



COLLEGE OF MICRONESIA-FSM

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February 21, 2013

MEMORANDUM:

TO : President, COM-FSM

FROM : Vice President for Administrative Services

SUBJECT : Board of Regents Update January 16-February 22, 2013

I'm pleased to submit the department's updates of activities for the Board of Regents upcoming meeting in Guam. The report will cover the VPAS Office, HRO Office, Business Office, and the Maintenance & Security Office and its individual office coordination efforts to the rest of their counterparts at the other campuses.

Office of the Vice President of Admin. Services:

1. Continue to coordinate the final work on the 2014 Budget document inputs to be ready for the EBRC and Congress. Initial submission was transmitted to the President's office on January 15th much earlier than the budget call deadline by FSM President's Office.
2. Completed the Emergency Response Plan and avail it on the website for quick access by all. Presented the plan to faculty and staff during the staff development day 2013 at the National Campus. State campuses will follow.
3. Involved with the write up on the Narrative of the Integrated Educational Master Plan along with VPIA, other key staff, and assisted by the consultants.
4. Provided write up information and documentations to VPIEQA for the midterm accreditation report.
5. San Diego State University online Masters Degree Program has three more courses to go before its completion. We entered into an MOU with SDSU which 30 students from Pohnpei State, Kosrae, Chuuk, and Yap have been participating. Schedule for

completing the last course will be in October 2013. The 30 students will participate in the mid year graduation at the College of Micronesia-FSM. Each will receive a Master Degree in Postsecondary Educational Leadership from SDSU.

6. Chair the working group on the Summer Pay Scale for faculty. Options will be presented to the Board of Regents for their review and approval. We hope to have this implemented in Summer 2013.

Maintenance & Security:

1. New Standby generator for the LRC, Administration, and Faculty buildings was installed and in operation. It is a super silence generator much quieter than the old one. The KWATT capacity is at 220KW compared to the old one with 140KW. The housing extension and access road were part of the improvements made on the project.
2. The Step Up Lab to house the medical research equipment at the Agriculture building was completed and ready for use.
3. New Standby generator housing for the Residential Halls, cafeteria, bookstore, Nursing Program classroom, and dispensary was completed. The throw switches and the panels are still on order to complete the generator connection.
4. Fire Alarm systems for the Residential Halls have been completed and in operation.
5. The new Dry Litter Piggery project has been completed and ready for use by the Agriculture division.
6. Ceiling fans at the male residence hall were replaced with brand new ones.
7. Maintenance installed anti skit rubber mat for the dining hall kitchen floor area. This will prevent staff from falling while carrying food items in the kitchen.
8. All exterior lights at the national campus were replaced.
9. Computer labs at both classroom A & B were strip and waxed including the classrooms at MITC.
10. Campus Shuttle Bus needs replacement. We are searching for a new bus to continue to carry out the transport needs for students between the two campuses.

Human Resources Office:

1. Eighteen faculty and staff were hired during this reporting period.
2. Mentoring Program also part of the IEMP was developed and is under review by different groups before it gets to the Management Team for further review and input. The purpose of the program is to ensure all new hires have assistance and closely monitored to promote retention.
3. Records Policy was identified earlier in the accreditation report to develop is being routed for review by committees.
4. Policy Developments still being worked on are as follows:
 - a. Performance Evaluation - Section XIII
 - b. Compensation Policies - Section VIII
 - c. Performance Assessment Tools - Appendix J,K, & N

Business Office:

1. Results of operations for three months (Oct. 01 – Dec. 31, 2012)
 - The results of operations for unrestricted fund for three months indicate a positive fund balance (FB) change of \$1.230 Million.
 - The breakdown of FB change per campus are as follows:

– National campus	-	\$ 399k
– Pohnpei campus	-	405k
– Chuuk campus	-	195k
– Kosrae campus	-	114k
– Yap campus	-	119k
– FMI campus	-	(2k)
2. Cash balance is \$6.880 Million, consisting of :
 - Citibank (Money fund/CD) - \$ 3.541 Million
 - BFSM (General Fund) - 1.199 Million
 - BFSM (State campus) - 844k
 - BFSM/BOG Restricted - 1.295 Million

The present cash balance is higher by \$812k or by 13% compared with prior quarter, and it is about 64% of the 2013 budgeted expenditures. The level indicates that the college is in

good cash position, and all planned activities and projects can be implemented with no cash flow problem.

3. Accounts receivable from students is \$2.833 Million, consisting of:

• National campus	-	\$ 1.068 Million
• Pohnpei campus	-	796k
• Chuuk campus	-	505k
• Kosrae campus	-	329k
• Yap campus	-	<u>134k</u>
Total	-	<u>\$ 2.832 Million</u>

The breakdown per semester is:

- Fall 2012	-	\$ 739k
- Summer 2012	-	124k
- Spring 2012	-	345k
- Prior semesters, net	-	<u>1.624 Million</u>
Total	-	<u>\$ 2.832 Million</u>

The receivable as of December 31, 2012 indicate a net increase by \$555k, consisting of collections amounting to \$184k and charges for fall 2012 of \$739k.

4. Financial Audit for FY 2012 by Deloitte & Touche

1. The audit by Deloitte and Touche is ongoing.
2. Business Office provided to auditor on January 31, 2013 the trial balance.
3. The audit is expected to be completed on June 30, 2013.

5. Endowment Fund

- The market value of endowment fund is \$3.490 Million or an increment by \$51k or 1% from the net unrealized market gain for the last three months.
- The market value per money manager is as follows:

	<u>Market Value</u>	<u>Allocation</u>
- Cambiar (LC Value)	-\$ 829k	24%
- Renaissance (LC Growth)	- 500k	14%
- Atlantic (S/M Cap Growth)	- 285k	8%
- SEIX (Fixed Income)	- 893k	26%
- Brandes (Mature market)	- 690k	20%
- Newgate (Emerging)	- <u>293k</u>	<u>8%</u>
	<u>\$3.490M</u>	<u>100%</u>

The above asset allocations are in accordance with the investment policy.

6. Fund Raising

- The total fund raising receipts for the first quarter of FY 2013 was \$10k.
- Compared with the target of \$25k per quarter, the fund raising receipt is short by \$15k or 61%.

7. Report on issues/concerns from last board meeting:

a. Update on travel accounts

	Travel Advances	A/R - Employees	Total
Balance, Dec. 31, 2012	\$ 298,306	\$ 49,394	\$ 347,700
Inactive accounts	(53,972)	(2,382)	(56,353)
Balance of active accounts	\$ 244,334	\$ 47,012	\$ 291,347

b. Provide timely and regular billings for travel advances

- Billings were sent to travelers with unliquidated and outstanding travel advances
- Business Office sends a statement at the time that the travel voucher is filed

c. Report on collection plan to eliminate huge outstanding travel advances

- Implement the board directive that travel is not to be authorized for those with outstanding travel advances.
- Require all employees with excess travel advances to settle the excess advances within six – month period and allotment of at least \$10 bi –weekly must be arranged with Business Office. If requesting for a term of more than six months and/or allotment of less than \$10 bi – weekly to settle the account, approval from the President will be required.
- Send a statement to all employees with unliquidated and outstanding travel advances.

An updated report will be presented on the May board meeting.

Thank you.

Xc: Comptroller

: HRO

: Maintenance & Security