



COLLEGE OF MICRONESIA-FSM

Office of the Vice President for Administrative Services
P.O. Box 159, Kolonia, Pohnpei
FM 96941

Phone: (691) 320-2480 Fax: (691) 320-2479 Email: jhabuchmai@comfsm.fm www.comfsm.fm

Department of Administrative Services Board of Regents Updates Period Covering March 14 – April 19, 2013

The Department of Administrative Services consists of the Business Office both at National and State Campuses, Human Resources staff at all campuses, and Maintenance & Security Offices, and the office of the Vice President of Administrative Services.

Maintenance and Security Updates:

1. On April 28, 2013, a team from Guam Morrigo Equipment will arrive on Pohnpei on April 28th to install the electrical panels and start up the backup generator for the Residence Halls, Dining Hall, Nursing and Bookstore building, and a change in plan to also connect maintenance and security buildings.
2. A new ramp for disabilities was completed right in front of the administration building and the resurfacing of the walkway from the Learning Resources building to the classrooms was completed.

National Campus:

The following projects were completed between March and April.

- Topping of walkways between LRC, Faculty Office and Classrooms to improve access and safety.
- Ramp in front of the LRC to provide wheel chair access to the administration
- Three commercial coin operated washers and three dryers have been installed in each residence hall.

Chuuk Campus:

- A salt water fire pump has been purchased for Chuuk Campus and was tested the week of April 15. Because of the unreliability of public water service in Chuuk the pump is needed to help safe guard the facilities in the event of a fire.

On-going Projects:

- Request for proposals have been submitted for connecting the water well to the classroom generator is ongoing. This project will improve reliability of water by providing power to the pump during island power outage.
- The maintenance office has compiled a list of materials, supplies and repairs work for the FSM/China Friendship Sports Center. The list will be forwarded to government of the People's Republic of China for assistance. The list includes mainly the floor carpets, lighting fixture and repair or replacement of windows and bleachers.

Human Resources Division Updates:

1. The Director of Human Resources Division attended a regular meeting of the Board of IAC (Life Insurance) in Hawaii during the month of March.

Annual Staff Development Day-February 22,2013:

1. 154 staff and faculty and 7 students took part
2. 14 workshops provided

Professional Development :

1. Two personnel on educational leave from Chuuk and Pohnpei.
2. Three faculty pursuing masters degree online from National Campus.
3. A number of personnel enrolled at the college part time per policy 003

HR Staff Training Opportunities:

1. Three day training on Sage MIP Fund Accounting, Human Resources Management module attended by HR staff in January.
2. HR Director attended MIEB training in March.

Retention:

Total employee: 351 Retention rate: 98% Turnover rate: 2%

Policy Development - Policy 008 Human Resources Record Access and Confidential Policy was approved and implemented effective March 13, 2013.

Human Resources Plan Objectives- FY 2013

1. Mentoring Program Procedures-first draft completed, under review by others
2. Tutoring Program Procedures-first draft completed, under review by others
3. Technical and Non-Credit Training Procedures-first draft completed, under review by others

Special Project:

2. Student Internship Program, first draft completed, under review.

Business Office:

1. Results of operations for the six months ended March 31, 2013

- The results of operations for unrestricted and restricted funds for the six months ended March 31, 2013 indicate a positive fund balance (FB) change of \$3.693 Million.
- The FB change of \$3.693 Million consists of positive FB change from unrestricted by \$3.734 Million and negative FB change from restricted by \$40k. The negative FB change from restricted is due to timing of recording the revenue.
- The breakdown of FB change are as follows:

Unrestricted:

• National campus	-	\$ 2.118 Million
• Pohnpei campus	-	680 k
• Chuuk campus	-	442 k
• Kosrae campus	-	214 k
• Yap campus	-	240 k
• FMI	-	<u>40 k</u>

\$ 3.734 Million

Restricted

(40 k)

Net fund balance change

\$ 3.693 Million

- The six – month period is expected to provide significant positive FB change due to full recording of revenues of two regular semesters for the fiscal year, and the expenditures is only for six months.

Refer to attachment 1.1 to 1.5 for details.

2. Accounts receivable from students

- The accounts receivable from students as of March 31, 2013 is \$3.397 Million. The breakdown per campus is as follows:

• National campus	-	\$ 1.294 Million
• Pohnpei campus	-	945k
• Chuuk campus	-	617k
• Kosrae campus	-	343k
• Yap campus	-	<u>198k</u>

Total

\$ 3.397 Million

The breakdown per semester is as follows:

• Spring 2013	-	\$ 839k
• Fall 2012	-	521k
• Summer 2012	-	113k

• Prior semesters, net	-	<u>1.924 Million</u>
Total		<u>\$ 3.397 Million</u>

- The receivable indicate a net increase by \$565k, from \$2.832 Million on December 31, 2012 to \$3.397 Million on March 31, 2013. The net increase consists of collections of \$274k from previous semesters and charges for the current spring 2013 semester of \$839k.

Refer to attachment 2 for details.

3. Financial and Single Audit for FY 2012 by Deloitte & Touche

- The audit by Deloitte and Touche is still ongoing, and expected to be completed on June 30, 2013.
- Based on the April 09, 2013 letter from FSM National Public Auditor, Deloitte is 80% complete with the audit planning, and the fieldwork will commence on the second week of April.
- The fieldwork started as scheduled and per the field auditors, the fieldwork is about 85% complete and will be completed on the first week of May.

Refer to attachment 3 for the letter from FSM Public Auditor Office.

4. Endowment Fund

- The current market value of endowment fund as of March 31, 2013 is \$3.672 Million or an increment by \$183k or 5% compared with the December 31, 2012 market value of \$3.490 Million. The increase is from unrealized market gain for three months from January 01, 2013 to March 31, 2013.

		<u>Gain(Loss)</u>	<u>Percentage</u>
- Cambiar (LC Value)	-	\$ 95k	11%
- Renaissance (LC Growth)	-	48k	10%
- Atlantic (S/M Cap Growth)	-	28k	10%
- SEIX (Fixed Income)	-	(5k)	(1%)
- Brandes (Mature market)	-	31k	5%
- Newgate (Emerging)	-	<u>(14k)</u>	<u>8%</u>
		<u>\$ 183k</u>	<u>5%</u>

- The market value per money manager is as follows:

		<u>Market Value</u>	<u>Allocation</u>
- Cambiar (LC Value)	-	\$ 924k	25%
- Renaissance (LC Growth)	-	548k	15%
- Atlantic (S/M Cap Growth)	-	313k	8%
- SEIX (Fixed Income)	-	888k	24%
- Brandes (Mature market)	-	721k	20%

– Newgate (Emerging)	-	<u>278k</u>	<u>8%</u>
		<u>\$3.672M</u>	<u>100%</u>

The above asset allocations are in accordance with the investment policy.

Refer to attachment 4.1 and 4.2 for details.

5. Fund Raising

- The total fund raising receipts for two quarters from October 01, 2012 to March 31, 2013 is \$12k, consisting of \$10k for the first quarter and \$2k for the second quarter.
- Compared with the target of \$25k per quarter or \$50k for two quarters, the fund raising receipt is short by \$38k or 76%.

Refer to attachment 5 for details.

6. Site Visits at Campuses

- The Comptroller and Bookstore Manager conducted site visits at Chuuk, Yap and Kosrae campuses. In addition to the regular overseeing of the activities of business office and bookstore operations, the Comptroller conducted meetings to staffs and faculty regarding approved changes on payroll by the executive council and the revised policy on travel for the per diem as adopted by the board.
- Meeting with faculty and staffs at Pohnpei campus is scheduled on April 26, 2013.

Vice President of Administrative Services Office:

1. The Space Utilization Study has been funded for and the advice of allotment has been prepared and ready to be forwarded to the college. The initial meeting with BECA consultant took place on April 24, 2013 to have that kicked off. We expect the completion of this study by October 2013.
2. VPAS coordinated with SPC to share a booth for the Earth Day Awareness events taken place in the parking lot of the Pohnpei Movie Theatre. Pohnpei campus staff took part in the energy awareness campaign.
3. VPAS presented the plan for tuition increase and the implementation of the facilities fee schedule while on site visit to Yap campus. Plan of facilities upgrade to be completed at FMI was created during the meeting with Lourdes and FMI staff. It includes hiring of a janitor to clean the Residence Hall and all common areas or hall ways.

Thank you.

