

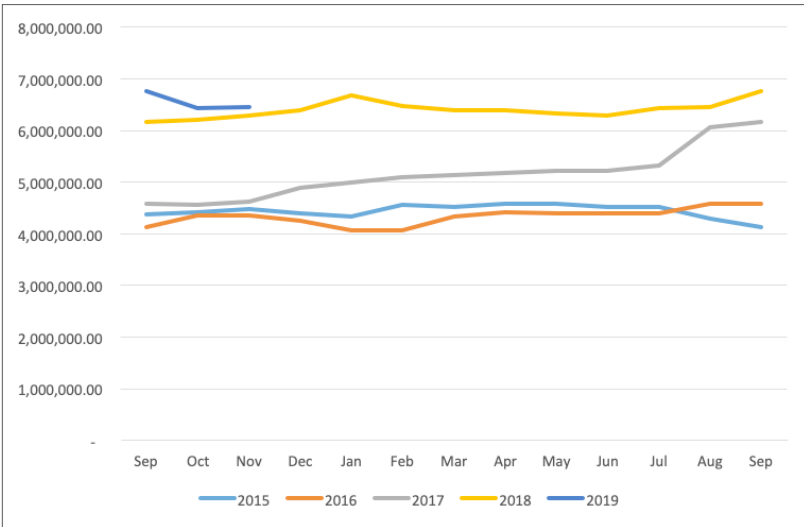


## Fiscal Year 2020 Budget

The Fiscal Year (FY) 2020 budget was carried out according to the college's Budget Procedures Handbook with established guidelines and time lines for all departments, campuses, and offices to follow. The process included all stakeholders involvement and the VPs were doing budget oversight planning and hearing for their respective units. On November 5th, the VPs and offices held a meeting to review and make adjustments to the budget to address the FY 2020 shortfall in the projected revenues. Vacant positions no longer needed, duplicates of line item budgeting from the different departments, campuses and offices were adjusted. Facilities maintenance budget was lowered by \$100k as IMF fund will match a portion of the fund in the FY 2020. Portion of Tech fee was used to assist with the revenue to pay for the increases in internet fees. Installation of new fiber optic services and increased demands for students' access to fast internet services at all campuses was given additional budget resources.

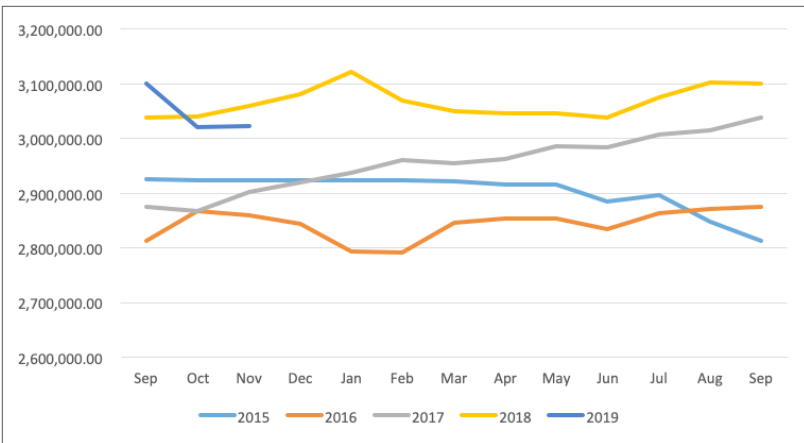
### Business Office

#### Endowment Fund Investment, as of November 13, 2018



The market value of endowment fund has decreased by \$312K or 5% since September 30, 2018. Balance as of (a) September 30, 2015, \$4.12M; (b) September 30, 2016, \$4.576M; (c) September 30, 2017, \$6.162M; (d) September 30, 2018, \$6.761M; and (e) November 13, 2018, \$6.449M.

#### Cash Reserved, as of November 13, 2018



The market value of cash reserved fund has decreased by \$78K or 3% since September 30, 2018. Balance as of (a) September 30, 2015, \$2.812M; (b) September 30, 2016, \$2.875M; (c) September 30, 2017, \$3.038M; (d) September 30, 2018, \$3.100M; and (e) November 13, 2018, \$3.022M.

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### Counseling .... Continued from page 5.

In collaboration with faculty members, counselors and tutors proposed study sessions for students in social science courses.

One counselor at the National Campus attended a presentation by a representative from the Eastern Oregon University (EOU). The presentation included EOU's curricular programs and support services, admission requirements and procedures, and others.

### Center .... Continued from page 5.



### Experience-based learning through college radio project

The Center for Entrepreneurship renews the college's permit to operate the radio station for the "Experience Based Learning Through College Radio Project (EBLCR)." The project is collaboration between the Center for Entrepreneurship and Telecommunication Program at the Career & Technical Education Center (CTEC).

Although the radio station will be used to promote college activities, the EBLCR project has two main goals: (a) for the Telecommunication Program to use the radio station as hands on learning experience on running and troubleshooting the radio station equipment; and (b) to train MicroYouthCast (MyCast), a registered student-operated advertising business on media advertising.

The Center hopes to start its test broadcast in December and re-launch the College radio early January next year.



### Greenhouse project

The Center for Entrepreneurship completes the building of its greenhouses. Two months after the greenhouses arrived, contractors finally finished the greenhouses and are now ready for the installation of the hydroponic nutrient systems. Once Maintenance finishes the installation of power for the greenhouses, Hydroponics of the Pacific (HOP) can start growing seedlings for the systems.

The Center hopes to finish the construction of the systems by the first week of December 2018.



### FY 2017 Projects: National Campus Student Center & CTEC Technical Building and Infrastructure Upgrades

#### Demolition of TRIO Program Building

The Grant Award in the amount of \$109,450 has been issued November 15, by OIA for the demolition project of the old Trio Program building at Pohnpei Campus (CTEC). A notice of award to the contractor VSC can now be issued along with preparation of contract agreement.

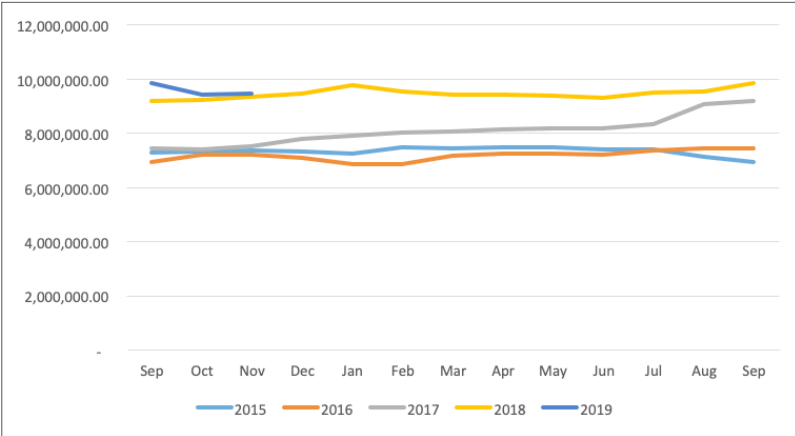
#### Design Contract with Beca

USACE has submitted its review of the design documents prepared by Beca on November 14, for the National Student Center building and the Pohnpei Campus Technical Building. The Office of PMU will review the submission and forward to Beca to make necessary changes in the plan. The COM-FSM Maintenance Office is reviewing the USACE recommendations and will be addressing its comments to PMU.

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Business Office .... Continued from page 6.

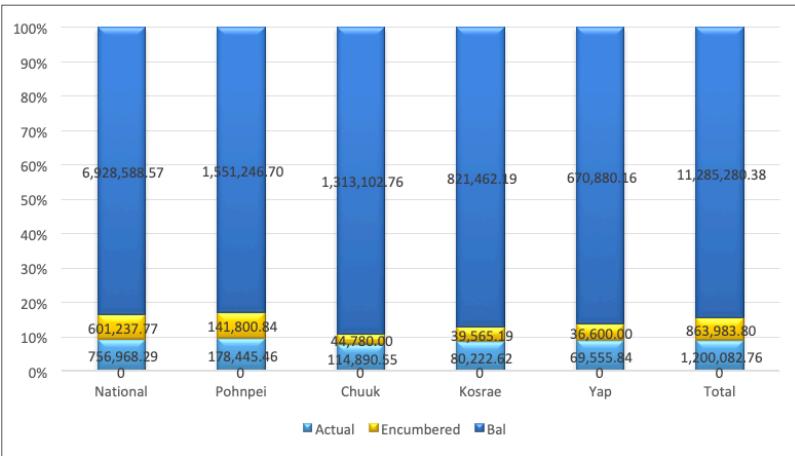
**Total Investment, as of November 13, 2018**



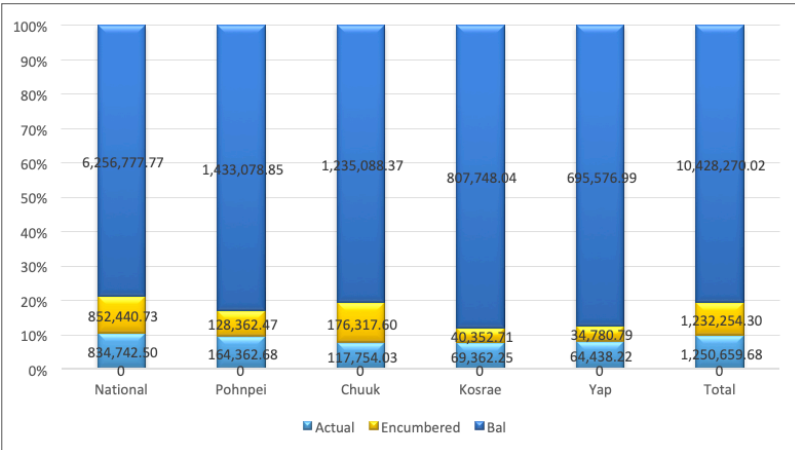
The total investment fund has decreased by \$391K or 4% since September 30, 2018. Balance as of (a) September 30, 2015, \$6.935M; (b) September 30, 2016, \$7.451M; (c) September 30, 2017, \$9.200M; (d) September 30, 2018, \$9.861M; and (e) November 13, 2018, \$9.471M.

**Budget Balance**

FY 2019 Financial Status, as of November 13, 2018



FY 2018 Financial Status, as of November 13, 2017



Expenditures as of November 13, 2018 — \$2,064,066.56. Expenditures as of November 13, 2017 — \$2,482,913.98. College spending as of November 13, 2018, is 17% lower compared with the same spending as of November 13, 2017.

Facilities .... Continued from page 6.

**Construction Management Services**

As of November 14, 2018, a draft letter has been prepared for the Secretary of the Department of TC&I for Amorient engineering firm to confirm its position regarding its affiliation with Beca International Consultants Ltd. The determination is critical in determining if the Construction Management Services will be awarded to Amorient or not. This process could also delay in the project implementation.

**BCOES: Biddability, Constructability, Operability, Environmental and Sustainability**

PMU and COM-FSM Maintenance Office is charged with environmental clearance compliance, operations and sustainability review. Environmental Permits have been secured for both the National Student Center and the Pohnpei Campus Technical Building. Operational and Sustainability review will be scheduled for review during the week of November 26. Biddability and constructability review will be part of the Construction Management firm's tasks.

**US Army Corp of Engineers (USACE)**

Review of the Design for the National Student Center and Pohnpei Campus Technical Building has been completed by USACE as of November 14, 2018. A list of recommendations has been submitted to the PMU for review and forward to Beca.

**FY 2018-2019 Projects: National Campus Teaching Clinic, Kosrae Multi-Purpose Building, and Infrastructure Upgrades**

On October 23, 2018 Steve Savage from OIA, Cheryl Burkindine of US Embassy, Kemsy Sigrah, and Palikkun Kilafwakun of FM OCM office met with VPAS Habuchmai, Director Mendiola and Project Manager Olter regarding the FY2018 projects. During the meeting the following projects were discussed.

**National Campus Teaching Clinic**

Steve Savage requested more information on the project most importantly the commitment from parties involved in supporting the operations of the clinic. Documents including MOUs are recommended to ensure sustainability of the program. Director of Maintenance is coordinating this task.

**Kosrae Multi-Purpose Building**

The college seek the advice of Steve Savage in the possibility of by-passing the bidding requirements for the design of this project since the building will be a duplicate of the National Student Center. Steve was very supportive in the proposed approach which has been one of his recommendations for school to implement to reduce cost the time for design services. PMU and Director Mendiola and PMU staff have met regarding this approach will begin preparing the draft TOR for Beca during the week of November 26.

**Infrastructure Upgrade**

The Facilities & Maintenance Office is compiling the list of projects for the college's consideration to be included in the infrastructure upgrades.

**Chuuk Campus Nantaku Site**

Steve Savage is requesting that the college provide additional information to support the investment of \$15.0 million for the development of the campus given current enrollments at Chuuk Campus. In addition the college needs to consider future enrollment given the current condition of primary and secondary education system in Chuuk and whether Chuuk Campus will sustain the level of enrollment. Director Mendiola is coordinating this task.

GHD Engineering Firm in Guam, formerly Winzler and Kelly Consulting Engineers has confirmed that the Nantaku site access road plans can't be located. As a result new plans and drawings need to be developed.

The college legal counsel is currently assisting in the matter relating to the Nantaku access road case between the Aliven and Eas linage. The current legal issue needs to be resolved to allow the college to proceed with the development of the Nantaku Campus prior to expiration of the lease for the current campus site.

**Infrastructure Maintenance Fund (IMF)**

The college informed both Steve Savage and OCM staff that the college is ready to provide \$200,000 from its building maintenance budget for FY 2019. Steve Savage recommends that the college establish its own IMF account at BOG or BFSM so OIA can deposit its match directly into the account. To avoid the long and complicated processes that currently exists between the National and State governments. A list of IMF project is being developed by Maintenance Office for college administration to consider.

**Strategic Direction 1. Innovate academic quality to ensure student success**

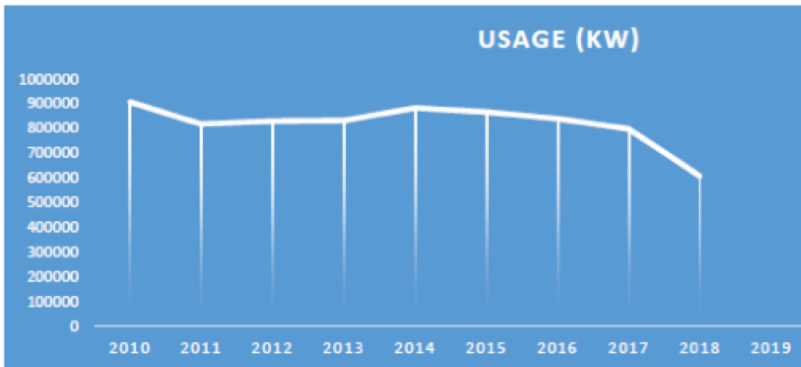
Ensure student success by decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates by innovating academic quality and enhancing student support services.

**Electricity Consumption Data**

Calendar Year	USAGE (KW)	Difference from 2010	
		KW Usage	Percentage
2010	907,725		
2011	817,815	89,910	9%
2012	829,449	78,276	8%
2013	832,287	75,438	8%
2014	883,866	23,859	2%
2015	867,808	39,917	4%
2016	839,422	68,303	7%
2017	797,623	110,102	11%
2018	728,279	179,446	18%
2019			0%
2020			
2021			
2022			
2023			

Projection to meet Strategic Plan 2018-2023 for a 20% energy savings by 2023		
YEAR	4%/Yr	Target (KW Usage)
2018	728,279	-
2019		699,148
2020		670,016
2021		640,885
2022		611,754
2023		582,623



The data above shows the reduction in consumption of electricity since 2010. As of 2018 the college has reduced its consumption by 18% from efforts in replacements of AC units and installation of LED lights. **The 18% translates to a value of \$75,367.32 at \$0.42 per KWH.** By 2023 the college needs to reduce its consumption to 582,623 KWH to achieve 20% reduction.



**Number of Full-Time Personnel**

**Retention Rate vs. Attrition Rate, August 24, 2018, to November 15, 2018**

Campus	Total Count	Retention		Attrition		Reason
		Count	Rate	Count	Rate	
National	165	163	98.79%	2	1.21%	Other jobs
CTEC	81	80	98.77%	1	1.23%	Moving off island
Chuuk	51	50	98.04%	1	1.96%	Illness
Kosrae	36	34	94.44%	2	5.56%	Moving home and off island
Yap	36	35	97.22%	1	2.78%	Personal
FSM FMI	18	18	100.00%	0	0.00%	
<b>Total</b>	<b>387</b>	<b>380</b>	<b>98.19%</b>	<b>7</b>	<b>1.81%</b>	

**Current Full-Time Personnel Distributed by Gender and Citizenship (Nationality)**

Campus	Male		Female		FSM Citizen		Non-FSM Citizen		Personne (N)
	Count	% of N	Count	% of N	Count	% of N	Count	% of N	
National	92	56%	71	44%	120	74%	43	26%	163
CTEC	46	58%	34	43%	64	80%	16	20%	80
Chuuk	31	62%	19	38%	44	88%	6	12%	50
Kosrae	21	62%	13	38%	29	85%	5	15%	34
Yap	17	49%	18	51%	28	80%	7	20%	35
FSM FMI	12	67%	6	33%	17	94%	1	6%	18
<b>Total</b>	<b>219</b>	<b>58%</b>	<b>161</b>	<b>42%</b>	<b>302</b>	<b>79%</b>	<b>78</b>	<b>21%</b>	<b>380</b>

**Strategic Direction 2. Strengthen resources to meet current and future needs**  
 Strengthen resources to meet current and future needs through revenue diversification, efficient use, innovation, effective allocation, conservation, infrastructure upgrades, and investment in human capital.

**Facilities .... Continued from page 7.**

**Major Repairs and Improvements**

**National Campus: Major Repairs and Renovations**

Roof over the storage and restroom at Facilities & Maintenance Office have been replaced and two toilets added to the two existing toilets. A plan to construct a new outdoor BBQ shed for the residence halls is complete. This project was initiated to avoid fire when students are cooking in the cultural huts.

The Facilities & Maintenance Office assisted the Center for Entrepreneurship in the implementation of the construction of two greenhouses located at the National Campus Agriculture site. The green houses will be used for Aquaponics projects sponsored by the Center. Project was completed in October 24, 2018.

**FSM Fisheries & Maritime Institute**

Contract for completing the cadet quarters have been executed and Notice To Proceed (NTP) issued on November 14, 20-18 to begin work on November 19.

**Career & Technical Education Center (CTEC)**

Director of Facilities & Maintenance, and CTEC Director are preparing plans to improve the learning environment and safety in the HTM building. This project may require major renovation and will require the use of the IMF funds for the project.

**Chuuk Campus**

The following buildings have been renovation during the semester break in August 2018. Buildings F-CRE, G-Generator house, I-Computer Lab, J-Student Center and Maintenance Office and Building-K Library.

**Kosrae Campus**

Estimate and plan for the roofing of the Land Grant and Faculty Building are completed and will be bid out when IMF funds are approved for the projects.

**Maintenance Activities**

As part the strategic directions II.6 regarding reduction of electricity consumption measures, the National Campus Facilities & Maintenance Office has implemented replacement of 11-AC units using R22 Freon in buildings F and F2 Faculty Offices and will replacing 6 units at building- J during the fall semester break. CTEC has 25 units to replace and is estimated to cost \$34,230 from local vendors. This project will be considered during the latter part of the fiscal year to ensure funds are available.

**Intercampus Shuttle Services**

Intercampus Shuttle Services was created and approved through BP-7004 in 2016 to help transport students between the National and CTEC campuses.

Year	Spring	Summer	Fall	Total	Rvenue*
2017	308	80	401	789	\$ 31,560.00
2018	376	170	412	958	\$ 38,320.00

\*Total headcount x \$40 fee

Table above showed evidence of the increasing number of students who are taking advantage of the shuttle service each semester. In 2018 a total of **198 more students** are using he shuttle service generating a total of **\$38,320.00**.



**UPDATES Procurement & Property Management**

**Purchase Orders and Receiving Report Processing**

The office continues to process purchase orders and receiving reports in timely manner to promote improvements in the procurement cycle.

- ▶ In the first month of the FY19, total of 409 purchase orders and 87 Receiving Reports have been processed and distributed. Plans are being worked on to improve the processing of the receiving reports and liquidations, with implementation timeframe in three months.
- ▶ Prepared two Requests for Proposals for the Workshop Facilitator(s) Services, and Bookstore Point of Sale System.
- ▶ Backup Filing system has been established to safeguard data and also to support the Business Office on delegations and segregations of duties and responsibilities. Completion of posting of all the purchase orders fund budget encumbrances in the MIP is now fully handled by PPMO staff. The coordination between the PPMO and the Business Office continues to for improvement in the Payment Processing, Receiving Reports, and Liquidations.



### Recruitment Data for August 24, 2018, to November 15, 2018

While hiring continues for both FY 2018 and FY 2019, the table below reflects positions filled during this period. These numbers do not include pending job offers or positions in the screening process. All five new hires are FSM and Palauan Citizens.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FSM FMI
Faculty						
Management	1	1				
Professional						
Classified		1				2
<b>Total</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

### Enrichment Initiatives

September 20, 2018 – Workshop at in Chuuk regarding Board Policy No. 6017 and proposed new employee evaluations. Participants are supervisors, professional and classification staff.

### Policy Development

Human Resources Committee responsible for reviewing policies and procedures pertaining to human resources resumed its monthly meeting October 4, 2018. They have reviewed and endorsed the following:

Policies and/or Procedures	Action(s) Taken	Human Resources Committee	Update Status
Administrative Procedure No. 6027	Updated and added deadline for request for tuition waiver and reduction	Reviewed/Endorsed	Pending with EC
Board Policy No. 6019	Updated and reorganized	Reviewed/Endorsed	Pending with EC
Boars Policy No. 6020	Updated and corrected policy reference	Reviewed/Endorsed	Pending with EC
Terms of Reference (TOR)	Updated	Reviewed/Endorsed	Pending with EC



### Core Values and Principles of Best Practices

We value the higher education community in which we work, and those diverse island communities we serve. As members of these communities, we strive to embody these core values and to demonstrate them through the following best practices.

<b>Commitment</b>	<b>Excellence</b>	<b>Learner-Centeredness</b>
<ul style="list-style-type: none"> <li>▶ Anticipate what is needed and do that work without being asked.</li> <li>▶ Be dependable by being present and on time.</li> <li>▶ Connect, participate, and be involved.</li> <li>▶ Contribute your best and inspire others to do the same.</li> <li>▶ Dedicate your time, energy, and enthusiasm.</li> <li>▶ Give back when you can.</li> <li>▶ Work to make a difference.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Aim to meet or exceed standards and best practices.</li> <li>▶ Hold yourself accountable to high performance standards.</li> <li>▶ Set goals and endeavor to exceed them.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Be transformative; be creative and innovative.</li> <li>▶ Collaboratively share information and skills.</li> <li>▶ Continuously assess your knowledge, skills, and abilities.</li> <li>▶ Dedicate time for learning.</li> <li>▶ Explore your curiosity.</li> <li>▶ Learn from failures to continuously improve.</li> <li>▶ Use every assignment as a learning opportunity.</li> </ul>

<b>Professionalism</b>	<b>Teamwork</b>
<ul style="list-style-type: none"> <li>▶ Accept responsibility for your actions.</li> <li>▶ Act in the best interest of the college and the communities you serve.</li> <li>▶ Be ethical.</li> <li>▶ Be honest and transparent.</li> <li>▶ Complete all duties and assignments.</li> <li>▶ Develop logical plans and foresee consequences.</li> <li>▶ Maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Actively build working and learning relationship.</li> <li>▶ Actively listen.</li> <li>▶ Appreciate your colleagues.</li> <li>▶ Be positive and encouraging.</li> <li>▶ Engage and contribute wholly to all team activities.</li> <li>▶ Offer your assistance and guidance when necessary.</li> <li>▶ Pursue understanding of diverse points of view and ideas.</li> <li>▶ Recognize the needs of others.</li> <li>▶ Respect yourself and others.</li> <li>▶ Respond respectfully when others disagree with your views.</li> <li>▶ Share and use resources responsibly.</li> </ul>

Adapted from Dartmouth's Core Values Model <http://www.dartmouth.edu/~rpd/corevalues/list.html> Core Values Revised, Board of Regents March 8, 2017, meeting.

### Procurement .... Continued from page 7.

- ▶ 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.

### Property Management

FY19 Inventory of the college's fixed assets and merchandise inventory periodic tests has yet to be performed to strengthen the internal control of the college fiscal resources. A framework is being established to effectively address all the functions and activities as a fully centralized unit. A Personnel Requisition for Procurement Officer through reassignment procedures is in process for review and actions. Proposals for Mail/Cargo/Freight Services and Vehicle Fleet Services on shared vehicles is on progress with timeframe for implementations in three months.



### Nondiscrimination Statement

The College of Micronesia-FSM complies with Title VI of the US Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The College does not discriminate in matters of employment or admission to educational programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap per Public Law No. 779.