



ADMINISTRATIVE SERVICES
 BUSINESS OFFICE | FACILITIES & MAINTENANCE | HUMAN RESOURCES OFFICE | PROCUREMENT & PROPERTY MANAGEMENT
UPDATES: OFFICE OF THE VP FOR ADMINISTRATIVE SERVICES

The COM-FSM Team comprised of VP Joey Oducado, VP Joseph Habuchmai, and Comptroller Roselle Togonon visited the College of Marshall Islands on July 17-22, 2023 to study how CMI utilize various digital automation programs to provide services to the Marshall Islands students. The team organized meetings with President Dr. Irene Taafaki, VP Stephenson, VP Elizabeth, various directors of programs and IT specialists throughout the visit. Starting on Tuesday to Thursday, various presentations were made from morning until late afternoon to learn of the various programs being used by the college to carry out its academic, student services, administrative functions, recruitment of students, communication tools, SIS system, budgetary processes, MIP, MIP HR Modules, Microix, use of Jensebar Sonis, PeoplesAdmin, ePrintit for students to print services, eFileCabinet for Institutional documents filing, SSO Portal, One Stop Shop, DocuSign, and exchanges of best practices at the two institutions. The team exchanges best practices with the staff of CMI and shared what COM-FSM is doing in all different areas of services for staff, faculty and students. List of best practices was shared with SLT. <https://docs.google.com/document/d/1H-nYVs7KFEU3ejxn2bwFbOiVi4CD7E2L/edit> consulate office and presented banking and insurance information to the FSM citizens in Guam.

The team informed the President and the SLT of the various automation programs CMI is using and made decision on the ones to implement at COM-FSM and others still being reviewed as it relates to securing fund to sustain its use by the college.

VPAS has completed SWOT analysis for National Campus, Kosrae Campus, Chuuk Campus and to complete Yap during the period of the BOR meeting in Yap. The purpose of the SWOT analysis and the team building exercises is for us to complete the 2024-2028 Strategic Plan for the college. The IEMP or the Integrated Educational Master Plan will need the information along with the Five Year Financial Plan to be able to be updated to provide clear directions for program implementations and resource allocations.

VPAS Office has purchased a Starlink Satellite dish and router and it has given it to the college IT to test that out. Additionally, the college was donated a Starlink Satellite dish and router from the FSM TC&I to be used at Kosrae Campus. Kosrae State has not yet connected to the ocean fiber optic cable that is still in progress to connect Kosrae, Kiribati, and Nauru next. The plan for the college is to use the Starlink satellite dish for its remote delivery of courses to the Outer Islands in the FSM. Yap, Chuuk, Pohnpei and possibly Kosrae can be given remote access through the use of the Starlink satellite dish for online learning. The Starlink is still being reviewed and worked on by TRA or Telecommunications Regulatory Authority for licensing purposes.

FSM Congress is doing its best to find ways to address the college fund for its FY2024 budget increase submitted earlier. The budget has an increase of 26% to address the issue of employees frequent resignation from the college. Since the FSM National Government 45% increase to all its PSS employees.



UPDATES: HUMAN RESOURCES OFFICE

1. Retention Vs Attrition Rate Between May 23, 2023 to August 28, 2023

Campus	Retention Rate	Attrition Rate	Reasons
National	128	2	Other job and personal health
CTEC	68	6	Health, other job, & retirement
Chuuk	44	1	Deceased
Kosrae	30	1	Medical retirement
Yap	35	2	Deceased & other job
FMI	17	0	
Total Sum	322 (96.28%)	12 (3.72%)	

Note: Per strategic Measure II.9 Average college employee attrition rate is less than 5% annually.

2. Gender and Citizen Distribution of current Full Time Personnel

Gender and Citizenship as of August 28, 2023

Campus	Male	Female	FSM Citizen	Non-FSM Citizens	Total
National	75	53	93	35	128
CTEC	38	30	56	12	68
Chuuk	26	18	40	4	44
Kosrae	16	14	27	3	30
Yap	16	19	30	5	35
FMI	14	3	15	2	17
Total Sum	185(57%)	137(43%)	261(81%)	61(19%)	322



UPDATES: FACILITIES & MAINTENANCE OFFICE

CTEC Multi Technical Building: The project is delayed and percentage of completion is about 60%. Although the project is delayed, the second-floor walls are completed and ready for roofing. The PMU and the Construction Management firm is working closely with the contractor to improve performance of the contractor (ABCOR). Efforts includes work on the CTEC upper parking lots, walkways and landscaping. These projects are expected to be completed within 2 months or by late October.



National Campus Teaching Clinic: Relocation of utilities are still underway, with the relocation of waterline completed while the power and internet lines are still in progress. The Contractor (VCS) has completed the excavation of the foundation area and filled and compacted the coral base for the foundation works.



National Campus Student Center: Contractor (CANTON) has initiated the excavation of the foundation area, however, it was determined that the location of the building is inconsistent with the designed plan. The PMU and the construction manager have been informed and a proposed relocation plan is being developed as of this report. The Contractor has been informed of this dilemma and is prepared to make the necessary adjustments.



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3. New Hires by Campus and Positions

- National Campus – Dr. Nuno Ricardo Pedrosa, Art Instructor effective August 1, 2023
- National Campus – Nicholas Harris, Maintenance Worker effective July 17, 2023
- FSM-FMI Campus – Televa Tofinga, Engineering Instructor effective June 15, 2023
- Yap Campus – Kimberly Guretmag, Administrative Assistant effective July 17, 2023
- CTEC Campus – Crystal Micheala Jackson, Coordinator of Student Life effective

Note: Total of 73 unfilled including those still opened, closed, pending job acceptance, in screening or pending missing documents/reference checks.

4. Enrichment Initiatives/ Institutional Benefits

Summer Tuition and Waiver: Per Board Policy No.6027 employees attending classes with a maximum of 2 courses per semester are waived 100% tuition while their dependents are reduced 50% tuition.

Summer 2023			
Campus	Employees Number	Dependents Number	Total Number
National Campus	3	9	12
CTEC Campus	8	10	18
Chuuk Campus	2	5	7
Kosrae Campus	1	7	8
Yap Campus	1	3	4
FSM-FMI Campus			
Total Number	15	34	49

Fall 2023			
Campus	Employees Number	Dependents Number	Total Number
National Campus	4	24	28
CTEC Campus	6	13	19
Chuuk Campus	2	11	13
Kosrae Campus	2	9	11
Yap Campus	2	5	7
FSM-FMI Campus		1	1
Total Number	16	63	79

Note: Per Strategic Goal II.8 Invest in employee development and capacity building to improve practices.

Retirement Plan with ASC

On July 7, 2023 65 employees attended a zoom meeting with ASC local staff and one senior adviser. Currently 255 employees enrolled while 50 choose not to enroll and 17 are still serving the probationary period and will have the opportunity later.

Campus	Enrolled	Not Enrolled	Not Eligible	Total
CTEC	57	8	3	68
	94%	6%	0%	
Chuuk	29	14	1	44
	55%	45%	0%	
National	106	14	8	128
	93%	7%	0%	
Kosrae	24	4	2	30
	53%	43%	3%	
Yap	25	8	2	35
	71%	29%	0%	
FMI	14	2	1	17
	82%	18%	0%	
Total Sum	255(79%)	50(16%)	17(5%)	322

Professional Development

June 7, 2023 A Legal Workshop was delivered to SLT by HR Director and Stephen Finnen on the following policies:

- A. Board Policy No.6010 Leaves
- B. Board Policy No. 6018 Termination
- C. Board Policy No.6019 Employee Discipline and Protection
- D. Board Policy No.6021 Grievance

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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.

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:
No updated reports.

Major Renovation & Repairs

1. The Gym back up generator manual double throw switch has been replaced. The original switch was unsafe and is not in accordance with National Electric Code.
2. Back up Generator for Maintenance Office and IT Shop: Repaired and is functional except auto start option is still malfunctioning.
3. Back up generator station #2 for Administrations: Japanese technicians arrived, troubleshoot and repaired generator and has been functioning normally since then.
4. Resumed shuttle service with only 2 buses operating. Three of the buses are down for repairs.

COVID-19 Projects Funded by the CARES Act:

1. National Campus Perimeter Fencing Project – Already received legal advise on how to proceed on the matter of land issue.
2. Yap Campus Onsite Electrical Distribution System with Backup Generator – Completed
3. Kosrae Campus Perimeter Fencing Project – Project terminated. Cannot proceed because of expiration of funding.
4. Kosrae Onsite Electrical Distribution System with Backup Generator – Generator has been purchased and delivered to site. No contractor to perform the work and funding has expired.
5. CTEC Perimeter Fencing Project: Fencing has completed with minor works on the main entrance gate at the lower campus. Date of Completion is September 30,2023.



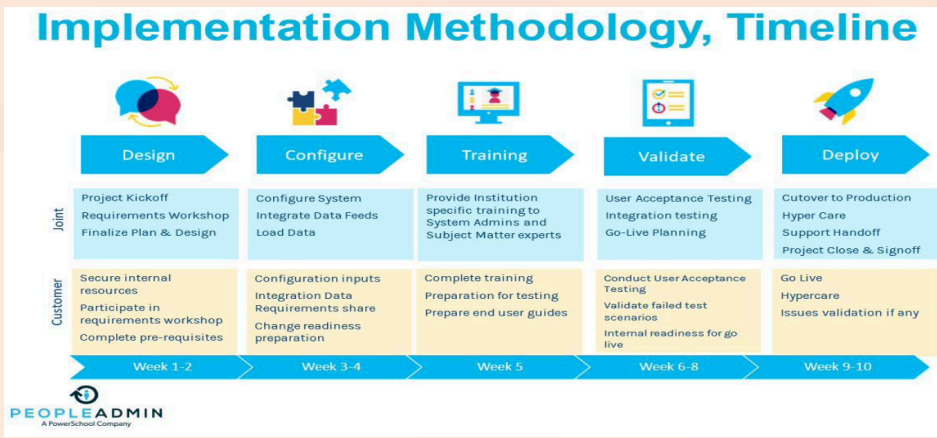
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5. Special Projects

Personnel Audit: The contract was signed and work commenced August 1, 2023 that will carry until December 31, 2023. The consultant will travel to the FSM September to conduct meetings and gather additional information in person.

PeopleAdmin- On-line HR System

The College has engaged with PowerSchool Group LLC, licensor of PeopleAdmin branded products and services to develop and implement an on-line HR System, a 12 months project. The implementation methodology and timeline of the project can be seen below:



The outcome of the project will result in five modules as follows:

- Applicant Tracking System (ATS);
- Position Management (PM);
- Employee Records (ER);
- Performance Management (PerM); and
- Professional Learning (PL).

The HR Team have been working closely with PeopleAdmin and its consultants to develop these various modules during the first week of July, 2023. The teams meet twice a week (Wednesday and Friday) to discuss the various requirements needed to design and configure the modules. One of the PeopleAdmin consultants focuses on the overall implementation of the development schedule, the other focuses on ATS, PM, ER and PerM modules (Wednesdays) and another focuses on the PL module (Fridays). In the event that the project falls behind schedule, the teams are flexible to include additional meeting days.

At present, per the Implementation Methodology and Timeline above, ATS, PM and ER are completing the configuration phase and ready to enter the training phase. PL activities are still in the design and configure phase while PerM has just started the design phase. While all of the works regarding the modules are progressing, the main focus is to complete and deploy the ATS, PM and ER tentatively at the end of September, 2023.

To note, throughout our weekly meeting, the HR team noticed a potential issue. In particular, the issue relates to integration of 3 of the modules (ER, PL and PerM). Currently, based on advice of the PeopleAdmin consultants, the 3 modules cannot speak with each other but they are committed to working and finding solutions and options to the matter. More updates regarding this issue can be provided in future updates as the work continues.

6. Special Projects

Human Resources Committee (HRC) completed its review and recommendation for Board Policy No.6010, it was then transmitted to VPCRE who is tasked to lead the review of the same policy.

- HRC resumes its monthly meeting this August with the first meeting scheduled for August 31, 2023.
- Policy Development Plan is updated to reflect unfinished policies from previous year, the new 2022-2027 Master Policy Calendar and prioritized policies/procedures under HR.



PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

Activity Description	PPMO Board Update Activity Highlights - Period Covered: May 20 - August 31, 2023	Status
Major Purchases		
1. RFQ B.0203-01 Medical equipment	Awarded to Medpharm CT23-0220	Completed
2. RFQ B.0203-02 Servers & IT Technical Supplies	Awarded to Dateline CT23-0254	Completed
3. RFP B.0203-03 Program Evaluator/Trainer for PDETS DDOF	Contract awarded to Dr. Kelly Winby CT23-0148	On Going
4. RFP B.0203-04 Program Assistant Evaluator/Trainer P-DETS DDOF	Contract awarded to Dr. Erica Davis CT23-0147	On Going
5. RFP B.0203-05 Program Director for DDOF	Contract awarded to Dr. Brian Mangum CT23-0123	Contract ending August 31, 2023
6. RFP B.0203-06 Program Manager DDOF	Contract awarded to Dr. Tamara Mangum CT23-0122	Contract ending August 31, 2023
7. Consultants contract extension DDOF	Contract extended Dr. Brian Mangum Contract CT23-0571	Contract extended for the duration of the Project: Sept 1, 2023 - August 31, 2026
8. Consultants contract extension DDOF	Contract extended Dr. Tamara Mangum Contract CT23-0572	Contract extended for the duration of the Project: Sept 1, 2023 - August 31, 2026
9. RFP B.0203-08 Strategic planning	On hold	Pending
10. RFQ B.0203-10 NC Business Lab computer turn over	Contract awarded to MCS CT23-0330	Most items already delivered by Vendor, pending with back up batteries
11. RFQ B.0203-11 Brand new Vehicle for President / CEO, Dr. Theresa K.	Mitsubishi Outlander Sports 2022 received March, 2023 found defective upon receipt shipped back to Guam on April 28, 2023	Full amount \$26,650.00 Refunded by Vendor 8/05/23
12. RFQ B.0203-22 Apple leads 100 pcs	Contract awarded to MCS-Pohpepe CT23-0505	First payment made to vendor/ Order is in progress
13. Back up Batteries for Computer labs all campuses) Cases ACT	Purchased from Discount Central PO23-2656 - 2658 & 2666	ETA Via 8/29/23 ETA Chuok 9/04, ETA Pohpepe 9/05, ETA Rose 9/08/23
14. Used Vehicle Order: 2019 Nissan Rogue	Purchased made from local Vendor, RSM Imports	Completed/vehicle delivered
15. Gym Lights	Purchased from RSM PO23-3139	ETA Pohpepe - August 2023
16. RFP NO.B.0203 - 19 Personnel Audit	Contract awarded to Liv Data Consulting Pty Ltd based in Australia CT23-0553	Duration - August 1 - December 31, 2023
17. Used Vehicle Order 2010 Toyota Rush	Purchased from local Vendor, Steady Palm	ETA Pohpepe - September 2023
18. RFQ B.0203-21 Chuok Campus Vehicle Purchase - 2 units 14 Seater Van	Purchase will be made from RSM Imports PO23-3175	Awaiting for President's Approval as of 8/29/23
19. Used vehicle Purchased 15 Seater van	Public Health and Nursing Program DDOF	Completed
20. Asset Survey & Disposal	ORE - 3 units	TRB B.0203-26 Completed
21. Chuok campus Lab computers disposal	Chuok campus has submitted their computers disposal reports	According to Chuok IT, some schools in Chuok and including gov't Agencies are requesting COM-FEM donation
22. Asset Survey & Disposal	NC & CTC submitted their computer lab survey and disposal	All lab computers were to be donated to schools and offices who requested for donations according to VPAS and as approved by President



UPDATES: OFFICE OF THE INSTITUTIONAL EFFECTIVENESS

ACCREDITATION

On September 13, 2023, ALO participated in a zoom session on the ACCJC 2024 Accreditation Standards.

- Standard 1. Institutional Mission and Effectiveness
- Standard 2. Student Success
- Standard 3. Infrastructure and Resources
- Standard 4. Governance and Decision-Making

Some of the major changes to the Standards are shown below:

Overview of Major Changes in the Standards

FROM	→	TO
Repetitive and siloed	→	Streamlined and holistic
"do you have a process"	→	"what are the results, and how do you use them"
Narrative required for everything	→	Some documentation provided via checklist
120 Standards (127 for multi-college districts)	→	30 Standards for all colleges



The new Standards are focused more on mission alignment, equitable outcomes, and innovation and improvements, moving from "this is what we do" to "this is what we learned and this is how we will do things differently". The Accreditation Handbook has also been revised to include all guides and templates in one document for easy reference. Some changes are also expected of the Institutional Self Evaluation Reports template.

Evolving Expectations for Institutional Self-Evaluation Reports

New ISER Template (embedded instructions for each section)

Major Sections in the Self-Evaluation Report	Suggested Length
Forward to the Institutional Self-Evaluation	1 page
A. Introduction: Institutional Context	2-5 pages
B. Institutional Self-Evaluation of Alignment with the Accreditation Standards	60-70 pages
C. Required Documentation	(no narratives)
D. Appendices: 1 - Verification of Catalog Requirements 2 - Organizational Information 3 - Additional Approved Locations (if applicable)	(no narratives)



Another session will be repeated in October for those who wish to attend this session. Participants only need to register for the webinar.