

COLLEGE OF MICRONESIA-FSM
VICE PRESIDENT FOR INNOVATION AND SUSTAINABILITY
BOARD OF REGENTS REPORT
ADMINISTRATIVE SERVICES DEPARTMENT
April – June 2026



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1. EXECUTIVE SUMMARY

The Administrative Services Department continued to support institutional operations, facilities stewardship, procurement services, property management, infrastructure planning, fleet operations, fuel management, and operational resilience initiatives across all campuses.






During the reporting period, the Department focused on implementation of the Board-approved Fuel Supply Response Plan, emergency recovery efforts at Chuuk Campus following Typhoon impacts, utility conservation initiatives, generator reliability improvements, procurement support services, infrastructure planning activities, and strengthening institutional operational controls.






Significant accomplishments included emergency contracting for Chuuk Campus recovery, implementation of generator preventive maintenance activities, reduction of water consumption costs through leak detection and repairs, support for occupancy of the Student Services Center, and continued advancement of facilities planning and infrastructure development initiatives.

ADMINISTRATIVE SERVICES DASHBOARD

April – June 2026

Key Performance Indicators

Performance Area	Status	Current Quarter Update
Fuel Supply Response Plan	 On Track	Initial implementation underway across all campuses
Chuuk Campus Recovery	 On Track	Emergency repairs to Buildings H and I underway
Generator Preventive Maintenance	 On Track	Vital servicing program initiated at National Campus
Water Conservation Program	 On Track	Monthly water expenditures reduced from approximately \$6,000 to \$2,000
Student Services Center Transition	 Complete	Asset transfers and office relocations progressing

Performance Area	Status	Current Quarter Update
Physical Inventory	 In Progress	Inventory reconciliation and asset verification ongoing
Insurance Coverage for New Facilities	 In Progress	Student Services Center, Teaching Clinic, and CTEC under review
Facilities Plan Update 2026–2028	 In Progress	Priority projects and implementation activities advancing
Critical Vacancies	 High Risk	Procurement Technician, Journey Electrician, PM Program Manager vacancies remain
Infrastructure Funding	 High Risk	FY2026 infrastructure allocation redirected; alternative funding being pursued

Operational Metrics

Metric	Current Status
Emergency Recovery Projects	2 Major Projects Active
Generator PM Program	Active
Water Conservation Savings	Approximately 67% Reduction
New Facilities Occupied	Student Services Center
Fuel Management Program	Implementation Underway
Physical Inventory	Ongoing
Critical Vacancies	12 Positions

DEPARTMENT PRIORITIES:

PROCUREMENT & PROPERTY MANAGEMENT DIVISION

- ✓ Chuuk Campus emergency procurement support
- ✓ Asset transfer and inventory reconciliation
- ✓ Fuel monitoring improvements
- ✓ Physical inventory completion

FACILITIES & MAINTENANCE DIVISION

- ✓ Generator preventive maintenance
- ✓ Utility conservation initiatives
- ✓ Building maintenance and repairs
- ✓ Transportation and shuttle support

ADMINISTRATIVE SERVICES DEPARTMENT

- ✓ Fuel Supply Response Plan implementation
- ✓ Facilities Plan Update implementation
- ✓ Infrastructure planning and development
- ✓ Chuuk Campus recovery support

BOARD MATTERS FOR AWARENESS

- Limited infrastructure funding continues to affect project implementation.
- Several critical operational vacancies remain unfilled.
- Utility conservation efforts continue to generate measurable savings.
- Fuel conservation and accountability measures remain a departmental priority.
- Additional funding strategies are being pursued to support facilities and infrastructure improvements.

2. PROCUREMENT & PROPERTY MANAGEMENT DIVISION

Mission

The Procurement & Property Management Division supports the College through procurement services, contract administration, inventory management, asset accountability, fleet management, and fuel management activities while ensuring compliance with applicable policies and procedures.

Procurement Operations

The Division continued to support all campuses through purchasing, vendor coordination, contract administration, and procurement planning activities.

Major accomplishments included:

- Execution of emergency procurement actions supporting Chuuk Campus recovery efforts.
- Administration of contracts for Buildings H and I repairs at Chuuk Campus.
- Continued support for operational and capital purchasing requirements across the College.
- Ongoing efforts to improve procurement planning and vendor management.



Figure 2. BUILDING H REPAIR, Chuuk Campus



Figure 3. BUILDING I REPAIR, Chuuk Campus

Property and Asset Management

Property management activities focused on maintaining institutional accountability for College assets and supporting occupancy of newly completed facilities.

Activities included:

- Asset transfer processing associated with relocation into the Student Services Center.
- Inventory reconciliation and accountability efforts.
- Preparation for completion of the College-wide physical inventory process.

Fleet Management

Fleet management activities focused on vehicle utilization, preventative maintenance, operational readiness, and accountability.

Accomplishments included:

- Reinstatement of preventative maintenance servicing.
- Continued monitoring of vehicle usage and maintenance schedules.
- Acquisition and deployment of a new institutional vehicle.

Division Challenges

- Procurement Technician vacancy.
- Outstanding vendor recovery issues.
- Vehicle logbook and fuel documentation compliance.
- Increasing procurement workload across multiple campuses.

3. FACILITIES & MAINTENANCE DIVISION

Mission

The Facilities & Maintenance Division supports the College through maintenance of facilities, utilities, infrastructure, transportation services, preventative maintenance programs, and operational support services.

Facilities Operations

The Division continued to provide maintenance support for instructional, administrative, and student support facilities throughout the institution.

Major accomplishments included:

- Completion of floor renovations in Building J.
- Air-conditioning maintenance and servicing.
- Ongoing maintenance and repair activities throughout campus facilities.
- Support for operations within newly completed facilities.



Figure 6. BUILDING J FLOOR RENOVATION, National Campus

Division Challenges

- Journey Electrician vacancy.
- Preventative Maintenance Program Manager vacancy.
- Generator repair requirements.
- Limited infrastructure funding.
- Maintenance staffing constraints.

4. DEPARTMENT-WIDE STRATEGIC INITIATIVES

Fuel Supply Response Plan

The Department continued implementation of the Board-approved Fuel Supply Response Plan designed to strengthen fuel accountability, improve operational efficiency, and enhance institutional resilience.

Activities included:

- Reduction of low-demand shuttle routes.
- Review of generator operating schedules.
- Fuel monitoring and reporting improvements.
- Evaluation of fuel purchasing strategies.

Facilities Plan Update 2026–2028

The Department continued implementation and planning activities associated with the Facilities Plan Update.

Activities included:

- Infrastructure prioritization.
- Capital planning.
- Facilities utilization assessments.
- Long-term maintenance planning.



Figure 8. Aerial view of National Campus supporting facilities planning, land utilization assessment, and future infrastructure development.

Infrastructure Development and Resilience

Activities included:

- Water storage planning.
- Utility infrastructure assessments.
- Facility condition reviews.
- Identification of external funding opportunities.

Chuuk Campus Recovery

The Department continues to support recovery and rehabilitation efforts at Chuuk Campus following Typhoon impacts.

Activities include emergency repairs, facilities rehabilitation, procurement support, and coordination with campus leadership.



Figure 9. CHUUK RECOVERY

5. CHALLENGES AND RISKS

Risk Area	Status
Infrastructure Funding	High
Critical Vacancies	High
Generator Reliability	Moderate
Aging Vehicle Fleet	Moderate
Vendor Recovery Issues	Moderate

6. STRATEGIC PRIORITIES FOR THE NEXT QUARTER

Procurement & Property Management Division

- Complete physical inventory activities. • Improve vehicle and fuel monitoring systems.
- Finalize insurance coverage for newly completed facilities. • Continue procurement process improvements.

Facilities & Maintenance Division

- Expand preventative maintenance programs. • Complete generator repair activities. • Continue utility conservation efforts. • Develop preventative maintenance monitoring systems.

Administrative Services Department

- Continue implementation of the Fuel Supply Response Plan. • Advance Facilities Plan Update priorities. • Pursue infrastructure funding opportunities. • Support Chuuk Campus recovery initiatives. • Recruit for critical vacant positions.

7. BOARD ISSUES FOR INFORMATION

The Administration continues to monitor infrastructure funding opportunities, fuel expenditures, utility costs, facilities maintenance requirements, staffing needs, and institutional operational risks.

Future reports will include expanded performance metrics and dashboards associated with procurement performance, facilities management, fuel conservation, utility savings, and infrastructure project implementation.