

FY13 Third Quarter Performance Report

(April - June 2013)

College of Micronesia – FSM - Performance reporting form

Department:	Administrative Services	Period:	April 1st to June 30th, 2013
--------------------	--------------------------------	----------------	-----------------------------------------------------------

The Department of Administrative Services oversee the College of Micronesia-FSM Maintenance and Campus Security Services, Human Resource Services, and Budget and Finance services system wise.

The BECA Consultancy started their work beginning with consultants visited the State campuses, FMI and the National campus to gather data, survey buildings, review documents and plans, and met with the college administration to gather inputs and other important information to help them finalize the Space Utilization Study. The group consultants will return in three weeks time to continue their work and conducted a face to face meeting with representative of each campus in Pohnpei. The Space Utilization and Energy Study will be completed by the end of September 2013.

Senator Glenn Wakai, a Legislator from the State of Hawaii donated a forty-footer container of furniture for the college and linens, crutches, medical supplies, and toys for the Pohnpei Public Hospital. Desks, white boards, executive chairs, tables, filing cabinets, bookshelves, bulletin boards, office floor mats, executive desks, and other items were donated to the college. These items were distributed to the offices and both the National and Pohnpei Campuses.

Second Container also from Senator Glenn Wakai arrived Pohnpei with all bookshelves from the University of Hawaii Law School Library arrived Pohnpei. The donated bookshelves were distributed to the college Learning Resources Center and the Bookstore.

Fisheries and Maritime Institute in Yap requested funding for a 15 seater van to be purchased for student transportation.

Visited Chuuk and Yap State Campuses to announce the increase in tuition and the new facilities fee scheduled to begin in Fall 2013. While in Yap, VPAS did an interview with the host of the Island Chat to share with the community of Yap the plan for the college to increase tuition and implementation of the new facilities fee.

Met with the Yap Campus Dean and administrators and discussed ways to resolve the ongoing issues relating to staff housing utilities, janitorial services for the Residence Hall, outsourcing of the grass cutting of the surrounding areas around the buildings and the fields at FMI. Action plans were developed.

Secured funding for purchase of new mattresses for the Residence Hall as requested by the Campus Dean to replace the old ones because they are infested with bugs. Replacement of the mattresses was ordered and awaiting arrivals during Fall 2013.

Strategic goal 3: Create an adequate, healthy and functional learning and working environment

Objectives	Accomplishments	Comments/additional detail
<p>3A: Provide for adequate facilities to support a learning community</p>	<ul style="list-style-type: none"> • <u>IMF Funding from National Government</u> - <i>Not drawn down to COM-FSM as of July 2nd 2013. Still awaiting TC&I to release the authorization so the college can use the IMF fund.</i> • <u>Backup Power to Water Well</u> – <i>completed civil work, await ordering and installation of cables, manual transfer switch & misc. connectors.</i> • <u>Backup Power to A+ Center</u> - <i>completed civil work (underground piping and pull boxes) and await order and installation of cables, manual transfer switches and misc. connectors.</i> • <u>Food Processing Laboratory</u> – <i>Project commenced on March 2013 but delayed due to major changes in the scope of work by Agriculture Division.</i> • <u>Facilities Infrastructure Condition Assessment</u> - <i>BECA conducted facilities and infrastructure condition assessment for all the campuses starting with Yap Campus and FSM-FMI on Jun 11-16, Chuuk Campus on Jun 16-19, Pohnpei Campus on Jun 19-21, National Campus on June 21-28 and Kosrae Campus on June 28 – July 2, 2013.</i> 	<p><u>FSM Infrastructure Maintenance Funds</u> is required to do major renovation of:</p> <ol style="list-style-type: none"> 1. Bldgs. I,J,M & N – scheduled but not completed in FY 2012 due to shortage of funds 2 . Bldg L (Gymnasium) – Scheduled for renovation in FY 2013

3B: Provide for maintenance and upkeep of grounds, facilities, and equipment

Facilities Maintenance:

National Campus:

- **Electrical Services** – Completed scheduled cleaning of a/c units in Bldgs. A, B, C, F, F2, H, K, & M. Installed 6 new units at President’s Office, VP-IEQA Office, Dispensary, AHEC Nursing Lab, AHEC Classroom & Cafeteria. Repaired a/c units for FAO (staff area) and B/Office (staff area)
- **Building Maintenance**
- **Ground Maintenance** - Continued scheduled grass cutting, trash disposal, tree trimming and grease-trap cleaning.
- **Vehicle & Equipment Servicing** - Completed servicing of 15 Vehicles, 1 riding mower, 3 weed eaters.
- **Janitorial Services** 1) Strip and Wax Bldg. I – Agriculture classroom & computer Lab, Bldg. F2 – entire building, Bldg. G – President’s Office, Bldg. J – Art Classroom. Water Blasting/pressure washing of sidewalks at 1) Bldg. C – Dining Hall, 2) Bldgs. I – Agriculture and 3) Bldg. F2 – New Faculty,
- **Work Orders**

Units	Requested	Accomplished	Pending
AC/Elec	77	77	0
Bldg Maintenance	45	45	0
Ground Maintenance	16	16	0
Land Transport.	36	36	0
Sea Transport.	14	14	0

NOTE: Following Maintenance Accts. had been exhausted and need replenishment for 4th Quarter:

- Supplies - \$ 6K
- Bldg. Repair - \$ 15K
- Vehicle Repair – \$ 4K
- Equipment – \$ 10K
- POL/Fuel - \$ 8K
- Utilities - \$ 177.5K

For a total of **\$ 220,500.00**

- Attached is the Kilo Watt Hours usage report from Jan to May 2013
- 23 Power Outages: power outages exceed- ing one hour an increase by 13 from last quarter.

<p>3C: Provide for a safe, secure and effective college environment</p>	<p><u>Maintenance & Security</u></p> <table border="1" data-bbox="562 233 1199 630"> <thead> <tr> <th>Major Offense (s)</th> <th>Apr</th> <th>May</th> <th>June</th> </tr> </thead> <tbody> <tr> <td><i>Aggravated Assault</i></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td><i>Liquor Law Violation</i></td> <td>6</td> <td>28</td> <td></td> </tr> <tr> <td><i>Liquor Law Arrest</i></td> <td>4</td> <td>3</td> <td></td> </tr> <tr> <td><i>Theft</i></td> <td>1</td> <td></td> <td>4</td> </tr> <tr> <td><i>Arson</i></td> <td>1</td> <td></td> <td>1</td> </tr> </tbody> </table> <p>Conducted one fire drill at Residence Halls in June 23, 2013</p>	Major Offense (s)	Apr	May	June	<i>Aggravated Assault</i>			1	<i>Liquor Law Violation</i>	6	28		<i>Liquor Law Arrest</i>	4	3		<i>Theft</i>	1		4	<i>Arson</i>	1		1	
Major Offense (s)	Apr	May	June																							
<i>Aggravated Assault</i>			1																							
<i>Liquor Law Violation</i>	6	28																								
<i>Liquor Law Arrest</i>	4	3																								
<i>Theft</i>	1		4																							
<i>Arson</i>	1		1																							

Strategic goal 5: Invest in sufficient, qualified, and effective human resources

Objectives	Accomplishments	Comments/additional detail
<p>5A: Provide on-going professional development of faculty and staff</p>	<p>Degree Program Online - 1 faculty at National Campus Degree Program Onsite - 1 staff at National Campus Professional Development Programs - National Campus</p> <ol style="list-style-type: none"> 1. 2 staff were funded to attend overseas training 2. A number of staff take courses at the College <p><u>Annual Incentive Award -National Campus</u></p> <ol style="list-style-type: none"> 1. 101 faculty and staff attended 2. 46 awards presented to 45 staff/faculty 	

<p>5B: Recruit and retain qualified personnel to allow delivery of quality services</p>	<p>HRO</p> <table border="1"> <thead> <tr> <th>Campus</th> <th>Employee #</th> <th>Retention Rate</th> <th>Turnover Rate</th> </tr> </thead> <tbody> <tr> <td>CC</td> <td>46</td> <td>95.7%]</td> <td>4.3% [2]</td> </tr> <tr> <td>FMI</td> <td>17</td> <td>100%</td> <td>0</td> </tr> <tr> <td>KC</td> <td>34</td> <td>100%</td> <td>0</td> </tr> <tr> <td>PC</td> <td>81</td> <td>100%</td> <td>0</td> </tr> <tr> <td>NC</td> <td>162</td> <td>100%</td> <td>0</td> </tr> <tr> <td>YC</td> <td>28</td> <td>96.5%</td> <td>3.5% [1]</td> </tr> <tr> <td>College-Wide</td> <td>367</td> <td>99.19%</td> <td>.81%[3]</td> </tr> </tbody> </table>	Campus	Employee #	Retention Rate	Turnover Rate	CC	46	95.7%]	4.3% [2]	FMI	17	100%	0	KC	34	100%	0	PC	81	100%	0	NC	162	100%	0	YC	28	96.5%	3.5% [1]	College-Wide	367	99.19%	.81%[3]	
Campus	Employee #	Retention Rate	Turnover Rate																															
CC	46	95.7%]	4.3% [2]																															
FMI	17	100%	0																															
KC	34	100%	0																															
PC	81	100%	0																															
NC	162	100%	0																															
YC	28	96.5%	3.5% [1]																															
College-Wide	367	99.19%	.81%[3]																															
<p>5C: Update personnel policies and procedures to meet on-going human resources needs</p>	<p>Human Resources Committee continues with the revisions on these:</p> <ol style="list-style-type: none"> 1. Section II 2. Section VIII 3. All 3 performance evaluation tools 																																	

Strategic goal 6: Ensure sufficient and well-managed fiscal resources that maintain financial stability

Objectives	Accomplishments	Comments/additional detail
<p>6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness</p>	<p>Results of operations for the six months ended March 31, 2013</p> <p>The results of operations for unrestricted and restricted funds for the six months ended March 31, 2013 indicate a positive fund balance (FB) change of \$3.693 Million.</p> <p>The FB change of \$3.693 Million consists of positive FB change from unrestricted by \$3.734 Million and negative FB change from restricted by \$40k. The negative FB change from restricted is due to timing of recording the revenue.</p> <p>The breakdown of FB change are as follows:</p> <p>Unrestricted:</p> <ul style="list-style-type: none"> • National campus - \$ 2.118 Million • Pohnpei campus - 680 k • Chuuk campus - 442 k • Kosrae campus - 214 k • Yap campus - 240 k • FMI - 40 k <p style="text-align: right;">\$ 3.734 Million</p> <p>Restricted (40 k)</p> <p>Net fund balance change \$ 3.693 Million</p> <p>· The six – month period is expected to provide significant positive FB change due to full recording of revenues from two regular semesters, and expenditures of only six months.</p>	

<p>6E: Managing and administration of fiscal resources.</p>	<p>Financial and Single Audit for FY 2012 by Deloitte & Touche</p> <ul style="list-style-type: none"> · The audit by Deloitte and Touche was completed on June 17, 2013. · The summary of Auditors' results provide the following: <p><u>Financial Statements:</u></p> <ol style="list-style-type: none"> 1. The Independent Auditors' Report on the financial statements expressed an unqualified opinion. 2. No material weaknesses identified on internal control over financial reporting. 3. There is significant deficiency identified on internal control over financial reporting. 4. No noncompliance material to financial statements identified on internal control over financial reporting. <p><u>Federal Awards</u></p> <ol style="list-style-type: none"> 5. No material weaknesses identified on internal control over major programs. 6. There is significant deficiency identified on internal control over major programs. 7. The Independent Auditors' Report on compliance with requirements applicable to major federal award programs expressed an unqualified opinion. 8. The audit disclosed findings required to be reported by OMB Circular A-133. 9. COM – FSM did qualify as a low – risk auditee. <ul style="list-style-type: none"> · The audit report was submitted to Federal Audit Clearinghouse with the Data Collection Form, Federal Student Aid (eZ-Audit), and Accrediting Commission for Community and Junior Colleges. 													
<p>6G: College meets annual endowment targets.</p>	<p>Endowment Fund</p> <ul style="list-style-type: none"> · The current market value of endowment fund as of March 31, 2013 is \$3.672 Million or an increment by \$183k or 5% compared with the December 31, 2012 market value of \$3.490 Million. The increase is from unrealized market gain for three months from January 01, 2013 to March 31, 2013. <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Gain(Loss)</th> <th style="text-align: center;">Percentage</th> </tr> </thead> <tbody> <tr> <td>– Cambiar (LC Value)</td> <td style="text-align: center;">- \$ 95k</td> <td style="text-align: center;">11%</td> </tr> <tr> <td>– Renaissance (LC Growth)</td> <td style="text-align: center;">- 48k</td> <td style="text-align: center;">10%</td> </tr> <tr> <td>– Atlantic (S/M Cap Growth)</td> <td style="text-align: center;">- 28k</td> <td style="text-align: center;">10%</td> </tr> </tbody> </table>		Gain(Loss)	Percentage	– Cambiar (LC Value)	- \$ 95k	11%	– Renaissance (LC Growth)	- 48k	10%	– Atlantic (S/M Cap Growth)	- 28k	10%	
	Gain(Loss)	Percentage												
– Cambiar (LC Value)	- \$ 95k	11%												
– Renaissance (LC Growth)	- 48k	10%												
– Atlantic (S/M Cap Growth)	- 28k	10%												

	<ul style="list-style-type: none"> - SEIX (Fixed Income) - (5k) (1%) - Brandes (Mature market) - 31k 5% - Newgate (Emerging) - (14k) 8% <p style="text-align: right; margin-right: 20px;">\$183k 5%</p> <ul style="list-style-type: none"> · The market value per money manager is as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%;"></th> <th style="width: 20%; text-align: center;">Cambiar</th> <th style="width: 20%; text-align: center;">(LC Value)</th> </tr> </thead> <tbody> <tr> <td>- \$ 924k</td> <td style="text-align: center;">25%</td> <td></td> <td></td> </tr> <tr> <td>- Renaissance (LC Growth) -</td> <td style="text-align: center;">548k</td> <td></td> <td style="text-align: center;">15%</td> </tr> <tr> <td>- Atlantic (S/M Cap Growth)-</td> <td style="text-align: center;">313k</td> <td></td> <td style="text-align: center;">8%</td> </tr> <tr> <td>- SEIX (Fixed Income) -</td> <td style="text-align: center;">888k</td> <td></td> <td style="text-align: center;">24%</td> </tr> <tr> <td>- Brandes (Mature market) -</td> <td style="text-align: center;">721k</td> <td></td> <td style="text-align: center;">20%</td> </tr> <tr> <td>- Newgate (Emerging) -</td> <td style="text-align: center;">278k</td> <td></td> <td style="text-align: center;">8%</td> </tr> <tr> <td></td> <td style="text-align: center;">\$3.672M</td> <td></td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p>The above asset allocations are in accordance with the investment policy.</p>			Cambiar	(LC Value)	- \$ 924k	25%			- Renaissance (LC Growth) -	548k		15%	- Atlantic (S/M Cap Growth)-	313k		8%	- SEIX (Fixed Income) -	888k		24%	- Brandes (Mature market) -	721k		20%	- Newgate (Emerging) -	278k		8%		\$3.672M		100%	
		Cambiar	(LC Value)																															
- \$ 924k	25%																																	
- Renaissance (LC Growth) -	548k		15%																															
- Atlantic (S/M Cap Growth)-	313k		8%																															
- SEIX (Fixed Income) -	888k		24%																															
- Brandes (Mature market) -	721k		20%																															
- Newgate (Emerging) -	278k		8%																															
	\$3.672M		100%																															

Strategic goal 7: Build a partnering and service network for community, workforce and economic development

Objectives	Accomplishments	Comments/additional detail
7A: Increase involvement of the community in college affairs	Continue to coordinate the ongoing SDSU Masters Program in Postsecondary Leadership Program. Assisted VPIA in the planning for the next student cohort to enroll in the Masters Degree Program in Public Administration and a Bachelors of Arts in Criminal Justice. The Masters program will begin in October while the Bachelors Program will commence in January 2014.	

7B: Enhance and promote employment opportunities	VPAS wrote letters of recommendation for employment for alumni of the college. VPAS wrote letters of recommendation for students requesting for scholarship from Pohnpei State scholarship Office, FSM Scholarship, and other States in the FSM.	
7C: Develop new and enhance existing programs to meet the changing educational and workforce needs of our communities		
7D: Provide Cooperative Extension Services to the community	Coordinating scheduling of events at the college facilities mainly at the gymnasium. Regional meetings for instance the Financial Symposium and State and National Leadership Conference, NGOs, Church Functions, community parties, and games.	

Strategic Goal 9: Provide for continuous improvement of programs, services and college environment

Objectives		Comments/additional detail
9A: Improve institutional assessment and evaluation	The department is in the process of uploading all of its assessment plans for 2013 on the tracdat. All divisions has started working on the use of the program for planning for improvement.	
9B: Integrate planning, evaluation and resource allocation for continuous improvement	Using the data collected for the report from this year's assessment of program and services, improvements will be made to further enhance programs and services in the department.	

9C: Increase research and data driven decision making	Continue to rely on data generated by the Planning and Research Office to see weaknesses and strength of services being provided by the Business Office, HR Office, and the Division of Maintenance and Security.	
9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.	Continue to strive for better ways to communicate policies, decisions, and plans between offices, personnel, and students. Encourage staff in the department to get involved with standing committee meetings and responsibilities.	