



ADMINISTRATIVE SERVICES
BUSINESS OFFICE | FACILITIES & MAINTENANCE | HUMAN RESOURCES OFFICE | PROCUREMENT & PROPERTY MANAGEMENT
UPDATES: OFFICE OF THE VP FOR ADMINISTRATIVE SERVICES

- ▶ **SWOT ANALYSIS COMPLETED FOR ALL CAMPUSES**
- ▶ **FY2025 BUDGET GUIDELINES AND TIMELINES WAS ISSUED TO ALL OFFICES CAMPUSES AND DEPARTMENTS FOR DEVELOPING THE BUDGET**
- ▶ **REVENUES FROM FSM SUBSIDIES WAS DISCUSSED BY SLT FOLLOWED BY EXECUTIVE COMMITTEE AND IT WAS REPORTED THAT THE COLLEGE HAS NOT RECEIVED ANY REPORT ON THE FUND LEVEL UNDER THE NEW COMPACT.**
- ▶ **Executive Committee reviewed the FY2025 budget and endorsed it during its meeting on December 5, 2023.**
- ▶ **VPAS and Comptroller attended the annual Asian Pacific Association of Fiduciary Studies (APAFS). Comptroller attended training in fiduciary studies and for two days, Comptroller and I attended the main APAFS conference with variety of topics and speakers made presentations on maintaining a healthy investment portfolios.**



PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

- Three vans request for bids was issued and a local vendor won the bid to help the college purchase the three vans. The three vans used the SEG fund requested by VPIA for use by the Instructional services particularly Education Division for transporting students to the Elementary Schools and back. The three vans will be used by the Education students for student teaching, practicum.
- The college awarded Dr. Liz Bare Consulting Pty Ltd based in Australia to do the COM-FSM Personnel Audit. When completed, the college will transfer to the new pay scale set up which will help faculty and staff with new salaries, we hope it will be much more attractive than the current one.
- Three Denyo Generators for Chuuk, National Campus, and CTEC has arrived and will be installed as soon as they are cleared.
- New PA system has been purchased by the college for the set up choir



UPDATES: FACILITIES & MAINTENANCE OFFICE



CTEC Multi Technical Building: Progress has been made over the past three months on the ground floor electrical and plumbing works as well as civil works, parking areas and underground electrical system while they await for the roofing steel structures to arrive. The contractor started working on the walkways connecting the upper and lower campus when they excavated and exposed unexploded mortar shells. As such this portion of the project is put on hold for further investigation on how to proceed.

The college installed safety measures right away by putting up warning signs to students, faculty and staff to alert them of threat.



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National Campus Teaching Clinic: The contractor VCS Construction and Supplies resume construction on after several months of closure due to the issue concerning the reinforcement bars. Concrete base is completed and foundation reinforcement are being placed as of this reporting. Refer to images below.



National Campus Student Center: Building Concrete base is complete and waiting for reinforcement bars for the foundation works to arrive. Meanwhile the contractor is constructing concrete masonry blocks. Refer to images below



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Kosrae Campus Generator Installation and Snack Shop

On October 16, 2023 four National Campus maintenance staff were dispatched to Kosrae Campus to construct the generator house and install the generator and construct the snack shop. As of Nov. 18, the generator house and generator installation were completed but awaits the power distribution cables from US Mainland. Purchase order and payments for the cables was forwarded to supplier the week of Nov.13, 2023. We hope the receive the cables by January 2024. Maintenance staff will be dispatched to install cable in coordination with Kosrae Utilities Authority (KUA).

The construction of the Snack Shop in the bookstore area was also completed just needs furnishing in the snack shop area. Other maintenance activities were conducted as requested by the Dean Tilfas.



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Kosrae Campus Snack Shop, Bookstore, Fiscal Officer's Office Update



Chuuk Campus Nantaku Site Development : The BOR created a subcommittee consisting of the Vice Chairman of the BOR, VP-CRE, VP-EMSS, Dean Kando, Director Mendiola, Project Manager Akkin and Executive Secretary Dereas to review the issues regarding the Mechitiu Site and proposed sites offered to the college and make recommendations to the BOR.

The FSM PMU office has already identified a design firm for the campus which ever location the college decides to construct its campus.



UPDATES: FACILITIES & MAINTENANCE OFFICE



YAP- FSM-FMI Classrooms and Dormitory Project

Call for bids for the projects is still open. Japan International Services Corporation is in-charge of procurement process and schedule to close bids by December 2023 and Execute contract by early 2024. The project construction period is 14-18 months.



Agriculture Building Generator

The maintenance office is installing a used 25 KVA generator at the National Campus Agriculture building. This generator was purchased for Chuuk Campus computer Lab in 2004, then transferred to the National Campus in 2013 and later to CTEC computer Lab and returned to the National Campus in 2018 and finally to Agriculture building. With this project all National Campus instructional facilities will have back-up power.

National Campus Maintenance Office Generator:

The maintenance office generator has been repaired and now is able to start automatically providing backup power to the IT Shop and Server, Security Office and Maintenance Office. This unit was purchased in 2006 for Chuuk Campus and was later transferred to the National Campus Maintenance Office in 2013 and has been in operational since then.