

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of February 9, 2011**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of February 9, 2011 was called to order at 6:07 p.m. Ms. Deborah C. Belanger, Board Acting Chairperson, presided over the meeting held in the President's Conference Room located at the Student Services & Administration Building.

**1. Roll Call**

**Trustees Present:** Ms. Deborah C. Belanger, Mr. Frank P. Arriola, Ms. Paling April Cruz, Mr. Edward G. Untalan.

**Not in attendance:** Ms. Gina Y. Ramos (off island), Ms. Maria Dilanco Garcia (out sick).

**Others in attendance:** Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Attorney Sarah Strock, Legal Counsel, Dr. Ray D. Somera, Vice President for Academic Affairs, Ms. Carmen K. Santos, Vice President for Finance & Administration, Dr. Michelle Santos, Dean, School of Technology & Student Services, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Doris U. Perez, Assistant Director, Planning & Development, Ms. Jayne Flores, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Mr. Edwin Limtutco, Controller

**Not in attendance:** Mr. Kenneth Bautista, Support Staff Advisory Member (out sick)

**2. Recital of Mission Statement**

Board members recited the Mission Statement: *The mission of the Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

**II. APPROVAL OF MINUTES**

**1. January 5, 2011 Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE MEETING MINUTES OF JANUARY 5, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS**

1. **Resignation letter - Mr. Eduardo R. Ilao (dated Jan 9, 2011)**

Trustee Ilao submitted his letter of resignation as a member of the Board, effective immediately. He thanked everyone for the opportunity to serve, and leaves with many pleasant memories and rewarding experiences that he will treasure always. The President noted that a list of potential nominees will be forwarded to the Governor's office for consideration.

IV. **PUBLIC DISCUSSION - None.**

V. **REPORTS**

1. **President's Report:** President Okada reported on the following:

–Financial Status: For the current fiscal year 2011, based on the \$6.9 million requested the College has received only \$782,000.00. She assured the Board that the college has been able to meet payroll and has been working diligently to draw down all federal grants reimbursements.

–FY2011 Capital Improvement Projects (CIP): President Okada reported that all ARRA funded projects are progressing as scheduled. GCC submitted additional ARRA funding requirements to the Governor's office because the Government of Guam still has about \$90 million left to obligate, and the deadline to obligate the funds is September 30, 2011. Therefore, GCC is on the watch for any additional ARRA funding that can be redirected to college.

–Spring 2011 enrollment is up by 10% from last Spring 2010 with 2,359 students enrolled. Additionally, she shared that the academic vice president is currently working with the deans and department chairs on trying to find other ways and opportunities for the college to offer courses outside of the traditional standard times of Monday-Wednesday, Tuesday-Thursday.

–Open Campus Day is scheduled to be held on Friday, February 18, 2011. Ms. Jayne Flores provided board members registration forms to consider attending or sending their staff to attend the business sessions to be held from 2pm-5:00pm with evening activities starting at 5:00pm-8:00pm. Ms. Flores emphasized that Open Campus Day is designed to showcase GCC's programs.

–Meeting with Senators on the following:

- Senator Sam Mabini regarding the Career Pathway Project and whether or not legislation is required or necessary to help move the project forward.
- Senator Aline Yamashita regarding articulation on courses that are articulated to the University of Guam and courses that are *not* articulated to the University of Guam.
- Speaker Wonpat and Senator Guthertz regarding Senator Guthertz bill for GCC to have a high school for Career Technical education on the Mangilao campus. However, because there is no room to offer high school on the Mangilao campus, discussions centered on alternate sites to include Core Tech's facility, the Marbo property, and Southern High School facilities.

-Headquarters for Public Safety: President Okada noted that as a member of the Lieutenant Governor's subcommittee for Public Safety, discussions have taken place on creating a Headquarter for Public Safety. She indicated that GCC's interest is should a Headquarter be created and a training facility is a requirement, that all required training needs to come through the Guam Community College. She explained if the Headquarters for Public Safety is developed as a training organization for all public safety and law enforcement entities, then it only makes sense that training come through GCC. She requested that a short-term and long-term strategic plan be developed so that all entities involved will be together and on the same page regarding the matter.

-Police Officer Standard Training (POST) Commission: A meeting with Senator Palacios is scheduled for February 10, 2011 to discuss the POST Commission and the possibility of GCC becoming the State Agency for POST, because GCC already has a mechanism and a model in place that can be used.

-Accreditation Training: GCC will be sending a team of ten people to attend the Accreditation Training sponsored by the Accrediting Commission for Community & Junior Colleges (ACCJC) and the Pacific Postsecondary Education Council (PPEC). The training will take place in Hawaii from February 28 - March 3, 2011. Dr. Ray Somera, at the invitation PPEC, will also be conducting a presentation at this event.

## **2. Monthly Activities Report**

Student Trustee: Student Trustee Cruz reported on the following:

- A brochure addressing student concerns was developed by the Council of Postsecondary Student Affairs and is strategically being placed around the campus for students to obtain and read.
- Open Campus Day is next Friday, February 18, 2011. Various student organizations will be participating during the event facilitating presentations and/or selling food and refreshments.
- Student Leadership Conference is scheduled for March 11, 2011 at the Guam Marriott Hotel with an estimate of 150 students to attend.

Faculty Advisory Member: Mr. Mead reported on the following:

- The Professional Development Review Committee has reported that they have expended all PDRC funds for the year and effective immediately there will be no further approval until additional funds have been allocated and approved. President Okada however noted that because there has not been a lot of interest for the Chair Academy, the funds that was planned for the Chair Academy may potentially be redirected specifically for Succession Planning.

Support Staff Advisory Member: No report because Mr. Bautista was out sick.

At this time, before being excused from the meeting tonight to head to the airport, Barry Mead requested to speak briefly on the following issues. Board members concurred.

- Board Policy 100 - GCC's Mission Statement: Mr. Mead inquired if the Mission Statement of the College is up for review as required annually. President Okada noted that in January of every year, the Board is to review the Mission Statement. Dr. Somera added that the College's Governing Council (CGC) just recently completed its review of the Mission Statement and now is on tonight's agenda for the Board's review and adoption.
- Board Policy 465 - Emeriti at the Guam Community College: This item is on the agenda under New Business. Mr. Mead noted to the Board that the two proposed amendments to Board Policy 465 are in the section "Procedures for Selection," item #four, which is to change from "two-thirds of the department" to now read "majority of the department" and to add another layer for approval which is "majority of the Faculty Senate."
- Review & Reinstatement of Tuition Increase, Fall 2011 Semester: With regard to the potential roll back of federal funds to 2008 levels, Mr. Mead raised concern relative to the impact this will have on the Federal Pell Grant aid provided to our students. If the current tuition rate increases for the Fall 2011 Semester, as scheduled, our students who are under the Pell Grant may be faced with some financial difficulty in fulfilling their tuition cost. In response, President Okada said that the issue of reinstating the tuition increase will be addressed by the Board at its March 2, 2011 meeting. Student Trustee Paling Cruz was asked by the Board to obtain input from students on the reinstatement of the tuition increase effective this Fall 2011 Semester.
- Mr. Mead extended appreciation to President Okada, Dr. Somera, Dean Reilly, Dean Santos, and PIO Jayne Flores for their attendance, support, and testimony during his confirmation hearing for his appointment as a member of the Education Policy Board.

### **3. Board of Trustees Community Outreach Report**

Trustee Untalan shared that he attended the Chinese Chamber of Commerce Gala Dinner recently held. Trustee Arriola added that he too participated at the University of Guam's Chef's Cup.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Project Updates**

Student Center - President Okada reported that the construction project is progressing on schedule and is 100% ARRA funded. Additional ARRA funding has been requested primarily for additional equipment for the Student Center. Additionally, she reiterated that at every meeting held with the contractor, they are reminded that the deadline to complete the Student Center Project with a 100% occupancy turn over to the Guam Community College is and must be November 30, 2011.

Foundation Building Renovation: The Notice of Intent to Award was done today. The Contractor now has ten days to present additional documentation and upon this being done, the contract will be reviewed by legal counsel.

**2. Proposed Board Policy: Granting of A Posthumous Degree at Guam Community College (2<sup>nd</sup> Reading)**

**MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ADOPT BOARD POLICY ENTITLED "GRANTING OF A POSTHUMOUS DEGREE AT GUAM COMMUNITY COLLEGE". MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the policy is attached.)**

**3. Review of:**

- **GCC Board of Trustees Bylaws**
- **GCC Foundation Board of Governors Bylaws**
- **GCC Foundation Articles of Incorporation**

At this time, President Okada said that the review of the above documents will be conducted during the Joint GCC Boards Retreat scheduled for Saturday, February 26, 2011.

**VII. NEW BUSINESS**

**1. Mission Statement Review (Policy 100)**

President Okada reported that the review of the Mission Statement has been conducted by the College's Governing Council (CGC) with the recommendation to keep the present mission statement of the Guam Community College intact and the same. Additionally, she shared that it was noted by the Standard I Committee that "the mission statement clearly defines the students that the institution serves, as well as emphasizes the college's commitment to providing the highest quality of education and job training in Micronesia."

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD ADOPT THE PRESENT MISSION STATEMENT OF GUAM COMMUNITY COLLEGE AS STATUS QUO. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the Mission Statement is attached.)**

**2. Fiscal Year 2012 Budget (review & approval)**

President Okada reported that public law requires the college to present its budget to the Legislature by February 15, 2011. However, just yesterday the college received the budget call from Bureau of Budget Management Research (BBMR) with changes made by BBMR to our budget.

Because GCC operates in accordance with law, President Okada apprized the Board that she will request that GCC's Fiscal Year 2012 Budget be approved as presented

President Okada pointed out the changes requested by BBMR's budget call for GCC's Fiscal Year 2012 Budget. BBMR requested that all salaries posted on the staffing pattern be posted pre-Hay Study with increments to be adjusted as if the Hay Study was never implemented. The only component that will be adjusted on the Staffing Pattern is the increase in the retirement rate. The other change requested by BBMR's budget call is that there be no equipment and no capital outlay except for specific requirements for educational opportunities. However, GCC's equipment includes instructional materials and for capital outlays include things that are instructional in nature such as upgrading of programs, etc. She therefore emphasized that GCC is not going to recommend any changes in these two areas as requested by BBMR's budget call. Further, she apprized the Board that the Governor's Executive Order relative to suspending and rescinding the Hay Study implementation will be reviewed by legal counsel.

Additionally, President Okada noted that GCC's Fiscal Year 2012 budget request does take into consideration the salary adjustments, additional increase for utilities, contractual services, and does present a growth budget for an additional \$800,000 that the college uses to support the expansion of a program(s) and for equipment that is necessary for the expansion of a program(s).

The requested budget amount for GCC's Fiscal Year 2012 is \$19,424,560 that includes the General Fund, the LPN Program, the Vocational Guidance Program, the Manpower Development Fund, and a total of 218 positions.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVES THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2012 BUDGET REQUEST AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).**

#### **3. GCC's Non-Appropriated Fund (NAF) Budget Request for Fiscal Year 2012**

President Okada noted that GCC's NAF budget request is the money that is generated from tuition and fees. The budget also outlines the requested allocation of projected expenditure to include the repayment of the USDA loan and for the accreditation visit.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD ADOPTS THE GCC NON-APPROPRIATED FUND BUDGET REQUEST FOR FISCAL YEAR 2012 AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays). (NAF Budget Request is attached.)**

**4. GCC Position Description Update- Assistant Director, Planning& Development**

President Okada stated that the update to the position description now includes the facilities component that the Board recently adopted in the college's organizational chart.

**MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD ADOPTS THE PLANNING & DEVELOPMENT POSITION DESCRIPTION UPDATE. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

**5. Proposed Board Policy Update: Board Policy 465: Emeriti at the Guam Community College**

President Okada reiterated that the proposed amendments to Board Policy 465 are in the section "Procedures for Selection," item #four, which is to change from "two-thirds of the department" to now read "majority of the department" and to add another layer in the approval process, which is "majority of the Faculty Senate."

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE EDWARD G. UNTALAN, THAT THE BOARD APPROVE THE PROPOSED UPDATE TO BOARD POLICY 465 ENTITLED "EMERITI AT THE GUAM COMMUNITY COLLEGE." MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of Board Policy 465 is attached.)**

**6. President's Travel Schedule (March-April 2011)**

March 14-17, 2011: Evaluation Team Visit for Cypress College, sponsored by the Accrediting Commission for Community & Junior Colleges (ACCJC)

March 21, 2011: Meetings in Washington, DC, sponsored by the Pacific Postsecondary Education Council (PPEC).

**MOTION**

**IT WAS MOVED BY TRUSTEE EDWARD G. UNTALAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR MARCH-APRIL 2011. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)**

At 6:45 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

1. **Personnel Matters**
2. **Labor Management Relations**
3. **Legal Matters**

At 7:40 p.m., the meeting reconvened to open session.

**MOTION**

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE PALING APRIL CRUZ, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)


**IX. ADJOURNMENT** - There being no further discussions, the meeting of February 9, 2011 adjourned at 7:43 p.m.

**SUBMITTED BY:**



**LOURDES V. BAUTISTA**  
Recording Secretary

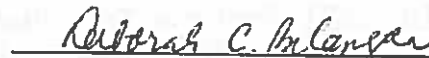
**ATTESTED BY:**



**FRANK P. ARRIOLA**  
Secretary

MAR 10 2011

**APPROVED BY:**



**DEBORAH C. BELANGER**  
Acting Chairperson

MAR 10 2011

**Attachments:**

1. Board Policy 198, Resolution 4-2011: Granting of A Posthumous Degree at Guam Community College
2. Board Policy 100, Resolution 5-2011: Mission Statement
3. Board Policy 465, Resolution 6-2011: Emeriti at Guam Community College
4. GCC's Non-Appropriated Fund (NAF) Budget Request for Fiscal Year 2012



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GRANTING OF A POSTHUMOUS DEGREE AT  
GUAM COMMUNITY COLLEGE**

**WHEREAS**, the granting of a posthumous degree aims to recognize and celebrate a deceased student's academic achievements at Guam Community College; and

**WHEREAS**, the granting of the appropriate posthumous degree (when this degree has been very nearly completed by the deceased student), serves as an expression of sympathy and compassion for the family; and

**WHEREAS**, the granting of posthumous degrees under the guidelines specified in the attached policy document would in no way undermine the academic standards of the Guam Community College;

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College Board of Trustees adopts the awarding of posthumous degrees in appropriate circumstances in accordance with the procedures and criteria laid out in the attached policy document.

**Adopted: February 9, 2011**

**Resolution No: 4-2011**

## **Granting of a Posthumous Degree at Guam Community College**

### **Purpose**

This policy is intended to recognize the academic achievement of a deceased student, and to allow the campus community and the student's family and friends an opportunity to celebrate the student's academic achievement at Guam Community College.

### **Eligibility**

To be eligible for the award of a GCC degree, certificate, or adult high school diploma posthumously, at the time of death, the student must have met the following conditions:

- The student completed at least 80% of the program requirements,
- The student was in good academic standing with a cumulative grade point average of 2.00 or better.
- The student was in good financial standing with the College.
- The student displayed good moral character.
- The student was enrolled within the past 5 years.

### **Recommendation**

Faculty of the academic program of the deceased student may initiate a request in writing to award a posthumous degree, certificate or diploma to the Dean of the school in which the deceased student's program resides.

### **Approval Process**

The Dean, upon receipt of a recommendation, shall initiate the approval process by submitting a request to the college Registrar to conduct a thorough review of the deceased student's progress toward his/her degree objective. A summary of the review will be submitted to the Dean. If the Dean concludes that the eligibility requirements outlined in the Eligibility section of this policy have been satisfied, a formal recommendation from the Dean will be submitted to the Academic Vice President for review and approval. If the Academic Vice President concurs, the recommendation will be submitted to the President for final approval.

### **Award of Posthumous Degree**

Upon approval of the award of a posthumous degree by the President, the family of the deceased student shall be notified by the Vice President for Academic Affairs. The degree shall be conferred at the next regularly scheduled commencement exercise. The posthumous nature of the award shall be indicated on the degree, certificate, or diploma, the student's permanent record, and in the commencement program. The family may designate a family member to participate in commencement ceremonies. The diploma shall be mailed to the family or next of kin in accordance with established procedures.

**Guam Community College  
Board of Trustees**

**Mission Statement**

WHEREAS, Guam Community College was created by the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) to provide secondary, postsecondary and adult educational programs and career-technical training that is premised on lifelong learning. It is also guided by the College's Vision Statement as follows:

"GCC will continue to pioneer labor force development within the Western Pacific, best understanding and meeting the educational, career and technical training needs of the economy. It will be Guam's premier career and technical institution and finest secondary and post secondary basic educational institution serving the island's adult community. Its excellence will continue to be recognized because of its service to employers, employees and the community at large."

WHEREAS, the College serves the diverse island communities and strives to be a premier regional career and technical educational focal point for Micronesia.

WHEREAS, the College is a student-centered institution committed to promoting individual inquiry and service, civic and social responsibility, leadership, and career growth.

WHEREAS, the College is learning-centered, fostering intellectual flexibility, knowledge, and skills through integrated teaching and program assessments promoting continuous improvement in support to the college community.

WHEREAS, the College must continue its history of high academic standards and integrity, management practices and fiscal responsibility.

WHEREAS, to remain a responsive and an excellent educational institution, the College community has reviewed and scrutinized the present Mission Statement and recommends a new statement.

NOW THEREFORE, BE IT RESOLVED, that the following Mission Statement be endorsed and adopted by the Board, subject to annual review at the Board of Trustees' January meeting.

**Guam Community College Mission Statement**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

The mission is achieved by accomplishing the following goals:

1. **Pioneering:** This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employers' needs assessment in order to improve the skill levels and productivity of the island's workforce.
2. **Educational Excellence:** This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
3. **Community Interaction:** This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam.
4. **Dedicated Planning:** This goal provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

Re-examined & Adopted: February 9, 2011; Resolution 5-2011

Adopted: March 11, 2009; Resolution 17-2009

Amended & Adopted: September 5, 2008; Resolution: 12-2008

Re-examined & Adopted: January 25, 2007; Resolution 1-2007

Adopted: February 9, 2005; Resolution 3-2005

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**EMERITI  
AT THE  
GUAM COMMUNITY COLLEGE**

**WHEREAS**, Guam Community College desires to recognize the productive careers of its retirees; and

**WHEREAS**, the College wishes to maintain the institution's history through the individuals who have retired and who in one way or another have contributed faithfully and honorably to education on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby adopts the "Guidelines for Emeriti at the Guam Community College."

**Amended & Adopted: February 9, 2011  
Resolution 6-2011**

**Amended & Adopted: January 8, 2009  
Resolution 10-2009  
Adopted: May 15, 2001  
Resolution 4-2001**

**GUIDELINES FOR EMERITI  
AT  
GUAM COMMUNITY COLLEGE**

**FOR FACULTY:**

**Criteria for eligibility:**

1. Retirement from the College.
2. A minimum of ten years of professional service at the college.
3. Attainment of the rank of at least Assistant Professor.

**Procedures for Selection:**

1. Nominations may be made by any member of the college community. Faculty may nominate themselves.
2. Supporting documentation will include a resume and a statement outlining the accomplishments of the nominee during his/her career at the college and an explanation of how to contribute to the college as an emeritus.
3. Nominations will be submitted to the department chairperson of the department from which the faculty member is retiring.
4. Nominations must meet the approval of:
  - a. majority of the department
  - b. majority of the Faculty Senate
  - c. Dean
  - d. Academic Vice President
  - e. President
5. Fully approved nominations will be forwarded to the Board of Trustees for final approval.

**Rights and Privileges of Emeriti:**

1. The emeritus title awarded will be "Professor Emeritus."
2. Permanent GCC identification card.
3. Library privileges.
4. Right to attend college social and cultural events.
5. Listing in the College Catalog.
6. At the discretion of the President, may be assigned office space, when available, and access to other college facilities when directly involved in work of benefit to the college.

**Responsibilities of Emeriti**

1. Emeriti should be reasonably available to participate, when invited, in general college functions, such as commencement, alumni meetings, department meetings or other events when their presence would benefit the institution.
2. May be asked to represent the college at academic ceremonies or meetings with other academic institutions.
3. Emeriti should be reasonably available to act as mentors for faculty and students, when requested to do so, to confer their years of experience for the benefit of the college community.

**FOR ADMINISTRATORS:**

**Criteria for eligibility:**

1. Retirement from the College.
2. A minimum of ten years of professional service at the college.

**Procedures for Selection:**

1. Nominations may be made by any member of the college community. Administrators may nominate themselves.

2. Supporting documentation will include a resume and a statement outlining the accomplishments of the nominee during his/her career at the college and an explanation of how to contribute to the college as an emeritus.
3. Nominations will be submitted to the supervisor of the department from which the administrator is retiring.
4. Nominations must meet the approval of:
  - a. Immediate Supervisor
  - b. Division Head
  - c. President
5. Fully approved nominations will be forwarded to the Board of Trustees for final approval.

**Rights and Privileges of Emeriti:**

1. The emeritus title awarded will be "\_\_\_\_(position title)\_\_\_\_ Emeritus."
2. Permanent GCC identification card.
3. Library privileges.
4. Right to attend college social and cultural events.
5. Listing in the College Catalog.
6. At the discretion of the President, may be assigned office space, when available, and access to other college facilities when directly involved in work of benefit to the college.

**Responsibilities of Emeriti:**

1. Emeriti should be reasonably available to participate, when invited, in general college functions, such as commencement, alumni meetings, department meetings or other events or projects when their presence would benefit the institution.
2. May be asked to represent the college at academic ceremonies or meetings with other academic institutions.
3. Emeriti should be reasonably available to act as mentors when requested to do so, to confer their years of experience for the benefit of the college community.

**FOR COLLEGE PRESIDENT:**

**Criteria for eligibility**

1. Retirement from the College.
2. A minimum of ten years as President of the college.

**Procedures for Selection:**

1. Nominations may be made by any member of the college community.
2. Supporting documentation will include a resume and a statement outlining the accomplishments of the nominee during his/her presidency at the college and an explanation of how to contribute to the college as a President Emeritus.
3. Nominations will be submitted to the Chairperson of the Board of Trustees for approval.

**Rights and Privileges of Emeriti:**

1. The emeritus title awarded will be "President Emeritus."
2. Permanent GCC Identification card.
3. Library privileges.
4. Right to attend college social and cultural events.
5. Listing in the College Catalog.
6. At the discretion of the President, may be assigned office space, when available, and access to other college facilities when involved in work of direct benefit to the college.

**Responsibilities of President Emeritus:**

1. President Emeritus should be reasonably available to participate, when invited, in general college functions, such as commencement, alumni meetings, department meetings or other events when their presence would benefit the institution.
2. May be asked to represent the college at academic ceremonies or meetings with other academic institutions.
3. Emeriti should be reasonably available to act as mentors for faculty, administrators, and students, when requested to do so, to confer their years of experience for the benefit of the college community.

Guam Community College  
2012 BUDGET REQUEST - NAF

PROJECTED REVENUES			
	ORIGINAL BUDGET	PROJECTED CARRY OVER	FY 2012 PROJECTION
<b>Educational and General Operations Revenue</b>			
Tuition Net of Capital Improvement	2,023,000		2,045,000
4 Capital Improvement Fees (Resolution 4-99)	478,000		483,000
5 Technology Fee for Upgrades (Resolution 11-2000)	143,000		157,000
5 Technology Fee for Current Operations (Resolution 11-2000)	143,000		157,000
Student Activity Fee	55,000		61,000
Perm. Faculty Positions (Resolution 5-2006)	1,100,000		1,100,000
Perm. Staff/Admin Positions (Resolution 5-2006)	441,000		441,000
Other Fees Net of Tech and Stud Act Fees	425,000		470,000
<b>Total General Operations Subsidy</b>	<b>4,808,000</b>		<b>4,914,000</b>
<b>Auxiliaries Revenue</b>			
Bookstore Sales	750,000		750,000
Food Services	9,600		12,000
<b>Total Auxiliaries</b>	<b>759,600</b>		<b>762,000</b>
<b>Other Sources Revenue</b>			
Administrative Recoveries	50,000		50,000
Interest/Miscellaneous Income	20,000		20,000
Other			
<b>Total Other Sources</b>	<b>70,000</b>		<b>70,000</b>
<b>TOTAL PROJECTED REVENUE</b>	<b>5,637,600</b>		<b>5,746,000</b>
PROJECTED EXPENDITURES			
	ORIGINAL BUDGET	PROJECTED CARRY OVER	FY 2012 PROJECTION
<b>Educational and General Expenditures</b>			
GovGuam Supplement - Other	925,130		925,130
GovGuam Supplement - Adjunct/Substitutes	1,027,437		1,027,437
GovGuam Supplement - PT Salaries			
2 Perm. Faculty Positions (Resolution 5-2006)	1,103,517		1,115,262
2 Perm. Staff/Admin Positions (Resolution 5-2006)	441,407		446,105
5 Technology Fee for Current Operations	143,000		157,000
5 Technology Fee for Upgrades (Resolution 11-2000)	143,000		157,000
<b>Total E &amp; G Expenditures</b>	<b>3,783,491</b>		<b>3,827,934</b>
<b>Other Educational and General Expenditures</b>			
Promotion and Development	100,000		200,000
Professional Development - Faculty	75,000		75,000
Professional Development - Staff	50,000		50,000
6 Student Activity Fee - Dean Accts.	11,000		12,200
Pacific Island Student Transition	6,475		6,475
Graduation	10,000		10,000
Bank Fee Expenditures	36,500		36,500
Board of Trustees Travel	25,000		25,000
Faculty Senate	5,000		5,000
WP Secretary II (Salaries & Benefits)	22,000		22,000
USDA Loan Repayment	9,170		117,077
Skills USA	25,000		25,000
Cosmetology	10,000		31,500
Early Childhood Education	20,000		22,500
9 Campus Painting (8 year cycle)	250,000		
Accreditation - AVP Office	12,000		75,000
Open Campus Day	12,000		10,000
<b>Total Other E &amp; G Expenditures</b>	<b>679,145</b>		<b>723,252</b>
<b>Total E &amp; G Expenditures</b>	<b>4,462,636</b>		<b>4,551,186</b>
<b>Auxiliaries Expenditures</b>			
Bookstore	637,500		637,500
<b>Total Auxiliaries</b>	<b>637,500</b>		<b>637,500</b>
<b>TOTAL CURRENT EXPENDITURES</b>	<b>5,100,136</b>		<b>5,188,686</b>
<b>TRANSFER</b>			
Transfer from Foundation - Pacific Island Endowment	-6,475		-6,475
Transfer from Foundation - Other			
Transfer to Foundation			
7 Transfer to Capital Improvement Fees	478,000		483,000
Transfer to Student Activity Fees	44,000		48,800
<b>Total Transfer</b>	<b>515,525</b>		<b>525,325</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>5,615,661</b>		<b>5,714,011</b>
<b>INCREASE (USE) OF RESERVE</b>	<b>21,939</b>		<b>31,989</b>

Notes: 1) The FY2011 Budget Amount reflects the approved budget request.

2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

3) Tuition & Fees projection is based on SP11, SU10, & FA10 enrollment figures.

4) Not Separately budgeted.

5) Of the \$67.00 Technology fee, \$33.50 is reserved for the Upgrades and \$33.50 is for Computer Operations.

6) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.

7) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.

8) Projected Carry Overs may increase or decrease at the end of the Fiscal Year.

9) Last campus painting completed end of 2006 for \$179,400

BOT Approved: Feb 9, 2011 / *fm*