

Publication Data for COM-FSM Facebook Page, March 16, 2020, to June 18, 2020

Facebook Post	Date Posted	Number of People Reached	Number of Engagements
Update from President's Office [March 30, 2020]	Monday, March 30, 2020	1,406	163
COM-FSM Presidential Search Announcement	Wednesday, April 1, 2020	1,648	295
Update from President's Office [April 03, 2020]	Friday, April 3, 2020	1,018	137
Gardening: Good for You Today, Great for Us	Sunday, April 12, 2020	585	50
Update from President's Office [April 17, 2020]	Friday, April 17, 2020	2,354	353
Update from President's Office [May 01, 2020]	Friday, May 1, 2020	3,560	310
Spring 2020 Graduates	Friday, May 8, 2020	7,730	2,391
Registration for Summer 2020	Wednesday, May 13, 2020	4,991	788
PELL Grant Available This Summer 2020	Thursday, May 14, 2020	719	148
SEG For Summer 2020	Thursday, May 14, 2020	479	28
COM-FSM Presidential Search Deadline May 31st	Friday, May 22, 2020	1,295	175
College Board Announces Interim President	Friday, May 22, 2020	3,014	659
Traditional Navigation Program	Wednesday, May 27, 2020	2,066	156
Interim President's Congratulatory Message	Sunday, May 31, 2020	1,400	197
Graduation Video Message Spring 2020	Wednesday, June 10, 2020	4,299	632
College to Release CARES Act Funding	Wednesday, June 10, 2020	956	654
Total	16 posts	32,534	7,136
Average		2,034	446

Department for
ADMINISTRATIVE SERVICES

Bookstore | Business Office | Dining Hall | Facilities & Maintenance | Human Resources | Procurement & Property Management

Updates: Administrative Services

On March 16, 2020, the college ended the spring semester right after the FSM and Pohnpei State issued a COVID-19 Coronavirus Emergency Declaration for schools to close. COM-FSM followed the emergency declaration and activated its college Emergency Management Plan which was revised recently by the department toward the end of last year. VPAS chaired the first meeting of the college's Emergency Management Team (EMT) as included in the Emergency Management Plan and began concrete plans for procuring supplies for the college such as hand sanitizers, face masks, thermal testing device, soap for washing hands, protective gears, and other medicines for students and staff. In the plan, the Director of Maintenance was designated as the Plan Administrator so several meetings of the EMT has been chaired by Director Francisco Mendiola. Vice President for Administrative Services was selected as the liaison officer to the FSM Health Emergency Team.

The college declared portion of the college to be locked down so students and staff inside the locked down boundary were restricted from going out and also for visitors to be off limit. Purchases of food supplies were bought enough for a little more than a month. While the locked down was activated, several

students from Yap, Chuuk, and Kosrae were given chances to go home. Kosrae students left on a ship due to restrictions of flights going to Kosrae from Pohnpei. Yapese students flew to Chuuk and stayed there for few weeks before the H1 Hapilmohol picked them up and took them to Yap.

The college submitted supplemental funding request to FSM President's Office in the amount of \$1.5 million dollars to take care of summer online course deliveries and also to reimburse the college for some of the expenses the college paid for students to travel home via ships, planes and hotel. The college paid for water bottles for students to help them while going on the ships to Yap and Kosrae.

The FSM Department of Finance has established good draw down procedures for the college to get its subsidy fund from FSM without going through the FSM regulations requirements that the FSM department and offices follow. The college will follow quarterly subsidy drawdown arrangements. This drawdown arrangement is helping the college to get its funding ahead of time to use. Timing for request for fund drawdown is important and so Business Office staff are instructed to make request on a timely basis.

Procurement and Property Management Office

The office continues to process purchase orders and receiving reports in a timely manner to promote improvements in the procurement cycle. One of the unit new administrative objective (AUO2) for the fiscal year is to improve the processing time of

procurement cycle and maintain satisfactory cycle completion rate at, or above 75% within 1-3 days and reduce, or minimize "Fair" (4-6 days) and "Poor" (7 days+). The processing cycle includes the following workflows: receive purchase request, compliance review, generate



Human Resources Office

Number of Full-Time Personnel

Retention Rate vs. Attrition Rate from March, 2020, to June 22, 2020

Campus	Number of Full-Time Personnel	Retention Rate		Attrition Rate		Reasons
		Count	Rate	Count	Rate	
National	162	160	99%	2	1%	Relocation off island
CTEC	81	81	100%	0	0%	
Chuuk	51	51	100%	0	0%	
Kosrae	40	40	100%	0	0%	
Yap	43	41	95%	2	5%	Termination and another job
FSM FMI	15	15	100%	0	0%	
Total	392	388	99%	4	1%	

Data above reflects current personnel during reporting period, employee departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after June 22, 2020, will be reflected in the next report.

Gender and Citizenship Distribution of current Full-Time Personnel

Campus	Male		Female		FSM Citizen		Non-FSM Citizen		Total n
	Count	% of n	Count	% of n	Count	% of n	Count	% of n	
National	91	57%	69	43%	120	75%	40	25%	160
CTEC	46	57%	35	43%	69	85%	12	15%	81
Chuuk	32	63%	19	37%	45	88%	6	12%	51
Kosrae	25	63%	15	38%	34	85%	6	15%	40
Yap	21	51%	20	49%	32	78%	9	22%	41
FSM FMI	11	73%	4	27%	14	93%	1	7%	15
Total	226	58%	162	42%	314	81%	74	19%	388

Recruitment Data For March 2020, to June 22, 2020

While hiring was on hold for more than two months since the lockdown, the college starts again this month, for both FY 2019 and FY 2020. Table below shows positions filled during this period, March 2020 to June 22, 2020. These numbers do not include pending job offers or positions in the screening process.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FSM FMI
Faculty						
Management						
Professional						1
Classified	5	6		1		
Total	5	6		1		1

Enrichment Initiatives

- ▶ May 27, 2020, HR Director enrolled in a one-on-one free coaching session online with Glenn Furuya of *Leaderships works.com*
- ▶ May 29, 2020, Trello training with HR campus representatives.
- ▶ May 29, 2020, Issue notice and invite for Open Season in the Retirement Plan
- ▶ May 29, 2020, Issue notice and invite for Open Season for MiCare Plan
- ▶ June 1, 2020, Participated in the RFP for the FSM Group Life Insurance Plan.

HR Director is coordinating two sessions of online training for the management team scheduled for July.

Policy Development

Human Resources Committee (HRC) which is responsible for reviewing policies and procedures pertaining to human resources suspended meetings in March with the lockdown. While the committee has not resumed its regular meetings, it carried out the following tasks electronically.

- Completed committee self-evaluation
- Confirmed all meeting minutes for the academic year all are uploaded on the website including the most current TOR.

Maintenance from page 8.

Program Management Unit (PMU) plans to hold the pre-bid conference on line and video record the project sites for the foreign bidders to view. Bids are proposed to be open for six weeks.



Should bidding and selections of contractors progress normally, the project ground breaking and construction should commence before the end of this year 2020.



Construction Management Services

Amorient Engineering will commence its project management when the projects construction begins. If the COVID-19 pandemic causes any restriction in implementing the CM work, the FSM/PMU will assume the responsibilities of construction management.

Chuuk Campus: Nantaku Site

A draft request for consultant services is being routed to the college for review and is due on June 26. The scope of the consultants services include reviewing the Chuuk Campus Master Plan and developing an updated project implementation plan. Scope of the project should be in line with current student enrollment and trends, and programs. Review of infrastructure requirement and revise plans as needed. The intent of this task is to reduce the scale of the project and to eliminate the planners from bidding on the project design phase.

National Campus Teaching Clinic

Request for Qualification to perform the detailed design of the National Teaching Clinic is due to be released by early July 2020. Additional funding of about \$2.5 million for this project will be needed since the building has been enlarged from the initial plan in the master plan.

Kosrae Multi-Purpose Building

Beca has completed 70% design of the building and is being reviewed by COM-FSM Maintenance and PMU and is due by first week of July. A budget of \$3.5 million will be needed for construction of this project. It is anticipated that the final design and review process will be completed by October 2020 and construction to commence by spring 2021 if the budget is available.

Infrastructure Maintenance Project

Construction of the roofing of the Land Grant and Faculty Office buildings at the Kosrae Campus is in progress and should be completed by September 2020.

CTEC: Hospitality and Tourism Management Building Renovation

Bids have been received from three local contractors for CTEC-HTM building renovation. Lowest bidder is Black Sand Construction Company. The project manager is currently negotiating with Black Sand for possible reduction of bid amount to be within 10% of the engineer's estimate of \$275,000.00.



CTEC Generator

The CTEC Generator was commission on June 5, 2020 and placed on Automatic mode immediately after the commission and providing power to CTEC lower campus. Power outages are no longer affecting the lower campus.



CTEC Generator

The project scope included the following: (a) upgrading the secondary power distribution line from single phase to three phase; (b) construction of power house and installation of switch gears; and (c) purchase and installation of the a Denyo 100 KVA Generator with Automatic Transfer Switch (ATS).

PPMO from page 7.

purchase order, pre-check budget availability, assign and post encumbrance number, PO logging, routing to secure Comptroller's fund certification and VPAS final approval, or President for \$10,000 and above, and then distribute to requestor to complete the cycle). This portion of the report summarizes the procurements activities from March 18, 2020, to June 18, 2020, with comparisons to the previous periods.

Processed Documents	FY 2020	FY 2019	FY 2018
Purchase Orders	360	1,003	1,184
Receiving Reports	1,897	2,088	2,223

Due to the COVID19 pandemic declaration and campuses partial lockdown for social distancing guidelines, it became a challenge to maintain the processing cycle, thus the report does not reflect any sample testing of the purchase order processing workflow. There was an unprecedented decline of approximately sixty four percent (64%) of the procurement activities in processing of the purchase requests. PPMO has recognized unit processing caps, and other areas of weaknesses in processing payment requests through the receiving reports, therefore will be implementing a mechanism to streamline receiving reports to prompt effective payment request submittals to the Account Payable Section. During the lockdown period, the unit remained in service to accommodate Dining Hall, Residence Halls, other essentials services, and external stakeholders especially our vendors for invoice receipts and payment requests.

Property Management Section. PPMO's Property Management Section has assisted the various campuses/offices in acquiring these essential procurements of tools, equipment, and other required supplies to support the college operations and services. The Procurement Officer coordinated these purchases and receiving reports of the assets to comply with policies and procedures. The Emergent Management Team (EMT) assigned the unit to handled most of the COVID-19 PPE Supplies purchases during the lockdown and continue to replenish these essentials supplies to maintain stock availabilities throughout the pandemic.

Campus Mail Service. Incoming shipment clearances and deliveries have become one of the added-value services to complement the campus mail services. The Procurement Officer has been coordinating and assisting with the SAD document declarations, import duty payment requests, and deliveries to the requestor. The Procurement Officer has been working closely with the Customs and Post Office and actively providing support in tracing and deliveries of incoming mail/packages and mailing remittances to vendors. 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.

The Procurement Officer has been working closely with Customs and Post Office and actively providing support in tracing and deliveries of incoming mail/packages and mailing remittances to vendors. During the lockdown, electronic notifications were emailed to mail recipients to pick up mails/packages and no walk-ins permitted in line with social distancing guidelines.

PPMO Personnel/Staff Development. Staff development is one of the focal points of our employee retention program as incentive and succession plan toward performance enhancements and sustainability of the unit operations and services. The Procurement Technician has enrolled in the Business Administration Program at the college for the second degree to complement her professional growth and now enrolled for two online courses: BU250 and BU260. Other unit personnel are encouraged to follow similar development plan within 2-3 years. The APIPA 2020 Virtual Conference participation is being considered now and will register upon approval and schedule accordingly.

Dining Hall Water Supply

Two rain water catchment tanks located have been converted to use PUC Palikir water to improve water supply to the dining hall.



Water supply to the dining hall is usually off during power outages.