

improvement and accountability.

ACCJC/WASC

- * STANDARD IV (Prior to June 2014). Leadership and Governance - The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.
- * STANDARD I: Mission, Academic Quality and Institutional Effectiveness, and Integrity - The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.
- * STANDARD IV: Leadership and Governance - The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution.

Board of Trustees (BOT)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2016 #3
Governance Evaluation: assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Board of Trustees

- * Program Review Goal (Budget Related Goals & Objectives) - FY2013
PRG#2:
To establish and implement systematic assessment processes.
- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 PRG#3.
Governance Evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.
- * Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3 Governance Evaluation
Assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

Budget & Contracts (Archive)

Mission Statement: The Budget Office is responsible for overseeing and supporting the College's budget development and budget management.

Note: AUO is combined with Business Office group eff. Dec. 2006

Vision Statement: The Budget and Contracts department will provide budget information, interpretation, and budget analysis for the college and its constituencies and will develop, recommend, communicate, interpret, and implement a budget policy for the college.

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Business Department Courses

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Business Office

Mission Statement: The Business Office maintains the College's financial integrity by supporting the thoughtful allocation and management of institutional resources. The Business Office does this through the accurate recording of financial transactions, through providing timely reports on the College's financial condition, and through implementing, revising and maintaining internal controls for the College's resources.

Vision Statement: The vision of Business Office is to provide the opportunity for all members of the College community to participate in the thoughtful allocation and management of institutional resources.

Outcome Description: AY07-08 AUO#1 Inform Campus Community on Financial Resources

To support educational programs by communicating and working closely with the campus community, the Business Office will provide monthly financial reports.

Start Date: 10/01/2007

End Date: 03/10/2009

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Business Office will conduct training sessions on the electronic processes established for financial reporting for faculty and staff.	80% of the administrative staff and faculty will be trained on the electronic financial reporting process.	Quarterly	Yes
Monthly Financial reports will be provided to the college leadership (Faculty Senate, Governing Council, and Board of Trustees) indicating the status of the college's financial position.	100% of reporting requirements will be provided to the Faculty Senate, Governing Council, and Board of Trustees.	Monthly	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Business Office

* Program/Unit Level - To ensure the financial integrity of the College

Outcome Description: AY07-08 AUO#2 Timely Processing of Payments

To support educational programs, the Business Office will process timely payments to employees and vendors for services performed and supplies obtained.

Start Date: 10/01/2007

End Date: 03/10/2009

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make timely payments to employees.	With receipt of the proper documentation, 100% of the employees will be paid on time.	Biweekly	Yes
Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make weekly payments for services and supplies received.	90% of accounts payable invoices will be paid within 60 days of receipt of goods or services.	Weekly	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Business Office

* Program/Unit Level - To ensure the financial integrity of the College

Outcome Description: AY07-08 AUO#3 Monitor Reporting Requirements

To support educational programs by providing quarterly financial reporting to internal and external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

Start Date: 10/01/2007

End Date: 03/10/2009

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
A review of the reporting requirements for GCC.	The college will submit 100% of the required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch.	Quarterly	Yes
A review of the audited financial reports.	The audited financial reports will show compliance with federal and local requirements by determining "no questioned costs".	Annually	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Business Office

* Program/Unit Level - To ensure the financial integrity of the College

Outcome Description: AY07-08 AUO#4 Budget Allocations & Management

To support education programs by ensuring the timeliness of budget allocations, the business office will provide financial information to departments based on funds appropriated by the Legislature and the Board of Trustees.

Start Date: 10/01/2007

End Date: 03/10/2009

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
The budget allocation will be loaded on the Banner system (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments.	90% of the budget accounts will be available for use by the third week of the fiscal year.	Annually	Yes
Monthly monitoring of the colleges cash flow will determine the availability of funds for accountability.	Purchase orders will be processed within the cash available for the college during the fiscal year.	Monthly	Yes
Annual review and the compilation of the budget requests will be submitted through the Faculty Senate process, the Governing Council, and the Board of Trustees in a timely manner.	90% of the departments will submit their budget requirements for compilation before the end of the firts quarter of the fiscal year.	Annually	Yes

Related Items

- Guam Community College**
 - * Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
 - * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.
- ACCJC/WASC**
 - * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
- Board of Trustees (BOT)**
 - * Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.
- Finance and Administration (F&A)**
 - * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].
 - * Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3:
Ensure the financial integrity of the institution and responsible allocation and use of financial resources.
- Business Office**
 - * Program/Unit Level - To ensure the financial integrity of the College

Outcome Description: AY 05-06 Business Office Education. The Business Office depends on

To thoughtfully allocate and manage the College's financial resources, the Business Office depends on training academic and staff personnel via an annual workshop for correct use of BAC's and object codes

Start Date: 10/01/2005

End Date: 09/30/2006

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Annually a workshop will be conducted for new division/department heads and other personnel. Regular summaries of the financial status will be presented on "Governance Days." Annually one Business Office department will have its procedures written up and reviewed.	The immediate criterion will be whether these activities have taken place. An annual workshop will be conducted to review and discuss Business Office procedures. The intermediate range criterion is whether departments are carrying out the basic procedures required by the Business Office. This will be determined by the number of object codes questioned on purchase orders by the Certifying Office. The long range criterion will be whether the effectiveness of Business Office procedures is being reviewed periodically. If the items questioned and returned to departments exceeds 5% of all items received, a review will be conducted by the Controller.		Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: AY 05-06 Clarification of administrative timelines.

To clarify timelines associated with regular business office operations through annual participation in the update of GCC's five-year institutional calendar. By participating in the update of the five-year institutional calendar the Business Office supports educational programs by being in synch with other departments and providing necessary support services to the students.

Start Date: 10/01/2005

End Date: 09/30/2006

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Evidence that the Business Office participated in the development of the calendar and evidence that deadlines related to Business Office operations were met.	The criterion will be the annual update of the five year administrative calendar. As each five year calendar is updated the Business Office will have updated information included. Also there should be evidence that the deadlines on the calendar were met. There is an ongoing review by the Controller of the Business Office deadlines. If any deadlines are missed the reasons why will be ascertained and corrective action will be taken to meet future deadlines.		Yes

Related Items

- Guam Community College**
 - * Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
- ACCJC/WASC**
 - * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
- Finance and Administration (F&A)**
 - * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: AY 05-06 Interaction between Payroll and Human Resources.

The Business Office depends on Human Resources to provide personnel informatiion that is used for payroll purposes. The standard is the timely and accurate payment of all payroll actions for which appropriate paperwork is in place.

Start Date: 01/01/2006

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
A log will be kept of personnel action forms about which there are questions. These are discussed with Human Resources or the academic departments. A log will be kept of the release date and time for each payroll with notes on issues that may have arisen.	The criterion is the timely production and release of payroll. Actions that bring about extra work for Human resources or Payroll will be noted along with a brief explanation of the cause.		Yes

Outcome Description: AY 05-06 To improve and enhance Business Office operations.

To actively seek out ways to improve and enhance Business Office operations at the college. Improvements and enhancements assist educational programs by continuing to be eligible to receive federal student financial aid funds as well as efficient processing of request for material used by the educational programs.

Start Date: 10/01/2005

End Date: 09/30/2006

Outcome Status: Completed the Assessment Cycle

Means of Assessment

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
The means of assessment will be a formal program review/focus group carried out annually at a meeting of the VPA, the VP B&F, the Controller, representatives from the Business Office and selected deans and department chairs.	The criterion will be the expression of satisfaction with Business Office operations. If one or more critical comments are made, the Business Office will be expected to appropriately respond and effectively resolve the problem.		Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: AY 05-06 To support the College's reputation as a well-run GovGuam agency

To support the College's reputation as a well-run GovGuam agency, the College will receive an "unqualified" audit completed within the timeframe required. The Business Office depends on Planning and Development to follow compliance regulations for grants and contracts. The standard is the College follows federal grant management requirements and there are no audit findings about grants and contracts in the annual audit report. The results allow the Business Office to support educational programs by remaining eligible for Federal Grants and student financial aid.

Start Date: 10/01/2005

End Date: 09/30/2006

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
This includes the annual audit report with the financial statements, the independent auditor's report and the report on compliance and internal control as well as the review of the annual audit by the Government of Guam Public Auditor.	The audit of records and financial data will (1) indicate substantive compliance with federal and local requirements and (2) whether there are any findings in the compliance audit. Substantive compliance will be measured by no compliance audit findings and no questioned costs.		Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: AY 05-06 To support the effective management of institutional resources

To support the effective management of institutional resources, the College will operate within the parameters of the annual approved budget. The Business Office will provide timely and accurate production and distribution of financial information that assists departments with the management of their budget/resource allocation and helps ensure the College's fiscal resources are effectively used. Timely financial data is used to provide support for educational programs and provides a tool that is used by educational programs to remain within approved budgets.

Start Date: 10/01/2005

End Date: 09/30/2006

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
A year-end budget report that compares budget vs. actual showing operation within the approved budget. Quarterly BOT reports are produced for the Board and monthly expenditure summary and open purchase orders reports are distributed to department chairs and department managers. Online access to this data is provided to those with access to the network. Special reports are produced for senior administrators.	Comparison of the actual level of expenditures with the planned budget and whether the reports are distributed as scheduled. Evidence of the production and distribution of periodic budget status reports; monthly expenditure summaries and open purchase order reports; publishing the annual financial statements on the Internet within 30 days of the reports being issued by the Office of the Public Auditor. Reports are to be issued on time with zero exceptions. Any exceptions will be reviewed by the Controller to determine the reason for delays.		Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: CY 04 Interaction between Payroll and Human Resources. The Business Office depends on Human Resources to provide personnel information that is used for payroll purposes. The standard is the timely and accurate payment of all payroll actions for which appropriate paperwork is in place.

CY 04 The Business Office depends on Human Resources to provide personnel information that is used for payroll purposes. The standard is the timely and accurate payment of all payroll actions for which appropriate paperwork is in place. This is an important activity as a single personal action form with a problem can hold up a whole payroll.

Start Date: 01/01/2004

End Date: 12/31/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6B3(1) A log will be kept of personnel action forms about which there are questions. These are discussed with Human Resources or the academic departments. A log will be kept of the release date and time for each payroll with notes on issues that may have arisen.	The criterion is the timely production and release of payroll. Actions that bring about extra work for Human Resources or Payroll will be noted along with a brief explanation of the cause.	These logs will be updated each payroll (ie every two weeks) and for any special payrolls.	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 Business Office Education. The Business Office depends on academic and staff personnel in carrying out the mission of thoughtfully allocating and managing the College's financial resources. The standard is the Business Office's responsibility for ongoing education of the units and personnel who interact with the Business Office.

FY 04-05 The Business Office depends on academic and staff personnel in carrying out the mission of thoughtfully allocating and managing the College's financial resources. The standard is the Business Office's responsibility for ongoing education of the units and personnel who interact with the Business Office. The purpose of this education is to help other departments know what to do in interacting with the Business Office.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6B3(3) Annually a workshop will be conducted for new division / department heads and other personnel. Regular summaries of the financial status will be presented on "Governance Days." Annually one Business Office department will have its procedures written up and reviewed.	The immediate criterion will be whether these activities have taken place. The intermediate range criterion is whether departments are carrying out the basic procedures required by the Business Office. The long range criterion will be whether the effectiveness of Business Office procedures is being reviewed periodically.	The workshop is an annual activity. The presentations on "Governance Days" take place monthly during the school year. The write up and review of a department is an annual activity.	Yes

Related Items

Guam Community College

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ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 Clarification of administrative timelines.

FY 04-05 Clarification of timelines associated with regular business office operations through annual participation in the update of GCC's five-year institutional calendar. Up to this point in time (FY 2005) the administrative side of the College has not been developing a formal calendar around which activities can be scheduled. The intent is to develop a five year academic calendar similar to the College's academic calendar.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6C3(3) Evidence that the Business Office participated in the development of the calendar and evidence that deadlines related to Business Office operations were met.	The criterion will be the annual update of the five year administrative calendar. Also there should be evidence that the deadlines on the calendar were met.	Production of the administrative calendar is an annual task.	Yes

Related Items

Guam Community College

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ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 Grant Accounting and Planning & Development. The Business Office depends on Planning & Development to follow compliance regulations for grants and contracts. The standard is the College follows federal grant management requirements and there are no audit findings about grants and contracts in the annual report.

FY 04-05 The Business Office depends on Planning & Development to follow compliance regulations for grants and contracts. The standard is the College follows federal grant management requirements and there are no audit findings about grants and contracts in the annual audit including the compliance audit.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6B3(2) Grant authorization documents and federal publications delineate the terms and conditions of federal grant and contract awards. The annual audit shows whether there are any compliance issues with federal grant regulations.	The ultimate criterion is whether there are any findings in the compliance audit.	Each grant is managed according to its own schedule. The audit takes place annually.	Yes

Related Items

Guam Community College

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ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including

stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 Standard 1 Vefication that Assesment Process has been carried out.

FY 04-05 Standard 1 is determination whether the Business Office has carried out the planning and evaluation loop that has been set up.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6D3(1) The means of assessment is access to information summaries noted in sections 6A through 6C.	The criterion is whether or not the planned activity has been carried out.	Monthly, quarterly, and annually.	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 Standard 2 is determination whether the Business Office has modified its operations.

FY 04-05 Standard 2 is determination whether the Business Office has modified its operations based on feedback from the planning and evaluation process.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6D3(2) Review of the information summaries noted in sections 6A through 6C will provide the data to determine whether planned changes are needed.	The criterion is whether the Business Office has determined that changes in operations are necessary. If that determination is made, then the Business Office will need to formalize the operational changes to be made.	This task is formally carried out at the end of an annual planning and evaluation cycle. After the planning and evaluation cycle is completed it will be possible to evaluate whether operational changes are necessary.	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including

stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 Standard 3 requires the Business Office to modify its planning and evaluation process.

FY 04-05 Standard 3 is determination whether the Business Office needs to modify its planning and evaluation loop based on determination of the effectiveness of the processes.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6D3(3) Carrying this out requires access to the summaries generated in 6A through 6C.	The criterion is a determination whether the existing planning and evaluation processes have effectively generated data helpful to the assessment process. The Business Office will need to change those assessment processes that are not effective.	This is an annual activity.	Yes

Related Items

Guam Community College

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ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 Through timely and accurate production and distribution of financial information, the Business Office helps ensure the College's fiscal resource are effectively used.

FY 04-05 Through timely and accurate production and distribution of financial information, the Business Office helps ensure the College's fiscal resource are effectively used. Note there is an overlap here with 6A2(3).

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6C3(1) Evidence of the production and distribution of the following info: -Periodic budget status reports for executive management. -Monthly expenditure summary and open purchase order reports for department chairs managers as well as online access to such data. -Publishing the annual financial statements on the Internet.	Evidence of the production and distribution of the following information: (a) Periodic budget status reports for executive management. (b) Monthly expenditure summaries and open purchase order reports for department chairs and managers as well as online access to such data. (c) Publishing the annual financial statements on the Internet.	Monthly, quarterly, and annually.	Yes

Related Items

Guam Community College

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ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 To improve and enhance Business Office operations The Business Office will actively seek out ways to improve and enhance Business Office operations at the college.

FY 04-05 The Business Office will actively seek out ways to improve and enhance Business Office operations at the college.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6C3(2) The means of assessment will be a formal program review/ focus group carried out annually at a meeting of the VPA, the VP B&F, the Controller, representatives from the Business Office and selected deans and department chairs.	The criterion will be the expression of satisfaction with Business Office operations. If critical comments are made, the Business Office will be expected to appropriately respond.	This is an annual activity.	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 To provide information that assists departments with the management of their budget / resource allocations.

FY 04-05 Business Office- To assist departments with the management of their budget and resource allocations, the Business Office will develop and distribute financial information on a regular and timely basis. Note there is an overlap here with 6C2(1).

Start Date: 10/01/2004
Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6A3(3) Evidence of the following: (a) Quarterly BOT reports are produced for the Board. (b) Monthly expenditure summary and open purchase orders reports are distributed to department chairs and department managers; (c) online access to this data is provided to those with access to the network; (d) Special reports are produced for senior administrators.	The criterion is whether these reports are distributed as scheduled.	Monthly, quarterly, and annually as required.	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 To support the College's reputation as a well-run GovGuam agency, the College will receive an "unqualified" audit completed within the timeframe required.

AY 04-05 Business Office-To support the College's reputation as a well-run GovGuam agency, the College will receive an "unqualified" audit completed within the timeframe required.

Start Date: 10/01/2004
Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6A3(1) This includes the annual audit report with the financial statements, the independent auditor's report, and the report on compliance and internal control as well as the review of the annual audit by the GovGuam Public Auditor.	The audit of records and financial data will indicate substantive compliance with federal and local requirements.	This is done annually.	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FY 04-05 To support the effective management of institutional resources, the College will operate within the parameters of the annual approved budget.

FY 04-05 Business Office- To support the effective management of institutional resources, the College will operate within the parameters of the annual approved budget.

Start Date: 10/01/2004

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
6A3(2) A year-end budget report that compares budget vs actual showing operation within the approved budget.	Comparison of the actual level of expenditures with the planned budget.	This is an annual activity.	Yes

Related Items

Guam Community College

* Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FA09-SP11 AUO#1 Inform Campus Community on Financial Resources

AUO#1:

To support educational programs by communicating and working closely with the campus community, the Business Office will provide monthly financial reports.

Start Date: 10/12/2009

End Date: 03/14/2011

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Monthly Financial reports will be provided to the college leadership (College Governing Council and Board of Trustees) indicating the status of the college's financial position.	100% of reporting requirements will be provided to the College Governing Council and the Board of Trustees. (The College Governing Council is inclusive of representatives from faculty, staff, administrators, and student.) Additionally, 100% of montly reports will be posted on the GCC website.		Yes

Related Tasks

* **Task Name:** Accountants & General Accounting Superivsor

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FA09-SP11 AUO#2 Timely Processing of Payments

AUO#2:

To support educational programs, the Business Office will process timely payments to employees and vendors for services performed and supplies obtained based on availability of funds.

Start Date: 10/12/2009

End Date: 03/14/2011

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make timely payments to employees.	With receipt of proper documentation, 100% of the employees will be paid on time.	Bi-weekly pay period ending.	Yes
Taking into consideration the college's cash flow and fiscal limitations, the Business Office will make timely payments for services and supplies received.	90% of accounts payable invoices will be paid within 60 days of receipt of goods and services.	Monthly check processing.	Yes

Related Tasks

- * **Task Name:** Accountant I/Payroll & Accounting Tech Supervisor

Related Items

Guam Community College

- * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FA09-SP11 AUO#3 Monitor Reporting Requirements

AUO#3:

To support educational programs by providing the required financial reporting to external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

Start Date: 10/12/2009

End Date: 03/14/2011

Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
A review of the reporting requirements for GCC.	The college will submit 100% of the required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch.	Quarterly.	Yes
A review of the audited financial reports.	100% of the audited financial reports will show compliance with federal and local requirements by determining "no questioned costs".	Annual	Yes

Related Tasks

* **Task Name: General Accounting Supervisor and VP of Business & Finance**

Related Items

Guam Community College

- * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: FA09-SP11 AUO#4 Budget Allocations & Management

AUO#4:
To support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations; the business office will provide financial information to departments based on funds appropriated and available by the Legislature and the Board of Trustees.

Start Date: 10/14/2009
End Date: 03/14/2011
Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
The budget allocation will be loaded on the Banner system (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments.	90% of the budget accounts will be available for use by the third week of the fiscal year.	Annually	Yes
Weekly monitoring of the colleges cash flow will determine the availability of funds for accountability.	Purchase orders will be prioritized and processed within the cash available for the college during the fiscal year.	Weekly	Yes

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Annual review and the compilation of the budget requests will be submitted through the Resource, Planning and Facilities committee, the College Governing Council, and the Board of Trustees in a timely manner.	90% of the departments will submit their budget requirements for compilation before the end of the quarter of the fiscal year for the budget submittal related to local appropriations. For the Non-Appropriated Accounts, 90% of the departments will submit by April of the current fiscal year.	Annually	Yes

Related Tasks

* Task Name: General Accounting Supervisor & Administrative Assistant

Related Items

- Guam Community College**
- * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.
- ACCJC/WASC**
- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
- Finance and Administration (F&A)**
- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

Outcome Description: AUO#1 Update and Provide Financial Resources

FA11-SP13 AUO#1:
ISER 3D2 b. Appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.

- Outcome Type: AUO
 - Start Date: 11/10/2011
 - End Date: 04/11/2013
 - Outcome Status: Completed the Assessment Cycle
- Program SLO/AUO Plan Self Study Report
reflects/incorporates:
Historical Assessment The self-study report identifies the flow of information that is provided through the participatory governance, internally to the BOT, to management,and the College
Perspective: community.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
<p>Monthly Financial reports will be disseminated to the College leadership (College Governing Council and Board of Trustees) indicating the status of the college's financial position. In addition, monthly local, federal, and other grant budget report will be provided to the Deans and Assistant Director of Planning Development.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report</p>	<p>2 out of 2, 100% of monthly reporting requirements will be disseminated to the campus community and the Board of Trustees. (The campus communiy is inclusive of representatives from students, faculties, deans, staffs, and administrators) Additionally, 2 out 2,100% of monthly reports will be posted on the GCC website.</p>	<p>Accountants will prepare and generate monthly financial status reports.</p>	<p>Yes</p>
<p>Business Office will conduct Banner Self Service training sessions on budget queries to faculty and staff to enable departments to meet institutional and instructional needs.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report</p>	<p>190 out of 238 (80%) full time administrative staff and faculty will be trained on Banner Self Service</p>	<p>Scheduled training sessions.</p>	<p>Yes</p>

Related Activities

- Departmental Reporting

Related Tasks

* **Task Name: Controller, General Accounting Superivsor and Accountants**

Task Description: Accountants prepare and generate monthly financial reports.

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3

Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

Finance and Administration (F&A)

* Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3 (F&AD)

To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#3

Accurately account for college activity through keeping financial records in compliance with GAAP and US OMB circular requirements.

Outcome Description: AUO#2 Budget Monitoring and Performance

FA11-SP13 AUO#2:
ISER 3D1 d. The institution defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. The business office will provide financial information to departments based on funds appropriated and available by the Legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations.

Outcome Type: AUO
Start Date: 11/10/2011
End Date: 04/11/2013
Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Other
reflects/incorporates:
Historical Assessment The annual budget requests for the appropriated and non-appropriated funds will provide evidence of departmental level participation and review through the
Perspective: participatory governance. The acutal appropriation public law will provide evidence to support budget allocations. The financial audit report will provide evidence of budget performance of how the College performed based on the resources available to it.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
The budget allocation will be loaded on the Banner system (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. Departments will be notified of allocation before the beginning of the fiscal year to facilitate proper planning. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: FY11_Budget_ORG_FUND_for_load[1].pdf	90% of the budget accounts will be available for use by the third week of the fiscal year.	Annually	Yes
Annual budget training for department chairs, department heads, and administrators. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: Budget_Planning_Process_Oct_2011[1].pdf FY2012_Budget_Preparation_Guidelines[1].pdf	An annual budget training and budget guidelines will be provided to department chairs, department heads, and administrators prior to the departmental budget request deadline.	Annually	Yes
Weekly monitoring of College's cash flow will determine the availability of funds for accountability. Type of Artifact/Instrument/Rubric/Method/Tool: Other (indicate the specific tool in the Method field/box) Related Documents: Cash Flow Nov 2011.pdf	Purchase Orders will be prioritized and processed within the cash available for the College during the fiscal year.	Daily	Yes
Annual review and the compilation of the budget requests will be submitted through the Resource, Planning and Facilities committee, the College Governing Council, and the Board of Trustees in a timely manner. For the FY12 Budget Request, see http://guamcc.edu/index2.php?option=com_docman&task=doc_view&gid=3429 . for the FY Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: Business_Office_budget_request[1].pdf	47 of 52 (90%) departments will submit their budget requirements for compilation before the end of the first quarter of the fiscal year for the budget submittal related to local appropriations. For the Non-Appropriated Accounts, 47 of 52 (90%) departments will submit by Feb. of the current fiscal year.	Annually	Yes

Related Activities

- Budget Oversight

Related Tasks

* **Task Name: Controller, General Accounting Supervisor & Administrative Assistant**
Task Description: Compilation of departmental budget for management review and uploading to Banner system.

Related Items

Guam Community College

- * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

Finance and Administration (F&A)

- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].
- * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

Business Office

- * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#2
Assist college personnel in interaction with the Business Office and to ensure the integrity of fiscal operations and fiscal data through annual audit.

Outcome Description: AUO#3 Provide information to Stakeholders

FA11-SP13 AUO#3:
Per ISER 3D2 e. All financials resources including those from auxilliary activities, fund raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution. To support educational programs by providing quarterly financial reporting to internal and external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

Outcome Type: AUO
Start Date: 11/10/2011
End Date: 04/11/2013
Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Other
reflects/incorporates:
Historical Assessment The annual audit report will enhance this AUO by providing evidence of meeting this goal through an unqualified clean audit and evidence that GCC is performing
Perspective: within its regulatory requirements. The quarterly financials posted online document the College's compliance with meeting regulatory timeframes and providing information to the campus community.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
<p>A review of the audited financial reports.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report</p> <p>Related Documents: FY10 GCC Financial Audit Report.pdf FY10 GCC Compliance Audit Report.pdf</p>	The audited financial reports will show compliance with federal and local requirements by determining "no questioned costs".	Annually	Yes
<p>A review of the reporting requirements for GCC.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report</p>	The college will submit 2 out of 2 reports (100%) of the required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch.	Quarterly	Yes

Related Activities

- Annual Audit
- Departmental Reporting

Related Tasks

*** Task Name: Controller & General Accounting Supervisor**

Task Description: Reports will be compiled monthly and annually for reporting purposes.

Related Items

Guam Community College

- * Institution Level - The College seeks to satisfy our major financial supporters and to make them proud of the manner in which our mission objectives are met.
- * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2011 PRG#3
Update board policies on general, finance, curriculum, faculty/employees, students, foundation and apprenticeship through a systematic review process that reflect changing institutional and community needs and demands.

Finance and Administration (F&A)

- * Division Level - The Business and Finance Division supports the thoughtful allocation and management of the College's current financial resources through the operation of the Business Office [Program].
- * Program Review Goal (Budget Related Goals & Objectives) - FY2012 PRG#1 (F&AD)
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

Business Office

- * Program/Unit Level - To ensure the financial integrity of the College

Outcome Description: AUO #1 Budget Monitoring and Performance

FA13-SP15 AUO#1:

ISER 3D1 d. The institution defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. The business office will provide financial information to departments based on funds appropriated and available by the Legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget

allocations.

Outcome Type: AUO

Start Date: 11/05/2013

End Date: 04/11/2015

Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Other

reflects/incorporates:

Historical Assessment The annual budget requests for the appropriated and non-appropriated funds will provide evidence of departmental level participation and review through the **Perspective:** participatory governance. The actual appropriation public law will provide evidence to support budget allocations. The financial audit report will provided evidence of budget performance of how the College performed based on the resources available to it.

Budget Goals: The business office will provide financial information to GCC department heads to better support student learning programs and services through budget monitoring and performance.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
The budget allocation will be loaded on the Banner System (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. Departments will be notified of allocation before the beginning of the fiscal year to facilitate proper planning. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: Budget load FY 2014.pdf	90% of the budget accounts will be available for use by the third week of the fiscal year.	Annually	Yes
Annual budget training and budget guidelines will be provided to department chairs, staff, and administrators prior to budget request deadline. Also, budget training handouts will be posted to MyGCC website for accessibility and reference. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: FY2014 Budget Preparation Guidelines.pdf	90% of full time department chairs, administrators and respective administrative assistant will be trained on budget preparation.	Training will be conducted twice in budget year.	Yes
Weekly monitoring of College's cash flow and performing cash collection follow up on outstanding account balance. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: Cash flow template.pdf	100% of unpaid invoices will be prioritized and processed within the funds availability. Outstanding accounts will be reviewed on a monthly basis to ensure collectibility.	Weekly and Monthly review	Yes
Annual review and compilation of budget request will be timely submitted to the Resource, Planning and Facilities committee, College Governing Council, and Board of Trustees. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: GCC Budget Request Template for GovGuam and NAF Tuifees.pdf Goals Objectives Template.pdf	45 of 50 (90%) departments will submit their budget requests before the respective local (December 2013) and NAF (January 2014) budget deadline.	Annual	Yes

Related Activities

- Budget Oversight
- Business and Finance Workshop Training

Related Tasks

* Task Name: Accountants, General Accounting Supervisor and Controller

Task Description: Accountants will load the budget. General Accounting Supervisor and Controller review the loaded budget for accuracy.

Related Items

Guam Community College

- * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

Business Office

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014
PRG#2:
To provide financial information to departments based on funds appropriated and available by the legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations.

Outcome Description: AUO #2 Update and Provide Financial Resources

FA13 - SP15 AUO#2: ISER 3d2 b. Appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.

Start Date: 11/05/2013

End Date: 04/11/2015

Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Self Study Report
reflects/incorporates:

Historical Assessment The self study report identifies the flow of information that is provided through the participatory governance, internally to the BOT, to management, and the College
Perspective: community.

Budget Goals: The business office will submit monthly financials to the management, legislature and posted to MyGcc community website to better inform of GCC's financial position and resources.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Monthly Financial reports will be submitted to the College management, Board of Trustees and other College Communities (CGC, RPF) to provide awareness on the status of the College's financial position. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: BOT Memos confirmation.pdf	2 out 2 (100%) of monthly reporting requirements will be provided to the College's communities and Board of Trustee. Campus communities is inclusive of students, faculties, deans, staffs and administrators. Additionally, monthly financial will be posted to MyGCC website.	Monthly basis	Yes

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Business Office will conduct Banner Self Service training sessions on budget queries to administrative staff and administrator to enable departments to meet institutional and instructional needs. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: Budget Training 10 31 2013.pdf Budget Training 11 08 2013.pdf	80% of full time administrative staff and administrator will be trained on Banner Self service.	Semi Annually	Yes

Related Activities

- Departmental Reporting

Related Tasks

*** Task Name: Accountants, General Accounting Supervisor and Controller**

Task Description: Accountants prepare the monthly financial statements. General Accounting Supervisor and Controller review the F/S prior to monthly submittal.

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2

To ensure the coordination of the operations of GCC's Finance and Administration Division.

Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY 2014

PRG#1:

To appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.

Outcome Description: AUO #3 Provide information to Stakeholders

FA13-SP15 AUO#3:

Per ISER 3D2 e. All financials resources including those from auxilliary activities, fund raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution. To support educational programs by providing quarterly financial reporting to internal and external stakeholders. The Business Office ensures that the college is in compliance with reporting requirements set forth by the Guam Legislature and federal grantors.

Outcome Type: AUO

Start Date: 11/05/2013

End Date: 04/11/2015

Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Other
reflects/incorporates:

Historical Assessment The annual audit report will enhance this goal through an unqualified clean audit and evidence that GCC is performing within its regulatory requirements. The

Perspective: quarterly financials posted online document the College's compliance with meeting regulatory timeframes and providing information to the campus community.

Budget Goals: Business Office will accurately account for College's activity through keeping financial records in compliance with GAAP and US OMB circular requirements to

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Annual audit of GCC financial statement and Single Audit Compliance. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: GCC_comp12 [Final Mar 6 2013].pdf GCC_fs12 [Final Mar 6 2013].pdf	2 out of 2 (100%) reports will be an Unqualified opinion for both Financial Statement and Single Audit Compliance.	Annual	Yes
A review of the reporting requirements for the College. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report	The College will submit 2 out of 2 (100%) required quarterly reports to the Legislature, Office of the Public Auditor, and the Executive Branch.	Quarterly	Yes

Related Activities

- Annual Audit
- Departmental Reporting
- Evaluation of Process

Related Tasks

* **Task Name: Business Office administrator and Staff**

Task Description: Accounting Staff prepare the audit schedule and documents for annual F/S and Compliance Audit. Controller prepares the Preliminary FS for audit.

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3

To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2014

PRG#3:

To accurately account for college activity through keeping financial records in compliance with GAAP and US OMB circular requirements.

Outcome Description: FA2015-SP2017 AUO #1 Budget Monitoring and Performance

Budget trainings will be conducted annually and the budget process and timelines published. Budgets will be reviewed and approved through the participatory governance structure and the Board of Trustees by the required timeframe. Final budget allocation will be based on appropriated and budgeted available amounts, and 90% of the budget accounts will be available for use by the third week of the fiscal year.

Outcome Type: AUO

Start Date: 10/12/2015

End Date: 03/13/2017

Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Use and Implementation of Results from the previous cycle

reflects/incorporates:

Historical Assessment FA2015-SP2017 AUO#1:

Perspective: ACCJC 3D1-3. The institution defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

Budget Goals: The business office will provide financial information to GCC department heads to better support student learning programs and services through budget monitoring and performance.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
The budget allocation will be loaded on the Banner System (integrated database) in the appropriate object categories to facilitate the procurement process by individual departments. Departments will be notified of allocation before the beginning of the fiscal year to facilitate proper planning. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: Budget FY 2016	90% of the budget accounts will be available for use by the third week of the fiscal year.	Annually	Yes

Related Activities

- Budget Oversight

Related Tasks

* **Task Name:** Accountants, General Accounting Supervisor and Controller

Task Description: Accountants will load the budget. General Accounting Supervisor and Controller review the loaded budget for accuracy.

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)

Students will demonstrate ability to access, assimilate and use information ethically and legally.

* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #3 Improvement and Accountability

Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost improvement and accountability.

Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016

Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2

Assessment: set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Finance and Administration (F&A)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.
- * Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

Business Office

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014
PRG#2:
To provide financial information to departments based on funds appropriated and available by the legislature and the Board of Trustees to better support student learning programs and services, the appropriate allocation and use of financial resources to internal stakeholders will be managed through the timeliness of budget allocations.
- * Program Review Goal (Budget Related Goals & Objectives) - FY2016
PRG#1:
To provide financial information to GCC department heads and stakeholders.

Outcome Description: FA2015-SP2017 AUO #2 Update and Provide Financial information

The Business Office will provide the college financial information to internal and external stakeholders online and hard copy format regularly.

Start Date: 10/12/2015

End Date: 03/13/2017

Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Use and Implementation of Results from the previous cycle
reflects/incorporates:

Historical Assessment ACCJC IIID.2

Perspective: The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and support all institutional planning.
Appropriate financial information is provided throughout the institution.

Budget Goals: The business office will submit monthly financials to the management, legislature and posted to MyGCC community website to better inform of GCC's financial position and resources.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
<p>Monthly Financial reports will be submitted to the College management, Board of Trustees and other College Communities (CGC, RPF) to provide awareness on the status of the College's financial position.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report</p>	<p>12 out 12 (100%) of monthly reporting requirements will be provided to the College's communities and Board of Trustee. Campus communities is inclusive of students, faculties, deans, staffs and administrators. Additionally, monthly financial will be posted to MyGCC website.</p>	Monthly basis	Yes

Related Activities

- Departmental Reporting

Related Tasks

- * **Task Name:** Accountants, General Accounting Supervisor and Controller
Task Description: Accountants prepare the monthly financial statements. General Accounting Supervisor and Controller review the F/S prior to monthly submittal.

Related Items

Guam Community College

- * Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.
- * Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)
Students will demonstrate ability to access, assimilate and use information ethically and legally.

- * Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #3 Improvement and Accountability
Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost improvement and accountability.

Academic Affairs Division (AAD)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2016
Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

ACCJC/WASC

- * STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.
- * STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

Board of Trustees (BOT)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2
Assessment: set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Finance and Administration (F&A)

- * Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
To ensure the coordination of the operations of GCC's Finance and Administration Division.
- * Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3
To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

Business Office

- * Program Review Goal (Budget Related Goals & Objectives) - FY 2014
PRG#1:
To appropriate financial information is provided throughout the institution. The Business Office will provide monthly financial reports to uphold educational programs by enhancing and working closely with the campus community.
- * Program Review Goal (Budget Related Goals & Objectives) - FY2016
PRG#2:
To submit monthly financials to the management, legislature and post to MyGCC website to better inform of GCC's financial position and resources.

Outcome Description: FA2015-SP2017 AUO #3 Provide information to Stakeholders

To better inform the stakeholders of the financial position and status of the college and available resources.

Outcome Type: AUO

Start Date: 10/12/2015

End Date: 03/13/2017

Outcome Status: Completed the Assessment Cycle

Program SLO/AUO Plan Use and Implementation of Results from the previous cycle
reflects/incorporates:
Historical Assessment ACCJC IIID.7

Perspective: Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.

Budget Goals: Business Office will accurately account for college's activity through keeping financial records in compliance with GAAP and US OMB Circular requirements to ensure financial information are in consistent with the college's mission and goals.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Annual audit of GCC financial statement and Single Audit Compliance. Type of Artifact/Instrument/Rubric/Method/Tool: Financial/Budget Review and/or Audit Report Related Documents: Audit F/S Audit Compliance report	2 out of 2 (100%) reports will be an Unqualified opinion for both Financial Statement and Single Audit Compliance.	Annual	Yes

Related Activities

- Annual Audit

Related Tasks

* **Task Name: Business Office administrator and Staff**

Task Description: Accounting Staff prepare the audit schedule and documents for annual F/S and Compliance Audit. Controller prepares the Preliminary FS for audit.

Related Items

Guam Community College

* Institutional Strategic Master Plan (ISMP) - ISMP GOAL#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.

* Institutional Learning Outcome (ILO) - ILO#2 (Institutional Learning Outcome)

Students will demonstrate ability to access, assimilate and use information ethically and legally.

* Institutional Strategic Master Plan (ISMP) - ISMP 2014-2020: Goal #3 Improvement and Accountability

Enhance the existing integrated planning, review, and evaluation processes that provide for the allocation of resources based on assessment results and college-wide priorities, in order to boost improvement and accountability.

Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016

Conduct IBB-Based negotiations with the Faculty Union in order to ensure that quality teaching and learning occurs in the GCC classrooms where the student is the central focus and beneficiary, as articulated in the college's mission statement.

ACCJC/WASC

* STANDARD III (Prior to June 2014): Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2016 #2

Assessment: set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3

To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

* Program Review Goal (Budget Related Goals & Objectives) - FY 2016 #3

To ensure the financial integrity of the institution and responsible allocation and use of financial resources.

Business Office

* Program Review Goal (Budget Related Goals & Objectives) - FY2014

PRG#3:

To accurately account for college activity through keeping financial records in compliance with GAAP and US OMB circular requirements.

* Program Review Goal (Budget Related Goals & Objectives) - FY2016

PRG#3:
To accurately account for college's activity through keeping financial records in compliance with GAAP and US OMB Circular requirements to ensure financial information are in consistent with college's mission and goals.

CACGP

Mission Statement: CACGP'S & Reach for College - Hagu'i Kuleho MISSION: To significantly increase the number of underrepresented students in middle and high schools, adult-high school, adult basic education and GED students who are prepared to enter and succeed in post-secondary education.
Vision Statement: CACGP's & Reach for College -Hagu'i Kuleho VISION: For students/parents to use CACGP and community resources to "Help Students Succeed" in school and life.

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Career Placement Center

Mission Statement: Unit Mission Statement: (amended:AY06-07)(updated 10/2007)
The Career Placement Center's mission is to provide quality training and resouces that support and prepare students for transition into into their long-term career pathways, reflective of the community and industry needs of Guam and our region.
Vision Statement: Career Placement Center's vision is to be GCC students/alumni one-stop resource center for finding career opportunities in the most efficient way possible through the the use of technology, qualified personnel, and available/accessible resources. (amended 10/5/07)

No Outcomes Description were returned for this Assessment Unit based upon the selected parameters.

Center for Civic Engagement

Mission Statement: Our mission is to enhance student educational experiences through integration of academic study with active service, while encouraging civic involvement, community awareness and responsible leadership.
Vision Statement: The Center for Civic Engagement envisions students will become empowered - equipped with the skills, passion and initiative to make wise choices regarding educational opportunities, inside of and beyond the classroom. GCC's students will develop a sense of ownership over the college environment, working together to create a culture marked by commitments to high behavioral standards, involvement in campus life, participation in community service programs and a healthy voice in the campus governance process. These students ultimately will become productive citizens who are civically responsible and engaged.

Outcome Description: FA09-SP11 SSUO#1 SUPPORT INSTITUTIONAL LEARNING OUTCOME (ILO)

SSUO#1:
To provide support and assistance in fulfilling the institution's civic engagement requirements.

Outcome Type: SLO
Start Date: 10/12/2009
End Date: 03/14/2011
Outcome Status: Completed the Assessment Cycle

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Quantitative: Documentation of the number of courses implementing Civic Engagement/Service-Learning (CE/SL) activities.	1. 10% increase in the number of courses integrating CE/SL. The baseline data from AY07-08 is n=28.	Data will be collected every semester per academic year.	Yes
Type of Artifact/Instrument/Rubric/Method/Tool: Program/Course Mapping/Course Syllabi Review	2. 10% increase in the number of courses integrating service-learning activities will be identified in the "Schedule of Classes". The baseline data from Spring 2009 is n=10.		
Related Documents: Spring 2009 Course Schedule.pdf Fall 2009 Course Schedule.pdf Presentation/workshop template.doc			