

**GUAM COMMUNITY COLLEGE
OFFICE OF THE VICE PRESIDENT
BUSINESS AND FINANCE**

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**Guam Community College
RECEIVED**

FEB 18 2010

PRESIDENT'S OFFICE

Initials: *JMB*

February 16, 2010

MEMORANDUM

TO: President *WJO*
FROM: Vice President for Business and Finance
SUBJECT: Staff/Administrator Development Program

I have enclosed the staff/administrator development program report as of spring 2010.

If you have any questions regarding this, please let me know.

Carmen K. Santos
Carmen K. Santos, CPA

Emailed to BUT, 3/8/2010

MEMORANDUM

To: Vice President for Business & Finance
From: Human Resources Administrator
Subject: Support Staff In-Service Quarterly Report
Date: February 16, 2010

As part of the informational reports provided to the Board of Trustees, please find attached the Support Staff In-Service Quarterly Report for the period of September 2009-February 2010. Should you have any questions regarding this, please let me know. Thank you.


Joann Muna, SPHR
Human Resources Administrator

GUAM COMMUNITY COLLEGE
Staff/Administrator Development Program

Semester	No. of Employees	Costs
Spring 2008	13	\$ 17,518.18
Summer 2008	201	\$ 8,373.16
Fall 2008	114	\$ 14,684.00
Spring 2009	207	\$ 39,861.00
Summer 2009	2	\$ 6,307.00
Fall 2009	13	\$ 5,072.00
Spring 2010	16	\$ 28,961.69
TOTAL:	566	\$ 120,777.03

GUAM COMMUNITY COLLEGE

Staff Development

Semester	No. of Employees	Costs
Fall 2009	13	5,072.00
Spring 2010	20	28,961.69
TOTAL:	33	\$ 34,033.69

GUAM COMMUNITY COLLEGE

Staff Development

Fall 2009

NAME	TRG LOC	COURSE	SEMESTER	COSTS
<u>GUAM COMMUNITY COLLEGE</u>				
1 David, Margarita	GCC	MA110 Finite Math	FA 2009	141.00
David, Margarita	GCC	AC103 Accounting Principles III	FA 2009	
2 Mesa, Marlene R.	GCC	SM108 Introduction to Business	FA 2009	659.00
3 Muna, Esther	GCC	SM205 Purchasing	FA 2009	698.00
4 Muna, Richard	GCC	CT185 A/C Refrigeration II	FA 2009	729.00
5 Quichocho, Joseph	GCC	CT185 A/C Refrigeration II	FA 2009	729.00
6 Rojas, Joseph V.T.	GCC	EM114 Refrigeration II	FA 2009	729.00
7 Rosario, Joaquin	GCC	EM114 Refrigeration II	FA 2009	729.00
8 San Nicolas, Cheryl B.	GCC	SI110 Environmental Biology	FA 2009	657.00
9 Santos, Tamara Therese	GCC	EN111 English Composition	FA 2009	1,634.00
Santos, Tamara Therese	GCC	Introduction to Marine Biology	FA 2009	
Santos, Tamara Therese	GCC	ASL120 American Sign Language	FA 2009	
10 Siguenza, Rose Marie L.	GCC	ED100 Behavior Management	FA 2009	578.00
11 Torres, Karlin S.	GCC	EN100 Fundamental of English Reading	FA 2009	868.00
Torres, Karlin S.	GCC	ED200 Instructional Technology	FA 2009	
		Subtotal:		\$ 5,072.00
<u>TRAVEL</u>				
12 Santos, Michelle	WA	National Symposium on Standards, Self-Assessment, & SLOs in Higher Education*	11/15 - 17/2009	0.00
13 Perez, Doris	MD	15th Annual Perkins Data Quality Meeting*	11/30 - 12/3/2009	0.00
		Subtotal:		\$ -
		TOTAL:		\$ 5,072.00

SPRING 2010

NAME	TRG LOC	COURSE	SEMESTER	COSTS
<u>GUAM COMMUNITY COLLEGE</u>				
1 Aguilar, Marina C.	GCC	OA220 Spreadsheet Systems	SP 2010	1,151.00
Aguilar, Marina C.	GCC	SM245 Ethics & Stakeholders	SP 2010	
2 Babauta, Yvonne M.	GCC	SO130 Intro to Sociology	SP 2010	1,017.00
Babauta, Yvonne M.	GCC	PY100 Personal Adjustment	SP 2010	
3 Mesa, Marlene R.	GCC	SM245 Ethics & Stakeholders	SP 2010	1,151.00
4 Muna, Esther A.	GCC	MK123 Principles of Marketing	SP 2010	656.00
5 Muna, Richard	GCC	CT185 A/C Refrigeration III	SP 2010	696.00
6 Orioste, Karlin T.	GCC	CD221 Child Growth & Development	SP 2010	521.00
Orioste, Karlin T.	GCC	PY125 Interpersonal Relations	SP 2010	
7 Quichocho, Joseph R.	GCC	CT185 A/C Refrigeration III	SP 2010	729.00
8 Rojas, Joseph V.T.	GCC	CT185 A/C Refrigeration III	SP 2010	696.00
9 Rosario, Joaquin U.	GCC	CT185 A/C Refrigeration III	SP 2010	696.00

GUAM COMMUNITY COLLEGE **Staff Development**

10 Siguenza, Rose Marie L.	GCC	ED150 Introduction to Teaching	SP 2010	592.00
<u>UNIVERSITY OF GUAM</u>			<i>Subtotal:</i>	<i>7,905.00</i>
11 Anselmo, Evelyn	UOG	BA210 Basic Statistics	SP 2010	300.00
Anselmo, Evelyn	UOG	BA240 Management Organization	SP 2010	
Anselmo, Evelyn	UOG	BA341 International Business Management	SP 2010	
			<i>Subtotal:</i>	<i>300.00</i>
<u>TRAVEL</u>				
12 De Leon, Benedict	P.I.	2276/2277 Implementing, Managing & Maintaining MS Windows Server 2003 Network Infrastructure	Jul-Aug 2010	3,366.36
13 De Leon, Benedict	P.I.	2279 Planning, Implementing & Maintaining MS Windows Server 2003 Active Directory Infrastructure		
14 Duque, Richard O.	P.I.	JAVA Training w/Enterprise Hibernate and Spring SunGard Summit	Jun-10	10,336.36
15 San Nicolas, Apolline	CA	Ana Pacific Region Training & Tech Assist Center	Apr 11 -14 2010	4,317.41
16 San Nicolas, Cheryl	HA	IDEA Train the Trainer Workshop*	Jan 12 - 13, 2010	2,736.56
17 Santos, Michelle*	FL	Chair Academy's 18th Annual International Conference*	Feb 9 - 10, 2010	
18 Santos, Michelle*	MN	2010 PIC WESTOP Conference*	Mar 15 - 18, 2010	
19 Sison, Christine*	HA	2010 PIC WESTOP Conference*	Feb 24 - 26, 2010	
20 Sison, Christine*	CA	2010 WESTOP Conference*	Feb 27 - Mar 3, 2010	
		<i>Subtotal:</i>		<i>20,756.69</i>
		TOTAL:		\$ 28,961.69

* Listed for tracking purposes ONLY

Professional Development Review Committee (PDRC) Midterm Report
AY 2008-2009

<u>Faculty/Div-Dept.</u>	<u>PDRC Activity</u>	<u>Date</u>	<u>Approved Amount</u>
Clare Camacho (TPS/Education)	2008 NAEYC Annual Conference Boston, Mass.	Nov. 5-8, 2008	\$3552.16
Zhaopei Teng (TSS/Computer Science)	2009 Innovations Conference Reno, Nevada	March 15 - 18, 2009	\$3274.36
Troy Lizama TSS/Assessment & Counseling	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66
Tony Roberto TSS/Assessment & Counseling	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66
Sally Sablan TSS/Assessment & Counseling	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66
<u>Endorsement only</u>			
Pilar Pangelinan	AFCPE Annual Conference	Nov 17-21, 2008	\$0.00
Eric Chong	Phi Theta Kappa Faculty Scholar Conference Jackson, Mississippi	Jan. 29 - Feb. 1, 2009	\$0.00
Clare Camacho	National Assoc. Bilingual Education Conference Austin, Texas	Feb. 18-21, 2009	\$0.00
Barbara Mafnas	CHAIR Academy Annual Conference Nashville, Tenn.	Mar 1-6, 2009	\$0.00

**PDRC Midterm Report
AY 2008-2009**

<u>Faculty/Div-Dept.</u>	<u>PDRC Activity</u>	<u>Date</u>	<u>Approved Amount</u>
Cathy Leon Guerrero TPS/Construction Trades	Tuition Assistance ED 627 - Career Counseling	July 22-Aug. 7, 2008	\$990.52
Terry Kuper TPS/Electronics	BIO 150 - Env. Biology	May - Sept. 2008	\$411.00
Terry Kuper TPS/Electronics	EE 241-Category 5 Wiring/ Test Certification	June 10 -July 8, 2008	\$385.00
Clare Camacho TPS/Education	AS Degree in ECE	Fall 2008	\$1527.00
Hee Suk Lee TSS/Electronics	CompT/A + Essentials Exam	Oct. 10, 2008	\$168.00
Karen Sabian TSS/Counseling	R7038 Action Research Methods (Argosy Univ. PhD. Program)	Jan.-Mar 2008	\$2500.00

PDRC CLOSE-OUT REPORT AY 2008-2009

<u>Faculty/Div-Dept.</u>	<u>PDRC Activity</u>	<u>Date</u>	<u>Approved Amount</u>	<u>Status</u>
Lisa Baza-Cruz	Sabbatical Leave	August 2008- August 2009		Ongoing
OFF-ISLAND Travel				
<u>Faculty/Div-Dept.</u>	<u>PDRC Activity</u>	<u>Date</u>	<u>Approved Amount</u>	<u>Status</u>
Elaine Fejerang	Microsoft Certified Application Specialist (MCAS) Boot Camp Orange County, CA	Disapproved by Committee		
Clare Camacho C	2008 NAEYC Annual Conference Boston, Mass.	Nov. 5-8, 2008	\$3552.16	
Troy Lizama	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66	
TSS/Assessment & Counseling C	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66	
Tony Roberto	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66	
TSS/Assessment & Counseling C	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66	
Sally Sablan	ACA Conference and Exposition Charlotte, NC	March 18-24, 2009	\$3586.66	
TSS/Assessment & Counseling C	2009 Innovations Conference Reno, Nevada	March 15 - 18, 2009	\$3274.36	C
Zhaopei Teng (TSS/Computer Science)	Richard Lavoie workshop	March 6, 2009	Disapproved by President	
Sarah Leon Guerrero				

	Scottsdale, AZ		
Tico Tenorio	Phi Theta Kappa Leadership Seminar	June 11-14, 2009	\$3720.56
	Lansdowne, Virginia		P
Steve Lam	2009 International Symposium	June 17-19, 2009	\$3168.34
	Emerging Technology		P
	San Francisco, Ca		
Pilar Pangelinan	Teacher Conference	June 2009	Per diem only
P	Washington DC		

C = Completed
P = Pending

ENDORSEMENT ONLY

<u>Faculty/Div-Dept</u>	<u>PDRC Activity</u>	<u>Date</u>	<u>Approved Amount</u>
Pilar Pangelinan	AFCPE Annual Conference	Nov 17-21, 2008	\$0.00
Eric Chong	Phi Theta Kappa Faculty Scholar Conference	Jan. 29 – Feb. 1, 2009	\$0.00
	Jackson, Mississippi		
Clare Camacho	National Assoc. Bilingual Education Conference	Feb. 18-21, 2009	\$0.00
	Austin, Texas		
Barbara Madnas	CHAIR Academy Annual Conference	Mar 1-6, 2009	\$0.00
	Nashville, Tenn.		
Elaïne Fejerang	Microsoft Certified Application Specialist (MCAS)	Mar 9-20, 2009	\$0.00
	Atlanta, GA		

Gil Yanger	21 st Annual California Partnership Academics Conference Desert Springs, California	March 25 – 28, 2009	\$0.00
Frank Tung	2009 International Conference on Business, Economics and Information Technology Nagoya, Japan	March 9-10, 2009	\$0.00
Barry Mead	LMP National Competition/PROSTART Orlando, FL and San Diego, CA	April 14-28, 2009	\$0.00
Eric Chong	Phi Theta Kappa Board Meeting and International Convention Grapevine, Texas	April 14 – 20, 2009	\$0.00
Norman Aguilar	LMP National Competition Orlando, Florida	April 14 – 21, 2009	\$0.00
Theresa H. Datuin	2009 Continuums of Service Conference Seattle, Washington	April 15 – 18, 2009	\$0.00
Frank Evangelista	National PROSTART Student Invitational San Diego, CA	April 21-30, 2009	\$0.00
Frank Blas	Japan Club Trip Tokyo, Japan	April 17-22, 2009	\$0.00
Doreen Blas	Japan Club Trip Tokyo, Japan	April 17-22, 2009	\$0.00
Maravic Schrage	National ProStart Student Invitational	April 21-30, 2009	\$0.00

	Culinary Competition San Diego, CA			
Robin Roberson	International Career Development Conference 2009 Los Angeles, California	April 29-May 2, 2009	\$0.00	
Yvonne Tam	International Career Development Conference 2009 Los Angeles, California	April 29-May 2, 2009	\$0.00	
Norman Aguilar	Northwest Regional Educational Laboratory's High School Learning Communities National Conference Las Vegas, Nevada	June 20-26, 2009	\$0.00	
Katherine Chaguala	Northwest Regional Educational Laboratory's High School Learning Communities National Conference Las Vegas, Nevada	June 20-26, 2009	\$0.00	
Hesuk Lee	Northwest Regional Educational Laboratory's High School Learning Communities National Conference Las Vegas, Nevada	June 20-26, 2009	\$0.00	
Phyllis A. Yurko	Northwest Regional Educational Laboratory's High School Learning Communities National Conference Las Vegas, Nevada	June 20-26, 2009	\$0.00	

TUITION ASSISTANCE

<u>Faculty/Div-Dept.</u>	<u>PDRC Activity</u>	<u>Date</u>	<u>Approved Amount</u>	<u>Status</u>
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Cathy Leon Guerrero TPS/Construction Trades	Tuition Assistance ED 627 - Career Counseling	July 22-Aug. 7, 2008	\$990.52
Terry Kuper TPS/Electronics	BIO 150 - Env. Biology	May - Sept. 2008	\$411.00
	EE 241 Category 5 Wiring/ Test Certification	June 10 - July 8, 2008	\$385.00
	ED 200 Instructional Technology	Fall 2008	\$200.00
Clare Camacho TPS/Education	AS Degree in ECE	Fall 2008	\$1527.00
Hee Suk Lee TSS/Electronics	CompTIA+Essentials Exam	Oct. 10, 2008	\$168.00
Karen Sablan TSS/Counseling	R7038 Action Research Methods (Argosy Univ. PhD. Program)	Jan.-Mar 2008	\$2500.00
Christopher Dennis Joel Egana Paul Kerner James Tabunar Joseph Flores (five classes) John Zilian (five classes)	Faculty2Degree	Oct - July 2009	

Pending Tuition Assistance

Committee recommended returning applications until next year school year when receipts are available, courses are completed, and report cards are ready. Individuals who submitted applications for tuition reimbursement are:

Carl Torres
Frank Evangelista

Kevin Dietrich
Eric Chong

OTHER SPONSORED ACTIVITIES

Professional Development Day	October 13, 2008	\$2700.00
Professional Development Day	February 16, 2009	-0-
New Teacher Orientation (Collaboration w/ Center for Learning and Instruction (CLJ))	Fall 2008	-0-
Teacher Mentoring Program (Collaboration w/ CLJ)	SY 08-09	-0-

As of June 2009:

Beginning balance: \$78,733.58
Available budget balance for 7290 (Miscellaneous) - \$17,741.00
Available budget balance for 7220 (Travel) - \$22,266.88

NOTE: Balances obtained via Banner Budget Report
FOAP: 12.1010B1.7XXX

Professional Development Activities Summary (2009-2010)

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