



Department for
ADMINISTRATIVE SERVICES

Bookstore | Business Office | Dining Hall | Facilities & Maintenance | Human Resources | Procurement & Property Management

Updates: Office of the Vice President for Administrative Services

FY 2022 Budget Development

The college-wide FY 2022 Budget development began in August with a series of budget planning meetings by the VPs and deans from all State campuses. The budget guidelines and timeline were endorsed by Cabinet and made available on the VPAS website for all to use to guide their work on the budget development.

VPMESS and OIE were tasked to help generate the data on the FY 2022 fall, spring, and summer student enrollments and FTEs to calculate the revenues that the college will be expecting to use. Comptroller prepared the potential revenues from the data with three assumptions:

- ▶ Based on 3-year average actual enrollment in headcounts & credits;
- ▶ Based on 5-year average actual enrollment in headcounts & credits; and
- ▶ Based on 6-year average actual enrollment in headcounts & credits.

The VPs decided to use assumption three because the revenue was higher than the other two at \$11,173,080.00. This option was voted on and adopted for the college to use for the FY 2022 budget revenues. The VPs also decided in the same meeting that we will use the FY 2019 actual expenditures for the budget ceiling which was \$11,341,978.49, leaving a difference of \$168,898.00 to be cut from all budgets. It was noted that FY 2020, FY 2021, and FY 2022 step increase will still need to be added to the overall difference. It was estimated to be a little over \$400,000.

After a series of discussions, it was decided on September 3, 2020, that the FY 2022 budget allocations or ceiling for all departments, campuses, and offices and recommended the following strategies to use. The college will use revenues from the auxiliary enterprises of \$100,000, cut down on travel both international and domestic as the availability of the new communication tool zoom has proven to be effective in conducting board meetings, attending conferences, and reduced site visits to the State campus. The VPs will review all unfilled vacancies at all levels and make necessary cuts and requests for substantive change to continue to use the hybrid online course delivery and classroom teaching as the new delivery of programs for the college. While going on the ships to Yap and Kosrae. Comptroller and VPAS attended a supplemental budget hearing with the Executive Branch to testify on the funding request. FSM President recommended an amount of \$400,000 dollars to assist the college but Congress did not appropriate that fund because the college was given already the US Cares Act fund of \$1.8 million dollars to purchase hardware and software for the college to deliver courses online and for other purposes.

Supplemental funding request to the FSM President's Office

The college submitted a supplemental funding request to the FSM President's Office in the amount of \$1.5 million to take care of summer online course deliveries and also to reimburse the college for some of the expenses the college paid for students to travel home via ships, planes, and hotel. The college paid for water bottles for students to help them while going on the ships to Yap and Kosrae.

Comptroller and VPAS attended a supplemental budget hearing with the Executive Branch to testify on the funding request. FSM President recommended an amount of \$400,000 to assist the college but Congress did not appropriate that fund because the college was already given \$1.8 million Higher Education Emergency Fund (HEERF)-Institutional Portion under the US CARES Act to purchase hardware and software for the college to deliver courses online and for other purposes.



Center from page 7.



Pohnpei SBDC conducted training for KNCC

On June 1, 2020, the college signed a memorandum of understanding (MOU) with the Kapingamarangi Nukuoro Community Cooperative (KNCC) for the Pohnpei Small Business Development Center (SBDC) to conduct a series of training on running the cooperative. After training KNCC's board, Pohnpei SBDC provided management and financial training



for members of the cooperative which started on the first week of July every Wednesday and Friday of the week, 5:00 pm to 7:00 pm. The venue of the training is at the Kapinga Hut and social distancing and COVID-19 guidelines are followed during the training.



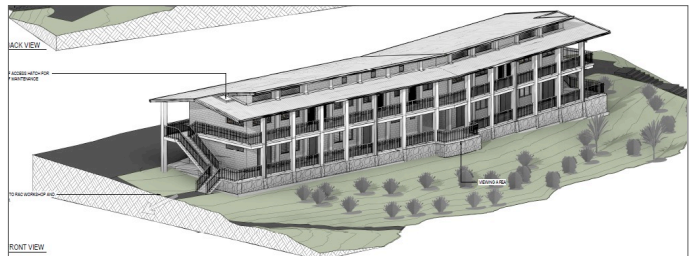
Updates Facilities and Maintenance

Infrastructure development projects funded under Compact-II

The National Campus Student Center building, and CTEC Multi-Technical building and infrastructure upgrades are being bid out for construction. Bids will be closed on October 15, 2020. Hopefully, construction should begin by December 2020 or January 2021.

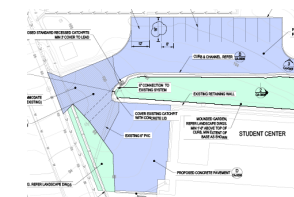


National Campus Student Center

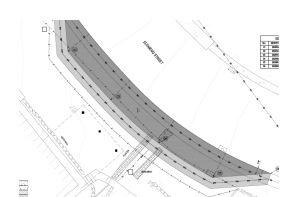


CTEC Multi-Technical Building

CTEC lower campus parking lot paving. Bids submission on August 27, 2020. Two contractors submitted bids: ABCOR and VCS being the lower bidder. The project should begin by October.



Upper campus parking lot



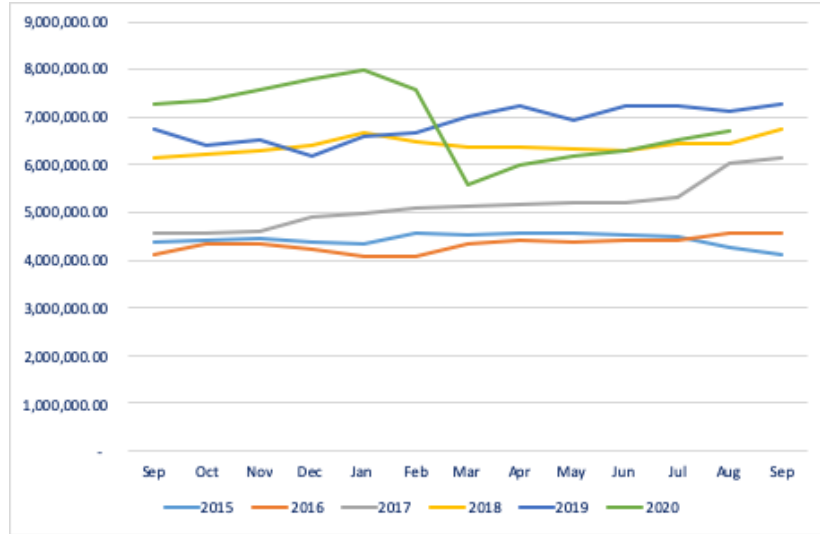
Lower campus drop-off lane

Continued to page 9



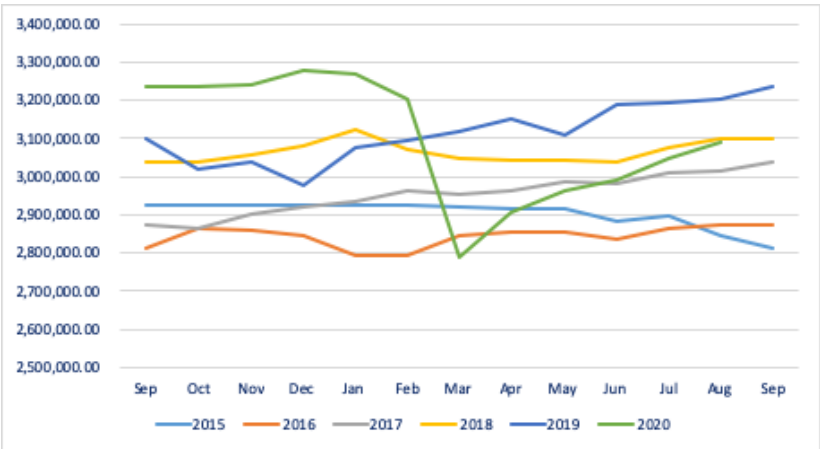
Business Office

Endowment Fund Investment, as of August 31, 2020



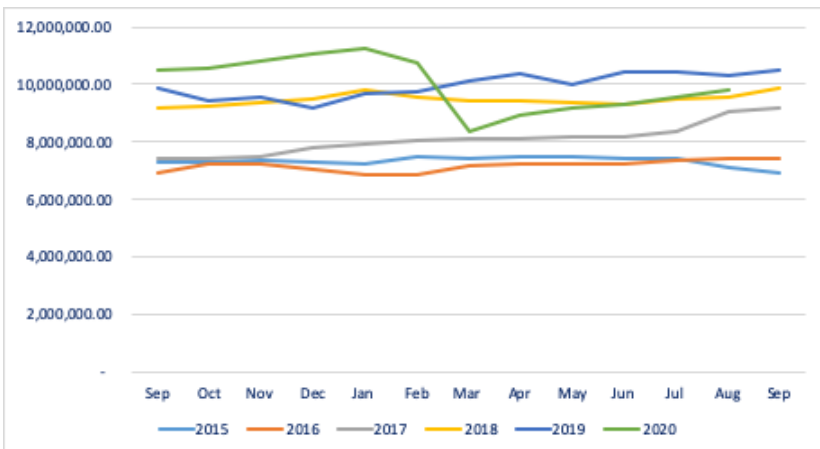
The endowment fund decreased by \$565K or 8% due to worldwide market loss. Balance as of September 30, 2015, \$4.123M; September 30, 2016, \$4.576M; September 30, 2017, \$6.162M; September 30, 2018, \$6.761M; September 30, 2019, \$7.256M; and August 31, 2020, \$6.691M.

Cash Reserved, as of August 31, 2020



The cash reserved fund reported an unrealized loss of \$144K or a 4% decrease since September 30, 2019. Balance as of September 30, 2015, \$2.812M; September 30, 2016, \$2.875M; September 30, 2017, \$3.038M; September 30, 2018, \$3.100M; September 30, 2019, \$3.235M; and August 31, 2020, \$3.091M.

Total Investment, as of August 31, 2020



The total investment decreased by \$709k or 7% due to worldwide market loss. Balance as of September 30, 2015, \$6.935M; September 30, 2016, \$7.451M; September 30, 2017, \$9.200M; September 30, 2018, \$9.861M; September 30, 2019, \$10.491M; and August 31, 2020, \$9.782M.

VPAS: Facilities from page 8.

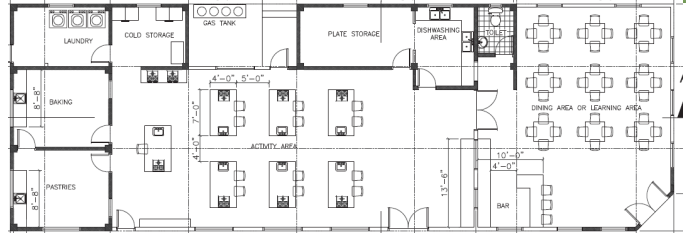


Kosrae Campus Land Grant and Faculty Office Roofing project is ongoing and to be completed by September 20, 2020. However, the contractor has requested for extension of 30 days due to a shortage of materials on the island.



Land Grant Building

Faculty Building



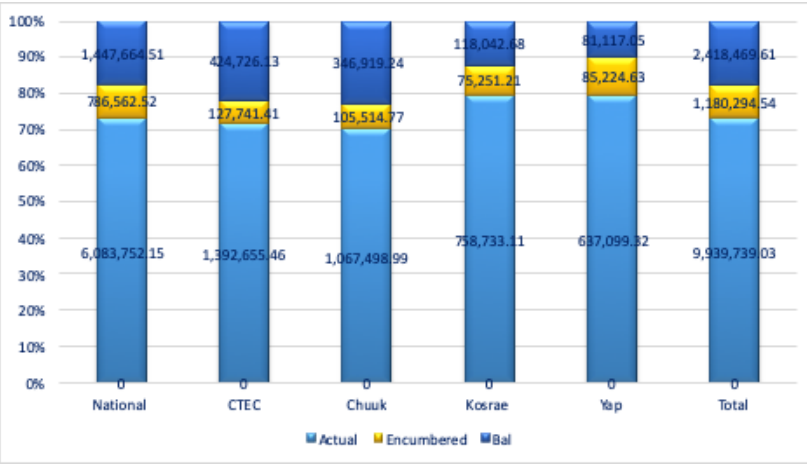
CTEC Hospitality & Tourism Management Building renovations — ongoing and will be completed by December 20, 2020.



Generator House

80 Kilowatt Denyo Generator

Budget Balance: FY 2020 financial status, as of September 7, 2020



Updates
Human Resources Office

Full-Time Personnel: Retention rate vs. Attrition Rate

Campus	Number of Full-Time Personnel	Retention		Attrition		Reasons
		Count	Rate	Count	Rate	
National	170	167	98%	3	2%	Deceased, retirement, personal
CTEC	81	80	99%	1	1%	Another job
Chuuk	51	50	98%	1	2%	Termination
Kosrae	39	39	100%	0	0%	
Yap	39	39	100%	0	0%	
FMI	15	15	100%	0	0%	
Total	395	390	99%	5	1%	

Data above reflect current personnel during the reporting period, employee departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after September 7, 2020, will be reflected in the next report.

Gender and citizenship distribution of current full-time employee

Campus	Male		Female		FSM Citizen		Non-FSM Citizen		Total n
	Count	% of n	Count	% of n	Count	% of n	Count	% of n	
National	103	62%	64	38%	114	68%	53	32%	167
CTEC	46	55%	37	45%	67	81%	13	16%	83
Chuuk	43	86%	7	14%	44	88%	6	12%	50
Kosrae	23	59%	16	41%	33	85%	6	15%	39
Yap	20	51%	19	49%	31	79%	8	21%	39
FMI	11	73%	4	27%	14	93%	1	7%	15
Total	246	63%	147	37%	303	77%	87	22%	393

Recruitment data for June 23, 2020, to September 7, 2020

There are nine new hires from June 23 to September 7, 2020, at National Campus, CTEC Pohnpei, and Kosrae Campus. The table below reflects the new hires who started during the reporting period and does not include hires that will begin after and other positions under screening and review currently.

Position	National	CTEC	Yap	Chuuk	Kosrae	FMI
Faculty	-	-	-	-	-	-
Management	-	-	-	-	-	-
Professional	2	-	-	-	1	-
Classified	-	1	-	-	-	-
Total	2	1	-	-	1	-

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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.

Kosrae Campus Multi-Purpose Building



COLLEGE OF MICRONESIA FEDERATED STATES OF MICRONESIA	BECA	COLLEGE OF MICRONESIA KOSRAE MULTIPURPOSE CENTER	30 VIEWS	FOR APPROVAL FOR DETAILED DESIGN PROCESSED DATE: 08/14/20
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Design of the Kosrae Campus Multi-Purpose Building has been completed and now waiting for the budget appropriation of \$3.5 million. The building will house the library, administration, FAO, OAR, infirmary, IT shop, computer lab, conference room, counselor's office, bookstore, and snack shop and will an open area for the general assembly.

National Campus Teaching Clinic

PMU office will be issuing RFQ (*Request for Qualifications*) for engineering services to perform detailed design services for this project. The amount of \$1,590,000.00 for design and construction has been approved and funded under the compact-II infrastructure development project funds. Funding may be insufficient due to the increased size of the building from its original concept design.

Chuuk Campus Project

PMU office will be issuing RFQ for engineering services to develop a project implementation plan and review the scope of the project and develop a project cost estimate to better determine the funding level for the project. Funds amounting to \$1,377,000.00 for design and onsite infrastructure has been appropriated. under compact-II infrastructure development projects funds.

Shuttle Services

The number of students using the campus shuttle service has been dramatically reduced. Specific numbers will be available for reference by the end of September. This will harm the revenue generated by the services.

PPMO: Campus mail services

Incoming shipment clearances and deliveries have become one of the added-value services to complement the campus mail services. The Procurement Officer has been coordinating and assisting with the SAD document declarations, import duty payment requests, and deliveries to the requestor. The Procurement Officer has been working closely with the Customs and Post Office and actively providing support in tracing and deliveries of incoming mail/packages and mailing remittances to vendors. Email notifications are timely sent out to offices to pick up processed Purchase Orders in the mailbox as an effort to enhance the procurement cycle and to prompt the requisition status report.

The Procurement Officer has been working closely with Customs and Post Office and actively providing support in tracing and deliveries of incoming mail/packages and mailing remittances to vendors. During the lockdown, electronic notifications were emailed to mail recipients to pick up mails/packages, and no walk-ins permitted in line with social distancing guidelines.

PPMO: Personnel/Staff development

- Staff development is one of the focal points of our employee retention program as an incentive and succession plan toward performance enhancements and sustainability of the unit operations and services.
- The Procurement Technician, Maygen Ardos is continuing her enrollment this semester in the Business Administration Program at the college for the second degree.
- The Procurement Officer, Eugene Edmund is also exploring the opportunity for an online Bachelor's degree in Business Administration to begin on October 12, 2020.
- During the APIPA 2020 Virtual Conference, both PPMO Director and Procurement Technician participated via Zoom on August 3-14, 2020.

HRO from page 10.

Enrichment initiatives

HR Director was elected the President for the Society for Human Resources Management (FSM) Inc., in the August 31 meeting.

- ▶ Members reviewed and evaluated the sole proposal received for the Group Life Insurance RFP issued in June.
- ▶ The meeting is ongoing to finalize make a decision on the next contract, further organize the group, and act on proposals to amendments to Articles of Incorporation and By-Laws.
- ▶ The current contract with IAC regarding the group life insurance ends December 31, 2020.

HR Director has scheduled a meeting with Dr. Watson to discuss employee engagement tool for college's use beginning this fall to support Strategic Director II. **10. Employee job satisfaction survey yields an overall 85% Satisfaction Rate.**

Policy development

Human Resources Committee responsible for reviewing policies and procedures of human resources resumed their regular meeting on August 27, 2020.

- ▶ HRC elected officers: Genevey Samuel as chair, Dr. Kan Lan Tu –Vice-Chair, and Maureen Mendiola as Secretary.
- ▶ HRC also reviewed a proposed additional section to Board Policy No.6009 to award compensation to employees assigned on standby to turn the generator on whenever the island power goes off after working hours. They supported the idea and forwarded it to the Staff Senate for college-wide input.
- ▶ HRC held their second meeting on September 3, 2020. They reviewed the outcomes of their previous year's self-evaluation for improvement and the updated Policy Development Plan for AY 2020-2021.
- ▶ They are meeting using zoom and will continue to meet once a month per their TOR. HR Director coordinates all the zoom meetings.

Updates Procurement & Property Management Office

The Mission of Procurement and Property Management Office is to apply the best practices in procurements of products, services, equipment, and property management efficiently and cost-effectively with compliance to regulations, policies, and procedures.

Procurement Section

Our primary focus is on **Strategic Direction II – Strengthen resources to meet current and future needs** in regards to procurements and property management. The office continues to process purchase orders and receiving reports on time to promote improvements in the procurement cycle. One of the unit new administrative objectives (AUO2) for the fiscal year is to improve the processing time of the procurement cycle and **maintain a satisfactory cycle completion rate at, or above 75% within 1-3 days and reduce, or minimize “Fair” (4-6 days) and “Poor” (7 days+)**. The processing cycle includes the following workflows: receive purchase request, compliance review, generate a purchase order, pre-check budget availability, assign and post encumbrance number, PO Logging, routing to secure Comptroller's fund certification and VPAS final approval, or President for \$10,000 and above, and then distribute to requestor to complete the cycle).

This portion of the report summarizes the procurements activities from **June 19, 2020, to September 04, 2020**, with comparisons to the previous periods.

Processed documents	FY 2020	FY 2019	FY 2018
Purchase orders	894	1,019	972
Receiving reports	2,159	2,143	1,644

The necessary work schedule adjustments were made on procurement processing to maintain services with considerations to social distancing practices and other limitations due to COVID-19. The routing of the procurements for reviews and approvals were meeting all expectations with slight delays at PPMO for system-wide distributions. Most of the concerns and follow-ups were on receiving reports which delay payments to our vendors. Again, the procurement work schedules were adjusted to reflect the workload to accommodate receiving report processing to prompt payment processing requests with collaborative efforts from the Business Office Account Payable Section. The receiving reports/payment processing requests are ongoing progress and improvements are expected to be realized immediately.

“To succeed, we must all work to ensure that we are upholding the mission of the college and working toward the collective vision that we set for the institution. We must assess and continuously improves our institution's quality and work to achieve greater success of our students.”

~J. Daisy, EdD., 2012, *COM-FSM Quality, Sustainability, and Success: A Framework for Planning and Action*, April 30, 2012

Random sample testing: Work-flow routing, from requestor-PPMO-BO-VPAS, return to PPMO, and distribution to requestor, or processing of payment

Ratings	Days	Number	Percentage
Satisfactory	1-3 days		NA
Fair	4-6 days		NA
Poor	7 and plus days		NA
Total			

Property Management Section

The Property Management Section has assisted the various campuses/offices in acquiring these essential procurements of tools, equipment, and other required supplies to support the college operations and services. The Procurement Officer coordinated these purchases and receiving reports of the assets to comply with policies and procedures. The EMT assigned the unit to handled most of the COVID-19 PPE Supplies purchases during the lockdown and continue to replenish these essentials supplies to maintain stock availabilities throughout the pandemic.

Activity Highlight		
Major Purchases	Activity	ETA
Computer Turn-over: 97 Computers Yap Campus; 30 CTEC	Contract Awarded to Britesun, Yap & first payment made	11/01/2020
Instructors Laptop: 88 Macbook w/adapters; 27 XPS w/Adapters	Contract awarded to The Office Place, Yap	11/01/2020
CRE-Yap Vehicle Order: Toyota Rush	Received BL	9/15/2020
CRE-Chuuk Vehicle Order: Toyota Rav4	Sail from Japan 9/11/20	9/30/2020
COVID19 PPE Purchases		Qty
Hand Sanitizer 1gal; 10 cases/campus	60 cases in transit	Mid of September
Auto. Soap Dispensers	60 ea.Received	Schedule to mail out to all campuses by 9/10/20
Examination Gloves assorted sizes: SM-1000pcs.,Med 1000pcs., Lg-1000pcs.,XL-1000pcs., XXL	4000pcs. (200pcs of each size to CHK, YC,FMI & KSA, rest for NC & CTEC	Schedule to mail out to all campuses by 9/10/20
Isolation Gown: 10 ea. To each campus and 20 to CTEC & NC	100 ea	Schedule to mail out to all campuses by 9/10/20
Motion Sensor Sink Faucets	154 ea. Breakdown: 55-NC; 26-CHK; 23-YC; 25-CTEC; 15-KSA & 10- FMI	9/30/2020
Surplus Property Auction- ITB2020-11		Custodians
115 Yamaha Outboard Motors, 4 stroke engines -2 ea. & 1-set Cable, steering wheel & remote control	National Campus	Bid Closing 9/10/20
2002 Mazda Demio; 2003 Mitsubishi Montero; 1994 Nissan F.Bed truck	CTEC	Bid Closing 9/10/20
1998 Mitsubishi Pajero	FMI	Bid Closing 9/10/20
2001 Mazda Tribute; Toyota PreRunner D.Cab	YC/CRE Office	Bid Closing 9/10/20
Status		Status

Insurance policies

Most of the college insurance policies expire on December 31, 2020, with an action plan for renewal by December 15, 2020.

The Request For Proposals/Quotations for the various insurance policies is being drafted for a public announcement within September 2020 toward renewal schedules as follows:

RFP Public Announcement	September 15, 2020
RFP Submission Deadline	November 15, 2020
RFP Review/Selection for Recommendation	November 20, 2020
The intent of Award Notification(s)	November 23, 2020
Contract Approvals	December 4, 2020
Renewal Upon Payments and Endorsements	December 15-20, 2020

