



FORUM LECTURE SERIES

Enrollment Management & Student Services: Student Life

- September 2, 2019. Dr. Maureen J. Levin, a visiting archeologist, archeobotanist and ethoarcheologist from Stanford Archeology Center, Stanford University in California, made a presentation about the **“Pingelap Archeological Project: Shaping of a Human Landscape,”** which aims to better understand how humans have engaged with the local environment over the span of human habitation, from settlement to present. She also discussed the current work of the project, including recent results shedding light on ancient and modern diets and inter-island connections. More or less 40 students and four faculty/staff attended the presentation.
- October 9, 2019. **Opioid Awareness.** Shellany Saimon, Opioid Coordinator for Pohnpei State Mental Health, made a presentation on the basics of Opioids, and the harmful effects they can cause. Opioids are a class of drugs that include the illegal drug heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as oxycodone, hydrocodone, codeine, morphine, and many others. While they are not currently a threat in the FSM, Ms. Saimon stressed that raising awareness about these drugs as preventive measures. About 25 students and two faculty/staff attended the presentation.
- October 14, 2019. **United Nations (UN): Sustainable Development Goals.** Mr. Sanaka Samarasinha, UN Resident Coordinator for Fiji, the Federated States of Micronesia, Solomon Islands, Marshall Islands, Kiribati, Palau, Tonga, Vanuatu, Nauru and Tuvalu, made a presentation to more or less 40 students and three staff about the UN Sustainable Development Goals (SDGs). Also known as the “Global Goals,” SDGs were adopted by all UN members in 2015 as a universal call to action to end poverty, protect the planet, and ensure that all people enjoy peace and prosperity by 2030. Mr. Samarasinha also discussed the problems the islands are currently facing in achieving these goals.

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

Updates: Office of the VP for Administrative Services

The FY2021 Budget Development started in August for the operation budget for the entire college, Fisheries and Maritime Institute, Auxiliary Enterprises, Board of Regents, and Supplemental Education Grants from the Teacher Corps, Work-study Program, and Student Financial Assistance budgets. The budget planning process followed the lines of authority through the department and campus roles in the management of budgets. It was focused on addressing priorities set forth by the Instructional Department based on the college Integrated Educational Master Plan (IEMP), the Five Year Financial Plan, and the college strategic goals and directions. The budget development allowed for broader participation by all college stakeholders. The VPs reviewed the consolidated budget and discussed priority programs and services to receive additional fund allocations. The Finance Committee, Cabinet, and Executive Committee reviewed the budgets and recommend for approval by the BOR.

FSM Congress appropriated \$300,000 dollars as part of the FY2020 budget for the college endowment fund as the first payment of the \$2 million pledged for the endowment fund to be paid annually for 7 years.

The college has received the IMF fund from the FSM in the amount of \$353,000 and now being implemented at all campuses according to the college’s facilities maintenance plan.

The Friends of COM-FSM Foundation will transfer \$655,000 dollars to the college according to communications received from Floyd Takeuchi, Secretary of the Foundation before December 2019.



Procurement & Property Management Office (PPMO)

Procurement Section

Our primary focus is on Strategic Direction II – Strengthen resources to meet current and future needs in regard 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 our new administrative unit objective (AUO2) for the fiscal year is to improve 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+)** from receipt of purchase request, compliance review, generate purchase order, pre-check budget, availability, assign, and post encumbrance number, PO

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Blue Collar ... from page 6.

According to Blue Collar’s founder, Slaughter Henry, “We wanted to give students who have gained certifications in AC cleaning and maintenance a chance to utilize the skills they have gained while attending the college.”



Tire Crafts

Japanesia, a non-profit organization from Reitaku University in Japan that focuses on solving environmental issue, partnered with the Center for Entrepreneurship (CFE) to help start a tire recycling business. The partnership seeks to test the feasibility of starting a business that will recycle old tires to useful products.

According to the CFE’s Executive Director, “The Center purchased three sets of equipment. One set will be used by the Center for making prototypes, another for use by students in the MGT 360 (Entrepreneurship/Small Business) class, and the last to a willing entrepreneur who wants to start a tire craft business.” CFE’s associates have already started producing prototypes of tire sandals and flower pots. They expect to produce enough products to start an exhibit.

Roundtables and Workshops

Throughout the semester, the Center organized three roundtables with: (a) curators from the Queensland Art Gallery; (b) Blair Cabaluna, an entrepreneur from Hawaii; and ; (c) Lubuw Falanruw, an entrepreneur from Yap and stationed in Hawaii.

Additionally, the Center also hosted a “Hatching your business idea” workshop to approximately 50 students from Pohnpei Island Central School (PICS). The CFE’s Executive Director advised students to always approach a new business to meet a need in the community. Select CFE associates served as advisors to student teams. The teams then shared their business ideas to the entire group. The winning idea was a business that would specialize in pest control and extermination.



Updates Facilities & Maintenance

National Campus Student Center and CTEC Technical Building and Infrastructure upgrade:

On November 6, the Army Corp of Engineers submitted its comments after the second review of the design by Beca. A total of 351 comments need to be addressed by Beca. As a result of this review process the bidding phase will be delayed to January 2020 to allow Beca to address the comments and changes needed on the design and specifications.

Construction Management Services

Amoriont who has been contracted to perform the construction management services for the Technical Building project will begin its involvement in the project commencing the bidding and construction phase.

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PPMO: Procurement from page 7.

logging, outing 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 **August 16-October 31, 2019**, with comparison to the previous periods.

Processed Documents	FY 2018	FY 2019	FY 2020
Purchase Orders, August 16 to October 31	676	674	757
Purchase Orders, month of October	412	313	381
Receiving Reports	2,081	2,147	Next Report

R62 random sample testing: Work-flow routing, from requestor to PPMO to Business Office to VPAS, and return to PPMO, and distribution to requestor, or paymnt processing			
RATING	DAYS	NUMBER	PERCENTAGE
Excellent	1-2 Days	35	56.5%
Average	3 Days	29	29.0%
Fair	4-6 Days	8	14.5%
Poor	7 Days and Beyond	0	0.0%

The test conducted on 62 random samples implies an **85.5% satisfactory completion rate of 1-3 days cycle**, while **14.5% were between 4-6 days**, which were mostly on the purchase requests for utilities. Therefore, the unit shall enhance efforts in processing the requests on electricities and water billings toward improvements with collaborations with the Business Office and the requestor in reconciliation of the utility billing statements.

Property Management Section

Denyo Diesel Generator will be housed at CTEC as the back-up generator to offset island power outages. All the vehicle purchases below are replacements of the disposals/surveyed vehicles, which have been declared obsolete as no value, inoperable condition, and too costly to maintain or upgrade. The Surplus Property Committee considered the costs, including safety risks, liabilities, and vehicle need requirements prior to disposals/surveys and replacements.

PURCHASES/DESCRIPTIONS	VENDOR	PO #	REQUESTOR	STATUS/COMMENTS
Denyo Diesel Generator Model DCA-100ESI (80KW)	NBK	19-03024	CTEC	ETA Pohnpei 12/2019
Used Toyota Coaster Bus (P.Health & Nursing)	Every Co., Ltd	19-02741	NC P.Health & Nursing	In Service
Toyota Hiace Commuter	Japan Motors	19-03763	Residence Hall	ETA Pohnpei 11/16/19
Nissan Vannette Flatbed Truck	Joy/Yutaka Enterprise	19-03660	NC Maintenance	In Service
Suzuki Carry Mini Truck .35ton	Ray & Dors	19-03741	NC Maintenance	In Service
Used 2007 Toyota Rumion	Joy/Yutaka Enterprise	19-03918	CTEC	In Service
Used 2008 Honda CRV	Ray & Dors	19-03917	CTEC	In Service
Doors/Frames & Hardware	Dateline Exports	19-03157	NC Maintenance	ETA Pohnpei; 11/16/2019
Dell laptops and bags 25 ea.	Progressive Computer Serv.	19-02770	NC P.Health & Nursing	Received all on 10/9/19
Injection Pump Assy./FMI Training Vessel part	Ace Ocean Corp.	20-00092	FMI	The part is now in production
RH Mattresses 165 ea.	Dateline Exports	20-00059	Student Services/RH	ETA Pohnpei 12/16/19
Trash Pump 4" with Hoses	Dateline Exports	20-00154	Maintenance/NC	Payment made on 10/30/19
Quadraplex Alum.rated Amps 275 230ft	Dateline Exports	20-00313	Maintenance/NC	PO Certified 10/28/19
FMI Boat & Motors	PT&S; Shipping & Logistics		PPMO/FMI	ETD YAP; 11/13-17/19
Vehicles, Facilities, Worker's Comp. Insurances	Open for Renewals;		PPMO/Business Office	Meetings; 11/13-14/2019
ASSET DISPOSALS/TRANSFER ACTIVITY				
Transfer: NC-Nissan Frontier Truck to Chuuk Campus				Arrived September 2019
Disposals: Vehicles, Boat, Washers, Dryers & Refrigerator	Invitation for Bid			Bid announcement 11/12/19
PENDING REQUESTS				
2-Yamaha Motors -150hp ea.w/steering assy. & accessories	Western Pacific Marine Serv		Maintenance/NC	Quote received 11/6/19
FMI Cadets- Shoulder boards, Caps, Safety Shoes & Dress shoes	In Search/Sourcing		FMI/Eugene	Pending confirmation on quantities and sizes

Vehicle fleet services

Under the property management, the national campus has identified and established vehicle fleet services of shared vehicles to consolidate daily activities and to enhance monitoring in managing the movement, usage, safety, and maintenance of the vehicles. As of this report, the PPMO now has six (6) units including the newly purchased Dining Hall vehicle under the fleet services to support the transportation needs at the national campus. Two (2) vehicles were purchased to replace two obsolete vehicles that were disposed through bidding processes and to establish CTEC vehicle fleet services to be shared with the TRIO Programs. Most of the daily vehicle activities are for local purchases errands, performa Inquiries, public announcements/advertisements, FSM Immigration, Post Office, shipping & logistics, off-campus meetings/functions, travel arrangement/bookings, recruitments, COMET, convocation, custom clearances, banking/treasury, and practicum teacher’s observations.

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Facilities & Maintenance from page 7.

Chuuk Campus: Nantaku Site

The recent relocation of PMU technical staff and increasing workload at the PMU has delayed the request for predesign services for the Chuuk Campus project. A replacement staff will be starting the week of November 11, along with the recruitment of a new architectural engineer will help expedite the request for pre-design services.



National Campus: Teaching Clinic

Yap PMO architectural engineers have submitted the predesign documents and have been reviewed by and returned for the final design. The project is estimated to cost approximately \$3.5 Million. Request for proposal for design services will be issued before the by March 2020.

Kosrae Campus: Multi-Purpose Building

Beca has dispatched three engineers to Kosrae on November 8, 2019, to initiate the site investigation including soil testing, collecting utility locations and relevant data. Upon completion of the site investigation, the design of the Multipurpose Building and site infrastructures will be developed and is expected to take about six months.

China Demonstration Farm

The China/COM-FSM Demonstration Farm has been completed and has been transferred to the Department of Instructional Affairs to manage and coordinate with the Chinese Farm Technicians.

Infrastructure Maintenance Projects (IMF)

The amount of \$353,000 has been drawn down from FSM Finance to fund the college IMF projects. Following the receipt of the funds, the maintenance office executed the bidding of the Kosrae Campus CRE/Land Grant and Faculty Office roofing and ceiling installation. The Design of the upgrade of the CTEC-HTM building has also been completed and is scheduled for bidding in March 2020 to enable construction to commence during the summer of 2020. The reason for delaying the construction is to minimize interruption of the program. The project is estimated to cost about \$200,000.

More IMF projects will be implemented following the implementation of the aforementioned projects including CTEC classrooms 5-7 ceiling works to reduce heat penetration into the classrooms. Kosrae Administration Building floor structural support repairs and improvements. Kosrae SBDC roof repairs and painting.

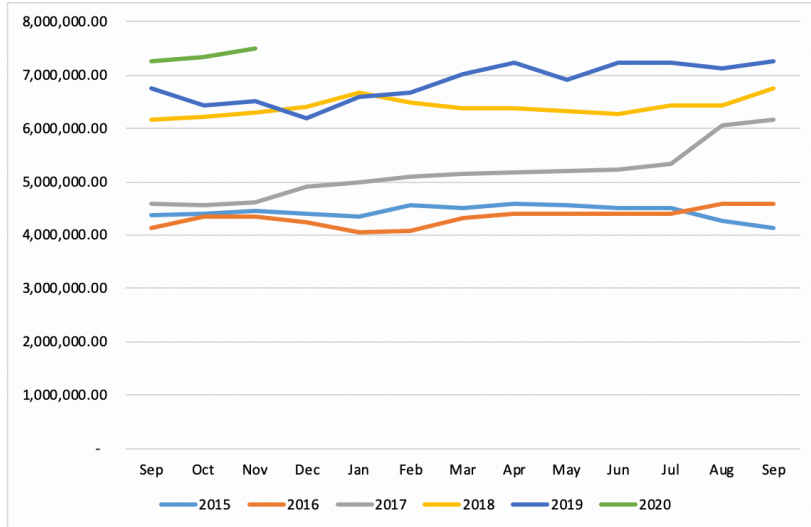
Maintenance Activities

Efforts to reduce electricity consumption are ongoing including replacement of AC units at CTEC. Twelve AC units have been purchased to initiate the AC units replacement program. It has been determined that the AC units “GREE” brand is currently the most efficient and durable to power fluctuations. Maintenance Office is encouraging the use of this brand to replace the existing units and for installation of new units.

The generator for CTEC has been purchased and is estimated to arrive in early December. Meanwhile, call for proposal for design and construction of the generator house has been issued. National Campus Power Station #3 has been restored after the repair of the alternator was completed and returned from Guam. Power Station #3 provides power to the residence halls dining hall, bookstore and dispensary. As a result of the restoration of this station the generator for the gym has been returned to the gym to serve as the gym standby generator as originally intended.

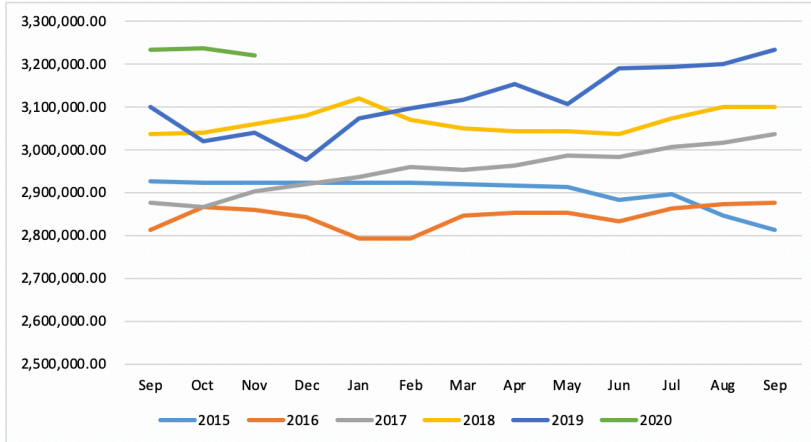
Business Office

Endowment Fund Investment, as of November 12, 2019



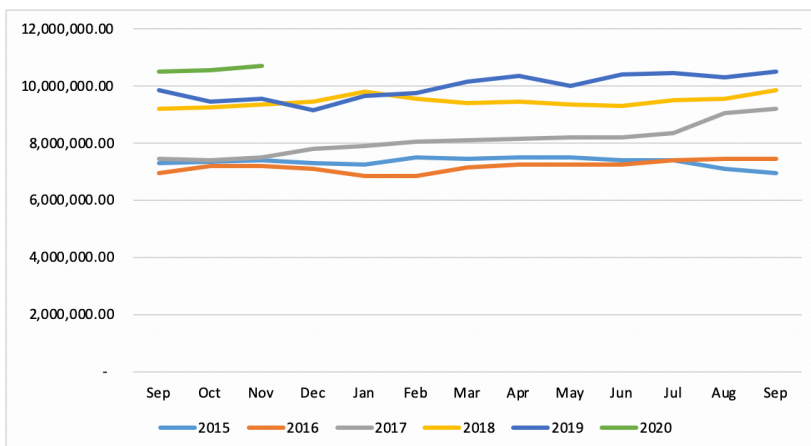
The endowment fund increased by \$246K or 3% due to an additional investment of \$80K and unrealized market gain of \$166K since September 30, 2019. Balance as of: September 30, 2015, \$4.123M; September 30, 2016, \$4.576M; September 30, 2017, \$6.162M; September 30, 2018, \$6.761M; September 30, 2019, \$7.256M; and November 12, 2019, \$7.502M.

Cash Reserved, as of November 12, 2019



The cash reserve fund reported an unrealized loss of \$16K or .49% decrease since September 30, 2019. Balance as of: September 30, 2015, \$2.812M; September 30, 2016, \$2.875M; September 30, 2017, \$3.038M; September 30, 2018, \$3.100M; September 30, 2019, \$3.235M; and November 12, 2019, \$3.219M.

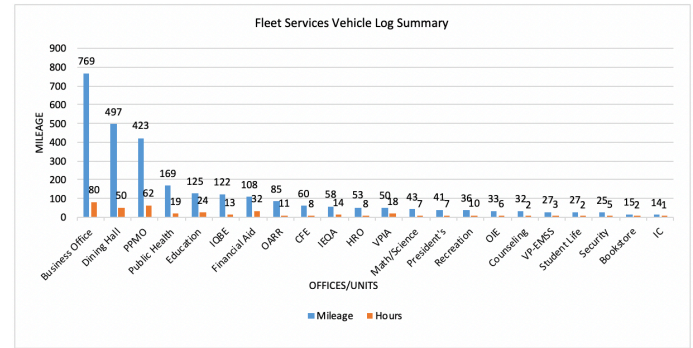
Total Investments, as of November 12, 2019



The total investment increased by \$230K or 2% due to an additional \$80K investment and unrealized gain of \$150K. Balance as of: September 30, 2015, \$6.935M; September 30, 2016, \$7.451M; September 30, 2017, \$9.200M; September 30, 2018, \$9.861M; September 30, 2019, \$10.491M; and November 12, 2019, \$10.721M.

PPMO: Vehicle from page 8.

The PPMO has yet to streamline the coordination of fleet services this fall 2019 to consolidate activity errands for reduction in redundancies and duplications of errands on vehicle usage. The table below summarizes the activity report by number of hours and mileage usage per unit/office.



Campus mail services

Some changes in the campus mail services are being carried out to improve the handling and safeguarding of the outgoing and incoming mail/package 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 of the mail services is being evaluated and assessed for improvements.

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

As of September 30, 2019, the PPMO gladly welcome **Maygen Ardos** aboard as the system wide Procurement Technician I, to receive and handle all purchase requests, including responsibilities in processing purchase orders, preparing receiving reports, routing and distributions, maintain procurement log book, provide procurement status update to requestors, maintain procurement records for internal/external audit, and making recommendations toward improvements. The final personnel requisition to complete the office staffing requirements of four (3 staff plus Director) to effectively carry out its functions and activities is in the planning timeline for FY2021, upon budget approval.

In the meantime, a staff under personal services contract is being utilized to assist in processing purchase orders and other procurement duties to speed up the processing time, handling vehicle fleet services, assist with campus mail services, and other assign duties. Staff training and further education for staff development is the focal point of both short and long-term plans for improvements in sustainability of operations and services and staff retention to induce productivity.

Policy review/development

Procurement and Property Management policies and procedures are in reviews to be created, clarified, modified, and reclassified to effectively address the areas of improvement needed.

Policy/Procedure	Last Reviewed	Next Update Schedule
BP NO. 5301 - Procurement Policy	March 3, 2017	March 2020
AP NO. 5301-Modes of Procurement; AP NO. 5302-Processing of Purchase Orders and Other Equivalent Documents	March 22-24 2014	January 2020
BP NO. 5603 - Disposal of Surplus Properties	March 22-24 2014	March 2020
AP NO. 5603 - Disposal of Surplus Properties	March 22-24 2014	January 2020

Statement of Equal Opportunity

The College of Micronesia-FSM complies with Title VI of the US Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The College does not discriminate in matters of employment or admission to educational programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap per Public Law No. 779.

Updates
Human Resources Office

Personnel composition and distribution

Retention Rate vs. Attrition Rate, August 20, 2019, to November 12, 2019

Campus	Number of Personnel	Retention		Attrition		Reasons
		Count	Rate	Count	Rate	
National	160	158	98.75%	2	1.25%	Retirement, personal
CTEC	78	78	100.00%	0	0.00%	
Chuuk	48	48	100.00%	0	0.00%	
Kosrae	36	35	97.22%	1	2.78%	Personal
Yap	36	36	100.00%	0	0.00%	
FMI	15	15	100.00%	0	0.00%	
Total	373	370	99.20%	3	0.80%	

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 November 12, 2019, 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	87	55%	71	45%	116	73%	42	27%	158
CTEC	43	55%	35	45%	65	83%	13	17%	78
Chuuk	30	63%	18	38%	42	88%	6	13%	48
Kosrae	22	63%	13	37%	29	83%	6	17%	35
Yap	15	42%	21	58%	26	72%	9	25%	36
FMI	11	73%	4	27%	14	93%	1	7%	15
Total N	208	56%	162	44%	292	79%	77	21%	370

Recruitment data, April 20, 2019, to November 12, 2019

While hiring continues for FY 2019 in addition to FY 2020, the table below reflects positions filled and successful candidates who have started. These numbers do not include pending job offers, positions in the screening process or confirmed new employees whose start date is after November 12, 2019. Of the fourteen (14) successful candidates who have started on the jobs, thirteen (13) are FSM citizens.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FSM FMI	Total
Faculty							0
Management	1						1
Professional	2	1	1				4
Classified	1	3	3	1	1		9
Total	4	4	4	1	1	0	14

Enrichment Initiatives

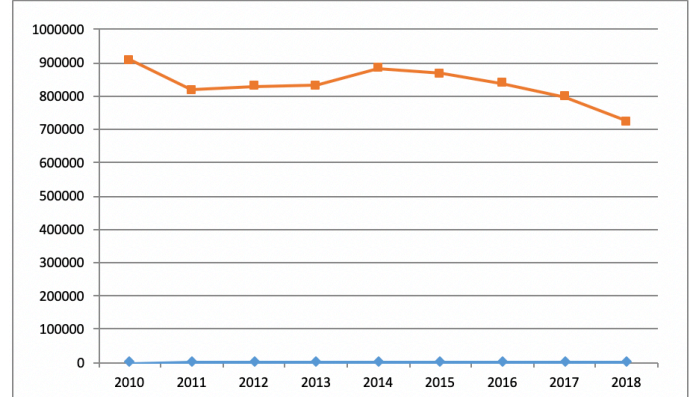
- ▶ National Campus-ASC Retirement Presentation, September 25, 2019 – Eighteen (18) attended.
- ▶ Kosrae Campus-Policy and Procedures Training, September 25, 2019 - Ten (10) attended.
 - Board Policy /AP No. 6017 Performance Evaluation
 - Board Policy/AP No. 6007 Employment
 - Board Policy/AP No. 6018 Termination
 - Board Policy/AP No. 6019 Employee Discipline and Protection
- ▶ Social Security Presentations
 - National Campus - November 1, 2019, fifteen (15) attended.
 - Chuuk Campus - October 29, 2019, twelve (12) attended.
 - Yap Campus - October 30, 2019, sixteen (16) attended.
 - BCTEC - November 6, 2019, forty-eight (48) attended including students.

MISSION STATEMENT

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

National Campus
Annual Power Consumption Report

Calendar Year	Kilo Watt Hours Total	Difference from 2010 (%)	Difference from prior yr.
2010	907,725		
2011	817,815	10%	
2012	829,449	9%	1%
2013	832,287	8%	0%
2014	883,866	3%	6%
2015	867,808	4%	-2%
2016	839,422	8%	-3%
2017	797,623	12%	-5%
2018	725,048	20%	-8%



Inter-campus shuttle services

Year	Fall	Spring	Summer	Total	Revenue Generated
Fall 2016	378	350	79	79	
Fall 2017	401	308	80	80	
Fall 2018	412	376	148	148	
Fall 2019	433	378	186	186	

Year	Fall	Spring	Summer	Total	Revenue Generated
2016		350	79	429	\$17,160.00
2017	401	376	80	857	\$34,280.00
2018	412	376	148	936	\$37,440.00
2019	433	378	186	997	\$39,880.00

