

Administrative Services BOR
Kosrae Campus



College of Micronesia-FSM

Students today, Leaders Tomorrow



Administrative Services Updates Board of Regents COM-FSM

- Business Office, Procurement and Property Management Office, Vice President of Administrative Office, and Facilities and Maintenance Office Reports:

Vice President Updates

- VP CRE has assumed the role of acting VPAS since August 25, 2024.
- Have started review of structure, workflow, and processes of the different sections under the department – Business Office, Procurement and Management, and Maintenance, especially at the state campuses
- Have received from Chuuk Congress Delegation partial payment of \$26,500 to defray outstanding balances for Chuuk students especially students at national campus residence halls.
- Have conducted initial inspection of the dorms at national campus and reviewing the needs for residence halls that have been provided by the residence hall manager, student life coordinator, and maintenance staff – shower rooms, computer room, laundry rooms, and furnishings in the student rooms.
- Have started a review of the policies and procedures under the purview of the Administrative Services
- Leases and MOUs of facilities and buildings

Vice President Updates

- Review of policies and procedures relevant to the AS department
- Review of costs of maintaining buildings and facilities including new and planned structures
- Review the costs of maintaining the shuttle services between CTEC and National Campus
- Review the dining hall and bookstore auxiliary services and operational costs

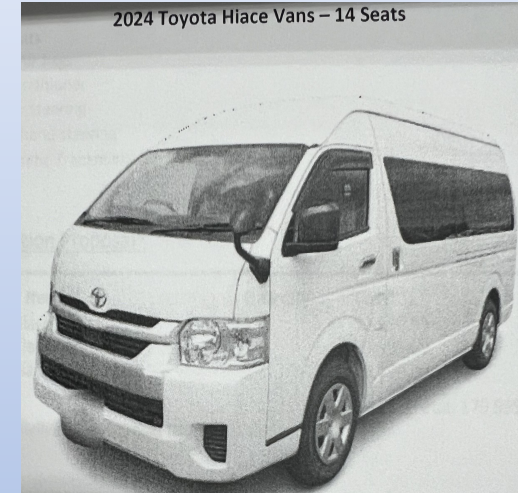
Procurement and Property Management Office

- Started review of procurement practices across the campuses – ensure the college receives fair and reasonable prices while at the same time ensure quality items are being purchased. Have engaged with potential local businesses to support the college in the procurement of equipment and supplies.
- Actively monitor the status of POs and processing of timely payment to vendors – aim to improve customer-vendor relationship.
- Assisted in procurement needs of individual offices for specialty items – fire extinguishers, fluorescent paints, water tanks, etc.

Procurement and Property Management Office

* Posted RFQ No. B2024 - 05 for College Website for 3 Brand New Vans for 3 Campuses

E.T.A. National Campus - Oct. 10, 2024
Kosrae Campus - to be confirmed
Yap Campus - To be confirmed



*Posted RFP No. B2024 - 4 for College website for cleaning and painting of buildings at COM-FSM National Campus - in process

*Posted RFP No. B2024 - 05 for Investment Advisory Services for COM-FSM National Campus - in process

*Posted RFP No. B2025 - 06 for COM-FSM National Campus Janitorial Services - in process

*PO24 - 3138 Purchase of Dry Chemical Fire Extinguishers for CTEC - Received August 19, 2024

*PO24 - 4453 / PO24 - 4454 Purchase of Dry Chemical Fire Extinguishers for FMI & Yap Campus - in process

*EO No. 2024-100 Procurement Technician Position – Ad hoc Committee already submitted recommendation on September 10, 2024

3 Vans for Instructional Department



Facilities and Maintenance Projects

- Installation of Water Tanks with pumps to improve reliability of water services to the residence halls and dining hall. Project will be completed by next month October 2024.
- Kosrae Campus Power improvement completed hook-up to five buildings to the generator and three more remaining waiting for remaining materials are expected to arrive end of Sept. Alfred and Scott will be dispatched next month Oct. to complete the project.
- Kosrae Campus Admin floor and Veranda budget has been allocated. However the Kosrae Campus needs to hire another staff to assist in the project due to resignation of the current staff.
- Water Well power line to the college generator is expected to be completed by early next month October. This project will improve reliability of water to the National Campus by power the water well pump from the generator.

National Campus Student Center



Front Facing the Campus



Back Facing the Ocean

Exterior and Interior Walls ground and second floor completed waiting for steel roof structure

National Teaching Clinic



View From Classroom Building "A"



View From the Main Road

Interior Walls and Roof completed and started finishing works and parking lot construction

CTEC Multi Technical Building



Back Side facing Government Buildings: Finishing works in progress. Project Due Oct. 4, 2024.



FSM-FMI Classroom and Dormitory Project



DORMITORY BUILDING



ACADEMIC BUILDING

The project has been contracted to NBK Corporation and sub contracted to Centerlane Const. Co. of Yap State. Project has commence and ground breaking is scheduled soon.

COM-FSM TEN YEARS PROJECTS PIPELINE

PBN Number	Program/Package Name	Project Name/Component	Latest Estimate (US\$)	Funding Year	Fiscal Year & Project Amt.
COM-FSM 01	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	Kosrae Campus Multi Purpose Building	\$ 5,600,000	2024-2025	
COM-FSM 02	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	COM-FSM Infrastructure Planning and Implementation	\$ 370,000	2025	
COM-FSM 03	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	National Campus Water Improvement Project	\$ 350,000	2025	\$ 6,320,000
COM-FSM 04	Enhance Career and Technical Programs at all sites to the address the needs of the FSM	National Campus Construction Classrooms and Shops	\$ 1,994,000	2026	
COM-FSM 05	Enhance Career and Technical Programs at all sites to the address the needs of the FSM	National Campus Mechanics Classrooms and Shops	\$ 1,994,000	2026	
COM-FSM 06	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	National and CTEC IT Shop Renovation and upgrade	\$ 400,000	2026	\$ 4,388,000
COM-FSM 07	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	Yap Campus Multi Technical Classroom and Maintenance Shop	\$ 1,182,720	2027	
COM-FSM 08	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	Kosrae Campus Multi Technical Classroom and Maintenance Shop	\$ 1,182,720	2027	\$ 2,365,440

COM-FSM 09	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	Rehabilitation of Yap Campus Administration, Library and IT Office	\$ 2,512,000	2028	
COM-FSM 10	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	Rehabilitation of CTEC Administration and Library Building	\$ 1,994,000	2028	\$ 4,506,000
COM-FSM 11	Ensure sustainable flow of funding for the college endowment funds	National Campus Faculty & Staff Housing	\$ 7,830,000	2029 to 2030	\$ 7,830,000
COM-FSM 12	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	Chuuk Campus Development design and construction	\$ 13,060,000	2031 to 2034	\$ 13,060,000
COM-FSM 13	Provide safe, healthy learning and working environment at all sites to ensure compliance with accreditation standards and to ensure sustainability of the college's operational funds.	FSM-FMI Infrastructure Rehabilitation and Upgrade	\$ 1,303,000	2027	\$ 1,303,000
10 YEARS TOTAL PROJECT AMOUNT					\$ 39,772,440

FY2024 INFRASTRUCTURE MAINTENANCE PROJECTS

Kosrae Campus:		Amount
	Administration building "A" floor slab and floor structure rehabilitation	\$ 30,000
	3,200 sf. Install new ½" cement boards over existing floor and lay vinyl tiles;	
	Remove and replace rusted steel floor support pillars and studs; replace exterior ceiling panels.	
	SDBC building exterior/interior wall painting (6,000 sf) and misc. repairs	\$ 18,000
	Pressure wash exterior walls, prime and paint	
	Building "J" roof and window repairs, replace doors, replace roof on extension,	\$ 15,000
	Paint exterior and interior walls and ceiling.	
	Building "I" replace rusted roofing sheets, ceiling, windows and floor tiles.	\$ 12,000
		TOTAL \$ 75,000
National Campus:		
	Roof painting (3) buildings (C-7,500 sf; N-6,000 sf; M-6,000 sf)	\$ 42,000
	Clean and paint roof with rust stop and anti-mildewcide paint	
CTEC:		
	Classroom1-4 building "D" roofing sheet replacement 8,065 sf	\$ 40,000
	Replace roofing sheets, repair damaged ceiling and install ceiling insulations.	
	Student Center building "L" roofing replacement 7,321 SF	\$ 52,000
	Replace roofing sheets and install insulations	
	Gym Building "G" exterior interior repainting, repair 20,000 sf	\$ 60,000
	Pressure wash and paint exterior and interior walls and grills	
		TOTAL \$ 152,000

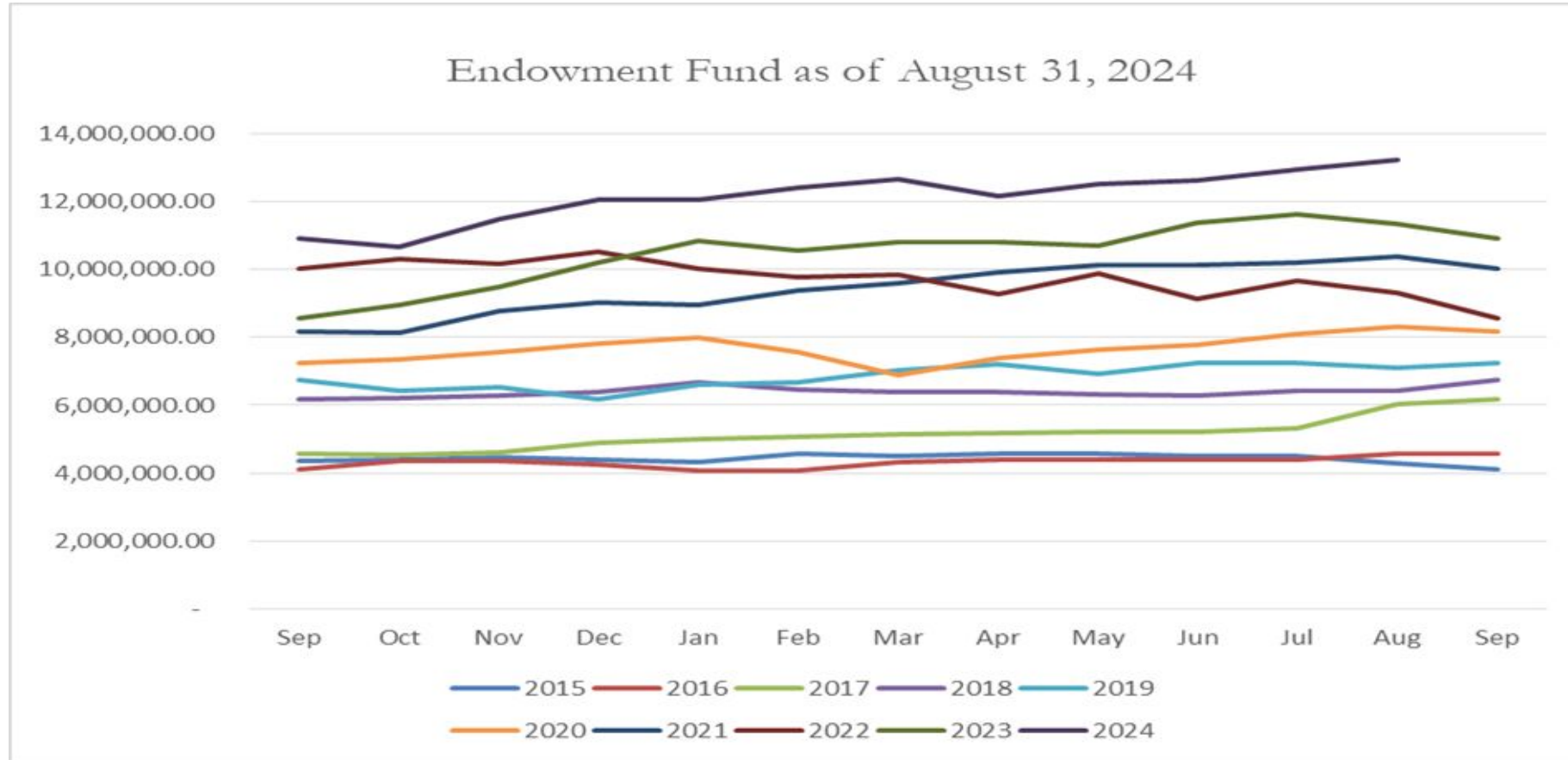
Chuuk Campus:		
	Dean's Office building "D" roof replacement and floor lift 1,300 sf	\$ 65,000
	Remove and replace roof structure and replace with treated lumber and pre-painted galvanized roofing sheet gauge 24 roofing; raise floor 6" above existing floor; raise walls 12" above existing walls; repaint interior and exterior walls; replace windows with sliding windows; replace plumbing and electrical fixtures.	
	Student Support Services "H" paint roof and repairs 1,400 sf	\$ 5,500
	Faculty Building "A" paint and replace tiles	\$ 18,000
	Exterior and Interior walls 6,276 sf; paint roof 5,760 sf; replace floor tiles 3,600 sf.	
	Computer Lab building "I" roof painting and gutter repairs 2,762 SF	\$ 3,200
		TOTAL \$ 91,700
YAP CAMPUS:		
	Student Center building "E" door replacement and repair windows	\$ 12,000
	Replace deteriorate exterior and interior doors; remove and replace window sealer.	
	Classroom building "F" replacement of windows and doors	\$ 29,000
	Replace windows in classrooms with awning windows to improve natural air circulation; replace deteriorate doors and reseal windows.	
	Faculty Center building "B" replace tiles and replace wall with concrete	\$ 7,500
	Remove and replace floor tiles 1,300 sf; remove wood frame wall and replace with CMU wall 450 sf, plaster and paint wall.	
		TOTAL \$ 48,500
College Wide Generator Preventative Maintenance Program		
	Generator Preventative Maintenance and Servicing of 11 units across the campuses, 6 units will be check and test run weekly with monthly and six months full service; 5 units will be checked monthly with annual full service. Service will include emergency response and repair.	\$32,000
		Grand Total \$ 441,200

FY2025 INFRASTRUCTURE MAINTENANCE PROJECTS

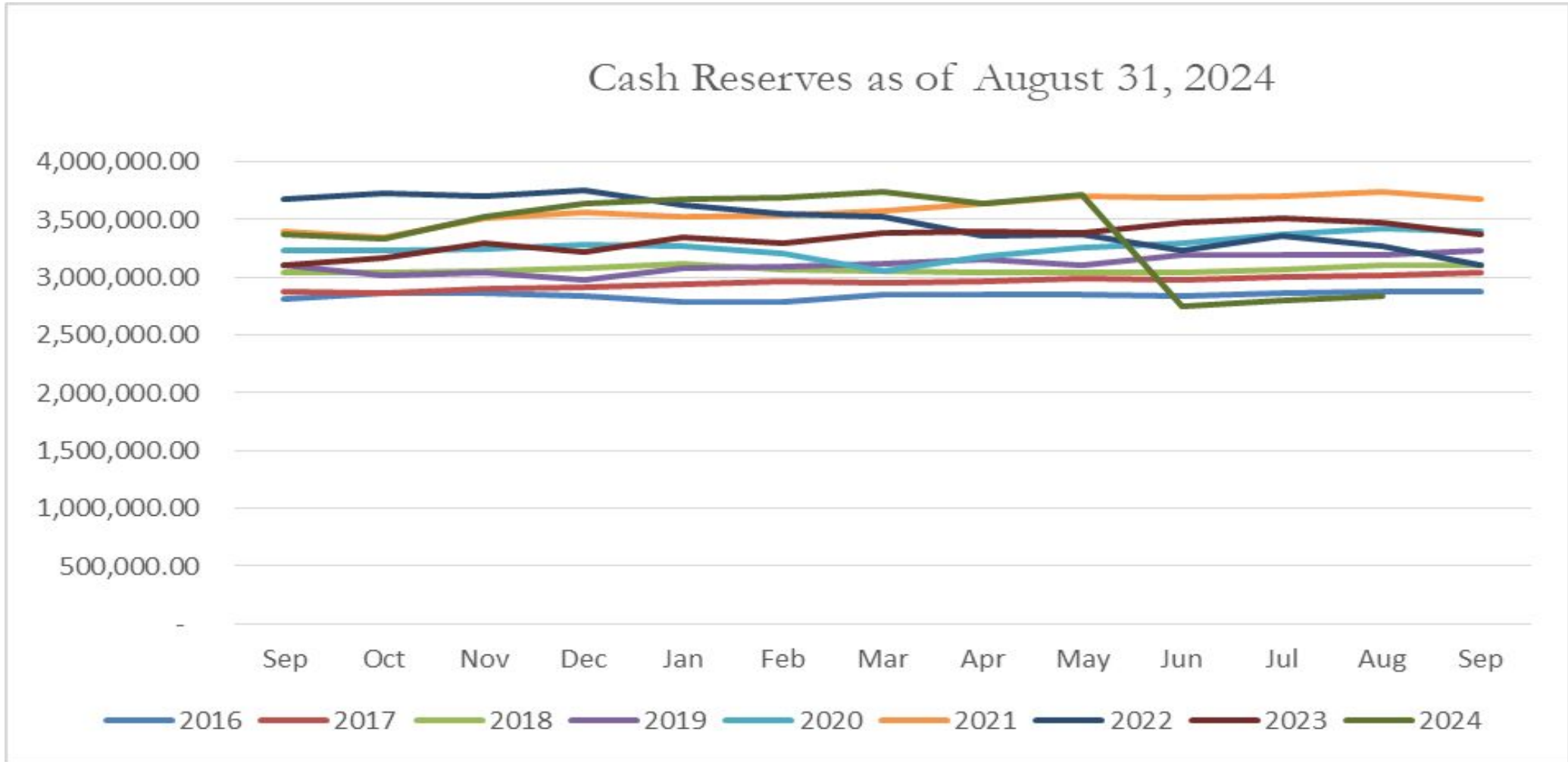
Kosrae Campus		Description		Total
Bldg. "B" Land Grant	Replace Vinyle tiles and repaint interior and exterior of the building.		8,000	
Bldg. "C" Faculty Office	Replace Vinyle tiles and repaint interior and exterior of the building.		7,000	
			Total	15,000
Chuuk Campus				
Bldg. "B" Classroom	Repaint exterior and interior of the building, replace ceiling fans, replace window screens, rain gutters and exhaust fans.		14,000	
Bldg. "C" Classroom	Repaint exterior of building, replace ceiling fans, replace window screens, replace termite doors and door frames, repaint exterior and interior of the building.		20,000	
Bldg. "F"	Patch and paint roof, replace rain gutters, replace exterior wall facing west and repaint exrterior and interior of the building.		18,000	
Bldg. "J"	Replace rusted roofing sheets, replace wood post and re-design roof structure, construct wall to separate storage and study area, repaint interior and exterior of the building.		60,000	
			Total	112,000
National Campus				
Bldg. "A"	Repaint exterior and interior of the building include roof; replace lab sinks in the physical science classroom.		70,000	
Bldg. "B"	Repaint exterior and interior of the building include roof.		17,000	
Bldg. "F2"	Repaint exterior and interior of the building include roof.		24,000	
Bldg. "H"	Repaint exterior and interior of the building include roofand replace gutters and down spouts.		21,000	

CTEC				
Bldg. "A"	Replace floor boards, retile and repair floor stll pillars; repaint exterior & interior including roof; replace gutter and down spouts. Replace plumbing fixtures and lavatory counters.		50,000	
Bldg. "F"	Replace roofing sheets and damaged ceiling; Repaint interior and exterior walls; install new LED shop lights.		25,000	
Bldg. "M"	Repair leaking roof and damaged ceiling; Repaint interior and exterior walls; install new LED shop lights.		15,000	
Bldg. "E"	Replace Roofing sheets, repaint interior and exterior.		13,000	
			Total	103,000
Yap Campus				
Bldg. "A"	Replace floor boards, retile and repair floor stll pillars; repaint exterior & interior including roof; replace gutter and down spouts. Replace plumbing fixtures and lavatory counters.		50,000	
			Total	50,000
FSM-FMI				
Bldg. "A" Gallery Area	Remove ventilation ducts; repalce ceiling reunner ant d tiles with 2'x2' accoustic tiles, replace light fixtures, repalce floor tiles with cermaic tiles, replace dining furniture, repalce doors and windows, and repaint interior walls.		45,000	
			Total	45,000
			Grant Total	457,000

Business Office

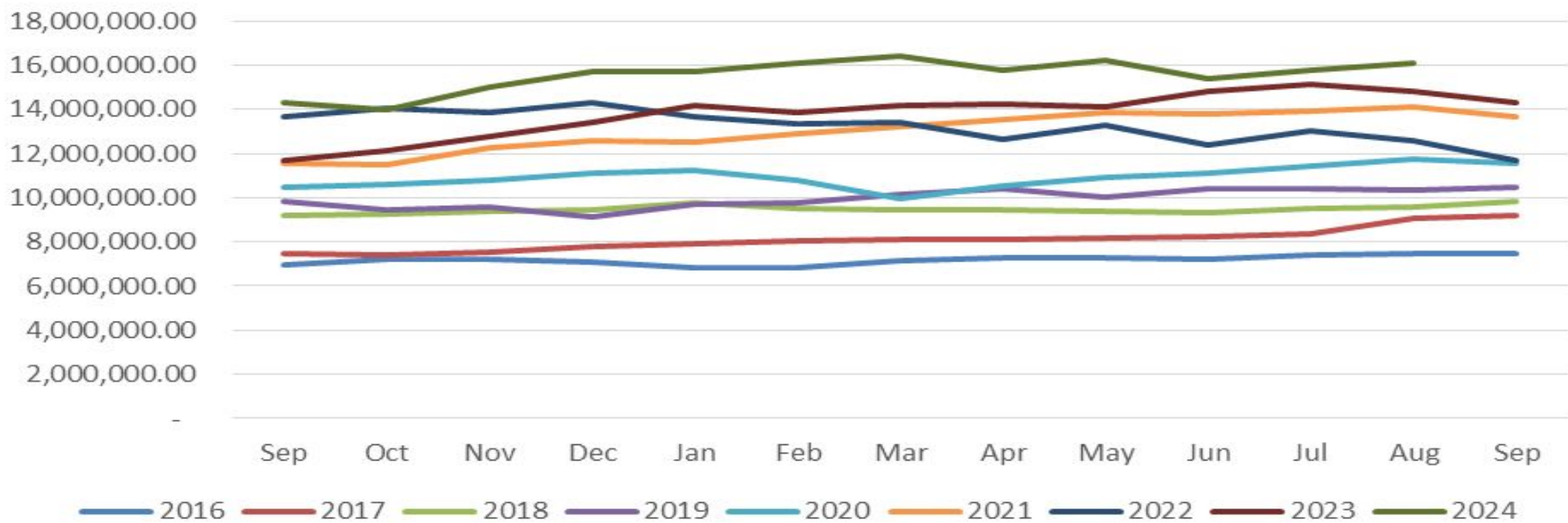


A. The endowment fund experienced a 21% increase, amounting to \$2.314 million. This growth can be attributed to an unrealized market gain of \$2.274 million and additional investments totaling \$40,000 made since October 01, 2023.



B. The cash reserves fund exhibited a reduction of 16%, equating to \$532K, attributed to an unrealized market gain of \$468K and a cash withdrawal of \$1M since October 1, 2023.

Total Investments as of August 31, 2024



C. The total investment has experienced a 12% increase, equating to \$1.782 million, attributed to an unrealized market gain of \$2.742 million, an additional investment of \$40,000, and a cash withdrawal of \$1 million since October 01, 2023.

D. Budget Status

Comparative Budget & Expenses						
Year	Total Budget	Actual	Encumbrance	Actual & Enc.	Balance	
2020	13,538,503	9,912,193	1,103,051	11,015,244	2,523,259	19%
2021	13,205,953	9,279,172	1,184,690	10,463,862	2,742,091	21%
2022	11,879,724	9,522,352	1,132,584	10,654,936	1,224,788	10%
2023	11,879,724	10,391,211	699,276	11,090,487	789,237	7%
2024	13,203,432	10,174,884	796,617	10,971,501	2,231,931	17%

E. FY 2023 Audit Status

- Financial Statement Audit -80% complete (under review by EY's partners). Expected release by September 30, 2024.
- Compliance Audit - The release date has been rescheduled to October 30, 2024, as a result of non-compliance with the IT Audit. The audit will be made more substantive by increasing the scope from 20% to 60%.

- **F. Challenges**

1. Budget for FY2024 and 2025
2. September 18, 2024 Bank Balance:
 - BOFSM -\$1,237,947
 - BOG - \$ 737,097
 - Total - \$1,975,044
3. Audit – FY2023

END OF UPDATES...

END OF UPDATES