

FY13 First Quarter Performance Report (October - December)

College of Micronesia – FSM - Performance reporting form

Department:	Administrative Services	Period:	Oct 1st – December 31st, 2012
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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>Kosrae Campus: Implemented contract for floor replacement at Administration Building.</p> <p>Pohnpei Campus: OIA & FSM SBOC staff inspected damaged Vocational Building at Pohnpei Campus Completed roofing sheet replacement for classrooms Building E. Completed repair and renovation of classrooms and restrooms Building F. Completed driveway for upper campus.</p> <p>Chuuk Campus: Completed AES Office renovation.</p> <p>Yap FSM-FMI:</p> <p>National Campus: Implemented contract for Step-Up Lab at Agriculture. Implemented contract for Administration generator house and Bookstore & Dorm Generator house. Received new 200KW generator for the Administration building. Implement contract for Dorm fire alarm system. Implement contract for dorm emergency exit door replacement. Implement contract for Dry Litter Piggery.</p>	
3B: Provide for maintenance and upkeep of grounds, facilities, and equipment	<p>Maintenance & Security</p> <p>National Campus:</p> <ul style="list-style-type: none"> ● Submitted request for IMF funding \$403,100 to FSM SBOC. 	<p>Work Orders Completed</p> <p>Building Maintenance 82</p> <p>Electrical 7 AC 88</p> <p>Grounds 23</p>

- Received anti skid rubber mat for the cafeteria Kitchen floor.
- Flood light for the Gym Practice court have been received.
- Implemented dorm facility inspection every Monday.
- Replaced drop ceiling T-runners and ceiling tiles in the LRC computer station area.
- Paint interior of LRC computer stations and reference area.
- Completed interior painting of Administration building.
- Completed interior painting of male and female dorms - common areas only.
- Wax Administration building floor.
- Wax LRC ground and second floor.
- Replace 9 A/C units in classroom A-204, B-203, gym stage, OAR, LRC, recording room, PeaceSat room, Dispensary, Director of IT office, Director of Vocational Instructor.
- Install 3 new A/C units at KRC (computer area), IT Shop (backup server room) & HR Office.

Executed contract for janitorial services with Mer's Landscaping and Beautification Company.

- Surveyed four vehicles and a John Deer tractor.

Pohnpei Campus

- Computer Lab floor replacement.

Kosrae Campus

- Completed schedule for AC unit cleaning
- Completed schedule for vehicle maintenance.
- Completed schedule for Building Maintenance
- Seal and Wax vinyl tile floors in the library, computer lab and NIDA lab.
- Provide training to janitorial and maintenance staff in floor waxing and cleaning.

Chuuk Campus

- .Install 3 new AC units.
- Service Standby Generator as scheduled.
- Service vehicles as scheduled.
- Perform janitorial services as scheduled.

Yap Campus & FMI

- Conducted inspection of facilities at Yap and FMI campuses.
- Perform water leak test at FMI.
- Identified five (5) AC units to be replaced at FMI.

Land Transportation 82
(Public Health/Nursing Programs)

Sea Transportation 17

Training:
Conduct training to National Campus janitorial staff in floor care work and use of new floor cleaning equipment.

Strategic goal 4: Foster effective communication

Objectives	Accomplishments	Comments/additional detail
4A: Enhance communications pathways	VPAS: Upload all of the Assessment Plans and Reports on the Wiki page on the college website. Executive Secretary has been uploading minutes of A-Team meetings and still need to upload from the previous years to make this process complete. This will become a routine for the department to follow in the years ahead.	
	VPAS: Upon receipt of cabinet minutes and other communication, VPAS Executive Secretary sent these documents to the directors in the department. Communicate to the college community on matters relating to projects timelines, budget timelines, and other important messages for the college staff, students, faculty and administrators to know.	
4C: Enhance the college community's ability to communicate effectively		

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	<u>HRO</u> At the National Campus, following activities took place: Re-established committee with modified TOR Planning for 2013 annual staff development day slated for February 22nd. Two faculty members are enrolling online for master's degree programs while a third one just completed hers this fall. A number of staff continue to take course per Policy 003	<u>HRO</u> FY 2013 - the following budget allocation were made under the Human Resources Office and distributed at the beginning of the fiscal year. <ul style="list-style-type: none"> • National Campus -\$20,000

		<ul style="list-style-type: none"> ● Chuuk Campus - \$12,000 ● Pohnpei Campus -\$12,000 ● Yap Campus -\$8,000 ● Kosrae Campus -\$8,000 																																
<p>5B: Recruit and retain qualified personnel to allow delivery of quality services</p>	<p>HRO <u>HRO</u></p> <p>Full Time Retention Vs. Turnover Rates</p> <table border="1"> <thead> <tr> <th>Campus</th> <th>Empl oyee #</th> <th>Retention Rate</th> <th>Turnover Rate</th> </tr> </thead> <tbody> <tr> <td>NC</td> <td>166</td> <td>96.38%</td> <td>6 or 3.62%</td> </tr> <tr> <td>PC</td> <td>65</td> <td>96.92%</td> <td>2 or 3.08%</td> </tr> <tr> <td>CK</td> <td>51</td> <td>94.11%</td> <td>3 or 5.89%</td> </tr> <tr> <td>KC</td> <td>36</td> <td>88.90%</td> <td>4 or 11.1%</td> </tr> <tr> <td>YC</td> <td>28</td> <td>100%</td> <td>0</td> </tr> <tr> <td>FMI</td> <td>17</td> <td>100%</td> <td>0</td> </tr> <tr> <td>Collegee-Wide</td> <td>363</td> <td>95.87%</td> <td>15 or 4.13%%</td> </tr> </tbody> </table>	Campus	Empl oyee #	Retention Rate	Turnover Rate	NC	166	96.38%	6 or 3.62%	PC	65	96.92%	2 or 3.08%	CK	51	94.11%	3 or 5.89%	KC	36	88.90%	4 or 11.1%	YC	28	100%	0	FMI	17	100%	0	Collegee-Wide	363	95.87%	15 or 4.13%%	<p><u>HRO</u></p> <p>Two TRIO programs were not refunded, thus personnel were laid off at the end of the project period. Six [6] of the personnel listed in the middle column are laid off as a result. However, there are two [2] that instead of being laid off, they applied and accepted jobs within the college and will begin in these posts in January 2013. The following are the reasons for the 9 other personnel who departed the college during the reporting period.</p> <ul style="list-style-type: none"> Family and career Education abroad Another job Personal Termination
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<p>5C: Update personnel policies and procedures to meet on-going human resources needs</p>	<p><u>HRO</u></p> <p>The Human Resources Committee was established with fall with 22 members and with representation from all campuses and employee groups. Policy development plan includes the following: Section III Performance Evaluation Section VIII Compensation Policies and procedures Appendix J, K, and N Personnel Records Policy The College doesn't have a policy on Personnel Records; thus, item #4 above was necessary and will be transmitted for review and action at this meeting.</p>	<p>HRO</p> <p>The policies listed under the middle culmn #1-3 will be transmitted to BOR in the next meeting. They need to be revised to meet ongoing needs and best practices.</p>																																

	<p>The college provides the following programs to support recruitment and retention of employees:</p> <p>Retirement Plan - 231 personnel enrolled</p> <p>Life Insurance Plan - 243 personnel enrolled</p> <p>MiCare Plan - 323 personnel enrolled</p>	
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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	VPAS: Provide support for the FSM Executive Branch and the FSM Congress to pass a Resolution for support for the college. Although the resolution not directly said funding support, the college took this as an expression of funding support for the college in the long term.	
6B: Diversify resources of the College	VPAS: Infrastructure Maintenance Fund was temporarily suspended until we learned from OIA that this funding was not part of the freeze for IDP. Therefore, the college is now able to access IMF funding to repair and renovate its facilities college wide. \$400,000 dollars request for funding was submitted for drawdown from the FSM Finance.	
6C: Budgeting and resource allocation	<p>Business Office</p> <p>6C1. The tentative Statement of Revenues and Expenditures (SRE) for Unrestricted Fund (UF) for the fiscal year ended September 30, 2012 indicates a positive fund balance change of \$672k, consisting of \$202k for National campus and \$470k for state campuses.</p> <p>The breakdown of the UF - FB change of \$672k, are as follows:</p> <ul style="list-style-type: none"> · National operations - \$ 202k · Pohnpei campus - 323k · Chuuk campus - 2k · Kosrae campus - 131k · Yap campus - 41k · FSM-FMI - (27k) 	<p><u>Business Office</u></p> <p>6C1. The positive fund balance change of \$672k for the UF represents the results of operations for cash items plus the estimated provision for bad debts. The depreciation of about \$900k will provide negative fund balance change after the non-cash items for UF. The Business Office is still in the process of preparing and analyzing the accounts and fair presentation of the college's</p>

	<p>The SRE for Restricted Fund (RF) for the fiscal year ended September 30, 2012 shows a negative FB change of \$33k. The negative fund balance change is from the timing of recording revenue.</p> <p>Refer to worksheets 6C1 pages 1 to 5 for the statements.</p> <p>6C2. The cash and equivalents as of September 30, 2012 is \$6.067 Million consisting of the following:</p> <ul style="list-style-type: none"> · Money Fund/CDs at Citibank - \$3.539 Million · General Fund accounts at BFSM – \$746k · State Campus Fund accounts at BFSM - \$989k · Restricted Fund accounts at BFSM & 	<p>financial statements.</p> <p>6C2. Compared with prior quarter, the cash balance for this quarter is lower by \$1.002 Million or by 14%. The current cash balance of \$6.067 Million is about 55% of the 2012 operating expenditures. The college is in good cash position and all planned activities and projects can be implemented without cash flow problem.</p> <p>6C3. The balances of receivable per campus are as follows:</p> <table style="margin-left: 40px;"> <tr> <td colspan="2">National</td> </tr> <tr> <td style="text-align: right;">\$ 335k</td> <td>Pohnpei</td> </tr> <tr> <td style="text-align: right;">444k</td> <td>Chuuk</td> </tr> <tr> <td style="text-align: right;">263k</td> <td>Kosrae</td> </tr> <tr> <td style="text-align: right;">126k</td> <td>Yap</td> </tr> <tr> <td style="text-align: right;"><u>57k</u></td> <td>Total</td> </tr> <tr> <td style="text-align: right;"><u>\$1.225 Million</u></td> <td></td> </tr> </table>	National		\$ 335k	Pohnpei	444k	Chuuk	263k	Kosrae	126k	Yap	<u>57k</u>	Total	<u>\$1.225 Million</u>	
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<p>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</p>	<p>VPAS: The Solar Electrification Project has finalized all work on December 17, 2012 with turning over of the project from contractor to FSM and to PUC in mid January. The college has dialog with PUC personnel with regards to benefits it will get from hosting this on it campus. If we are given some break on cost electricity, this will help out with the budget a lot.</p>															
<p>6E: Managing and administration of fiscal resources.</p>	<p><u>Business Office</u></p> <p>The email from FSM dated November 05, 2012 stated that FSM National</p>	<p><u>Business Office</u></p> <p>Business Office is in the process of</p>														

	<p>Government awarded to Deloitte and Touche the conduct of the single audits for fiscal years 2012, 2013 and 2014 for all entities in the FSM (primary governments and component units). Accordingly, the audit of the college's financial statement for the next three fiscal years will be handled by Deloitte & Touche.</p>	<p>analyzing accounts and transactions, preparing schedules, reconciliations, and recording the necessary adjustments for the fair presentation of the college's financial statements. The tentative financial statements will be provided to the auditor at the end of January, 2013.</p>																								
<p>6G: College meets annual endowment targets.</p>	<p>Business Office</p> <p>During the quarter, the investment market provided an unrealized gain to the college's endowment fund by \$158k or 5% increase in market value. Accordingly, the market value of the college's endowment fund has increased from \$3.281 Million to \$3.439 Million. Below is the breakdown per money manager:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>June 30'12</u></th> <th style="text-align: center;"><u>Sept 30'12</u></th> </tr> </thead> <tbody> <tr> <td>Cambiar (LC Value)</td> <td style="text-align: right;">- \$ 771k</td> <td style="text-align: right;">\$ 813k</td> </tr> <tr> <td>Renaissance (LC Growth)</td> <td style="text-align: right;">- 468k</td> <td style="text-align: right;">499k</td> </tr> <tr> <td>Atlantic (S/M Cap Growth)</td> <td style="text-align: right;">- 278k</td> <td style="text-align: right;">307k</td> </tr> <tr> <td>SEIX (Fixed Income)</td> <td style="text-align: right;">- 886k</td> <td style="text-align: right;">896k</td> </tr> <tr> <td>Brandes (Mature market)</td> <td style="text-align: right;">- 624k</td> <td style="text-align: right;">649k</td> </tr> <tr> <td>Newgate (Emerging)</td> <td style="text-align: right;">- <u>254k</u></td> <td style="text-align: right;"><u>275k</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>\$3.281M</u></td> <td style="text-align: right;"><u>\$ 3.439M</u></td> </tr> </tbody> </table> <p>6G2. The fund raising receipts for the endowment fund for the fiscal year is \$59k. The fund raising receipt for the year is short by \$41k compared with the target of \$100k.</p>		<u>June 30'12</u>	<u>Sept 30'12</u>	Cambiar (LC Value)	- \$ 771k	\$ 813k	Renaissance (LC Growth)	- 468k	499k	Atlantic (S/M Cap Growth)	- 278k	307k	SEIX (Fixed Income)	- 886k	896k	Brandes (Mature market)	- 624k	649k	Newgate (Emerging)	- <u>254k</u>	<u>275k</u>		<u>\$3.281M</u>	<u>\$ 3.439M</u>	<p>The current asset allocations on the different type of investments are in accordance with the investment policy.</p> <p>6G2. National campus provided 47% of the fund raising receipt, Pohnpei campus at 27%, Kosrae campus at 12% and Yap campus at 4%. No fund raising receipt was provided by Chuuk campus. The employees provided a total of \$5k for the year at 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	VPAS: My office in partnership IMO and other agencies, organized the White Ribbon Walk. We put up two buses and have two of our bus drivers carried students and other participants to the the starting point.	
7B: Enhance and promote employment opportunities	VPAS: Continue to write for reference letters for students graduated from the college and others from the community for employment on the island and off island. Support the HRO in updating the college website to help students see job opportunities at the college.	
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	VPAS: Continue to coordinate the SDSU Online Masters Program in Educational Leadership. Thirty students are still enrolling in the program. Assist the students with scholarships for paying their tuition. The college collected \$22,000 dollars for administrative cost from students which also include technology fee for them to access our labs at Pohnpei Campus and National campus. There are four more courses to go before the cohort finish the Program.	

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: The department assessment plans and reports are being posted on the website under the Wiki page. We will do further revisions on each to ensure they are linked to the IEMP and the budget planning for 2013 and 2014. The formulation of the 2014 budget used the data from the assessment plans to budget the priority items or activities for 2014.	

9B: Integrate planning, evaluation and resource allocation for continuous improvement	VPAS: Using the recommendations from the overall assessment reports for 2012, we planned the 2013 improvement of services and the 2014 budget allocations. The IEMP helped us a lot in the process.	
9C: Increase research and data driven decision making	VPAS: Continue to rely on IRPO office for data to help us formulate the 2014 budget in terms of out migration, status of enrollment at the public school system in the Nation and the new college in Chuuk.	