



**Department for Administrative Services**

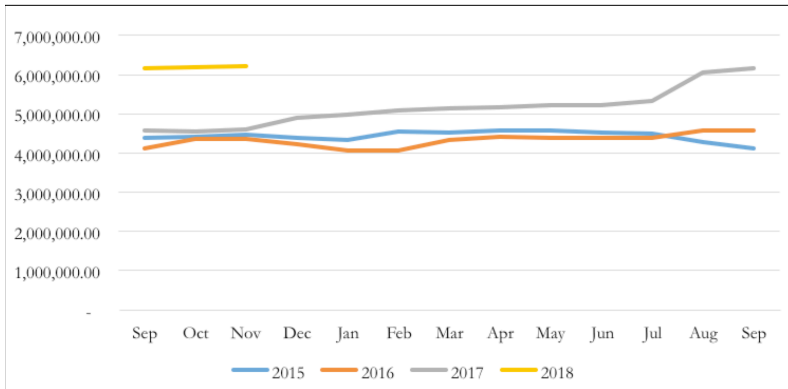
BUSINESS OFFICE | HUMAN RESOURCES OFFICE | FACILITIES AND MAINTENANCE

## FY 2019 Budget

The development of the 2019 Budget began in August with the creation of the budget guidelines and timelines to guide the budget development. On September 29, 2017, cabinet endorsed the budget guidelines and timelines and the submitted 2019 budget allocations based on the college's Five-Year Financial Plan. The 2019 budget followed a process whereby the VPs and offices had budget planning meetings with their respective stakeholders to ensure they had a wider inputs in the budget development. The balancing of the budget according to the allocations were also at the departments and offices levels. VPAS and Comptroller worked with the departments and office heads to balance the college wide budget and reviewed budget duplications especially at the State and National Campuses.

## Endowment Fund Investment

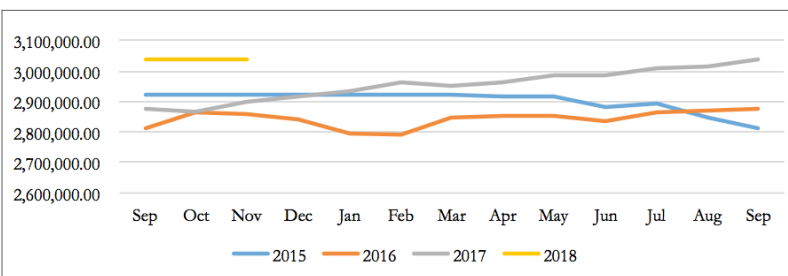
As of November 22, 2017



The market value of endowment fund has increased by \$60K or 1% since September 10, 2017.

## Cash Reserved

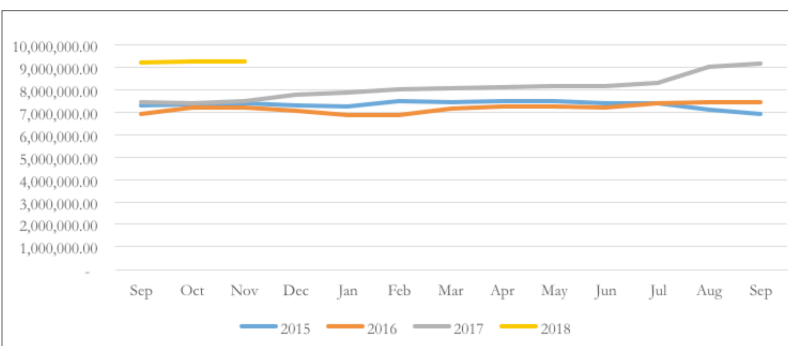
As of November 22, 2017



The market value of the cash reserved fund decreased by \$1K or .03% since September 30, 2017.

## Total Investment

As of November 22, 2017



The total investment increased by \$59K or 1% since September 30, 2017.

## Forum Lectures

..... Continued from page 3.

**September 25, 2017.** VPMESS Joey Oducado spoke with students about the Asian and Pacific Islander American Scholarship Fund (APIASF), Asian American Native American Pacific Islander-Serving Institutions (AANAPISI) Scholarship, highlighting the benefits of the scholarship, the eligibility requirements, as well as the application process.



**September 26, 2017.** The National Oceanic Resource Management Authority (NORMA) in collaboration with the Secretariat of the Pacific Community (SPC) held a Public Forum on Fisheries Management and Development in the Federated States of Micronesia.



**October 4, 2017.** The documentary, "Happy," was shown to help promote mental health awareness. The movie follows a filmmaker as he travels to dozens of countries in search of the meaning of happiness. Group discussions were held after the film, regarding happiness and it's relation to one's mental health.



**October 4-13, 2017.** United Nations (UN) representative, Maria Jose Lieber, provided multiple presentations in attempts to highlight and inform students about the UN's 17 Sustainable Development Goals. Out of these presentations, focus groups were formed in attempts to further explore each goal and promote awareness with the surrounding community.



**October 16, 2017.** Former COM-FSM student and Ph.D. Candidate Harmony Yomai came to speak with students about the process and opportunities of pursuing higher education. She touched upon and highlighted on her own work, conducting ecology and botany research in the Federated States of Micronesia.



**November 1, 2017.** United Nations (UN) representative and Bolivia native, Maria Jose Lieber presented on the Latin American tradition, Day of the Dead. In this presentation she highlighted the customs and traditions practiced by those who live in Central and South America.



**November 13, 2017.** Jacqueline Hazen, former Peace Corp volunteer and current Ph.D. student, provided a viewing of her short documentary Island to Island, which showcases how young practitioners of Oli, traditional Hawaiian chant, integrate chanting into their lives on the island of Manhattan in New York City. She held a Q&A session with students, to further discuss this topic.

We provide quality education today for a successful tomorrow



Promotion for the upcoming college 25th anniversary sign has been installed on one of the buses but soon to be on the rest of the buses.

# FY 2017 Preliminary Financial Statement

As of November 23, 2017

## COLLEGE OF MICRONESIA-FSM (A COMPONENT UNIT OF THE FSM NATIONAL GOVERNMENT)

Statements of Net Assets  
September 30, 2017 and 2016  
(Preliminary as of November 23, 2017)

ASSETS	2017	2016
<b>Current assets:</b>		
Cash and cash equivalents	\$ 7,271,710	\$ 8,815,747
Time certificate of deposits	18	30,551
Investments	2,990,801	814,987
Due from FSM National Government	1,291,049	969,532
Tuition receivable, net	3,275,779	3,207,891
Grants and contracts receivable, net	146,688	163,889
Other receivables, net	312,608	181,614
Inventory	1,170,005	1,218,169
Prepaid expenses	643,658	427,134
<b>Total current assets</b>	<b>17,102,317</b>	<b>15,829,514</b>
<b>Noncurrent assets:</b>		
Endowment Investments	6,161,678	4,575,892
<b>Capital assets:</b>		
Non-depreciable capital assets	1,455,685	1,455,685
Capital assets, net of accumulated depreciation	6,081,095	6,880,183
<b>Total noncurrent assets</b>	<b>13,698,458</b>	<b>12,911,760</b>
<b>Total assets</b>	<b>\$ 30,800,775</b>	<b>\$ 28,741,274</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities:</b>		
Accounts payable	\$ 306,112	\$ 298,655
Accrued liabilities	746,044	682,050
Accrued annual leave	390,841	390,841
Unearned Revenue	3,037,339	2,359,186
Other current liabilities	552,527	265,288
<b>Total current liabilities</b>	<b>5,032,863</b>	<b>3,996,020</b>
<b>Noncurrent liabilities:</b>		
Long-term portion of accrued annual leave	317,148	317,148
<b>Total liabilities</b>	<b>5,350,012</b>	<b>4,313,168</b>
<b>Commitments and contingencies</b>		
<b>Net assets:</b>		
Invested in capital assets	7,536,780	8,335,868
<b>Restricted:</b>		
Nonexpendable	6,161,678	4,575,892
Unrestricted	11,752,305	11,516,346
<b>Total net assets</b>	<b>25,450,764</b>	<b>24,428,106</b>
<b>Total liabilities and net assets</b>	<b>\$ 30,800,775</b>	<b>\$ 28,741,274</b>

## COLLEGE OF MICRONESIA-FSM (A COMPONENT UNIT OF THE FSM NATIONAL GOVERNMENT)

Statement of Revenues, Expenses and changes in net Position - College Only

September 30, 2017 and 2016  
(Preliminary as of November 28, 2017)

	2017	2016
<b>Operating revenues:</b>		
Students tuition and fees	8,325,540	\$ 8,372,659
Less: Scholarship discounts and allowances	(7,724,036)	(7,767,751)
	601,504	604,908
Federal grants and contracts	13,213,524	14,420,489
Government grants and contracts	4,012,457	4,324,846
Sales and services of auxiliary enterprises	1,581,397	1,409,692
Other revenues	953,442	1,172,340
<b>Total operating revenues</b>	<b>20,362,324</b>	<b>21,932,275</b>
Less bad debts	(203,258)	(655,592)
<b>Net operating revenues</b>	<b>20,159,065</b>	<b>21,276,683</b>
<b>Operating expense:</b>		
Institutional support	4,083,245	3,761,699
Instruction	6,934,384	7,911,494
Student financial assistance	2,879,332	3,418,625
Student services	1,529,970	1,340,056
Depreciation	887,835	841,199
Auxiliary enterprises	1,334,829	1,315,904
Academic support	870,243	885,826
Operating and maintenance plant	1,440,391	1,484,386
<b>Total operating expenses</b>	<b>19,960,230</b>	<b>20,959,189</b>
<b>Operating earnings (loss)</b>	<b>198,835</b>	<b>317,494</b>
<b>Nonoperating revenues (expense):</b>		
Contribution to the foundation		
Net investment income (loss)	823,822	515,973
<b>Total non-operating (expense)revenues</b>	<b>823,822</b>	<b>515,973</b>
<b>Change in Net Position</b>	<b>1,022,657</b>	<b>833,467</b>
<b>Net Position</b>		
Beginning of the Year	24,428,106	23,594,639
End of the Year	25,450,763	24,428,106

## UPDATES Office of the Facilities and Maintenance

**US Army Corps of Engineers.** The two Army Corps representatives were dispatched by Office of Insular Affairs (OIA) to assist in implementation of PMO offices and technical review of plans and specification, and to provide training relating to project and construction management and where needed. On September 27, 2017, Mr. Derek J. Chow and Mr. Jon Hosaka from US Army Corp of Engineers out of Honolulu District met with the VPAS, Director of Maintenance, FSM TC&I Assistant Secretary of Infrastructure Mr. Dickson Wichap and engineering staff Mr. Sanaja Basu. At the meeting, the Army Corps representatives informed us that without the US Army Corps of Engineers involvement in the projects, the projects may not be funded by OIA.

**Beca Design Contract.** The design phase for classroom and multipurpose shops, infrastructure upgrade at Pohnpei Campus and National Campus student center are completed and ready for submission and final review. However, the proposed orders have not been included.

**Pohnpei Campus.** On November 3, 2017, the VPAS, Director of CTEC, Director of Maintenance, and Security and Safety Supervisor met with Messrs. Greg and Mark of ordnance disposal team to discuss issues surrounding the removal of unexploded ordnance that are being located at Pohnpei Campus. The college continues its effort to seek assistance from the US Government thru FSM Foreign Affairs to locate and dispose unexploded ordnances, but have not been successful.

On November 7, a letter was prepared by VPAS and send to FSM Foreign Affairs to once again request for assistance from the US government as recommended by the ordnance disposal team.

**National Campus.** The MITC restroom project and remodeling of building "J" to house the CIS Lab should be ready for use by the week of November 27.

Thirty bunk bed frames were fabricated to replace broken bed frames in the male and female residence halls.

**Energy Reduction and Conservation Program.** Installation of LED tubes for buildings at Pohnpei Campus are completed except for SBDC building which needs "U" type tube holders that are being ordered. Non-shunted tube holders arrived last week and will be forwarded to state campuses installation.

**Transportation Support Services.** Four hundred hologram stickers for Spring 2018 bus passes have been ordered. Shuttle schedule for Spring 2018 will remain the same as Fall 2017.

**Staffing.** A maintenance worker and a bus driver have been hired on full time. The bus driver is assigned to drive the shuttle bus while the maintenance worker has been assigned to assist in electrical and air condition work.

**Solar Lighting.** Fifteen solar area lights have been purchased are being installed at the National Campus. Five are complete and are installed behind the residence hall to improve security. The remaining lights will be installed at the Classroom A, Faculty-2 Parking lot, in front and behind of LRC and behind building "J" This project will not only improve security but also reduce power usage bybbreducing building exterior lights.

Registration for Spring 2018 will be on January 10-12, 2018. To check available classes for Spring 2018, visit:  
<http://www.comfsm.fm/?q=available-sections>.



College of Micronesia-FSM  
**Human Resources Office**

**Number of Full-Time Personnel**

Retention rate vs. Attrition rate from August 22, 2017, to November 22, 2017.

Campus	Number of Personnel	Retention		Attrition	
		Count	Rate	Count	Rate
National	179	176	98.3%	3	1.7%
Pohnpei	69	65	94.2%	4	5.8%
Chuuk	50	49	98.0%	1	2.0%
Kosrae	34	32	94.1%	2	5.9%
Yap	35	35	100.0%	0	0.0%
FSM FMI	22	22	100.0%	0	0.0%
<b>Total</b>	<b>389</b>	<b>379</b>	<b>97.4%</b>	<b>10</b>	<b>2.6%</b>

Data above reflect personnel who departed and hired/started August 22, 2017, after the last report until November 22, 2017. Personnel whose effective start dates or separation dates from the college fall on dates after November 22, 2017, will be reflected in the next report.

Gender distribution of current full-time personnel

Campus	Number of Personnel	Male		Female	
		Count (n)	n % of N	Count (n)	n % of N
National	179	100	55.9%	79	44.1%
Pohnpei	69	41	59.4%	28	40.6%
Chuuk	50	31	62.0%	19	38.0%
Kosrae	34	24	70.6%	10	29.4%
Yap	35	20	57.1%	15	42.9%
FSM FMI	22	16	72.7%	6	27.3%
<b>Total</b>	<b>389</b>	<b>232</b>	<b>59.6%</b>	<b>157</b>	<b>40.4%</b>

**Recruitment Data for August 21, 2017, to November 22, 2017**

While hiring continues for FY 2018, the table below reflects six new hires who began in the positions during the reporting period.

Campus	Management	Instructor	Professional	Classified	Citizenship		Total
					FSM	Non-FSM	
National		1		4	4	1	5
Pohnpei							
Chuuk				1	1		1
Kosrae							
Yap							
FSM FMI							
<b>Total</b>		1		5	5	1	6

**Enrichment Initiatives**

September 4-8, 2017, Yap Campus and FSM FMI

- ▶ 26 supervisors and support staff participated in the SMART improvement plan workshops, policies and HR procedures manual update, and vacancy screening procedures.
- ▶ Three HR representatives participated in meetings and on the job training for HR functions in Yap.
- ▶ 11 faculty attended sessions on vacancy screening procedures, HR policies and new procedures manual update.
- ▶ Eight supervisors attended a one-on-one meeting with HR Director regarding employee evaluation and update.

September 9-22, 2017, Kosrae Campus

- ▶ Six faculty attended sessions on vacancy screening procedures, HR policies and new procedures manual update.
- ▶ Nine supervisors and HR representative participated in the SMART improvement plan workshops, policies and HR procedures manual update, and vacancy screening procedures.
- ▶ More than ten support staff attended the SMART improvement plan workshop and policies and HR procedures manual update.

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**UPDATES Procurement and Property Management Office**

**Purchase Order and Receiving Report Processing**

- ▶ A total of 4,767 Purchase Orders and 1,959 Receiving Reports were processed using the for Fiscal Year 2016-2017.
- ▶ Prepared 3 RFPs, contracts and other supporting documents for various consultancy services.
- ▶ The P.O. log is continuously updated in order to keep track of the status of all purchases of the college in order to provide real-time status of purchase orders.

**Property Management**

- ▶ Inventory of the college's fixed assets for Pohnpei Campus was completed October 6, 2017, while the inventory for the National Campus is still ongoing.

**Others**

- ▶ Submitted Personnel Position Requisition Form for hiring a regular Procurement Specialist at PPMO.



**Communication radios**

The Maintenance Office has installed communication radios for the shuttle bus to coordinate the routes easily.

A base radio was installed at the Maintenance Office, two mobile units on the two buses, four hand held radios for key staff, and a repeater communication system to provide wider coverage of the shuttles when they are in town. The boats and other college officials can use the system for quick communication and coordination of college businesses.

**Policy Development**

The Human Resources Committee is continuously reviewing new and proposed changes to current policies and reflected in:

Proposed changes to policies by HRO/others	Reviewed by HRC	Revised by Faculty/Staff Senate	Current Update
Board Policy No. 6021 Grievance	✓	✓	Transmitted to BOR, December 2017
Proposed new policies by HRO/others	Reviewed by HRC	Revised by Faculty/Staff Senate	Current Update
Board Policy No. 6033 Personnel Policies			Sent to HRC for initial review
Administrative Procedure No. 6033 Personnel Policies			Sent to HRC for initial review

**Enrichment Initiatives** ..... Continued from page 6.

- ▶ Nine supervisors attended a one-on-one meeting with HR Director regarding employee evaluation and update.
- ▶ One HR representative participated in meetings and on the job training for HR functions.

**October 5 and November 10-14, 2017, Chuuk Campus**

- ▶ Nine supervisors with HR representative attended a workshop presented by Stephen Finnen on these policies:
  - Board Policy No. 6017 Performance Evaluation
  - Board Policy No. 6010 Leaves
  - Board Policy No. 6007 Employment
  - Board Policy No. 6019 Employee Discipline and Protection
  - Board Policy No. 6018 Termination
  - Board Policy No. 6021 Grievance
- ▶ One [1] HR representative participated in meetings and on the job training for HR functions while in Pohnpei.



**Department for Instructional Affairs**

ACADEMIC PROGRAMS | COOPERATIVE RESEARCH & EXTENSION | FSM FMI | STATE CAMPUSES

## Japanese Connection

COM-FSM hosted three groups of Japanese students during the fall semester. The first group of nine students was from Reitaku University August 20–September 4. This is the fourth year students from this university have conducted an environmental study tour to Pohnpei. Eleven students from Ritsumeikan University arrived just after the students from Reitaku left, September 4-10. This was Ritsumeikan’s first visit to COM-FSM. The third and final group was sixteen students from Sophia University, September 10-17. Students from Sophia have been visiting COM-FSM for two years now. Each year the Sophia University students spend one or two nights with a host family to experience the Pohnpeian culture. We also have an exchange student from Sophia University attending classes fall 2017 semester.

Gina Segal, Destiny Etse, Luke Carlos, and Christopher Sigrah participated in a study tour to Reitaku and Sophia University October 30–November 16, 2017. Marisha Jones, Darla Raymond, Jansper Ponapart and Kemora Santos completed a study tour November 13–19, to Japan sponsored by the FSM Embassy and Tokyo Metropolitan Government University. Vanessa Neth and Kingston Route, Jr. will visit Sophia University for four weeks to take courses in Japanese language, Contemporary Japanese Culture and Society, Education, Media and Contemporary Issues in Japan, and Japanese Business and Economy. This trip is January 9–31, 2018.



These exchange tours are made possible due to a partnership with the Association for Promotion of International Cooperation (APIC) in Japan.

## STUDENT SUCCESS *initiatives* Instructional Affairs

The college opened the Institute for Student Learning and Excellence in Teaching (ISLET) this fall under the direction of Dr. Denise Oen. The mission of the institute is to provide support and professional development for faculty at all campuses to enhance student learning. The director of the institute also works with student services to provide “college power” workshops for students. Activities this fall include conducting a needs assessment with faculty to get ideas on what type of training faculty are interested in, mentoring new faculty, assisted at least seven individual faculty members in finding new resources and strategies for enhancing lessons, worked with English faculty and introduced them to vocabulary.com, co-presented with faculty at the Minority Serving Institution Convening in Dallas, Texas, and at the PIALA Conference here in Pohnpei. Dr. Oen has visited Chuuk, Kosrae, and Pohnpei campuses to explain the services of ISLET and conducted workshops based on the results of the needs assessment survey. She has been invited to conduct professional development at Yap Campus during the spring semester.



Yap Campus has established a new team with Yap High School called College Prep, Awareness, & Readiness Team (C-PART). The team will conduct presentations to all grade levels at the high school.



Chuuk Campus SBA is sponsoring the Academic Talent Showdown on December 1, 2017, with assistant from the College Counseling Office, and the Instructional Department. During this event, students will be grouped according to their region. They will answer questions, made by the faculty, from the courses taught this semester. These questions will reflect understanding of the SLOs in the courses. Studying for these questions will help prepared students for their final exams. The winners will get prizes and will be ready for the exams.

### Presentations/Awards/Donations

Gardner Edgar and Grilly Jack presented “The Apprenticeship Project” at the U.S. Department of Education’s Convening of Minority Serving Community Colleges in Washington, D.C. November 14, 2017. The Apprenticeship Project is a collaboration of the College of Micronesia-FSM (COM-FSM), Pohnpei State Department of Education (PSDOE), FSM Telecommunication Corporation (FSMTC), and Pohnpei Utilities Corporation (PUC) to develop and implement a training pathway for both high school and college graduates in Pohnpei State through the US Department of Labor Apprenticeship (USDOL) and COM-FSM technical and trade training programs.



Marvey Elias, Leilani Biza, and Denise Oen presented “The Wayfinding Course” project at the Minority Serving Institutions Convening in Dallas, Texas, on October 20, 2017. The project was a pilot on establishing a learning community with one developmental course and one college level course. Reading V was paired with History of Micronesia and the courses were co-taught by Leilani Biza and Marvey Elias. Dr. Oen provided the necessary support for implementing this new approach. All ten students in the two courses successfully completed both courses.



Dr. Paul Dacanay, Dr. Brian Mangum and Dr. Robert Spegal also presented at the Minority Serving Institutions Convening in Dallas, Texas on October 21, 2017. The presentation focused on the Doctors and Dentists For Tomorrow project and the problem based learning approach to teaching.