



Report to the Board of Regents

Administrative Services | Enrollment Management & Student Services | Institutional Effectiveness & Quality Assurance | Instructional Affairs

September 20, 2018, Meeting, Weno, Chuuk, Federated States of Micronesia



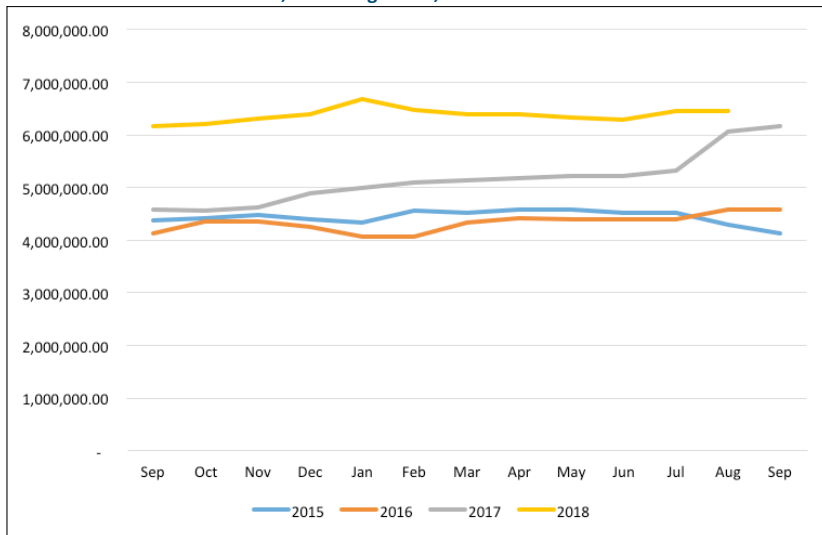
Department for Administrative Services

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

Endowment fund investment

The market value of the college's endowment fund has increased by \$282K or 5% since September 30, 2017.

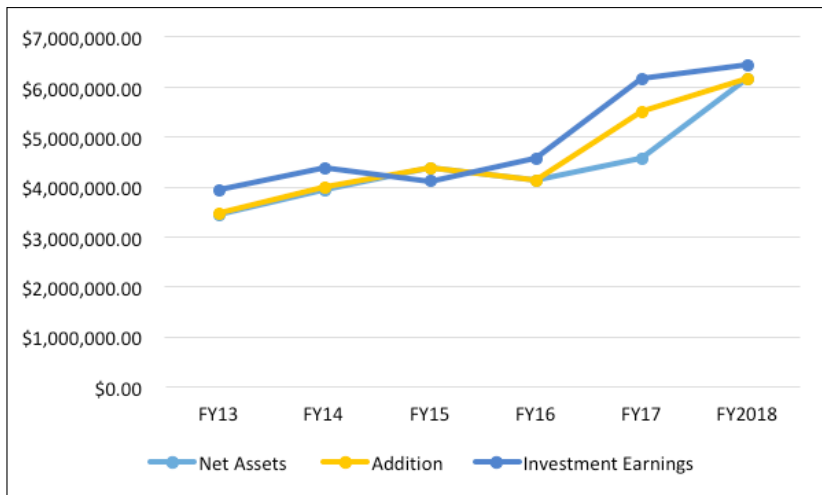
Endowment fund investment, as of August 30, 2018



Balance as of August 30, 2018, \$6.443M; FY 2018 gain, \$281K

Endowment fund performance

The growth of the college's endowment fund is lower in FY2018 compared with FY2017 due to global market performance. Addition to the fund before the end of fiscal year will be made expecting the fund to reach \$7 million.



Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

VPAS & two BO staff attended APIPA in Koror, Palau

Vice President for Administrative Services (VPAS, Joseph Habuchmai, and two staff from the college's Business Office attended the 2018 Association of the Pacific Islands Public Auditors (APIPA) conference in Koror, Palau, last 6-10, 2018. This year's APIPA Conference is "Good Governance: Accountability, Ethics and Transparency."



According to VPAS Habuchmai, "The theme reflects the objectives of the APIPA. One of the founding principles of APIPA is to establish an organized body to act as one voice in support of the goal of promoting efficiency and accountability in the use of public resources of member jurisdictions."

VPAS completed seven Graduate School USA's courses in the following areas: (a) government accounting basics; (b) audit innovation; (c) enterprise risk management; (d) strategic project management; (e) lesson learned auditing on an island-opportunities & challenges of a State Audit Office; and (f) fraud awareness and next step for auditing and financial management in the Pacific.

Formerly referred to as the **Graduate School, USDA**, **Graduate School USA** is a private non-profit educational institution headquartered in Washington, DC with regional campuses around the United States. Its mission is to develop people and to make government more efficient and effective by offering a wide variety of classes and programs, ranging from government-based specialties such as governmental accounting and auditing, human capital management and acquisition to foreign languages, economics, leadership and landscape design.

Security acquired fuel efficient vehicles



Two golf carts were added to supplement COM-FSM National Campus security vehicles. The initiative came from Facilities and Maintenance Office, where according to Eugene Edmund, these vehicles were procured because they have small and quiet engines that don't consume too much petrol.

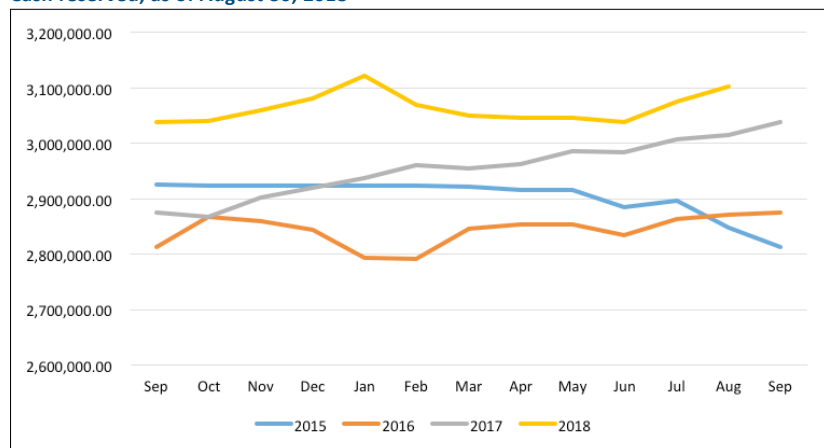
COM-FSM President & CEO Joseph M. Daisy EdD along with Vice President of Administrative Services Joe Habuchmai, and VPEMSS Joey Oducado inspected and tested the security carts around campus upon their arrival on August 20, 2018.

This is part of a pilot project by the Facilities and Maintenance Office to realize increased fuel efficiency and cost savings by downsizing campus based modes of transportation. These vehicles are in service to patrol the 73-acre National Campus.

Cash reserved

The market value of the college's cash reserved fund has increased by \$63K or 1% since September 30, 2017.

Cash reserved, as of August 30, 2018

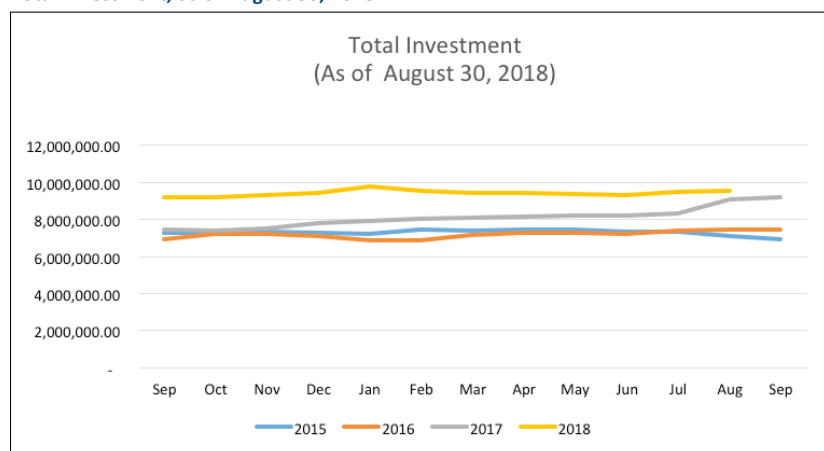


Balance as of August 30, 2018, \$3.101M; FY 2018 gain, \$63K

Total investment

Total investment increased by \$344K or 4% since September 30, 2017.

Total investment, as of August 30, 2018



Balance as of August 30, 2018, \$9.544M; FY 2018 gain, \$344K



UPDATES: Facilities & Maintenance

FY 2017 Projects: National Campus Student Center, and CTEC Technical & Infrastructure upgrade

Design contract with Beca

Beca design work has been completed as of July 27, 2018, and forwarded to US Army Corps of Engineers (USACE) for Independent Technical Review (ITR).

Construction Management Services

- Seven proposals have been submitted to the FSM Project Management Unit (PMU) for the Construction Management Services.
- Amoriant Engineering, a consulting engineering firm, have been selected and submitted its financial proposal, which is being reviewed by PMU.

BECOS (Biddability, Environmental Compliance, Constructability, Operations and Sustainability)

- The college's Office of the Facilities & Maintenance is in charged with environmental clearance compliance, operations and sustainability review. Documents for Land and Environmental Protection Agency (EPA) have been compiled, including budgetary support documents.
- Biddability and constructability will be contracted to other engineering firms.

Continued to page 3



FY 2020 budget guidelines

The FY 2020 budget guidelines were issued with the regular components of the college's budgets for operations: Fisheries & Maritime Institute (FMI), Board of Regents (BOR), Supplemental Education Grant (SEG), and the annual FSM pledged fund for the college endowment.

According to VPAS Habuchmai, "More funds will be allocated to the implementation of the college's own BS in Elementary Education, pathways from high school to four-year universities, and the first-year experience program."



UPDATES: Human Resources Office

Full-Time Personnel: Retention vs. Attrition, May 10-August 24, 2018

Campus	No. of Employees (n)	Retention		Attrition	
		Count	% of n	Count	% of n
National	177	165	93%	12	7%
CTEC	79	79	100%	0	0%
Chuuk	52	51	98%	1	2%
Kosrae	36	35	97%	1	3%
Yap	37	36	97%	1	3%
FSM FMI	21	20	95%	1	5%
Total	402	386	96%	16	4%

The foregoing data reflect full-time personnel who were hired and/or left the college beginning May 10, 2018, and ending August 24, 2018.

Full-Time Personnel: Distributed by gender and citizenship¹

Campus	No. of Employees (n)	By Sex				By Citizenship			
		Male		Female		FSM		Non-FSM	
		Count	% of n	Count	% of n	Count	% of n	Count	% of n
National	165	92	56%	122	74%	122	74%	43	26%
CTEC	79	44	56%	63	80%	63	80%	16	20%
Chuuk	51	32	63%	45	88%	45	88%	6	12%
Kosrae	35	22	63%	30	86%	30	86%	5	14%
Yap	36	17	47%	29	81%	29	81%	7	19%
FSM FMI	20	14	70%	19	95%	19	95%	1	5%
Total	386	221	57%	308	80%	308	80%	78	20%

¹FSM or non-FSM citizens

Recruitment data: Number of personnel distributed by position types and citizenship¹, May 20, 2018, to August 24, 2018

Position Types	FSM Citizen		Non-FSM Citizen		Personnel Recruited (n)
	Count	% of n	Count	% of n	
Faculty	2	25%	6	75%	8
Professional	12	92%	1	8%	13
Manager	0	0%	0	0%	0
Support Staff	3	100%	0	0%	3
Total	17	71%	7	29%	24

¹FSM or non-FSM citizens

Enrichment Initiatives

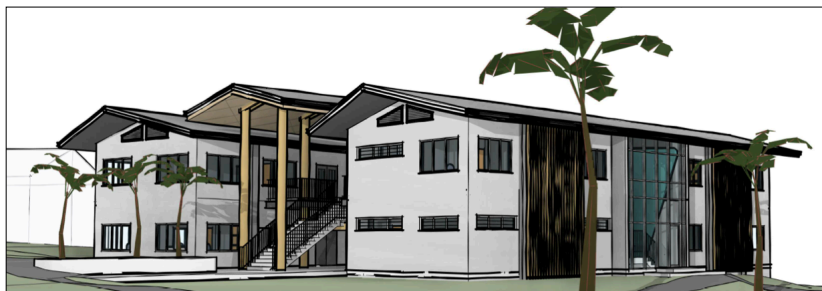
June 14, 2018, Training for National Campus and CTEC Campus Security & Safety personnel

19 non-sworn campus security & safety personnel attended a workshop by Timothy Fenlon of the LawESS, Incorporated.

August 18, 2018, Evaluation workshop

Eight managers, 15 supervisors, and 20 support staff attended a workshop on "Conducting Successful Performance Appraisal" by Dr. Tom Watson. At this workshop, three proposed draft evaluation forms for non-supervisory, supervisory, and managers were presented for feedbacks from the participants.

FY 2017 Projects Continued from page 2



Perspective drawing of the Student Center, National Campus, Palikir, Pohnpei

US Army Corps of Engineers (USACE)

- Beca design work has been completed as of July 27, 2018, and forwarded to US Army Corps of Engineers (USACE) for Independent Technical Review (ITR).



Perspective drawing of the CTEC classroom shop building, Kolonia, Pohnpei

FY 2018-2019 Projects were submitted to FSM PMU for review and approval by Joint Economic Management Committee (JEMCO)

- The college legal counsel has been tasked to work with Mr. Redley Killion and Chuuk State Attorney General on land issues surrounding the Chuuk Campus site at Nantaku.
- The design for the Chuuk Campus access road was completed in 2001 by Winzler and Kelly Consulting Engineers; however, due to the land dispute, the project was suspended. The Director of Facilities & Maintenance is in communication with GHD Engineering Firm in Guam who bought out Winzler and Kelly Consulting Engineers if they could retrieve the drawing and specification for the project.

Maintenance

- The Director of Facilities & Maintenance conducted his site visit at Chuuk and Yap Campuses, including the FSM Fisheries & Maritime Institute, in late May 2018 to inspect condition of facilities and campus vehicles. The result of the site visit will be used to inform the development of infrastructure maintenance plan. This plan will support the request for use of the Compact Infrastructure Maintenance Funds to supplement maintenance funds.
- Vehicles were also inspected to determine their conditions for replacement to provide safe transportation for students.
- Airconditioning units were inspected to determine their conditions and effectiveness in energy reduction efforts.



Campus major repairs & maintenance

- Building A & B classrooms, Faculty Buildings F & F2, Building H-Learning Resources Center, Building C-Dining Hall, Buildings D & E-Residence Halls, and Building K-Bookstore, & Dispensary & A+ Center. Roof cleaning, exterior painting of walls and rails, and replacement of Fascia Boards.
- Building G-Administration. Rain gutter replacement, roof cleaning, exterior painting of walls and rails, and replacement of Fascia Boards.
- Building L-Gymnasium. Repainting of ground floor offices, game rooms and replacement of flush valves in the men's restroom, second floor.
- Covered walkways. Repainting of poles and removal of rain gutters.
- Airconditioning system. All 153 airconditioning units were cleaned and serviced during the spring semester break.

Facilities & Maintenance: State Campuses major repairs and improvements

FSM FMI Cadet Center (Building B)

- Renovation to convert two staff housing units to a **Cadet Center** has been completed. The interior of the building has been remodeled and exterior renovated. The new **Cadet Center** now provides a computer lab, a pool table, and a TV lounge. The building exterior has been repainted, roof replaced, new rain gutters installed, and down spouts replaced.



Cadet living quarters (Building A)

- The initial contract for the renovation involving repainting, room fan installation, room locker replacement, bunk bed replacement, restroom repairs and retiling, installation of new ceramic floor tiles has been terminated, and is currently being negotiated with another contractor. The termination was primarily due to extended delays and poor quality of work by the contractor.

Administration and Engineering buildings (Buildings A & C)

- The contract for the roofs on buildings A & C have been completed. The projects involved removal of existing roof seal, and installation of a new seal material which is warranted for 20 years.



Career & Technical Education Center (CTEC)

- Storm drainage ditches have been constructed at CTEC to avoid flooding of buildings at the lower campus. The project was initiated after the college's **Emergency Management Team** met and recommended that drainage ditches needed immediate action for improvements. Several trees were also removed to avoid falling on the buildings.
- Request for bids to demolish the old TRIO building has been issued to FSM PMU. Site visit by interested contractors was conducted on September 3. Bids are due on September 21, 2018.

