



Report to the Board of Regents



Administrative Services | Enrollment Management and Student Services | Instructional Affairs
Institutional Effectiveness and Quality Assurance

Student success is our success!

September 17, 2021, Zoom Meeting



DEPARTMENT FOR ADMINISTRATIVE SERVICES

Business Office | Human Resources Office | Facilities & Maintenance | Procurement & Property Management Office



JULY 21, 2021: GROUNDBREAKING CEREMONY FOR CTEC MULTI-PURPOSE TECHNICAL CLASSROOM AND SHOP

Vice President for Administrative Services (VPAS) along with the facilities & maintenance staff at the both National Campus and the Career & Technical Education Center (CTEC) arranged for the groundbreaking ceremony that took place at the site where the CTEC Multi-Purpose Technical Classroom & Shop will be built at the CTEC upper campus.

Dignitaries in attendance were Mr. Andrew Postner, Public Affairs Officers of the US Embassy in the FSM, who represented the US ambassador; Hon. Carl D. Apis, Secretary of the FSM Department of Transportation, Communication and Infrastructure (TC&I), who represented the FSM president; HE Jo Cowley, Australian Ambassador to the FSM; HE Huang Zheng, Ambassador of the People's Republic of China to the FSM; Hon. Gardenia Aisek, Secretary of the FSM Department of Education; Hon. Kemsy Sigrah, Administrator of the FSM Compact Management; Mr. Robert Goodwin of the FSM Program Management Unit (PMU); Hon. Peteriko

Hairens, Public Affairs Officer, who represented the governor of Pohnpei State; COM-FSM Board of Regent (BOR) Chair, Ms. Suzanne L. Gallen; Ms. Pelma J. Mingii, COM-FSM BOR Secretary-Treasurer; Ms. Morehna Rettin Santos of the Micronesia Red Cross Society; Mr. Richard Adams of ABCOR Engineering and Construction; and a representative from the Japan Embassy in the FSM.

The college's Interim President Karen Simion and BOR Chair Suzanne L. Gallen made remarks on that day thanking the government of the US for the funding of the building and the members of the diplomatic corps for supporting the college development.

The Honorable Peteriko Hairrens welcomed everyone to the ceremony. FSM Department of TC&I Carl D. Apis thanked the US government for the project funding assistance and the overall benefits of the building to the manpower development for the FSM in the technical fields.

OUR MISSION

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.



UPDATES

FACILITIES & MAINTENANCE

Infrastructure development projects funder under Compact II

Groundbreaking for the CTEC Multi-Purpose Technical Classroom and Shop took place on July 21, 2021. The project contract is in the amount of \$5.38 million. Contractor ABCOR Engineering and Construction has already started clearing the project site. Project commencement is September 1, 2021, and scheduled to be completed end of August 2023.



Chuuk Campus Project

The FSM-PMU office has not been able to release the Request For Proposal (RFP) for rescoping for the Chuuk Campus due to border closing. Now that the restrictions may be relaxed soon, the RFP will be issued. However, according to FSM PMU, the road access to the new campus will be included in the ADB road project funding being worked on. Emanuel Mori, COM-FSM Executive Director for Institutional Advancement and External Affairs (IAEA), visited Chuuk State for business trip and spent time with the new Governor and Legislative leadership and learned about Chuuk State's efforts to resolve the land dispute on the access road to the site. The new administration has committed itself to resolving the court case as soon as possible.

National Campus Student Center

Due to the increase in cost of construction the project has been placed on hold waiting for additional funding.

Request has been made to congress to appropriate the balance of the national government's share of IDP funds in the amount of \$1,377,981.00 to supplement the available budget for the project. During the July congress session the congress did not act on the matter and requested more information from the Budget Office.

2018-2023 Strategic Direction 1

Innovate academic quality to ensure student success

Ensure student success by decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates by innovating academic quality and enhancing student support services.

FACILITIES ... Continued from page 1.

National Campus Teaching Clinic

Pohnpei State Governor Reed B. Oliver has transmitted the request for \$2.5 million to Pohnpei State Legislature to fund the project. In addition a bill for an act to appropriate the funds has been introduced by the legislature.

Kosrae Campus Multi-Purpose Building

No update relating to the funding request of \$3.5 million made to the Kosrae State Government relating to this project.

Career & Technical Education Center: HTM Building renovation

Completion date has been set for September 10, 2021. Grand opening ceremony has been tentatively scheduled for October 15, 2021, at 10:00 AM. The total renovation cost plus fixed furniture and equipment is \$276,044.60.



Projects funded under Infrastructure Maintenance Funds

The following projects funded under the IMF are being implemented:

- ▶ Chuuk Campus library roof replacement
- ▶ CTEC classrooms 1-4 roof replacement
- ▶ CTEC administration building floor replacement

Maintenance Projects

- ▶ Roofing of the container for Business Office
- ▶ Request For Proposal (RFP) is being prepared for the roofing of the COM-FSM and China Friendship Demonstration Farm's containers.

Energy reduction

Replacement of air conditioner (AC) units is still ongoing with the most recent replacements at Chuuk Campus. Data on usage is not currently available for reporting.

COVID-19 preventive measures

- ▶ Hand sanitizer stations are being installed at the National Campus and CTEC.
- ▶ Contract for the fencing of National Campus is being routed for signature. The project is funded by the CARES act funds.
- ▶ Request for Proposal (RFP) for the fencing of Yap Campus and Kosrae Campus will be released no later August 26, 2021.
- ▶ Request for Quotation (RFQ) for generators and control panels have been forwarded to vendors from abroad. Sizes of generators are as follows: 120 KW for Kosrae Campus and 176 KW for CTEC upper campus and Yap Campus.
- ▶ Plans to realign the secondary power service at Kosrae Campus have been prepared by KUA. Plans for Yap campus secondary power distribution system is still in progress, while CTEC

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UPDATES
Human Resources

Number of full-time personnel between June 18, 2021, to August 16, 2021

Campus	N**	Retention		Attrition		Reasons
		Count	% of N	Count	% of N	
National	159	157	99%	2	1%	Another job, health reason
CTEC	81	80	99%	1	1%	Family obligation
Chuuk	53	49	92%	4	8%	Education, reassigned to National Campus, family obligation
Kosrae	40	40	100%	0	0%	
Yap	40	40	100%	0	0%	
FMI	21	20	95%	1	5%	Family obligation
Total	394	386	98%	8	2%	

**Number of full-time personnel

The data above reflect current personnel during the reporting period (June 18, 2021, to August 16, 2021), employee who were hired (or started) employment at the college, including those who resigned (or left the college). Personnel whose effective dates or separation dates from the college fall on dates after August 16, 2021, will be reflected in the next report.

Full-time personnel distributed by sex and citizenship, June 18, 2021, to August 16, 2021

Campus	N	Male		Female		FSM Citizen		Non-FSM Citizen	
		Count	% of N	Count	% of N	Count	% of N	Count	% of N
National	157	93	59%	64	41%	118	75%	39	25%
CTEC	80	45	56%	35	44%	65	81%	15	19%
Chuuk	49	30	61%	19	39%	45	92%	4	8%
Kosrae	40	23	58%	17	43%	34	85%	6	15%
Yap	40	20	50%	20	50%	32	80%	8	20%
FSM-FMI	20	15	75%	5	25%	19	95%	1	5%
Total	386	226	59%	160	41%	313	81%	73	19%

Recruitment data: June 18, 2021, to August 16, 2021

Campus	Faculty	Management	Professional	Classified	Total
National	2	-	2	-	4
CTEC	-	-	-	-	-
Chuuk	-	1	-	-	1
Kosrae	-	-	-	-	-
Yap	-	-	-	1	1
FSM-FMI	-	-	-	-	-
Total	2	1	2	1	6

Enrichment Initiatives

- ▶ June 17, 2021, Webinar, *Motivating Employees*. 39 participants from National, Chuuk, Yap and FMI campus sites with very good assessment results.
- ▶ July 20, 202, Webinar, *Coaching to Improve Performance*. 37 participants from National, Chuuk and Yap Campus sites with very good and encouraging assessment results.
- ▶ Two employees signed educational contracts for professional degrees in their field of work and at US accredited colleges while they continue working full time. CRE Director is enrolled at the University of Guam (UOG) on site starting fall 2021, while accountant III under Business Office is pursuing a master's degree online since May 2021.

Policy development

Human Resources Committee (HRC) filled the vacant chair position before the summer and held their first fall 2021 meeting on August 5, 2021. 18 policies and two procedures are on the 2021-2022 Policy Development Plan.

HRC reviewed the 2020-2021 self-evaluation results, 2021-2021 HRC activities, and its 2019 terms of reference (TOR) for changes in subsequent meetings.

2018-2023 Strategic Direction 2

Strengthen resources to meet current and future needs

Strengthen resources to meet current and future needs through revenue diversification, efficient use, innovation, effective allocation, conservation, infrastructure upgrades, and investment in human capital.



DEPARTMENT FOR ENROLLMENT MANAGEMENT & STUDENT SERVICES
Admissions & Records | Center for Entrepreneurship | Counseling | Financial Aid | Security and Safety | Student Life

COLLEGE AWARDS \$1.374M PELL GRANT TO 100% OF THE ELIGIBLE STUDENT ENROLLED LAST SUMMER 2021

The college's Financial Aid Office (FAO) reported that it awarded \$1,374,092.00 Pell Grant to 937 students or 100% of the Pell-

eligible students enrolled last summer 2021. Table below shows the distribution by campus.

Table 1.0. Summer 2021 Pell data

Campus	A	B	C	D	E	Amount in US\$
	Enrollment	Pell-Eligible	B in % of A	Awarded Pell	D in % of B	
National	518	417	81%	417	100%	\$ 623,331.00
CTEC	178	150	84%	417	100%	221,257.00
Chuuk	257	179	70%	179	100%	257,794.00
Kosrae	148	109	74%	109	100%	158,689.00
Yap	130	82	63%	82	100%	112,971.00
Total	1,231	937	76%	937	100%	\$ 1,374,042.00

1,917 students registered for fall 2021

The college has a fall 2021 enrollment¹ of 1,917 head counts with 21,863 registered credits, which is equivalent to 1,822 full-time equivalent students.

According to the college's registrar, "If compared to last fall 2020, the college has seen an increase in its college-wide enrollment in head counts and registered

credits (or FTE) by 3% and 3%, respectively. Vis-à-vis fall 2020 enrollment, National Campus has seen an 18% increase in its head count enrollment, and 20% increase in its registered credit enrollment." Table below shows the distribution by campus.

¹As of report, August 18, 2021, 9:55 AM (Pacific/Pohnpei Time). Source: College's Student Information System (SIS).

Table 2.0. Fall 2020 vis-à-vis Fall 2021 enrollment, in head counts, registered credits, and FTE, distributed by campus

Campus	Fall 2020			Fall 2021			Difference in %		
	Headcount	Credits	FTE	Headcount	Credits	FTE	Headcount	Credits	FTE
National	752	9,222	769	889	11,051.5	921	18%	20%	20%
CTEC	375	3,897	325	346	3,980	332	-8%	2%	2%
Chuuk	310	3,649.5	304	286	2,902	242	-8%	-20%	-20%
Kosrae	195	1,815.5	304	168	1,523	127	-14%	-16%	-16%
Yap	228	2,576	215	228	2,406.5	201	0%	-7%	-7%
Total	1,860	21,160	1,763	1,917	21,863	1,822	3%	3%	3%

The college's registrar further reported that the college-wide fall 2021 enrollment in headcounts and registered credits are below the enrollment targets for fall 2021 by 3% and 11%, respectively. The enrollment targets provide the college data on revenue projections which are used to guide annual budget development.

Yap Campus has surpassed its fall 2021 targets in head counts and registered credits by 35% and 32%, respectively. While Chuuk Campus exceeded its fall 2021 target in head counts by 13%, it is behind its target in registered credits by 3%. Table below shows the distribution by campus.

Table 3.0. Fall 2021 enrollment vis-à-vis Fall 2021 enrollment targets by campus

Campus	Head Counts				Registered Credits			
	Target	Actual	DiffCount	Diff%	Target	Actual	DiffCount	Diff%
National	942	889	-53	-6%	11,945	11,051.50	-894	-7%
CTEC	550	346	-204	-37%	6,002	3,980	-2,022	-34%
Chuuk	253	286	33	13%	3,002	2,902	-100	-13%
Kosrae	172	168	-4	-2%	1,742	1,523	-219	-13%
Yap	169	228	59	35%	1,829	2,406.50	578	32%
Total	2,086	1,917	-169	-8%	24,520	21,863	-2,657	-11%

A college-wide average credits of 11.40, which is 3% lower than the target college-wide average credits for fall 2021 term. By campus and vis-à-vis their targets in average credits:

- ▶ National Campus has 12.43 credits, which is 3% lower than its target.

▶ CTEC has 11.50, which is 5% higher than its target.

▶ Chuuk Campus has 10.18, which is 14% lower than its target.

▶ Kosrae Campus has 9.07, which is 10% lower than its target.

FACILITIES ... Continued from page 2.

centralizing the upper campus secondary power system is part of the CTEC Multi-Purpose Technical Building contract.

- ▶ Number and type of fans are being determined to improve ventilation of buildings and rooms.
- ▶ Classroom chairs are being reduced to satisfy the social distancing requirements.

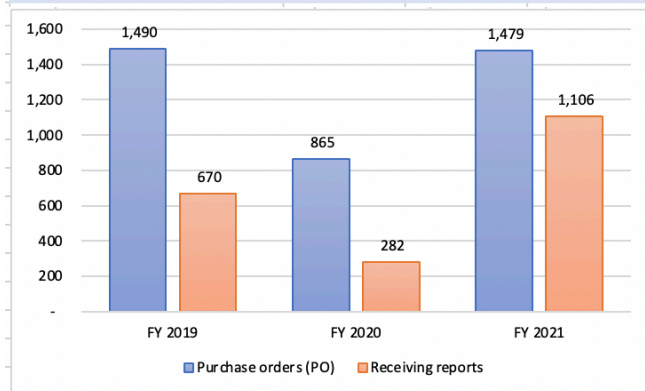


Procurement & Property Management Office

Includes campus mailroom & vehicle fleet services management

There has been a significant improvement in the receiving report processing on the local purchases during the reporting period, which attributed from everyone's effort in timely submission of invoices for payments.

Processed Documents	FY 2019	FY 2020	FY 2021
Purchase orders (PO)	1,490	865	1,479
Receiving reports	670	282	1,106
Local purchase liquidations	45%	33%	75%
Outstanding Pos, processing gaps	55%	67%	25%



Property Management Section

The Property Management Section has assisted the various campuses and offices in the procurements of essential tools, equipment, and other required supplies to support the college's operations and services.

Description of Activity	References	Remarks
550 Student Laptops	RFQ B2021-20	Pending recommendation for Award
Procurement of Hydroponic Systems for Greenhouses	RFQB2021-21; Awarded to Rehk Trading	Recommendation for contract awarding is completed and contract is processed
Laptop computers upgrade for Admin. Services dept. with fiscal officers	Order CT21-0319; Awarded to Progressive Computers	All received distributed to all Admin. Staff including states Fiscal Officers
Design Construction of storage containers at Maintenance NC	RFP B2021-16; Awarded to PLEC	Recommendation for contract awarding is completed and contract is processed
Design and Construction of perimeter fencing at COM-FSM National Campus, in Palikir	RFPB2021-19; Awarded to PLEC	Recommendation for contract awarding is completed and contract is processed
Chuuk Campus Bldg K- Library Roof Replacement Renovation	RFPB2021-17; Awarded to PLEC	Recommendation for contract awarding is completed and contract is processed
Nissan NV350 Van for Kosrae Campus 14 seater;	Payment made to Every Co. Ltd., Japan	Pending shipment
CTEC New HTM Bldg Furniture	Procurement of furniture has been made with Dateline Exports	Supplier is arranging for shipment; ETA September 2021
Bookstore Apple Devices	RFQB2021-11; Contract awarded to MCS Pohnpei	All apple devices delivered to Bookstore Order completed.
RFP for Online Payment Gateway Platform Solution	RFP No. B2021-05 Contract awarded to BSTech	Contract routed for certification and payment processing
COVID19 PPE Supplies:	80 Auto Hand Sanitizers for system wide distribution	12 ea. Mailed to Yap, 12Chk; 12 KSA; 12 CTEC; 32 NC
COVID19 Supplies	Face masks distributed prior to Student Orientation	400pcs-CTEC; 250 Yap; 200 Yap; 650 NC
COVID19 Face Mask Disposable	2300 KN95 Face Mask	On Stock/ Need replenishment; Requesting additional 4000pcs. F, Masks
Asset Survey & Disposal		
Yap Campus 58 ea. Old Desktop student computers and 34 units for auction	ITB Posted at 3 public bulletin in yap	Pending Disposal Report
Auction- two units CRE(Vehicles) CTEC	ITB2021-23 Closed 8/13/21	Pending Bid reviews

COM-FSM VISION

We provide quality education today for a successful Tomorrow.