

## Impact of Job Audit and Streamlining on Operations Account

### Critical issues:

- Prevent duplication of services
- Improve effectiveness and efficiency – right sized staffing
- Step up accountability especially at VP & director level
- Performance management tool & key performance indicators
- Control expansion of programs and facilities for long term sustainability

Area	Chuuk	Kosrae	National	Pohnpei	Yap	FMI
<b>Administration</b>						
Campus Directors	Report directly to President Focus on Stakeholder management 1x administrative assistant 1x Instructional coordinator 1x vocational coordinator 1x CRE coordinator 1x Upward Bound Director	Report directly to President Focus on Stakeholder management 1x Administrative Assistant 1x Instructional coordinator 1x vocational coordinator 1x CRE coordinator 1x Upward Bound Director		Report directly to President Focus on Stakeholder management 1x administrative assistant 1x Vocational Coordinator 1x CRE Coordinator 1x TSP director 1x Upward bound director 1x Gear Up Director	Report directly to President Focus on Stakeholder management 1x administrative assistant 1x Instructional coordinator 1x vocational coordinator 1x CRE coordinator 1x Upward Bound Director	Report directly to President 1x secretary 1x vocational coordinator
Vice Presidents			VPAS 1x secretary 1x comptroller 1x Director HR 1x Director IT 1x Director Maintenance 1x Director Procurement VPSS 1x secretary 1x Registrar 1x Director FA 1x Director counseling 1x Director student life 1x director Food services 1x director peer			

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			counseling VPIA 1x executive secretary 1x DAP 1x VCCRE 1x Coordinator assessment 1x coordinator distant learning 1x director LRC VPCRE 1x administrative assistant 1x clerk typist 1x program coordinator 1x research assistant 4x state CRE coordinator			
Business Office (recommended staff)  State campus business office personnel report directly to Comptroller or Bookstore manager with dotted line to campus director  Estimated savings \$36,000	1x accountant/fiscal officer supported by - 1x book store clerk  (-) 1 account clerk	1x accountant/fiscal officer (accounting and book store duties consolidated)  (-) 1 account clerk	1x comptroller 1x accountant V (treasury/budget/SP) 1x accountant IV (General 1x Accounting/LG) 1x accountant IV (State Campus Accounting) 1x accountant II (Payroll) 1x accountant I 1x account clerk IV 1x account technician  (-) 2 account clerks (II & III)	1x accountant/fiscal officer supported by - 1x book store clerk  (-) 1 account clerk	1x accountant/fiscal officer (accounting and book store duties consolidated)  (-) 1 account clerk	1x accountant/fiscal officer (accounting and book store duties consolidated)
Business Office (bookstore)	1 bookstore clerk	Bookstore duties combined with accountant/fiscal officer	Consider book store reporting to a new Procurement Chief (direct report to VPAS) 1x Bookstore manager 1x procurement officer (special service contract) 1x clerical assistant	1 bookstore clerk	Bookstore duties combined with accountant/fiscal officer	Bookstore duties combined with accountant/fiscal officer

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Business Office (food services)			Consider reporting to VPSS and more focus on healthy (and educating) food menus Staff status quo			
Community Relations			Focus on internal stakeholders use of DCR and improved communications Change to - Direct report to President Staff status quo			
Human Resources  State Campus HR personnel report to Director HR with a dotted line to campus director	1x HR management specialist	1x HR management specialist	1x director (human resources) 1x human resources management specialist III 1x human resources management specialist III 1x administrative specialist		1x HR management specialist	
Information Technology  State Campus IT personnel report to Director IT with a dotted line to campus director  Estimated savings \$20,000	1x systems specialist  (-) 1x systems specialist I	1x systems specialist	Recommended positions: 1x Director 1x SS III (systems administrator) 1x SS II (Web Master) 2x SS I 1x IT Technician (reclassify as an Administrative Assistant)	1x IT Technician II 1x systems specialist	1x systems specialist  (-) 1x IT Technician	1x systems specialist
Institutional Research & Planning			Recommended report directly to President Staff status quo			
Procurement			(+) 1x director procurement (+)1x clerk (+)1x procurement			

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			officer (+)1x procurement officer			
<p>Facilities &amp; Security (Maintenance)</p> <p>Recommended review of special services contracts for staffing levels</p> <p>State Campus facilities/security personnel report to Director facilities/security with a dotted line to campus director</p> <p>Estimated savings \$50,000 – 60,000</p> <p><b>Accreditation Liaison Officer</b></p>	<p>Current 4 full time &amp; (-3)15 special contracts</p> <p>1x maintenance program specialist</p> <p>3x maintenance workers</p>	<p>Current 3 full time &amp; 7 special contracts</p> <p>1x maintenance program specialist</p> <p>2x maintenance workers</p>	<p>Current 16 full time &amp; 21 special contracts</p> <p>1x Director (facilities &amp; security)</p> <p>1x Project manager</p> <p>1x journey worker (electrical)</p> <p>1x journey worker (plumber – water/wastewater) – vacancy</p> <p>1x journey worker (mechanical – automotive/equipment – new vacancy)</p> <p>1x journey worker (carpenter – buildings ) – new vacancy</p> <p>1x maintenance work (electrical)</p> <p>1x maintenance worker (water/wastewater)</p> <p>1x maintenance worker (automotive/equipment)</p> <p>1x maintenance worker (buildings)</p> <p>2x maintenance/utility worker grounds)</p> <p>1x administrative assistance (admin/mail/cargo)</p> <p>1x clerical assistant (admin/mail/cargo)</p> <p>1x security &amp; safety supervisor</p> <p>1x security officer (shift supervisor)</p>	<p>Current 6 full time &amp; 14 special contracts</p> <p>1x maintenance program specialist</p> <p>3x maintenance workers</p>	<p>Current 2 full time &amp; 8 (-1)special contracts</p> <p>1x maintenance program specialist</p> <p>2x maintenance workers</p>	<p>Current 1 full time &amp; 9 special contracts</p> <p>1x maintenance program specialist</p> <p>1x maintenance workers</p>

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			1x security officer (shift supervisor) 13x security guard (special contract)			
<b>Student Services</b>						
Student Service Coordinators  Centralized student services directors  Estimated savings \$88,000	(-) 1x student service coordinator	(-) 1x student service coordinator		(-) 1x student service coordinator (-) 1x clerk	(-) 1x student service coordinator	Current position combined with Instructional coordinator - recommended to concentrate on IC duties
Admissions and Records (AR)  Impact of SIS on operations considered  State campus personnel report to Registrar on OAR issues and FA director on FA issues  Estimated savings \$62,000	1x student services specialist (FAO and ARO Duties consolidated)  (-) 1x clerical assistant (clerk III)	1x student services specialist (FAO and ARO Duties consolidated)  (-) 1x student services specialist	1x director (ARO) should be called registrar 1x clerical assistant 2x data processing assistants  (-) 1x registrar (vacancy withdrawn) (-) student services specialist	1x student services specialist (FAO and ARO Duties consolidated)  (-) 1x student services specialist (-) 1x clerical assistant (clerk I) (-) 1x student services assistant I	1x student services specialist (FAO and ARO Duties consolidated) combined FMI & Yap Campus	
Financial Aid  State campus personnel report to Registrar on OAR issues and FA director on FA issues  Estimated savings \$29,000	See AR above  (-) 1x student services assistant	See AR above	1x director (FAO) 1x Work study Coordinator 2x Financial Aid Coordinators 1x clerical assistant  (-) 2x student services assistants	See AR above  (-) 1x clerk	See AR above	See AR above
Counseling	1x student services specialist	1x student services specialist	1x director (counseling services)	2 x student services specialist	1x student services specialist	

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	(-) 1x student services specialist 1x College Nurse  Tutoring Programs X ? of special contracts	(-1) 1x student services specialist	1 x coordinator tutoring program 1x coordinator 1x coordinator 1x student services specialist?	(-1)1x student services specialist		
Student Life  State campus personnel report to director of student life with dotted line to state campuses  Estimated savings \$60,000	1x student services specialists (sports & recreation)	1x student services specialists (sports & recreation)	1x Director (student life) 2x Student Services Specialists (Sports & Recreation) 1x college nurse 1x Health assistant (vacancy) 4x dorm assistants (male) 4x dorm assistants (female)  (-) 1x student services specialist III (dormitory manager) (-) 4x student services aides 3x utility workers  Possibility of having a driver on special services contract	1x student services specialists (sports & recreation)  (-) 1x student services aid	1x student services specialists (sports & recreation) FMI & Yap Campus	
<b>Instructional Affairs</b>						
Instructional Coordinators	1x instructional coordinator	1x instructional coordinator	1x DAP 1x VCCRE 1x coordinator assessment 1x coordination distance learning 1x executive secretary	1x instructional coordinator	1x instructional coordinator	1x instructional coordinator
Division chairs	1x academic programs 1x vocational programs	1x academic programs 1x vocational programs	Status quo	1x vocational programs	1x academic programs 1x vocational programs	1x academic programs

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<p>Learning Resource Center</p> <p>State campus personnel report to director LRC with a dotted line to campus directors</p> <p>Estimated savings \$60,000</p>	<p>1x librarian/technician (+) 1x librarian/technician (+) media technician  (-) 1x library assistant</p>	<p>1x librarian/technician (+) 1x librarian/technician</p>	<p>1x director (LRC) <u>MITC</u> 1x coordinator (MITC) 1x communications operator 1x media technician <u>Patron Services (LRC)</u> 1x librarian III (patron services – reference services/collection development 1<sup>st</sup> floor) 1x library technician reference services, front desk, cataloging, 1<sup>st</sup> floor collections, curriculum services) 1x library technician (electronic resources, front desk support, reference services 1<sup>st</sup> floor) 1x librarian pacific, micro collection, archives 2<sup>nd</sup> floor) 1x library technician (pacific, micro collection, support, retrieval) 2<sup>nd</sup> floor <u>Technical Services</u> 1x librarian (head cataloger) 1x library (copy cataloger, cataloging support) 1x librarian (archives and combine with US, UN SPC docs) 2<sup>nd</sup> floor 1x library assistant (serials) 1x librarian assistant</p>	<p>1x librarian/technician (+) 1x librarian/technician</p>	<p>1x librarian/technician (+) 1x librarian/technician</p>	<p>1x librarian technician</p>

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			(acquisitions)  (-) 1x media assistant (MITC) (-) 1x library assistant (-) 1x librarian (-) 1x Secretary			
Faculty	Cohort model for low enrollment programs & other issues from Instructional Master Plan Increased emphasis on workforce training Status quo faculty	Cohort model for low enrollment programs & other issues from Instructional Master Plan Increased emphasis on workforce training Status quo faculty	(-) Public Health & Nursing programs transfer to Pohnpei Campus (+) ACE & other academic programs transfer to National Campus	(-) ACE & other academic programs transfer to National Campus – faculty shift from Pohnpei to National Campus (+) Public Health & Nursing programs transfer to Pohnpei Campus Faculty Shift from National to Pohnpei Campus Increased emphasis on workforce training	Cohort model for low enrollment programs & other issues from Instructional Master Plan Increased emphasis on workforce training Status quo faculty	(+) vocational programs appropriate to FMI site & facilities Increased emphasis on workforce training
<b>CRE</b>						
Administration	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	
AES	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo		Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	
CES	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo		Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	
<b>Sponsored Programs &amp; Other Areas</b>						
Upward Bound	Question of how to fund compensation	Question of how to fund compensation		Question of how to fund compensation	Question of how to fund compensation	



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	increase for fixed income programs Other status quo	increase for fixed income programs Other status quo		increase for fixed income programs Other status quo	increase for fixed income programs Other status quo	
Talent Search				Question of how to fund compensation increase for fixed income programs Other status quo		
Gear Up				Question of how to fund compensation increase for fixed income programs Other status quo		
SSSP			Not funded			
Peer Counseling	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	Question of how to fund compensation increase for fixed income programs Other status quo	
Public Health and Nursing			Compensation increase covered under grant terms			
Facilities						
Facilities and IDP needs of the college may be severely impacted by use of the national share of the IDP grant for non college facilities (in PMU's pipeline are 8 – 10 million dollars of projects not related to the college (4+ years of IDP funding at a minimum))  The college may need to reconsider its priorities in light of the	Ensure that a general purpose facility it available for meeting workforce training needs	Ensure that a general purpose facility it available for meeting workforce training needs	(+) New classroom building (8 – 12 classrooms & labs) to accommodate ACE students and other academic students from Pohnpei campus and needs of national campus students for classroom space and labs – this can be combined with current plans for	(+) Replacement of existing vocational classroom building (old dorm building) to include needs for workforce development and public health and nursing in addition to vocational programs (-) no LRC construction on lower campus (smaller LRC included in vocational building - Smaller operations budget required (-) No new classrooms	Ensure that a general purpose facility it available for meeting workforce training needs	Refitting of FMI facilities to accommodate selected vocational programs

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potential for reduced IDP funding				buildings constructed on lower campus (+) reduced maintenance costs		