

Publications & Graphics.... from page 8.

**VIDEOS**

- **4 Video Productions**
  - What is COVID19? [Forum Lecture]  
<https://www.youtube.com/watch?v=MKYKZsIIUug>
  - Shark Bits Ep. 001: What Motivates You to Come to School?  
[https://www.youtube.com/watch?v=\\_0tleTJRvc8](https://www.youtube.com/watch?v=_0tleTJRvc8)
  - COM-FSM Summit and Mini Summit 2019  
<https://www.youtube.com/watch?v=hqD9QuDmyq0>
  - Live Broadcast of the 70th Commencement Exercises  
<https://www.youtube.com/watch?v=lreFwls97m4>



Shark Bits Ep 001: What Motivates You to Come to School By Media Arts Club

**PUBLICATIONS**

- **5 KPRESS Ads**
  - Kpress Vol19 Issue 25
  - Kpress Vol20 Issue 2
  - Kpress Vol20 Issue 3
  - Kpress Vol20 Issue 4
  - Kpress Vol20 Issue 6

**WEBSITE**

- Website Photo Gallery Update
- COVID-19 Updates
- 26 News Releases

Department for  
**ADMINISTRATIVE SERVICES**  
Bookstore | Business Office | Dining Hall | Facilities & Maintenance | Human Resources | Procurement & Property Management

**VPAS**

The department organized the Holiday party for the National and CTEC at Mangrove Bay Restaurant on December 17, 2019 and also during that party college employees shared farewells to President Daisy with gifts and best wishes.

The college traditional canoe was launched on March 8, 2020 from the causeway leading to the airport and sailed out the Pohnpei main harbor to promote the college and the beginning of the Traditional Navigation Program scheduled to begin on June 1, 2020 at FMI in Yap. The college students were the sailors with the college administrators VPIEQA and VPAS to witness and also took photos and videos for college publicity. Kaselehlie Press was present and took pictures for the next issue of the KP Press.

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.



**Human Resources Office**

**Personnel Composition and Distribution**

Campus	Retention Rate	Attrition Rate	Reasons
<b>National</b>	156	7	Medical, personal, another job, termination, family obligation
<b>CTEC</b>	77	3	School, personal, another job
<b>Chuuk</b>	50	1	Medical
<b>Kosrae</b>	35	0	
<b>Yap</b>	41	0	
<b>FMI</b>	14	1	
<b>Total</b>	373 [96.70%]	12 [3.3%]	

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 March 16, 2020 will be reflected in the next report.

**Gender and Citizen Distribution of current Full Time Personnel**

Campus	Male	Female	FSM Citizen	NON-FSM Citizen	Total #
National	88	68	114	42	156
CTEC	42	35	67	10	77
Chuuk	32	18	43	7	50
Kosrae	21	14	31	4	35
Yap	21	20	32	9	41
FMI	11	3	13	1	14
<b>Total #</b>	<b>215</b>	<b>158</b>	<b>300</b>	<b>73</b>	<b>373</b>

**1. Recruitment Data From November 13, 2019 to March 16, 2020**

While hiring continues for FY 2019 in Addition to FY 2020, the table below reflects positions filled and successful candidates who have started within the reporting period. These numbers do not include pending job offers, positions in the screening process or confirmed new employees whose start date is after March 16, 2020. Of the twenty-three (23) successful candidates who have started on the jobs, eighteen (18) are FSM citizens.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FMI	Total
Faculty	3		1	1	1		6
Management			2				2
Professional				1			1
Classified	7	1	3		3		14
<b>Total #</b>	<b>10</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>23</b>

**2. Enrichment Initiatives**

**National Campus Presentations**

- ✓ November 13, 2019 MiCare Presentation by MiCare administrator and staff
- ✓ December 12, 2019 Safety Tips Presentation by Kolonia Police Officers
- ✓ December 13, 2029 Personal Finance Management by IAEA Executive Director Mori

**Retirement Plan Open Season – January 1, 2020**

- ✓ Five (5) new employees enrolled and 3 current participants made changes

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**3. 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 regular meeting has resumed and the committee completed these.

- ✓ Reviewed and endorsed these policies and transmitted them to EC for endorsement/action.
  1. Board Policy No.6025 Classification Policy
  2. Board Policy No.6026 Faculty Work Load
  3. Board Policy No. 6031 Human Resources Access and Confidentiality
  4. Board Policy No. 6032 CSADWCPP
- ✓ HRO Director proposed new policy and procedures on Communicable Disease
  5. Board Policy No. 6035 *Communicable Disease*
  6. Administrative Procedures No. 6035 *Communicable Disease*

**4. Administrative Unit Assessment Report**

- ✓ HRO submitted the 5 year administrative unit assessment report on March 10, 2020.

**Procurement and Property Management Office (PPMO)**

**Mission:** The Mission of Procurement and Property Management Office is to apply the best practices in procurements of products, services, equipment, and property management in an efficient and cost-effective manner with compliance to regulations, policies, and procedures.

**PROCUREMENT SECTION**

Our primary focus is on Strategic Direction II – Strengthen resources to meet current and future needs in regards to procurements and property management. 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 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 summarises the procurements activities from **November 19-February 29, 2020 with comparison** to the previous periods.

Processed Documents	FY 2020	FY 2019	FY 2018
Purchase Orders	1422	1272	1539
Receiving Reports	429	536	573

54 Random Sample Testing; Work-Flow Routing; From Requestor-PPMO- BO- VPAS, return to PPMO, and Distribution to Requestor, or Payment Processing			
Ratings	Days	No.	Percentage
Satisfactory	1-3 days	53	98%
Fair	4-6 days	1	2%
Poor	7 & plus Days	0	0
<b>Total</b>		<b>54</b>	<b>100%</b>

The test conducted on 54 random samples implies a **98% satisfactory completion rate of 1-3 days cycle**, while **2% were between 4-6 days**, and **none tested under Poor**. The PPMO is aware that this sample testing is not reflective of all purchases, but a sample representation. Therefore, urge all campuses/offices to follow up if you do not receive any expected purchase orders after three days to assist with minimizing oversights and delays. The procurement section continues to encourage all to plan procurements with adequate timeline for submissions to allow sufficient processing of purchase orders, payments, and disbursements of remittances.

**PROPERTY MANAGEMENT SECTION**

The 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. Collaboration efforts with the PPMO on part of the key staff from the various campuses/offices below have transpired improvements in the procurements and property management areas. Appreciations to all for entrusting the Procurement Office (Eugene Edmund) in providing the needed supports for your campuses/offices. The PPMO continues to encourage all campuses/offices to utilize the Procurement Officer on major off island purchases in securing quotations from reliable vendors within the college known vendors listina.

Major Assets and other Essential Purchases and Clearances			
Description	Campus	Office	Remarks/Status
Red Snapper Outboard Motors- 2-150hp W/steering kit	NC	Maintenance	The boat is now in Service
RH Hall Mattresses 165	NC	RH	Arrived 1/17/20
Denyo Diesel genset soundproof 100KVA, + ATS	CTEC	Lower Campus	Arrived January 2020
Trash pump & Hoses	NC	Maintenance	Cleared and picked up
Fusible Disconnect Switch 400A, 3P	CTEC	Lower Campus	Arrived/cleared 2/7/20
Injection pump assy., Training Vessel	FMI	Engineering Dept.	Arrived FMI 1/1/2020
First Aid Kit	FMI	Admin.	Arrived Yap December 2019
Rice Cooker - 2 ea. Aroma brand	FMI	Mess Hall	Arrived Yap December 2019
Deep Fryer	FMI	Mess Hall	Arrived Yap February
Toner/Cartridges	NC	VPAS	Cleared picked 2/20/20
Underwater Cameras for Math & Science	NC	Instructional	Cleared picked 2/21/20
Compressor for Delfield Freezer	NC	Dining Hall	cleared picked 2/21/20
Laptop -2 ea.	YC	CRE	Cleared and picked up YC
Honda CRV parts( Rack, Pinion & Door latch elect.)	NC	Maintenance	Arrived 3/5/20
Toyota tacoma Truck Side Mirror	NC	Maintenance	Arrived 3/7/20
Keyboard Stand -25 ea.	NC	Instructional	pending
Photocell Electric Control- 10 ea.	NC	Maintenance	pending
Vehicle purchase- 2005 Nissan Caravan	NC	Security	pending
Administration bldg main entrance door	NC	Maintenance	pending
CRE vehicles 4 units Rav4 for all CRE Sites	All CRE Sites	Various	Pending

The following COVID19 Preparedness Supplies were purchased and turned over to VPMS Designee for proper applications and distributions. Few are pending to be fulfilled upon stock availabilities.	
Rubbing Alcohol 70% - 120 blts.	Wet Wipes 18ct/pk -- 129 pks
Hand Sanitizer 24fl.oz. 85 blts	Wet Wipes 20ct/pk -- 29 pks
Hand Sanitizer 8fl.oz. 10 blts	<b>Pending Off Island Orders:</b>
Surgical Mask -800pcs.	<b>Protective Coveralls 25/ctn - total of 100pcs.</b>
N95 Mask -600pcs.	<b>Protective Coveralls 1 size fits all 50pc/pk -- 100pcs</b>
Latex Exam Gloves Assorted Sizes:(S,M,L)	<b>Infrared Thermometers</b>

Asset Disposal	Campus	Office	Manner of Disposals
Disposal of 84 old computers	CC	IT Chuuk	Dump
Disposal ITB20-04	NC	Varous Offices	Sealed Bids

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**CAMPUS MAIL SERVICES**

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.

**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 Admin. Program at the college for the second degree to complement her professional growth.

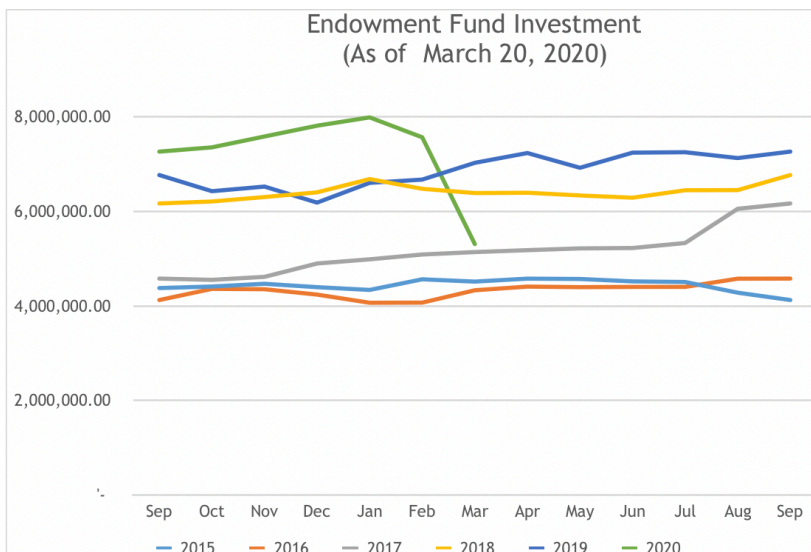
**POLICY REVIEW/DEVELOPMENT**

Procurement and Property Management policies and procedures are in reviews for modifications and reclassifications to effectively address the needed improvement areas.

Policy/Procedure	Last Reviewed	Next Update Schedule
BP NO. 5301	May 03, 2017	Next BOR Update-pending
AP NO. 5301, 5302	March 22-24 2014	Next BOR Update-pending
BP NO. 5603	March 22-24 2014	Next BOR Update-pending
AP NO. 5603	March 22-24 2014	Next BOR Update-pending

**Business Office**

**A. Endowment Fund**

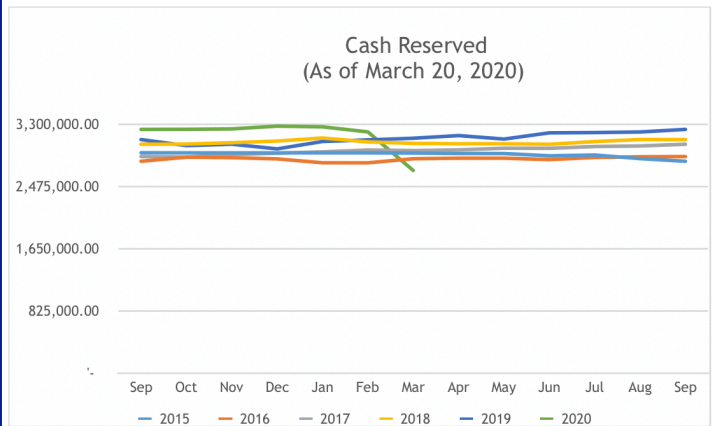


The endowment fund decreased by \$1.951M or 27% due to worldwide market loss.

Balance as of:

- Sep. 30, 2015 - \$4.123M
- Sep. 30, 2016 - \$4.576M
- Sep. 30, 2017 - \$6.162M
- Sep. 30, 2018 - \$6.761M
- Sep. 30, 2019 - \$7.256M
- Mar.20, 2020 - \$5.305M

**B. Cash Reserved**

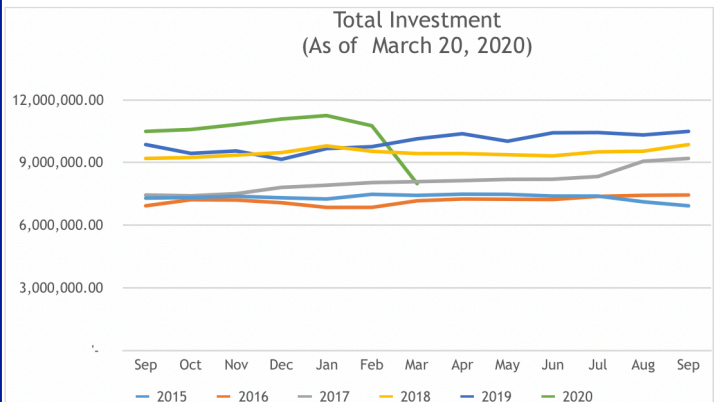


The cash reserve fund reported an unrealized loss of \$545K or a 17% decrease since September 30, 2019.

Balance as of:

- Sep. 30, 2015 - \$2.812M
- Sep. 30, 2016 - \$2.875M
- Sep. 30, 2017 - \$3.038M
- Sep. 30, 2018 - \$3.100M
- Sep. 30, 2019 - \$3.235M
- Mar. 20, 2020 - \$2.690M

**C. Total Investment**

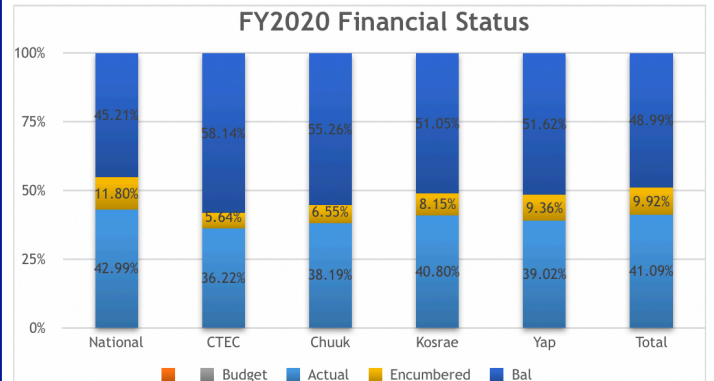


The total investment decreased by \$2.496M or 24% due to worldwide market loss.

Balance as of:

- Sep. 30, 2015 - \$6.935M
- Sep. 30, 2016 - \$7.451M
- Sep. 30, 2017 - \$9.200M
- Sep. 30, 2018 - \$9.861M
- Sep. 30, 2019 - \$10.491M
- Mar. 20, 2020 - \$7.995M

**D. Budget Balance**



**E. Cash Balance as of March 20, 2020**

Bank of FSM- \$4,647,341.66

Bank of Guam -1,391,601.40

**Total \$6,038,943.06**