



# Report to the Board of Regents

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

April 2, 2020, Zoom Meeting



## Department for ENROLLMENT MANAGEMENT & STUDENT SERVICES

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

### Residence halls, health services & campus security staff training on COVID-19 prevention & response

On March 18, 2020, Dr. Paul Dacanay and instructors of the college's Public Health and Nursing Programs provided training to Enrollment Management & Student Services (EMSS) staff assigned to the residence halls, health services, and campus security and safety on COVID-19 prevention and response. The training included maintaining good personal hygiene, proper use of the surgical or face masks and gloves, how to properly don and doff personal protective equipment (PPE), how to use the thermal gun to check temperature, and others.

Public Health and Nursing Program also donated 50 PPE for use by the college's



### College awards \$3.735 million to 94% of the Pell eligible students enrolled this spring 2020

The college's Financial Aid Office (FAO) reported awarding \$3,735,738.00 Pell Grant to 1,335 students or 94% of the Pell eligible students enrolled this spring 2020, as of March 13, 2020. Table below shows the distribution:

EMSS Table 1.0. Spring 2020 Pell data, as of March 13, 2020

Campus	Enrollment (A)	Pell Eligible (B)	B in % of A	Awarded Pell (C)	C in % of B	Pell Awards in US\$
National	815	755	93%	724	96%	\$ 2,116,185.00
CTEC	265	244	92%	241	99%	653,118.00
Chuuk	208	184	88%	157	85%	442,910.00
Kosrae	136	111	82%	98	88%	223,024.00
Yap	135	127	94%	115	91%	300,501.00
<b>Total</b>	<b>1,559</b>	<b>1,421</b>	<b>91%</b>	<b>1,335</b>	<b>94%</b>	<b>\$ 3,735,738.00</b>

### 224 potential COM-FSM program completers, end-of-spring 2020

The college's Registrar reported that there are 224 potential COM-FSM program completers, end-of-spring 2020. Of these 224 program completers: 136 are from the National Campus; 43 are from the Career and Technical Education Center (CTEC); 15 are from Chuuk Campus; 27 are from Kosrae Campus; and three are from Yap

### 713 students enrolled in the SEG Work-Study Program

**\$139,557.00 SEG Work-Study Program funds awarded as of March 13, 2020**

The Work-Study Program Coordinator, Financial Aid Office (FAO), reported that 713 students enrolled in the SEG Work-Study Program this spring 2020. According to the coordinator, "Of the 713 students, 669 are students from the college's National, CTEC, Kosrae, Chuuk, and Yap Campus; while 44 are from the FSM Fisheries and Maritime Institute (FSM FMI) in Yap. Table below shows the distribution:

EMSS Table 2.0. Spring 2020 data on SEG Work-Study Program

Campus	Enrollment (N)	Enrolled in SEG Work-Study (A)	A in % of N	Amount in US\$
National	815	404	50%	\$ 77,749.75
CTEC	265	163	62%	30,110.50
Chuuk	208	37	18%	6,351.50
Kosrae	136	21	15%	3,148.25
Yap	135	44	33%	7,248.25
FSM FMI	45	44	98%	14,948.75
<b>Total</b>	<b>1,604</b>	<b>713</b>	<b>44%</b>	<b>\$ 139,557.00</b>

Work-Study Coordinator further reported that 11 former US military servicemen who registered this spring 2020 enrolled in the US work-study program for US Veterans (VA), and received \$17,168.00, as of March 13, 2020. The college is a designated as a US VA work-study facility by the US Department of Veterans Affairs.

### \$274,563.40 Supplemental Education Grant (SEG) awarded to 246 students

**207 students received \$176,779.11 financial assistance from National and State Scholarships and Congress Subsidies**

According to the Acting Director of Financial Aid Office (FAO), "\$273,563.40 Supplemental Education Grant (Grant) were awarded to 246 students during the period beginning November 28, 2019, and ending March 13, 2020." She further reported that 207 students received \$176,799.11 financial assistance from National and State Scholarships and FSM Congress subsidies. Table below shows the distribution:

Financial Assistance	Recipients, in head counts	Amount in US\$
FSM National Scholarship	98	\$ 104,430.00
Chuuk State Scholarship	22	16,200.00
Kosrae State Scholarship	33	16,500.00
Yap State Scholarship	4	4,278.16
Congress of the FSM-Chuuk	8	5,319.40
Congress of the-Yap	42	30,051.55
<b>Total</b>	<b>207</b>	<b>\$ 176,799.11</b>



Table tennis and pool rooms in the FSM-China Friendship Sports Center temporarily converted to isolation rooms.

### 14 former US military servicemen (VA) enrolled this spring 2020

The college's US VA School Certifying Official (SCO) reported that 28 former US military servicemen (or US veterans) enrolled this spring 2020. According to the SCO, "Of the 14 US VA students, 12 enrolled at the National Campus, and two enrolled at Kosrae Campus."

Of the 14 US VA students, 12 are receiving benefits under Chapter 33 (or Post 9/11 GI Bill); while, two from the Chapter 30 (or Montgomery GI Bill). The US Department of Veterans Affairs will directly pay the college the \$20,420.00 tuition and other matriculation fees of the 12 US VA students who are under Chapter 33 (or Post 9/11 GI Bill).

## College completes IPEDS Winter 2019-2020 Survey

The college completed the Integrated Postsecondary Education Data Survey (IPEDS) Winter 2019-2020 Survey on February 2, 2020, seven days prior to the February 12, 2020 deadline set by IPEDS.

IPEDS Winter 2019-2020 Survey opened last December 12, 2019, and closes February 12, 2020. The survey required the college to report data on: (a) student Financial Aid Data, including veteran's benefits (SFA); (b) Graduation Rates (GR); (c) Graduation Rates 200 (GR200); (d) Admissions (ADM); and (e) Outcome Measures. The completion of all IPEDS surveys, in a timely and accurate manner, is mandatory for all institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of the surveys is mandated by 20 USC 1094, Section 487(a)(17).

Meanwhile, IPEDS Spring 2020 Survey, which requires the college to report data on human resources, fall enrollment, finance, and academic libraries opened December 12, 2019, and was initially scheduled to close on April 8, 2020. However, IPEDS has extended the deadline of its Spring 2020 Survey to April 22, 2020 given the challenges posed to

## College's spring 2020 enrollment data

The college enrolled 1,559 head counts with 18,857 registered credits, which is equivalent to 1,571 full-time equivalent (FTE) students. As such, the college has an FTE enrollment that is 0.77% higher than its head count enrollment. Table below shows the college's spring 2020 enrollment in head counts, registered credits, and FTE students distributed by campus:

**EMSS Table 5.0.** Spring 2020 enrollment data in head counts,

Campus	Head counts	Registered credits	Full-time equivalent
National	815	10,590	883
Career & Technical Education Center	265	3,109	259
Chuuk	208	2,426	202
Kosrae	136	1,258	105
Yap	135	1,474	127
<b>Total</b>	<b>1,559</b>	<b>18,857</b>	<b>1,571</b>

## 224 potential COM-FSM program completers, end-of-spring 2020



The college's Registrar reported that there are 224 potential COM-FSM program completers, end-of-spring 2020. Of these 224 program completers: 136 are from the National Campus; 43 are from the Career and Technical Education Center (CTEC); 15 are from Chuuk Campus; 27 are from Kosrae Campus; and three are from Yap Campus.

**Update: Counseling Services**  
 Personal Counseling | Career Guidance | Substance Use/Abuse Counseling | Scholarship and Transfer

The college's Counseling Services organized three workshops during the period beginning November 28, 2019, and ending February 24, 2020. These include Life Skills workshop participated by 125 students, Test-Taking workshop participated by 47 students, and Transfer workshops participated by 50 students.

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## Spring 2020 COM-FSM Entrance Test (COMET) results

**83% of the 1,134 seniors are placed into the college's degree, ACE and Certificate programs; 17% non-admit**

The college administered the COM-FSM Entrance Test (COMET) to 1,134 seniors. Of the 1,134 seniors, 473 (or 42%) are placed into degree program; 222 (or 20%) into Achieving College Excellence (ACE); and 245 (or 22%) into certificate program. 194 senior (or 17% ) are non-admit. Table below shows the distribution:

**EMSS Table 4.0.** Spring 2020 COMET results, seniors (N=1,134)

State	School	Degree		ACE		Certificate		Non-Admit		N
		%	Count	%	Count	%	Count	Count	%	
Chuuk	Berea Christian High School	6	46%	4	31%	3	23%	0	0%	13
	Chuuk High School	23	16%	23	16%	34	23%	67	46%	147
	Faichuk High School	0	0%	0	0%	0	0%	19	100%	19
	Moch High School	1	6%	1	6%	9	56%	5	31%	16
	Mortlock High School	1	6%	2	12%	1	6%	13	76%	17
	Nukuno High School	1	11%	0	0%	3	33%	5	56%	9
	Saramen Chuuk Academy	13	52%	4	16%	8	32%	0	0%	25
	SNHS-Fefan	3	13%	0	0%	1	4%	20	83%	24
	SNHS-Tonoas	0	0%	1	8%	3	23%	9	69%	13
	Xavier High School	29	97%	1	3%	0	0%	0	0%	30
	<b>Total</b>	<b>77</b>	<b>25%</b>	<b>36</b>	<b>12%</b>	<b>62</b>	<b>20%</b>	<b>138</b>	<b>44%</b>	<b>313</b>
Kosrae	Kosrae High School	55	45%	23	19%	30	24%	15	12%	123
	<b>Total</b>	<b>55</b>	<b>45%</b>	<b>23</b>	<b>19%</b>	<b>30</b>	<b>24%</b>	<b>15</b>	<b>12%</b>	<b>123</b>
Pohnpei	Calvary Christian Academy	19	95%	1	5%	0	0%	0	0%	20
	Madolenihmw High School	14	26%	7	13%	27	51%	5	9%	53
	Nanpei Memorial High School	30	32%	34	36%	27	29%	3	3%	94
	Ohwa Intenational Christian Academy	3	27%	1	9%	4	36%	3	27%	11
	Our Lady of Mercy Catholic High School	31	100%	0	0%	0	0%	0	0%	31
	Pohnpei Catholic School	17	65%	4	15%	5	19%	0	0%	26
	Pohnpei Island Community School	108	46%	60	25%	56	24%	12	5%	236
	Seventh Day Adventist School	30	97%	1	3%	0	0%	0	0%	31
	<b>Total</b>	<b>252</b>	<b>50%</b>	<b>108</b>	<b>22%</b>	<b>119</b>	<b>24%</b>	<b>23</b>	<b>5%</b>	<b>502</b>
	Yap	Faith Christian Academy	5	26%	11	58%	3	16%	0	0%
Neighboring Island Community High School		5	16%	14	44%	10	31%	3	9%	32
Outer Island High School		9	39%	3	13%	3	13%	8	35%	23
Yap Catholic High School		20	100%	0	0%	0	0%	0	0%	20
Yap High School		26	43%	19	31%	12	20%	4	7%	61
Yap International Christian School		2	50%	0	0%	2	50%	0	0%	4
Yap Seventh Day Adventist School		9	90%	1	10%	0	0%	0	0%	10
<b>Total</b>		<b>76</b>	<b>45%</b>	<b>48</b>	<b>28%</b>	<b>30</b>	<b>18%</b>	<b>15</b>	<b>9%</b>	<b>169</b>
<b>Grand Total</b>	<b>473</b>	<b>42%</b>	<b>222</b>	<b>20%</b>	<b>245</b>	<b>22%</b>	<b>194</b>	<b>17%</b>	<b>1,134</b>	

Vis-à-vis spring 2019 COMET data, the college has seen a decrease in percentage of non-admit senior students by 5%. This spring 2020, 17% of the 1,134 high school seniors were non-admit, while 22% last spring 2019 COMET.

College's Registrar likewise reported that 133 juniors from selected private and public high schools in the FSM took the spring 2020 COMET. Of the 133 juniors, 64 (or 48%) were placed into the college's degree program; 35 (or 26%) into the Achieving College Excellence (ACE); and 29 (or 22%) into the certificate program. Five (or 4%) of the 133 juniors were non-admit.

**CFE UPDATES**  
**Center for Entrepreneurship**

**Pohnpei Small Business Development Center**

An opening ceremony for the Pohnpei Small Business Development Center (Pohnpei SBDC) took place on January 16, 2020, with dignitaries, embassy representatives, bank representatives, special guests from abroad, resource partners, and members of the college community present. Special remarks were given by then COM-FSM President Dr. Joseph Daisy, Dr. Annette Santos, Dean of the School of Business and Administration, University of Guam (UOG), and Ms. Denise Mendiola, acting director of the Pacific Islands SBDC Network (PISBDN).



The ceremony then proceeded with the cutting of the ribbon by Dr. Daisy followed by a short tour of

Since the opening of the Pohnpei SBDC, the Center for Entrepreneurship (CFE) has helped eight clients in starting or expanding their businesses through its counselling services. Pohnpei SBDC's services has also increased FSM's Capital injection to \$50,000.00 in start up business. For the next few months, the CFE will be collaborating with FSM Development Bank (FSMDB) and Small Business Guarantee and Financing (SBGFC) to conduct a series of workshop aimed at increasing their client's probability to get approval for the loans they are applying for through business

**Australian Embassy awards CFE \$20,000 grant**

Australian Embassy awarded the Center for Entrepreneurship (CFE) \$20,000, through its Direct Aid Program to expand CFE's Hydroponic Greenhouse Project. The project aims to tackle the demand for fresh produce by purchasing an additional greenhouse and equipment to facilitate more hydroponic systems and crops. Currently, CFE provides a weekly average of 100 pounds of crops to the college community through the College Dining Hall. Through this grant, the CFE aims to increase production by 200% and to teach and train students in hydroponic methods in the hopes that the island can reduce its dependence on imported goods.



**Hydroponics farms used for student learning**

On February 20, 2020, students in the four sections of the AG 101 (Introduction to Agriculture) class under Mr. Joshper Nedlic visited the hydroponic farm to learn the basics of hydroponic farming. Mr. Nedlic is the co-founder of the Hydroponics of the Pacific, and now an instructor for Agriculture Program.

During the visit the student learned how to transplant, maintain, and harvest crops using hydroponic technology. The visit is the first of a series of student activities where students plant, take care, and harvest the crops. At the end of four weeks, the students will bring home the crops that they planted as incentive. Already the students are finding the hands-on activity interesting and engaging. CFE hopes to duplicate this collaboration with other programs.

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**Counseling Services .... from page 2.**

Lead Counselor also reported that there were 541 reported visits and/or appointments made by students to the counseling services at National Campus during the reporting period, 94 at CTEC, two at Kosrae Campus, and 88 at Chuuk Campus.



**Community policing and safety training for Security officers at the National Campus & CTEC**



On December 19, 2019, Lieutenants Marvin Heinei and Jimmy Peter, and Police Officer Jermis Noket of the Pohnpei State Police Department conducted a training on community policing and safety tips for campus security & safety officers at the National Campus and the Career & Technical Education Center (CTEC).

According to the college's supervisor of campus security & safety, "The training is part of the continued initiative to professionalize the security personnel, and in support of the



**FORUM LECTURE SERIES**

Enrollment Management & Student Services: Student Life

**Suicide Awareness, National Campus, January 15, 2020**

Cmdr. David Yang, Joint Region Marianas force chaplain, US Navy, facilitated a forum lecture suicide awareness. The forum lecture covered sign and symptoms of suicide, how to deal with such situations, dealing with an attempted suicide victim, and others.

**STEM Career, National Campus, January 24, 2020**

Dr. Pam Marcus provided a lecture to students and staff at the National Campus on potential career opportunities in Science, technology, engineering, and mathematics (STEM).

**US Navy Information Sessions, National Campus & CTEC, February 6 & 7, 2020**

The United States Navy Elite Recruiters Chief Andres L. Luna and ABE1 Alter A. Bualuy facilitated two sessions about the US Navy and the The Armed Services Vocational Aptitude Battery (ASVAB). Approximately, 24 students and three staff from the National Campus and the Career & Technical Education Center (CTEC) attended the sessions.

**New Zealand Scholarship, National Campus & CTEC, February 14 & 21, 2020**

MacArthur James, a COM-FSM alumnus (Computer Information Systems, class of spring 2012) and a recipient of the New Zealand Scholarship Program, facilitated two sessions on the New Zealand Scholarship Program, the requirements and application processes. During the sessions, he also shared to approximately 20 students and four staff his personal experience studying abroad.

**COVID-19 Prevention, National Campus & CTEC, February 17 & 24, 2020**

Dr. Paul Dacanay of the college's Public Health and Nursing Programs conducted two separate sessions on COVID-19, including tips on how to prevent the spread of the virus and/or getting infected by the virus, such as

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**Forum Lecture Series .... from page 3.**

maintaining good hygiene, social distancing, and others. About 40 students and 20 faculty and staff from the National Campus and the Career & Technical Education Center (CTEC) attending the sessions.

**Kosrae Scholarship Forum, Kosrae Campus, February 26, 2020**

Kosrae Scholarship Committee conducted a forum on Kosrae Scholarship to students at Kosrae Campus.



**AusAid, K National Campus & CTEC, February 26 & 28, 2020**

Australian Embassy in Pohnpei organized two separate sessions about the Australian Aid (AusAid) Scholarship Opportunity, the requirements and application processes. About 24 students and two staff from the National Campus and the Career & Technical Education Center (CTEC) attending the sessions.



**Instructional Affairs: Spring 2020 course offerings**

Campus	Number of Sections				Faculty Members				N
	Spring 2019		Spring 2020		Full-Time		Part-Time		
	Count	%Diff	Count	%Diff	Count	% of N	Count	% of N	
National	190	-13	177	-7%	38	83%	8	17%	46
CTEC	33	9	42	27%	11	73%	4	27%	15
Chuuk	92	-10	82	-11%	22	81%	5	19%	27
Kosrae	61	1	62	2%	14	93%	1	7%	15
Yap	30	7	37	23%	8	62%	5	38%	13
<b>Total</b>	<b>406</b>	<b>-6</b>	<b>400</b>	<b>-1%</b>	<b>93</b>	<b>80%</b>	<b>23</b>	<b>20%</b>	<b>116</b>

**ACCJC reports due**

The following annual Accrediting Commission for Community and Junior Colleges (ACCJC) reports were due March 3 and April 3, 2020, respectively:

- ▶ **Directory Update** – submitted February 24 – 28, 2020.
- ▶ **Annual Academic Report** -submitted before end of March 2020. This report will be posted on the college webpage under accreditation - [report archives](#).
- ▶ **Annual Fiscal Report** - due April 3, 2020.
- ▶ **Substantive Change for the Bachelor of Science in Elementary Education** follow-up visit is scheduled for the week of April 27 – May 1, 2020. A three-member team consisting of ACCJC President Stephanie Droker, ACCJC Commissioner Kevin Bontenbal, and a faculty member from Cuesta College will be conducting the visit through a Zoom call one day that week.

**Update on Bachelor of Science in Elementary Education**

The University of Guam Partnership Bachelor's in Elementary Education ended December 2019 with 13 students graduating.

COM-FSM began the Bachelor of Science in Elementary Education fall 2019 with 13 students – nine at National Campus and four at Chuuk Campus.

Spring 2020 enrollment in the program is 15 at National Campus, ten at Kosrae Campus, with at Chuuk Campus and eight at Yap Campus for a total of 41 students.

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**Updates: CFE .... from page 3.**



**Radio Station**

On February 6, 2020, the Telecommunication Program at the college's Career & Technical Education Center (CTEC) in Kolonia, Pohnpei, upgraded the college's radio station. Through its partnership with United Nations Children's Fund (UNICEF), CFE was able to receive funds to purchase a new radio transmitter and antennae. The upgrade will increase the radio station's coverage to reach up to a seven-mile coverage.

The Telecommunications Program will use the radio station as hands on learning for its course learning objectives, and CFE will use any operating surplus from the advertisement fees to fund other projects. The radio station will also be used to advertise college programs with



**China Aide/COM-FSM farm**

Since the CFE started oversight the farm, the dining hall has received a total of \$9,205.54 worth of produce from the farm. The pig farm has also produced 19 piglets for the month of February and is expected to have approximately 70 piglets from the six sows currently at the farm.



**UPDATES** Department for **Instructional Affairs**

**National Campus**

Google Techstars Startup Weekend was hosted for the first time by the College of Micronesia-FSM in partnership with the University of Guam Professional Master of Business Administration (PMBA) Cohort XV, November 7-9, 2019. Seven Micronesian islands and 30 teams across the region participated (Guam, Saipan, Palau, Chuuk, Kosrae, Yap and Pohnpei).

Techstars Startup Weekend is the place to look for a team, create a prototype of an idea, validate your business idea, and receive feedback from experienced entrepreneurs. The primary goal is to spur economic activities in Micronesia. Startup Weekend is associated with the Google Techstars Startup Weekend that is said to be the world's largest



\*18 students were admitted in fall 2019 and only nine enrolled as full time BS students while the rest were completing TYC TPE requirements

Winners were announced for each state, but one team in Pohnpei also won overall among the seven island winners. Team members are Bernarda Mathias, Yolanda Waltu, and Yuchi Leopold. This team created Drop & Drop – a delivery service that will bring to Pohnpei residents anything from food items to laundry. In January, the team receives \$5,000 in seed funding courtesy of Bank of Guam to start its

**Chuuk Campus**

**First Trial Counselor Program Cohort**

The first cohort in the Trial Counselor Program at Chuuk Campus completed last Fall 2019. Program participants and family held a short graduation ceremony on December 20, 2019. There were ten who actually completed the program including two employees of the college, and a father and a son. The graduates included two employees of the State Attorney General's Office, two employees of the Micronesian Legal Services Office, and two employees of COM-FSM Chuuk Campus.

**Dual Enrollment at Chuuk High School**

The second cohort in the Dual Enrollment Program started Spring 2020 semester. We had five in the first cohort, and we have seven in this second cohort. Four are enrolled in ESL 089 and ESL 099. Two are enrolled in EN 120a and ESL 089, and one is enrolled in EN 120a and EN 110. Since these have not yet graduated from high school, they are not Pell eligible. The Chuuk State Department of Education, like for the first cohort, will pay for all expenses (tuition and all fees).

**Embedded Tutoring and Compressed Schedule**

\Chuuk Campus continues to utilize embedded tutoring. Starting Fall 2018, we have been doing compressed schedule along with embedded tutoring in the two 100-level math courses, MS 100 and MS/ED 210a. An advantage for students in the compressed Math is, there is an opportunity for those students with Ds and Fs to make up. The instructor gives them additional work and one-on-one tutoring on the SLOs they did poorly in, and has them retested. Students are continuously involved in the classes and they don't have many chances to slack off or even withdraw. Before they get discouraged, the courses ended and most, if not all, passed.

This is what the math instructor shared about the compressed scheduling, and embedded tutoring. The following are only informal observations:

*Description of implementation of the compressed schedule in MS 100 and MS 210 in Chuuk.*

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**Updates on BS in Eled .... from page 4.**

Campus	TYC in Pre-Teacher Prep-Elementary				BS in Elementary Education					
	Admission		Enrollment		Applicants		Admission		Enrollment	
	2019.3	2020.1	2019.3	2020.1	2019.3	2020.1	2019.3	2020.1	2019.3	2020.1
National	11	7	25	19	22	7	18	6	9*	15
Chuuk	3	0	11	11	25	0	3	7	4	8
Kosrae	7	4	21	30	9	5	2	8	0	10
Yap	0	0	11	5	0	9	0	8	0	8
<b>Total</b>	<b>21</b>	<b>11</b>	<b>68</b>	<b>56</b>	<b>56</b>	<b>21</b>	<b>23</b>	<b>29</b>	<b>4</b>	<b>41</b>

**Career & Technical Education Center (CTEC)**

**Refrigeration & Air Conditioning (RAC) Program**

RAC program acquired new tools, equipment, and video systems from the Institute for Governance and Sustainable Development (IGSD) grant through our partnership with FSM DECEM. RAC association in Pohnpei, on March 5 & 6, 2019, received new refrigerant training. This new technology is flammable thus this training is very critical because this new technology has greater and higher safety requirements.



**Electrical Program**

CTEC faculty from the electrical program received industry certification training in modern solar systems, which covers Ingrid and net metering. This training is part of a current MOA with SPC. CTEC electrical program has been identified by SPC has the solar system training venue for FSM in support of the FSM's energy plan.



**Electronics Technician Association (ETA) Certification**

20 electronics students received industry certifications from Electronics Technicians Association (ETA). This certificate authenticates their capacity to perform electronics technician work and functions. Similarly, about 10 students also received CISCO Networking Academy certification evidence their ability to perform networking and



**FSM Fisheries & Maritime Institute**

- ▶ Rowing boat christened “President Daisy” launched at PBC boat ramp in Colonia. The rowboat was named in honor of former president Joseph Daisy as a farewell



- ▶ Spring Semester 2020 Training activities enhanced:
  - Fieldwork experience (1<sup>st</sup> year engineering cadets) at YFA and Public works. This is from Monday to Thursday (0900 to 1600 hrs) for eight weeks;
  - Shipboard training (1<sup>st</sup> year navigation / fishing cadets) on MV Hapilmohol for eight weeks;
  - Fieldwork experience (2<sup>nd</sup> year cadets) at YFA and Yap weather station from Monday to Thursday (1300 to 1600 hrs);
  - Fieldwork experience (2<sup>nd</sup> year cadets) at YSPSC Power plant from Monday through Friday (1300 to 1600 hrs). This involved four cadets per week on a rotational basis.
  - Shipboard training and fieldwork experience activity is an eight weeks duration
- ▶ FMI cadets performed marching and color guards opening during the pre Yap day youth night at the Yap museum site.



**Yap Campus**

- ▶ Yap Campus celebrated Student Awards Day on December 9, 2019 to award and recognize students for the following achievements: Perfect Attendance, Most Outstanding in individual class, and Most Improved. Top students were given prizes in addition to certificates of recognition.
- ▶ Yap Campus celebrated its Fall 2019 graduation ceremony on December 18, 2019, at the classroom block building with eight graduates in TYC-Teacher Prep-Elem., one in AA-LA, and six in Certificate of Achievement in Food Technology.
- ▶ CPART continues at Yap High School with monthly presentations to the seniors focusing on college prep, guidance, and counseling. This is a collaborative effort between the two campuses to foster college readiness and recruitment.

**Learning Resources Center (LRC)**

- ▶ LRC staff from each campus library participated the 29<sup>th</sup> Annual PIALA Conference in Guam from November 21-26, 2019.
- ▶ The LRC completed and submitted its data for the IPEDS survey as well as for the Association of College and Research Libraries (ACRL) surveys in February.
- ▶ Michael Williams completed his internship at the National Campus library from January to February.

Programs & Services	Chuuk	CTEC	Kosrae	National	Yap	Total
Patrons usage	7,932	4,110	2,937	50,020	3,611	68,610
Reserves	1	3	-	134	5	143
Materials circulated	187	128	143	1,475	462	2,395
Visitor usage	4	17	-	9	180	210
Computer use	3,273	1,342	1,330	18,263	1,572	25,780
Computer assists	12	66	35	487	81	681
Reference transactions	17	7	30	282	32	368
Library instruction	17	41	-	62	24	144
Number of sessions	1	2	-	4	2	9
Total volumes	11,120	4,509	4,466	72,573	11,354	104,022

**Chuuk Campus .... from page 5.**

- ▶ The duration of the course ranges from 8 - 9 weeks or until all SLO's are finished.
- ▶ Students are encouraged to work closely with the instructor and the tutor in doing their class exercises and worksheets.
- ▶ After accomplishing all course SLO's, the final exam is administered and final grades are computed.
- ▶ Those who failed the course are offered individual voluntary extended instruction.
- ▶ The CSLO/s where the student failed are identified and the student is given additional instruction on them. Extended instructions are individual (one on one) either with the instructor or the tutor. When the tutor/instructor feels that the student is ready, the student is given make up worksheets and test/s.

*Observed advantages:*

- ▶ It decreases withdrawal from the class. Since the class is finished almost at the same time as the "withdrawal with a W" time, it decreases the chances for students to withdraw from the course.
- ▶ It provides ample time to finish all course CSLOs.
- ▶ It provides a chance for extended instruction for failing students and increases passing rate. Results of the first implementation of the compressed schedule in Fall 2018 were only 2 students failed. One student refused to through voluntary extended instruction and opted to repeat the course. The second student stopped attending the class without withdrawing.
- ▶ Better attendance is observed in the compressed schedule. This maybe because the students are used to everyday class coming from ACE math or MS 099.

*Experienced disadvantages:*

- ▶ The compressed schedule makes instructor teaching time hectic. A Math instructor implementing two compressed classes and carrying 15 credits including MS remedial course (5 credits) teaches 4 hours on MWF and 6 hours on TTh
- ▶ I don't hear any student complaints but I observed that there are times that they become tired. We are solving this problem by scheduling test and worksheets on Thursday and giving them a long weekend (Friday, Saturday, and Sunday) after a major test (a unit test that covers the one whole CSLO). This is why the compressed schedule ranges 8 - 9 weeks.

*Recommendation*

**Cooperative Research & Extension (CRE)**

**Outreach Programs**

A total of 1,779 adults and 2,151 youths benefited from participating in CRE programs during the reporting period. Chuuk Campus CRE had the highest number of people (adults and youths) who received hands-on trainings and technical advice and assistance.



*Photo of participants during the Extension Climate Change Forum conducted in Chuuk on January 20-21, 2020. The Forum brought together local agencies, stakeholders, and communities to discuss the various impacts of climate change.*

**Workshop on Coconut Rhinoceros Beetle**

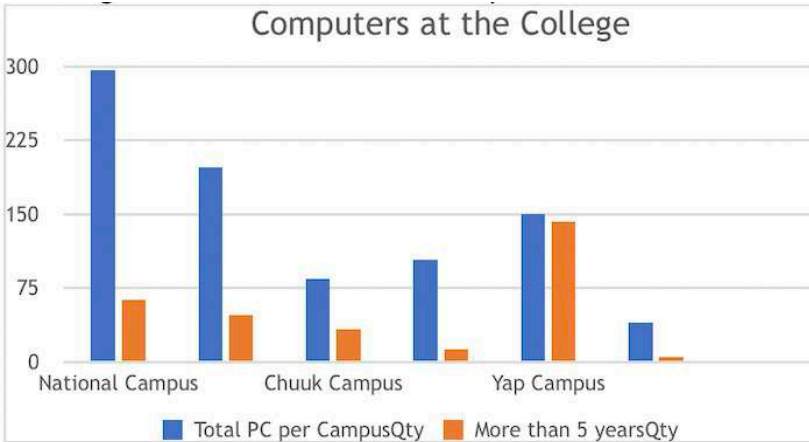
The training/meeting workshop on “Addressing the Coconut Rhinoceros Beetle (CRB) Infestation/Threat in the Northern Pacific Islands” on November 25-26, 2019 in Pohnpei brought together 49 participants from the Pacific region including FSM, Marshall Islands, Palau, Guam, CNMI, Fiji, and Samoa. With FSM and Marshall Islands remaining as the only two countries without CRB



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

**IT**

**Inventory:**  
The physical inventory of all campuses is complete. The IT Office will work with the PPMO to analyze it further. The college has in its inventory 872 computers system-wide. Of those, 304 are five years or older. There is currently a bid open to address 97 computers for student use at Yap Campus, and 30 for CTEC which will bring down that number of old computers.

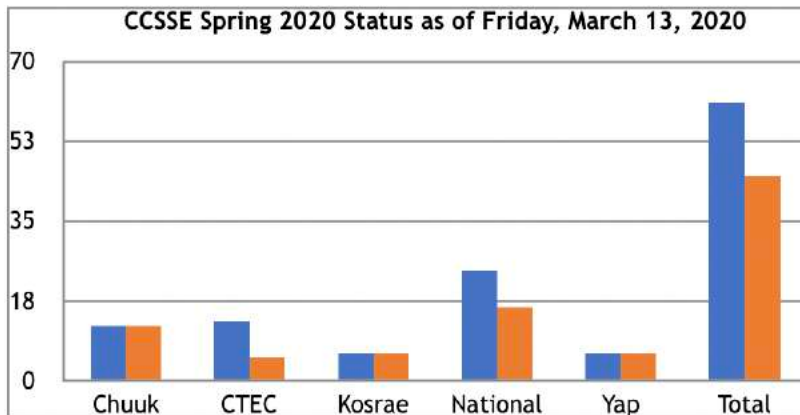


**FSMTC Contract:**  
Negotiations with FSMTC are ongoing. The contract that expired in February of this year was extended until May of this year to allow for a new contract to be formulated. Aside from attempting to negotiate better rates, it is the goal of IT to create a new contract that better addresses FSMTC's handling of the services it provides to the college. We believe the contract should spell out procedures, necessary steps, and identify persons for both parties to mitigate issues that arrive. For example, internet access is sometimes cut to some campuses because FSMTC's billing department is not aware that the college pays for ALL campuses. There is miscommunications with our provider. We want to work in contractual mechanisms to ensure each party is aware of each other's obligations, as well as prescribed steps to take in the event that issues arise. As it stands, language is vague and the college continues to be disappointed in the level of service FSMTC is providing in its execution of previous contracts. The new contract will focus on service and not so much prices, as we want better value for the investment we are giving FSMTC.

**OIE**

**Community College Survey of Student Engagement (CCSSE)**

Administration of the CCSSE survey 2020 began in the week of March 9 and is scheduled to be complete by March 20<sup>th</sup>. 61 classes across five campuses were selected through random sampling to have the survey administered and OIE prepared survey packets for each. In addition to the standard survey items, questions defined by the Student Success Committee on student perception of advising were also included. OIE completed three training sessions with ICs to ensure uniform processes across all State campuses. After survey administration, all packets will be returned to National campus then shipped to The University of Texas at Austin for digital analysis. Results will be provided in mid-August.



CCSSE survey administration update by campus as of Friday March 13, 2020

Continued to page 8

**CRE.... from page 6.**

infestation, it is imperative that introduction is prevented to avoid the loss to the coconut industry that many families and communities depend on. At the end of the workshop, the participants agreed to form a "Pacific Coconut Partnership" group to collaborate on addressing the threat and response to CRB infestation.



Participants of the CRB training from various government agencies and organizations from Micronesia region. CRE staffs from all four campuses

**Yap State Trade Fair a success during Yap Day 2020 Festival**

A trade fair was organized during the Yap Day Festival for the exhibition of produce and products.

Following the concept of trade fairs developed by the FSM Division of Trade and Investment, Trade Fairs will provide an incentive for existing and potential local producers to engage in production, especially for value-added agriculture and fisheries products and tourism products, which have high potential in the FSM, and will provide an opportunity for producers to improve and expand in these sectors.

The trade fair that took place in Yap consisted of various organizations and individual producers who displayed an array of produce and products such as vegetables, root crops, fish products, chicken and eggs, coconut and oil, processed and value-added products, and handicrafts.

The trade fair was a result of collaboration between CRE and local partner agencies with assistance from the FSM Trade and Investment Division. Yap CRE participated in the event and displayed urban gardening models and low-cost food production systems.

A variety of vegetables from the CRE demonstration gardens were on display. Total sales collected during the fair by the various organizations and individual producers was over \$3,600.



Producers and participants for the first Yap State Trade Fair during the Yap Day festival including Yap CRE (crops and vegetables), Yap Women's Association (handicrafts), Yap Fishing Authority (fish products), Eco-Leaf Plates company (betel nut leaf plates), and individual producers and processors for banana chips, spices, coconut oil, chicken and eggs.

**Kosrae CRE**

Kosrae CRE continues to improve their programs in sewing, value-added products, and handicrafts to benefit women and their families.

Women that have received hands-on trainings were able to earn extra income for their families with more than \$3,800 combined sales from muumuus and dresses, banana chips and other processed products.

Continued to page 8

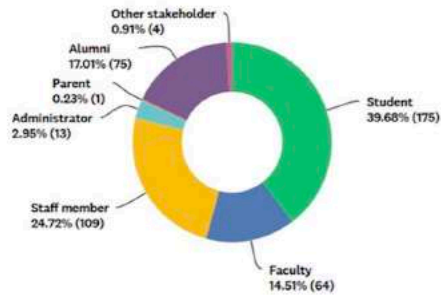


**OIE.... from page 7.**

The five CCSSE benchmarks of Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners, are included as measures of success for the COM-FSM Strategic Direction to *Innovate academic quality to ensure student success*. The results are used to [measure how well we are achieving our mission](#). The results of the 2020 survey will be particularly important in steering our direction in the coming years.

**Presidential Search Survey**

In accordance with COM-FSM's [Administrative Procedure 1211](#) which presents the processes for the Presidential search, the Office of Institutional Effectiveness worked with the Presidential Search Committee to create a survey to identify "the desirable leadership, qualifications, and personal qualities required of the new president to accomplish the identified priorities". Publicized through college email, MyShark, Kpress and social media, the survey aims to survey a broad range of college stakeholders, both internal and external. As of Friday, March 13, 2020, there were 441 respondents.



ANSWER CHOICES	RESPONSES	COUNT
Student	39.68%	175
Faculty	14.51%	64
Staff member	24.72%	109
Administrator	2.95%	13
Parent	0.23%	1
Alumni	17.01%	75
Other stakeholder	0.91%	4
<b>TOTAL</b>		<b>441</b>

**Image 2: 441 respondents as of Friday, March 13, 2020 at 2pm**

**Integrated Postsecondary Education Data System (IPEDS) 2019-20**

IPEDS is a system of interrelated surveys conducted annually, which gathers information from every college, university, and technical and vocational institution in the United States and other jurisdictions (such as FSM) that participates in federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

IPEDS provides basic data needed to describe — and analyze trends in — postsecondary education in the United States, in terms of the numbers of students enrolled, financial aid used, staff employed, dollars expended, and degrees and certificates earned. IPEDS data are used at the federal and state level for policy analysis and development and at the institutional level for benchmarking and peer analysis.

Three major components for IPEDS are the Fall, Winter, and Spring data collection:

- i. Fall Collection (Completed)
  1. Institutional Characteristics
  2. Completions
  3. 12-month Enrollment
- ii. Winter Collection (Completed)
  1. Student Financial Aid
  2. Graduation Rates
  3. 200% Graduation Rates
  4. Admissions
  5. Outcome Measures
- iii. Spring Collection (In progress) – *Due April 8, 2020*
  1. Fall Enrollment
  2. Finance
  3. Human Resources
  4. Academic Libraries

**CRE.... from page 7.**

**CRE Publications**

Chuuk: Three Nutritional Factsheets distributed: Pomelo, Insulin Plant, and Alugbati

Yap: Rosenzweig, C., Mbow, C., Barioni, L.G. *et al.* 2020. Climate change responses benefit from a global food system approach. *Nature Food*, 1, 94-97. <https://doi.org/10.1038/s43016-020-0031-z>

Yap: A paper entitled "Locally produced cocopeat growing medium for container plant production" has been completed and submitted for publication in *Tree Planters' Notes Journal*

Yap: Thomas Marler and Murukesan Krishnapillai. 2020. Vertical strata and stem carbon dioxide efflux in *Cycas* trees. 2020. *Plants*, 9, 230. <https://doi:10.3390/plants9020230>

Yap: A poster entitled "Outreach strengthens local food production, climate resilience and inclusive development of internally displaced environmental migrants in Yap" has been presented during the 2020 Southern Sustainable Agriculture Working Group Conference (Family Farms Conference) in Little Rock, Arkansas. This poster has been adjudged as one of the three best posters (<https://bit.ly/36D9s2R>)

**Publications & Graphics**

**Presidential Search Survey Social Media Results**

Presidential Search survey was posted to the College's Social Media Pages. A total of 21,534 people have been reached by the Facebook post with 3,885 Engagements, the survey was also advertised in KPress (Vol20Iss06).



**12 Graphic Designs**

- o Designed Commencement Cover
- o Designed Commencement Banner
- o Designed World Diabetes Day Flyer / Ad
- o Designed World Aids Day Flyer / Ad
- o Designed World Aids Day Shirts
- o Designed Xavier High School Year Book Ad
- o Designed COMET Ad
- o Designed / Printed President Daisy's Farewell Reception Program
- o Designed Fundraising Dinner Save the Date Invitation
- o Designed / Printed COVID-19 Forum Lecture Poster
- o Printed WHO COVID-19 prevention ads
- o Designed Founding Day Poster/ Ad





Publications & Graphics.... from page 8.

**VIDEOS**

- **4 Video Productions**
  - What is COVID19? [Forum Lecture]  
<https://www.youtube.com/watch?v=MKYKZsIIUug>
  - Shark Bits Ep. 001: What Motivates You to Come to School?  
[https://www.youtube.com/watch?v=\\_0tleTJRvc8](https://www.youtube.com/watch?v=_0tleTJRvc8)
  - COM-FSM Summit and Mini Summit 2019  
<https://www.youtube.com/watch?v=hqD9QuDmyq0>
  - Live Broadcast of the 70th Commencement Exercises  
<https://www.youtube.com/watch?v=lreFwls97m4>



Shark Bits Ep 001: What Motivates You to Come to School By Media Arts Club

**PUBLICATIONS**

**5 KPRESS Ads**

- Kpress Vol19 Issue 25
- Kpress Vol20 Issue 2
- Kpress Vol20 Issue 3
- Kpress Vol20 Issue 4
- Kpress Vol20 Issue 6

**WEBSITE**

- Website Photo Gallery Update
- COVID-19 Updates
- 26 News Releases

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

**VPAS**

The department organized the Holiday party for the National and CTEC at Mangrove Bay Restaurant on December 17, 2019 and also during that party college employees shared farewells to President Daisy with gifts and best wishes.

The college traditional canoe was launched on March 8, 2020 from the causeway leading to the airport and sailed out the Pohnpei main harbor to promote the college and the beginning of the Traditional Navigation Program scheduled to begin on June 1, 2020 at FMI in Yap. The college students were the sailors with the college administrators VPIEQA and VPAS to witness and also took photos and videos for college publicity. Kaselehlie Press was present and took pictures for the next issue of the KP Press.

The FSM Department of Finance has established good draw down procedures for the college to get its subsidy fund from FSM without going through the FSM regulations requirements that the FSM department and offices follow. The college will follow quarterly subsidy drawdown arrangements.



**Human Resources Office**

**Personnel Composition and Distribution**

Campus	Retention Rate	Attrition Rate	Reasons
National	156	7	Medical, personal, another job, termination, family obligation
CTEC	77	3	School, personal, another job
Chuuk	50	1	Medical
Kosrae	35	0	
Yap	41	0	
FMI	14	1	
<b>Total</b>	<b>373 [96.70%]</b>	<b>12 [3.3%]</b>	

Data above reflects current personnel during the reporting period, employee departed and hired/started. Personnel whose effective dates or separation dates from the college fall on dates after March 16, 2020 will be reflected in the next report.

**Gender and Citizen Distribution of current Full Time Personnel**

Campus	Male	Female	FSM Citizen	NON-FSM Citizen	Total #
National	88	68	114	42	156
CTEC	42	35	67	10	77
Chuuk	32	18	43	7	50
Kosrae	21	14	31	4	35
Yap	21	20	32	9	41
FMI	11	3	13	1	14
<b>Total #</b>	<b>215</b>	<b>158</b>	<b>300</b>	<b>73</b>	<b>373</b>

**1. Recruitment Data From November 13, 2019 to March 16, 2020**

While hiring continues for FY 2019 in Addition to FY 2020, the table below reflects positions filled and successful candidates who have started within the reporting period. These numbers do not include pending job offers, positions in the screening process or confirmed new employees whose start date is after March 16, 2020. Of the twenty-three (23) successful candidates who have started on the jobs, eighteen (18) are FSM citizens.

Positions	National	CTEC	Yap	Chuuk	Kosrae	FMI	Total
Faculty	3		1	1	1		6
Management			2				2
Professional				1			1
Classified	7	1	3		3		14
<b>Total #</b>	<b>10</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>23</b>

**2. Enrichment Initiatives**

**National Campus Presentations**

- ✓ November 13, 2019 MiCare Presentation by MiCare administrator and staff
- ✓ December 12, 2019 Safety Tips Presentation by Kolonia Police Officers
- ✓ December 13, 2029 Personal Finance Management by IAEA Executive Director Mori

**Retirement Plan Open Season – January 1, 2020**

- ✓ Five (5) new employees enrolled and 3 current participants made changes

VPAS..... from page 9.

**3. Policy Development**

Human Resources Committee is responsible for reviewing policies and procedures pertaining to human resources. HRC maintains a policy development plan in addition to the BOR Master Planning Calendar for policies. The regular meeting has resumed and the committee completed these.

- ✓ Reviewed and endorsed these policies and transmitted them to EC for endorsement/action.
  1. Board Policy No.6025 Classification Policy
  2. Board Policy No.6026 Faculty Work Load
  3. Board Policy No. 6031 Human Resources Access and Confidentiality
  4. Board Policy No. 6032 CSADWCPP
- ✓ HRO Director proposed new policy and procedures on Communicable Disease
  5. Board Policy No. 6035 *Communicable Disease*
  6. Administrative Procedures No. 6035 *Communicable Disease*

**4. Administrative Unit Assessment Report**

- ✓ HRO submitted the 5 year administrative unit assessment report on March 10, 2020.

**Procurement and Property Management Office (PPMO)**

**Mission:** The Mission of Procurement and Property Management Office is to apply the best practices in procurements of products, services, equipment, and property management in an efficient and cost-effective manner 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 in a timely manner to promote improvements in the procurement cycle. One of the unit new administrative objective (AUO2) for the fiscal year is to improve the 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+). The processing cycle includes the following workflows; (receive purchase request, compliance review, generate 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 summarises the procurements activities from **November 19-February 29, 2020 with comparison** to the previous periods.

Processed Documents	FY 2020	FY 2019	FY 2018
Purchase Orders	1422	1272	1539
Receiving Reports	429	536	573

54 Random Sample Testing; Work-Flow Routing; From Requestor-PPMO- BO- VPAS, return to PPMO, and Distribution to Requestor, or Payment Processing			
Ratings	Days	No.	Percentage
Satisfactory	1-3 days	53	98%
Fair	4-6 days	1	2%
Poor	7 & plus Days	0	0
<b>Total</b>		<b>54</b>	<b>100%</b>

The test conducted on 54 random samples implies a **98% satisfactory completion rate of 1-3 days cycle**, while **2% were between 4-6 days**, and **none tested under Poor**. The PPMO is aware that this sample testing is not reflective of all purchases, but a sample representation. Therefore, urge all campuses/offices to follow up if you do not receive any expected purchase orders after three days to assist with minimizing oversights and delays. The procurement section continues to encourage all to plan procurements with adequate timeline for submissions to allow sufficient processing of purchase orders, payments, and disbursements of remittances.

**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. Collaboration efforts with the PPMO on part of the key staff from the various campuses/offices below have transpired improvements in the procurements and property management areas. Appreciations to all for entrusting the Procurement Office (Eugene Edmund) in providing the needed supports for your campuses/offices. The PPMO continues to encourage all campuses/offices to utilize the Procurement Officer on major off island purchases in securing quotations from reliable vendors within the college known vendors listing.

Major Assets and other Essential Purchases and Clearances			
Description	Campus	Office	Remarks/Status
Red Snapper Outboard Motors- 2-150hp W/steering kit	NC	Maintenance	The boat is now in Service
RH Hall Mattresses 165	NC	RH	Arrived 3/17/20
Denyo Diesel genset soundproof 100KVA, + ATS	CTEC	Lower Campus	Arrived January 2020
Trash pump & Hoses	NC	Maintenance	Cleared and picked up
Fusible Disconnect Switch 400A, 3P	CTEC	Lower Campus	Arrived/cleared 2/7/20
Injection pump assy., Training Vessel	FMI	Engineering Dept.	Arrived FMI 1/1/2020
First Aid Kit	FMI	Admin.	Arrived Yap December 2019
Rice Cooker - 2 ea. Aroma brand	FMI	Mess Hall	Arrived Yap December 2019
Deep Fryer	FMI	Mess Hall	Arrived Yap February
Toner/Cartridges	NC	VPAS	Cleared picked 2/20/20
Underwater Cameras for Math & Science	NC	Instructional	Cleared picked 2/21/20
Compressor for Delfield Freezer	NC	Dining Hall	cleared picked 2/21/20
Laptop -2 ea.	YC	CRE	Cleared and picked up YC
Honda CRV parts( Rack, Pinion & Door latch elect.)	NC	Maintenance	Arrived 3/5/20
Toyota tacoma Truck Side Mirror	NC	Maintenance	Arrived 3/7/20
Keyboard Stand -25 ea.	NC	Instructional	pending
Photocell Electric Control- 10 ea.	NC	Maintenance	pending
Vehicle purchase- 2005 Nissan Caravan	NC	Security	pending
Administration bldg main entrance door	NC	Maintenance	pending
CRE vehicles 4 units Rav4 for all CRE Sites	All CRE Sites	Various	Pending

The following COVID19 Preparedness Supplies were purchased and turned over to VPEMSS Designee for proper applications and distributions. Few are pending to be fulfilled upon stock availabilities.	
Rubbing Alcohol 70% - 120 btl.	Wet Wipes 18ct/pk – 129 pks
Hand Sanitizer 24fl.oz. 85 btl	Wet Wipes 20ct/pk – 29 pks
Hand Sanitizer 8fl.oz. 10 btl	<b>Pending Off Island Orders:</b>
Surgical Mask -800pcs.	<b>Protective Coeferals 25/ctn - total of 100pcs.</b>
N95 Mask -600pcs.	<b>Protective Coverals 1 size fits all 50pc/pk – 100pcs</b>
Latex Exam Gloves Assorted Sizes (S,M,L)	<b>Infrared Thermometers</b>

Asset Disposal	Campus	Office	Manner of Disposals
Disposal of 84 old computers	CC	IT Chuuk	Dump
Disposal ITB20-04	NC	Varous Offices	Sealed Bids

VPAS.... from page 11.

**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 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.

**PPMO PERSONNEL/STAFF DEVELOPMENT**

Staff development is one of the focal points of our employee retention program as incentive and succession plan toward performance enhancements and sustainability of the unit operations and services. The Procurement Technician has enrolled in the Business Admin. Program at the college for the second degree to complement her professional growth.

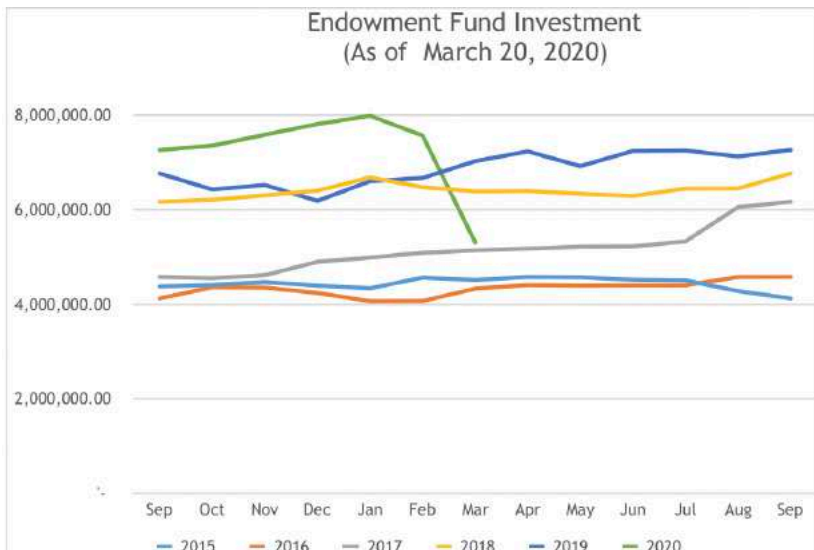
**POLICY REVIEW/DEVELOPMENT**

Procurement and Property Management policies and procedures are in reviews for modifications and reclassifications to effectively address the needed improvement areas.

Policy/Procedure	Last Reviewed	Next Update Schedule
BP NO. 5301	May 03, 2017	Next BOR Update-pending
AP NO. 5301, 5302	March 22-24 2014	Next BOR Update-pending
BP NO. 5603	March 22-24 2014	Next BOR Update-pending
AP NO. 5603	March 22-24 2014	Next BOR Update-pending

**Business Office**

**A. Endowment Fund**

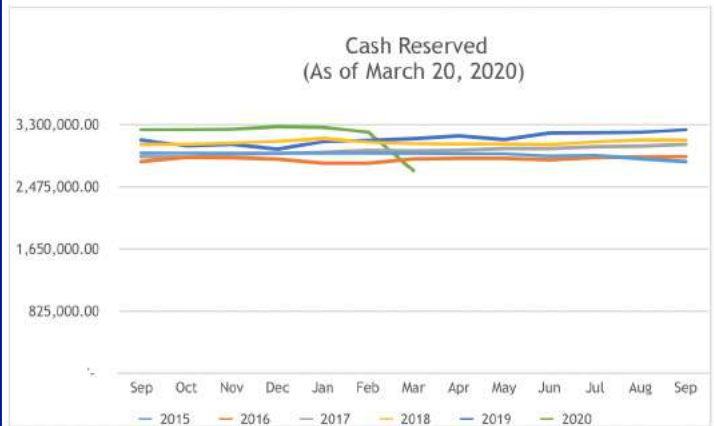


The endowment fund decreased by \$1.951M or 27% due to worldwide market loss.

Balance as of:

- Sep. 30, 2015 - \$4.123M
- Sep. 30, 2016 - \$4.576M
- Sep. 30, 2017 - \$6.162M
- Sep. 30, 2018 - \$6.761M
- Sep. 30, 2019 - \$7.256M
- Mar.20, 2020 - \$5.305M

**B. Cash Reserved**

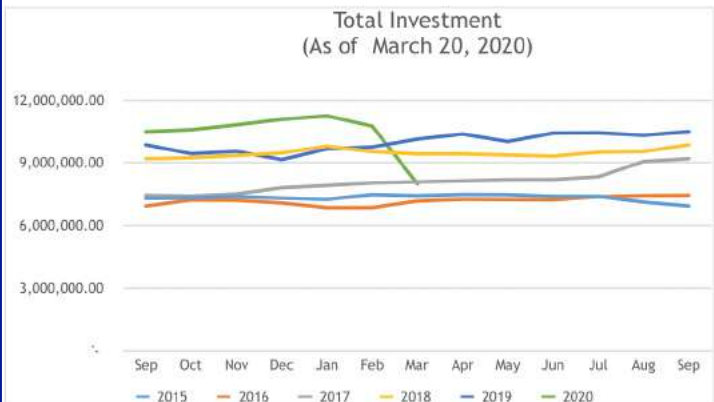


The cash reserve fund reported an unrealized loss of \$545K or a 17% decrease since September 30, 2019.

Balance as of:

- Sep. 30, 2015 - \$2.812M
- Sep. 30, 2016 - \$2.875M
- Sep. 30, 2017 - \$3.038M
- Sep. 30, 2018 - \$3.100M
- Sep. 30, 2019 - \$3.235M
- Mar. 20, 2020 - \$2.690M

**C. Total Investment**

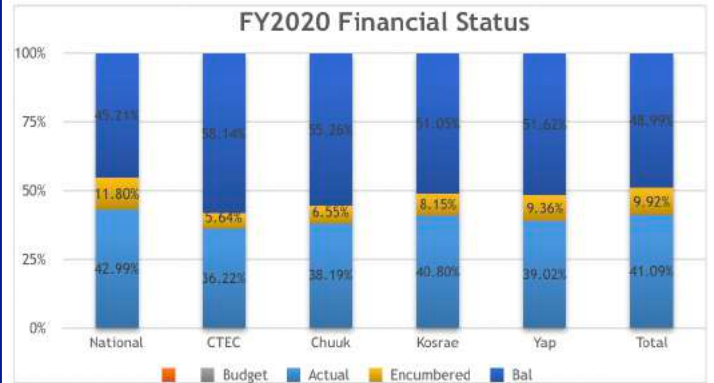


The total investment decreased by \$2.496M or 24% due to worldwide market loss.

Balance as of:

- Sep. 30, 2015 - \$6.935M
- Sep. 30, 2016 - \$7.451M
- Sep. 30, 2017 - \$9.200M
- Sep. 30, 2018 - \$9.861M
- Sep. 30, 2019 - \$10.491M
- Mar. 20, 2020 - \$7.995M

**D. Budget Balance**



**E. Cash Balance as of March 20, 2020**

Bank of FSM- \$4,647,341.66

Bank of Guam -1,391,601.40

**Total \$6,038,943.06**