement for the review of the above design work as specified in the change order no.1.

In the interim, FSM PMU office is requesting Beca to develop the construction documents needed to implement the demolition of the building at CTEC, site clearing and removal of the five Mahogany trees situated in the proposed service road between the lower and upper campus. Execution of this phase of the project is scheduled for this summer 2018.

HRO: Policy Development

The Human Resources Committee continuously reviewing new and proposed changes to current policies.

Proposed changes to policies by HRO/Others	Reviewed by HRC	Reviewed bu Faculty/Staff Senate	Current Update
Board Policy No. 6033-Personnel Policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BOR, May 2018
Board Policy No. 6027-Tuition Waiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BOR, May 2018
Board Policy No. 6034-Dress Code Guidelines	<input checked="" type="checkbox"/>	Pending review and input	Projected to be sent to BOR, September 2018
Administrative Procedures No. 6034-Dress Code Guidelines			



Full-time personnel: Retention vs. Attrition, February to May 9, 2018

Data below reflect the number of personnel who departed and hired/started February 16, 2018, after the last report until May 9, 2018. Personnel whose effective start dates or separation dates from the college fall on dates after May 9, 2018, will be reflected in the next report.

Campus	Retention		Attrition		Total N	Reasons
	Count	In % of N	Count	In % of N		
National	173	98%	3	2%	176	Deceased, termination
CTEC	72	97%	2	3%	74	Deceased, retirement
Chuuk	51	98%	1	2%	52	Personal
Kosrae	33	97%	1	3%	34	Medical retirement
Yap	31	86%	5	14%	36	Layoff (Grant)
FSM FMI	21	100%	0	0%	21	
Total	381	97%	12	3%	393	

25th Founding Anniversary: Opening Ceremony

