



# 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!*

July 6, 2021, Zoom Meeting



## DEPARTMENT FOR ADMINISTRATIVE SERVICES

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



## UPDATES: VP FOR ADMINISTRATIVE SERVICES

The Department for Administrative Services continues to provide effective and efficient support services to the entire college community. As the college continues to face the threat of COVID-19 virus, the department encourages all administrative staff to take their vaccines. As of June 2021, 87% (or 55 out of 63 staff) of department's staff at National Campus were vaccinated.

The college is also into tightening safety and security on campus as part of its drive to stop the spread of the virus by monitoring movement of people in the campus. With this initiative, fencing of state campuses using the CARES Act fund were proposed. Generators will also be procured in order to address power outage issues that affect delivery of online classes.



## UPDATES

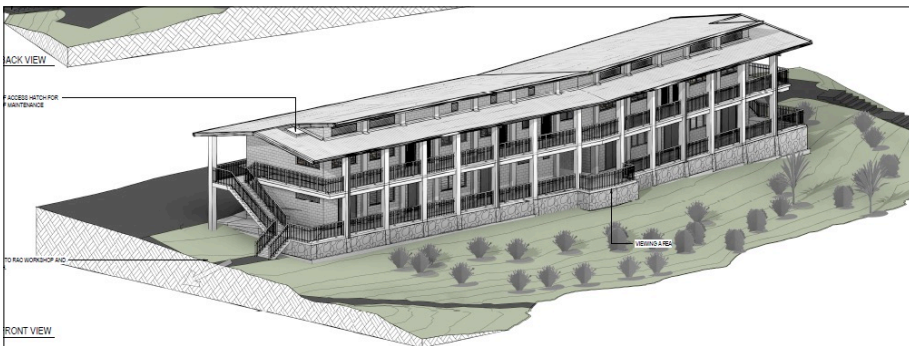
### Facilities and Maintenance

#### Infrastructure development projects funded under Compact-II

Bids for the National Campus Student Center building and the CTEC Multi-Purpose Technical Building along with infrastructure upgrades closed with only one contractor submitting its bid for the two buildings. The bids totaled \$10.2 million which exceeded the available budget for the two projects. As a result, the CTEC Multi-Purpose Technical Building will be executed while supplemental funding is being sought from the balance of the National Government share of the compact infrastructure funds. On March 2, 2021,

Interim President Karen Simion sent a letter to President Panuelo requesting the \$1,377,981.00 balance of the National Government share of the compact IDP funds to supplement the National Student Center project.

Ground Breaking Ceremony for the construction of the CTEC Multi-Purpose Technical Building has been tentatively scheduled for the week of June 21, 2021.



CTEC Multi-Purpose Technical Building



## Procurement & Property Management Office

Includes campus mailroom & vehicle fleet services management

#### Processing of purchase orders

The purchase order processing cycle turn-around time and distribution within PPMO needs more efficiencies to adequately address timely support to all requesting units.

This portion of the report summarizes the procurements activities from March 1, 2021, to May 31, 2021, with comparisons to the prior years.

Continued to page 2

## National Campus Teaching Clinics

The Interim President, Vice President for Administrative Services, and Director of Facilities and Maintenance attended a meeting at the Pohnpei State Legislature on April 22, 2021, regarding the request for funding for the subject project. A bill has been introduced awaiting final approval of the legislature.

## Kosrae Campus Multi-Purpose Building

The Interim President has forwarded a letter to the Governor of Kosrae State requesting for funds for the construction of the subject project. The Dean of Kosrae Campus and BOR Waguk have been asked to follow through and to solicit the support of the Governor and Kosrae Legislature. The Kosrae State infrastructure plan review committee was provided copies of the project designs in May.

## CTEC Hospitality & Tourism Management (HTM) Building

Roofing materials for the renovation of the CTEC HTM Building have arrived and have been installed. Interior work has progressed since the installation of the roof. However, completion date needs to be adjusted due to delay in the shipping of materials.



CTEC HTM Building

## Chuuk Campus Project

The FSM-PMU office has not been able to release the request for proposal due to current overwhelming tasks needed to implement the projects that have been designed.

The college may need to consider hiring its own engineer to assist with the project administration process to assist in implementing the projects.

## IMF Funds

CTEC and Chuuk Campus are currently soliciting proposals for the renovation of buildings. Roof structure replacement is scheduled for Chuuk Campus Library and roof replacement for classrooms 1-4 at CTEC.

## Routine Maintenance

General cleaning, repairs and servicing of classrooms are ongoing in preparation for fall 2021. Vehicles and buses are also being serviced.



## UPDATES

### Human Resources

#### Number of full-time personnel between April 7, 2021, to June 17, 2021

Campus	No. of Personnel	Retention		Attrition		Reasons
		Count	% of N	Count	% of N	
National	160	155	97%	5	3%	Termination, Personal, Family, Salary and Deceased
CTEC	84	81	96%	3	4%	Termination and Other job,
Chuuk	51	50	98%	1	2%	Deceased
Kosrae	41	40	98%	1	2%	Medical
Yap	39	39	100%	0	0%	
FMI	21	21	100%	0	0%	
<b>Total</b>	<b>396</b>	<b>386</b>	<b>97%</b>	<b>10</b>	<b>3%</b>	

Continued to page 2

HR ... Continued from page 1.

The data above reflect 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 June 17, 2021, will be reflected in the next report.

Full-time personnel distributed by gender and citizenship, April 7, 2021, to June 17, 2021

Campus	Male	Female	FSM Citizens	Non-FSM	Total
National	91	64	114	41	155
CTEC	45	36	67	14	81
Chuuk	31	19	46	4	50
Kosrae	23	17	34	6	40
Yap	20	19	31	8	39
FMI	16	5	20	1	21
<b>Total</b>	<b>226 (59%)</b>	<b>160(41%)</b>	<b>312(81%)</b>	<b>74(19%)</b>	<b>386</b>

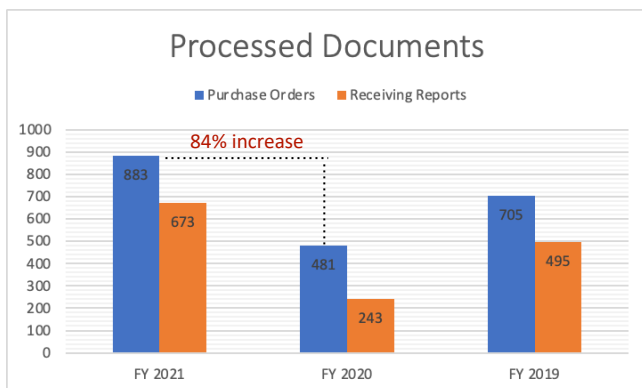
Recruitment Data for April 7, 2021, to June 17, 2021

Campus	Faculty	Management	Professional	Classified	Total
National	0	0	0	3	3
CTEC	0	0	2	0	1
Chuuk	0	0	0	1	1
Kosrae	0	0	1	0	1
Yap	0	0	1	0	1
FMI	0	0	0	1	1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>8</b>

Enrichment Initiatives

- April 29, 2021, Webinar, *Improving Leadership Skills (using best practices)*. 27 participants from National, Chuuk and Yap campuses with very good assessment results.
- May 7-21, 2021, Annual Incentive Award across the campuses with 151 certificates issued and listing posted on the college website.
- May 20, 2021, Webinar, *Effective Performance Evaluation*. 31 participants from National, Chuuk, and Yap campus sites and with very good assessment results.
- May 20, 2021, *International Human Resources Day* was celebrated with an appreciation personal card to all major offices at the National campus with small gifts of treats to recognize effective and supportive partnerships with Human Resources Office especially during the challenging pandemic. A message was posted on the newsfeed.

Procurement & property ... Continued from page 1.



The purchase activities have increased around 84%, as illustrated in the table above compared to last year due to March 2020 COVID-19 lock down and other consequential conditions.

Property management section

The property management section has assisted the various campuses/offices in acquiring these essential procurement of tools, equipment, and other required supplies to support the college operations and services.

Continued to page 3



DEPARTMENT FOR ENROLLMENT MANAGEMENT & STUDENT SERVICES

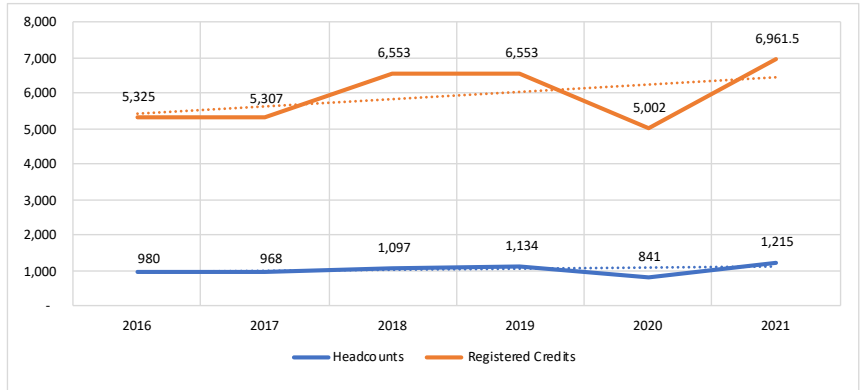
Admissions & Records | Center for Entrepreneurship | Counseling | Financial Aid | Security & Safety | Student Life

SUMMER 2001: STUDENT ENROLLMENT AT THE HIGHEST LEVEL IN FIVE YEARS

College surpassed its summer 2021 enrollment targets in headcounts and registered credits by 9% and 4%, respectively.

The college has a summer 2021 enrollment of 1,215 students with 6,962 credits (or 1,160 full-time equivalent students). This figure is the highest summer enrollment the college has recorded for the past five summers.

Chart 1. Summer 2016 to summer 2021 enrollment in headcounts and registered credits



According to the college's registrar, "Vis-à-vis summer 2020, the college has seen increases in its enrollment in headcounts and registered credits by 44%, and 39%, respectively." Table below shows the college's summer 2021 enrollment data.

Table 1. Summer 2021 enrollment data vis-à-vis summer 2020 by campus

Campus	Summer 2020		Summer 2021		Headcounts		Registered Credits	
	Count	Credits	Count	Credits	CountDiff	%Diff	CountDiff	%Diff
National	342	2,087	514	2,940	172	50%	853	41%
CTEC	114	693	179	1,095.5	65	57%	403	58%
Chuuk	192	1,113	247	1,391	55	29%	278	25%
Kosrae	117	679	145	847.5	28	24%	169	25%
Yap	76	430	130	687.5	54	71%	258	60%
<b>Total</b>	<b>841</b>	<b>5,002</b>	<b>1,215</b>	<b>6,961.5</b>	<b>374</b>	<b>44%</b>	<b>1,960</b>	<b>39%</b>

Of the 1,215 students (N) registered this summer 2021:

- 767 (or 63% of N) are female and 448 (or 37% of N) are male. The college has a predominantly female student population this summer 2021 term.
- 364 are new students, which is 44% higher if compared to last summer 2020 new student enrollment.
- 796 are continuing students, which is 55% higher if compared to last summer 2020 continuing student enrollment.
- 55 are returning students. Vis-à-vis summer 2020's enrollment, the college has seen a 27% decline in return student enrollment.

- 962 (or 79% of N) students are registered full-time, while 253 (or 21% of N) are registered part-time.

The college's registrar further reported that the college-wide summer 2021 enrollment in headcounts and registered credits exceeded the enrollment targets for summer 2021 by 9% and 4%, respectively. The enrollment targets provide the college data on revenue projections which are used to guide annual budget development.

Table below shows the college's summer 2021 enrollment vis-à-vis summer 2021 targets by campus:

Table 2. Summer 2021 enrollment data vis-à-vis summer 2021 targets by campus

Campus	In Headcounts				In Registered Credits			
	Target	Actual	CountDiff	%Diff	Target	Actual	CountDiff	%Diff
National	491	514	23	5%	2,946	2,940	(6)	(0.2%)
CTEC	236	179	(57)	(24%)	1,418	1,096	(322)	(23%)
Chuuk	172	247	75	44%	1,029	1,391	362	35%
Kosrae	106	145	39	37%	636	848	212	33%
Yap	114	130	16	14%	687	688	1	0.1%
<b>Total</b>	<b>1,119</b>	<b>1,215</b>	<b>96</b>	<b>9%</b>	<b>6,716</b>	<b>6,963</b>	<b>247</b>	<b>4%</b>

Continued to page 3