

# Assessment: Administrative Unit Four Column



## C - administrative - VPAS Office

**Mission Statement:** Administrative Services Department is committed to provide quality service and support in maintenance of facilities, security, human resources, food services, bookstore services and finance for the success in the delivery of academic, career, technical educational opportunities and programs for the Federated States of Micronesia.

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p><b>2021-2022 AS VPAS Outcome 2- Space Utilization and Energy Use -</b> Continue to implement an aggressive energy conservation measures for the college, and the Space Utilization and Facilities Master Plan in support of the college's strategic directions, goals under its Integrated Educational Master Plan (IEMP), and focused priorities. <b>AUO Status:</b> Active <b>AUO Assessment Cycle:</b> 2021- 2022 <b>Start Date:</b> 10/01/2021 <b>Inactive Date:</b> 09/30/2022</p>	<p><b>Descriptive Statistics -</b> Decrease the costs of electricity (or utility) and fuel consumption by implementing an aggressive energy conservation measures. Additionally, continue to require that concerned administrative units monitor and maintain logs on electrical and fuel consumptions. <b>Target:</b> Reduced costs of electrical (or utility) and fuel consumptions by 20%, vis-a-vis prior year.</p>		
	<p><b>Descriptive Statistics -</b> Based on the Space Utilization and Facilities Master Plan by Beca, establish (a) prioritized and sequenced activities to improve space utilization at the college; and (b) revised (or phased) in sequence for facilities construction. <b>Target:</b> Prioritized and sequenced activities for space utilization, and revised (or phased) in sequence for facilities construction based on Beca Study.</p>		

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**2021-2022 AS VPAS Outcome 1-  
Improve Administrative Services -**

Continuously improve administrative services to ensure they are linked to, complement and reinforce the achievement of the college's mission, including its strategic directions, goals and objectives under its Integrated Educational Master Plan, other focused priorities.

**AUO Status:** Active

**AUO Assessment Cycle:** 2021- 2022

**Start Date:** 10/01/2021

**Inactive Date:** 09/30/2022

**Descriptive Statistics** - Provide training and support on program assessment and program review to administrative units under the department's purview to ensure that they consistently conduct assessments and reviews of their programs and services in accordance with the BP 1110, the college's planning cycle, and other guidelines relating to conducting program assessments and reviews. Ensure that results of assessments and reviews are used to inform or guide improvements and enhancements in programs and services, including allocation and reallocation of resources.

**Target:** 100% of AUs under the department complete their annual assessments, and if applicable four-year program reviews in a timely manner.

**Descriptive Statistics** - Continue to monitor the effectiveness and efficiency level of processes and procedures in services and operations of administrative units under the department's purview in support of other programs and services at the college.

**Target:** Reduced turn-around time involved in processes and procedures.

**Descriptive Statistics** - Continue to work with concerned administrative units, appropriate standing committees, the A Team and the Management Team to ensure that

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policies and administrative procedures are regularly reviewed and timely endorsed for BOR's approval referenced to the 2018-2023 BOR Master Planning Calendar in order to guide routine processes, procedures and operations.

**Target:** 100% of policies and procedures are reviewed and endorsed based on the college's planning calendar.

**Descriptive Statistics** - Effectiveness of the use of college vehicle implemented by the Procurement and Property Management Office in regards to use of vehicle log, training and issuance of college vehicle permit.

**Target:** All college vehicle drivers will be issued a COM-FSM Vehicle Driver's Permit prior to using college vehicles.

**Notes:** PPMO will conduct training of college staff who need to use COM-FSM college vehicle to conduct college business and issue a vehicle permit. The permit will be an indication that they have reviewed the vehicle policy pertaining to vehicle use at the college. Only the President of the college is not required to have a driver's permit.

**Related Documents:**

[COM-FSM Vehicle Policy](#)

**2021-2022 AS VPAS Outcome 4-  
Preventative Maintenance Plan -**

Update and implement preventative maintenance plan annually.

**AUO Status:** Active

**Descriptive Statistics** - Develop and Implement annual preventative maintenance plan, either college-wide or by campus.

**Target:** Annual maintenance plan,

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<p><b>AUO Assessment Cycle:</b> 2021- 2022  <b>Start Date:</b> 10/01/2021  <b>Inactive Date:</b> 09/30/2022</p>	<p>college-wide and campus specific.  <b>Descriptive Statistics</b> - Ensure that Facilities and Maintenance conducts monthly inspections (or more frequent, as necessary) of college-wide campus facilities to ensure preventive maintenance occurs on schedule and that problems are identified at an early stage.  <b>Target:</b> Inspection data and highlights of maintenance needs and repairs efforts as documented in the the college's quarterly reports.</p>		
<p><b>2021-2022 AS VPAS Outcome 3- Planning and Development -</b>            Coordinate the overall planning and development of FY 2023 Budget with the VPs and heads of offices.  <b>AUO Status:</b> Active  <b>AUO Assessment Cycle:</b> 2021- 2022  <b>Start Date:</b> 10/01/2021  <b>Inactive Date:</b> 09/30/2022</p>	<p><b>Descriptive Statistics</b> - Conduct an analysis of the college's historical data on enrollment in headcounts, registered credits and full-time equivalent students, college-wide and by campus, including counts and percentages of full-time and part-time (FTE) students, and average credits, to inform and guide revenue projections for FY 2023 budget development.  <b>Target:</b> Enrollment targets in headcounts, registered credits and FTEs inform revenue projections for FY 2023 budget development.</p> <hr/> <p><b>Descriptive Statistics</b> - Assess the processes and procedures for budget development (or preparation) to inform and/or guide improvements.  <b>Target:</b> Assessment of budget development procedures (or processes).</p> <hr/> <p><b>Descriptive Statistics</b> - Coordinate with the other Vice Presidents, including relevant AU units to develop balanced budgets for FY</p>		

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2023 in accordance with the 10-stage budget preparation process under the college's 2020 Budget Procedures Handbook, and the timely submission of the budgets to the Board of Regents for approval, and the FSM National Government.

**Target:** Balanced budgets for FY 2023 submitted to the Board of Regents and the FSM National Government based on established timeline (see FY 2023 Budget Timeline).