

Yap Campus & FSM FMI... continued from page 6

partnerships built through collaboration and coordinated efforts among all the high schools and the two campuses. The sports tournament still continues with soccer to end in May.



Recruitment of FSM FMI Cadets

Because The week of April 8 – 12 was busy, especially for 2nd year cadets. Daishin Fishery Company, Japan, and OFCF recruiters interviewed the 2nd year cadets. The recruiters expressed compliments for previous FMI graduates who worked with them in Japan.

The email message from the OFCF recruiter who speaks highly of FMI Graduates for being well trained and disciplined and thus giving more slots to FMI cadets than other FSM States.

Dear Eugene san and Mathew san, [NORMA]
 CC: Bradley san and Jamel san, Bruno san, Eva san, Rufus san and Tony san,
 Good day to you all.
 Regarding the OFCF Trainees for 2018, unfortunately out of 8-trainees, 3-trainees had been unable to complete their Onboard Training course. One trainee could not come to Japan and two trainees were repatriated in the middle of the course.
 However, the remained 5-trainees (4-trainees from FMI in YAP) from FSM and 1 trainee from PNG have completed their course program nicely and acquired well evaluation from the OFCF and Fishing vessel owner companies.
 Though, I have experienced to deal with the OFCF Training program in Japan for only one year, but I convinced that the reason of drop-out of uncompleted trainees were caused by the following factors.
 1. lack of minimum communication skill in English and common sense.
 2. habit of drink in their room after class is over every day and unable to control themselves in drinking.
 3. unable to keep discipline, cooperate with others, comply with the instruction of the teachers, trainers and advisors in their lessons in the classroom.
 4. unfamiliar with long time sitting in their chair and studying at their desk in the classroom.
 On the other hands, I felt that all students from the FMI were well trained with good attitude to take lesson in the classroom and they have enough basic academic ability without the above factors.
 So, I have roughly planned to visit FSM for interview and selection of candidates of OFCF Onboard Training Course trainees as follows.....
 Toshihiro Hasegawa
 Japan Far Seas Purse Seine Fishing Association (KAIMAKI JAPAN)
 Mar 22, 2019

Learning Resources Center

Calvary Christian Academy (CCA) visit

A library tour at National Campus was conducted for 60 CCA elementary students on April 11, 2019. The students participated in scavenger hunt activities for finding different types of books in the library. This activity helped the students learn the Library of Congress system and how to use a library.

LRC Statistics: Programs & Services

Programs & Services	Chuuk Campus	CTEC	Kosrae Campus	National Campus	Yap Campus	Total
Patrons usage	6,662	2,126	2,172	30,000	1,765	42,725
Reserves	0	0	0	84	9	93
Materials circulated	64	83	46	1,221	396	1,810
Visitor usage	13	24	0	4	250	291
Computer use	2,873	503	882	10,636	1,123	16,017
Computer assists	8	143	70	162	30	413
Reference transactions	8	7	65	176	42	298
Library instruction	0	20	0	53	0	73
Total volumes	10,927	4,580	2,987	71,456	11,137	101,087

Department for Administrative Services
 Business Office | Facilities & Maintenance Office | Human Resources Office | Procurement & Property Management Office

Updates: Office of the VP for Administrative Services

The department is taking extra steps to follow up on unpaid billings for students with outstanding tuition by sending letters to the government and work directly with former students to file allotment to pay for the debts. Congress fund appropriations for payment of student's outstanding balances for Kosrae State students was resubmitted to the Congress for payment. The amount is \$167,236.97 from 2015 to date. Senator Paliknoe Welley acknowledged receipt of the billings and said he will appropriate new money to take care of it.

Senator Ferny Perman has appropriated new money to pay for Election District #1 student's outstanding balances. Billing was submitted to TC&I for payment as the allottee of the fund. The amount still awaiting payment is \$20,000.

New Chuuk Campus Engineering design fund has now cleared OIA to be released as indicated by Mr. Steve Savage during a meeting he had with our staff and FSM PMU in Pohnpei. This has given the project the green light to continue to move ahead with plan for eventual construction.

CRE ... continued from page 6

RIIA 2019 Spring Scholarship Award

Five students have received this RIIA 2019 scholarship award based on eligibility and a rubric including completeness of application package, financial need, GPA and essay. Trisdan Elias received \$1,200.00, Rennie Glen Taiweral and Macmillan Willyander each received \$1,500 and Stewart Johnny and Daryll Keller each received \$1,250.

CRE now part of the college's IEMP

Pohnpei CRE led meetings this spring to integrate agriculture and extension service goals and objectives in the college's Integrated Educational Master Plan (IEMP). This is the first time CRE has aligned its goals with the same strategic directions and measures of success that the rest of the college is using. The CRE plan will be added to the current plan and posted on the college website.

FACILITIES & CAMPUS MAINTENANCE

National Campus Student Center & CTEC Technical Building and Infrastructure Upgrade

As of April 9, Beca was instructed to proceed with the design revision as recommended by USACE and PMU/COM and that the funds for the additional work have been approved by OIA and that the grant # D19AF0062 has been issued. Construction is anticipated to commence in August 2019.



Construction Management Services

As of the week of April 15, the contract for Amorient is being routed to FSM Finance and DOJ for review and signing.

National Campus Teaching Clinic

During the meeting with Steve Savage on April 24, 2019, Steve Savage instructed the college to proceed and request for proposals for the design services.

Chuuk Campus Nantaku Site

At the same meeting the Steve Savage inform the college to submit the estimated design cost for Chuuk Campus and request for the Grant Award. OIA will support the cost for the design.

Kosrae Multi-Purpose Building

A memo from the Department of Justice to Secretary of CT&I in response to the "Request for No Objection" for sole procurement of design services is being diffired to the Department of Finance for its initial opinion. An option is for the donor can make the specific recommendation. At the meeting Steve was inform to make the recommendation for sole source procurement support the request.

National Campus & CTEC Infrastructure Upgrades

Steve Savage has informed the college to proceed with the projects. Steve was informed that projects on Pohnpei are adversely impacted due to shortage of white sand. Pohnpei EPA has suspended Pohnpei White Sand's sand mining permit.

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. An ongoing observation on the mail services is being evaluated and assessed for improvements.

IDP 2019: Infrastructure Upgrade

Item	Campus	Description	Area in Sq. Yds.	Cost: \$55/sq. yd.
1	National	Pavement - Bldgs. M & N - Parking & Driveway re-surface	1,326	\$ 88,000
2	National	Pavement - Bldg. I Agriculture Parking & Driveway re-surface	878	60,000.00
3	National	Pavement - Walkway between LRC to Public Road	-	117,000.00
4	CTEC	Pavement - CTEC Parking and Driveway	-	120,000.00
5	National	Well Rehabilitation (re-casing; pump replacement)		15,000.00
6	National	Septic Tank Cleaning and Rehabilitation		10,000.00
7	National	Extend Leach Field		135,000.00
8	National	Walkways for New Student Center.		40,000.00
9	National	Purchase and install wheel chair lift		75,000.00
10	CTEC (PNI)	Back-up power system for lower campus; purchase of 100 KW generator, control panel, upgrade secondary distribution lines and construct a power generator house.		75,000.00
11	National	Access road and parking for New Student Center, Nursing Center and Bookstore		100,000.00
Total				\$ 835,000.00

Infrastructure Maintenance Funds

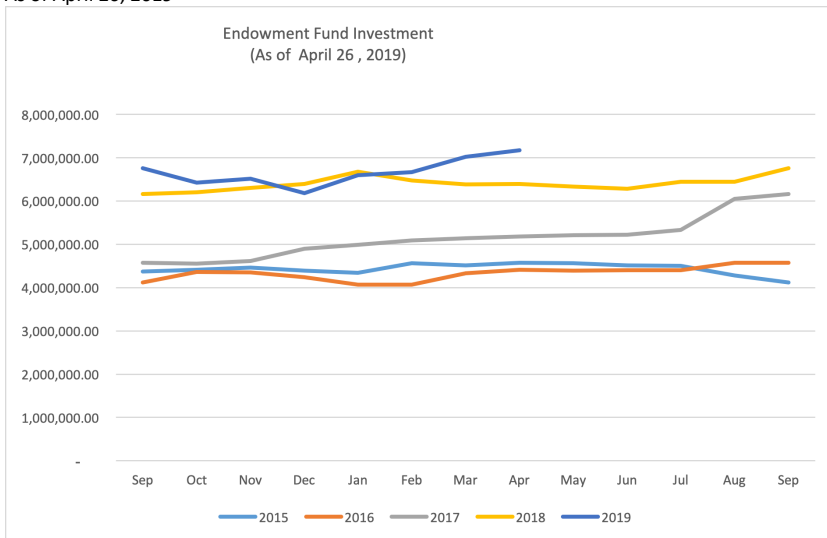
As of April 16, the college received message from Steve Savage authorizing the college to proceed and use the balance of the IMF funds amounting to \$353,000 for its IMF projects. The IMF projects are as listed below.

IMF 2019: Proposed Priority Project for FY 2019

Item	Campus	Project Description	Project Cost
1	Kosrae	Building B - Land Grant Building	\$ 43,000.00
2	Kosrae	Building C - Faculty Offices	43,000.00
3	CTEC	Bldg. D - Classroom #1-4 - Roof replacement and heat reduction	50,000.00
4	Kosrae	Building J-Repair and Improvements	22,000.00
5	CTEC	Building H- HTM-Remodel	75,000.00
6	Kosrae	Building A - Administration Building -	50,000.00
7	Kosrae	Building H - Kosrae Small Business Development Center	30,000.00
8	Yap	Faculty Office	21,000.00
9	Chuuk	Building C-Roof Replacement	30,000.00
10	Chuuk	Building H - Counseling Center /Dispensary	36,000.00
Total Project Cost			\$ 400,000.00

Business Office Endowment Fund Investment

As of April 26, 2019



The market performance of our endowment fund improved with a 1% unrealized income equivalent to \$58K as of April 26, 2019.

Continued to page 9

Updates: VPAS ... continued from page 7

Mr. Alfred Olter traveled to Kosrae and spent two weeks to supervise the work on the relocation of the IT and Bookstore offices due to the problem that was brought to the attention of the college administrator while visited Kosrae Campus. The job was completed.

Maintenance Activities

Project Manager Alfred Olter traveled to Yap Campus and completed inspection of the FMI Living Quarter and developed a punch list of items to be repaired and improved. Contractor has accepted to complete the work as requested. Some to include changing of door knobs to master keyed system with level handles, installing counters of the lavatory sinks, changing of warped locker doors and replacement of loose ceramic tiles.

FMI roof annual inspection was conducted by Alfred and found air bubbles on the roof. The contractor has been notified to make necessary repairs before the release of the retainer.

Contract to improve drainage system behind the HTM building and Student Waiting shelter at CTEC has been approved as of April 22, 2019.

Utilities. Recent power outages have caused consumption of power to decrease. As a result the power consumption data cannot be used for analysis during this period. Analysis will resume when power supply becomes more consistent.

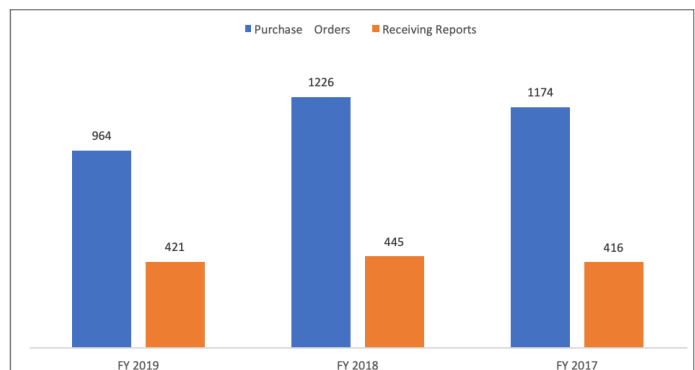
Staff Development Program. On Fridays, the Director of Maintenance provides training to supervisors and unit staff. Commenced on April 12, 2019, the building g maintenance staffs were given lessons in estimating material for concrete works, wooden walls and wooden floors. Basic Supervisory Skills training is scheduled for Friday, April 26, 2019.

China Development Program. The MOU between the College and Hunan International Engineering Construction Co. Ltd has been signed by President Joseph M. Daisy EdD on March 26, 2019. The MOU relates to the development of a farm at the National Campus similar to that of the Pilot Farm in Madolenimw. The farm will be operated by the Chinese party and is intended to support the agriculture program by providing a fully functioning farm for students to also participate hands on farming process. The farm will include a piggery, AI process and a bio gas digestive system. Farm produce and vegetables from the farm will supplement supplies for the dining hall.

Updates Procurement & Property Management Office

Procurement Processing

The office continues to process purchase orders and receiving reports in timely manner to promote improvements in the procurement cycle. The objective is to maintain the promptness and effectiveness with compliances in completion of all the received purchase requests from receipts to distributions within 2-3 days to support the missions of the various offices and campuses. This portion of the report summarize the procurements activities from January – March 31, 2019 period.



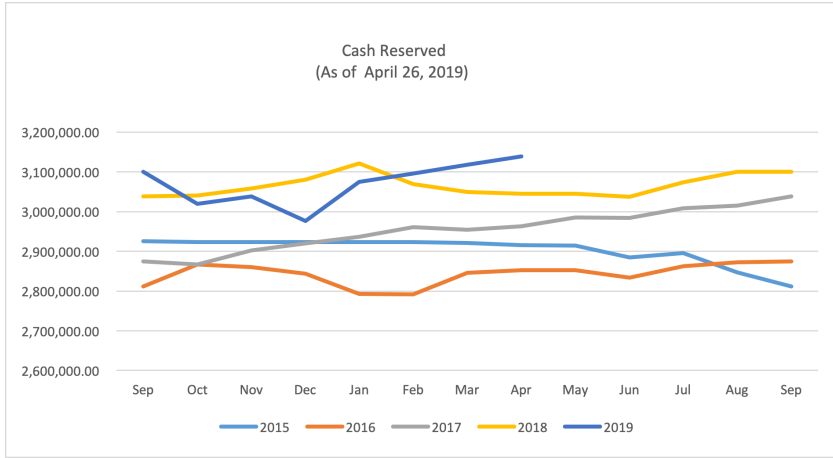
The office is striving to provide timely procurement supports to all the offices for all the campuses and has implemented new practices and activities to speed up the procurement processing work flow cycle.

Continued to page 9

Business Office ... continued from page 8

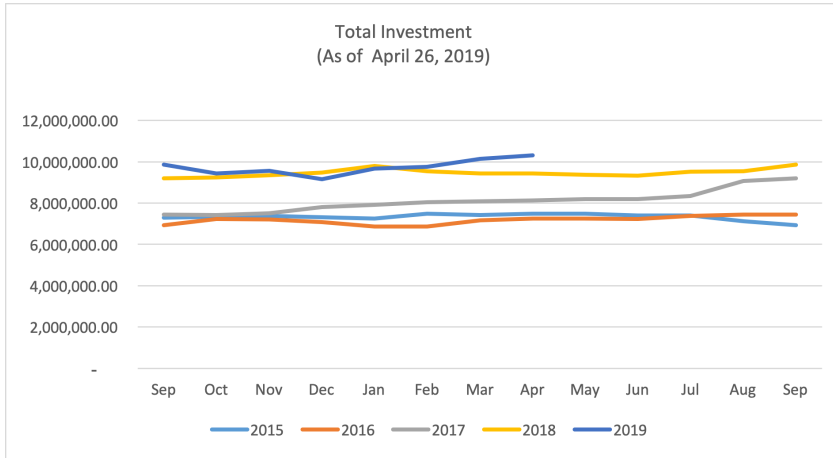
Balance as of September 30, 2015, \$4.123M; as of September 30, 2016, \$4.576M; as of September 30, 2017, \$6.162; as of September 30, 2018, \$6.761M; and as of April 26, 2019, \$7.170M.

Cash Reserved



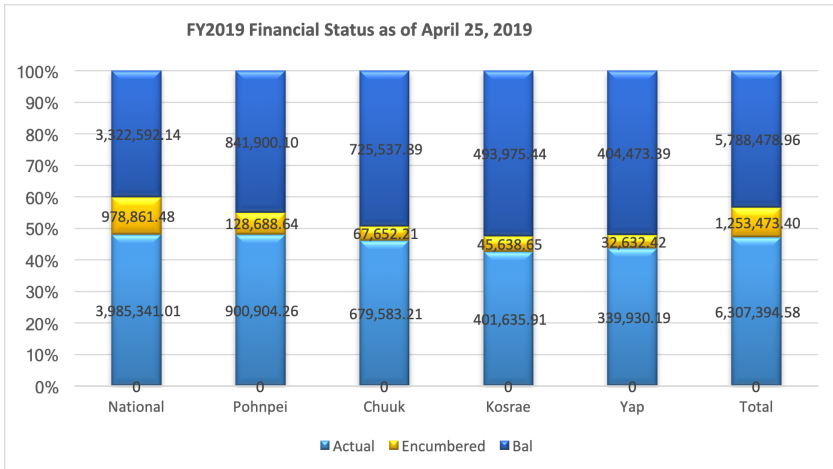
The cash reserved fund reported an unrealized income of \$39K or 1% increase from Sep. 30, 2018 fund balance. Balance as of September 30, 2015, \$2.812M; as of September 30, 2016, \$2.875; as of September 30, 2017, \$3.038; as of September 30, 2018, \$3.100; and as of April 26, 2019, \$3.139M.

Total Investment



The total investment increased by \$447K due to additional \$350K investment and unrealized income of \$97K. Balance as of September 30, 2015, \$6.935M; as of September 30, 2016, \$7.451; as of September 30, 2017, \$9.200; as of September 30, 2018, \$9.861; and as of April 26, 2019, \$10.308M.

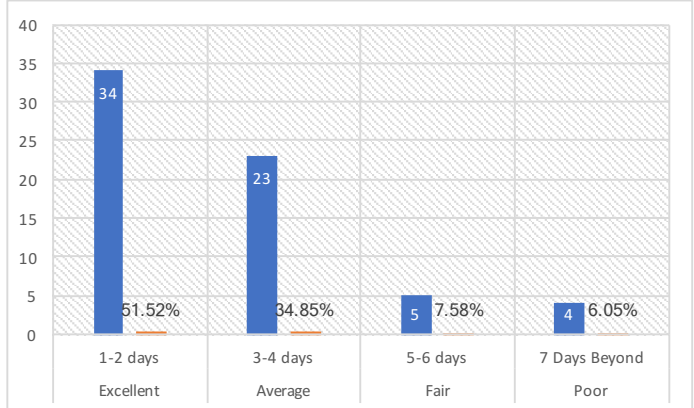
Budget Balance



FY 2019 expenditures as of April 25, 2019, \$7,560,867.98. College spending as of April 25, 2019 is \$100K or 1.3% lower compared with the same spending as of April 25, 2018.

PPMO Updates ... continued from page 8

According to the recent sample testing conducted on the PO processing workflow, the results show 51% in excellent between 1-2 day rate, while 35% was on average from 3-4 days, at an overall satisfactory rate of 86%. Similar sample testing will be done on quarterly basis to monitor the workflow.



Property Management

Asset Disposals are ongoing at Yap-FMI, CTEC, and National Campus Maintenance Office. In the month of May 2019, the office has planned to begin conducting the fixed asset disposal and registry update of the college asset listing. Some of the disposals received are on schedule to be completed by the May 16, 2019. Below is the tentative schedule for system wide fixed asset inventory, disposals and update.

- National Campus: May 6-10, 2019
- CTEC: May 20-24, 2019
- Kosrae Campus: June 17-21, 2019
- Chuuk Campus: July 8-12, 2019
- Yap Campus/FSM FMI: July 15-19, 2019

The Terms of Reference for Surplus Committee to handle the implementation of the disposals per policy and procedures is being drafted to be shared with the community for inputs and submitted to the Finance Committee for further review and actions during the next earliest FC meeting. 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 the movement, usage, safety, and maintenance of the vehicles. As of this report, the PPMO now has three vehicles under the fleet services to support the transportation needs at the national campus. Summary report on fleet services usage and patronage will be on the next report.



Updates Human Resources Office

Personnel Composition & Distribution

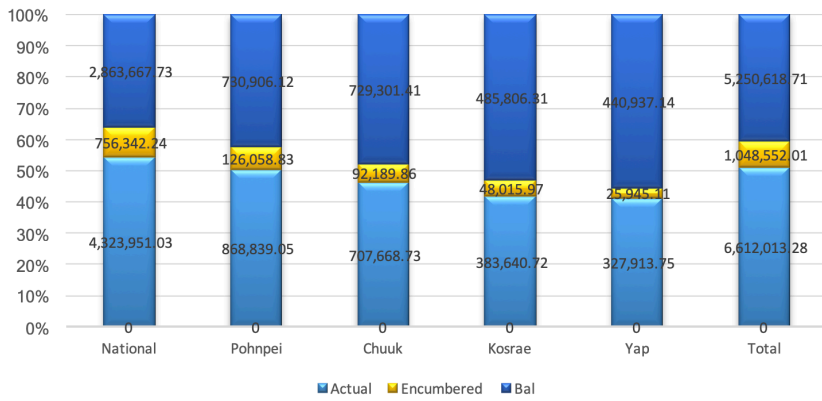
Retention Rate vs. Attrition Rate from March 7 to April 5, 2019

Campus	N	Retention Rate		Attrition Rate		Reasons
		Count	in % of N	Count	in % of N	
National	168	166	98.81%	2	1.19%	Deceased & Family Relocation
CTEC	47	47	100.00%	0	0.00%	
Chuuk	78	77	98.72%	1	1.28%	Medical
Kosrae	33	33	100.00%	0	0.00%	
Yap	34	33	97.06%	1	2.94%	Termination
FSM FMI	18	17	94.44%	1	5.56%	Deceased
Total	378	373	98.68%	5	1.32%	

Data above reflect current personnel during reporting period, employee departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after April 25, 2019 will be reflected in the next report.

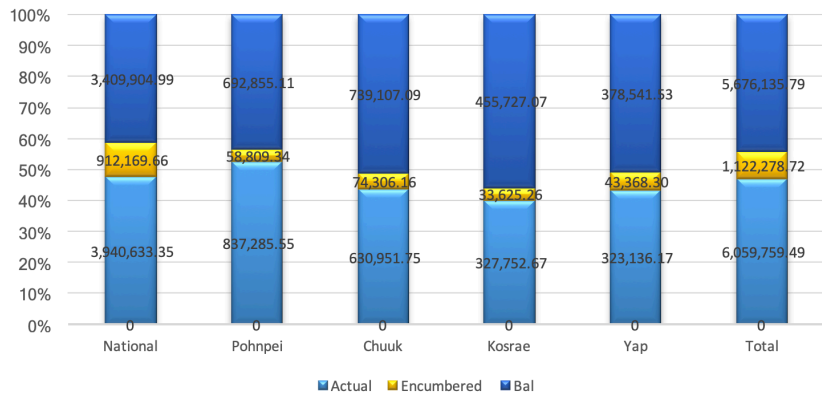
Ensure student success by decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates by innovating academic quality and enhancing student support services.

FY 2018 Financial Status, as of April 25, 2018



FY 2018 Expenditures as of April 25, 2018, \$7,660,565.29

FY 2017 Financial Status, as of April 25, 2017



FY 2017 Expenditures as of April 25, 2017, \$7,182,038.21

Personnel Composition & Distribution

Gender and Citizenship Distribution of Current Full-Time Personnel

Campus	Male		Female		FSM Citizen		Non FSM Citizen		N
	Count	in % of N	Count	in % of N	Count	in % of N	Count	in % of N	
National	90	54.22%	76	45.78%	121	72.89%	45	27.11%	166
CTEC	42	89.36%	18	38.30%	40	85.11%	7	14.89%	47
Chuuk	29	37.66%	35	45.45%	64	83.12%	13	16.88%	77
Kosrae	21	63.64%	12	36.36%	28	84.85%	5	15.15%	33
Yap	15	45.45%	18	54.55%	26	78.79%	7	21.21%	33
FSM FMI	11	64.71%	6	35.29%	16	94.12%	1	5.88%	17
Total	208	55.76%	165	44.24%	295	79.09%	78	20.91%	373

Recruitment Data from March 7 to April 25, 2019

While hiring continues for 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 April 25, 2019. Four (4) of the five (5) new hires are FSM citizens.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FSM FMI
Faculty						
Management						
Professional	2					
Classified	2		1			
Total	4		1			

Enrichment Activities

Kosrae Campus, March 19, 2019

HR Director presented to VPs, Campus Deans, Directors, Comptroller, Coordinators these administrative procedures: AP No. 6010 Leaves, AP No. 6017 Performance Evaluation, AP No. 6019 Employee Discipline and Protection, AP No. 6021 Grievance.

National Campus, April 16, 2019

HR Director met with personnel to explain Administrative Procedures No. 6027 Tuition Waiver and Reduction revised November 16, 2018. Seventeen (17) personnel attended.

Annual Incentive Award Program

Annual Incentive Award Program opened with nomination from April 4-27, 2019. Award Ceremony is scheduled for May 16, 2019 noon.

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.

Policies and/or Procedures	Action(s) Taken	Human Resources Committee	Update Status
		Reviewed/ Endorsed	
Board Policy No. 6024 Nepotism	Reviewed and made minor updates.	Reviewed/ Endorsed 25-Apr-19	With EC
Board Policy No. 6023 Outside Employment and Activities	Reviewed and made minor updates.	Reviewed/Endorsed 25-Apr-19	With EC
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. 6036	New Policy – addressing requirements, training and process for internal investigations of breaches of policy and procedures by college personnel	On-going	
Conducting Investigations into Breaches of Discipline or Misconduct			
Board Policy No. 6020 Sexual Harassment	Re-review for update and necessary modifications	On-going	



Snapshots: 2019 College Fair April 30, 2019, 9:00 AM to 3:00 PM National Campus & CTEC

