

FY 2012 2nd Quarter Performance Report (January 1st - March 31st, 2012)

College of Micronesia – FSM - Performance reporting form

Department/Division/Campus:	Administrative Services	Period:	(January 1st – March 31st, 2012)
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FSM Strategic Development Plan Goal 4: to allow FSM student6s to complete postsecondary education to assist in the economic and social development for the FSM.

Mission Statement

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

Values

Learner-centeredness, professional behavior, innovation, honesty and ethical behavior, commitment and hard work, teamwork and accountability

Strategic Goals

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, healthy and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability;
7. Build a partnering and service network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

College web site: www.comfsm.fm IRPO web site: <http://comfsm.fm/national/administration/VPA/researchdocs/irpo.html>

For additional information contact: rschplanning@comfsm.fm

Strategic goal 1: Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively

Objectives	Accomplishments	Comments/additional detail
1A: Promote quality teaching and learning-centered behaviors and environments for the six campuses	VPAS: The department has changed its focus on program planning and services to clearly link all activities toward student’s achievement and success in their learning. It will take time to have every staff in the department to have that in their daily planning.	It is part of the college mission statement to be a “student centered institution”.
1B: Make developmental courses an institutional priority	VPAS: Involved in the planning of the Title III grant proposal for funding from US federal program focusing on the first year courses for	

	first year students to be successful when taking certificates and degree programs.	
1C: Enhance faculty involvement in the college	VPAS: There are clear indications that the new structure of the standing committees has brought more faculty participation in the planning and development of policies of the college. There is an increase in standing committee's attendance compared to the old set up.	

Strategic goal 2: Provide institutional support to foster student success and satisfaction

Objectives	Accomplishments	Comments/additional detail
2B: Become more student-centered in the development of specific college system policies and procedures	VPAS: Requested all Directors in the department to focus planning and development of new policies to support student learning. A-Team management meeting has shifted its focus to always make this link.	

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

Objectives	Accomplishments	Comments/additional detail
3A: Provide for adequate facilities to support a learning community	<p>VPAS: This quarter, the department staff focused attention on addressing all accreditation matters relating to facilities improvements. All areas of major concern were completed at all campuses. Chuuk Campus AES lab is still being worked on and will be completed by the middle of May 2012.</p> <ul style="list-style-type: none"> ● JEMCO continues to suspend IDP project for COM-FSM. ● Yap Campus Student Center and Classroom Building is again extended. ● Terminated Lease with Roger for the Vocational and Maintenance building. 	
3B: Provide for maintenance and upkeep of grounds, facilities, and equipment	<p>VPAS: All campuses are required to submit plans for upkeep of grounds. All campuses are required to follow their existing preventative maintenance plan for facilities and equipment. We need to fully implement the plans by all campuses to ensure ongoing monitoring and maintenance of buildings the college owns.</p> <p>NC Maintenance Budget:</p> <ul style="list-style-type: none"> ● National Campus fuel budget is projected to ● Work Order Report <ul style="list-style-type: none"> ○ 161 work orders requested. ○ 129 work orders completed. ○ 22 pending 	National Campus Budget Report: The National Campus Maintenance budget will short by more than \$200,000.

- 10 Sea Transportation accommodated
- 34 land transportation accommodated.

- Fuel Usage:
 - Average for the the quarter 637 gallons.
- Budget Report:
 - Fuel budget will be exhausted by May 2012 and will require Supplement funding.
 - Utilities budget is also under budgeted by more than \$150,000.
 - Supplies will be short by about \$10,000

Kosrae Campus:

- Average monthly fuel usage for second qtr. is 112 gallons of gasoline.
- Estimates for administration repairs are prepared waiting for funding.

Chuuk Campus:

- Hired Maintenance and Security service manager and started working on March 26, 2012.

System Wide Preventative Maintenance Program:

- Improvements in the implementation and reporting of the preventative maintenance program are still needed. Only two out of Six campuses have been implementing and reporting.
- Quality of services (janitorial, building maintenance, etc.) needs to be standardized throughout the sites.

FMI

- A new ride-on mower had just been commissioned and has helped the Maintenance Section in managing the grounds.
- The entire floor of the mess hall has been retiled.
- The computer lab has had its entire metal floor cropped out, leaving the concrete slab, which was cleaned and tiles were laid over it.
- The floors of the bathrooms within the dorm and outside shower house were retiled with newer tiles.
- The toilet end of the outside bathroom had 3 new urinals and 1 toilet bowl installed.

The ceiling of the navigation classroom had been replaced with new panels.

<p>3C: Provide for a safe, secure and effective college environment</p>	<p>Maintenance and Security</p> <table border="1" data-bbox="659 207 1409 526"> <thead> <tr> <th data-bbox="659 207 1096 240">Major Offense (s)</th> <th data-bbox="1096 207 1220 240">Jan.</th> <th data-bbox="1220 207 1325 240">Feb.</th> <th data-bbox="1325 207 1409 240">Mar.</th> </tr> </thead> <tbody> <tr> <td data-bbox="659 240 1096 310"><i>Liquor law violation</i></td> <td data-bbox="1096 240 1220 310">4</td> <td data-bbox="1220 240 1325 310">2</td> <td data-bbox="1325 240 1409 310"></td> </tr> <tr> <td data-bbox="659 310 1096 380"><i>Liquor law arrests</i></td> <td data-bbox="1096 310 1220 380">3</td> <td data-bbox="1220 310 1325 380">0</td> <td data-bbox="1325 310 1409 380"></td> </tr> <tr> <td data-bbox="659 380 1096 449"><i>Burglary</i></td> <td data-bbox="1096 380 1220 449">0</td> <td data-bbox="1220 380 1325 449">0</td> <td data-bbox="1325 380 1409 449"></td> </tr> <tr> <td data-bbox="659 449 1096 526"><i>COM property damage</i></td> <td data-bbox="1096 449 1220 526">2</td> <td data-bbox="1220 449 1325 526">0</td> <td data-bbox="1325 449 1409 526"></td> </tr> </tbody> </table> <p data-bbox="646 570 852 597">National Campus:</p> <ul data-bbox="695 607 1415 634" style="list-style-type: none"> • Provided 2 janitors to improve sanitary conditions at the dorms. 	Major Offense (s)	Jan.	Feb.	Mar.	<i>Liquor law violation</i>	4	2		<i>Liquor law arrests</i>	3	0		<i>Burglary</i>	0	0		<i>COM property damage</i>	2	0		<p>Report for march is not available.</p>
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<i>Liquor law violation</i>	4	2																				
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Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
<p>4B: Provide communications infrastructure to support communication pathways</p>	<p>Information Technology Office</p> <p>We continue to work toward improving the overall COM-FSM communication system by providing options and acting to make better use of new technologies as they become available.</p> <p>With the assistance from the VPIA and VPCRE thru use of CaraPac funds as well as assistance from the VPA, work has now completed as far as pulling single mode fiber optic cable to the National Campus with the goal of improving online services hosted at the National Campus to all its constituents. FSMTC has completed the project. The New 3 year contract, which includes the fiber link, for connectivity at all campuses has been signed by both the FSMTC and COM-FSM leadership and is now in full effect.</p> <p>The switch over to Fiber Optics cable has reduced the data packet latency between fsmtc hq measured in milliseconds. It has made it possible to lower the threshold and increase reliability over copper cables. But more importantly, the fiber cable gives the College future options which were not previously technologically possible. IT wishes to thank everybody involved in making this connection possible</p> <p>State Campus bandwidth connections are now officially double what they were</p>	

previously without having to change their appropriated bandwidth portions on the contract. The network figures will be monitored to ensure we are getting what we are paying for as well as make changes when necessary.

IT wireless expansion project update: A pilot setup is now in place at the National campus and a network lines are in place at the site selected at Kosrae Campus. Work to purchase supplies to raise an antenna for Pohnpei campus is complete and server equipment has finally arrived. Assessments and site selections for installations at remaining campuses are complete; work will begin soon on the ground. The new service post pilot period can dramatically expand our wireless capabilities to be better able to serve our growing wireless network COM-FSM community at all campuses.

Website developments continue, IT has asked the DCR to be responsible for information gathering task since it is more in line with their role in the system. The change should improve the information gathering aspect of information sharing for improved communications and website content. Also, our web team is developing a Wiki site for the college to address internal communication needs for committee's etc.

Electronic Information Panels: The first one mounted in the Administration building at the National campus and 2nd one in the Irc, a 3rd unit is being installed at the pohnpei campus.. This effort included first steps on tasks identified in SIS Phase III, as well as serving as a test bed for a potential information sharing medium. The panel incorporates data from the Campus News forms in the SIS, which eventually should allow each campus to supply news and information for dissemination to their students through MyShark and local Information Panels.

As currently deployed, the Information Panel collects data from a combination of RSS feeds (some local, others off-campus) web pages, images, and class schedule information in the SIS. Web pages cycle through continuously on half of the panel, while schedule information is supplied on the other. The display's power is managed by the attached low-power computer (an Intel Atom-based system) and configured for operation from 7:30am to 5:30pm Monday through Friday. At other times the display will be turned off and the system placed in a power-conserving mode. It is integrated with an external system for power management, and will be shutdown automatically in the event of an extended power outage.

Changes that are anticipated for that project include:

- Improving the speed at which critical items appear
- Additional levels of authorization for posting of news items from multiple offices

or campuses

- Incorporating of campus meeting and events information

Other tasks that and recent updates:

- LDAP database changes for improved campus directory integration
- Firmware upgrade on AT9000COM1 switch
- Replacement of the AT-GS750com1 switch with gigabit switch in COM room (a gigabit switch was required in that location, but was unavailable during the last site visit)
- Reconfiguring the power source for a switch in the critical path for remote UPSs (www->blacktip, bobby->LTSP Standalone)
- Installation of rack-mount power distribution in COM room to increase reliability

of power to critical network infrastructure.

Server Upgrades: Server equipment for the Wi-Fi wireless internet access pilot project have arrived. PNI Campus Wi-Fi antenna and server are now in place and being evaluated for remote administration. They will be systematically installed at all campuses. Scheduling for travel and installation at all remaining campuses that don't have this system is in progress.

Website

The System Administrator and Webmaster have set up a testing server (<http://10.209.12.98>) to test the deployment of the Content Management System (CMS). The primary role of the testing server is to test the functionality of the college's webmail and wiki. In addition, Drupal (<http://10.209.12.98/drupal>) is also installed to begin configuring the back end and support modules.

The version of Drupal we are deploying requires the latest version of PHP. The decision to employ this version was based on user reviews that report a better platform than its predecessors. We currently run an older version of PHP on our web server running CentOS as an operating system. Only within the last month has the new version of PHP been made available for CentOS. As is such we have to test that the widely used webmail service can operate on this new version, as well as the college wiki which is used widely too.

The System Administrator is identifying, acquiring and installing Drupal modules that we need. Drupal comes pre-installed with a number of modules, however there are third-party modules that exist that are refined versions of the original Drupal modules. One of these modules is the User/Permission module. This is a primary module we want to focus on, as one of our main intentions in deploying a CMS is to have the ability to allow users to contribute over a broad spectrum. Our ability to manage the website and a user's contribution to the pages are a paramount focus. It is not a mission critical aspect that we cannot precede without it, so we are moving forward with it as we are also examining different User/Permission modules that are available.

We have been testing several pre-installed templates and we have narrowed it down to one that we are comfortable with, and are going to deploy. The configuration and placement of the Drupal blocks to our liking is where the System Administrator is focusing on at this point. The Webmaster is learning to create custom themes to better align our Drupal installation to the College's branding specifications, strategic and marketing goals.

We now have a working Drupal site with COM-FSM branding and are currently using the content as our front end website.

SIS Developments:

The progress on work towards the goals of the COM-FSM SIS phase III contract continues. As mentioned in the accreditation report, the SIS is a step in the right direction and has allowed for many positives for the COM-FSM, but they encourage us to continue the efforts.

As per the terms of the contract no. ct11-0459/enc11.0401 and as specified in the details of the SIS phase III contract, the following is an update of work done so far:

1. The Migration of the MySQL database server to new hardware is now 100% complete. The previous system has been switched off.
2. Campus-managed announcement and news items for display in the COM-FSM MyShark portal and other locations such as the COM-FSM web site and information panels is progressing on schedule. 90% complete but not in production yet.
3. Online Registration efforts continue.
 - implementation planning (procedural changes and policy development) 50%
 - software development 25%
4. E-Mail distribution by campus or other grouping work is 80% complete
 - to be used for sending emergency notices or other high-priority messages
5. Course schedule planning and projection (work in progress)
6. Wait-listing capabilities (work in progress)
 - implementation planning (procedural change and policy development)
 - software development to follow

4C: Enhance the college community's ability to communicate effectively

IT

System-wide Virus/Exploit attempts per month for 2nd Quarter 2012:

January	9
February	4

March	9
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System-wide e-mail identified as potential SPAM per month 2nd Quarter 2012

January	53071
February	70139
March	97723

System-wide High Score SPAM e-mail Deleted per month for 2nd Quarter 2012:

January	28817
February	38007
March	64326

Kb/s Data Traffic by Main Gateway per minute average for 2nd Quarter 2012:

*kb/s = Kilobits Per Second (source; mrtg. graphs)

Chuuk	In	197 kb/s
	Out	39.22 kb/s
Kosrae	In	171.94 kb/s
	Out	34.69 kb/s
PNI	In	

		105.7 kb/s		
	Out	440.8 kb/s		
Yap/FMI	In	336.78 kb/s		
	Out	141.27 kb/s		
National	In	4.58 Mb/s		
	Out	751.46 Kb/s		

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

Objectives	Accomplishments	Comments/additional detail
5A: Provide on-going professional development of faculty and staff	<p align="center">--HRO--</p> <p>Summary Major Professional Development Activities:</p> <ol style="list-style-type: none"> Terms of Reference – for Staff Development Committee was revised, approved and implemented college wide. Educational Leave – one faculty member from Chuuk is on approved educational leave with pay to attend school at UH-Manoa during the reporting period. Expected outcome –improved teaching abilities 	<p align="center">--HRO--</p> <p>All instructors at Kosrae and FMI Campuses meet the minimum qualifications in their job areas.</p> <p>National Campus has 4 faculty members without a masters’ degree. Two are on staff development contracts and currently enrolled in master’s degree program online.</p> <p>Chuuk and Pohnpei Campus each has only one</p>

	<p>and knowledge in their area of assignment.</p> <p>1. Professional Growth – A good number of employees continue to take courses at the college under Policy 003 this spring 2012. Expected outcome – improved knowledge, skills, ability to perform job better and meet new challenges.</p> <p>National campus:</p> <p>1. Off-island Workshop – one employee was supported partially to attend a workshop off-island for credits toward a certificate in Government Financial Management course. Expected outcome – improved financial management knowledge and application in the work area.</p>	<p>more remaining academic instructor without the master’s degree requirement. Technical instructors meet minimum qualifications.</p> <p>At Yap Campus, one academic instructor is without a master’s degree still, but he is working on completion of thesis.</p> <p>The annual staff development day is scheduled for April 3, 2012 and respective campus committee is preparing for the event.</p>
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5B: Recruit and retain qualified personnel to allow delivery of quality services

• **HRO:**
Full Time Retention Vs. Turnover Rates

Campus	Employee #	Retention Rate	Turnover Rate
CC	53	100%	
FMI	18	100%	
KC	35	100%	
PC	65	96%	4% or 3
NC	169	99%	1% 2
YC	27	100%	
College-Wide	367	98.6%	1.4% or 5

Campus	# of Instructors	FSM	Non-FSM
National	41	12	29

The third person leaving Pohnpei Campus, transferred to Chuuk Campus to manage the Maintenance and Security Office.

Hired and started during the reporting period are 3 employees at Chuuk Campus.

The Instructional Coordinators, Director of Academic and Technical Programs are not included in this table but are also able to teach and sometimes do teach. All state campuses have an IC, only Yap has the position still vacant.

HRO communicates frequently with campuses through the HR representatives via email, telephone and monthly meetings. Personnel issues and policies are explained and communicated via these pathways.

Pohnpei	23	11	12
Chuuk	16	7	9
Yap	5	1	4
Kosrae	7	4	3
FMI	6	5	1
TOTAL	98	40	59

5C: Update personnel policies and procedures to meet on-going human resources needs

HRO

Human Resources Committee – is meeting regularly per its TOR

1. Finalizing new policy on Records Keeping
2. Given the list for policy development:
 - a. Assessment Tools
 - b. Section XIII -Performance Evaluation Policy
 - c. Section VIII Compensation Policies and Practices
 - d. Section XVI Grievance Procedures
 - e. Section XV Employee Discipline and Protection
 - f. Section XIV Termination
 - g. Section IX Leave Policies

Legal Workshops for Supervisors at Chuuk Campus –HRO organized a workshop for all managers at Chuuk Campus by the College’s Legal Counsel with nine [9] participants covering the following policies.

- a. Section IX -Leave Policies
- b. Section XIII -Performance Evaluation
- c. Section XIV-Termination
- d. Section XV-Employee Discipline and Protection
- e. Section VI-Employment
- f. Section VII-Employment Contract
- g. Section XVI -Grievance Procedures

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

Objectives	Accomplishments	Comments/additional detail
6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness	<p>VPAS: Review the inventory of vehicles used by the college to eliminate non essential vehicles and purchase new vehicles that will address real transportation needs of the college. New purchases of vehicles will be based on clear needs by campus. Freeze on vehicle purchase was put in place by the President.</p>	<p>VPAS: The goal is for the college to decrease the cost of owning too many vehicles as revealed by the study on the college's Total Cost of Facilities, vehicles, and Equipment ownership.</p>
6B: Diversify resources of the College	<p>VPAS: FSM National Government support for funding for the college to replace the \$2.8 million will need to be addressed soon. Instability of funding for the college will further jeopardize its accreditation status.</p>	
6C: Budgeting and resource allocation	<p>Business Office</p> <p>6C1. The Statement of Revenues and Expenditures (SRE) for Unrestricted Fund (UF) for the three months ended Dec. 31, 2011 indicates a positive fund balance change of \$1.802 Million, consisting of \$701k for National campus and \$1.101 Million for state campuses.</p> <p>The SRE for Restricted Fund (RF) for the three months ended Dec. 31, 2011 shows a negative FB change of \$45k due to the timing of recording revenue.</p> <p>Below is the breakdown per campus of the UF - FB change of \$1.802 Million:</p> <ul style="list-style-type: none"> · National operations - \$ 701k · Pohnpei campus - 558k · Chuuk campus - 294k · Kosrae campus - 139k · Yap campus - 140k · FSM-FMI - (30k) <p>6C2. The cash and equivalents as of Dec. 31, 2011 is \$6.577 Million consisting of the following:</p> <ul style="list-style-type: none"> · Money Fund/CDs at Citibank - \$3.568 Million · General Fund accounts at BFSM – \$1.396 Million · State Campus Fund accounts at BFSM - \$1.175 Million · Restricted Fund accounts at BFSM & BOG - \$438k <p>6C3. The gross receivable from students indicated an increase by \$742k or by 53%, from \$1.396 Million as of Sept. 30, 2011 to \$2.138 Million as of Dec. 31,</p>	<p>Business Office</p> <p>6C1. The result of operations is expected to provide a positive fund balance change for the first quarter due to the recording of fall revenue. The negative results for FSM – FMI is from the concentration of expenditures on the first quarter. The result of operation for the first quarter is a good indication for positive performance for fiscal year 2012.</p> <p>6C2. Compared with prior quarter, the cash balance for this quarter is higher by \$604k. The cash balance of \$6.577 Million is 59% of operating expenditures which is indicative that the college is in good cash position. Accordingly, all planned activities and projects can be implemented without any cash flow problem.</p>

2011. The net increase in receivables consists of \$855k increase for fall 2011 and collections by \$113k from previous semesters.

6C4. Below are the actual revenue from tuition and fees, number of students and number of credits for fall 2011 and Spring 2012: Revenue:

	<u>Actual</u>	<u>Projection</u>	<u>Over(Short)</u>
National	- \$ 2.793M	\$2.406M	\$ 387k
Pohnpei	- 1.848M	1.570M	278k
Chuuk	- 1.191M	1.324M	(132k)
Kosrae	- 558k	490k	67k
Yap	- <u>557k</u>	<u>554k</u>	<u>3k</u>
	<u>\$6.947M</u>	<u>\$6.344M</u>	<u>\$ 603k</u>

The actual revenue is over by 10% or \$603k. All campuses achieved the projected revenue except for Chuuk campus.

Number of Students:

	<u>Actual</u>	<u>Projection</u>	<u>Over(Short)</u>
National	- 2,050	1,910	140
Pohnpei	- 1,536	1,246	290
Chuuk	- 921	1,051	(130)
Kosrae	- 500	389	111
Yap	- <u>449</u>	<u>439</u>	<u>10</u>
	<u>5,456</u>	<u>5,035</u>	<u>421</u>

The actual enrolled students of 5,456 is over by 8% or 421 students compared with the projected number of students for fall 2011 and spring 2012 of 5,035. Likewise, all campuses achieved the projected number of students except for Chuuk campus which has a shortfall of 130 students.

Number of Credits:

	<u>Actual</u>	<u>Projection</u>	<u>Over(Short)</u>
National	- 25,163	22,920	2,243
Pohnpei	- 17,040	14,954	2,086
Chuuk	- 10,969	12,606	(1,637)
Kosrae	- 5,119	4,670	449
Yap	- <u>5,089</u>	<u>5,272</u>	<u>(183)</u>

6C3. Analysis of the students receivables' balances indicate that balances are within the 7.5% allowance for uncollectible accounts. National and Pohnpei campuses provided lower percentages of the remaining balances of students' accounts.

6C4. For fall 2011 and spring 2012, the college achieved the projected number of students and revenue. The college needs to achieve at least 50% of the projected revenue for summer to meet the targeted revenue for fiscal year 2012.

	<u>63,380</u> <u>60,422</u> <u>2,958</u>																									
	The comparison of the number of credits as against projection indicates an increase by 6% or 3,697 credits. Chuuk and Yap campuses did not achieve the projected number of credits.																									
6D: Develop and implement college sustainability plans that will lead to the careful stewardship of natural and man-made resources, saving of revenue, and enhancement of the college experience; serves as a model for the nation																										
6E: Managing and administration of fiscal resources.	Business Office 6E1. The conduct of financial and single audit of the college's financial statements by Deloitte and Touche as of Sept. 30, 2011 is ongoing. Business Office has provided to the auditor the final draft of trial balance on Jan. 31, 2012, and currently working on the preparation and submission of the audit requirements.	Business Office 6E1. The current status of the audit is within the timeline to complete the audit on or before June 30, 2012. The college is working to assist the auditor to finish the audit two months before the June 30 deadline.																								
6G: College meets annual endowment targets.	Business Office 6G1. The market value of Endowment Fund reflected a gain by 6% or \$186k for three months. Accordingly, the market value of endowment fund has increased from \$2.981 Million as of Sept. 30, 2011 to \$3.168 Million as of Dec. 31, 2011. The breakdown of market value for each money manager as of Dec. 31, 2011 are as follows:: <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Market Value</u></th> <th style="text-align: center;"><u>Percent</u></th> </tr> </thead> <tbody> <tr> <td>Cambiar (LC Value)</td> <td style="text-align: right;">- \$ 764k</td> <td style="text-align: right;">24%</td> </tr> <tr> <td>Renaissance (LC Growth)</td> <td style="text-align: right;">- 429k</td> <td style="text-align: right;">14%</td> </tr> <tr> <td>Atlantic (S/M Cap Growth)</td> <td style="text-align: right;">- 275k</td> <td style="text-align: right;">9%</td> </tr> <tr> <td>SEIX (Fixed Income)</td> <td style="text-align: right;">- 869k</td> <td style="text-align: right;">27%</td> </tr> <tr> <td>Brandes (Mature market)</td> <td style="text-align: right;">- 579k</td> <td style="text-align: right;">18%</td> </tr> <tr> <td>Newgate (Emerging)</td> <td style="text-align: right;">- <u>252k</u></td> <td style="text-align: right;"><u>8%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>\$3.168M</u></td> <td style="text-align: right;"><u>100%</u></td> </tr> </tbody> </table> 6G2. The fund raising receipts for the endowment fund from the Oct. 01 to Dec. 31 is only \$1,733. 72% or \$1,242 of the fund raising receipt is from employees' salary deduction, and the remaining 28% is from Pohnpei campus fund raising activities and rental from the mobile store.		<u>Market Value</u>	<u>Percent</u>	Cambiar (LC Value)	- \$ 764k	24%	Renaissance (LC Growth)	- 429k	14%	Atlantic (S/M Cap Growth)	- 275k	9%	SEIX (Fixed Income)	- 869k	27%	Brandes (Mature market)	- 579k	18%	Newgate (Emerging)	- <u>252k</u>	<u>8%</u>		<u>\$3.168M</u>	<u>100%</u>	Business Office 6G1. The current asset allocations are in accordance with the investment policy. The investment committee transmitted the recommendation to the board to amend the asset allocation by adding non-US fixed income and alternative assets.
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Newgate (Emerging)	- <u>252k</u>	<u>8%</u>																								
	<u>\$3.168M</u>	<u>100%</u>																								

	<p>6G3. The Investment Consultant provided the comparison of the COM – FSM endowment fund against the Plan Sponsor Universe Report as of June 30, 2011, and the recent article regarding Endowments & NACUBO. The latter article indicates that the average return on endowment ending June 30, 2011 is 19.2%, and the longer – term outlook is still cause for concern. The outlook on 10 – year returns remains less positive at 5.6%.</p>	<p>6G2. The fund raising receipt from Oct. 01, 2011 to Dec. 31, 2011 is short by 93% from the quarterly target of \$25,000 or \$100,000 per annum. No fund raising receipts were reported from National campus and state campuses except for Pohnpei campus.</p> <p>6G3. The comparison of the college’s endowment fund with the Plan Sponsor Universe Report indicates that the college is between the 5th and 25th percentile for the 12-month period, 25th percentile for the 3-year period and a little below the 25th percentile for the 5-year period.</p> <p>In relation to NACUBO article, the Consultant noted that from the last 10 – year period, the college endowment fund earned an unrealized market gain of \$7.9%.</p>
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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		
7B: Enhance and promote employment opportunities	<p>Maintenance Office Three of our maintenance staff are enrolled in the apprenticeship program. They are being trained by our electrician.</p>	
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	<p>VPAS: Continue to serve on the Banking Board and the Insurance Board for the FSM. Attended meeting of the Insurance Board twice this quarter and for the Banking Board once for this quarter. Appeared in front of the EBRC or the Executive Budget Review committee to review the 2013 budget for each program.</p>	

Strategic goal 8: Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity

Objectives	Accomplishments	Comments/additional detail
8A: Increase community involvement in college affairs		
8B: Cultivate respect for individual differences, and champion diversity	<p>HRO 16 countries outside of the FSM are represented in the workforce at the College [see next column]. This enables the College to meet the accreditation standards in this area. This number does not reflect part-time employees.</p> <p>New Employee orientation includes cultural information and awareness.</p>	<p>HRO · Saipan, Hawaii, US, Palau, Canada, Romania, Sri Lanka, India, Nauru, Kiribati, Japan, Philippines, Fiji, Lithuanian ,Germany, Africa, Yap, Kosrae, Pohnpei, & Chuuk.</p>

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

Objectives	Accomplishments	Comments/additional detail
9A: Improve institutional assessment and evaluation	VPAS: In the March Management Meeting, all directors were reminded to continue to collect data for	
9B: Integrate planning, evaluation and resource allocation for continuous improvement	<p>HRO Directed is part of the committee that reviewed and developed the next 5 year Institutional Master Plan. Human Resources Planning</p>	
9C: Increase research and data driven decision making	HRO tracks and provides assessment results for decision making in its activities including hiring and staff development	
9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.	HRO researches on policies and programs to aid development and modifications of such and support decisions.	HRO Director was asked to attend one cabinet meeting in March to share HR policy concerns.

