



## COLLEGE OF MICRONESIA-FSM

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August 22, 2022

### MEMORANDUM

TO : Manny Mori, COM-FSM Interim President  
FROM : Vice President for Administrative Services  
SUBJECT : BOR UPDATES- September 2022

### VPAS OFFICE

The Administrative Services Department constitutes four different units of college services which includes the Business Office, Maintenance and Facilities Division, Human Resources Division, and Procurement and Property Management Office. Mario Ignacio has started in his new post as the new Director of PPMO. Director of Facilities and Maintenance, Mr. Francisco Mendiola came back and has started working full time running the division.

The college contracted Pohnpei Arts & Crafts to install new signs for buildings at the National campus which was completed this year. The signage project also included signs to be done for the interior of all 17 buildings at the National campus for emergency as indicated in our Emergency Management Plan document, signs for energy conservations, and other signs for the building which includes cell phone use, classroom rules, computer labs usage, and more.

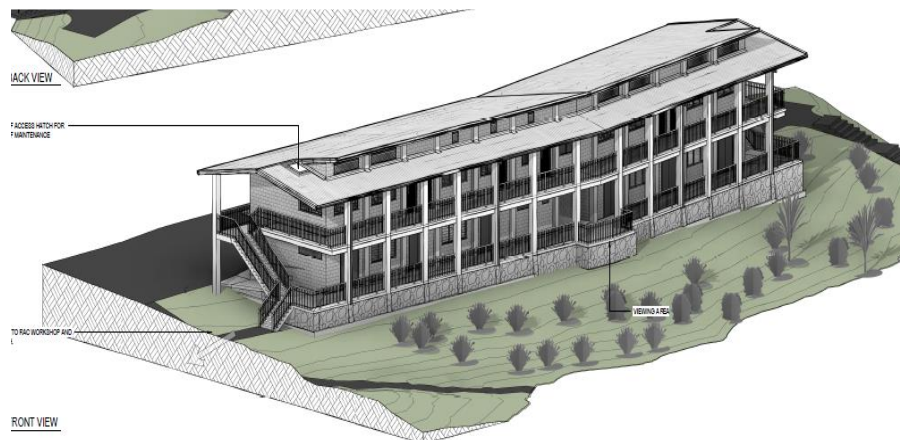
VPAS was appointed to be the Acting President since July 4, 2022 during the period of the outbreak of the COVID-19 here in Pohnpei and Kosrae. More of the employees of the college both at the National, CTEC, and Kosrae campuses were out sick with the COVID-19. Our cooks were all gone sick also so we hired a vendor to cater takeout food for the RH students one week period until our cooks were able to be back to work. Special thank you to the Comptroller for her efforts in the arrangement of delivery of takeouts for breakfast, lunch and dinner for those days. Fortunately, classes were not yet started so timing was good for us to deal with the absences of the employees per the service areas on all three campuses.

In August 2022, FY 2024 Budget Guidelines was prepared and shared with the cabinet for their reviews prior to releasing it to the college for the budget development which will end sometimes in November to be ready for the board to review and approve in its December 2022 scheduled meeting.

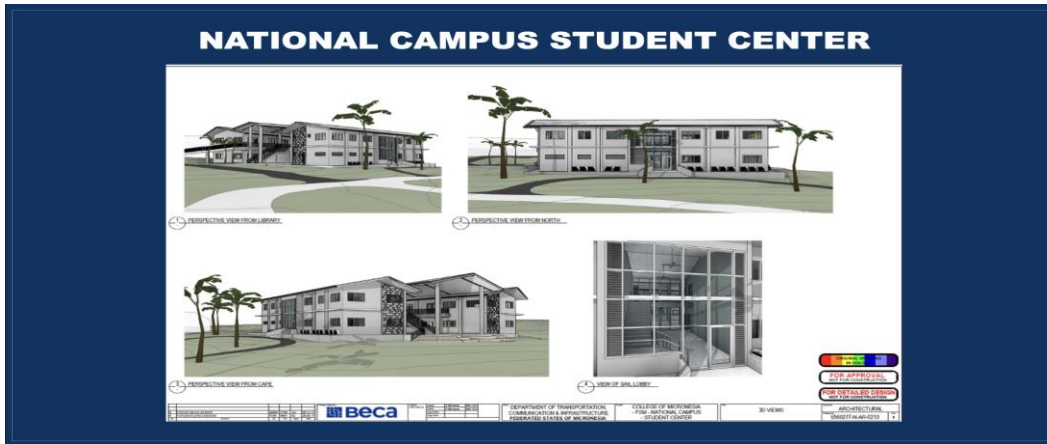
TracDat Assessment Plan reports were generated by all divisions in the Administrative Services for planning purposes to know what is needed for the FY2024 budget development.

## **FACILITIES & MAINTENANCE OFFICE**

**CTEC Technical Building:** Project commencement on September 1, 2021, and is scheduled to be completed in August 2023. Current construction being done on footings, grade beams and columns. The project has been experiencing delays due the heavy rain and ground conditions.



**National Campus Student Center:** Bids for the said project closed on November 13, 2020 and only one bidder namely “**ABCOR Engineering and Construction**” submitted a bid and was awarded the project. After contract documents were prepared ABCOR delayed the signing of contract due the limited technical capacity to implement the project. Extensions were afforded to ABCOR to allow time due the COVID-19 restrictions to July 15, 2022 and further to July 31, 2022. However, ABCOR was still reluctant to sign the contract documents. As such the PMU recommended to terminate further negotiation efforts with ABCOR and proceeded to re-advertise the project on August 6, and bid **closing on September 8, 2022.**



**National Campus Teaching Clinic:** On July 6, 2022 Interim President received and notice of grant approval from US Department of Education for the construction of the National Campus Teaching Clinic. The grant approved amount is \$5.6 million. Following the approval the college met with FSM PMU office to seek assistance in implementation of the project. Following the meeting an MOU between COM-FSM and FSM Department of TC&I-PMU was prepared routed for signatures. Bid invitations for the “**Design & Build**” was advertised on July 11, and bid closing on August 24, 2020.



**Kosrae Campus Multi-Purpose Building:** No progress on securing funding for the said project.

**CHUUK CAMPUS (Nantaku site Development):** No progress progress on the Bid advertisement due to travel retrictions. No progress on access road issues.

**CTEC Lower Campus Parking lot Paving and Drop –off lane:** Lower Campus parking lot and drive way paving was completed in July 2022. This project is portion of the COM-FSM Infrastructure Upgrade projects. The Drop-off lane was completed in June 2022.

## **IMF Projects:**

The following projects funded under the Infrastructure Maintenance Funds include:

1. **Chuuk Campus Bldg. K - Library Roof Replace & Renovation Project** – This project is completed was *completed on July 15, 2022*.
2. **CTEC Classrooms 1-4 Roof Replacement & Renovation & CTEC Administration Floor Repair and** –Project is placed on hold due to insufficient funding.

## **COVID-19 Projects Funded by the CARES ACT Funds:**

1. **National Campus Perimeter Fencing Project** – National campus fencing project is currently @ 80% completion.  
The Office of the Vice President of Administrative Services and Facilities and Maintenance is still working with Department of land to resolve the land issues. The Director of Maintenance recommends that the college seek legal advise from the from Steve Finnen in the event that matter pursued to the need for legal ramification in the future.
2. **Chuuk Campus Perimeter Fencing Project** – Project was *completed on July 30, 2022*.
3. **Yap Campus Perimeter Fencing Project** – Project was *comleted on July 18, 2022*.
4. **Yap Campus Onsite Electrical Distribution System with Backup Generator** – Inlcuding Change Order #1, the project is about 68% complete with the completion date on **November 30, 2022**.
5. **Kosrae Campus Perimeter Fencing Project** – Contract fully signed and certified awaiting coordination of Notice To Proceed between Senny’s Construction and Kosrae Campus.
6. **Kosrae Onsite Electrical Distribution System with Backup Generator** – No contractor expressing interest on the project. National Campus staff may be dispatched to perform the work.
7. **CTEC Perimeter Fencing Project** : A & P Enterprises, Inc. commence the project on February 1, 2022. As this reporting the project ius about 15% completed. Shipment of fencing marterials arrived late therefore delaying progress on the project.

8. **EDA GREEN HOUSE:** The Center for Entrepreneurship Center executed a contract for four green houses funded through US EDA. The National Campus project is about 95% completed and materials of the units at Chuuk , Yap and Kosrae Campuses recently arrived in June 2022.

## **HUMAN RESOURCES OFFICE**

### **1. The number of Full-time Personnel Between as of August 19, 2022.**

<b>Campus</b>	<b>Retention Rate</b>	<b>Attrition Rate</b>	<b>Reasons</b>
National	145	5	Another job, family and health matters
CTEC	79	3	Another job and personal
Chuuk	50	1	Personal
Kosrae	34	1	Termination
Yap	38	3	Health issues and family
FMI	20	0	
<b>Total Sum</b>	<b>366 [97%]</b>	<b>13 [3%]</b>	

The data above reflects current personnel during the reporting period, employee departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after August 19, 2022, will be reflected in the next report.

### **2. Gender and Citizen Distribution of current Full Time Personnel**

<b>Gender and Citizenship for as of August 19, 2022</b>					
<b>Campus</b>	<b>Male</b>	<b>Female</b>	<b>FSM Citizens</b>	<b>Non- FSM Citizens</b>	<b>Total</b>
<b>National</b>	85	60	106	39	<b>145</b>
<b>CTEC</b>	46	33	66	13	<b>79</b>
<b>Chuuk</b>	30	20	46	4	<b>50</b>
<b>Kosrae</b>	19	15	29	5	<b>34</b>
<b>Yap</b>	19	19	31	7	<b>38</b>
<b>FMI</b>	15	5	19	1	<b>20</b>
<b>Total Sum</b>	<b>214[58%]</b>	<b>152[42%]</b>	<b>297[81%]</b>	<b>69[19%]</b>	<b>366</b>

### 3. Recruitment Data For June 18, 2022 to August 19, 2022

The college hired 8 individuals who started during the reporting period.

<b>Recruitment Data for June 18, 2022 to August 19, 2022</b>					
<b>Campus</b>	<b>Faculty</b>	<b>Management</b>	<b>Professional</b>	<b>Classified</b>	<b>Total</b>
National	1	3			3
CTEC			1	1	2
Chuuk				3	3
Kosrae					
Yap					
FMI					
<b>Total Sum</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>8</b>

### 4. Enrichment Initiatives

**July 1, 2022 Retirement Plan Open Season** resulted in 9 new additional enrollees and 15 total number of employees who enrolled and made changes. Currently, 77% of college employees enrolled in the plan while 5% chose not to enroll and 18% are not eligible to enroll as year.

**July 31, 2022 MiCare Open Season** resulted in 35 employees making changes (31), cancel coverage(3) and 1 new enrollment.

### 5. Policy Development

HRC didn't hold any meeting during the summer period until today, August 19, 2022. Regular monthly meetings should resume sometime this month.

### PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

<b>PPMO Board Update; Activity Highlights between May 21- August 19, 2022 Period</b>		
<b>Activity Descriptions</b>	<b>Progress</b>	<b>Status</b>
Major purchases		
RFQ B2021-29: Computer Lab Turn over for NC;CTEC; Chk & Kosrae; 405 units	Lab Computers arrived; Cleared by kosrae Campus; Chuuk Campus; NC & CTEC	Order completed final payment to Supplier is in process
RFQ B2022-04 Student Laptop 3rd Batch Spring 2022	All receipt	Order completed , contract closed
RFQ B2022-05 IT Equipment and Supplies Upgrade	About 75% receipt	Rest of the items are in transit via-USPS

RFQ B2022-06 Chuuk Campus Instructional Equipment	Progressive Computer Services was awarded	Awaiting receiving reports from Chuuk IT & Instructional Coordinator
RFQ B2022-10 Office Computer Upgrade System Wide	Contract awarded to Dateline Exports ( Contract # CT22-0377)	Yap; Chuuk & Kosrae already received their computers; NC & CTEC still pending ETA PNI Mid September
RFQ B2022-11 Student Care laptops 1000 pcs. 4th batch	Procurement contract was awarded to MCS-Pohnpei Contract # Ct22-0438	770 Units - ETA Pohnpei 9/09/22
RFQ B2022-12 Smartboard for Classrooms	Ad-Hoc Committee recommends awarding the procurement contract to Dateline Exports	Procurement contract is routing for final approval and certification
<i>RFQ B2021-13 Re-advertisement ( Board of Regents Development and Training Program</i>	Awarded to Dr David. NewnHam	Contract in progress
RFQ B2022-13- HR Software	Procurement contract was awarded to 2Interact, Inc. Contract # Ct22-0506	Pending contractor's signing of the contract
COVID19 PPE Supplies: INVENTORY UPDATE	COVID19 replenishment: 7000 pcs. Face masks 3M N95 on order: 150 face shield in storage including alcohol 4 cases	ETA Pohnpei late August
	100 cases of alcohol and two thermometers are on order; 100 ea. Auto. Hand Sanitizers will be purchased soon from off island vendor; Pos are in process	Pending
PPMO Office special personal contract	PPMO hired Mr Eyji Ardos on special contract to assist procurement Officer on the Fixed Assets inventory and receiving reports	Physical inventory will be schedule to be conducted sometimes in September to October depending on the PPMO workload, inventory will start at National Campus then to CTEC and to the state campuses
<u>Asset Survey &amp; Disposal</u>		
Chuuk campus: Lab computers disposal	Chuuk campus has submitted their computers disposal reports	According to CHUUK IT, some schools in Chuuk and including gov't Agencies are requesting COM-FSM donation
Administration Fleet Services:		
New Vehicle to national Campuse vehicle fleet	2020 Nissan Kicks SUV type purchased by Education/ Teacher corps program mainly for instructors to visit the schools.	Vehicle is now been tagged and sealed with COM-FSM logo and registered

**BUSINESS OFFICE**

Business office Report will be submitted separately.

END OF REPORT