



Department for Administrative Services

BUSINESS OFFICE | FACILITIES & MAINTENANCE OFFICE | HUMAN RESOURCES OFFICE | PROCUREMENT & PROPERTY MANAGEMENT OFFICE

## VPAS: Updates

The Vice President for Administrative Services (VPAS) conducted annual site visit to Chuuk Campus and Yap Campus during this reporting period to review the overall campus facilities conditions, future needs of facilities, personnel, Procurement and property needs, Bookstore and Business Office issues, vehicle needs for the campuses, strategies to increase revenue collections, and presented the Emergency Management Plan to the Chuuk, Yap, and FSM-FMI Campuses Emergency Management Team. While in Chuuk, VPAS worked with the CPUC CEO to assist the college by installing a fire hydrant at the Chuuk campus roadside for the campus security to use to respond to fire emergency on campus. Yap campus and FMI have fire hydrants either in the newly constructed buildings or by the road close by to be used.



The 2020 Budget for the college operation, FSM-FMI, BOR, and SEG was submitted on time on January 14, 2019, to the FSM President's Office, FSM Speaker's Office, FSM Budget Office. The next budget hearing with the FSM Congress will be done before the Summer 2019 as Congress will be going through restructuring prior to holding hearings. Included in the 2020 Budget submission is the \$285,000 annual pledge from the FSM for the Endowment fund.



The VPAS and Director of Facilities & Maintenance met with FSM Vice President George and discussed steps to follow to draw down money from the Infrastructure Maintenance Fund for renovation of the campus' facilities. FSM Congress already appropriated fund for matching so the college do not need to do any matching from its own fund to get the IMF money. Between the college and FSM TC&I, there should be approximately \$1.1 million dollars available from IMF. Majority of the fund will be used by the college.

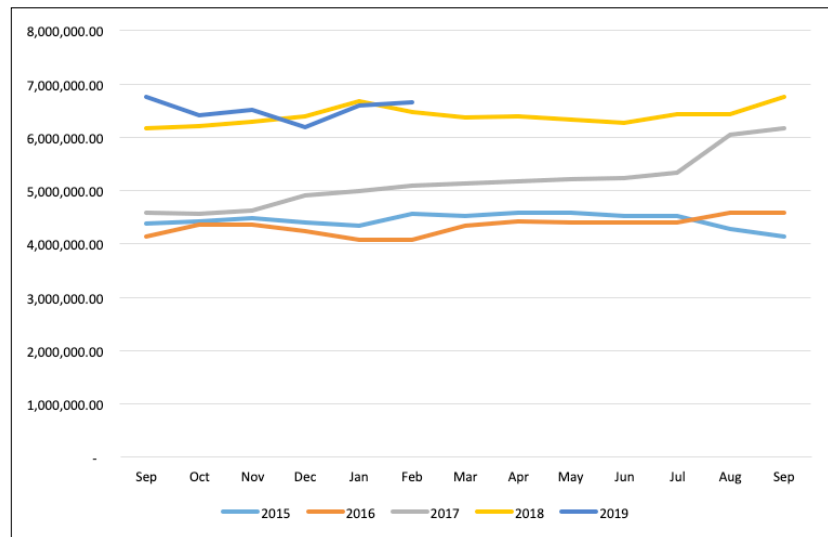
## Inter Shuttle Service

Intercampus Shuttle Services was created and approved through BP-7004 in 2016 to help transport students between the National Campus and CTEC.

Year	Spring	Summer	Fall	Total	In US\$
2017	308	80	401	789	31,560.00
2018	376	170	412	1747	38,320.00
2019	378				

## Business Office

### Endowment Fund Investment, as of February 28, 2019



The market performance of our endowment fund improved as of February 28, 2019. The market loss decreased from \$312K reported last December 2018 to \$96K. The endowment fund is expected to reach \$7M by the end of March due to collection of \$316K from FSM Government. Balance as of:

- ▶ September 30, 2015, \$4.123M
- ▶ September 30, 2016, \$4.756M
- ▶ September 30, 2017, \$6.162M
- ▶ September 30, 2018, \$6.761M
- ▶ February 28, 2019, \$6.666M

## Human Resources Office

### Personnel Composition and Distribution

#### Retention Rate vs. Attrition Rate, November 16, 2018, to March 7, 2019

Campus	Retention Rate		Attrition Rate		N	Reasons
	Count	% of N	Count	% of N		
National	162	98%	3	2%	165	Another job, medical retirement, family obligation
CTEC	78	93%	6	7%	84	Another job, deceased, school, termination, personal
Chuuk	48	96%	2	4%	50	Family health, termination
Kosrae	33	94%	2	6%	35	Another job, termination
Yap	33	92%	3	8%	36	Another job, termination, relocation off island
FSM FMI	18	82%	4	18%	22	Another job, termination, retirement
<b>Total</b>	<b>372</b>	<b>95%</b>	<b>20</b>	<b>5%</b>	<b>392</b>	

#### Gender and Citizen Distribution of Current Full-Time Personnel

Campus	Male		Female		FSM Citizen		Non-FSM		Total N
	Count	% of N	Count	% of N	Count	% of N	Count	% of N	
National	89	55%	73	45%	118	73%	44	27%	162
CTEC	44	56%	34	44%	64	82%	14	18%	78
Chuuk	29	60%	19	40%	42	88%	6	13%	48
Kosrae	21	64%	12	36%	28	85%	5	15%	33
Yap	18	55%	15	45%	26	79%	7	21%	33
FSM FMI	13	72%	5	28%	17	94%	1	6%	18
<b>Total</b>	<b>214</b>	<b>58%</b>	<b>158</b>	<b>42%</b>	<b>295</b>	<b>79%</b>	<b>77</b>	<b>21%</b>	<b>372</b>

### Recruitment Data, November 16, 2018, to March 7, 2019

While hiring continues for both FY 2018 and FY 2019, the table below reflects positions filled and successful candidates have started. These numbers do not include pending job offers, positions in the screening process or confirmed new employees whose start date is after March 7, 2019. Six of the nine new hires are FSM citizens.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FMI FMI
Faculty	3	1				
Management	1					
Professional	1	1				
Classified			1		1	
<b>Total</b>	<b>5</b>	<b>2</b>	<b>1</b>		<b>1</b>	

### Enrichment Initiatives

**Chuuk Campus.** November 2018 HR Director site visit with meetings with personnel and training/mentoring of the HRM Specialist I. Meeting with individual managers to discuss Board Policy No. 6017 and update on employee evaluations in their area and personnel matters.

- ▶ November 29<sup>th</sup>. Meeting with personnel to explain Administrative Procedures No. 6027 Tuition Waiver and Reduction revised November 16, 2018.
- ▶ November 30<sup>th</sup>. Meeting with MiCare staff to update employees on the plan and answer questions. More than 20 personnel attended.
- ▶ November 30<sup>th</sup>. Focus Group regarding the HR Manual update was attended by eight staff/faculty.

**Caer & Technical Education Center.** November 26, 2018.

- ▶ HR Director met with personnel to explain Administrative Procedures No. 6027 Tuition Waiver and Reduction revised November 16, 2018. 14 personnel attended.

**National Campus.** February 8, 2019.

- ▶ MiCare Presentation on the plan and the public notice regarding an increase rate of \$1.00 for all options. 16 personnel attended.

### Policy Development

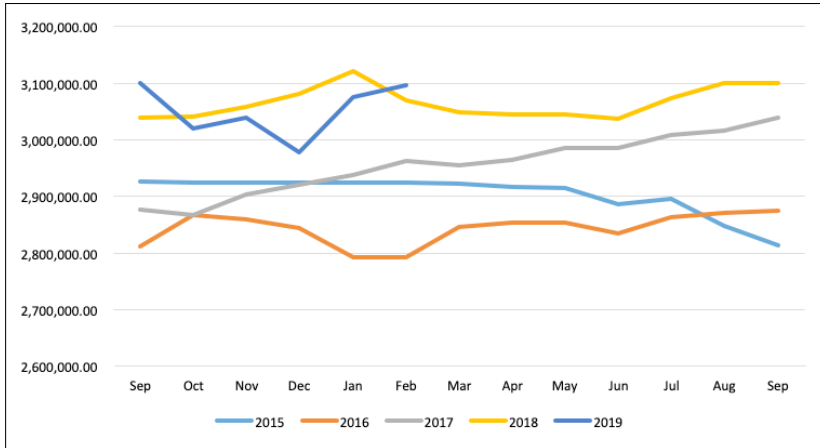
Human Resources Committee is responsible for reviewing policies and procedures pertaining to human resources. HRC maintains a policy development plan in addition to the BOR Master Planning Calendar for policies. The table below reflects current and on-going efforts.

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Policies and/or Procedures	Action(s) Taken	Human Resources Committee	Update Status
Board Policy No. 6034, Professional Dress Guidelines	New policy	Reviewed/endorsed	EC endorsed March 7, 2019
Board Policy No. 6022	Reviewed and confirmed no changes necessary at this time	Reviewed/Endorsed	EC endorsed March 7, 2019
Board Policy No. 6009	Modified Section 11.d Acting compensation-provide 4 different compensation rates, change compensation date to begin at 5-day period and requires a written acting designation.	Reviewed/Endorsed	EC tabled it March 7, 2019
Board Policy No. 6016, Incentive Programs	Modified the entire policy	On-going	
Board Policy No. 6035, Rehire eligibility	New policy – addressing requirements and process for hiring back of previous employees	On-going	
Board Policy No. 6036, Conducting Investigations into Breaches of Discipline or Misconduct	New Policy – addressing requirements, training and process for internal investigations of breaches of policy and procedures by college personnel	On-going	
Board Policy No. 6020 Sexual Harassment	Minor update-scheduled for BOR review December 2018 per master calendar.	Reviewed/Endorsed	EC tabled it in its November 16, 2018, meeting to develop a policy to apply to both students and staff

Business Office ... continued from page 9.

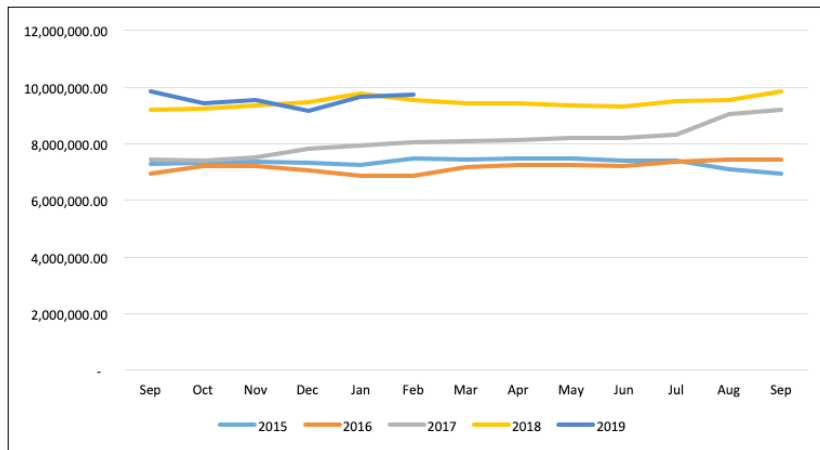
Cash Reserved, as of February 28, 2019



The cash reserved fund is now almost recovering the losses it incurred in the first quarter of 2019. The market loss is now only \$4K. The market loss reported last board meeting is \$78K. Balance as of:

- ▶ September 30, 2015, \$2.812M
- ▶ September 30, 2016, \$2.875M
- ▶ September 30, 2017, \$3.038M
- ▶ September 30, 2018, \$3.100M
- ▶ February 28, 2019, \$3.095M

Total Investment, as of February 28, 2019



The total investment improved by \$290K lowering the investment loss to \$100K or 1% of the total investment.

- ▶ September 30, 2015, \$6.935M
- ▶ September 30, 2016, \$7.451M
- ▶ September 30, 2017, \$9.200M
- ▶ September 30, 2018, \$9.861M
- ▶ February 28, 2019, \$9.76M



Department for Administrative Services  
Facilities & Maintenance

FY 2017 Projects: National Campus Student Center, and CTEC Technical Building, and Infrastructure Upgrades

- **Demolition of Trio Program Building.** VCS Construction was awarded contract and was issued "Notice To Proceed" on December 18, 2018, by the end of January 2019, the project was substantially completed within 47 days.
- **Design Contract with Beca.** Beca International Consultants, Ltd., is in progress of making changes in the plans and specification as recommended by USACE, FSM/ PMU and COM. Design changes are expected to be completed before May to execute the bidding process.
- **Construction Management Services.** The construction management firm Amorient Engineering will be arriving on Pohnpei on March 10, 2019, to begin its constructability review. A kick-off meeting has been scheduled on March 11, 2019, at the National Campus maintenance office and followed by site visits.
- **National Campus Teaching Clinic.** Still in the planning phase. The college is revisiting the project concept plan to support funding request from OIA.
- **Chuuk Campus Nantaku Site.** Beca International Consultants, Ltd., has provided an updated project cost of downsizing the project from six buildings to four buildings and infrastructure that includes, 1 and 2, Maintenance Office/Shop, CRE Office, and associated infrastructures consisting of on and off-site roads, parking areas, storm drainage systems, water and sewer lines, power and communication lines. These facilities and infrastructure will cost \$17.4 million. Although a phase approached is required, the total project cost is anticipated at \$17.4 million or more due to inflation. It is recommended that the college administration arranges for meeting with OIA staff on the college should proceed with the project.
- **Kosrae Campus Multi-Purpose Building.** The FSM/PMU has forwarded a letter to FSM Department of Justice requesting for "no objection to undertake sole source procurement for design services". Upon approval from the FSM-DOJ, the PMU will proceed to negotiate a fee with the proposed engineering firm Beca International Consultants, Ltd.
- **National Campus & CTEC Infrastructure Upgrades.** The college's Facilities and Maintenance Office is in process of updating the projects list and estimates are should be ready by the end of March for the administration to review and approve prior to forwarding to FSM-PMU.
- **Infrastructure Maintenance Funds.** A meeting was held with FSM Chief of staff, Budget Office of Compact Management, and FSM Department of TC&I representatives on December 22, 2018. It was made known that there remains approximately \$350,000.00 in the IMF bank account, that has been matched by FSM and IMF Grant. In addition, the Congress has appropriated an additional sum of \$778,755.00, to match the IMF Grant. In light of this new information the college do not need to utilize its resources for matching. As a result the FSM Department of TC&I requested the college prepare a maintenance plan reflecting what has been completed and future maintenance programs and projects. The plan has been completed and forwarded to FSM Department of TC&I on February 13, 2019.

Maintenance Activities

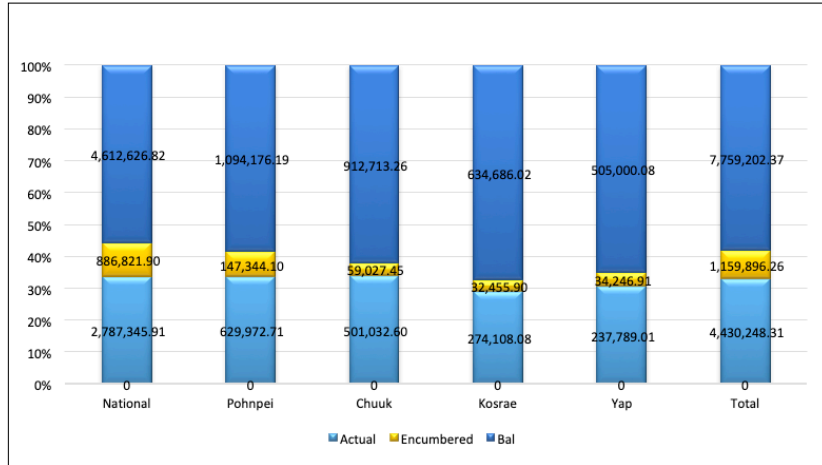
- ▶ The bottom of the Snapper has been painted to avoid scales from growing.
- ▶ The smaller Yamaha 23 foot boat was also pulled up to repair the seats and the trailer was chipped and repainted and wheel serviced. The CTEC boat is also scheduled for seat and trailer repairs.
- ▶ The Shuttle buses were also serviced with Shuttle unit #1 bushings changed.
- ▶ The new outdoor cookhouse is complete.
- ▶ All AC unit have been cleaned during the semester break.
- ▶ Floor care work was conducted during the semester break for the following buildings; Faculty building F2, LCR lab and processing center, counselors' offices, computer labs A201 and A204, B103; agriculture lab and classroom and faculty building F computer lab.
- ▶ 19 AC units with R22 Freon have been replaced with new and efficient units and environmental friendly units.



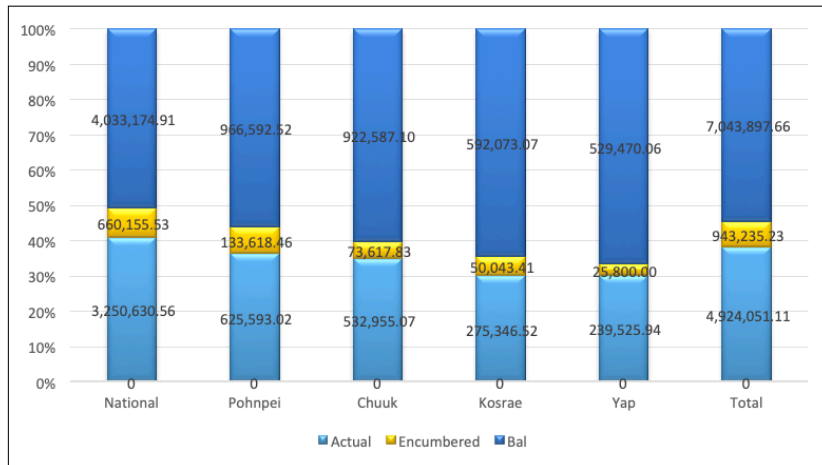
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**Budget Balance**

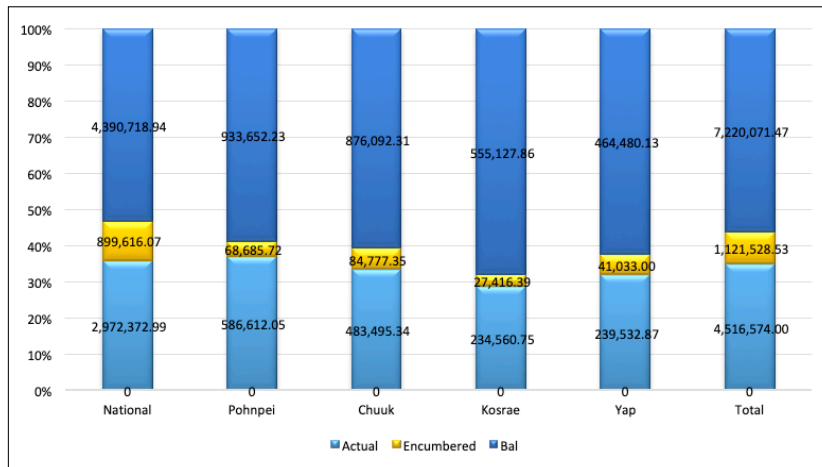
FY 2019 Financial Status, as of March 4, 2019



FY 2018 Financial Status, as of March 4, 2018



FY 2017 Financial Status, as of March 4, 2017



FY 2019 Expenditures as of March 4, 2019 -\$5,590,144.57. FY 2018 Expenditures as of March 4, 2018 -\$5,867,286.34. FY 2017 Expenditures as of March 04, 2017 -\$5,638,102.53.

College spending as of March 4, 2019 is \$277K or 5% lower compared with the same spending as of March 4, 2018.

**PPMO: Campus Mail Services**

Some changes in the campus mail services are being carried out to improve handling and safeguarding of the outgoing and incoming mail/package's deliveries and distributions. The mailbox has been upgraded to enhance sorting of the mails and purchase orders. Email notifications are timely sent out to offices to pick up processed Purchase Orders in the mailbox as an effort to enhance the procurement cycle and to prompt requisition status report.

Facilities & Maintenance ... continued from page 10.

**Utilities**

- ▶ The frequent power outages caused the National Campus to run its generator more frequently than previous months.
- ▶ The Gym generator arrived on the December 23 2018. Commissioning was set for February 4-5, 2019.
- ▶ Trailer for the generator has been place on order. Arrival of this will be in March.

**Staff Development**

- Bus drivers, boat operators, supervisors, residence halls, and sports & recreation staff attended the first aid and CPR training at the beginning of the spring 2019 semester. Red Cross of Micronesia conducted the training and issued certificates for those that completed the training. The program provides first responder for students and faculty when needed.



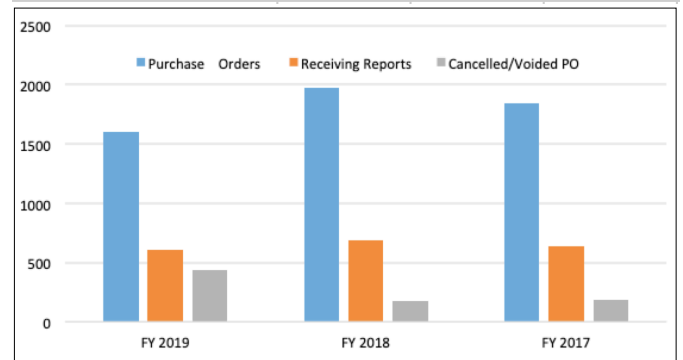
- Grounds and building maintenance staff join the AC unit team to services AC units. This program provides a learning opportunity for staff from other trades and promotes teamwork and builds morale.
- Ground maintenance workers were also introduced fiber class and boat repairs work. This is also learning opportunity for them.
- Naynard David who is an electrician by trade is taking AC and refrigeration classes at CTEC.
- The maintenance office installed a 25 KVA generator at CTEC administration building to run the server and portion of the administration building.

**UPDATES Procurement & Property Management**

**Procurement Processing**

PPMO continues to process purchase orders and receiving reports in timely manner to promote improvements in the procurement cycle. The objective is to maintain promptness and effectiveness with compliance in completion of received purchase requests from receipts to distributions within 2-3 days to support the missions of the various offices and campuses. Table below provides the summary of procurement activities during the period beginning October 1, 2018, and ending February 28, 2019:

Processed Documents	FY 2019	FY 2018	FY 2017
Purchase Orders	1601	1972	1843
Receiving Reports	603	687	642
Cancelled/Voided PO	439	172	187



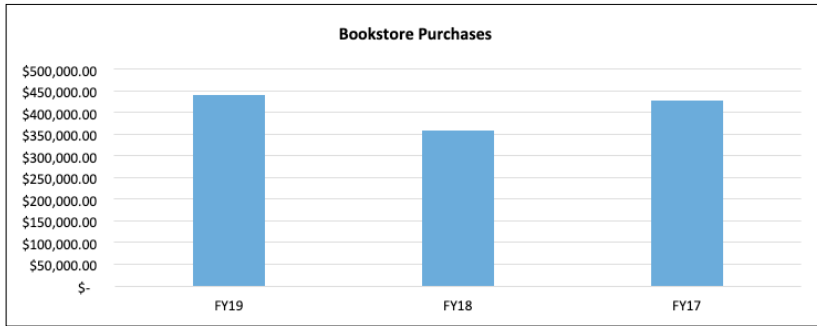


Procurement ... continued from page 11.

**Bookstore**

The Bookstore’s major requisitions will be centralized under the PPMO, especially on the resale requisitions of textbooks, sundries, and clothing to streamline our purchases procedures and practice to promotes efficiencies. The PPMO is working with the Human Resources Office in establishing appropriate positions to enable implementation of centralization of its functions and activities. The bookstore textbook requisition cycle for summer is March 15, 2019, and the TARFS are being consolidated along with periodic inventory to determine the re-orders for summer 2019 session.

As of this period, the PPMO has processed \$440,574.00 worth of requisitions on textbooks, sundries, and clothing for bookstore. All other major purchases, especially on off-island ones will be consolidated and centralized under the PPMO.



The PPMO has taken efforts to post all purchase orders to fund budget encumbrances, including fund budget availability verification prior to printing purchase orders for efficiencies in strengthening our support services and internal control management. The coordination between the PPMO and the Business Office continues to toward overall improvement in the purchase order processing, receiving reports, payments, liquidations, and decreases in encumbrance variances and discrepancies. The voided/canceled POs are being updated to decrease the encumbrance variances and reverse the posted amount back to the appropriate offices. The office staff have been sufficiently trained to perform these additional activities.

**Request for Proposals (RFPs)**

The Office received and issued seven Requests for Proposals with five contracts been executed to completion while two are still pending review and actions.

The Office of VPIEQA has provided recommendations to enhance the RFP procedures with criteria matrix as a guideline for selection procedures. The additional RFP guidelines and templates will be incorporated into the administrative procedures within one-month timeframe.

**Property Management**

FY19 Inventory of the college’s fixed assets and inventory periodic tests has yet to be performed to strengthen the internal control of the college fiscal resources. A framework has being established to effectively address all the functions and activities. A Personnel Requisition for Procurement Specialist through reassignment procedures is still in process and at its final review for action. A needed disposal of several vehicles and other fixed assets scheduled to be performed and completed within April-May 2019 schedule. Upon hire of the Procurement Specialist, the fixed asset survey will be conducted including bookstore inventory sample testing prior to new shipment arrivals for the summer and fall 2019.

The fixed asset database registry shall be updated and maintained by this position. With the position in placed soon, the PPMO will be able to centralize these functions and activities effectively in the following areas, system-wide: provide support services in securing quotations, expediting purchase orders and payments, RFPs, RFQs, fixed asset disposal/transfer/bidding processes, shipment clearances, deliveries, and distributions.

**Vehicle Fleet Services**

Under the property management, the national campus has identified and established a vehicle fleet services of shared vehicles to consolidate daily activities and to enhance monitoring in managing the movement, usage, safety, and maintenance of the vehicles. The fleet services procedure is now being piloted by the PPMO to be inserted in the administrative procedures under the established vehicle policy.

The vehicle booking/reservation is handled by the Procurement Technician from Monday-Friday: 8:00-5:00 pm, open during lunch hour to accommodate needed services throughout the day. The detailed procedures have been created for cabinets review and comments prior to full implementation within a month from this report. An additional phone unit has recently been requested through the IT Department for the Fleet Service Reservation Desk.

