



# Report to the Board of Regents

Administrative Services | Enrollment Management and Student Services | Instructional Affairs  
Institutional Effectiveness and Quality Assurance

September 24, 2020, Zoom Meeting



Department for  
**INSTRUCTIONAL AFFAIRS**

Academic Programs | CTEC | State Campuses | FSM Fisheries & Maritime Institute | Cooperative Research & Extension

## Accreditation News: ACCJC accepted the March 2020 Mid-Term Report submitted by the college

### ACCJC appointed Dr. Catherine Webb as the college's new liaison

At its June 10-12 meeting, the Accrediting Commission for Community and Junior Colleges (ACCJC) accepted the March 2020 Mid-Term Report submitted by the college ([http://www.comfsm.fm/accreditation/archive/Action-Letter\\_Mid-term-Report-College-of-Micronesia-FSM.pdf](http://www.comfsm.fm/accreditation/archive/Action-Letter_Mid-term-Report-College-of-Micronesia-FSM.pdf)). The next report due to ACCJC besides the annual academic and fiscal reports in April is the Institutional Self-Evaluation Report due spring of 2023.

The college has a new ACCJC liaison since Dr. Stephanie Droker became president for ACCJC. The college's liaison is Dr. Catherine Webb. Dr. Webb was the Senior Dean of College Planning & Institutional Effectiveness and Accreditation Liaison Officer at Grossmont College in California. She holds a B.A. in Music and English from Illinois Wesleyan University, an M.A. in the History and Theory of Music from the University of Chicago, an MLIS from Dominican University (River Forest, Illinois), and an Ed.D. in Organizational Leadership from Brandman University.



*Dr. Catherine Webb  
Senior Dean of College Planning & Institutional Effectiveness, and ALO,  
Grossmont College, CA*

## TCE for admission to BSED offered online

Online study sessions to prepare students for the Teacher Competency Exam (TCE) were conducted via Zoom and the exam was administered online for the first time.

22 applicants to the Bachelor of Science in Elementary Education (BSED) program took the online test on August 18, 2020. 18 took the test for admissions while four took the test to be eligible for student teaching and/or internship. 13 out of the 18 students met the required score for admissions to the BSED program. Only one of the four students who took the test for student teaching and/or internship achieved the required score.

## Virtual training for faculty

The college scheduled two virtual trainings for faculty prior to fall semester. These trainings were in response to requests from faculty members after the assessment/reflections of summer session were completed.

The trainings covered effective conferencing and online material development.

### Accreditation

The College of Micronesia-FSM is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.



## IQBE

Improving the Quality of Basic Education

The College of Micronesia-FSM (COM-FSM) is fulfilling its responsibilities as agreed upon in the Improving the Quality of Basic Education in FSM grant. COM-FSM has completed the following activities for year two.

### Project activities

- ▶ Conducted Academic 2 to Pohnpei DOE
- ▶ Conducted QPF training to Teacher Corps at COM-FSM
- ▶ Conducted QPF training to in-service and pre-service students in the Language Arts Method course
- ▶ Conducted Academy 1 to Chuuk DOE
- ▶ Conducted QPF to Pohnpei Catholic School in collaboration with Pohnpei DOE
- ▶ Conducted TLC package for Kosrae DOE
- ▶ Conducted Academy 2 for Kosrae DOE
- ▶ Ongoing observation and mentoring by COM-FSM mentors in all states

### Accomplishments

- ▶ Ongoing collaboration with NDOE and SDOE's
- ▶ Met Secretary Kephas to update QPF activities
- ▶ Submitted training schedule to NDOE
- ▶ Met with DSIC consultants to discuss and align QPF activities
- ▶ Submitted TLC package to NDOE for review and approval
- ▶ Submitted Academy 3 to NDOE for review and approval
- ▶ Submitted annual report of Year 2 activities to NDOE

Continued to page 2

## RIIA/NIFA Grant awarded

The College of Micronesia-FSM was awarded a \$170,965 National Institute of Food and Agriculture (NIFA) Grant for this fiscal year. The grant work will establish an Agriculture Corps for students very similar to the Teacher Corps program. Agriculture students will participate in job shadowing, seminars, tutoring, workshops, and science fairs. Students will receive assistance through stipends, registration fees, and summer tuition. Scholarships for achieving a bachelor or masters degree are also available.

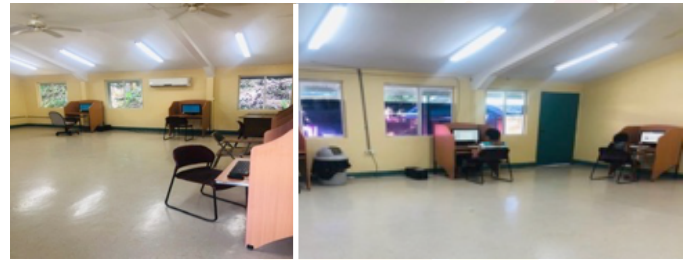
This work is supported by Resident Instruction (RIIA) Grants Program for Institutions of Higher Education in Insular Areas, Grant 13023705 from the USDA National Institute of Food and Agriculture.

Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.

## Career & Technical Education Center

### Need for additional computer labs

Additional classrooms have been transformed into computer lab space to accommodate the increased student population for fall 2020 semester. The students come to campus to connect to Wi-Fi or utilize college computers to complete distance learning coursework.



### Hospitality and Tourism classroom renovation

Construction work has begun to renovate the Hospitality and Tourism Management (HTM) classrooms and training facilities. The redesigned teaching kitchen/restaurant will allow for a larger, safer space for students to learn in the food and beverage courses. Primarily, the kitchen will have multiple cooking stations rather than all students crowding in one area. HTM office space was moved last year to make room for this renovation work.



### Donation received from PactVET-SPC

The college has a Memorandum of Agreement (MOA) with Pacific Technical and Vocational Education Training (PACTVET) sponsored by the European Union (EU) through the Secretariat of the Pacific (SPC). The MOA is on climate change and sustainable energy to upgrade the construction electrical program. The MOA has resulted in the modification of several electrical courses to qualify for the four different levels of EU PactVET certification in climate change and sustainable energy. Part of this grant provides the college with \$40,000 worth of tools. The first hand over of tools in the amount of \$34,000 was on September 3, 2020.

## Chuuk Campus

### Program updates

During Spring 2020, seven Chuuk High School seniors participated in the second cohort of the Dual Enrollment Program. Six of them enrolled during Summer Semester. We have five still enrolled at COM-FSM but now as full time students.

Six students from the first cohort for the BS in Elementary Education at Chuuk Campus are taking internship and student teaching to graduate in December 2020. These will be the first bachelor graduates at Chuuk Campus.

The second cohort of the Trial Counselor Program started fall 2020 with eight students.

## Yap Campus

### Program updates

The makeup of the student population is changing at the state campus due to the availability of online classes. There are more new and returning students at Yap campus compared to previous years. This is due to availability of degree programs at all campuses as a result of online instruction. Many of the returning students have families and are grateful for the opportunity to further their education without having to leave Yap.

### Program challenges

With the new “normal” and ways of doing things, we have and will continue to encounter challenges which are opportunities for improvements in new and different ways. Some of these challenges are:

- ▶ Need for orientation for all students so that they can understand the importance/urgency of the precautionary measures against COVID-19. Students, faculty, staff, and campus visitors are mandated to wear masks while on campus. Majority are but not doing it properly.
- ▶ All our labs and classrooms adhere to social distancing rule of six feet apart. While in the classrooms and labs, they wear masks and social distance themselves but not outside.
- ▶ Consolidating class schedules from all campuses once submitted can be quite overwhelming. We would like to recommend if the final schedule can be worked on by all the IC's for all campuses. This would ensure a balanced class schedule for all full time faculty members across the system.
- ▶ Students are getting help in how to do zoom meetings for their classes using their own smartphones as our computers do not have cameras. For the few students without smartphones, we assist them with laptops with cameras. For zoom meetings, faculty members need to be mindful of the time difference between Yap/Chuuk and PNI/Kosrae. Our students come by bus and arrive on campus by 8:30 AM.
- ▶ Student advisement and POW WOWs – how can we do an effective virtual counseling to help students to successfully complete their courses?
- ▶ IT and other staff monitoring the labs and computer rooms are assisting students with use of schoology, etc. This is a first in a very long time that the LRC is busy at the start of the semester.
- ▶ Our LRC is now busy with students working on their online courses and getting assistance and guidance from the librarian.

## FSM-Fisheris & Maritime Institute

### First year (new cadets)

Total of eight new cadets enrolled for fall semester 2020, one from Pohnpei and seven from Yap (six from outer islands and one from main island).

The institute enrollment is 38 cadets (eight first year cadets, 19 navigation-fishing master class 5, and 11 eningeers, engineer class 5) plus 12 in the traditional navigation course for a total of 50.

### Okeanos traditional navigation course

The Okeanos foundation traditional navigation course initiated in 2019 finally started in summer 2020. The course is fully funded by the College of Micronesia and taught by traditional Master navigator Ali Haleyalur from Yap.

A total of 12 participants enrolled in the course comprising of two females and ten males. The course is offered in the evening from 1800 to 2100 hrs from Monday to Friday. All participants commute to the school using provided FSM-FMI transportation and the school provides the dinner meal.

Acting Dean Tioti voluntarily assist (6 hours per week) with the course offering in the area of seamanship (Basic chart-work) and COLREGS “International Regulations for Preventing Collisions at Sea”. The course was supposed to be delivered by Okeanos Capt. Peia who is unable to come from New Zealand due to COVID-19 travel ban.

The first session of the course will be completed in one year.



### COVID-19 response activities

Cadets wear masks from 0630 hours (after exercise) to 2200 hours (bedtime). The cadets also use the seamanship shelter as a classroom. This is an outdoor area that allows for good ventilation and space for cadets to social distance. The cadets constructed portable local huts to prevent rain spray and direct sunlight.

Continued to page 3

### Update: IQBE .... Continued from page 1

- ▶ Received approval of Year 3 activities from NDOE
- ▶ Participated in Service Workshop with NDOE and SDOEs
- ▶ Met NDOE Assessment Specialist to discuss NMCT and PILNA
- ▶ Met NDOE Teacher Certification Specialist and Math Specialist to discuss NSTT study guide module and testing schedule
- ▶ Visited classroom teachers who are part of Academy trainings
- ▶ Submitted quarter report 1 for Year 3

## Kosrae Campus

### Construction at Kosrae Campus

TE Construction continued with Kosrae Campus roofing project for faculty and Cooperative Research and Extension (CRE) buildings. With the arrival of galvalume roofing and other needed materials during the last week of August, the project is now well under way with installation of the new roofing and new ceiling for the two structures.



Boro Landscaping and Shiro Youngstrom have completed needed ground work and landscaping improvement/maintenance for the campus during this reporting period.



### Kosrae Campus now connected to Kacific Broadband Satellite

Kosrae Campus was able to finally get locked and connected to Kacific Broadband Satellite during this reporting period. KC management, faculty, staff, and students wish to extend our sincere appreciation and gratitude to IT Director Shaun Suliol, KC IT System Specialist Renton Isaac, and system-wide IT staff members for your outstanding support and dedication in support of student success.



### Kosrae Campus faculty and staff trainings/workshops/ meetings

- ▶ COVID-19 task force meetings
- ▶ Emergency Management Team meetings
- ▶ *How to successfully work at home* — Watson training sponsored by HRO
- ▶ Budget preparation meetings
- ▶ Material development for online courses
- ▶ Online conferencing
- ▶ Committee meetings

### Honored faculty and staff

Kosrae Campus held its annual Incentive Day awards program on July 3, 2020. The following KC faculty and staff members were recognized in certain set Incentive Day program categories listed here:

- Kenye Killin, *Innovative Award*
- Renton Isaac, *Staff of the Year*
- Mary K. Sigah, *Faculty of the Year*
- Shirley S. Jackson, *Award of Recognition*

Continued to page 3

FSM-FMI .... Continued from page 3

**Shipboard training update**

Cadets on shipboard training were stranded in Woleai atoll for more than two weeks when MV Hapilmohol 1 experienced auxiliary generator malfunction. The first leg of the trip to the Eastern islands was not completed but assistance was then rendered by MV Navigator, transporting MV Hapilmohol 1 passengers and cargo to the islands. Both vessels arrived in Yap port on August 24, 2020.

Acting Director Theophilus Thinnifel of Yap Department of Public Works and Transportation sent FMI the following email on August 26, 2020.

*Good afternoon brother Teburea,*

*When I arrived onboard the H1 on Saturday 22nd I immediately called the Cadets leader over to find out how they were as I was equally worried about them after being out there all this time. I even offered them ramen,*

*biscuits and canned meat but he told me that they still have their supplies and that they were also eating from the galley and that they were ok. Through out the trip, I could see that they were always busy working in the engine room, decks and standing watch in the wheel house. I was very happy and proud of their attitude of choosing to remain on the crippled ship and help out. Yes, for further training on H1 they are always welcome on board even if the ship will remain along the dock for some time as we try to repair the broken engine. Tell them I am sending a big thank you to all of them for their hard work.*

*Kammagar,*

*Theophilus Thinnifel  
Acting Director  
Department of Public Works and Transportation  
Office of the Director  
Phone No: 350-2175/76/77*

**Cadets construct boat shed**

The construction of boat shed started in Spring 2020 utilizing the engineering arc welding and Seamanship practical classes whereby cadets apply their practical training skills.

The newly constructed boat shed can safely house rowing boat “President Daisy”, Fishing boat “FMI Shark” and tender boat “FMI Marlin”



**Learning Resources Center**

**Activity highlights**

- Library staff assisted students with accessing and using their email and navigating Schoology effectively and shared data on computer usage to IT for reporting purposes.
- Online library guides were developed and shared with campus librarians and posted on the library webpage on assisting students with using Schoology and citing sources online. Links to library orientation were provided to admissions for use in the virtual orientation for fall 2020.
- Services are provided from 9AM – 4PM and staff are scheduled on rotation to meet social distancing requirements. Plexiglass were installed at service counters at National campus circulation desks and Yap campus library.
- Alipherta Benjamin turned in her resignation for retirement, effective on September 10, 2020. She has served the college for 41 years as of this reporting period.

**Statistics: Programs and services**

Campus	Patron Usage	Reserves	Circulated Materials	Visitors	Computer Use	Tech Assists	Reference Assists	Volumes
Chuuk	797	-	63	-	797	2	9	11,189
CTEC	481	-	23	19	382	13	4	4,511
Kosrae	1,152	-	-	-	257	45	45	4,473
National	1,911	50	187	-	752	104	32	72,692
Yap	54	-	29	5	24	-	-	11,477
<b>Total</b>	<b>4,395</b>	<b>50</b>	<b>302</b>	<b>24</b>	<b>2,212</b>	<b>164</b>	<b>90</b>	<b>104,342</b>

Department for  
**INSTITUTIONAL EFFECTIVENESS & QUALITY ASSURANCE**  
Information Technology | Office of Institutional Effectiveness

*Institutional Effectiveness & Quality Assurance* assesses and supports the capacity and extent to which the college fulfills and maintains its mission; while fostering and embedding a college culture of sustainable continuous quality improvement at all institutional levels. At the core of effectiveness and ongoing quality improvement is a focus on student learning and student success. Leadership and guidance are provided to the college community to ensure accountability as accreditation and regulatory standards are understood and met, and/or exceeded at all times.

Continued to page 4

Strengthen resources to meet current and future needs through revenue diversification, efficient use, innovation, effective allocation, conservation, infrastructure upgrades, and investment in human capital (COM-FSM Strategic Plan 2018-2023).

Kosrae Campus .... Continued from page 2

Kenye K. Killen, *Community Service Award*  
*Years of Service Awards*

- ▶ 10 years Shruie Miako A. Sahm & Tara Y. Tara
- ▶ 15 years Shirley S. Jackson
- ▶ 20 years Alik J. Phillip
- ▶ 30 plus years Kenye K. Killen



**Summer 2020 and Fall 2020**

Course offerings, full-time and part-time instructors

Campus	Summer 2019	Summer 2020	Faculty		
			Ful-Time	Part-Time	Total
National	53	0	0	0	0
CTEC	35	0	0	0	0
Chuuk	28	0	0	0	0
Kosrae	13	0	0	0	0
Yap	14	0	0	0	0
Online	0	90	61	0	61
<b>Total (N)</b>	<b>143</b>	<b>90</b>	<b>61</b>	<b>0</b>	<b>61</b>

Campus	Fall 2019	Fall 2020	Faculty		
			Ful-Time	Part-Time	Total
National	191	26	3	0	3
CTEC	97	20	3	1	4
Chuuk	62	9	1	1	2
Kosrae	43	3	**	0	**
Yap	38	8	**	4	4
Online	0	305	81	10	91
<b>Total (N)</b>	<b>431</b>	<b>371</b>	<b>88</b>	<b>16</b>	<b>104</b>

\*\*Faculty included in 81 teaching online  
Course offering during fall 2020, 18% in-person and 82% online. 56% of sections in fall 2020 reached maximum enrollment compared to 38% in fall 2019.

**Cooperative Research and Extension (CRE)**

**Agriculture Extension Service**

**List of USDA approved health projects, as of August 12, 2020**

- ▶ Dr. Murukesan Krishnapillai, Researcher, Yap.
  - Project Title: Field evaluation of open-pollinated seeds to enhance climate change resilience of smallholders
- ▶ Dr. Dr. Lolita Ragus, Researcher, Chuuk.
  - Characterization Characterization and Evaluation of the FSM-Local Taro (*Colocasia esculenta* L) Schott Varieties
  - Plant Spacing and Living Mulch Effects on Taro (*Colocasia esculenta* (L) Schott
  - Hatch-Approved Project: Crown Leaf Budding, Rooting and Growing Media for Pineapple (*Ananas comosus* (L) Merr
- ▶ Dr. Nat Tauivalagi, Researcher, Yap.
  - Improving indigenous coconut and breadfruit agroforestry in Pohnpei, Federated States of Micronesia

**Publications**

- ▶ Chuuk: 2 Nutritional Factsheets/Brochures – Tannia and Purple Yam
- ▶ Yap: Murukesan V. Krishnapillai, Murukesan Krishnapillai. 2020. *Guide for Measuring Extension Program Outcomes*. Yap Cooperative Research and Extension. pp. 38. <https://bit.ly/32uVD6h>

Continued to page 4



## Office of Institutional Effectiveness

### Community College of Student Engagement (CCSSE) survey

COM-FSM joined the Community College of Student Engagement (CCSSE) in Spring 2013. In spring 2014, the CCSSE survey administration was changed from an annual to a biannual operation. The five CCSSE benchmarks denote areas that educational research has shown to be important to students' college experiences and educational outcomes. Throughout the years CCSSE benchmarks been always the target to show how the college is performing in regards to the Five CCSSE benchmarks: (1) Active and Collaborative Learning, (2) Student Effort, (3) Academic Challenge, (4) Student-Faculty Interaction, and (5) Support for Learners. Table 1 represents the College's CCSSE benchmarks since spring 2013. The CCSSE benchmark has a standardized score (mean) of 50.0. Meeting all five CCSSE benchmarks is part of COM-FSM's Strategic Plan 2018-2023 Direction 1 Measure 1.

CCSSE survey administration was taking place during the weeks of March 2020 when COM-FSM closed its campuses as a preventive measure against COVID-19. At that time, only 45% of the randomized sample of classes had completed the surveys. The results that follow are therefore based on incomplete data.

**Table 1.** COM-FSM CCSSE Benchmark Trend 2013-2020

Benchmark	Spring 2013	Spring 2014	Spring 2016	Spring 2018	Spring 2020
(1) Active and Collaborative Learning	67.9	64	62.2	61.9	61.1
(2) Student Effort	65.9	63.4	64.4	62.2	63
(3) Academic Challenge	52.6	50.7	50.1	43.3	44.5
(4) Student-Faculty Interaction	52.2	51	46.4	45.2	46.4
(5) Support for Learners	73	68.9	70.7	67.8	67.7

Highlighted in green in the table above are the three benchmarks which COM-FSM met according to CCSSE 2020 survey. While a slight increase was seen in the remaining two benchmarks (Academic Challenge, and Student-Faculty Interaction), these two benchmarks are unmet.

## Online summit

COM-FSM hosted its first Online Summit in August 2020. Aiming to give maximum flexibility to participants, summit materials were provided in advance allowing those who wanted to complete the work individually to do so. Some campuses and departments set up working groups, either online or socially distanced in-person, to bring together those who preferred to work in groups. There were two components: COM-FSM Institutional Check-In, and training on "COVID-19 Preventive Measures & Framework".

On August 4th from 9am, a Collegewide Zoom Coffee room was available for anyone who wished to see who was around to 'bump into', have a chat, share a moment. There was no facilitator, no agenda, no obligation - there for anyone who wants to bump into anyone else who was in there at the time. 34 people joined the coffee room that day.

The "Institutional Check In" is part of the Strategic Planning cycle. This component, titled "How Does My Daily Work At COM-FSM Connect With the Bigger Picture?" asked participants to share their thoughtful, honest inputs on how COM-FSM is doing. The targeted outcomes for participants were:

- ▶ An awareness of some basic facts about the College of Micronesia-FSM
- ▶ Reflection on the Purposes of COM-FSM
- ▶ Review of COM-FSM Mission, Mission Fulfillment Indicators and Values
- ▶ Progress towards Strategic Plan 2018-2023 -> action plans

Detailed analysis of results will be conducted campus-by-campus, and findings will be used to develop action plans and inform any necessary changes to the Strategic Measures and other indicators of success.

The second component, "COVID-19 Preventive Measures & Framework: Training & Awareness" aimed for the following three outcomes:

- ▶ An awareness and basic understanding of COM-FSM's COVID-19 Preventive Measures & Framework document
- ▶ Demonstrate an understanding of the different conditions of readiness across FSM
- ▶ Understand best practices around wearing and cleaning face-masks

Continued to page 5

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 ((COM-FSM Strategic Plan 2018-2023).

CRE .... Continued from page 3

## Cooperativer Extension Service

### Accomplishment reports

- Lack of Local Food Production and Food Insecurity – 727 client contacts, 18% of target
- Sustainable Aquaculture Development – 188 client contacts – 16% of target
- Youth and Family Issues in the communities – 1770 client contacts – 89% of target
- Climate Change Challenges in Micronesia – 1668 client contacts – 139% of target
- High Incidence of Food and Water-Borne Illnesses -550 client contacts – 31% of target
- Childhood Obesity – 671 client contacts – 22% of target
- EFNEP – 194 adults, 439 youths – 18% and 41% of target

### Accomplishment highlights

#### Home gardening

Technical assistance was provided to individuals interested in establishing home gardens to provide daily fresh vegetables for their consumption and sale of surplus harvest. More than 35 families have successfully established a garden with a mixture of vegetable and root crops.

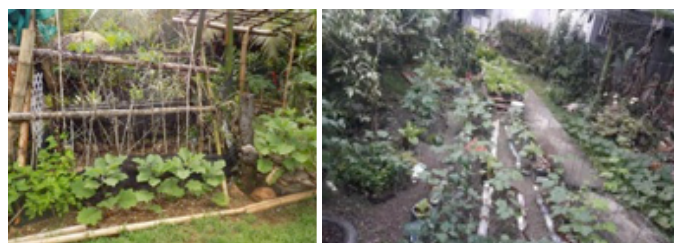


Photo: A typical home garden in Nanpohnmal, Pohnpei (left) and a home garden in Yap (right)

#### Promoting value-added products

Hands-on trainings were conducted on processing products for the local market. Value-added products enable local farmers to increase the value of their farm produce and contributed to family income. These include food and handicrafts products such as banana chips, kimchee, and pandanus baskets in Kosrae and chili sauce, virgin coconut oil, fish jerky, and betelnut leaf plates in Yap, which have become popular in the local market.



Photo: Value-added products – pandanus basket, fish jerky, spices, and chili sauce

#### MOU with Pohnpei State Government

An MOU with Pohnpei State government has been renewed for another five years to reaffirm collaboration and commitment to improve agricultural communities of Pohnpei through financial and technical support. \$50,000 annually will be provided by the state government to be matched by \$50,000 by COM-FSM/COM Land Grant for CTEC CRE to conduct extension activities.



## Information Technology Office

The IT Office provides **secure, reliable, and performant** technology services to COM-FSM communities.

### Connectivity at the college

**Kacific Broadband Satellites:** Satellite connectivity has been installed and enabled at the college's Kosrae and National Campuses.

Kosrae Campus now has a total of 100MB internet connectivity that provides more bandwidth, allowing for better academic and operational activities. Originally there was a total of 5MB provided by FSMTC for the entire campus. FSMTC's connection now serves as a redundant internet source at that campus.

Continued to page 5



Department for  
**ENROLLMENT MANAGEMENT & STUDENT SERVICES**

Admissions & Records | Center for Entrepreneurship | Counseling | Financial Aid | Security & Safety | Student Life

# College held drive-thru commencement ceremony to honor graduates amid pandemic



2020 is not a typical year for the college and its graduates due to the COVID-19 global pandemic and the resulting nation- and state-wide social distancing restrictions. Since a traditional graduation could not happen this year, the college held a drive-thru commencement ceremony last July 29, 2020, in the main parking lot, National Campus, to honor the graduates of spring and summer 2020 from the National Campus and the Career & Technical Education Center (CTEC).

According to the college’s registrar, “As *Pomp and Circumstance* blasted from speakers and car horns blared, a parade of pickup trucks and SUVs, and cars snaked through the college’s main parking lot. Graduates stepped out of their vehicles in caps and gowns, greeted by faculty, staff and students, their names called, walked through the outdoor stage, accepted their diplomas, and photos taken with the Interim President.”

About 42 graduates participated in the event which was broadcasted live on the college’s radio station, FM 89.9 MHz. Video of the event was also published on YouTube, <https://www.youtube.com/watch?v=bwp02d7iijc>.

## Fall 2020 enrollment data

The college has a fall 2020 enrollment of 1,861 headcounts with 21,247 registered credit hours (or 1,770 full-time equivalent students). Of the 1,861 headcounts (N), 438 (or 24% of N) are new students, 1,303 (or 70% of N) are continuing students, and 120 (or 6% of N) are returning students. Vis-à-vis fall 2019 enrollment, the college has seen increases in registered new students by 36% and returning students, also by 36%, but a 13% decrease in registered continuing students.

**Table 1.0.** Fall 2020 enrollment data: In headcounts, registered credits, and full-time equivalent (FTE) students, average credits, sex, and registration type by campus

Campus	Fall 2020 Enrollment			Average Credits	Male		Female		Full-Time		Part-Time	
	Headcount	Credits	FTE		Count	% of n	Count	% of n	Count	% of n	Count	% of n
National	751	9,222	769	12.3	281	37%	470	63%	600	80%	151	20%
CTEC	376	3,945	329	10.5	205	55%	171	45%	186	49%	190	51%
Chuuk	311	3,698.5	308	11.9	106	34%	205	66%	234	75%	77	25%
Kosrae	195	1,807.5	151	9.3	78	40%	117	60%	75	38%	120	62%
Yap	228	2,572.5	214	11.3	97	43%	131	57%	145	64%	83	36%
<b>Total (N)</b>	<b>1,861</b>	<b>21,245.5</b>	<b>1,770</b>	<b>11.4</b>	<b>767</b>	<b>41%</b>	<b>1,094</b>	<b>59%</b>	<b>1,240</b>	<b>67%</b>	<b>621</b>	<b>33%</b>

Except for National Campus and the Career & Technical Education Center (CTEC), all campuses have seen increase in their enrollment in both headcounts, registered credits and FTE students if compared to the prior fall 2019. Table 2.0 below shows the data.

Continued to page 6

## VPIEQA-OIE: Online Summit .... from page 4.

In addition to the document, [Appendix G COVID-19 Preventive Measures & Framework](#) (adopted by the EMT on 07/22/20 and added to [COM-FSM’s Emergency Management Plan](#)), a [short video](#) was created and made available on COM-FSM’s official YouTube channel. Participants were then asked questions using a SurveyMonkey quiz, which provided immediate feedback on correct and incorrect answers. Results from qualitative questions will be used to help people clarify unclear issues within their departments and also identify any points in the document that may need revisions.



T-shirts and a small token of appreciation were provided to all participants to thank them for their participation.

## VPIEQA-ITO: Connectivity .... from page 4.

Inquiries by IT personnel with students found the major comment being “Schoology works better now” while some instructors have noted an improvement on their ability to do work online. IT continues to monitor the new connection and traffic to fine tune the service.



The National Campus has a dish operating at 70MB that will serve as a redundant source of internet should our primary internet service provider experience any connectivity issues. On a normal basis it will work in conjunction with our current internet connection for regular usage traffic.

**FSMTC:** IT is in talks with FSMTC to increase bandwidth at the Chuuk, CTEC, and Yap Campuses if an economical price can be reached. This will accommodate the increasing use of Schoology, Zoom, and other internet related resources as it pertains to instruction. It also allows the college to have even equity among all campuses in terms of internet service. At the time of writing, the college and FSMTC are negotiating and finalizing a new contract that will be effective the month of September 2021.

## Technology at the college

**Procurement:** In collaboration with the various campuses, departments, and offices at the College the IT Office has assisted in procuring the following:

- ▶ 97 lab computers for Yap Campus to replace the age computers in use by students.
- ▶ 30 lab computers for CTEC’s classroom lab located in the Small Business Development Center.
- ▶ Purchases funded by HEERF-Institutional Portion under CARES Act:
  - 115 laptops for faculty across the college
  - Instructional tools for faculty across the college
  - Hardware for instructional purposes:
    - Digital writing tablets
    - Cameras, tripods, and lighting equipment for producing instructional videos
    - Web cameras and headsets for student use across the campuses in the student computer labs
  - Software for instructional purposes
    - Zoom licenses for faculty
    - Lockdown Browser to allow faculty to lock students from new browsers during tests and assignments
    - DropOut Detective that helps instructional and student services via Schoology to monitor in real time students who are failing behind and need intervention
    - Turnitin plagiarism checking software

**Physical inventory:** The change in instructional mode has brought into question the availability of computers for student use that allow for online learning.

Aside from having an adequate number of computers students can use, having machines that have cameras and allow for headsets has become important. Web cameras and headsets are being purchased via the HEERF-Institutional Portion under the CARES Act that will be distributed to all the campuses to be used in the student labs. Future purchases for student labs will take into account web cameras.

Continued to page 6

Enrollment data.... from page 5.

**Table 2.0.** Fall 2019 vis-à-vis Fall 2020 enrollment data by campus

Campus	In Headcounts			In Registered Credits			In Full-Time Equivalent		
	Fall 2019	Fall 2020	% Difference	Fall 2019	Fall 2020	% Difference	Fall 2019	Fall 2020	% Difference
National	959	751	-22%	12,202	9,222	-24%	1,017	769	-24%
CTEC	384	376	-2%	4,409	3,945	-11%	367	329	-11%
Chuuk	275	311	13%	3,167	3,698.5	17%	264	308	17%
Kosrae	132	195	48%	1,402	1,807.5	29%	117	151	29%
Yap	156	228	46%	1,679	2,572.5	53%	140	214	53%
<b>Total (N)</b>	<b>1,906</b>	<b>1,861</b>	<b>-2%</b>	<b>22,859</b>	<b>21,245.5</b>	<b>-7%</b>	<b>1,905</b>	<b>1,770</b>	<b>-7%</b>

### Fall 2020 potential program completers

The college’s registrar reported 195 potential program completers end-of-fall 2020. Of these 195 potential program completers, 103 from the National Campus, 31 from the Career & Technical Education Center (CTEC), 23 from Chuuk Campus, 13 from Kosrae Campus, and 25 from Yap Campus.

32 of these potential program completers are currently at the state campuses but are candidates for graduation under the National Campus or CTEC programs. 13 are candidates for graduation under the college’s Bachelor of Science in Elementary Education (BSED) program.



### End-of-summer 2020 academic standing

Of the 842 students who registered last summer 2020, 97% (or 813 headcounts) completed the term with good academic standing, while 3% (or 29 headcounts), not in good academic standing. The college’s Board Policy No. 3016, as last reviewed and approved by the Board of Regents on March 14, 2014, defines good academic standing as “having a cumulative Grade Point Average (GPA) of 2.0 or above.” Cumulative GPA is the average for all semesters attended at the college.

If compared to last summer 2019, the college has seen an increase in the percentage of students vis-à-vis total enrollment completing the term with good academic standing. According to the college’s registrar, “Of the 1,133 students enrolled last summer 2019, 96% (or 1,086) completed the term with good academic standing.”

### Virtual fall 2020 orientation for students, counseling & tutorial services, video tutorials, and others

Due to the current unprecedented health (COVID-19) crisis and the resulting social distancing restrictions, the Department for Enrollment Management & Student Services (EMSS) continue to work diligently in providing alternative ways to ensure delivery of appropriate services and programs that support student learning, and enhance accomplishment of the college’s mission. These alternative ways include but by any means not limited to:

- ▶ **Virtual fall 2020 orientation for students**, which is available from this link: <http://www.comfsm.fm/?q=virtual-orientation-F2020>. Orientation is an important intervention service that helps new students to acclimate and make a more successful transition to college. According to the college’s registrar, “The virtual fall 2020 orientation for students received an average rating of 8.48 out of 10 from a survey conducted. Students considered the virtual orientation very informative and believed it could help them succeed through the semesters.”

Continued to page 7 ▶

VPIEQA-ITO: Connectivity .... from page 4.

Physical inventory list reports that there are five student labs college wide that are more than five years of age. All labs in Yap are being replaced this semester and delivery of new computers are pending.

Location	Description	Webcam	Qty	Acquisition Date	Age
Chuuk Lab2	Dell OptiPlex 390	N/A	29	5/15/2012	8
Yap Lab	Dell Desktops	N/A	25	11/07/2005	14
Yap VocEd Lab	Dell E521 Desktops	N/A	11	08/09/2007	13
Yap Open Lab	HP Pro 3500	N/A	25	01/28/2014	6
Yap Spc Lab	HP Pro 3500	N/A	43	01/28/2014	6
Nat LRC Lab	Dell Optiplex 3011 AIO	N/A	40	10/01/2020	9

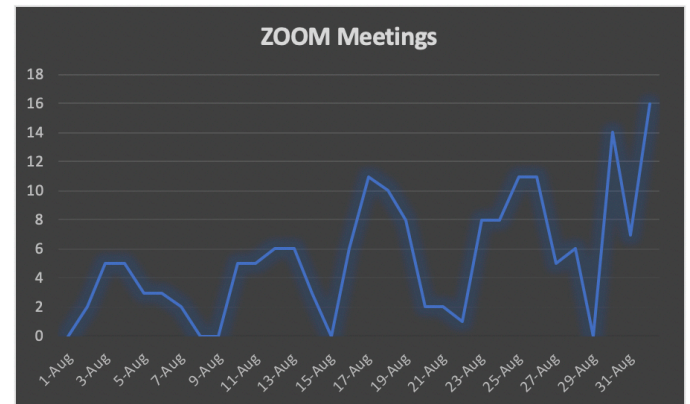
### Communications at the college

**Helpdesk software.** An online ticketing system - will be made available to all users, students and employees at all campuses, to allow them to request help online, to which an appropriate personnel member can respond according to their needs. The software is installed, tested, and ready to be deployed. IT is preparing How-To documents and videos to be shared with all users before the software can be fully deployed. IT personnel will also be trained on how to receive, interpret, and address tickets.

- ▶ Students at the various campuses will have the ability to privately schedule appointments with the campus nurses.
- ▶ Requests to the Maintenance Office will be included

Reports can be created in real time to monitor trouble areas, response times, and provide aggregated and disaggregated data and insight into which areas need assistance.

**Zoom.** The software has become the primary means of contact aside from email and phones. Instructors are utilizing the integration into Schoology to hold course meetings, group work, presentations, or lectures that can be recorded and saved for later use. Zoom usage for the month of August continues to increase as more and more faculty and students engage in the use of the application.



### Publications and graphics

The need for clear, effective, and timely communications is more important now that the college is doing most of its activities online.

The college’s 2020-2021 General Catalog was published on August 21, 2020.

Publications and Graphics in collaboration with Student Services have been putting together How-To videos to help with the transition to online learning. With regular responsibilities, the office will continue to look at ways to address the need to online resources for all users at the college, to produce material that support online operations, as well as raising awareness of the college’s COVID-19 guidelines and preparedness.

Continued to page 7 ▶

### 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.

Virtual fall 2020 .... from page 6.

▶ **Virtual and in-person counseling and tutoring services.** While the college continues to extend in-person counseling and tutorial services with strict observance of the imposed social distancing restrictions, the delivery of these services had been expanded to online or virtual mode. The department for EMSS currently is working on procuring computers that will be distributed at each campus location to serve as terminals for students enabling them to virtually meet either our counselors or tutors.

▶ **Online video tutorials or guides.** The department for EMSS developed and produced online video tutorials or guides to support student learning. These online resources are accessible from the Student Life's webpage, <http://www.comfsm.fm/?q=student-life>, and include:

- Navigating Schoology
- How to use the COM-FSM webmail
- Using built-in text editor to submit assignment in Schoology
- How to see how you did on a test in Schoology
- Google drive assignments in Schoology
- How to convert a word document in portable document format (pdf)
- How to email attachment
- Scanning assignments with Google photoscan
- How to compress or Zip files

Nevertheless, the department will continue to develop and publish online resources and publish them on the college's website to support student learning.

▶ **Online Student Body Association (SBA) election.** On August 25, 2020, the department's Student Life launched online filing of candidacy for SBA positions, which closed last September 4, 2020. This will then be followed by online election of SBA officers on the third week of September.



COM- FSM isolation rooms have been set up and prepared by EMSS staff. EMT management team recommended this as a routine infection prevention and control practices during the COVID-19 global pandemic.

**Center for Entrepreneurship**  
**Health Care on Air Project**

On August 28, 2020, the Center for Entrepreneurship (CFE) received confirmation from FSM Department of Health and Social Services and United Nations Children's Fund (UNICEF) on a partnership for the Health Care on Air Project. The goal of the project is to strengthen FMS's information campaign on COVID-19 by providing radio ads and video and audio modules for health care workers. The materials will be an opportunity for CFE artists to help the community and earn stipends up to \$10,000.

The partnership will also bring in \$10,000 worth of equipment to upgrade CFE's capacity in creating video and audio materials. The partnership also includes an internship opportunity for four students who are willing to work for these offices for three months. The interns will perform duties of an administrative assistant and will get a stipend of \$500.00 per month.

Continued to page 8

VPIEQA-ITO: Publications .... from page 6.

YouTube Post	Date Posted	Number of Views
Marine Science Video	August 2020	35
COM-FSM COVID 19 Preventive	August 2020	382
Drive Thru Commencement	August 2020	318
[Tutorial] Registration	August 2020	231
[Tutorial] Webmail	August 2020	21
[Tutorial] Graduation Requirements	August 2020	13
[Tutorial] OARR Services	August 2020	41
[Tutorial] Business Office	August 2020	29
SBA Retreat Chuuk	August 2020	131
[Tutorial] Financial Aid	August 2020	34
[Tutorial] Counseling Services	August 2020	41
[Tutorial] Word to PDF	August 2020	13
Campus Safety	August 2020	24
Mission Statement	August 2020	58
Guide to Zoom Meeting	August 2020	10
How to Log in Schoology	September 2020	124
<b>Total</b>	16 posts	<b>1,505 Views</b>

**Financial Aid: College awarded \$1.053M Pell Grant to Pell eligible students last summer 2020**

The college's Financial Aid Office (FAO) reported awarding \$1,053,172.36 Pell Grant to 100% of the Pell-eligible students enrolled last summer 2020.

**DropOut Detective training for counselors**

On September 1, 2020, all counselors participated in a training on how to use the DropOut Detective platform in Schoology. The platform is currently integrated in Schoology and it identifies students that are most at risk of dropping out of or failing courses.

According to the college's lead counselor, "Counselors will use DropOut Detective to quickly identify students that are at risk of dropping out or failing their courses and proactively reach out to them."



**32 students remain in the residence halls**

There are only 32 students who continue to reside in the college's residence halls. According to the coordinator of the residence halls, "The 32 students represent only 18% of the 176 students who resided in the residence halls during spring 2020 semester and before the global pandemic. Of these 32 students, 14 are male residents, while 18 are female residents." He further added that of these 32 students, 26 are from Yap State and six, from Chuuk State.



COVID-19 Personal protective equipment (PPE) and supplies in the college's residence halls and designated isolation rooms



Department for  
**ADMINISTRATIVE SERVICES**

Bookstore | Business Office | Dining Hall | Facilities & Maintenance | Human Resources | Procurement & Property Management

## Updates: Office of the Vice President for Administrative Services

### FY 2022 Budget Development

The college-wide FY 2022 Budget development began in August with a series of budget planning meetings by the VPs and deans from all State campuses. The budget guidelines and timeline were endorsed by Cabinet and made available on the VPAS website for all to use to guide their work on the budget development.

VPMESS and OIE were tasked to help generate the data on the FY 2022 fall, spring, and summer student enrollments and FTEs to calculate the revenues that the college will be expecting to use. Comptroller prepared the potential revenues from the data with three assumptions:

- ▶ Based on 3-year average actual enrollment in headcounts & credits;
- ▶ Based on 5-year average actual enrollment in headcounts & credits; and
- ▶ Based on 6-year average actual enrollment in headcounts & credits.

The VPs decided to use assumption three because the revenue was higher than the other two at \$11,173,080.00. This option was voted on and adopted for the college to use for the FY 2022 budget revenues. The VPs also decided in the same meeting that we will use the FY 2019 actual expenditures for the budget ceiling which was \$11,341,978.49, leaving a difference of \$168,898.00 to be cut from all budgets. It was noted that FY 2020, FY 2021, and FY 2022 step increase will still need to be added to the overall difference. It was estimated to be a little over \$400,000.

After a series of discussions, it was decided on September 3, 2020, that the FY 2022 budget allocations or ceiling for all departments, campuses, and offices and recommended the following strategies to use. The college will use revenues from the auxiliary enterprises of \$100,000, cut down on travel both international and domestic as the availability of the new communication tool zoom has proven to be effective in conducting board meetings, attending conferences, and reduced site visits to the State campus. The VPs will review all unfilled vacancies at all levels and make necessary cuts and requests for substantive change to continue to use the hybrid online course delivery and classroom teaching as the new delivery of programs for the college. While going on the ships to Yap and Kosrae. Comptroller and VPAS attended a supplemental budget hearing with the Executive Branch to testify on the funding request. FSM President recommended an amount of \$400,000 dollars to assist the college but Congress did not appropriate that fund because the college was given already the US Cares Act fund of \$1.8 million dollars to purchase hardware and software for the college to deliver courses online and for other purposes.

### Supplemental funding request to the FSM President's Office

The college submitted a supplemental funding request to the FSM President's Office in the amount of \$1.5 million to take care of summer online course deliveries and also to reimburse the college for some of the expenses the college paid for students to travel home via ships, planes, and hotel. The college paid for water bottles for students to help them while going on the ships to Yap and Kosrae.

Comptroller and VPAS attended a supplemental budget hearing with the Executive Branch to testify on the funding request. FSM President recommended an amount of \$400,000 to assist the college but Congress did not appropriate that fund because the college was already given \$1.8 million Higher Education Emergency Fund (HEERF)-Institutional Portion under the US CARES Act to purchase hardware and software for the college to deliver courses online and for other purposes.



Center .... from page 7.



### Pohnpei SBDC conducted training for KNCC

On June 1, 2020, the college signed a memorandum of understanding (MOU) with the Kapingamarangi Nukuoro Community Cooperative (KNCC) for the Pohnpei Small Business Development Center (SBDC) to conduct a series of training on running the cooperative. After training KNCC's board, Pohnpei SBDC provided management and financial training



for members of the cooperative which started on the first week of July every Wednesday and Friday of the week, 5:00 pm to 7:00 pm. The venue of the training is at the Kapinga Hut and social distancing and COVID-19 guidelines are followed during the training.



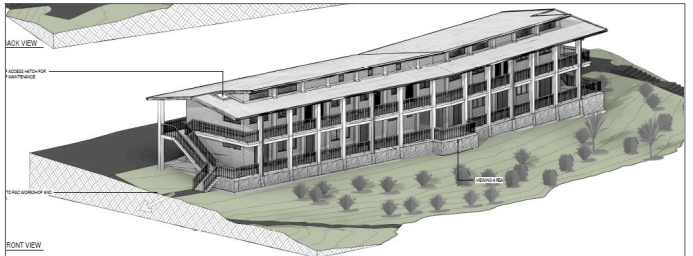
## Updates Facilities and Maintenance

### Infrastructure development projects funded under Compact-II

The National Campus Student Center building, and CTEC Multi-Technical building and infrastructure upgrades are being bid out for construction. Bids will be closed on October 15, 2020. Hopefully, construction should begin by December 2020 or January 2021.

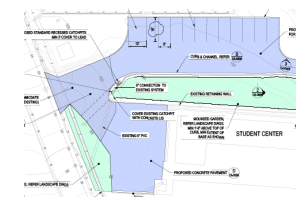


National Campus Student Center

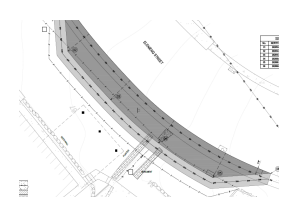


CTEC Multi-Technical Building

CTEC lower campus parking lot paving. Bids submission on August 27, 2020. Two contractors submitted bids: ABCOR and VCS being the lower bidder. The project should begin by October.



Upper campus parking lot



Lower campus drop-off lane

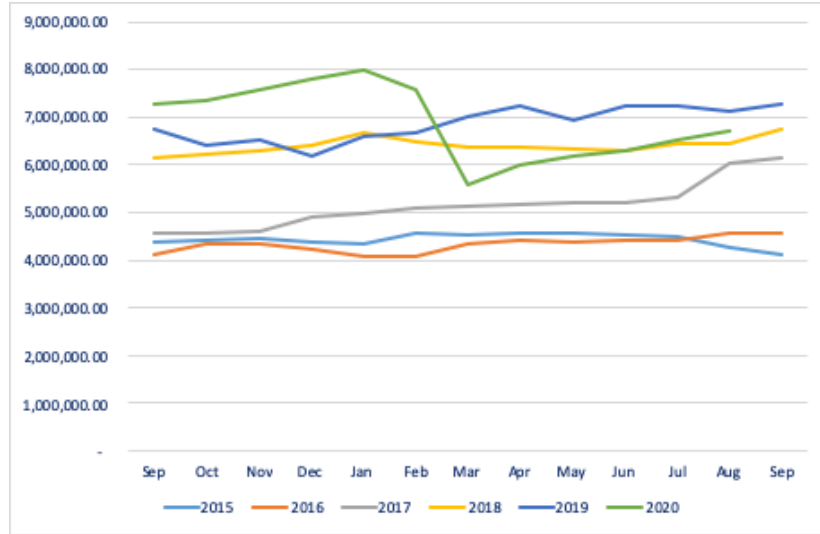
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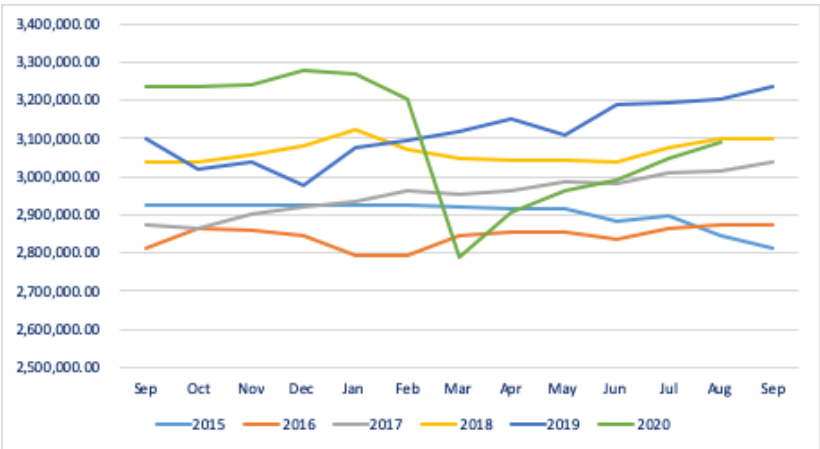
# Business Office

## Endowment Fund Investment, as of August 31, 2020



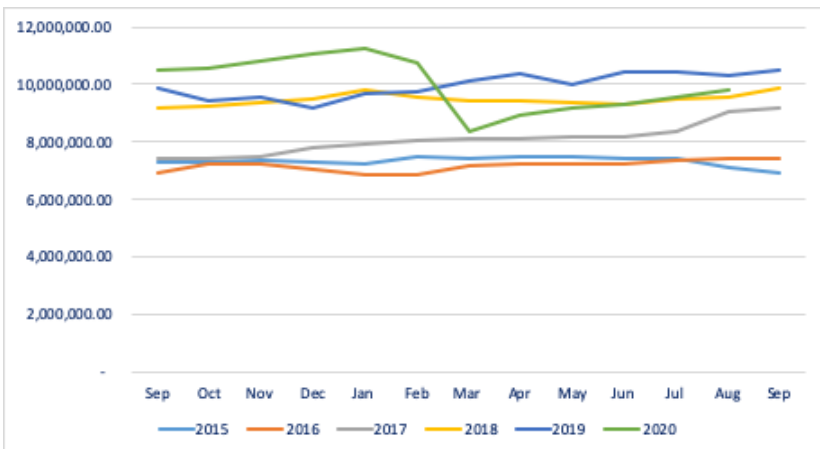
The endowment fund decreased by \$565K or 8% due to worldwide market loss. Balance as of September 30, 2015, \$4.123M; September 30, 2016, \$4.576M; September 30, 2017, \$6.162M; September 30, 2018, \$6.761M; September 30, 2019, \$7.256M; and August 31, 2020, \$6.691M.

## Cash Reserved, as of August 31, 2020



The cash reserved fund reported an unrealized loss of \$144K or a 4% 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 August 31, 2020, \$3.091M.

## Total Investment, as of August 31, 2020



The total investment decreased by \$709k or 7% due to worldwide market loss. 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 August 31, 2020, \$9.782M.

## VPAS: Facilities .... from page 8.

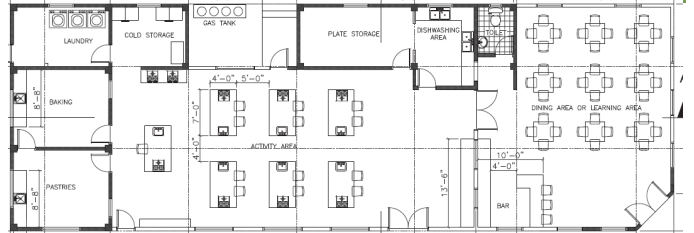


Kosrae Campus Land Grant and Faculty Office Roofing project is ongoing and to be completed by September 20, 2020. However, the contractor has requested for extension of 30 days due to a shortage of materials on the island.



Land Grant Building

Faculty Building



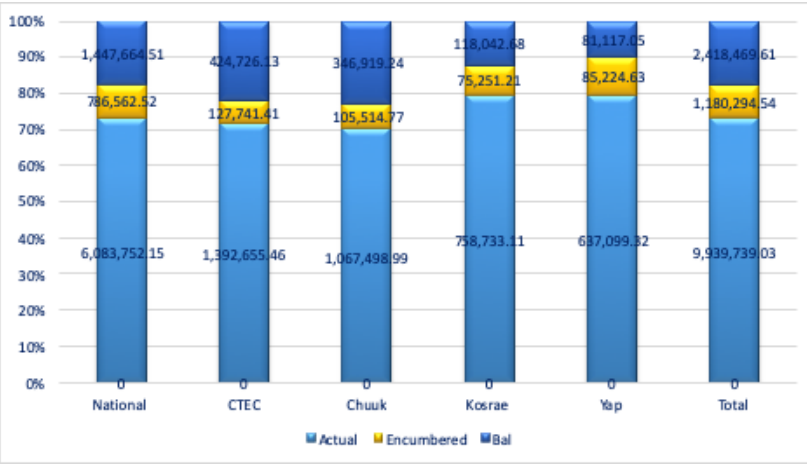
CTEC Hospitality & Tourism Management Building renovations — ongoing and will be completed by December 20, 2020.



Generator House

80 Kilowatt Denyo Generator

**Budget Balance: FY 2020 financial status, as of September 7, 2020**



**Kosrae Campus Multi-Purpose Building**



COLLEGE OF MICRONESIA FEDERATED STATES OF MICRONESIA	BECA	COLLEGE OF MICRONESIA KOSRAE MULTIPURPOSE CENTER	30 WEEKS	PROCESSED DATE: 08/14/20
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Design of the Kosrae Campus Multi-Purpose Building has been completed and now waiting for the budget appropriation of \$3.5 million. The building will house the library, administration, FAO, OAR, infirmary, IT shop, computer lab, conference room, counselor's office, bookstore, and snack shop and will an open area for the general assembly.

**National Campus Teaching Clinic**

PMU office will be issuing RFQ (*Request for Qualifications*) for engineering services to perform detailed design services for this project. The amount of \$1,590,000.00 for design and construction has been approved and funded under the compact-II infrastructure development project funds. Funding may be insufficient due to the increased size of the building from its original concept design.

**Chuuk Campus Project**

PMU office will be issuing RFQ for engineering services to develop a project implementation plan and review the scope of the project and develop a project cost estimate to better determine the funding level for the project. Funds amounting to \$1,377,000.00 for design and onsite infrastructure has been appropriated. under compact-II infrastructure development projects funds.

**Shuttle Services**

The number of students using the campus shuttle service has been dramatically reduced. Specific numbers will be available for reference by the end of September. This will harm the revenue generated by the services.

**PPMO: Campus mail services**

Incoming shipment clearances and deliveries have become one of the added-value services to complement the campus mail services. The Procurement Officer has been coordinating and assisting with the SAD document declarations, import duty payment requests, and deliveries to the requestor. The Procurement Officer has been working closely with the Customs and Post Office and actively providing support in tracing and deliveries of incoming mail/packages and mailing remittances to vendors. 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 the requisition status report.

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. During the lockdown, electronic notifications were emailed to mail recipients to pick up mails/packages, and no walk-ins permitted in line with social distancing guidelines.

**PPMO: Personnel/Staff development**

- Staff development is one of the focal points of our employee retention program as an incentive and succession plan toward performance enhancements and sustainability of the unit operations and services.
- The Procurement Technician, Maygen Ardos is continuing her enrollment this semester in the Business Administration Program at the college for the second degree.
- The Procurement Officer, Eugene Edmund is also exploring the opportunity for an online Bachelor's degree in Business Administration to begin on October 12, 2020.
- During the APIPA 2020 Virtual Conference, both PPMO Director and Procurement Technician participated via Zoom on August 3-14, 2020.

**Updates Human Resources Office**

**Full-Time Personnel: Retention rate vs. Attrition Rate**

Campus	Number of Full-Time Personnel	Retention		Attrition		Reasons
		Count	Rate	Count	Rate	
National	170	167	98%	3	2%	Deceased, retirement, personal
CTEC	81	80	99%	1	1%	Another job
Chuuk	51	50	98%	1	2%	Termination
Kosrae	39	39	100%	0	0%	
Yap	39	39	100%	0	0%	
FMI	15	15	100%	0	0%	
<b>Total</b>	<b>395</b>	<b>390</b>	<b>99%</b>	<b>5</b>	<b>1%</b>	

Data above reflect 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 September 7, 2020, will be reflected in the next report.

**Gender and citizenship distribution of current full-time employee**

Campus	Male		Female		FSM Citizen		Non-FSM Citizen		Total n
	Count	% of n	Count	% of n	Count	% of n	Count	% of n	
National	103	62%	64	38%	114	68%	53	32%	167
CTEC	46	55%	37	45%	67	81%	13	16%	83
Chuuk	43	86%	7	14%	44	88%	6	12%	50
Kosrae	23	59%	16	41%	33	85%	6	15%	39
Yap	20	51%	19	49%	31	79%	8	21%	39
FMI	11	73%	4	27%	14	93%	1	7%	15
<b>Total</b>	<b>246</b>	<b>63%</b>	<b>147</b>	<b>37%</b>	<b>303</b>	<b>77%</b>	<b>87</b>	<b>22%</b>	<b>393</b>

**Recruitment data for June 23, 2020, to September 7, 2020**

There are nine new hires from June 23 to September 7, 2020, at National Campus, CTEC Pohnpei, and Kosrae Campus. The table below reflects the new hires who started during the reporting period and does not include hires that will begin after and other positions under screening and review currently.

Position	National	CTEC	Yap	Chuuk	Kosrae	FMI
Faculty	-	-	-	-	-	-
Management	-	-	-	-	-	-
Professional	2	-	-	-	1	-
Classified	-	1	-	-	-	-
<b>Total</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>

Continued to page 11

**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.

HRO .... from page 10.

**Enrichment initiatives**

HR Director was elected the President for the Society for Human Resources Management (FSM) Inc., in the August 31 meeting.

- ▶ Members reviewed and evaluated the sole proposal received for the Group Life Insurance RFP issued in June.
- ▶ The meeting is ongoing to finalize make a decision on the next contract, further organize the group, and act on proposals to amendments to Articles of Incorporation and By-Laws.
- ▶ The current contract with IAC regarding the group life insurance ends December 31, 2020.

HR Director has scheduled a meeting with Dr. Watson to discuss employee engagement tool for college's use beginning this fall to support Strategic Director II. **10. Employee job satisfaction survey yields an overall 85% Satisfaction Rate.**

**Policy development**

Human Resources Committee responsible for reviewing policies and procedures of human resources resumed their regular meeting on August 27, 2020.

- ▶ HRC elected officers: Genevey Samuel as chair, Dr. Kan Lan Tu –Vice-Chair, and Maureen Mendiola as Secretary.
- ▶ HRC also reviewed a proposed additional section to Board Policy No.6009 to award compensation to employees assigned on standby to turn the generator on whenever the island power goes off after working hours. They supported the idea and forwarded it to the Staff Senate for college-wide input.
- ▶ HRC held their second meeting on September 3, 2020. They reviewed the outcomes of their previous year's self-evaluation for improvement and the updated Policy Development Plan for AY 2020-2021.
- ▶ They are meeting using zoom and will continue to meet once a month per their TOR. HR Director coordinates all the zoom meetings.

**Updates Procurement & Property Management Office**

*The Mission of Procurement and Property Management Office is to apply the best practices in procurements of products, services, equipment, and property management efficiently and cost-effectively with compliance to regulations, policies, and procedures.*

**Procurement Section**

Our primary focus is on **Strategic Direction II – Strengthen resources to meet current and future needs** in regards to procurements and property management. The office continues to process purchase orders and receiving reports on time to promote improvements in the procurement cycle. One of the unit new administrative objectives (AUO2) for the fiscal year is to improve the processing time of the procurement cycle and **maintain a satisfactory cycle completion rate at, or above 75% within 1-3 days and reduce, or minimize “Fair” (4-6 days) and “Poor” (7 days+)**. The processing cycle includes the following workflows: receive purchase request, compliance review, generate a purchase order, pre-check budget availability, assign and post encumbrance number, PO Logging, routing 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 **June 19, 2020, to September 04, 2020**, with comparisons to the previous periods.

Processed documents	FY 2020	FY 2019	FY 2018
Purchase orders	894	1,019	972
Receiving reports	2,159	2,143	1,644

The necessary work schedule adjustments were made on procurement processing to maintain services with considerations to social distancing practices and other limitations due to COVID-19. The routing of the procurements for reviews and approvals were meeting all expectations with slight delays at PPMO for system-wide distributions. Most of the concerns and follow-ups were on receiving reports which delay payments to our vendors. Again, the procurement work schedules were adjusted to reflect the workload to accommodate receiving report processing to prompt payment processing requests with collaborative efforts from the Business Office Account Payable Section. The receiving reports/payment processing requests are ongoing progress and improvements are expected to be realized immediately.

“To succeed, we must all work to ensure that we are upholding the mission of the college and working toward the collective vision that we set for the institution. We must assess and continuously improves our institution's quality and work to achieve greater success of our students.”

~J. Daisy, EdD., 2012, *COM-FSM Quality, Sustainability, and Success: A Framework for Planning and Action*, April 30, 2012

Random sample testing: Work-flow routing, from requestor-PPMO-BO-VPAS, return to PPMO, and distribution to requestor, or processing of payment

Ratings	Days	Number	Percentage
Satisfactory	1-3 days		NA
Fair	4-6 days		NA
Por	7 and plus days		NA
Total			

**Property Management Section**

The Property Management Section has assisted the various campuses/offices in acquiring these essential procurements of tools, equipment, and other required supplies to support the college operations and services. The Procurement Officer coordinated these purchases and receiving reports of the assets to comply with policies and procedures. The EMT assigned the unit to handled most of the COVID-19 PPE Supplies purchases during the lockdown and continue to replenish these essentials supplies to maintain stock availabilities throughout the pandemic.

Activity Highlight		
Major Purchases	Activity	ETA
Computer Turn-over: 97 Computers Yap Campus; 30 CTEC	Contract Awarded to Britesun, Yap & first payment made	11/01/2020
Instructors Laptop: 88 Macbook w/adapters; 27 XPS w/Adapters	Contract awarded to The Office Place, Yap	11/01/2020
CRE-Yap Vehicle Order: Toyota Rush	Received BL	9/15/2020
CRE-Chuuk Vehicle Order: Toyota Rav4	Sail from Japan 9/11/20	9/30/2020
COVID19 PPE Purchases		Qty
Hand Sanitizer 1gal; 10 cases/campus	60 cases in transit	Mid of September
Auto. Soap Dispensers	60 ea.Received	Schedule to mail out to all campuses by 9/10/20
Examination Gloves assorted sizes: SM-1000pcs.,Med 1000pcs., Lg-1000pcs.,XL-1000pcs., XXL	4000pcs. ( 200pcs of each size to CHK, YC,FMI & KSA, rest for NC & CTEC	Schedule to mail out to all campuses by 9/10/20
Isolation Gown: 10 ea. To each campus and 20 to CTEC & NC	100 ea	Schedule to mail out to all campuses by 9/10/20
Motion Sensor Sink Faucets	154 ea. Breakdown: 55-NC; 26-CHK; 23-YC; 25-CTEC; 15-KSA & 10- FMI	9/30/2020
Surplus Property Auction- ITB2020-11		Custodians
115 Yamaha Outboard Motors, 4 stroke engines -2 ea. & 1-set Cable, steering wheel & remote control	National Campus	Bid Closing 9/10/20
2002 Mazda Demio; 2003 Mitsubishi Montero; 1994 Nissan F.Bed truck	CTEC	Bid Closing 9/10/20
1998 Mitsubishi Pajero	FMI	Bid Closing 9/10/20
2001 Mazda Tribute; Toyota PreRunner D.Cab	YC/CRE Office	Bid Closing 9/10/20
Status		Status

**Insurance policies**

Most of the college insurance policies expire on December 31, 2020, with an action plan for renewal by December 15, 2020.

The Request For Proposals/Quotations for the various insurance policies is being drafted for a public announcement within September 2020 toward renewal schedules as follows:

RFP Public Announcement	September 15, 2020
RFP Submission Deadline	November 15, 2020
RFP Review/Selection for Recommendation	November 20, 2020
The intent of Award Notification(s)	November 23, 2020
Contract Approvals	December 4, 2020
Renewal Upon Payments and Endorsements	December 15-20, 2020

