

## FY12 Fourth Quarter Performance Report (July – September 2012)

College of Micronesia – FSM - Performance reporting form

<b>Department</b>	<b>Administrative Services</b>	<b>Period:</b>	<b>July 1<sup>st</sup> – September 30<sup>th</sup>, 2012</b>
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### Strategic goal 3: Create an adequate, healthy and functional learning and working environment

Objectives	Accomplishments	Comments/additional detail
3A: Provide for adequate facilities to support a learning community	<p><b>VPAS:</b> Director of Maintenance worked on updating the Emergency Preparedness Plan which will include a trip in October to Yap, Chuuk, and Kosrae to gather information from each campus on the final portion of the plan.</p> <p><b><u>Maintenance &amp; Security</u></b> A new backup generator for the National Campus Library, Faculty Building, and Administration building has been ordered to replace the old one. The old generator will be relocated to supply power to the dorms, cafeteria and the dispensary.</p> <p>Driveway for Upper Pohnpei Campus has been improved with concrete and storm drainage. The project was funded by Land Grant.</p>	
3B: Provide for maintenance and upkeep of grounds, facilities, and equipment	<p><b><u>Facilities Maintenance:</u></b></p> <p><b>Kosrae Campus:</b></p> <ul style="list-style-type: none"> <li>· Completed schedule for AC unit cleaning.</li> <li>· Completed schedule for vehicle maintenance.</li> <li>· Competed schedule for building maintenance.</li> <li>· Seal and wax vinyl tile floors in the library, computer Lab and NIDA lab.</li> </ul>	<p><b>National Campus.</b> Work order reports and security reports are not ready for this reporting period. .</p>

	<ul style="list-style-type: none"> <li>· Provide training to janitorial and maintenance staff in floor waxing and cleaning.</li> </ul> <p><b>Pohnpei Campus:</b></p> <ul style="list-style-type: none"> <li>• Repaint classroom 1-4.</li> <li>• Replace computer lab floor.</li> <li>• Repaint interior of classroom 5,6,&amp;7.</li> <li>• Renovate restrooms for classroom 1-4 and administration building.</li> </ul> <p><b>National Campus:</b></p> <ul style="list-style-type: none"> <li>• 50% of ceiling in the library reading and collection have been completed.</li> <li>• Interior painting of male and female dorm rooms.</li> <li>• Interior painting of administrations building offices.</li> <li>• Floor waxing of administration building.</li> <li>• Paint LRC ground floor.</li> <li>• Wax LRC ground and 2nd. Floor.</li> </ul> <ul style="list-style-type: none"> <li>• <u>Replace 9 A/C units</u> in classroom A-204, B-203, gym stage, OAR, LRC recording room, PeaceSat room, dispensary, Director of IT office, Director of Vocational Instructor.</li> <li>• Install 3 new A/C units at LRC (computer area), IT shop (backup server rm.) &amp; HR Office.</li> </ul> <p><b>Chuuk Campus:</b></p> <ul style="list-style-type: none"> <li>· Install 3 new AC units.</li> <li>· Service Standby Generator at scheduled.</li> <li>· Service Vehicles as scheduled.</li> <li>· Perform Janitorial Services as scheduled.</li> </ul>	
<p>3C: Provide for a safe, secure and effective college environment</p>	<p><b><u>Maintenance &amp; Security</u></b></p>	

	<b>Major Offense (s)</b>				
	<i>Liquor law violation</i>	0	0		0
	<i>Liquor law arrests</i>	0	0		0
	<i>Burglary</i>	0	0		0
	<b>COM property damage</b>	0	0		0
<p>Conducted fire drill at the dorms on Sept. 24, 2012.</p> <p>Conducted simulation ion of Emergency Response Plan at Pohnpei campus on June 14, 2012.</p> <p>Conducted policy awareness to students in Chuuk.</p> <p>Participate in Student Orientation at National Campus.</p>					

**Strategic goal 5: Invest in sufficient, qualified, and effective human resources**

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
5A: Provide on-going professional development of faculty and staff	<p>HRO</p> <ul style="list-style-type: none"> <li>Six instructors from college are pursuing advanced degrees online and on site.</li> </ul>	

5B: Recruit and retain qualified personnel to allow delivery of quality services

**HRO**

Campus	Employee #	Retention Rate	Turnover Rate
CC	48	91.7%	8.3% or 4
FMI	17	94.1%	5.9% or 1
KC	35	7.2% <sup>9</sup>	2.8% or 1
PC	65	95.4%	4.6% or 3
NC	165	97%	3.0% or 5
YC	28	100%	0
<b>College-Wide</b>	<b>358</b>	<b>96.1%</b>	<b>3.9 % or 14</b>

Campus	# of Instructors	FSM	Non-FSM
National	43	16	27
Pohnpei	22	13	9
Chuuk	18	11	7
Yap	5	0	5
Kosrae	6	4	2
FMI	6	5	1
<b>TOTAL</b>	<b>100</b>	<b>49</b>	<b>51</b>

	<i>continuation for HRO</i> Number and Positions Filled Instructors - 8 Classified -6 Professional -2 Management -1	
5C: Update personnel policies and procedures to meet on-going human resources needs	<b>HRO</b> The following policies are prioritized for review and update. <ol style="list-style-type: none"> <li>1. Section VIII Compensation Policies and Practices</li> <li>2. Section XIII Performance Evaluation</li> <li>3. Appendix J, K, &amp; N</li> </ol>	

**Strategic goal 6: Ensure sufficient and well-managed fiscal resources that maintain financial stability**

<b>Objectives</b>	<b>Accomplishments</b>	<b>Comments/additional detail</b>
6A: Enhance new and existing revenue resources to promote growth and increase cost effectiveness		
6B: Diversify resources of the College		

6C: Budgeting and resource allocation

**Business Office**

**6C1.** The Statement of Revenues and Expenditures (SRE) for Unrestricted Fund (UF) for the nine months ended June 30, 2012 indicates a positive fund balance change of \$2.050 Million, consisting of \$638k for National campus and \$1.412 Million for state campuses.

The breakdown of the UF - FB change of \$2.050 Million, are as follows:

- National operations - \$ 638k
- Pohnpei campus - 725k
- Chuuk campus - 323k
- Kosrae campus - 236k
- Yap campus - 168k
- FSM-FMI - (40k)

The SRE for Restricted Fund (RF) for the nine months ended June 30, 2012 shows a negative FB change of \$34k due to the timing of recording revenue.

**6C2.** Comparison of actual versus projected revenue and number of students for fiscal year 2012 are as follows:

Revenue	<u>Actual 2012</u>	<u>Budget 2012</u>	<u>Actual 2011</u>
National	\$2,995,954	\$2,784,600	\$3,320,777
Pohnpei	2,009,236	1,759,170	2,019,632
Chuuk	1,321,755	1,544,130	1,421,572
Kosrae	635,576	572,250	636,389
Yap	<u>616,422</u>	<u>679,560</u>	<u>647,272</u>
Total	<u>\$7,578,943</u>	\$7,339,710	\$8,045,642
Actual 2012		<u>7,578,943</u>	<u>7,578,943</u>
Difference		<u>\$ 239,233</u>	<u>(\$ 466,699)</u>
%		<u>3%</u>	<u>( 6%)</u>

The actual revenue is slightly higher by 3% or \$239k from the projected revenue, and is lesser by 6% from the actual 2011.

**Business Office**

**6C1.** The result of operations is expected to provide a positive fund balance change as of the third quarter of fiscal year due to the recording of all the revenue from tuition and fees for fall, spring and summer. The negative results for FSM – FMI is from the concentration of expenditures for the three quarters of the fiscal year. Considering that the revenue projection was achieved, the college will likely achieve positive results of operation at the end of the fiscal year 2012.

**6C2.** Considering that the college achieved the projected revenue, the results of operations will most likely provide a positive fund balance change for fiscal year 2012.

*Continuation for Business Office*

Number of Students:

	<u>Actual 2012</u>	<u>Budget 2012</u>	<u>Actual 2011</u>
National	2,607	2,510	2,947
Pohnpei	1,802	1,546	1,727
Chuuk	1,120	1,401	1,245
Kosrae	645	519	671
Yap	<u>557</u>	<u>639</u>	<u>617</u>
Total	<u>6,731</u>	6,615	7,207
Actual 2012		<u>6,731</u>	<u>6,731</u>
Difference		<u>116</u>	<u>(476)</u>
%		<u>2%</u>	<u>(7%)</u>

*continuation for Business Office....*

The actual enrollment for fiscal year 2012 is slightly higher by 2% or 116 students from the projected revenue, and is lower by 7% or 476 students from prior year.

**6C3.** The gross receivable from students indicated an increase by \$219k or by 8%, from \$2.650 Million as of March 31, 2012 to \$2.868 Million as of June 30, 2012.

**6C4.** The cash and equivalents as of June 30, 2012 is \$7.071 Million consisting of the following:

- Money Fund/CDs at Citibank - \$3.544Million
- General Fund accounts at BFSM – \$1.889 Million
- State Campus Fund accounts at BFSM - \$1.067 Million
- Restricted Fund accounts at BFSM & BOG - \$570k

**6C3.** The net increase in receivables consists of an increase by \$762k from summer 2012, and collections by \$544 from previous semesters.

**6C4.** Compared with prior quarter, the cash balance for this quarter is lower by \$1.125 Million or by 14%. The current cash balance of \$7.071 Million is about 64% of the 2012 operating expenditures. With the current cash balance, the college is in good cash position and all planned activities and projects can be implemented without cash flow problem.

6D: Develop and implement college sustainability plans that will lead to the careful stewardship of natural and man-made resources, saving of revenue, and enhancement of the college experience; serves as a model for the nation

<p>6E: Managing and administration of fiscal resources.</p>	<p><b>6E1.</b> The audit of the college’s financial statement for the fiscal year ended September 30, 2011 was completed on time. The auditor expressed an unqualified opinion on the presentation of the college’s financial statements as of September 30, 2011.</p>	<p><b>6E1.</b> The summary of Auditors’ results provide the following:</p> <ul style="list-style-type: none"> <li>· The Independent Auditors’ Report on the financial statements expressed an unqualified opinion, the best opinion that an auditor can render in a financial audit.</li> <li>· No significant deficiencies in internal control over financial reporting were identified.</li> <li>· Instances of noncompliance considered material to the financial statements were not disclosed by the audit.</li> <li>· No significant deficiencies in internal control over compliance with requirements applicable to major federal awards programs were identified.</li> <li>· The Independent Auditors’ Report on compliance with requirements applicable to major federal award programs expressed an unqualified opinion.</li> <li>· The audit disclosed no findings required to be reported by OMB Circular A-133.</li> <li>· COM – FSM did qualify as a low – risk auditee.</li> </ul>																								
<p>6G: College meets annual endowment targets.</p>	<p><b>Business Office</b>  The market value of endowment fund dropped by \$161k or 5%, from \$3.442 Million as of March 31, 2012 to \$3.281 Million as of June 30, 2012. The breakdown of market value per money manager are as follows::</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Market Value</u></th> <th style="text-align: center;"><u>Percent</u></th> </tr> </thead> <tbody> <tr> <td>Cambiar (LC Value)</td> <td style="text-align: right;">- \$ 771k</td> <td style="text-align: right;">23%</td> </tr> <tr> <td>Renaissance (LC Growth)</td> <td style="text-align: right;">- 468k</td> <td style="text-align: right;">14%</td> </tr> <tr> <td>Atlantic (S/M Cap Growth)</td> <td style="text-align: right;">- 278k</td> <td style="text-align: right;">9%</td> </tr> <tr> <td>SEIX (Fixed Income)</td> <td style="text-align: right;">- 886k</td> <td style="text-align: right;">27%</td> </tr> <tr> <td>Brandes (Mature market)</td> <td style="text-align: right;">- 624k</td> <td style="text-align: right;">19%</td> </tr> <tr> <td>Newgate (Emerging)</td> <td style="text-align: right;">- <u>254k</u></td> <td style="text-align: right;"><u>8%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>\$3.281</u></td> <td style="text-align: right;"><u>100%</u></td> </tr> </tbody> </table>		<u>Market Value</u>	<u>Percent</u>	Cambiar (LC Value)	- \$ 771k	23%	Renaissance (LC Growth)	- 468k	14%	Atlantic (S/M Cap Growth)	- 278k	9%	SEIX (Fixed Income)	- 886k	27%	Brandes (Mature market)	- 624k	19%	Newgate (Emerging)	- <u>254k</u>	<u>8%</u>		<u>\$3.281</u>	<u>100%</u>	<p><b>Business Office</b>  <b>6G1.</b> The current asset allocations are in accordance with the investment policy.</p>
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**Strategic Goal 8: Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity**

Objectives	Accomplishments	Comments/additional detail
8A: Increase community involvement in college affairs		
8B: Cultivate respect for individual differences, and champion diversity	13 countries outside of the FSM are represented in the workforce at the College.	Saipan, Hawaii, US, Palau, Germany, Canada, Romania, Sri Lanka, India, Nauru, Kiribati, Philippines, Fiji

**Strategic Goal 9: Provide for continuous improvement of programs, services and college environment**

Objectives	Accomplishments	Comments/additional detail
9A: Improve institutional assessment and evaluation	<p>VPAS: Assessment Plans for the divisions and the department of administrative services are being developed and uploaded on the WIKI page on the college website.</p> <p>Recommendations for improvement in the department was included in the department assessment report also on the WIKI page.</p>	
9B: Integrate planning, evaluation and resource allocation for continuous improvement	Continue to use the IEMP as basis for planning and activities to meet goals set for each activity within each unit. Still remain to work on is to improve the KPI or the Key Performance indicators in the department's portion of the IMEP.	

	<p>In order to address the shift from departments control budget to campus and units budgeting, we have reallocated funds to the areas affected by the change in the reporting and the overall organizational structure. For instance, the state campuses have been given their full control over their 2013 budget before October 2012.</p>	
<p>9C: Increase research and data driven decision making</p>	<p>Data generated from the IRPO office have been very helpful to support the planning efforts and decision making for the programs in the department. Satisfaction surveys results for the support services are critical to the ongoing efforts and improvements of services to the students and the community.</p>	
<p>9e: Enhance decision making and communications at the college through implementation, monitoring and evaluation of the new governance policy and revised standing committee structure.</p>		