

**Administrative and Support Units  
Mission and Objectives Development Worksheet  
Worksheet #1**

Facilities Maintenance & Security

2011 - 2012

**Unit/Office/Program**

**Assessment Period Covered**

2011 - 2012

**Date Submitted**

**Institutional Mission/Strategic Goal:**

**Mission:** Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Strategic Goal (which strategic goal(s) most support the services being provided):**

Create an adequate, healthy and functional learning and working environment.

**Administrative Unit/Program Mission Statement (First present a philosophical statement related to your units/program/office followed by a listing of the services you provide):**

Provide facilities maintenance, grounds maintenance, transportation, and maintenance services.

- Perform repairs and preventative maintenance on facilities & equipment
- Perform grounds maintenance and landscaping work
- Manage janitorial and solid waste disposal contract
- Provide mail and cargo handling and delivery services
- Provide vehicle and equipment maintenance services
- Provide land and see transportation needs
- Monitors energy use for campus facilities and implement conservation programs
- Assist state campuses in maintenance activities and procurements needs
- Provide training for National & State campus maintenance staff
- Make and repair furniture for offices
- Provide Administrative and Management function for Facilities, Maintenance & Security Units.

**Administrative Unite/Program Objectives:**

**Objective 1:** Improve preventative maintenance programs and activities.

**Objective 2:** Improve energy conservation programs and measures.

**Objective 3:**

**Objective 4:**

**Administrative Objectives Should be Constructed Based on *Currently Existing Services*:**

<u>Facilities Maintenance Unit</u> will improve its preventative maintenance programs.	Provide Improve Decrease Increase Provide quality etc. (see Bloom's taxonomy)	Name of Current Service  Facilities maintenance
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<u>Client</u> <u>National Campus</u> <u>Students attending</u>	<u>AES Services</u> Tutoring Academic Advising Workshops                      will Counseling Services Etc.	Name of Current Service  <u>Verb+ objective</u> Improve Increase Understand Etc.
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**Administrative and Support Units  
Mission and Objectives Development Worksheet  
Worksheet #2**

Facilities Maintenance and Security  
Operations

2011-2012

**Unit/Office/Program**

**Formative Assessment**

**Summative Assessment**

**Assessment Period Covered**

2011 to 2012

**Date Submitted**

**Institutional Mission/Strategic Goal:**

**Mission:** Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Strategic Goal (which strategic goal(s) most support the services being provided):**

Create an adequate, healthy and functional learning and working environment.

**Administrative Unit/Program Mission Statement :**

**Provide services to the institution to promote a healthy learning and working environment through maintenance of facilities, campus grounds maintenance, security services and related support services.**

- Perform repairs and preventative maintenance on facilities & equipment
- Perform grounds maintenance and landscaping work
- Manage janitorial and solid waste disposal services
- Provide mail and cargo handling and delivery services
- Provide vehicle and equipment maintenance services
- Provide land and sea transportation needs
- Monitors energy use for campus facilities and implement conservation programs
- Assist state campuses in maintenance activities and procurements needs
- Provide training for National & State campus maintenance staff
- Provide planning for capital improvement projects and project management services.
- Provide Administrative and Management function for Facilities, Maintenance & Security Units.
- Provide campus security services.

**Administrative Unit/Program Objectives:**

**Objective 1: Develop and implement preventative maintenance program and operations budget development at all campuses and sites by 2012.**

Strategies:

1. Provide maintenance supervisors and staff training in developing preventative maintenance program.
2. Implement preventative maintenance plans for each site by September 2012.

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling</b>	<b>Analysis</b>
Are maintenance supervisors able to prepare and preventative maintenance programs.	Maintenance plan	Monthly review and scheduling	
Do all the sites have a preventative maintenance program?	PM Plan	Quarterly review.	
Are the plans being implemented?	Status Report	Monthly review	

### **Timeline**

<b>Activity</b>	<b>Who is Responsible?</b>	<b>Date</b>
Review plans	F. Mendiola	October 2011.
Review of reports	F. Mendiola	Quarterly beginning September 2011

### **Comments:**

<b>Administrative Unite/Program Objectives:</b>
<b>Objective 2: Improve maintenance operations and reporting of maintenance activities at all sites by 2012.</b>
Strategies: Develop Standard Operating Procedures manual and training all campus supervisors in implementation, monitoring and reporting by January 2012.

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling</b>	<b>Analysis</b>
Are Standard Operating Procedures in place for supervisors to follow?	SOP manual	Quarterly review	
Are reports being developed and submitted?	Monthly report	Monthly review	

### **Timeline**

<b>Activity</b>	<b>Who is Responsible?</b>	<b>Date</b>
Follow-up on SOP manual	F. Mendiola	January 2012.
Review of reports	F. Mendiola	Monthly beginning October 2011

### **Comments:**

**Administrative Unite/Program Objectives:****Objective 3: Continue to provide adequate facilities at all sites.**

Strategies:

Implement IDP projects as planned and scheduled in the Facilities Master Plan.

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling timeline</b>	<b>Analysis</b>
Is plan being implemented?	IDP plan	Annual Review	
Are projects on Schedule?	Progress Report	Quarterly	

**Timeline**

<b>Activity</b>	<b>Who is Responsible?</b>	<b>Date</b>
Review plans	F. Mendiola	Annually during budget review.
Review of reports	F. Mendiola	Quarterly beginning October 2011

**Comments:****Administrative Unite/Program Objectives:****Objective 4: Assist all campus to improve security operations and crime reporting.**

Strategies:

Develop Standard Operating Procedures manual and training all campus supervisors in implementation, monitoring and reporting by January 2012.

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling</b>	<b>Analysis</b>
Are Standard Operating Procedures in place for supervisors to follow?	SOP manual	Quarterly review	
Are reports being developed and submitted?	Monthly report	Monthly review	

**Timeline**

<b>Activity</b>	<b>Who is Responsible?</b>	<b>Date</b>
Follow-up on SOP manual	F. Mendiola	January 2012.
Review of reports	F. Mendiola	Monthly beginning October 2011.

**Comments:**

## Assessment Report Worksheet #3a

Facilities Maintenance and Security

**Unit/Office/Program (3-1)**

**Formative Assessment (3-3)**

**Summative Assessment (3-4)**

2011-2012

**Assessment Period Covered (3-2)**

**Submitted by & Date Submitted (3-5)**

**Endorsed by: (3-5a)**

**Evaluation Question for Objective #1(Use a different form for each evaluation questions):**

Have training been conducted?

**First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**

*1a. Means of Unit Assessment & Criteria for Success ():*

Evidence of training plan and date implemented and list of participants.

*1b. Summary of Assessment Data Collected (3-9):*

Workshop was conducted from September 13-15, 2011.

Workshop Conducted on August 6-7, 2012.

Implementation of plan were not fully achieved due to budget constrain.

**Difficulty in Communication and lack of support from campus directors.**

**Seventeen supervisors participated in the 2012 workshop along with two dorm and recreation staff.**

2011 Workshop seventeen participants from all campus except for Chuuk Campus.

*1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):*

Assist participants to prepare the budget needed to support the program.

Meet with Campus dean on August 9 to express importance of the PM program and their support.

**Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):**

*2a. Means of Unit Assessment & Criteria for Success:*

**Monthly reports and Quarterly report on progress of the PM activities and schedule.**

*2b. Summary of Assessment Data Collected:*

**Three out of five campuses implemented the program.**

**Lack of maintenance supervisor and leadership in Chuuk.**

*2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:*

Need to hire Chuuk Campus Supervisor to implement Chuuk Campus PM program.

**Hired Maintenance Specialist for Chuuk Campus On February 2012.**

**Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):**

*3a. Means of Unit Assessment & Criteria for Success:*

Implementation of the program at each site.

*3b. Summary of Assessment Data Collected:*

Monthly progress reports for campuses are not complete.

*3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:*

Need to improve follow-up and communication to state campuses.

New items were added to the program.

Schedules were adjusted to reflect actual need for servicing equipment.

## Assessment Report Worksheet #3b

Facilities Maintenance and Security

2011-2012

**Unit/Office/Program (3-1)**

**Assessment Period Covered (3-2)**

**Formative Assessment (3-3)**

**Summative Assessment (3-4)**

**Submitted by & Date Submitted (3-5)**

**Endorsed by: (3-5a)**

**Evaluation Question for Objective #2(Use a different form for each evaluation questions):**

Have training been conducted on reporting requirements?

**First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**

*1a. Means of Unit Assessment & Criteria for Success ():*

Evidence of training plan and date implemented and list of participants.

Samples of reports were distributed both hard and electronic copies to each participant from the state campuses.

*1b. Summary of Assessment Data Collected (3-9):*

Workshop was conducted from September 13-15, 2011.

Implementation of reports is expected to will begin October 2011.

*1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):*

Review and recommendation will be made upon receipt of the reports.

**FY2012 and FY 2013 reflects increase in Maintenance Budget.**

**Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):**

*2a. Means of Unit Assessment & Criteria for Success:*

*2b. Summary of Assessment Data Collected:*

*2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:*

**Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):**

*3a. Means of Unit Assessment & Criteria for Success:*

*3b. Summary of Assessment Data Collected:*

*3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:*

## Assessment Report Worksheet #3c

Facilities Maintenance and Security

2011-2012

**Unit/Office/Program (3-1)**

**Assessment Period Covered (3-2)**

**Formative Assessment (3-3)**

**Summative Assessment (3-4)**

**Submitted by & Date Submitted (3-5)**

**Endorsed by: (3-5a)**

**Evaluation Question for Objective #3(Use a different form for each evaluation questions):**

Has the IDP plan being implemented. **(NO Progress)**

**First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**

*1a. Means of Unit Assessment & Criteria for Success ():*

Approval of Budget and Construction schedules.

*1b. Summary of Assessment Data Collected (3-9):*

Funding for IDP have not been approved by JEMCO. **JEMCO extends funding suspension of IFP funds.**

*1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):*

Need to provide more project supporting documents to JEMCO before the March 2012 meeting.

**Use college fiscal resources to renovate old Kosrae classroom for Kosrae High school and use for Kosrae Campus Library and classrooms.**

**Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):**

*2a. Means of Unit Assessment & Criteria for Success:*

*2b. Summary of Assessment Data Collected:*

*2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:*

**Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):**

*3a. Means of Unit Assessment & Criteria for Success:*

*3b. Summary of Assessment Data Collected:*

*3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:*

## Assessment Report Worksheet #3d

Facilities Maintenance and Security

2011-2012



**Unit/Office/Program (3-1)**  
( ) **Formative Assessment (3-3)**  
( ) **Summative Assessment (3-4)**

**Assessment Period Covered (3-2)**

**Submitted by & Date Submitted (3-5)**

**Endorsed by: (3-5a)**

**Evaluation Question for Objective #4(Use a different form for each evaluation questions):**

Has training been conducted for state campus security supervisors?

**First Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan):**

*1a. Means of Unit Assessment & Criteria for Success ():*

Evidence of training plan and date implemented and list of participants.

Two security supervisors and three maintenance & security supervisors attended the August 6-7 workshop on Maintenance and security reporting requirements.

*1b. Summary of Assessment Data Collected (3-9):*

Training plan, budget plan and implementation schedule for FY2012. No progress.

*1c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop] (3-10):*

Need to develop training plan, budget for training and prepare implementation plan for FY2012. No progress.

**Second Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-11):**

*2a. Means of Unit Assessment & Criteria for Success:*

*2b. Summary of Assessment Data Collected:*

*2c: Use of Results to Improve Program/Unit Impact/Services [Closing the loop]:*

**Third Means of Assessment for Evaluation Question Identified Above (from your approved assessment plan) (3-12):**

*3a. Means of Unit Assessment & Criteria for Success:*

*3b. Summary of Assessment Data Collected:*

*3c: Use of Results to Improve Program/Unit Impact/Services[Closing the loop]:*