



COLLEGE OF MICRONESIA-FSM

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November 2, 2022

MEMORANDUM

TO : Manny Mori, COM-FSM Interim President
FROM : Vice President for Administrative Services
SUBJECT : BOR UPDATES- November 2022

VPAS OFFICE

The Administrative Services Department constitutes four different units of college services which includes the Business Office, Maintenance and Facilities Division, Human Resources Division, and Procurement and Property Management Office.

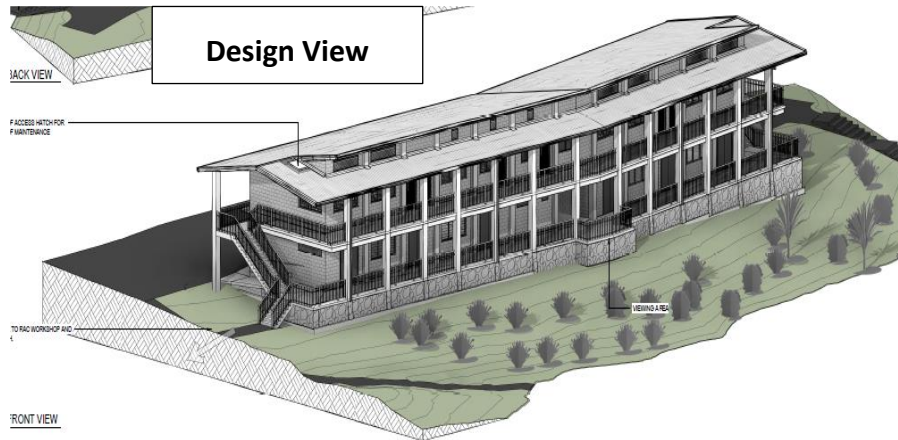
In August 2022, FY 2024 Budget Guidelines was prepared and shared with the cabinet for their reviews prior to releasing it to the college for the budget development which will end sometimes in November to be ready for the board to review and approve in its November 2022 scheduled meeting in Guam. The FY2024 Budget development was following the established budget guidelines updated recently to address needs of the different departments, offices and campuses. The revenues generated from government subsidies, tuitions and fees sourced from using the Pell grant as the major funding for students to take courses. Additionally, the We Care Student Aid fund from the HEERF US assistance to the community colleges during the period of the pandemic was also used to help students out during the past two years.

Departments, offices, and campuses used TracDat Assessment plan report to determine priorities of needs to inform the FY2024 budget development. FSM-FMI and the Board of Regents budgets were funded separately by the FSM government.

Comptroller, VPAS, and the Executive Secretary of VPAS carried out the training and coordination of the FY2024 budget in coordination with the VPs Deans of all campuses.

FACILITIES & MAINTENANCE OFFICE

CTEC Multi Technical Building: Project commencement on September 1, 2021, and is scheduled to be completed in August 2023. Foundation and underground plumbing are completed and now walls and columns are being erected. See photo below.



SOON TO RAISE

PROPOSED TEACHING CLINIC COLLEGE OF MICRONESIA



■ DISPENSARY CLINIC LEFT SIDE VIEW



■ DISPENSARY CLINIC RIGHT SIDE VIEW
FROM ROAD



National Campus Teaching Clinic: On October 18, 2022 the Notice of Award for the said project was issued to VCS Construction Company as the successful bidder. The contractor was also informed to begin the process of securing necessary performance security bonds before signing the contract. Because the project includes completing the design, commencement of work on site may take three to four months after signing of the contract. The project is funded by US-DOE under the Higher Education Emergency Relief Funds.

SOON TO RAISE

National Campus Student Center



PROPOSED SITE



National Campus Student Center: Bids for the said project closed on November 13, 2020 and only one bidder namely “**ABCOR Engineering and Construction**” submitted a bid and was awarded the project. After contract documents were prepared ABCOR delayed the signing of contract due the limited technical capacity to implement the project. Extensions were afforded to ABCOR to allow time due the COVID-19 retrictions to July 15, 2022 and further to July 31, 2022. However, ABCOR was still reluctant to sign the contract documents. As such the PMU recommended to terminate further negotiation efforts with ABCOR and proceeded to re-advertise the project on August 6, and bid closing on September 8, 2022

Kosrae Campus Multi-Purpose Building: No progress. Needs budget of approximately \$6.0 million.

Chuuk Campus (Nantaku site Development): No progress.

Major Renovation & Repairs:

1. Chuuk Campus Bldg. "E" Restroom Facility: During the renovation of the structure, it was noticed that sever damages in the roof structures has occurred. Because the damage was caused by termite it was recommended that the roof is replaced with steel structural members to avoid further termite damage.
2. Building "D" Dean's Office: The said building also require major rennoation rthat will also include replacement of walls and roof. Scope of wojrk is being developed for review.
3. CTEC Classrooms 1-4 Roof Replacement & Renovation & CTEC Administration Floor Repair and – This project was not executed last fiscal year to the budgetary issues.
4. Back Generator for Maintenance Office and IT Shop: The 90 KW Generator for IT Shop, Security Office and Maintenance Office is down needing stator rewinding. Local vendor has been identified to perform the rewinding work. A 25KW generator formerly stationed at Chuuk Campus and later transferred to National Campus and CTEC, is now being used to temporarily power the two buildings.

COVID-19 Projects Funded by the CARES Act:

1. National Campus Perimeter Fencing Project – National campus fencing project is currently @ 90% completion.
2. Yap Campus Onsite Electrical Distribution System with Backup Generator – Including Change Order #2, the project is about 40% complete with the extended completion date on February 28, 2023.
3. Kosrae Campus Perimeter Fencing Project – Contract fully signed and certified awaiting coordination of Notice To Proceed between Senny's Construction and Kosrae Campus.
4. Kosrae Onsite Electrical Distribution System with Backup Generator – No contractor expressing interest on the project. National Campus staff may be dispatched to perform the work.
5. CTEC Perimeter Fencing Project : A & P Enterprises, Inc. commence the project on February 1, 2022. As this reporting the project is about 63% completed. Fencing infront of PSBDC and COM Buildings have been routed to avoid the budilings from being fenced in.
6. AC Unit Replacement: Yap and Kosrae Campuses have submitted list of AC units to be replaced and now being organized for procurement process.
7. Shuttle Bus Replacement: Replacement of two buses are also being worked on by Maintenance Office and PPMO.

EDA GREEN HOUSES:

The Center for Entrepreneurship Center executed a contract for four green houses funded through US EDA. Maintenance Office is involved in monitoring progress of the work. The National Campus project is 100% complete, Chuuk Campus project 100% completed, Kosrae Campus project 100% completed, Yap campus still in progress.

HUMAN RESOURCES OFFICE

1. The number of Full-time Personnel Between as of August 20, 2022.

Campus	Retention Rate	Attrition Rate	Reasons
National	136	7	family obligation, family relocation, another job, retirement and health
CTEC	78	1	family health
Chuuk	49	1	retirement
Kosrae	34	0	
Yap	38	0	
FMI	20	0	
Total Sum	355 [97.5%]	9 [2.5%]	

The data above reflects 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 October 31, 2022, will be reflected in the next report.

2. Gender and Citizen Distribution of current Full Time Personnel

Gender and Citizenship for as of October 31, 2022					
Campus	<i>Male</i>	<i>Female</i>	<i>FSM Citizens</i>	<i>Non- FSM Citizens</i>	<i>Total</i>
National	83	53	98	38	136
CTEC	45	33	65	13	78
Chuuk	29	20	45	4	49
Kosrae	19	15	30	4	34
Yap	19	19	32	6	38
FMI	15	5	19	1	20
Total Sum	210(59%)	145 (41%)	289 (81%)	66(19%)	355

3. Recruitment Data For August 20, 2022 to October 31, 2022

The college hired 4 individuals who started during the reporting period.

<i>Campus</i>	<i>Faculty</i>	<i>Management</i>	<i>Professional</i>	<i>Classified</i>	<i>Total</i>
National					
CTEC				1	1
Chuuk				1	1
Kosrae				1	1
Yap			1		1
FMI					
Total Sum			1	3	4

4. Enrichment Initiatives/ Institutional Benefits

Board Policy No.6027 Tuition and Waiver Reduction. Fall 2022 saw the enrollment and tuition waiver of 19 employees in college classes and 61 dependents waived tuition at 50%.

MiCare Insurance Plan. The college covers the 52% of premium of 276 employees who maintain participation in the plan, 78% of total employees.

Retirement Plan. The college contributes a maximum of 3% toward employee matching of 280 current participants, 79% of total employees.

Life Insurance Plan. The college covers 64% of employee premiums for 250 currently participating; 70% of total employees.

5. Policy Development

HRC held monthly meetings since August per TOR.

PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

Our primary focus is on Strategic Direction II - Strengthen resources to meet current and future needs in regards to procurements and property management.

In our continuous quest for improvements, PPMO in cooperation with Business Office started a new module, microix of our existing MIP system on October 1, 2022 which brought about major physical improvements in the entire PPMO processing of PR - Purchase Request, P.O. – Purchase Order & RR – Receiving Report. We are now on paper less transactions, online reviews & approvals thereby saving cost, time & energy.

The purchase order processing cycle turn-around time and distribution within PPMO before was

2 - 3 days. With **microix** now, I could only take minutes / hours to create PR to certified P.O. depending on how long it takes to review & approve from any location with internet connection provided that supporting documents are submitted completely. Any incomplete or wrong submission of supporting documents will mean further delay in processing though.

This portion of the report summarizes the procurements activities from November 01, 2020, to November 01, 2022 with comparisons to the prior years.

Table A: Processed Documents	FY2022	FY2021	FY2020
Purchase Orders	3998	1249	1519
Receiving Reports		675	532

The outstanding prepaid purchases are being liquidated with support from the Business Office. The ongoing processing is in progress, with the focus to reduce and update the outstanding liquidations.

The PPMO's processing challenges during the pandemic lock-downs in regards to the timely purchase request processing cycle has opened an opportunity to explore an online requisition system.

Microix, with the support of Business Office enables PPMO to expedite processing to better serve requisitioning departments in National Campus, C-Tec as well as all State Campuses.

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.

Period Covered: November, 2021 – November 2022

Activity	Progress	Status
RFQ B2021-29 Computer Lab Turn over for NC, CTEC, Chuuk Kosrae: 405 Units	Contract closed	Completed
RFQ B2022-04 Student Laptop 3 rd . Batch Spring 2022	All Receipt	Completed
RFQ B2022-05 IT Equipment and Supplies Upgrade	85% of the items received	Supplier said due to Pandemic some items are still back ordered
RFQ B2022-06 Chuuk Campus Instructional Equipment	Contract closed	Completed- All items received in Chuuk

Activity	Progress	Status
RFQ B2022-10 Office Computer Upgrade System Wide	Awarded to Dateline Exports Contract # CT22-0377	All computers received by respective campuses KC, CTEC, NC awaiting for Receiving Reports
RFQ B2022-11 Student care laptops 1,000 units 4 th Batch	All receipt	IT staff started to ship out to state campuses
RFQ B2022-12 Smartboard for classrooms	Awarded to Dateline Exports	B/L arrived Yap 11/14/22 the rest is on its way, Notice of ETA Chuuk, Kosrae, & NC will be issued soon
RFQB2021-13 Re-Advertisement(Board of Regents Development & Training Program	Awarded to Dr. David Newnham	Completed
RFQ B2022-13 HR Software	Awarded to Interact, Inc	Contractor did not sign the contract due to low price quote. Changed in Mgt.
New Vehicle Purchase	15 Seater Van for TSP Program P.O22-03840 Vendor RSM Exports	E.T.A. Pohnpei – on or about middle of November
	2020 Nissan Kicks SUV type purchased Education / Teacher corps program mainly for instructors to visit the schools	Received, tagged, sealed with COM-FSM Logo & Registered
	2 Units Used Flatbed truck for NC & Chuuk Campus	Both were purchased locally
Covid-19 PPE Supplies: Invty Update:	Covid-19: 7,000 pcs- 3M in stock, N95 on order: 150 Face shield, 4cs Rubbing Alcohol	PPMO will continue to distribute the masks to all campuses
	100 pcs Hand Sanitizer with Dispenser	ETA- Pohnpei: November, 2022

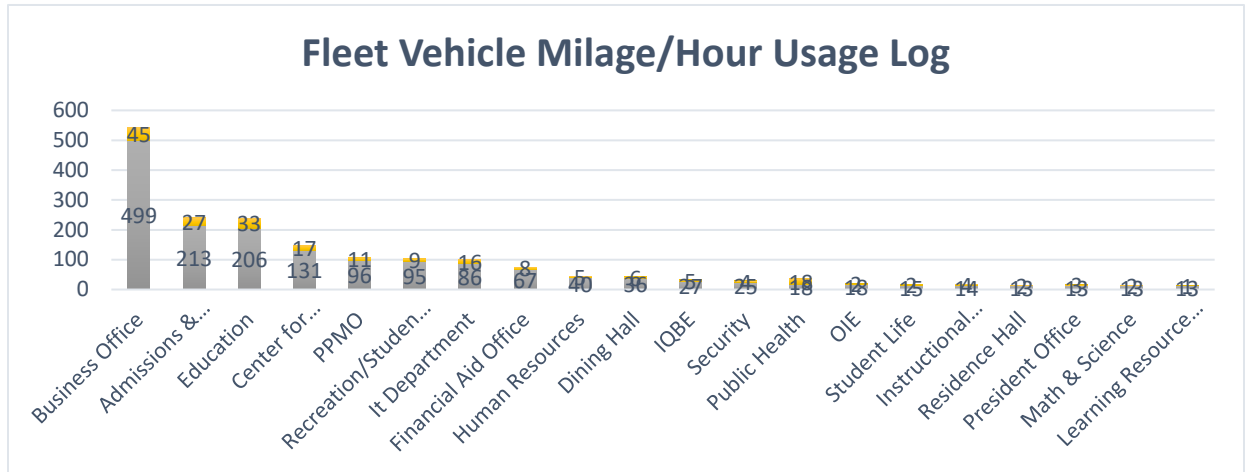
Asset Survey & Disposal		
Chuuk Campus: Lab Computer Disposal	Chuuk Campus submitted their computer disposal report	Accdg to Chuuk IT, some schools in Chuuk requested from COM-FSM to donate said computers for disposal
	NC & CTEC submitted their computer lab survey & disposal	All old lab computers for disposal are to be donated to schools who requested them accdg to VPAS approved by cabinet

The Emergency Management Team assigned the unit to handle most of the COVID19 PPE and Supplies purchases during the lockdown and continue to replenish these essential supplies to maintain stock availabilities throughout the pandemic. The Cabinet approved procurement of

COVID19 Supplies Kit to be distributed to eligible students and staff. The following announcement in regards to the supplies kit has been posted on the college website as follows:

VEHICLE FLEET SERVICES ACTIVITY SUMMARY

Vehicle Fleet Services Activities from November to November 2022



These are some of the fleet vehicle functions to demonstrate the usage of the vehicles. The Business Office ran daily mandatory banking and finance activities. The Office of Admissions, Records, and Retentions administered COMET Tests at all public high schools and other related errands. Education Department conducted various public school practicum program evaluations, observations, and related support activities. The Center for Entrepreneurship performed purchase request errands and off-campus meetings. The PPMO performed SAD clearances on incoming shipments, assist mail services, handling, and distributions of various outgoing shipments to state campuses, and remittances to vendors. Other activities were on regular duties including price quotation solicitation, purchase orders, off-campus/CTEC meetings, visited off-campus offices and agencies.

The following bids are in progress undergoing the Competitive Bidding Processes:

Bid No.	Purpose	Deadline	Contact Office	Status
RFQ B2022-01	CTEC Perimeter Fencing	10/09/21	Project Manager	80-90% completed
IT B2022-02	Yap Ground Maintenance	10/22/22	Yap Campus Dean	Contract ended FY21
ITB B2022-03	FSM-FMI Ground Maintenance	10/27/21	FMI Dean & Maint. Spvr	Recommendation is to be made
RFQ B2022-04	Student Care laptops – 550 units	12/27/21	PPMO	Recommendation for award was given to MCS-Pohnpei
RFQ B2022-05	IT Equipment & Supplies Upgrade	01/07/22	PPMO	Recommendation was made

RFQ B2022-06	CC Instructional Office Supplies	01/08/22	PPMO	Recommendation is to be made
RFP B2022-07	Program Evaluator Trainer	01/30/22	PPMO/K Simion/ Dr. Paul Dacanay	Recommendation is to be made
RFP B2022-08	Program Asst. Evaluator / Trainer	01/30/22	PPMO/ Dr. Dacanay	Recommendation is to be made
RFP B2022-09	Strategic Planning Consultant	03/30/22	PPMO Director	No bid Submitted
RFQ B2022-10	Office Computers Upgrade systemwide	03/31/22	PPMO	Awarded to Dateline Exports
RFQ B2022-11	Student care Laptops 1,000 pcs	04/22/22	PPMO	Awarded to MCS-Pohnpei
RFQ B2022-12	Smarboards for Class-rooms upgrade systemwide	5/30/22	PPMO	Awarded to Dateline Exports
RFP B2022-13		05/20/22	PPMO	Recommendation was made but but contractor recalled bid submission
RFQ B2022-14	Storm Drain	08/08/22	PPMO project	Re-advertise
RFP B2022-15	NC Roof cleaning	08/20/22	Project Manager	No bid submitted
RFP B2022-16	DDFT Medical Equipment	09/20/22	PPMO	Pending Review

PPMO STAFF DEVELOPMENT

The Procurement Technician position is vacant now. Janice Hebel Stancia is working under special contract for the said position. There used to be two employees working in this section working as Procurement Technicians.

END OF REPORT