



COLLEGE OF MICRONESIA-FSM

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March 20, 2023

MEMORANDUM:

TO : Theresa Koroivulaono, President

FROM : Vice President of Administrative Services

SUBJECT : April 2023 BOR Updates

VPAS OFFICE

The Administrative Services Department constitutes four different units of college services which includes the Business Office, Maintenance and Facilities Division, Human Resources Division, and Procurement and Property Management Office.

On January 15, 2023, the college submitted the FY2023 budget to the President of the FSM with copies to the FSM Speaker and the FSM Budget Office.

VPAS traveled to Manila for medical follow up visit during the month of January 2023 and arrived back on January 30, 2023.

VPAS along with the Interim President and other VPs and madam Chair welcomed President Theresa to the college when she arrived on island in February 2023.

VPAS joined the ALO and President Theresa to carry out the event of the Carnivals focusing on games to strengthened the college community in their knowledge of the four standards of the accreditation. The ISERS was completed earlier and members of the college community were involved in the writing and in order to refresh and also to get students involved, the carnivals event was set up to have students played games and learn and refresh their knowledge about the various standards in the ISERS.

VPAS attended the interviews by the peer review team that visited the college and took part in the Core Inquiry 3 and Core Inquiry 5 on long terms facilities plan and communications.

HUMAN RESOURCES OFFICE

1. The number of Full-time Personnel Between as of November 1, 2022 March 20, 2023

Campus	Retention Rate	Attrition Rate	Reasons
National	132	9	Family Obligations, Retirement, Another Job, Relocation & Health Issues
CTEC	76	3	Relocation, Another job & Personal reasons
Chuuk	45	4	Non-contract renewal, Retirement, Relocation & Health Issues
Kosrae	32	3	Non-contract renewal, Family obligation & Decease
Yap	38	2	Non-contract renewal, Health & Family obligations
FMI	18	2	Terminations
Total Sum	341 (94%)	23 (6%)	

The 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 20,2023 will be reflected in the next report.

2. Gender and Citizen Distribution of current Full Time Personnel

Gender and Citizenship as of March 20, 2023					
Campus	Male	Female	FSM Citizen	Non-FSM Citizens	Total
<i>National</i>	78	54	96	36	132
<i>CTEC</i>	43	33	63	13	76
<i>Chuuk</i>	27	18	41	4	45
<i>Kosrae</i>	18	14	29	3	32
<i>Yap</i>	19	19	33	5	38
<i>FMI</i>	14	4	17	1	18
Total Sum	199 (58%)	142 (42%)	279 (82%)	62 (18%)	341

3. Recruitment Data from November 1, 2022 to March 20, 2023

The college hired 12 individuals who started during the reporting period. Ten (10) of the 12 employees hired learned about the position they filled through the college website.

Campus	Faculty	Management	Professional	Classified	Total
National	3	2	1		6

CTEC	1		1	1	3
Chuuk					
Kosrae	1			1	2
Yap		1			1
FMI					
Total Sum	5	3	2	2	12

4. Enrichment Initiatives/ Institutional Benefits

Board Policy No.6027 Tuition and Waiver Reeducation. Spring 2023 saw the enrollment and tuition waiver of 16 employees in college classes and 47 dependents waived tuition at 50%.

Professional Development and degree completions.

1. **Hattie Raisom**, EFNEP Agent I completed a master's degree of Education in Reading at University of Guam, December 18, 2022.
2. **Mauricio Santiago**, Business Trainer completed a master's of science degree in Business Administration at Walden University , December 25, 2022.
3. **Steven Youn-Uhk**, CRE Director completed a master of science degree at University of Guam, December 2022.

5. Policy Development

HRC held monthly meetings since August per TOR.

FACILITIES & MAINTENANCE OFFICE

CTEC Multi Technical Building: The project commenced on September 1, 2021, and has requested for extension of five (5) months from March to August 2023. First floor walls, plumbing rough-in and electrical rough-in are in place. Second floor concrete deck is completed with walls being installed. Centralization of the upper campus power system is included in the project with the construction of the transformer and metering stations being installed. This project is needed in order to install the generator and a control station in one location. Upper campus parking lot is also part of this project and is being worked on as of this reporting period. See project photos below.

CTEC Multi Technical Building Project As of March 2023



Construction of Walls on the second floor in progress



Centralizing Electrical Distribution System



Upper Campus Parking Area

National Campus Teaching Clinic: The contract has been signed between the college and the contractor VCS Construction and Supplies Inc. The FSM-PMU and Maintenance Office is coordinating grounds breaking ceremonies for this project and the student center project to be held simultaneously by the week of April 3-7, 2023.

PROPOSED TEACHING CLINIC
COLLEGE OF MICRONESIA



■ DISPENSARY CLINIC LEFT SIDE VIEW



■ DISPENSARY CLINIC RIGHT SIDE VIEW
FROM ROAD



National Campus Student Center: FSM Secretary of TC&I and Canton Construction Company has signed the contract for the said project. Ground breaking ceremony for both the Teaching Clinic and the Student Center building is being coordinated between the maintenance office and FSM-PMU office.



Chuuk Campus Nantaku Site Development: Interim President Manny Mori has initiate negotiation with the land owners of the access road for possible purchase by the college. A meeting between the land owners and the college is being planned for the week of April 10-14 when President Koroivulaono will visit Chuuk Campus for the first time.

YAP- FSM-FMI Classrooms and Dormitory Project: The said project is being funded by the Japan Government to construct 2 buildings two-story each. The buildings will house a library and classrooms and another a dormitory building that will hold 20 students. The project is initiated by the FSM Department of Education and COM-FSM for the implementation of class-4 level of then program.

The Grant Agreement was signed by the Department of Foreign Affairs on March 16, 2023. The project is expected to begin construction by this summer 2023. Attached are designs for more details.

Major Renovation & Repairs:

1. Chuuk Campus Bldg. "E" Restroom Facility: This project has been completed.
2. Back Generator for Maintenance Office and IT Shop: The maintenance office is seeking assistance from VITAL's electrical engineers to assist in connecting and installation of the stator to the generator.

COVID-19 Projects Funded by the CARES Act:

1. National Campus Perimeter Fencing Project -No progress as of this reporting.
2. Yap Campus Onsite Electrical Distribution System with Backup Generator – No progress report as of this reporting period.

3. Kosrae Campus Perimeter Fencing Project – No contractor expressing interest on the project as of March 2023. One contractor from Pohnpei has expressed interest which will initiate the request for proposals from Pohnpei Contractors.
4. Kosrae Onsite Electrical Distribution System with Backup Generator – No contractor expressing interest on the project as of March 2023. One contractor from Pohnpei has expressed interest which will initiate the request for proposals from Pohnpei Contractors.
5. CTEC Perimeter Fencing Project: No progress update from the contractor this month.
6. AC Unit Replacement: No Progress on this task.
7. New Shuttle Bus: The new shuttle bus has commenced operation on March 20, 2023.

PROCUREMENT AND PROPERTY MANAGEMENT OFFICE UPDATES:

PROCUREMENT & PROPERTY MANAGEMENT OFFICE Board Update: Activity Highlights between November 3, 2022 - March 3, 2023			
#	Activity Descriptions	Progress	Status
	Major Purchases		
1	RFQ B2023-01 (Medical Equipment;/SimMom)	Awarded to Medpharm	pending
2	RFQ B2023-02 (Servers & IT Technical Supplies)	Awarded to Dateline	First Payment Made 3/27/23; Order in progress
3	RFP B2023-03 (Program Evaluator/Trainer for POET & DDFT)	Contract awarded to Dr. Kelly Withy (CT23-0148)	on going
4	RFP B2023-05 (Program Director for DDFT)	Contract Awarded to Brian Mangum CT23-0123	on going
5	RFP B2023-06 (Program Manager DDFT)	Contract awarded to Tamara Mangum Ct23-0122	on going
6	RFQ B2023-07 (Procurement of two buses)	Only one unit (Bus) purchased, RFQ was awarded to Steady Palm	Completed/ Bus Arrived
7	RFP B2023-08 Strategic planning	On hold	On hold
8	RFP B2023-09 (CRE Yap Container bldg)	Container Bldg / CRE	to be reported by Director F. Mendiola
9	RFQ B2023-10 NC Business Lab computer turn over	Bid proposals under review process	Ad-hoc reviewing proposals
10	RFQ B2023-11 Brand new Vehicle (President vehicle)	PO was awarded to Monster Auto Corp.	VEHICLE CLEARED AND PICKED UP ON 2/24/23
11	RFP B2023-12 Chuuk Campus facility repair	Chuuk Campus Facility Repair	to be reported by Director F. Mendiola
12	RFQ B2022-13- HR Software	ON hold	On hold
13	RFQ B2022-12 Smartboards & Accessories (System Wide Order)	Contract awarded to Dateline Exports CT22-0538	Yap, FMI, NC,CTEC completed, Kosrae and Chuuk shipment just arrived 3/27/23 on Kyowa Eagle V002;

1 4	New Vehicle purchased	Administrative Services purchase one Van for TSP Program	Arrived 10/14/22
1 5	Used Vehicle purchased	2020 Nissan Kicks SUV type purchased by Education/ Teacher corps program mainly for instructors to visit the schools.	Vehicle has been tagged and sealed with COM-FSM logo and registered
1 6	Used vehicle Purchased 15 Seater van	DDFT. Public Health and Nursing Program	ETA Pohnpei March 2023
	Asset Survey & Disposal		
1 7	Chuuk campus: Lab computers disposal	Chuuk campus has submitted their computers disposal reports	According to CHUUK IT, some schools in Chuuk and including gov't Agencies are requesting COM-FSM donation
1 8	Asset Survey & Disposal	NC & CTEC submitted their computer lab survey and disposal	<i>All old lab computers were to be donated to schools and office who requested for donations according to VPAS and as approved by Cabinet</i>
1 9	Kosrae Campus:Vehicle disposal	2 trucks, 1 GMC SUV & One van old Vehicle unsafe	Approved for Disposal

Business Office Updates will be presented separately to the board.

END OF REPORT.