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
		Admin	istration			
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 Maintenance 1x Director Procurement VPSS 1x secretary 1x Registrar 1x Director FA 1x Director student life 1x director peer			

Area	Chuuk	Kosrae	National	Pohnpei	Yap	FMI
			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	1x accountant/fiscal	1x accountant/fiscal	1x comptroller	1x accountant/fiscal	1x accountant/fiscal	1x accountant/fiscal
(recommended staff)	officer supported by -	officer (accounting and	1x accountant V	officer supported by -	officer (accounting and	officer (accounting
	1x book store clerk	book store duties	(treasury/budget/SP)	1x book store clerk	book store duties	and book store
		consolidated)	1x accountant IV		consolidated)	duties consolidated)
State campus business	(-) 1 account clerk		(General 1x	(-) 1 account clerk		
office personnel		(-) 1 account clerk	Accounting/LG)		(-) 1 account clerk	
report directly to			1x accountant IV (State			
Comptroller or			Campus Accounting)			
Bookstore manager			1x accountant II (Payroll)			
with dotted line to			1x accountant I			
campus director			1x account clerk IV			
			1x account technician			
Estimated savings						
\$36,000			(-) 2 account clerks (II &			
			III)			
Business Office	1 bookstore clerk	Bookstore duties	Consider book store	1 bookstore clerk	Bookstore duties	Bookstore duties
(bookstore)		combined with	reporting to a new		combined with	combined with
		accountant/fiscal	Procurement Chief		accountant/fiscal	accountant/fiscal
		officer	(direct report to VPAS)		officer	officer
			1x Bookstore manager			
			1x procurement officer			
			(special service contract)			
			1x clerical assistant			

Area	Chuuk	Kosrae	National	Pohnpei	Yap	FMI
Business Office (food			Consider reporting to			
services)			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	1x HR management	1x HR management	1x director (human		1x HR management	
	specialist	specialist	resources)		specialist	
State Campus HR			1x human resources			
personnel report to			management specialist			
Director HR with a			III			
dotted line to campus			1x human resources			
director			management specialist			
			III			
			1x administrative			
			specialist			
Information	1x systems specialist	1x systems specialist	Recommended	1x IT Technician II	1x systems specialist	1x systems specialist
Technology			positions:	1x systems specialist		
	(-) 1x systems		1x Director		(-) 1x IT Technician	
State Campus IT	specialist I		1x SS III (systems			
personnel report to			administrator)			
Director IT with a			1x SS II (Web Master)			
dotted line to campus			2x SS I			
director			1x IT Technician			
			(reclassify as an			
Estimated savings			Administrative Assistant)			
\$20,000						
Institutional Research			Recommended report			
& Planning			directly to President			
			Staff status quo			
Procurement			(+) 1x director			
			procurement			
			(+)1x clerk			
			(+)1x procurement			

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

Student Service Coordinator	Area	Chuuk	Kosrae	National	Pohnpei	Yap	FMI
Student Service Coordinator Coordinato				1x security officer (shift			
Student Service Coordinators Student Service Coordinators Centralized student service coordinator Stimeted savings \$88,000 Admissions and Registrar on OAR issues State campus personnel report to Registrar on FA issues Estimated savings SSE2,000 Financial Aid State campus personnel report to Registrar on FA issues Estimated savings SSE3,000 Financial Aid See AR above Fishancial Aid State campus personnel report to Registrar on FA issues Estimated savings SSE3,000 Financial Aid State campus personnel report to Registrar on FA issues Estimated savings SSE3,000 Financial Aid State campus personnel report to Registrar on FA issues Estimated savings SSE3,000 Financial Aid State campus personnel report to Registrar on FA issues Estimated savings SSE3,000 Financial Aid See AR above Fishancial Aid State campus personnel report to Registrar on FA issues Estimated savings SSE3,000 Financial Aid See AR above Fishancial Aid Sues and FA director on FA issues Estimated savings SSE3,000 Financial Aid See AR above Fishancial Aid Fishancia				1 -			
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Student Service Coordinator Coordinato				(special contract)			
Coordinators Centralized student services directors Centralized student services directors Cestimated savings Sa8,000 Admissions and Records (AR) ARD Duties consolidated) Operations considered (-] 1x clerical assistant (clerk III) Cestimated savings State campus personnel report to Registrar on OAR Issues Cestimated savings S62,000 Financial Aid State campus personnel report to Registrar on OAR Issues Cestimated savings S62,000 Financial Aid State campus personnel report to Registrar on OAR Issues Cestimated savings S62,000 Financial Aid State campus personnel report to Registrar on OAR Issues Cestimated savings S62,000 Financial Aid State campus personnel report to Registrar on OAR Issues and FA director on FA issues Cestimated savings S62,000 Financial Aid Coordinator 1x director (ARO) should be called registrar vacancy specialist (FAO and ARO Duties consolidated) Centralized student services specialist (FAO and ARO Duties consolidated) Cestimated savings S62,000 Financial Aid Coordinator 1x director (ARO) should be called registrar vacancy specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and ARO Duties consolidated) Cell x tsudent services specialist (FAO and A				Student Services			
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Centralized student services directors	Coordinators	coordinator	coordinator			coordinator	
Services directors Estimated savings 588,000 Admissions and Records (AR) Impact of SIS on operations considered (-) 1x clerical assistant (clerk III) State campus personnel report to n Raissues Estimated savings 562,000 Financial Aid State campus personnel report to n Raissues Estimated savings specialist (AB) and ABO Duties consolidated) State campus personnel report to n Raissues Estimated savings 562,000 Financial Aid Estimated savings susses and FA director on FA issues Estimated savings 523,000 Counseling Ix student services specialist (FAO and ARO Duties consolidated) Ix student services specialist (FAO and ARO Duties consolidated) Ix student services specialist (FAO and ARO Duties consolidated) Ix student services specialist (-) 1x clerical assistant (clerk III) Ix student services specialist (-) 1x student services specialist (-) 1x clerical assistant (clerk I) (-) 1x student services assistant (clerk II) Ix student services specialist (-) 1x student services assistant (clerk II) Ix student servi					(-) 1x clerk		
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\$62,000 Financial Aid See AR above See AR above See AR above 1x director (FAO) 1x Work study Coordinator 2x Financial Aid Registrar on OAR issues and FA director on FA issues Estimated savings \$29,000 Counseling 1x student services 1x student services 1x student services 1x director (counseling 2x student services 1x director (counseling 2x student services 1x director (counseling 2x student services 1x director (counseling 2 x student services 1x student services 1x student services 1x student services 1x student services	on FA issues				assistant I		
Financial Aid See AR above S	Estimated savings						
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State campus personnel report to Registrar on OAR issues and FA director on FA issues Estimated savings \$\frac{529,000}{0}\$ Tourseling 1x student services Coordinator 2x Financial Aid Coordinators 1x clerical assistant Coordinators 1x c	Financial Aid	See AR above	See AR above	1	See AR above	See AR above	See AR above
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Registrar on OAR issues and FA director on FA issues Estimated savings \$29,000 Counseling 1x student services 1x clerical assistant (-) 2x student services assistants 1x director (counseling 2 x student services 1x student services	•	` '			(-) 1x clerk		
issues and FA director on FA issues (-) 2x student services assistants Estimated savings \$29,000 Counseling 1x student services 1x student services 1x director (counseling 2 x student services 1x student services		assistant					
on FA issues (-) 2x student services assistants Estimated savings \$29,000 Counseling 1x student services 1x student services 1x director (counseling 2 x student services 1x student services	_						
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\$29,000 In the services of the	Estimated savings			assistants			
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		1x student services	1x student services	1x director (counseling	2 x student services	1x student services	
		specialist	specialist	services)	specialist	specialist	

Area	Chuuk	Kosrae	National	Pohnpei	Yap	FMI
			1 x coordinator tutoring			
	(-) 1x student services		program			
	specialist	(-1) 1x student services	1x coordinator	(-1)1x student services		
	1x College Nurse	specialist	1x coordinator	specialist		
			1x student services			
	Tutoring Programs		specialist?			
	X ? of special contracts					
Student Life	1x student services	1x student services	1x Director (student life)	1x student services	1x student services s	
	specialists (sports &	specialists (sports &	2x Student Services	specialists (sports &	recreation) FMI	& Yap Campus
State campus	recreation)	recreation)	Specialists (Sports &	recreation)		
personnel report to			Recreation)			
director of student life			1x college nurse	(-) 1x student services		
with dotted line to			1x Health assistant	aid		
state campuses			(vacancy)			
			4x dorm assistants			
Estimated savings			(male)			
\$60,000			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			
			Instructional Affairs			
Instructional	1x instructional	1x instructional	1x DAP	1x instructional	1x instructional	1x instructional
Coordinators	coordinator	coordinator	1x VCCRE	coordinator	coordinator	coordinator
			1x coordinator			
			assessment			
			1x coordination distance			
			learning			
			1x executive secretary			
Division chairs	1x academic programs	1x academic programs	Status quo	1x vocational	1x academic programs	1x academic
	1x vocational	1x vocational		programs	1x vocational	programs
	programs	programs			programs	

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

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

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

Area	Chuuk	Kosrae	National	Pohnpei	Yap	FMI
potential for reduced				buildings constructed		
IDP funding				on lower campus		
				(+) reduced		
				maintenance costs		