

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, May 7, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. **Swearing In and Administration of the Oath of Office for newly appointed GCC Board of Trustees Member, Rose P. Grino**
2. **Swearing In and Administration of the Oath of Office for elected GCC Trustee Student Member**
3. **Roll Call**
4. **Recital of Mission Statement**
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. **Monthly Meeting of March 26, 2021**

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - **Financial Status of the College**
 - **Capital Improvement Projects (CIP)**
2. *Monthly Activities Reports:*
 - **Student Trustee**
 - **Faculty Advisory Member**
 - **Support Staff Advisory Member**
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. **Construction Projects Updates**
 - **Forensic Lab**
 - **Building 300**
 - **Wellness Center**
 - **Building B**

BOT - Meeting Agenda

May 7, 2021

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VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

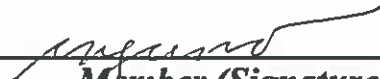
GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, ROSE P. GRINO, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

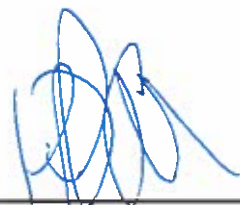
MEMBER, BOARD OF TRUSTEES
Guam Community College

***Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on May 7, 2021.***



Member (Signature)

The Oath of Office was administered by Frank P. Arriola, Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, PARIS JEAN M. BLAS, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:

STUDENT MEMBER
of the
GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on May 7, 2021.*



Member (Signature)

The Oath of Office was administered by Frank P. Arriola, Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

CERTIFICATE OF

Election



Awarded to:

PARIS JEAN M. BLAS

Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 7th day of May 2021 as the student member of the Board of Trustees, to serve until April 2022.



Frank P. Arriola
Chairperson, Board of Trustees

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 26, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on March 26, 2021, was called to order at 12:19 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Mr. Eloy P. Hara.

Schedule Conflict: Ms. Deborah Belanger, Secretary; Ms. Krystal M. Ramos, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TSS; Mr. Kenneth Bautista, Staff Advisory Member; Mr. Francisco Camacho, Assistant to the President, President's Office; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – January 15, 2021 and February 5, 2021

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 15, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 5, 2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS. None.

IV. PUBLIC DISCUSSION. No request.

V. REPORTS

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

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2021: As of year to date, the College received a total of \$8.7 million for all funds, which is 85% based on all allotment releases requested, as follows: \$7,419,216 for the General Fund; \$335,856 for the LPN/Vocational Guidance; \$824,399 from the MDF; \$22,960 for Lodging and Management to support the ProStart Program; and \$92,304 for the First-Generation Trust Fund Initiative. The College continues to receive its allotment on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

The photovoltaic barrel vault canopy project between Buildings C and D is 75% complete and ongoing.

Currently working on the replacement of the water tank and Scope of Work is already complete. With the Building 900 awning repair project, quotations were obtained for hazardous testing and have been awarded.

Other activities:

Boot Camps. 18 students completed the Ship Repair Boot Camp on February 19, 2021 and are employed with Cabras Marine; will prepare for an IT Boot Camp for this summer in collaboration with IT&E; the Construction Boot Camp and the Truck Driving Boot Camp are ongoing and in partnership with Black Construction with the intent to have completers employed with Black Construction, which is capped at 25 students.

Articulation Agreements. The College is working on articulation agreements with the University of Guam to further articulation agreements for students that graduate from GCC into different business related programs, such as marketing, supervision and management. Dr. Tudela is currently working on articulation agreements with UOG for General Education.

“Meet the President” sessions were recently held via Zoom for this semester to support students’ concerns. Certain issues brought up were the availability of laptops with the student computer loaner program, summer courses, fall semester, registration, tutoring and the CARES Act funding.

The second batch of CARES Act funding was issued with \$600 for all full-time students and \$300 for part-time students; students were also issued refunds for technology fees for the 2020 fall semester and the 2021 spring semester.

Counselors hosted a virtual session to recruit students for George Washington High school students. A college fair was recently hosted last week for department chairs offering information to all prospective students and explaining dual credit program once they graduate including all the different programs GCC has to offer.

The College received the designation of low risk auditee for the past 20 consecutive years and mentioned this involved the efforts from the Finance and Administration team as well staff, faculty, and administrators who deal with procurement and congratulated everyone for maintaining this status.

The President reported meeting with 14 senators and presented GCC's Fiscal Year 2022 budget and mentioned they were all in support of our budget. The College anticipates the FY2022 budget hearing sometime in May 2021.

The College is in partnership with GPD to assist in procuring the collateral equipment plus the generator for the DNA laboratory.

The RPF Committee submitted and approved the Fiscal Year 2020 Budget that was approved by the Board in February 2021. The RPF Committee also made modifications to the tuition benefit program, including supporting the College's first distance education program to ACCJC to support the International Hotel Management program, which will be presented during today's Board meeting.

The ISMP has been updated, the Facility Master Plan will be launched in August 2021 with TRMA. The framework has already been established for the Information Technology Strategic Master Plan, the Distance Education Plan, and the Distance Education Operation Procedures, and the Enterprise Architectural Infrastructure.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos was attending a student conference and unable to attend today's Board meeting.

Faculty Advisory Member: A representative was not present to provide a report.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Staff are continuing to support the mission of the College as well as the student's online and face to face.
Congratulating the College for its 20th year of clean audit.

3. Board of Trustees Community Outreach Report.

Trustees Leon Guerrero and Hara attended Ms. Rose Grino's confirmation hearing on March 2, 2021.

Trustees Arriola, Leon Guerrero, Belanger and Hara attended the Ethics in Government Training on March 13, 2021.

Trustee Hara attended the Ship Repair Transportation Boot Camp Completion Ceremony on February 19, 2021.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Forensic Lab/DNA Building. This project is 43.5% complete to date. Timeline for completion is September 2021.

Building 300. This project is 72% and the progress is closely being monitored every 2 days to support the College's request to extend the grant. Progress has been slow due to lack of workers and the current conditions.

Wellness Center. The College is working on putting out the award for the financial feasibility study.

Building B. The College was provided an update by TRMA. TRMA would have to meet with the end users for this facility before moving forward. The design is about 60%-70% complete.

VII. NEW BUSINESS.

1. Adjudication of Fees – Bachelor of Science in Career & Technical Education (BSCTE). The College did adjudicate the lab fees to support the Bachelor of Science in Career & Technical Education program. A list of the fees was provided for the Board's consideration. As required, the college held public hearings on February 18-19, 2021. The proposed new courses, course numbers and fees are as follows: CTE Methods of Teaching I: Planning and Preparation, CTE310, \$67.00; CTE Methods of Teaching II: Instructional Delivery, CTE340, \$67.00; CTE Methods of Teaching III: 21st Century Teaching Methodology, CTE410, \$67.00; and Educational Technology, CTE330, \$35.00.

There was no opposition to the proposed fees which will be effective beginning the 2021 fall semester. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY P. HARA THAT THE PROPOSED BACHELOR OF SCIENCE IN CAREER & TECHNICAL EDUCATION (BSCTE), AS PRESENTED, BE APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. BOT Policy Updates (Series 100: 140-199 & Policy 208). The Board members were previously provided copies of the updated General Board Policies (Series 100), including Policy

208. These BOT policies were reviewed during a Board Policy Review via Zoom on February 24, 2021. The President pointed out the recommended changes and presented the following policies to the Board for consideration: Policy 145-Identity System Manual (Visual Identity); Policy 150-Media Relations; Policy 155-GCC Protocol Guide; Policy 160 -Affirmative Action; Policy 165-Compliance with the Americans with Disabilities Act (ADA); Policy 170 -Campus Crime & Security; Policy 171-Violence Prevention in the Workplace; Policy 172-Pandemic Response Plan; Policy 175-GCC as a Tobacco Product, Electronic Cigarette & Betelnut-Free Campus; Policy 180-Risk Crisis Management & Emergency Protocol; Policy 185-Sexual Harassment & Sexual Discrimination Prevention; Policy 190-Travel Policy; Policy 191-Data Breach Response Policy; Policy 192-Recruitment Policy; Policy 195-Selection and Appointment of Guam Community College Trustees; Policy 196-Digital Resources Policy; Policy 197-Online Policy; Policy 198-Granting of Posthumous Degree at Guam Community College; Policy 199-Social Media Policy.

As for Policy 208, “Authorized Signatories For Bank Transactions,” this was updated to include establishing a bank account for the Tiyan High School Marketing Laboratory. A motion was then made to approve the policy updates, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. SABLAN, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVE THE UPDATED GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES, AS PRESENTED, FOR POLICIES 145, 150, 155, 160, 165, 170, 171, 172, 175, 180, 185, 190, 191, 192, 195, 196, 197, 198, 199 AND 208. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. **Five Year Academic Calendar, AY2021 to AY2026 (Updated).** The Board was provided with an updated Five-Year Calendar for AY2021 to AY2026 for consideration. The President explained this calendar is updated annually and adjustments are made for each academic year moving forward, which will be Academic Year 2021-2022 through Academic Year 2025-2026. After discussions and review the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE UPDATED FIVE YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2021-2026. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. **Distance Education Program Approval: International Hotel Management.** The President explained that the Distance Education Program presented to the Board today is for the Associate of Science International Hotel Management. The Resource Planning Facilities Committee met last week to discuss the College’s proposal for distance education for this program. This committee is a GCC governance process that consists of faculty, staff, administrators and students which supports moving forward on this. This is a program currently

offered by GCC and converting it as an online distance education program. If approved by the Board, this application will be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) for their approval for five years. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE CARLO M. LEON GUERRERO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PROPOSAL FOR DISTANCE EDUCATION PROGRAM FOR INTERNATIONAL HOTEL MANAGEMENT IS APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time the following motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:00 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At this time a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO M. LEON GUERRERO, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At 1:37 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, the College was commended for receiving 20 years of clean audit.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF MARCH 26, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussion, the meeting of March 26, 2021, adjourned at 1:40 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO MAY 07 2021
Recording Secretary

ATTESTED BY:


DEBORAH C. BELANGER MAY 07 2021
Secretary

APPROVED BY:


FRANK P. ARRIOLA MAY 07 2021
Chairperson

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 26, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of January 15, 2021 and February 5, 2021

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

BOT - Meeting Agenda

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VII. NEW BUSINESS

1. Adjudication of Fees – Bachelor of Science in Career & Technical Education (BSCTE)
2. BOT Policy Updates (Series 100, 140-199 & Policy 208)
3. Five Year Academic Calendar, AY2021 to AY2026 (Updated)
4. Distance Education Program Approval: International Hotel Management

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 15, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 15, 2021, was called to order at 12:11 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Ms. Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Staff Advisory Member; Mr. Francisco Camacho, Assistant to the President, President's Office; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – November 20, 2020

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 20, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None received but at this time, Ms. Rodalyn Gerardo was introduced as the new Vice President for the Finance & Administration division.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2021: As of January 11, 2021, the College received a total of \$4,985,036 for all funds, which is 73% based on all allotment releases requested, as follows: \$4,327,876 for the General Fund; \$195,916 for the LPN/Vocational Guidance; \$407,400 from the MDF; and \$53,844 for the First-Generation Trust Fund Initiative. The College continues to receive its allotment on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

As last reported the photovoltaic barrel vault canopy project between Buildings C and D was launched. This project is ongoing and as of December 2020, is 31.91% complete.

Also, as last reported, the College is still working on replacing the water tank that services Building 400 and the administration building and has been identified as a FY2021 CIP; the current Fiscal Year 2021 Budget for CIP is \$142,000.

As part of the FY2021 CIP: The College will continue to work on replacing broken air-conditioners on campus; there is a request for an emergency evacuation chair especially for students with a disability on a second floor; looking into using a radio frequency ID key lock system and as a pilot for electronic and other valuable equipment; repair of the awning for Building 900; the Physical Master Plan will be updated, which will also be funded through the CIP.

Trustee Hara commented on Bill 219-35, "An Act To Amend § 7120 Of Chapter 7 Of Division 2, Title 17, Guam Code Annotated; To Amend § 8502 Of Article 5, Chapter 8 Of Title 12, Guam Code Annotated; And To Amend § 5008.2 Of Part A, Article 1, Chapter 5 Of Title 5, Guam Code Annotated, Relative To Strengthening The Purchase Or Lease-back Of Renewable Energy Purchase Of Service For The Department Of Education, Guam Academy Charter Schools, The Guam Community College And The University Of Guam." He informed the Board he was not in favor of this bill.

Other activities:

One of the initiatives the College has implemented during the Fall semester is the transition from Remote Learner to eThink, which allows more capabilities to support the distance education platform.

Since the last meeting, the College reported hosting a virtual Workforce Opportunities Reimagined Conference (WORC) in September 2020. Another was hosted in November 2020 as WORC2. These conferences help identify areas to recruit individuals and train them per the training industry needs for Guam.

The Governor launched a Guam Green Growth (“G3”) Initiative that the College is participating in that is aligned with the 17 United Nations Development Goals. This promotes sustainability in our community in partnership with local industries. This will also allow the College to highlight its sustainability efforts and goals.

Due to the online platform that the College has been using due to the pandemic situation, there has been continuous training provided to faculty from faculty. This is a great initiative for faculty supporting one another, which also helps support students. Students are also supporting other students through this online platform.

A laptop initiative to support GCC students and online learning was started with CARES Act funding initially with 50 laptops. Additional laptops were purchased and will now have a total of 150 laptops available for students. 50 MiFis were initially donated from IT&E for a limited time but have extended and purchased the MiFi service to continue and assist students that require the Internet for the duration of the academic year. This will be a total of 100 MiFis, which will become the property of the College. Based on students’ requests through a survey, plus discussions, this will determine whether additional laptops and MiFis will be purchased.

A list of students who made it on the Dean’s and President’s List were posted on MyGCC; the Fiscal Year 2020 audit has commenced; and to support the reopening of the campus, individuals from the GCC Environmental Health and Safety completed additional training for disinfecting and sanitizing classrooms to include high touched surfaces.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos reported the following:

Regarding the online learning workshops, COPSA did really well.

January 22, 2021, 1:00 p.m., is the next COPSA General Membership meeting. Once COPSA meets, it will update school events.

The first back to school event will be to hand out “goodies” such as hand sanitizers.

Students are more aware of the survey regarding the laptop/MiFi loaner program.

Faculty Advisory Member: Mr. Frederick Tupaz was present and reported the following:

Faculty are preparing for 2021 and also planning out the semester in discussions with their students and reported Fall 2020 was a good working experience.

Students are more aware of the online situation although some prefer to be on campus, which faculty have been making accommodations for those.

Through surveys with their students, a majority are aware of WiFi access through GCC.

Challenges are when Internet access is down but are advised that the campus is available for their use and faculty have made accommodations for students in this regard.

Reported that last semester the Marketing department presented a student driven recruitment program that will be implemented this Spring. Anticipate this to help increase student enrollment for next Fall semester. The interns will be working with the Assistant Director for Communications & Promotions on this program.

As to transitioning back on campus, some are apprehensive about it and some prefer it especially for the CTE courses.

At this time, the President informed the Board that a virtual town hall meeting for faculty has been scheduled today, January 15, 2021, at 3:00 p.m., regarding the campus reopening plan. A copy of the reopening plan is online. Dr. Lewis Cruz, Medical Director, will be presenting and will be available to address any questions from the faculty.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
Wished the Board a "Happy New Year" and hoped for a better year.
Staff has been busy preparing for the Spring semester including the lab for face to face classes and for student services.
Staff are finishing the FY2021 year-end processes.
Some staff are wondering whether GCC employees and students will also be offered the vaccine on campus.

3. Board of Trustees Community Outreach Report.

Trustee Sablan and Trustee Leon Guerrero attended the virtual check presentation from Take Care to GCC on December 29, 2020.

Trustee Hara recently took the opportunity to get vaccinated against the coronavirus.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Bldg. 100. As last reported this project is almost near completion and Propacific is finalizing the close-out report. Waiting on one more part for the generator, which Morrico is working on. Anticipate this to be completed in February 2021.

Forensic Lab/DNA Building. This project is 29.92% complete as of December 2020. Because the College maintains and owns the building for this project, an agreement would have to be drafted with GCC and GDP. This will be done through legal counsel.

Building 300. The College received a verbal approval from FEMA regarding the extension request which has been granted until March 31, 2021. Closely monitoring this project which should have been completed in October 2020. The College is currently working with legal counsel to further review documents in the event of another extension request.

Wellness Center. The College communicated with USDA; forwarded information to Vice President Rodalyn Gerardo regarding the RFP for the financial feasibility study; and should have the scope of work soon to move forward on this project.

Building B. The College recently met with TRMA and should be receiving the updated plans to continue further discussions and move forward with this project.

As an update to the Barrigada property, the Guam Trades Academy vacated the premises at the end of December 2020; all keys to the building were given to the College; an inspection was conducted and the insurance company was also present; information were provided to USEDA for an application to renovate the facility; will be requesting funding from the Foundation Board of Governors for the A&E design at the next Foundation Board meeting; and a grant application to renovate the facility has been submitted; power and water will be transferred to the College. The facility is available should the College temporarily need to utilize it.

VII. NEW BUSINESS. *None at this time.*

At 12:50 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:43 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the Board Chair and on behalf of the Board extended appreciation to the President for all the hard work everyone is putting in during this pandemic, including the outreach coordination with the COVID testing on campus for employees and the public; for the continued

progress of the construction projects on campus; and for being responsible in making it safe for everyone to transition back on campus.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION


IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF JANUARY 15, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of January 15, 2021, adjourned at 1:44 p.m.


SUBMITTED BY:

 **MAR 26 2021**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

for 
MAR 26 2021
DEBORAH C. BELANGER
Secretary

APPROVED BY:

 **MAR 26 2021**
FRANK P. ARRIOLA
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 5, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on February 5, 2021, was called to order at 12:03 p.m., by Vice Chairperson Mr. Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee. Frank P. Arriola, Chairperson (schedule conflict); Ms. Deborah Belanger, Secretary (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Mr. Kenneth Bautista, Staff Advisory Member; Ms. Pilar Williams, Dean, School of Trades and Professional Services (TPS); Mr. Francisco Camacho, Assistant to the President, President's Office; Attorney Rebecca Wrightson, Legal Counsel.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

At this time there was a recommendation to table all discussions except for the Fiscal Year 2022 Budget Request. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD TABLE ALL DISCUSSIONS FOR ALL ITEMS UNDER THE FEBRUARY 5, 2021 BOARD OF TRUSTEES MEETING AGENDA EXCLUDING THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2022 BUDGET REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

II. APPROVAL OF MINUTES – January 15, 2021 (tabled)

III. COMMUNICATIONS. (tabled)

IV. PUBLIC DISCUSSION – (tabled)

V. REPORTS (tabled)

VI. UNFINISHED BUSINESS (tabled)

VII. NEW BUSINESS.

1. Fiscal Year 2022 Budget Request. The Board was presented with the proposed Guam Community College Fiscal Year 2022 Budget Request for consideration. Upon approval by the Board this will be submitted to the Guam Legislature. This budget was also submitted to the Resource & Planning Facility committee, which was approved, to include the Non-Appropriated

Funds (NAF) and Special Funds budget. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE BUDGET REQUEST FOR FISCAL YEAR 2022 FOR SUBMISSION TO THE GUAM LEGISLAURE. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

The Board also made a motion for the following:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE KRYSTAL RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE BUDGET NON-APPROPRIATED FUNDS (NAF) BUDGET REQUEST FOR FISCAL YEAR 2022. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

VIII. EXECUTIVE SESSION (tabled)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

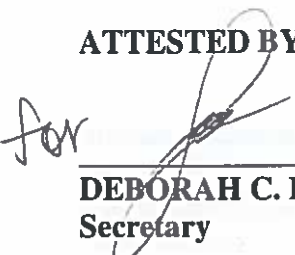
IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF FEBRUARY 5, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of February 5, 2021, adjourned at 12:11 p.m.


SUBMITTED BY:


BERTHA M. GUERRERO MAR 2 6 2021
Recording Secretary

ATTESTED BY:


for
DEBORAH C. BELANGER MAR 2 6 2021
Secretary

APPROVED BY:


FRANK P. ARRIOLA MAR 2 6 2021
Chairperson



School of Trades & Professional Services

Guam Community College
President's Office

RECEIVED

Date: 2/25/2021

Initials: SG

MEMORANDUM

TO: Board of Trustees

Via: Mary A. Y. Okada, Ed.D., President *My Okada*
Virginia C. Tudela, Ph.D., Vice President for Academic Affairs *J*

FROM: Pilar P Williams *P.P. Williams*
TPS Dean

SUBJECT: Adjudication of Fees - Bachelor of Science in Career & Technical Education (BSCTE) Program

DATE: February 23, 2021

On February 18 and 19, 2021, the Education Department held public meetings (on campus and virtually) for the adjudication of fees for the Bachelor of Science in Career & Technical Education (BSCTE). The BSCTE courses and fees presented on both days follow:

CTE310 CTE Methods of Teaching I: Planning and Preparation

Proposed Fee: **\$67.00**

Supplies and Materials: construction paper, cardstock, box cutters, butcher paper, index cards, duct tape, posters, tri-folds, chart paper, glue, scissors, paint, markers, crayons, clay, yarn, glitter, Velcro, cotton balls, beads, balls, buttons, paper plates, paper bags, cups, chart paper, laminating paper, laminating rolls, books, craft sticks, pipe cleaners, hot and cold laminators, Kiln tools, Die-cuts, CriCut and Silhouette supplies, glue guns, and other educational tools and applications.

CTE340 CTE Methods of Teaching II: Instructional Delivery

Proposed Fee: **\$67.00**

Supplies and Materials: construction paper, cardstock, box cutters, butcher paper, index cards, duct tape, posters, tri-folds, chart paper, glue, scissors, paint, markers, crayons, clay, yarn, glitter, Velcro, cotton balls, beads, balls, buttons, paper plates, paper bags, cups, chart paper, laminating paper, laminating rolls, books, craft sticks, pipe cleaners, hot and cold laminators, Kiln tools, Die-cuts, CriCut and Silhouette supplies, glue guns, and other educational tools and applications.

CTE410 CTE Methods of Teaching III: 21st Century Teaching Methodology

Proposed Fee: **\$67.00**

Supplies and Materials: construction paper, cardstock, box cutters, butcher paper, index cards, duct tape, posters, tri-folds, chart paper, glue, scissors, paint, markers, crayons, clay, yarn, glitter, Velcro, cotton balls, beads, balls, buttons, paper plates, paper bags, cups, chart paper, laminating paper, laminating rolls, books, craft sticks, pipe cleaners, hot and cold laminators, Kiln tools, Die-cuts, CriCut and Silhouette supplies, glue guns, and other educational tools and applications.

CTE330 Educational Technology

Proposed Fee: \$35.00

A requirement of this course is that students will take the Google Certified Educators Level 1 and 2 exams. The cost for the Google Certified Educators (GCE) Level 1 exams is \$10.00 and the GCE Level 2 exam is \$25.00.

As no opposition was recorded to the proposal of fees, I am humbly requesting that we move forward by presenting this to the Board of Trustees for review and approval.

The meeting minutes are attached.

Guam Community College
FIVE-YEAR ACADEMIC CALENDAR
AY2021-AY2022 – AY2025-AY2026
REVISED

FALL TERM	2021	2022	2023	2024	2025
Faculty Start Date	8/9/2021	8/16/2022	8/14/2023	8/12/2024	8/11/2025
First Day of Monday-Wednesday Classes	8/11/2021	8/17/2022	8/16/2023	8/14/2024	8/13/2025
First Day of Tuesday-Thursday Classes	8/12/2021	8/18/2022	8/17/2023	8/15/2024	8/14/2025
First Day of Friday	8/13/2021	8/19/2022	8/18/2023	8/16/2024	8/15/2025
First Day of Saturday Classes	8/14/2021	8/20/2022	8/19/2023	8/17/2024	8/16/2025
Labor Day Holiday (Observed)	9/6/2021	9/6/2022	9/4/2023	9/2/2024	9/1/2025
All Soul's Day Holiday (Observed)	11/2/2021	11/2/2022	11/2/2023	11/1/2024	11/3/2025
Veteran's Day Holiday (Observed)	11/11/2021	11/11/2022	11/10/23 - 11/11/23	11/11/2024	11/11/2023
Thanksgiving Break	11/25/21 - 11/28/21	11/24/22 - 11/27/22	11/23/23 - 11/26/23	11/28/24 - 12/1/24	11/27/25 - 11/30/25
Our Lady of Camarin Day (Observed)	12/8/2021	12/8/2022	12/8/2023	12/9/2024	12/8/2025
Last Day of Monday-Wednesday Classes	11/24/2021	12/6/2022	11/29/2023	12/2/2024	12/1/2025
Last Day of Tuesday-Thursday Classes	12/2/2021	12/1/2022	12/6/2023	11/26/2024	12/2/2025
Last Day of Friday Classes	11/19/2021	12/9/2022	12/15/2023	12/6/2024	11/21/2025
Last Day of Saturday Classes	11/20/2021	12/3/2022	12/9/2023	11/23/2024	11/22/2025
Grades Due	12/7/2021	12/14/2022	12/20/2023	12/12/2024	12/6/2025
Potential Make-up Days	11/12, 11/19, 12/03	11/4, 11/18, 12/2	11/03, 11/17, 12/01	11/08, 11/16, 11/22	11/7, 11/14, 11/21
SPRING TERM	2022	2023	2024	2025	2026
Faculty Start Date	1/3/2022	1/9/2023	1/8/2024	1/6/2025	1/5/2026
First Day of Monday-Wednesday Classes	1/5/2022	1/11/2023	1/10/2024	1/8/2025	1/7/2026
First Day of Tuesday-Thursday Classes	1/6/2022	1/12/2023	1/11/2024	1/9/2025	1/8/2026
First Day of Friday Classes	1/7/2022	1/13/2023	1/12/2024	1/10/2025	1/9/2026
First Day of Saturday Classes	1/8/2022	1/14/2023	1/13/2024	1/11/2025	1/10/2026
Martin Luther King Jr. (Observed)	1/17/2022	1/16/2023	1/16/2024	1/20/2025	1/19/2026
Guam History & Chamorro Heritage Day - (Observed)	3/7/2022	3/6/2023	3/4/2024	3/3/2025	3/2/2026
Spring Break	4/11/22 - 4/17/22	4/3/23 - 4/9/23	3/26/24 - 3/31/24	4/14/25 - 4/20/25	3/30/26 - 4/5/26
Last Day of Monday-Wednesday Classes	5/2/2022	5/8/2023	5/6/2024	5/5/2025	5/4/2026
Last Day of Tuesday-Thursday Classes	4/26/2022	5/2/2023	4/30/2024	4/29/2025	4/28/2026
Last Day of Friday Classes	4/22/2022	4/28/2023	4/26/2024	4/25/2025	4/24/2026
Last Day of Saturday Classes	4/23/2022	4/29/2023	4/27/2024	4/26/2025	4/25/2026
Grades Due	5/5/2022	5/11/2023	5/9/2024	5/8/2025	5/7/2026
Commencement Exercise	5/13/2022	5/19/2023	5/17/2024	5/16/2025	5/16/2026
Memorial Day Holiday (Observed)	5/30/2022	5/29/2023	5/27/2024	5/26/2025	5/25/2026
Potential Make-up Days	4/8, 4/22, 4/29	4/14, 4/21, 4/28	4/12, 4/19, 4/26	4/4, 4/11, 4/25	4/10, 4/17, 4/24
SUMMER TERM	2022	2023	2024	2025	2026
Faculty Start Date / 1st Day of Classes	6/3/2022	6/2/2023	6/3/2024	6/30/2025	6/29/2026
Independence Day Holiday (Observed)	7/4/2022	7/4/2023	7/4/2024	7/4/2025	7/3/2026
Last Day of Classes	7/15/2022	7/14/2023	7/12/2024	7/11/2025	7/10/2026
Liberation Day Holiday (Observed)	7/21/2022	7/21/2023	7/22/2024	7/21/2025	7/21/2026
Grades Due (except Saturday classes)	7/20/2022	7/19/2023	7/17/2024	7/16/2025	7/16/2026
Potential Make-up Days	6/24, 7/1, 7/18	6/30, 7/7, 7/17	6/28, 7/5, 7/16	6/20, 6/27, 7/11	6/19, 6/26, 7/10

NOTES:

- 1) Satellite Program and cross-enrolled classes will follow the official Department of Education schedule for their respective schools. Professional Development Days as outlined in the GDOE Calendar will be utilized as working sessions, as needed.
- 2) Summer Term courses with more than 60 contact hours require additional class sessions.
- 3) Summer Saturday-only classes start the Saturday before the first day of weekday classes.
- 4) This Schedule is subject to change.

Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia. (Board of Trustees Policy 100)

Approved: _____

Frank R. Arriola, Chairperson
 Board of Trustees

Date: _____

MAR 26 2021

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**IDENTITY SYSTEM MANUAL
(VISUAL IDENTITY)**

WHEREAS, Guam Community College has experienced phenomenal growth and greatly diversified since its inception in 1977; and

WHEREAS, the College is now one of the major post secondary educational institutions of the Territory of Guam and its surrounding region; and

WHEREAS, there should be consistency in the various publications, announcements, and other official papers of the College; and

WHEREAS, readily recognizable logos help to establish institutional identity and loyalty; and

WHEREAS, the diversity and complexity of the Colleges offerings far surpass the images of the hard hat and drafting tool on the official seal; and

WHEREAS, an Identity System Manual (Visual Identity) has been developed which includes a new logo system, sets college colors and various other standards that dictate the image of the College.

NOW, THEREFORE, BE IT RESOLVED, that the Identity System Manual (Visual Identity) shall serve as the official guide for the use of the logo, college colors and similar matters on all College print, video and electronic communications, and signage.

**Reviewed & Adopted: March 26, 2021
Resolution 2- 2021**

**Reviewed & Adopted: April 8, 2016
Resolution 3-2016**

**Reviewed & Adopted: September 5, 2008
Resolution 23-2008**

**Adopted: March 16, 1994
Resolution 8-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

MEDIA RELATIONS

WHEREAS, the College's image as perceived by the community is of the utmost importance to the Board of Trustees; and

WHEREAS, the Board of Trustees believes that a coherent image of the College must be presented to the public at all times in print, social media, digital (to include online/internet), and broadcast media; and

WHEREAS, the College relies on community support to effectively carry out its mission; and

WHEREAS, articles, news stories, editorials, blogs, vlogs, broadcast, digital programming and social media affect the way people regard the College, its programs, faculty, staff and students; and

WHEREAS, the College logo must be on all print, video, social media, and electronic materials that promote the College.

NOW, THEREFORE, BE IT RESOLVED, that it is the policy of the Board of Trustees that all print, social media, digital, to include online/internet, and broadcast media that promote the College must be approved by the President's Office, Office of Communications and Promotions, before release to the public; and

BE IT FURTHER RESOLVED, that responses to media inquiries from both traditional and non-traditional regarding institutional position on issues, events, policies or programs will be handled by the President, Chairperson of the Board of Trustees, or the Assistant Director for Communications and Promotions. College employees who receive inquiries from the media are to direct the inquiries to the Assistant Director for Communications and Promotions, President's Office; and

BE IT FURTHER RESOLVED, that the College's communication with the media will, at all times, remain on a professional level.

**Amended & Adopted: March 26, 2021
Resolution 3-2021**

**Amended & Adopted: April 8, 2016
Resolution 4-2016**

**Amended & Adopted: September 5, 2008
Resolution 24-2008**

**Adopted: July 20, 1994
Resolution 51-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Former Governors (in order of seniority)
Consulates (in order of the presentation of their credentials)
Widows of Former Governors (in order of deceased husbands' seniority)
Senators of the Guam Legislature
President, Mayor's Council
Military: Admiral/General, Active (by date of rank)
Bishops (led by the Archbishop of the Diocese of Agana)
Judge of the District Court of Guam (Federal)
Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Mayors of Guam
Governor's Cabinet (by line of succession, unless otherwise specified by Governor)----Note:
check with Governor's Office for desired arrangements, if any.
Former Lt. Governors (in order of seniority)
Former Speakers (in order of seniority)
Retired Presiding Judges (in order of seniority)
Former Delegates to the U.S. Congress (in order of seniority)
Former Senators
Former Judges
Former Mayors
Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Chairman
Foundation Board of Governors Vice Chairman
Members, Board of Trustees
Members, Foundation Board of Governors
President
Vice President of Academic Affairs
Vice President of Finance and Administration
Former Board of Trustees Members
Former Foundation Board of Governors Members
Former Presidents
Deans
Assistant Directors (Continuing Education & Workforce Development, Planning and
Development, Communications & Promotions, Nursing and Allied Administrator, and
Assessment, Institutional Effectiveness & Research)
Associate Deans
Faculty Senate President
Faculty Emeritus

Page 3: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

BE IT FURTHER RESOLVED, that title shall be used as follows: “The Honorable” should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: March 26, 2021

Resolution 4-2021

Amended & Adopted: April 8, 2016

Resolution 5-2016

Amended & Adopted: September 5, 2008

Resolution 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AFFIRMATIVE ACTION

WHEREAS, the Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment for all persons regardless of race, religion, color, sex, sexual orientation, gender identity, age, or national origin; and

WHEREAS, the Guam Community College Board of Trustees, by virtue of its authority under Public Law 14-77 (as amended by Public Law 31-99 in 2011), the Community College Act of 1977, does hereby establish a Policy Statement of Affirmative Action for immediate implementation.

NOW, THEREFORE, BE IT RESOLVED, that furthermore, the Guam Community College is committed to comply with all Guam and Federal Statutes, Rules and Regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14-46, June 30, 1977; and Executive Order 76-9, March 25, 1976, and the American with Disabilities Act.

**Reviewed & Adopted: March 26, 2021
Resolution 5-2021**

**Reviewed, no changes: July 15, 2016
Reviewed & Adopted: July 24, 2014
Resolution 33-2014**

**Reviewed & Adopted: September 5, 2008
Resolution 26-2008**

**Adopted: March 16, 1994
Resolution 57-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

WHEREAS, Congress has enacted the Americans with Disabilities Act of 1990 (ADA) and revised; and

WHEREAS, the Board of Trustees of Guam Community College intends to comply with the requirements of the Americans with Disabilities Act (ADA); and

WHEREAS, providing access to education for persons with disabilities is part of the mission of the College;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that compliance with the Americans with Disabilities Act (ADA) is a priority of this institution. The Board of Trustees hereby directs the administration to prepare policy statements and procedures for Board approval, prior to publication and distribution to comply with the letter and spirit of the Americans with Disabilities Act (ADA) and to take prompt action to implement the requirements of the American with Disabilities Act (ADA). Policy statements shall be issued and procedures implemented covering the following areas:

- (1) Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act (ADA).
- (2) Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment.
- (3) Appointment of a Task Force to assist the A.D.A. Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance.
- (4) Preparation of an institutional budget for the activities of the A.D.A. Coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services.
- (5) Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act (ADA), unless these pose an undue burden or would result in a fundamental alternation of programs of the institution.

BE IT FURTHER RESOLVED, that the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

Page 2: GCC Board of Trustees Policy 165 - Compliance With The Americans With Disabilities Act (ADA)

BE IT FURTHER RESOLVED, that the Administration shall report to the Board of Trustees annually on the progress being made towards compliance with the American with Disabilities Act (ADA).

Reviewed & Adopted: March 26, 2021
Resolution 6-2021

Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 34-2014

Amended & Adopted: September 5, 2008
Resolution 27-2008

Adopted: April 21, 1993
Resolution 4-93

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CAMPUS CRIME AND SECURITY

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act of 1990 (known as the “Clery Act”); and

WHEREAS, the Board of Trustees of Guam Community College intends to comply with the requirements of that Act;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby directs the administration to prepare, publish, and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990 (Clery Act). Policy statements shall be issued covering the following areas:

- (1) Procedures for students to report criminal activities;**
- (2) Security at campus facilities;**
- (3) Availability and authority of campus law enforcement;**
- (4) Programs available to inform students about security and the prevention of crime;**
- (5) Recording of crime through local police agencies; and**
- (6) Possession, use and sale of alcohol and drugs.**

BE IT FURTHER RESOLVED, that the administration shall prepare, publish, and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990 (Clery Act).

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

**Reviewed & Adopted: March 26, 2021
Resolution 7-2021**

**Reviewed, no changes: April 8, 2016
Reviewed & Adopted: September 5, 2008
Resolution 28-2008**

**Adopted: November 24, 1992
Resolution 2-93**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

VIOLENCE PREVENTION IN THE WORKPLACE

WHEREAS, Guam Community College is committed to providing a safe environment for students and employees; and GCC can best perform its missions of teaching, training and public service when faculty, students, staff, and visitors share a climate that supports a safe learning environment. GCC is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior; and

WHEREAS, violence or the threat of violence is such a destructive and disruptive force whether in the school or workplace; and GCC will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors. Faculty, staff or students engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave), up to and including dismissal, under the appropriate policy or contract; and

WHEREAS, this resolution describes GCC policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors; and

WHEREAS, the Guam Community College Board of Trustees is responsible for developing a college policy addressing disruptive, threatening or violent behavior; and

WHEREAS, the following definitions apply to the implementation of such a policy:

Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

Threatening Behavior includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), general oral, written or electronic threats to people or property (“you better watch your back” or “I’ll get you”) as well as implicit threats (“you’ll be sorry” or “this isn’t over”).

Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. a threat to shoot a named victim).

Page 2: GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace

Primary Response Team refers to the appropriate personnel required to react to an immediate emergency situation such members and action is dictated by the scope and nature of the emergency situation.

Secondary Response Team combines the team which responds on the institutional level to the emergency situation information supplied by the Primary Response Team. This group will be consulted to identify immediate institutional response, short term and long term mitigation of the emergency, and a Post-Incident evaluation used for future planning membership in this team will be dictated by the scope and nature of the situation.

WHEREAS, an individual may be excluded from GCC premises for disruptive, threatening or violent behavior. Additionally, members of the GCC community and individuals not directly connected with the college (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-“notice of withdrawal of consent.”); and

WHEREAS, all college personnel and students are committed to upholding and implementing the college’s policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility, or to a Workplace Violence Response Team Member; and

WHEREAS, GCC maintains procedures to guide workplace violence response teams to assist department chairpersons, managers, supervisors and other members of the GCC community; and

WHEREAS, dependent upon the nature of the situation, the following procedures will be utilized:

Emergencies-

For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapon, or drugs), or any crime in progress, phone or contact Student Support Services, Environmental Health & Safety, and/or 911.

Non-Emergencies-

Requesting Assistance from the Workplace Violence Response Team Contact:

1. For situations involving staff or faculty employees:
 - a. Human Resources Office in the Administration Building
 - b. Student Support Services
 - c. Environmental Health & Safety

Page 3: GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace

2. For situations involving students:
 - a. Student Support Services
 - b. Assessment & Counseling Department
 - c. Environmental Health & Safety

NOW, THEREFORE, BE IT RESOLVED, Guam Community College has chosen to implement this institutional policy and its associated procedures for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors.

Reviewed, no changes: March 26, 2021
Reviewed & Adopted: February 3, 2017
Resolution 1-2017

Reviewed & Adopted: September 5, 2008
Resolution 29-2008

Adopted: August 1, 2001
Resolution 7-2001

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PANDEMIC RESPONSE PLAN

WHEREAS, the United States Secretary of Education and United States Secretary for Health and Human Services are asking States, schools, school districts, colleges, and universities to ensure that they have emergency crisis plans that include specific measures to prepare for and deal with an influenza pandemic and other viruses; and

WHEREAS, it is the responsibility of the Board of Trustees to ensure the safety and welfare of Guam Community College Students, Faculty, and Staff; and

WHEREAS, it is the intent of the Board of Trustees to preserve the College and its ability to meet its workforce development mission now and in the future; and

WHEREAS, it is the intent of the Board of Trustees that the College prepares itself to smoothly resume College operations after a pandemic; and

WHEREAS, planning, education, and the dissemination of information go hand-in-hand to relieve the anxiety of students and employees during times of stress from outside influences.

NOW THEREFORE BE IT RESOLVED, that the College has in place a Pandemic Response Plan that works in concert with the Guam Pandemic Response Plan.

BE IT FURTHER RESOLVED, that the plan calls for the preservation of the economic stability of College employees during a pandemic in ways similar to provisions exercised during typhoons, or as stipulated by the Governor of Guam or his designee in charge of carrying out the Guam Pandemic Response Plan.

BE IT ALSO RESOLVED, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

Amended & Adopted: March 26, 2021
Resolution 8-2021
Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 35-2014

Amended & Adopted: September 5, 2008
Resolution 30-2008

Adopted: June 6, 2006
Resolution 9-2006

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RISK CRISIS MANAGEMENT & EMERGENCY PROTOCOL

WHEREAS, the College, due to its geographic location, is subject to natural disasters, and is also subject to manmade disasters; and

WHEREAS, it is necessary to provide an orderly and efficient response to such disasters.

WHEREAS, emergency protocols have been developed to cope with these disasters.

NOW, THEREFORE, BE IT RESOLVED, that the Campus Guide to Emergency Protocol be made electronically available on the College website (www.guamcc.edu) and be periodically reviewed and updated as deemed necessary.

**Reviewed & Adopted: March 26, 2021
Resolution 9-2021**

**Reviewed, no changes: July 15, 2016
Amended & Adopted: July 24, 2014
Resolution 36-2014**

**Amended & Adopted: September 5, 2008
Resolution 32-2008**

**Adopted: April 6, 1994
Resolution 45-94**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION PREVENTION

WHEREAS, Guam Community College is committed to maintaining a safe, comfortable and non-discriminatory learning and working environment for all members of the College community – students, employees, visitors, applicants, and third-party vendors; and

WHEREAS, sexual harassment, sexual assault, and fraternization are forms of sex discrimination that can undermine the foundation of trust and mutual respect that must prevail if the College is to fulfill its educational mission; and

WHEREAS, per Title VII of the Civil Rights Act of 1964, the College adopts the following definition of sexual harassment: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects individual’s employment or educational environment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment.” Sexual harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational benefits or services.
2. Submission to or rejection of such conduct is used for the basis for employment or academic decisions affecting the individual’s welfare.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s professional or academic performance or creating an intimidating, hostile, or offensive educational school experience or working environment.
4. Such conduct is sufficiently severe or pervasive as to alter the conditions of an individual’s employment or education or create an abusive working, learning environment; and

WHEREAS, sexual assault is defined as any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault is a form of sexual harassment; and

WHEREAS, fraternization at the College is defined as a situation in which an employee engages in an emotional, romantic, or sexual relationship with a student or an employee for whom he or she has a professional responsibility as a faculty, staff, or administrator; and

WHEREAS, the College complies with the Title VII of the Civil Rights Act of 1964, all local and federal laws (as amended), and all executive orders and other applicable regulations which protect its students, applicants, employees, visitors, and third party vendors against sexual harassment, sexual assault and fraternization.

NOW, THEREFORE, BE IT RESOLVED, that the College hereby adopts zero tolerance toward sexual harassment, sexual assault and fraternization in any part of the College's

Page 2: GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention

programs, services, and activities. Zero tolerance means any proven sexual harassment, sexual assault or fraternization will result in immediate and appropriate action to stop such action and prevent its recurrence. No employee should engage in any romantic or sexual relationship with a student or employee for whom he or she has a professional responsibility as an instructor, advisor, evaluator, or supervisor. Disciplinary action such as demotion, suspension, or dismissal will be imposed upon employees, students, or other members of the College community who violate this policy, in accordance with the Guam Community College adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalogue, Board/Union collective bargaining agreements, local and federal laws, and other procedures established by the College for purposes of implementing this policy. Zero tolerance also will apply to an employee who fails to report a witnessed (visual or verbal) incident of sexual harassment, sexual assault or fraternization.

BE IT FURTHER RESOLVED, that no faculty, administrator, staff, applicant for employment, or student be subject to restraint or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint.

BE IT FURTHER RESOLVED, that a complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action and/or charges in a separate case.

BE IT FURTHER RESOLVED, that sexual harassment, sexual assault and fraternization may involve the behavior of a person of either sex against a person of the opposite or same sex. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work or assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal, written or digitally sent expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails, text messages, or website publications.
4. Sexually suggestive objects, pictures, posters, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
6. Examples of sexual assault are sexual activities including, but not limited to, forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

Page 3: GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention

BE IT FURTHER RESOLVED, that this policy sets forth the framework for victim-centered procedural guidelines regarding issues of sexual harassment, sexual assault and fraternization.

BE IT FURTHER RESOLVED, that the College adheres to affirmative consent with regard to sexual activity. Affirmative consent is defined as an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It shall not be a valid excuse for the accused to allege belief that the complainant consented to sexual activity while the accused was intoxicated or reckless, or for the accused to not have taken reasonable steps to ascertain whether the complainant affirmatively consented. It is the policy of the College that a person cannot render affirmative consent while asleep, unconscious, or incapacitated due to the influence of drugs (including medication) or alcohol, or due to inability to communicate because of a physical or mental condition. It is hereby the policy of the College to adopt the standard of preponderance of evidence with regard to elements of a sexual assault or harassment complaint.

BE IT FURTHER RESOLVED, that any questions about Title IX of the Education Amendments of 1972, which states that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance,” can be directed to the College Title IX Coordinator.

Reviewed, no changes: March 26, 2021
Amended & Adopted: March 11, 2016
Resolution 1-2016

Amended & Adopted: July 24, 2014
Resolution 38-2014

Amended & Adopted: September 5, 2008
Resolution 33-2008

Adopted: April 20, 1994
Resolution 46-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TRAVEL POLICY

WHEREAS, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

WHEREAS, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

NOW, THEREFORE, BE IT RESOLVED, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

BE IT FURTHER RESOLVED, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees.

BE IT FURTHER RESOLVED, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

Reviewed, no changes: March 26, 2021

Reviewed, no changes: July 15, 2016

Amended & Adopted: July 24, 2014

Resolution 39-2014

Amended & Adopted: November 3, 2011

Resolution 4-2012

Amended & Adopted: September 5, 2008

Resolution 34-2008

Adopted: February 1, 1995

Resolution 8-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

DATA BREACH RESPONSE POLICY

WHEREAS, the College recognizes the need to govern the procedures regarding data breaches; and

WHEREAS, the Guam Community College Incidence Response Procedures for Data Breaches (GCCIRPDB) document has been created to respond to actual or suspected data breaches; and

WHEREAS, the Core Management Team, as identified in the GCCIRPDB, has the review and oversight of all significant breaches of information and cybersecurity incidents; and

WHEREAS, the Core Management Team is responsible in making all determinations regarding breach notifications and responses; and

WHEREAS, such response procedures for data breaches will provide established instructions within which all parties must operate.

NOW, THEREFORE, BE IT RESOLVED, that in the case of any and all significant data breaches and cybersecurity incidents, it is the Core Management Team's responsibility to uphold and follow instructions as outlined in the Guam Community College Incidence Response Procedures for Data Breaches document, and to promote such practices on the campus.

BE IT FURTHER RESOLVED, the Board of Trustees adopts the Guam Community College Incidence Response Procedures for Data Breaches as developed through the College's governance process, updated as deemed necessary and appropriate.

Reviewed, no changes: March 26, 2021

Adopted: January 10, 2020

Resolution 1-2020

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RECRUITMENT POLICY

WHEREAS, Guam Community College (“College”) ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to the educational institution itself and its agents including third parties. As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members; and

WHEREAS, the College and its agents, including third parties, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

As a Title IV institution, the College remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non-credit courses or programs.

NOW, THEREFORE, BE IT RESOLVED, the Guam Community College and its agents including third parties, shall comply with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD)

Page 2: GCC Board of Trustees Policy 192 – Recruitment Policy

Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation; and

BE IT FURTHER RESOLVED, that the Guam Community College and its agents including third parties, shall comply with the Recruitment Policy, namely paragraphs 1-3 herein mentioned; and

BE IT FURTHER RESOLVED, the Board of Trustees shall adopt, when applicable, a Guam Community College Recruitment Policy Procedure as developed through the College's governance process, and updated as deemed necessary and appropriate.

Reviewed, no changes: March 26, 2021

Adopted: June 19, 2020

Resolution 2-2020

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**SELECTION AND APPOINTMENT
OF GUAM COMMUNITY COLLEGE TRUSTEES**

WHEREAS, the Board of Trustees of Guam Community College is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the students, staff, faculty, and administrators of the College and to the general Guam community; and

WHEREAS, the Board of Trustees feels that part of this effort is to assure the appointment of new qualified members to the Board of Trustees by communicating its standards to the appointing and confirming authorities, namely the Governor of Guam and the Guam Legislature; and

WHEREAS, the Board of Trustees is directed by Public Law 25-39 to develop procedures for election of the student members; and

WHEREAS, the Association of Community College Trustees (ACCT) has produced guidelines regarding the election and appointment of community college trustees; and

WHEREAS, the Board of Trustees has developed guidelines for student trustee election, in keeping with the ACCT recommendations.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the standards and principles of the ACCT guide to assist it in recommending qualified persons to the Governor of Guam; and

BE IT FURTHER RESOLVED, that the Board of Trustees adopts the guidelines for student trustee election to the Board of Trustees; and

BE IT FURTHER RESOLVED, that except for the Student Trustee, when a vacancy in the Board of Trustees is expected within three months, the Board of Trustees shall forward to the Governor of Guam the name or names of candidates who meet the criteria of the guide and who are representative of the specific category of the potential vacancy as specified in Guam Community College's enabling legislation, Public Law 14-77 (and amended by Public Law 31-99); and

BE IT FURTHER RESOLVED, that upon adoption of this policy, the Chairperson shall communicate said policy and guidelines to the Governor of Guam and the Chairperson of the Education Committee of the Guam Legislature with a letter explaining the intent and purpose of the policy; and

Page 2: GCC Board of Trustees Policy 195 - Selection and Appointment of Guam Community College Trustees

BE IT FURTHER RESOLVED, that upon adoption of this policy, the President shall communicate said policy and guidelines for student trustee election to the Board of Trustees and to the Guam Community College faculty, staff, and students.

Amended & Adopted: March 26, 2021
Resolution 10-2021

Amended & Adopted: July 15, 2016
Resolution 8-2016

Amended & Adopted: January 10, 2014
Resolution 5-2014
Amended & Adopted: August 17, 2011
Resolution 9-2011

Amended & Adopted: September 5, 2008
Resolution 35-2008
Adopted: February 7, 1996
Resolution 2-96
Amended: July 14, 1999

**GUAM COMMUNITY COLLEGE
Board of Trustees**

DIGITAL RESOURCES POLICY

WHEREAS, digital resources refer to the use of computer, mobile and other web-based educational resources such as e-books, e-textbooks, mobile apps, web tools, web resources and other digitally accessed materials/programs; and

WHEREAS, digital resources are convenient, flexible, current and cost effective in providing learning resources; and

WHEREAS, the college supports the use of open source material in classroom delivery to lower costs for students and the college; and

WHEREAS, the access of web-based tools and resources in the classroom should be secured, unfettered and immediate.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College will encourage, support and provide resources, as available, for the use of, and access to, digital resources (i.e., e-textbooks, e-books, mobile apps, web tools and other electronic resources) to transform teaching in all programs and classes.

Reviewed, no changes: March 26, 2021

Adopted: April 12, 2018

Resolution 4-2018

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ONLINE POLICY

WHEREAS, the College recognizes the need for standards governing the use of the internet by both employees and students; and

WHEREAS, current standards do not specifically apply to the network usage as College property; and

WHEREAS, such Online Policy will provide parameters within which both employees and students must operate;

NOW, THEREFORE, BE IT RESOLVED, that in the use of the College's network, hardware, and software it is the Employees' and Students' responsibility to commit to the parameters as outlined in the Online Procedures document and promote such practices on the campus. The Board of Trustees adopts the Online Procedures as developed through the College's governance process, updated as deemed necessary and appropriate.

Reviewed, no changes: March 26, 2021
Reviewed & Adopted: July 15, 2016
Resolution 9-2016

Reviewed & Adopted: July 24, 2014
Resolution 37-2014

Adopted: December 2, 2009
Resolution 5-2010

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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

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

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

WHEREAS, the granting of posthumous degrees under the guidelines developed by the Office of Admissions and Registration, in consultation with the Vice President for Academic Affairs would in no way undermine the academic standards of the Guam Community College.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College Board of Trustees adopts the awarding of posthumous degrees in appropriate circumstances in accordance with the criteria laid out in the guidelines.

Reviewed, no changes: March 26, 2021

Reviewed, no changes: July 15, 2016

Amended & Adopted: July 24, 2014

Resolution 40-2014

Adopted: February 9, 2011

Resolution 4-2011

**Guam Community College
Board of Trustees**

SOCIAL MEDIA POLICY

WHEREAS, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution; and

WHEREAS, Guam Community College (“GCC,” “College”) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties; and

WHEREAS, it is important to recognize that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities; and

WHEREAS, in order to operate effectively within GCC’s current social media channels (Facebook, YouTube, Twitter, Instagram, LinkedIn and Snapchat) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College’s best interests; and

WHEREAS, the College recognizes the need for rules governing the use of social media by GCC students, faculty, staff and administrators.

NOW, THEREFORE, BE IT RESOLVED, that in the use of social media, it is the responsibility of GCC students, faculty, staff and administrators to commit to the parameters as outlined in the Social Media Policy; and

BE IT FURTHER RESOLVED, that the Social Media Policy as approved through the College’s governance process shall be updated accordingly, or as needed.

Reviewed, no changes: March 26, 2021
Amended & Adopted: July 15, 2016
Resolution 10-2016

Adopted: June 6, 2014
Resolution 24-2014

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS

WHEREAS, the Board of Trustees approves resolutions to establish new bank accounts or effectuate changes to existing bank accounts; and

WHEREAS, the College has the following bank accounts

First Hawaiian Bank

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account

-Marketing Laboratory at:

- George Washington High School Checking
- Simon Sanchez High School Checking
- Southern High School Checking
- John F. Kennedy High School Checking
- Okkodo High School Checking

Bank of Guam

- Capital Project Funds Checking Account
- Payroll Checking Account

BG Investment Services, Inc.

Bank of Hawaii

- Student Activity Fund Checking Account

WHEREAS, the Tiyan High School Marketing Laboratory is another student organization with Guam Community College which raise funds as part of their activities; and

WHEREAS, it is determined that a bank account should be established for the Tiyan High School Marketing Laboratory consistent with the Marketing Laboratories for High Schools; and

WHEREAS, banks require that the Board Treasurer/Secretary approve the authorized signatories for all accounts; and

WHEREAS, the College requires two signatures (manual or digital) on all bank transactions.

Page 2: GCC Board of Trustees Policy 208 - Authorized Signatories For Bank Transactions

NOW, THEREFORE, BE IT RESOLVED, that a bank account should be established for the Tiyan High School Marketing Laboratory consistent with the Marketing Laboratories for High Schools; and that the Board of Trustees authorizes, with the approval of the Board Treasurer/Secretary, the individuals who hold the position titles listed below to endorse bank transactions at the above listed banking institutions:

TITLES

President

Vice President, Academic Affairs

Vice President, Finance & Administration

Amended & Adopted: March 26, 2021

Resolution: 1-2021

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution: 8-2014

Amended & Adopted: November 4, 2009

Resolution: 2-2010

Amended & Adopted: November 17, 2008

Resolution: 39-2008

Adopted: December 11, 2007

Resolution 2-2008

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, February 5, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of January 15, 2021

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

VII. NEW BUSINESS

1. Fiscal Year 2022 Budget Request

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of January 15, 2021

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on January 15, 2021, was called to order at 12:11 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Ms. Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Staff Advisory Member; Mr. Francisco Camacho, Assistant to the President, President's Office; Mr. John Dela Rosa, Assistant Director, Communications & Promotions; Attorney Rebecca Wrightson.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – November 20, 2020

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 20, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None received but at this time, Ms. Rodalyn Gerardo was introduced as the new Vice President for the Finance & Administration division.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2021: As of January 11, 2021, the College received a total of \$4,985,036 for all funds, which is 73% based on all allotment releases requested, as follows: \$4,327,876 for the General Fund; \$195,916 for the LPN/Vocational Guidance; \$407,400 from the MDF; and \$53,844 for the First-Generation Trust Fund Initiative. The College continues to receive its allotment on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

As last reported the photovoltaic barrel vault canopy project between Buildings C and D was launched. This project is ongoing and as of December 2020, is 31.91% complete.

Also, as last reported, the College is still working on replacing the water tank that services Building 400 and the administration building and has been identified as a FY2021 CIP; the current Fiscal Year 2021 Budget for CIP is \$142,000.

As part of the FY2021 CIP: The College will continue to work on replacing broken air-conditioners on campus; there is a request for an emergency evacuation chair especially for students with a disability on a second floor; looking into using a radio frequency ID key lock system and as a pilot for electronic and other valuable equipment; repair of the awning for Building 900; the Physical Master Plan will be updated, which will also be funded through the CIP.

Trustee Hara commented on Bill 219-35, "An Act To Amend § 7120 Of Chapter 7 Of Division 2, Title 17, Guam Code Annotated; To Amend § 8502 Of Article 5, Chapter 8 Of Title 12, Guam Code Annotated; And To Amend § 5008.2 Of Part A, Article 1, Chapter 5 Of Title 5, Guam Code Annotated, Relative To Strengthening The Purchase Or Lease-back Of Renewable Energy Purchase Of Service For The Department Of Education, Guam Academy Charter Schools, The Guam Community College And The University Of Guam." He informed the Board he was not in favor of this bill.

Other activities:

One of the initiatives the College has implemented during the Fall semester is the transition from Remote Learner to eThink, which allows more capabilities to support the distance education platform.

Since the last meeting, the College reported hosting a virtual Workforce Opportunities Reimagined Conference (WORC) in September 2020. Another was hosted in November 2020 as WORC2. These conferences help identify areas to recruit individuals and train them per the training industry

needs for Guam.

The Governor launched a Guam Green Growth (“G3”) Initiative that the College is participating in that is aligned with the 17 United Nations Development Goals. This promotes sustainability in our community in partnership with local industries. This will also allow the College to highlight its sustainability efforts and goals.

Due to the online platform that the College has been using due to the pandemic situation, there has been continuous training provided to faculty from faculty. This is a great initiative for faculty supporting one another, which also helps support students. Students are also supporting other students through this online platform.

A laptop initiative to support GCC students and online learning was started with CARES Act funding initially with 50 laptops. Additional laptops were purchased and will now have a total of 150 laptops available for students. 50 MiFis were initially donated from IT&E for a limited time but have extended and purchased the MiFi service to continue and assist students that require the Internet for the duration of the academic year. This will be a total of 100 MiFis, which will become the property of the College. Based on students’ requests through a survey, plus discussions, this will determine whether additional laptops and MiFis will be purchased.

A list of students who made it on the Dean’s and President’s List were posted on MyGCC; the Fiscal Year 2020 audit has commenced; and to support the reopening of the campus, individuals from the GCC Environmental Health and Safety completed additional training for disinfecting and sanitizing classrooms to include high touched surfaces.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos reported the following:

Regarding the online learning workshops, COPSA did really well.

January 22, 2021, 1:00 p.m., is the next COPSA General Membership meeting. Once COPSA meets, it will update school events.

The first back to school event will be to hand out “goodies” such as hand sanitizers.

Students are more aware of the survey regarding the laptop/MiFi loaner program.

Faculty Advisory Member: Mr. Frederick Tupaz was present and reported the following:

Faculty are preparing for 2021 and also planning out the semester in discussions with their students and reported Fall 2020 was a good working experience.

Students are more aware of the online situation although some prefer to be on campus, which faculty have been making accommodations for those.

Through surveys with their students, a majority are aware of WiFi access through GCC. Challenges are when Internet access is down but are advised that the campus is available for their use and faculty have made accommodations for students in this regard.

Reported that last semester the Marketing department presented a student driven recruitment program that will be implemented this Spring. Anticipate this to help increase student enrollment for next Fall semester. The interns will be working with the Assistant Director for Communications & Promotions on this program.

As to transitioning back on campus, some are apprehensive about it and some prefer it especially for the CTE courses.

At this time, the President informed the Board that a virtual town hall meeting for faculty has been scheduled today, January 15, 2021, at 3:00 p.m., regarding the campus reopening plan. A copy of the reopening plan is online. Dr. Lewis Cruz, Medical Director, will be presenting and will be available to address any questions from the faculty.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Wished the Board a "Happy New Year" and hoped for a better year.

Staff has been busy preparing for the Spring semester including the lab for face to face classes and for student services.

Staff are finishing the FY2021 year-end processes.

Some staff are wondering whether GCC employees and students will also be offered the vaccine on campus.

3. Board of Trustees Community Outreach Report.

Trustee Sablan and Trustee Leon Guerrero attended the virtual check presentation from Take Care to GCC on December 29, 2020.

Trustee Hara recently took the opportunity to get vaccinated against the coronavirus.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Bldg. 100. As last reported this project is almost near completion and Propacific is finalizing the close-out report. Waiting on one more part for the generator, which Morrico is working on. Anticipate this to be completed in February 2021.

Forensic Lab/DNA Building. This project is 29.92% complete as of December 2020. Because the College maintains and owns the building for this project, an agreement would have to be drafted with GCC and GDP. This will be done through legal counsel.

Building 300. The College received a verbal approval from FEMA regarding the extension request which has been granted until March 31, 2021. Closely monitoring this project which should have been completed in October 2020. The College is currently working with legal counsel to further review documents in the event of another extension request.

Wellness Center. The College communicated with USDA; forwarded information to Vice President Rodalyn Gerardo regarding the RFP for the financial feasibility study; and should have the scope of work soon to move forward on this project.

Building B. The College recently met with TRMA and should be receiving the updated plans to continue further discussions and move forward with this project.

As an update to the Barrigada property, the Guam Trades Academy vacated the premises at the end of December 2020; all keys to the building were given to the College; an inspection was conducted and the insurance company was also present; information were provided to USED A for an application to renovate the facility; will be requesting funding from the Foundation Board of Governors for the A&E design at the next Foundation Board meeting; and a grant application to renovate the facility has been submitted; power and water will be transferred to the College. The facility is available should the College temporarily need to utilize it.

VII. NEW BUSINESS. *None at this time.*

At 12:50 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:43 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the Board Chair and on behalf of the Board extended appreciation to the President for all the hard work everyone is putting in during this pandemic, including the outreach coordination with the COVID testing on campus for employees and the public; for the continued progress of the construction projects on campus; and for being responsible in making it safe for everyone to transition back on campus.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF JANUARY 15, 2021, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of January 15, 2021, adjourned at 1:44 p.m.

SUBMITTED BY:

(Tabled)

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

(Tabled)

DEBORAH C. BELANGER
Secretary

APPROVED BY:

(Tabled)

FRANK P. ARRIOLA
Chairperson



Budget Request FY2022



**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2022
BUDGET DOCUMENT CHECKLIST**

[BBMR BDC-1]

Department/Agency: Guam Community College **Date Received by BBMR:** _____
Division/Program: _____ **Date Reviewed:** _____

	<u>Department/Agency</u>		<u>BBMR</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
<u>General</u>				
Is the department/agency request within the Governor's established ceiling?	N/A	_____	_____	_____
Does the SUMMARY digest totals equal the totals on the detail pages?	x	_____	_____	_____
Are the required budget forms attached?	x	_____	_____	_____
a. Agency Budget Certification [BBMR ABC]	x	_____	_____	_____
b. Agency Narrative Form [BBMR AN-N1]	x	_____	_____	_____
c. Decision Package [BBMR DP-1]	x	_____	_____	_____
d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]	x	_____	_____	_____
e. FY 2022 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	x	_____	_____	_____
f. FY 2021 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	x	_____	_____	_____
g. Federal Program Inventory Form [BBMR FP-1]	x	_____	_____	_____
h. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	N/A	_____	_____	_____
i. Prior Year Obligation Form [BBMR PYO-1]	x	_____	_____	_____
Are the E-Files attached for all budget forms?	x	_____	_____	_____
I. Agency Budget Certification [BBMR ABC]				
1. Is the budget certified as to its accuracy and BBMR requirements.	x	_____	_____	_____
II. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/agency's enabling act?	x	_____	_____	_____
2. Are the goals and objectives correct and consistent with the department/agency's mission?	x	_____	_____	_____
III. Decision Package [BBMR DP-1]				
1. Is activity description correct?	x	_____	_____	_____
2. Is major objective correct?	x	_____	_____	_____
3. Are short term goals correct?	x	_____	_____	_____
4. Is workload output reflected correctly?	x	_____	_____	_____
IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]				
A.) Budget Digest Form [BBMR BD-1]				
<u>Personnel Services</u>				
1. Are figures reflected consistent with the attached staffing pattern(s)?	x	_____	_____	_____
2. Are amounts reflected in each column accurate?	x	_____	_____	_____
3. Are computations correct?	x	_____	_____	_____
<u>Operations</u>				
1. Are the amounts reflected under columns, "Governor's Request," for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A - REVISED)?	x	_____	_____	_____
2. Are amounts reflected in each column accurate?	x	_____	_____	_____
3. Are computations correct?	x	_____	_____	_____
<u>Utilities</u>				
Are amounts reflected in each column correct?	x	_____	_____	_____
<u>Capital Outlay</u>				
Are amounts reflected under columns, "Governor's Request," consistent with schedule F as detailed in the budget digest subform, [BBMR 96A - REVISED]?	x	_____	_____	_____
<u>Full Time Equivalencies (FTEs)</u>				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	x	_____	_____	_____
B.) Off-Island Travel Form [BBMR TA-1] (Schedule A)				
1. Is the purpose/justification for travel defined?	x	_____	_____	_____
2. Is/Are the travel date(s) and number of travelers reflected?	x	_____	_____	_____
3. Is/Are the position title(s) of the traveler(s) reflected?	x	_____	_____	_____
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	x	_____	_____	_____
C.) Operations Schedules Form [BBMR 96A - REVISED] (Schedules B-F)				
1. Are "Items" under schedules B - F listed in <u>detail</u> ?	N/A	_____	_____	_____
2. Is the "Quantity" and "Unit Price" under schedules B - F reflected for respective items?	N/A	_____	_____	_____
3. Are corresponding FY2021 authorized levels under schedules B - F indicated?	N/A	_____	_____	_____

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2022
BUDGET DOCUMENT CHECKLIST**

[BBMR BDC-1]

Department/Agency: Guam Community College
Division/Program: _____

Date Received by BBMR: _____
Date Reviewed: _____

	<u>Department/Agency</u>		<u>BBMR</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
V. Agency Staffing Pattern Forms [BBMR SP-1]				
1. Are position titles correct?	x	_____	_____	_____
2. Are all LTA and Temp. positions properly identified?	x	_____	_____	_____
3. Are position numbers reflected?	x	_____	_____	_____
4. Are the salary levels consistent with the Government of Guam Competitive Wage Act of 2014 and/or Public Safety and Law Enforcement Pay Schedule (40%)?	x	_____	_____	_____
5. Are filled positions funded?	x	_____	_____	_____
6. Are increment amounts reflected?	x	_____	_____	_____
7. Are rates reflected under "Benefits" correct?	x	_____	_____	_____
8. Are computations correct?	x	_____	_____	_____
VI. Federal Program Inventory Form [BBMR FP-1]				
Is the form complete and accurate?	x	_____	_____	_____
VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	N/A	_____	_____	_____
2. Is the "quantity" and "percentage of use" reflected?	N/A	_____	_____	_____
3. Are space requirements descriptive and total space reflected and accurate?	N/A	_____	_____	_____
VIII. Prior Year Obligation Form [BBMR PYO-1]	x	_____	_____	_____

CERTIFIED AS TO COMPLETENESS AND ACCURACY

DEPARTMENT:

Prepared By:

Rodalyn Gerardo, Vice President of F&A
CIA, CFGM, CPA, CGAP, CGMA, CICA

Date

Approved By:

Mary A.Y. Okada, Ed.D., President

Date

BBMR ACTION:

Recommendation

Approval

Disapproval

Analyst

Date

**Government of Guam
Fiscal Year 2022**

Agency Budget Certification

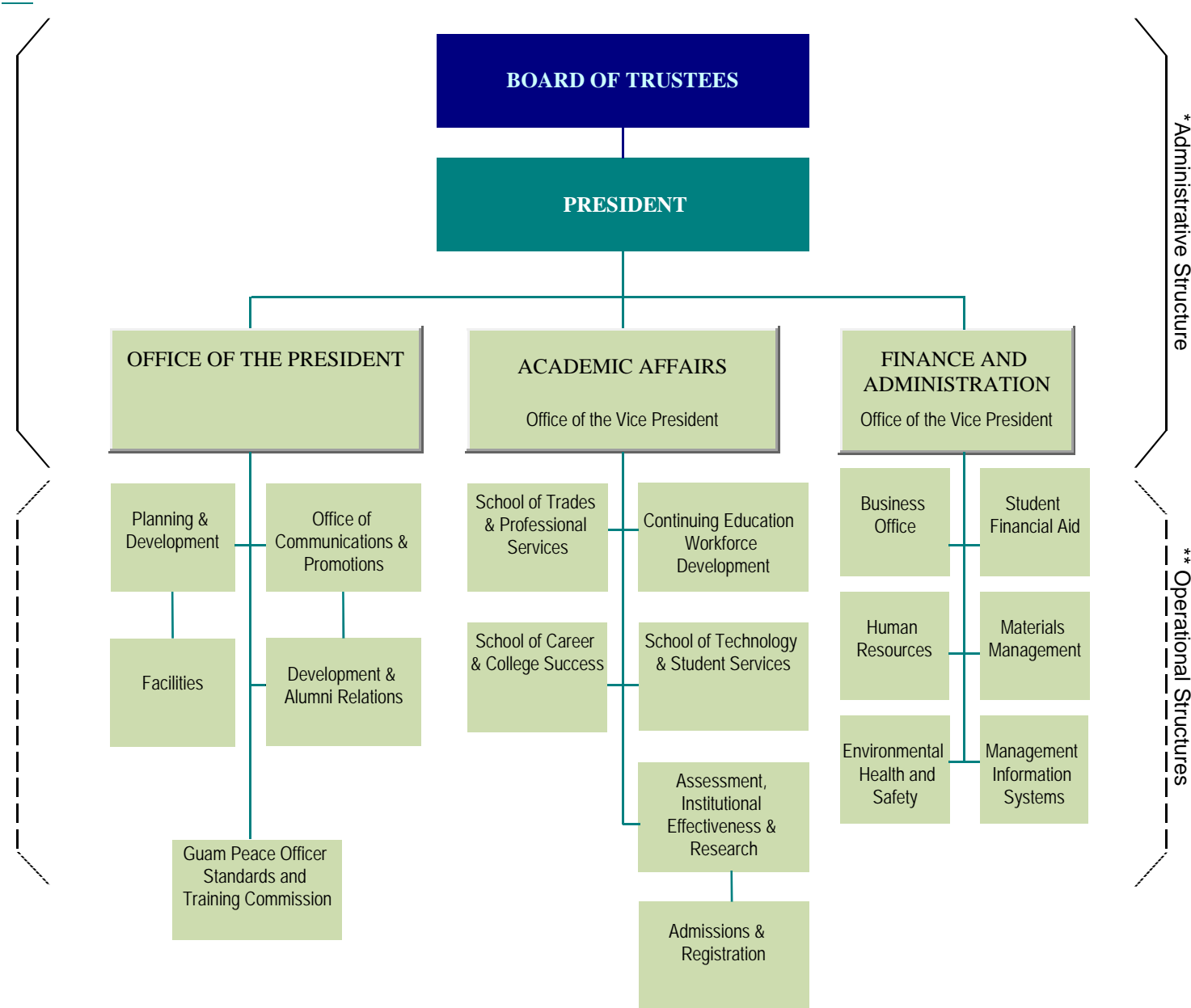
Agency: Guam Community College

Agency Head: Mary A.Y. Okada, Ed.D.

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the **BBMR requirements** is not met and/or if there are **inaccuracies** contained therein.

Agency Head: _____ Date: _____
(Signature)

Guam Community College Organizational Chart



Government of Guam
Fiscal Year 2022 Budget
 Department/Agency Narrative

Function: Education and Culture

Agency: GUAM COMMUNITY COLLEGE

MISSION STATEMENT:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Sinangan Misi3n (Chamorro translation):

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfache'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmahanangui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

GOALS AND OBJECTIVES:

To meet the mandates of our mission and the enabling act "The Community College Act of 1977", Public Law 14-77, Public Law 31-99, and Chapters 30 to 34 and 51 of Title 17 of the Guam Code Annotated, we are submitting our Fiscal Year 2022 budget request. This FY2022 budget represents a request that allows the College to continue providing, at a minimal level, the same basic career and technical education for the postsecondary and secondary environments. At the same time the College anticipates the island's economic conditions will continue to create increased demands for educational services, as individuals and organizations pursue additional skill and education levels to improve their competitiveness in the workforce and to meet the needs of the anticipated military expansion. The College will continue to assess the need for courses to meet these demands.

As outlined in our Institutional Strategic Master Plan (ISMP) for 2020-2026, approved by the Board of Trustees on October 4, 2019, the College identified the following goals.

- Goal #1: Advancing Workforce Development Training.
- Goal #2: Fostering 100% Student-Centered Success.
- Goal #3: Leveraging Transformational Engagement and Governance.
- Goal #4: Optimizing Resources.
- Goal #5: Modernizing and Expanding Infrastructure and Technology.

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

ACTIVITY DESCRIPTION:

Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.

MAJOR OBJECTIVES:

Advancing Workforce Development and Training: Expanding our partnerships and regularly updating our curriculum offerings and certifications is of paramount importance to meeting the training needs of our current and future workforce. Paying close attention to market trends and working closely with industry partners to fulfill their ever-changing labor force requirements ensures that our programs are aligned with the human capital demands of 21st century industries. This has a direct impact on the employability of our students once they complete either degree or certificate programs at GCC. In addition, having technology-driven, innovative and comprehensive work experience/practicums will increase the career-readiness of our students. GCC aims to promote student participation at all levels—secondary, postsecondary and adult education - in these work experience opportunities, internships, practicums and apprenticeships. To ensure that the college provides programs that continue to boost student success in the economy, it will invest in long range, innovative and sustainable programs and training to support the local and regional workforce. GCC is committed to anticipating the future and striving to stay ahead of the curve through cutting-edge strategies and relevant programming. As such, GCC hopes to establish a service reputation built on quality, innovation and trust in the region and internationally. It is GCC's intent to ensure that Industry partners and businesses recognize GCC as the leader in workforce development, where our students have the requisite knowledge and skills aligned with industry recognized standards. Our students must continually be equipped with the knowledge, technical skills and soft-skills that are vital to the labor market.

Fostering 100% Student-Centered Success: Most important to GCC is student success. It reflects our commitment to our students from the start of their career and technical education, to their securing of a job, and to their development as lifelong learners. In order to continue to be a leader in career and technical workforce development, GCC must enhance the capacity of its employees and ensure that its curriculum and training programs are current and aligned with industry needs, standards, and practices. Helping to secure our students on a success-trajectory from the moment they become a part of our Institution to their completion of an adult education diploma or its equivalency, a program, certificate or degree is critical to GCC's viability. Being able to provide essential support services through counseling, advisement, tutoring, mentoring or providing access to technology makes a major difference in whether or not a student persists and thrives. Exploring options to decrease the amount of time it takes for students to complete their program of study/training and to increase completion rates is also a priority. It is GCC's intention to offer flexible opportunities and innovative strategies to meet students' needs while continuing to provide quality education and job training. To alleviate some of the barriers that students experience, GCC will enhance and strengthen its wraparound services to ensure that all students become aware of and take advantage of opportunities available to them which can clearly optimize their chances of success.

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Leveraging Transformational Engagement and Governance: GCC is committed to a policy of participatory governance wherein all stakeholders have opportunities to share recommendations, actively participate in discussions and planning, and freely voice concerns in open dialogue. Engaging each constituent group in the planning and decision-making processes is important to the success of the institution and the students we serve. Mechanisms exist for participation through a wide-range of committees. The College aims to improve stakeholder engagement and leverage participation as a vital asset to mission accomplishment. The planning process was a clear demonstration of leveraging transformational engagement as an effective strategy. Increasing participation can result in the most effective and successful outcomes for the college community. GCC will utilize effective strategies, methods and technologies to increase genuine involvement in governance and other essential processes. Additionally, GCC intends to establish an organizational culture that fosters respect and civic responsibility towards the protection and stewardship of our natural environment. By engaging our college community through education and awareness we can facilitate sustainable and responsible development throughout the region.

Optimizing Resources: To continue to be financially and operationally sustainable, GCC will need to diversify revenue streams to support its programs and provide employees opportunities for growth. GCC will generate more revenue by focusing on creative and collaborative ways to expand our fiscal and human resources. Plans to increase student enrollment, while reducing costs to the college, can be a challenge as we face economic changes. By exploring resources with public and private partnerships, we can achieve financial security in various areas. Robust programs that offer timely, relevant workforce development will ensure increased enrollment, capital improvement and an expanded footprint. GCC's commitment to building internal capacity through employee professional development will ultimately strengthen institutional capability to meet the demands of an evolving workforce. GCC will invest in internal talent as a way of filling critical positions, ensuring stability, and encouraging loyalty to the organization. GCC's success in the future will be determined by its ability to harness the productivity and ingenuity of its human resources, grow capacity and sustain fiscal stability at a time when resources are increasingly tied to rates of completion. Utilizing both fiscal and human capital strategically is key.

Modernizing and Expanding Infrastructure and Technology: GCC recognizes the challenges many of our students face in their everyday lives. By expanding our educational footprint and leveraging technology, we provide an effective means for our students to meet their educational goals. This will also increase access to education for populations that are underserved in the community. We will provide the 21st century student with the opportunity to enroll in and complete programs through multiple teaching platforms such as traditional, online, hybrid, web-enhanced, etc. In addition, we will strive to provide student accessibility to resources in their home villages or at work sites. With increased enrollment and utilization of technology, GCC will be able to expand its programmatic offerings. To support student success, GCC will provide opportunities to link students with modernized technology and effective instruction that will aid and empower them to take control of their education. GCC will also strive to remove barriers to student learning - the lack of transportation, scheduling conflicts or limited class offerings, etc. - so that students can have reliable access to courses and programs they need.

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

SHORT TERM GOALS::

Workload Indicator	FY2020 Accomplished Level	FY2021 Anticipated Level	FY2022 Projected Level
<p>Advancing Workforce Development and Training</p>	<p>The ISMP 2020-2026 was adopted by the BOT on October 4, 2019.</p> <p>Assessment Units across the campus have directly incorporated selected goals of the new ISMP into their annual assessment process beginning Fall 2019 thru Spring 2020.</p> <p>The Continuing Education and Workforce Development (CEWD) Office held the free Workforce Opportunities Reimagined Conference (WORC) online. The conference provided an opportunity for Guam's employment sectors to discuss their views of job market needs for today and in the future, to examine the training needs and economic potential as Guam rebuilds after the COVID-19 economic shock, and to develop workforce solutions for economic recovery and sustainability. At the first WORC Conference, GCC identified the critical areas of the economy that needed more employees.</p>	<p>The CEWD Office held its second free virtual Workforce Opportunities Reimagined Conference (WORC2), wherein GCC identified the training programs and resources to support the demand identified in the first WORC conference.</p> <p>GCC will offer boot camps, work keys assessment programs, apprenticeship programs, and continuing education programs throughout the year, in response to local and regional occupational needs (ISMP Objective 1.1), as well as to cultivate meaningful partnerships (ISMP Objective 1.2) with the Guam Department of Education, University of Guam, businesses, and other organizations.</p>	<p>GCC intends to host similar conferences and boot camps throughout the year so the College can continue to respond to local and regional occupational needs (ISMP Objective 1.1), as well as to cultivate meaningful and strategic partnerships (ISMP Objective 1.2).</p> <p>GCC will review its progress from FY 2021 and FY 2022 to determine whether to continue hosting WORC, other conferences, and boot camps in response to enhancing the College's workforce development and training initiatives.</p> <p>Areas for improvement will then be integrated into plans for the next assessment cycle.</p>
<p>Fostering 100% Student-Centered Success</p>	<p>The ISMP 2020-2026 was adopted by the BOT on October 4, 2019.</p> <p>Assessment Units across the campus have directly incorporated selected goals of the new ISMP into their</p>	<p>GCC will provide opportunities for professional development for all its employees (ISMP Objective 2.1).</p>	<p>GCC will continue to provide opportunities for professional development for all its employees in response to ISMP Objective 2.1.</p> <p>In addition, the College will offer courses in the</p>

DECISION PACKAGE
Fiscal Year 2022

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2020 Accomplished Level	FY2021 Anticipated Level	FY2022 Projected Level
	<p>annual assessment process beginning Fall 2019 thru Spring 2020.</p> <p>In response to the Coronavirus pandemic situation on the island, the College moved all Spring, Summer, and Fall 2020 courses into the online platform in support of student success so that students would continue with their coursework remotely. College employees connected with students via telephone, email, and virtual meetings. Faculty communicated regularly with students and College support services also provided online resources to support mental health and safety.</p>	<p>In response to ISMP Objectives 2.2 (Implement innovative strategies and practice flexibility in meeting student needs) and 2.3 (Integrate and enhance wraparound services), the College will continue to offer its courses on the online platform, as well as explore other innovative strategies to meet the students' educational needs.</p> <p>When it is determined safe, the College will revert back to face-to-face instruction, in addition to offering courses in the online platform.</p>	<p>online platform, in addition to face-to-face instruction.</p> <p>GCC will assess its success in fostering 100% student-centered success in FY 2021 and FY 2022 .Areas for improvement will then be integrated into plans for the next assessment cycle.</p>
<p>Leveraging Transformational Engagement and Governance</p>	<p>The ISMP 2020-2026 was adopted by the BOT on October 4, 2019.</p> <p>Assessment Units across the campus have directly incorporated selected goals of the new ISMP into their annual assessment process beginning Fall 2019 thru Spring 2020.</p> <p>For the first time, the annual Fall Convocation was held virtually to open up the academic year and provide faculty with the information needed to support student success during these pandemic times.</p>	<p>The College held its first ever online Fall 2020 College Assembly. Faculty, staff, and administrators were in attendance in November 2020. The College Assembly offered various sessions on health and safety, Google classroom best practices, and the Moodle online learning management system.</p> <p>The College will strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1).</p> <p>In response to ISMP Objective 3.2, GCC will</p>	<p>GCC will continue to strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1),</p> <p>In addition, GCC will continue to foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration.</p> <p>GCC will review its success in leveraging transformational engagement and governance in FY 2021 and FY 2022. Areas for improvement will then be integrated into plans for</p>

DECISION PACKAGE
Fiscal Year 2022

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2020 Accomplished Level	FY2021 Anticipated Level	FY2022 Projected Level
		foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration.	the next assessment cycle.
Optimizing Resources	<p>The ISMP 2020-2026 was adopted by the BOT on October 4, 2019.</p> <p>Assessment Units across the campus have directly incorporated selected goals of the new ISMP into their annual assessment process beginning Fall 2019 thru Spring 2020.</p> <p>The College's Modernization Project for its student information system, Ellucian Banner ERP, continued with the adoption of additional integrated systems, including the Ellucian Analytics business intelligence platform, Ellucian Mobile GO!, Banner Self Service, eVisions Argos reporting solutions, and the DegreeWorks degree auditing system. The move to the Cloud platform and managed services provides savings related to hardware, power backup, disaster recovery, and downtime costs.</p>	<p>GCC continues to look for opportunities to optimize its resources.</p> <p>In response to ISMP Objective 4.1 (diversify revenue streams) and Objective 4.2 (integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)), the College encourages all administrators, faculty, and staff to bring forth any potential revenue streams, as well as considers all potential ROI and TCO.</p> <p>Under ISMP Objective 4.3 (provide employee professional development), Objective 4.4 (develop and implement succession planning), and Objective 4.5 (cultivate team building), the College provides opportunities for employee professional development, succession planning, and team building.</p>	<p>The College will continue to look for opportunities to optimize its resources.</p> <p>GCC will review its success in optimizing its resources during FY 2021 and FY 2022. Areas for improvement will then be integrated into plans for the next assessment cycle.</p>
Modernizing and Expanding Infrastructure and Technology	<p>The ISMP 2020-2026 was adopted by the BOT on October 4, 2019.</p> <p>Assessment Units across the campus have directly incorporated selected goals of the</p>	<p>In response to ISMP Objectives 5.1 (expand educational footprint), Objective 5.2 (ensure robust technology), and Objective 5.3 (provide access to sustainable facilities), the College</p>	<p>GCC will review its progress in modernizing and expanding infrastructure and technology during FY 2021 and FY 2022. Areas for improvement will then be integrated</p>

DECISION PACKAGE
Fiscal Year 2022

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2020 Accomplished Level	FY2021 Anticipated Level	FY2022 Projected Level
	<p>new ISMP into their annual assessment process beginning Fall 2019 thru Spring 2020.</p> <p>Along with the College's move to the online remote learning environment, a laptop and mifi initiative was instituted to provide students these valuable resources in support of their success in the online environment.</p>	<p>will continue to provide laptops and mifi to students in support of their success in the online environment.</p> <p>In addition, the institution continuously updates its Physical Master Plan to ensure the college is technologically sound, with adequate space for growing student population while providing sustainable facilities that will last for generations.</p>	<p>into plans for the next assessment cycle.</p>

Government of Guam
Fiscal Year 2022
Budget Digest

[BBMR BD-1]

Function: EDUCATION & CULTURE
Department: GUAM COMMUNITY COLLEGE
Program: SUMMARY

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			MDF/TAF/SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances (A + D + G)	FY 2021 Authorized Level (B + E + H)	FY 2022 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	10,935,708	10,565,689	10,986,724	70,796	77,041	79,556	0	0	0	11,006,504	10,642,730	11,066,280
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,636,401	3,842,733	4,157,961	23,219	30,788	30,112	0	0	0	3,659,620	3,873,521	4,188,073
	TOTAL PERSONNEL SERVICES	\$14,572,109	\$14,408,422	\$15,144,685	\$94,015	\$107,829	\$109,668	\$0	\$0	\$0	\$14,666,124	\$14,516,251	\$15,254,353
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	2,575	0	0	0	0	0	0	0	0	2,575
230	CONTRACTUAL SERVICES:	1,711,832	1,358,500	1,366,341	166,407	11,800	4,100	0	0	0	1,878,239	1,370,300	1,370,441
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	119,291	157,448	118,500	3,611	29,500	20,500	0	0	0	122,902	186,948	139,000
250	EQUIPMENT:	121,231	197,461	65,122	12,259	104,000	87,700	0	0	0	133,490	301,461	152,822
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	232,952	250,076	49,361	734,648	3,167,271	2,978,432	0	0	0	967,600	3,417,347	3,027,793
	TOTAL OPERATIONS	\$2,185,306	\$1,963,485	\$1,601,899	\$916,925	\$3,312,571	\$3,090,732	\$0	\$0	\$0	\$3,102,231	\$5,276,056	\$4,692,631
	UTILITIES												
361	Power:	885,301	559,614	897,756	0	0	0	0	0	0	885,301	559,614	897,756
362	Water/ Sewer:	77,556	36,000	88,364	0	0	0	0	0	0	77,556	36,000	88,364
363	Telephone/ Toll:	75,495	58,110	86,542	0	0	0	0	0	0	75,495	58,110	86,542
	TOTAL UTILITIES	\$1,038,352	\$653,724	\$1,072,662	\$0	\$0	\$0	\$0	\$0	\$0	\$1,038,352	\$653,724	\$1,072,662
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$17,795,767	\$17,025,631	\$17,819,246	\$1,010,940	\$3,420,400	\$3,200,400	\$0	\$0	\$0	\$18,806,707	\$20,446,031	\$21,019,646
	1/ Fund Source(s): Per P.L. 31-229 and P.L. 32-120, USDA Loan Repayment from Liquid Fuel Tax Revenues and Real Property Tax Valuation, respectively.												
	FULL TIME EQUIVALENCIES (FTEs)												0
	UNCLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	CLASSIFIED:	197	197	197	2	2	2	0	0	0	199	199	199
	TOTAL FTEs	199	199	199	2	2	2	0	0	0	201	201	201

Government of Guam
Fiscal Year 2022
Budget Digest

[BBMR BD-1]

Function:
Department:
Program:
Acct. No.:

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			MANPOWER DEVELOPMENT FUND			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances (A + D + G)	FY 2021 Authorized Level (B + E + H)	FY 2022 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	10,935,708	10,565,689	10,986,724	70,796	77,041	79,556	0	0	0	11,006,504	10,642,730	11,066,280
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,636,401	3,842,733	4,157,961	23,219	30,788	30,112	0	0	0	3,659,620	3,873,521	4,188,073
	TOTAL PERSONNEL SERVICES	\$14,572,109	\$14,408,422	\$15,144,685	\$94,015	\$107,829	\$109,668	\$0	\$0	\$0	\$14,666,124	\$14,516,251	\$15,254,353
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	2,575	0	0	0	0	0	0	0	0	2,575
230	CONTRACTUAL SERVICES:	1,711,832	1,358,500	1,366,341	166,407	11,800	4,100	0	0	0	1,878,239	1,370,300	1,370,441
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	119,291	157,448	118,500	3,611	29,500	20,500	0	0	0	122,902	186,948	139,000
250	EQUIPMENT:	121,231	197,461	65,122	12,259	104,000	87,700	0	0	0	133,490	301,461	152,822
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	232,952	250,076	49,361	534,248	2,966,871	2,778,032	0	0	0	767,200	3,216,947	2,827,393
	TOTAL OPERATIONS	\$2,185,306	\$1,963,485	\$1,601,899	\$716,525	\$3,112,171	\$2,890,332	\$0	\$0	\$0	\$2,901,831	\$5,075,656	\$4,492,231
	UTILITIES												
361	Power:	885,301	559,614	897,756	0	0	0	0	0	0	885,301	559,614	897,756
362	Water/ Sewer:	77,556	36,000	88,364	0	0	0	0	0	0	77,556	36,000	88,364
363	Telephone/ Toll:	75,495	58,110	86,542	0	0	0	0	0	0	75,495	58,110	86,542
	TOTAL UTILITIES	\$1,038,352	\$653,724	\$1,072,662	\$0	\$0	\$0	\$0	\$0	\$0	\$1,038,352	\$653,724	\$1,072,662
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$17,795,767	\$17,025,631	\$17,819,246	\$810,540	\$3,220,000	\$3,000,000	\$0	\$0	\$0	\$18,606,307	\$20,245,631	\$20,819,246
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	CLASSIFIED:	197	197	197	2	2	2	0	0	0	199	199	199
	TOTAL FTEs	199	199	199	2	2	2	0	0	0	201	201	201

Government of Guam
Fiscal Year 2022
Budget Digest

[BBMR BD-1]

Function:
Department:
Program:
Acct. No.:

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances	FY 2021 Authorized Level	FY 2022 Governor's Request	FY 2020 Expenditures & Encumbrances (A + D + G)	FY 2021 Authorized Level (B + E + H)	FY 2022 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	0	0	0	0	0	0	0	0
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	200,400	200,400	200,400	0	0	0	200,400	200,400	200,400
	TOTAL OPERATIONS	\$0	\$0	\$0	\$200,400	\$200,400	\$200,400	\$0	\$0	\$0	\$200,400	\$200,400	\$200,400
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$0	\$0	\$0	\$200,400	\$200,400	\$200,400	\$0	\$0	\$0	\$200,400	\$200,400	\$200,400
1/ Fund Source(s): Per P.L. 31-229 and P.L. 32-120, USDA Loan Repayment from Liquid Fuel Tax Revenues and Real Property Tax Valuation, respectively.													
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL FTEs	0	0	0	0	0	0	0	0	0	0	0	0

Government of Guam

[BBMR TA-1]

Schedule A - Off Island Travel

Department/Agency: Guam Community College

Purpose / Justification for Travel
Off-island CALEA and IADLEST conference

Travel Date:

No. of Travelers:

Position Title of Traveler(s)	Air Fare	Per Diem	Registration	Total Cost
POST Administrator				\$2,500.00

* Provide justification for more than one traveler to the same conference / training / workshop / etc.

Government of Guam
Fiscal Year 2022
Agency Staffing Pattern
(Proposed)

Input by Department											Input by Department													
No.	(A) Position Number	(B) Position Title /	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	Increment		(J) (E+F+G+I) Subtotal	Benefits								(R) Total Benefits (K thru Q)	(S) (J+R) TOTAL				
								(H) Date	(I) Amt.		(K) Retirement (J * 28.50%)	(L) Retire (DDI) (\$19.01*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life 2/	(P) Medical (Premium)	(Q) Dental (Premium)							
199	AAD195	7615	Assessment and Counseling - VG	Instructor	See ABE		J-7-c	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					Total Vocational Guidance Program Funds (01):					266,371	0	0	1,554	267,925	76,359	1,485	0	3,885	748	18,380	963	101,820	369,745	
200	AAD112	5050	Continuing Education	Administrative Aide	Kim, David H.		F-2	24,045	0	0	12/10/21	763	24,807	7,070	495	0	360	187	0	0	0	8,112	32,919	
201	ASD012	5050	Continuing Education	Program Specialist	Cruz, Melvin D.		K-7-d	53,348	0	0	01/01/22	1,400	54,748	15,603	495	0	794	187	4,673	248	22,000	76,749		
					Total Man Power Development Funds (04):					77,393	0	0	2,163	79,556	22,673	990	0	1,154	374	4,673	248	30,112	109,668	
					Grand Total:					10,958,989	0	0	107,290	11,066,280	3,153,890	47,519	0	160,461	34,969	743,266	47,968	4,188,073	15,254,353	

Government of Guam
Fiscal Year 2022
Agency Staffing Pattern
(Current)

Input by Department											Input by Department												
No.	(A) Position Number		(B) Position Title 1/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	Increment		(J) (E+F+G+I) Subtotal	Benefits										(R) Total Benefits (K thru Q)	(S) (J+R) TOTAL
									(H) Date	(I) Amt.		(K) Retirement (J * 26.97%)	(L) Retire (DD1) (\$19.01*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life 2/	(P) Medical (Premium)	(Q) Dental (Premium)					
187	AAD164	8000	Dean's Office - CCS	Assistant Professor	Lopez, Il, Jose B.	K-8-d	55,514	0	0	08/01/21	324	55,838	15,059	495	0	810	186	4,672	248	21,470	77,308		
188	AAD175	8000	Dean's Office - CCS	Professor	Datuin, Theresa Ann H.	M-11-c	80,491	0	0	08/01/21	470	80,961	21,835	495	0	1,174	186	1,790	248	25,728	106,688		
189	AAD194	8000	Dean's Office - CCS	Assistant Professor	De Oro, Vera S.	K-11-d	62,555	0	0	08/01/21	365	62,920	16,969	0	0	912	186	11,916	468	30,452	93,372		
Total General Funds (01):						10,160,218	0	0	54,307	10,214,525	2,754,857	44,549	148,111	32,922	710,816	45,534	3,736,789	13,951,314					
190	AAD024	6730	Nursing and Allied Health - PN	Instructor	Lee, William E.	J-5-d	43,216	0	0	Cond-LTA	0	43,216	11,655	0	0	627	186	1,790	248	14,506	57,722		
191	AAD045	6730	Nursing and Allied Health - PN	Nursing & Allied Health Admini	Duenas, Dorothy-Lou	M-12-b	82,930	0	0	01/01/22	0	82,930	22,366	0	0	1,202	186	3,935	468	28,158	111,088		
192	AAD058	6730	Nursing and Allied Health - PN	Administrative Assistant	Mafnas, Tasi Marina B.	J-1	31,076	0	0	01/27/21	883	31,959	8,619	495	0	463	186	1,790	248	11,801	43,760		
193	AAD083	6730	Nursing and Allied Health - PN	Assistant Professor	Loveridge, Rosemary J.	K-14-b	69,099	0	0	08/01/21	403	69,502	18,745	0	0	1,008	186	1,790	248	21,976	91,478		
194	AAD162	6730	Nursing and Allied Health - PN	Instructor	Melegrito, Loressa M.	J-5-d	43,216	0	0	LTA	0	43,216	11,655	495	0	627	186	4,672	248	17,883	61,099		
Total Practical Nursing Funds (01):						269,537	0	0	1,286	270,823	73,041	990	3,927	930	13,977	1,459	94,324	365,146					
195	AAD049	7615	Assessment and Counseling - VG	Instructor	Oliveros, Sharon J.	J-7-b	45,874	0	0	08/01/21	268	46,142	12,444	495	0	669	186	4,672	248	18,714	64,856		
196	AAD163	7615	Assessment and Counseling - VG	Assistant Professor	Analista, Hernalin R.	K-15-a	71,193	0	0	08/01/21	415	71,608	19,313	495	0	1,038	186	0	0	21,032	92,640		
197	AAD170	7615	Assessment and Counseling - VG	Instructor	Rosario, Barbara A.	J-8-a	47,264	0	0	08/01/21	276	47,540	12,821	495	0	689	186	1,790	248	16,229	63,769		
198	AAD178	7615	Assessment and Counseling - VG	Associate Professor	Nanpei, Rose Marie D.	L-15-a	81,160	0	0	08/01/21	473	81,633	22,017	0	0	1,184	186	11,916	468	35,770	117,404		
199	AAD195	7615	Assessment and Counseling - VG	Instructor	See ABE	J-7-c	0	0	0	-	0	0	0	0	0	0	0	0	0	0	0		
Total Vocational Guidance Program Funds (01):						245,491	0	0	1,432	246,923	66,595	1,485	3,580	744	18,378	963	91,746	338,669					
200	AAD112	5050	Continuing Education	Administrative Aide	Kim, David H.	F-2	24,045	0	0	12/10/21	0	24,045	6,485	495	0	349	186	0	0	7,515	31,559		
201	ASD012	5050	Continuing Education	Program Specialist	Cruz, Melvin D.	K-7-d	53,348	0	0	01/01/22	0	53,348	14,388	495	0	774	186	4,672	248	20,762	74,110		
Total Man Power Development Funds (04):						77,393	0	0	0	77,393	20,873	990	1,122	372	4,672	248	28,277	105,670					
Grand Total:						10,752,639	0	0	57,025	10,809,664	2,915,366	48,014	156,740	34,968	747,844	48,204	3,951,136	14,760,800					

**Government of Guam
Federal Program Inventory
FY2021 (Current) - FY 2022 (Estimated) Funding**

[BBMR FP-1]

FUNCTION: Education and Culture
DEPARTMENT/AGENCY: GUAM COMMUNITY COLLEGE
PROGRAM: Institutional

	A	B	C	D	E	F	G	H	I
				FY2021	FY2022				
Federal Grantor Agency/Federal Project Title	C.F.D.A.No./ Enabling Authority	Grant Award Number	Match Ratio Federal / Local:	Received / Projected	Estimated Funding	Local Matching Fund	Federal Matching Fund	100% Federal Grants	Grant Period
Workforce Investment Act PY2021	84.002A	V002A200061	12%	523,126.00					07/01/2020 - 06/30/2021
Federal Work Study PY2021	84.033	P033A206132		79,182.00					07/01/2020 - 06/30/2021
Pell Grant PY2021	84.063	P063P203640		2,236,480.80					07/01/2020 - 06/30/2021
Supplemental Educational Opportunity Grant PY2021	84.007	P007A206132		79,015.00					07/01/2020 - 06/30/2021
Education Stabilization Fund IHE Relief	84.425E	P425E200217		574,675.00					04/20/2020 - 04/19/2021
Education Stabilization Fund IHE Relief	84.425F	P425F201624		574,675.00					05/06/2020 - 05/05/2021
Education Stabilization Fund IHE Relief	84.425L	P425L200112		4,597.00					06/08/2020 - 06/07/2021
Workforce Investment Act PY2022	84.002A	V002A2100061			523,126.00	12%			07/01/2021 - 06/30/2022
Federal Work Study PY2022	84.033	P033A216132			79,182.00				07/01/2021 - 06/30/2022
Pell Grant PY2022	84.063	P063P213640			2,236,480.80				07/01/2021 - 06/30/2022
Supplemental Educational Opportunity Grant PY2022	84.007	P007A216132			79,015.00				07/01/2021 - 06/30/2022

Government of Guam
Fiscal Year 2022 Budget
Equipment / Capital and Space Requirement

[BBMR EL-1]

Function : Education and Culture
Department/Agency: Guam Community College
Program: Institutional

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Equipment - IT non capital	1	100%	UPS, external drive
Networking switches	1	100%	Office and server room network upgrades
Network diagnostic field equipment / tools	1	100%	For network maintenance, troubleshooting & repair
Miscellaneous IT equipment	2	100%	Miscellaneous IT equipment - non-capital (PCS and Legacy server parts, power)
Computers	1	100%	Upgrade / replace office computers
Computer upgrade / replacement	2	100%	PC desktop computers
desktop computer	1	100%	replacement for Supply Expediter
Miscellaneous video equipment video camera stabilizer, camera accessories, camera batteries, computer program updates	1	100%	Produce videos to promote programs, update OCP video and editing capacity, procure drone for enhanced video capability to meet audience expectations
Equipment	12	100%	To replace / repair broken equipment
Office equipment	1	100%	Effectively store and locate archived and current relevant materials
Instructional Equipment	1	100%	HDMI Cords, MAC projector adapter cord, CJ/Law Enforcement Instructional DVD
Equipment	5	100%	For instructional purposes
Equipment	1	100%	Support Instruction
Instructional Equipment	1	100%	Provide equipment to support teaching and learning
Classroom lab smallware	1	100%	Meet ACFEF accreditation standards
Instructional Equipment	1	100%	Meet ACFEF accreditation standards
Technology Devices	3	100%	Upgrade Technological devices to be used during instruction.
Technology Devices	8	100%	Upgrade Technological devices to be used during instruction.
Desktop Replacement	2	100%	To optimize use of resources by upgrading computers for office operations.
Multimedia resources for recruitment	4	100%	Support CTE activities at HS sites & other venues
Telephone	1	100%	Replace inoperable Phone
Webcam	1	100%	Needed for existing desktop which has no webcam
Auxiliary Aids	1	100%	Assistive devices for students with disabilities in support of their academic success
Equipment/Non-Capital	1	100%	To purchase supplemental instructional materials
Books/DVDs	4	100%	Resources for student learning
Laptop	1	100%	Resources for student learning
Tablet	1	100%	Resources for student learning
Equipment	1	100%	Purchase of instructional materials such as games, flashcards, books, dictionaries and
Computer Equipment	1	100%	Basic video recording equipment

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		Total Program Space Occupied (Sq. Ft.):	
Description	Square Feet	Percent of Total Program Space	Comments	
N/A				

Bureau of Budget Management Research
 Prior Year Obligations (FY 2021 and Prior FYs)

A Transaction/ Obligation Date	B Transaction Type	C Vendor	D General Fund (\$)	E Special Fund (\$)	F Federal Fund (\$)	G Reasons for Nonsubmittal or Nonpayment
	None/ N/A					
Total			\$0.00	\$0.00	\$0.00	

Note:

Column A: Completion date of transaction or event prior to October 1, 2021.

Column B: Transaction Type such as personnel action, contracts, etc.

Column C: Vendor or Party owed

Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.

Column G: Note item of concern.

GUAM COMMUNITY COLLEGE
FY2022 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
 ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments	1010 Office of the President	272,611
	1020 Guam P.O.S.T. Commission	54,974
	1030 Office of Communications & Promotions	113,772
	1060 Planning and Development	317,102
	1061 High School Equivalency	41,572
	1065 Facilities	293,286
	3000 Office of the Vice President (FAD)	151,761
	3010 Business Office	501,411
	3020 Management Information Systems	506,048
	3030 Human Resources	255,705
	3040 Materials Management	209,652
	3045 Bookstore	49,625
	3060 Student Financial Aid	158,554
	3070 Environmental Health & Safety	104,301
	5000 Vice President for Academic Affairs	123,606
	5020 Admissions and Registration	252,064
	5030 Assessment, Institutional Effectiveness and Res	172,506
	5050 Continuing Education & Workforce Development	73,843
	6000 Dean's Office - TPS	293,204
	6110 Automotive Service Technology	585,575
	6150 Cosmetology	79,103
	6210 Education	58,785
	6220 Early Childhood Education (ECE)	188,912
	6410 Criminal Justice	147,262
	6420 Social Science	175,625
	6550 Visual Communications	72,736
	6610 Adult Basic Education	43,734
	6710 Allied Health	307,583
	6730 Practical Nursing	276,317
	6810 Hospitality and Tourism	447,142
	6820 Culinary & Food Services	337,989
	6950 Construction	384,180
	6970 Marketing	403,771
	6980 Accounting	100,773
	6990 Supervision and Management	58,105
	7000 Dean's Office - TSS	505,022
	7110 Math	181,418
	7120 Science	228,623
	7210 Student Support Services	130,118
	7211 Night Administration	88,849
	7220 Health Services Center	62,814
	7420 Center for Student Involvement	98,482
	7510 Office Technology	115,570
	7610 Assessment & counseling	394,949
	7615 Vocational Guidance	267,925
	7620 Enrollment Services	70,780
	7630 Office of Accommodative Services	68,828
	7710 Computer Science	218,592
	7750 English	143,502
	7810 Computer Networking	211,766
	7950 Learning Resource Center	257,674
	8000 Developmental Education	328,623

GUAM COMMUNITY COLLEGE
FY2022 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
 ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
	TOTAL REGULAR SALARIES/INCREMENTS	\$10,986,724
120 Benefits-Full Time	1010 Office of the President	93,955
	1020 Guam P.O.S.T. Commission	17,147
	1030 Office of Communications & Promotions	40,359
	1060 Planning and Development	117,876
	1061 High School Equivalency	15,849
	1065 Facilities	134,848
	3000 Office of the Vice President (FAD)	53,445
	3010 Business Office	197,748
	3020 Management Information Systems	190,298
	3030 Human Resources	95,264
	3040 Materials Management	76,539
	3045 Bookstore	15,545
	3060 Student Financial Aid	58,385
	3070 Environmental Health & Safety	47,703
	5000 Vice President for Academic Affairs	49,592
	5020 Admissions and Registration	114,172
	5030 Assessment, Institutional Effectiveness and Res	62,377
	5050 Continuing Education & Workforce Development	24,341
	6000 Dean's Office - TPS	105,858
	6110 Automotive Service Technology	246,691
	6150 Cosmetology	45,005
	6210 Education	19,831
	6220 Early Childhood Education (ECE)	72,836
	6410 Criminal Justice	51,933
	6420 Social Science	63,330
	6550 Visual Communications	27,365
	6610 Adult Basic Education	17,689
	6710 Allied Health	101,919
	6730 Practical Nursing	100,120
	6810 Hospitality and Tourism	159,932
	6820 Culinary & Food Services	128,089
	6950 Construction	134,038
	6970 Marketing	143,905
	6980 Accounting	32,406
	6990 Supervision and Management	30,470
	7000 Dean's Office - TSS	188,895
	7110 Math	66,448
	7120 Science	77,841
	7210 Student Support Services	63,925
	7211 Night Administration	42,610
	7220 Health Services Center	21,866
	7420 Center for Student Involvement	39,711
	7510 Office Technology	41,946
	7610 Assessment & counseling	125,664
	7615 Vocational Guidance	101,820
	7620 Enrollment Services	21,386
	7630 Office of Accommodative Services	25,722
	7710 Computer Science	75,273
	7750 English	53,173
	7810 Computer Networking	89,276

GUAM COMMUNITY COLLEGE
FY2022 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
 ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT		AMOUNT REQUESTED
120 Benefits-Full Time	7950	Learning Resource Center	107,046
	8000	Developmental Education	128,499
TOTAL BENEFITS-FULL TIME			\$4,157,961
220 Travel: Local Mileage	1020	Guam P.O.S.T. Commission	2,500
	1062	Sustainability	75
TOTAL TRAVEL: LOCAL MILEAGE			\$2,575
230 Contractual Services	1000	Board of Trustees	3,637
	1010	Office of the President	50,000
	1030	Office of Communications & Promotions	23,796
	1061	High School Equivalency	86
	1062	Sustainability	52,000
	1065	Facilities	288,532
	3000	Office of the Vice President (FAD)	4,000
	3010	Business Office	30,650
	3020	Management Information Systems	211,116
	3030	Human Resources	1,144
	3040	Materials Management	339,000
	3060	Student Financial Aid	950
	3070	Environmental Health & Safety	14,786
	3080	Administrative Support Services & Security	102,518
	5000	Vice President for Academic Affairs	4,500
	5020	Admissions and Registration	7,600
	5030	Assessment, Institutional Effectiveness and Res	29,950
	6430	Emergency Medical Technician	1,000
	6710	Allied Health	2,300
	6730	Practical Nursing	9,500
	6810	Hospitality and Tourism	500
	6820	Culinary & Food Services	3,375
	7000	Dean's Office - TSS	563
	7210	Student Support Services	157,456
	7220	Health Services Center	3,876
	7510	Office Technology	500
	7610	Assessment & counseling	6,169
7615	Vocational Guidance	2,980	
7630	Office of Accommodative Services	176	
7950	Learning Resource Center	13,682	
TOTAL CONTRACTUAL SERVICES			\$1,366,341
240 Supplies & Materials	1020	Guam P.O.S.T. Commission	500
	1062	Sustainability	500
	1065	Facilities	48,000
	3000	Office of the Vice President (FAD)	500
	3010	Business Office	2,500
	3020	Management Information Systems	13,500
	3030	Human Resources	1,500
	3040	Materials Management	2,500
	3060	Student Financial Aid	500
	3070	Environmental Health & Safety	1,000
	3080	Administrative Support Services & Security	4,000
	5000	Vice President for Academic Affairs	500
5020	Admissions and Registration	7,000	

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2022 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED	
240 Supplies & Materials	5030	Assessment, Institutional Effectiveness and Res	500
	6000	Dean's Office - TPS	500
	6210	Education	2,000
	6220	Early Childhood Education (ECE)	500
	6410	Criminal Justice	1,000
	6420	Social Science	500
	6430	Emergency Medical Technician	2,000
	6440	Human Services	500
	6550	Visual Communications	500
	6610	Adult Basic Education	500
	6620	Adult High School	500
	6640	English-As-A-Second Language	500
	6710	Allied Health	1,000
	6730	Practical Nursing	500
	6820	Culinary & Food Services	5,000
	6970	Marketing	1,000
	6980	Accounting	500
	6990	Supervision and Management	500
	7000	Dean's Office - TSS	500
	7110	Math	500
	7120	Science	500
	7210	Student Support Services	3,000
	7220	Health Services Center	3,000
	7420	Center for Student Involvement	500
	7610	Assessment & counseling	1,000
	7615	Vocational Guidance	2,500
	7710	Computer Science	500
	7750	English	1,500
	7760	CHamoru	1,000
	7950	Learning Resource Center	2,000
	8000	Developmental Education	1,500
TOTAL SUPPLIES & MATERIALS		\$118,500	
250 Equipment	1030	Office of Communications & Promotions	3,500
	1065	Facilities	12,278
	3010	Business Office	300
	3020	Management Information Systems	25,105
	3040	Materials Management	1,500
	6000	Dean's Office - TPS	177
	6410	Criminal Justice	400
	6430	Emergency Medical Technician	2,500
	6810	Hospitality and Tourism	100
	6820	Culinary & Food Services	1,637
	6970	Marketing	222
	7110	Math	1,800
	7120	Science	4,800
	7210	Student Support Services	2,494
	7610	Assessment & counseling	315
	7615	Vocational Guidance	2,080
	7630	Office of Accommodative Services	266
7750	English	162	
7760	CHamoru	1,000	

GUAM COMMUNITY COLLEGE
FY2022 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
 ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT		AMOUNT REQUESTED
250 Equipment	7950	Learning Resource Center	4,487
	TOTAL EQUIPMENT		\$65,122
290 Miscellaneous Expense	1000	Board of Trustees	4,200
	6410	Criminal Justice	1,000
	6620	Adult High School	43,394
	7110	Math	68
	7120	Science	100
	8000	Developmental Education	599
	TOTAL MISCELLANEOUS EXPENSE		\$49,361
361 Power	1065	Facilities	897,756
	TOTAL POWER		\$897,756
362 Water/Sewer	1065	Facilities	88,364
	TOTAL WATER/SEWER		\$88,364
363 Telephone/Toll	1065	Facilities	86,376
	TOTAL TELEPHONE/TOLL		\$86,376
364 TELEPHONE/FAX	1065	Facilities	166
	TOTAL TELEPHONE/FAX		\$166
TOTAL GENERAL FUND			\$17,819,246

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
BOARD OF TRUSTEES

GOALS AND OBJECTIVES:

1. TO PERIODICALLY EVALUATE AND AMEND BOARD POLICIES AND UPDATE BY-LAWS TO ALIGN PROCESSES AND PROCEDURES, AS NECESSARY AND APPROPRIATE.
2. TO 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.
3. TO ASSESS THE EFFECTIVENESS OF THE PARTICIPATORY GOVERNANCE STRUCTURE AS A WHOLE THROUGH AN INTEGRATED CAMPUS-WIDE SURVEY THAT BUILDS ON PREVIOUS ASSESSMENT WORK.

PERFORMANCE INDICATORS:

1. FOLLOW AND IMPLEMENT AN ESTABLISHED SCHEDULE FOR THE PERIODIC EVALUATION OF BOARD POLICIES, INCLUDING MISSION STATEMENT & BOT MEMBERSHIP HANDBOOK.
2. IMPLEMENT REGULAR SCHEDULE FOR BOARD ASSESSMENT TRAINING TO INCREASE & DEEPEN MEMBERS KNOWLEDGE OF ASSESSMENT/ACCREDITATION FOR ACCOUNTABILITY & IMPROVEMENT; INCLUDE INPUT/PARTICIPATION OF MANAGEMENT TEAM, FACULTY/STAFF SENATE & COPSA IN THE GBAQ PROCESS.
3. ACTIVELY PARTICIPATE IN CAMPUS-WIDE GOVERNANCE SURVEY.

PROPOSED OUTCOMES:

1. PERIODIC EVALUATION AND REVISION OF BOT POLICIES TO INCLUDE UPDATES OF MISSION STATEMENT AND BY-LAWS.
2. BOARD OF TRUSTEES' FORUM FOR FACULTY SENATE, STAFF SENATE, AND THE COUNCIL ON POSTSECONDARY STUDENT AFFAIRS (COPSA).
3. EVIDENCE OF INPUT BY THE MANGEMENT TEAM, FACULTY, STAFF AND STUDENT REPRESENTATIVES PRESENT AT BOARD MEETINGS WILL REFLECT THEIR CLOSE CONNECTION WITH THE PARTICIPATORY GOVERNANCE PROCESS.

Guam Community College
FY 2022 Budget Request by Department
BOARD OF TRUSTEES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
1	01	ANNUAL MEMBERSHIP DUES: ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)	1	3,637	\$3,637	MEMBERSHIP RENEWAL
			1		\$3,637	1 line item(s)
MISCELLANEOUS EXPENSE						
2	01	BOARD OF TRUSTEES	7	600	\$4,200	STIPENDS
			7		\$4,200	1 line item(s)
TOTAL BUDGET REQUESTED			8		\$7,837	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
OFFICE OF THE PRESIDENT

GOALS AND OBJECTIVES:

1. TO PROVIDE LEADERSHIP AND DIRECTION FOR THE ACTIVITIES OF THE INSTITUTION TO CARRY OUT ITS MISSION.
2. TO RETAIN ESSENTIAL CHARACTERISTICS OF RESPONSIVENESS, ACCESSIBILITY, ACCOUNTABILITY, FLEXIBILITY, RELEVANCE, EXCELLENCE, AND TECHNOLOGICAL ADVANCEMENT TO ENSURE STUDENT SUCCESS.
3. TO MAINTAIN NECESSARY RESOURCES TO SUPPORT THE COLLEGE'S MISSION.

PERFORMANCE INDICATORS:

1. INSTITUTIONAL DECISIONS SUPPORT THE COLLEGE'S MISSION.
2. PRESIDENT ENSURES FISCAL RESPONSIBILITY, OPEN FLOW OF INFORMATION; CURRICULUM IS RELEVANT TO MEET THE NEEDS OF GUAM'S WORKFORCE.
3. THE COLLEGE MEETS ALL FEDERAL & LOCAL REPORTING REQUIREMENTS.

PROPOSED OUTCOMES:

1. PROGRAMS/COURSES OFFERED REFLECT THE NEEDS OF THE WORKFORCE.
2. RESOURCES ARE WELL MANAGED, COLLEGE OPEN DOOR POLICY IS MAINTAINED, AND ADVISORY COMMITTEE HAVE INPUT ON CURRICULUM.
3. DECISIONS REFLECT THE ALIGNMENT OF RESOURCES WITH STRATEGIC PLANNING.

Guam Community College
FY 2022 Budget Request by Department
OFFICE OF THE PRESIDENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
7	01	LEGAL SERVICES	1	25,000	\$25,000	CONTRACT/MEMBERSHIP RENEWAL
6	01	PPEC	1	3,000	\$3,000	CONTRACT/MEMBERSHIP RENEWAL
5	01	AACC	1	3,322	\$3,322	CONTRACT/MEMBERSHIP RENEWAL
4	01	ACCJC	1	15,053	\$15,053	CONTRACT/MEMBERSHIP RENEWAL
3	01	INSTITUTIONAL MEMBERSHIP DUES & SUBSCRIPTIONS	1	3,625	\$3,625	CONTRACT/MEMBERSHIP RENEWAL
			5		\$50,000	5 line item(s)
TOTAL BUDGET REQUESTED			5		\$50,000	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
GUAM P.O.S.T. COMMISSION

GOALS AND OBJECTIVES:

1. TO DEVELOP, UPDATE & PUBLISH P.O.S.T. COMMISSION POLICIES AND REGULATIONS USING THE ADMINISTRATIVE ADJUDICATION PROCESS FOR ALL LAW ENFORCEMENT & PEACE OFFICER ORGANIZATIONS ON GUAM; MONITOR POLICY COMPLIANCE & ENFORCE AS DEEMED NECESSARY.
2. TO SET EXAMPLES ENGAGING COMM. MEMBERS IN CONTINUOUS ASSESSMENT OF POLICIES/UPDATE OF PLANNING PROCESSES /DEVELOPMENT OF LAW ENFORCEMENT STANDARDS FOR CLEAR UNDERSTANDING OF STRATEGIC DIRECTION & OVERALL EXPECTATIONS FROM LAW ENFORCEMENT COMMUNITY.
3. TO ASSESS COMPLIANCE TO P.O.S.T. POLICIES & STANDARDS BY LAW ENFORCEMENT COMMUNITY & LEVERAGE SURVEYS AND EVALUATIONS TO IDENTIFY/ADDRESS WEAKNESS & STRENGTHS OF P.O.S.T. POLICIES AND STATUTES.

PERFORMANCE INDICATORS:

1. CONDUCT P.O.S.T. COMMISSION MEETINGS ON A REGULAR BASIS, PREFERABLY MONTHLY BUT, AT A MINIMUM, QUARTERLY IN ACCORDANCE WITH 17GCA, CHAPTER 51, P.O.S.T. (PEACE OFFICER STANDARDS AND TRAINING) COMMISSION.
2. ESTABLISH SUBCOMMITTEES W/ TASKS/TIMELINES & REPORT TO P.O.S.T.; SHARE INFO FOR POLICY DEV. & UPDATE LAW ENFORCEMENT STANDARDS; COLLABORATE & SHARE TRNG. RESOURCES FOR MAX TRNG. YIELD; ADHERE TO P.O.S.T. STANDARDS & ENSURE OFFICERS ARE IN FULL COMPLIANCE.
3. CONDUCT SURVEYS OR EVALUATIONS TO OBTAIN FEEDBACK FROM THE LAW ENFORCEMENT COMMUNITY ON THE POLICIES AND STANDARDS BEING ESTABLISHED AND ENFORCED BY THE P.O.S.T. COMMISSION.

PROPOSED OUTCOMES:

1. P.O.S.T. ADMINISTRATIVE RULES THAT CLEARLY DEFINE THE STANDARDS FOR PEACE OFFICERS IN THE AREAS OF TRAINING, CONDUCT, FITNESS AND RETENTION; THESE RULES ARE SUBJECT TO REVISIONS AND UPDATES AS DEEMED NECESSARY BY THE P.O.S.T. COMMISSION.
2. CONDUCT P.O.S.T. MEETINGS ON A REGULAR BASIS, PREFERABLY MONTHLY BUT, AT A MINIMUM, QUARTERLY TO REVIEW AND UPDATE P.O.S.T. STATUTES AND POLICIES AS NEEDED BASED ON MISSION REQUIREMENTS OF ALL PEACE OFFICERS.
3. USE THE SURVEY FEEDBACK OPINIONS AND CONCERNS TO ENSURE THEY ARE BEING HEARD AND PROPERLY ADDRESSED AND THAT THEY ARE ALSO RELEVANT TO THE MISSIONS OF THE LAW ENFORCEMENT COMMUNITY.

Guam Community College
FY 2022 Budget Request by Department
GUAM P.O.S.T. COMMISSION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
8	01	TRAVEL: OFF ISLAND CONFERENCE	1	2,500	\$2,500	IADLEST ANNUAL CONFERENCE; MEMBERSHIP DUES & CJ ACADEMY ACCREDITATION: INTERNATIONAL ASSOCIATION OF DIRECTORS OF LAW ENFORCEMENT STANDARDS AND TRAINING (IADLEST); AND OTHER P.O.S.T. ASSOCIATED MEMBERSHIPS; PRINTING OF P.O.S.T. PUBLICATIONS, HANDOUTS (PUB
			1		\$2,500	1 line item(s)
SUPPLIES & MATERIALS						
9	01	SUPPLIES & MATERIALS	1	500	\$500	OFFICE SUPPLIES: MANILA FOLDERS FOR MEETING PACKETS, VARIOUS FILES & CORRESPONDENCES, COPIER PAPER FOR THE PRINTING OF DOCUMENTS FOR P.O.S.T. MEETINGS, RE-PRINTING BUSINESS CARDS; PENS, FASTENERS, FOLDERS, LABELS, BINDERS, FLASHDRIVES, COMPUTER SUPPLIES/
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$3,000	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
OFFICE OF COMMUNICATIONS & PROMOTIONS

GOALS AND OBJECTIVES:

1. INCREASE RELEVANT REACH. STRATEGICALLY DISSEMINATE RELEVANT INFORMATION AND MESSAGING THAT HIGHLIGHTS GCC'S INVOLVEMENT IN ECONOMIC DEVELOPMENT, JOB CREATION AND EMPLOYMENT, AND RESPONSIVENESS TO CHANGES IN WORKFORCE DEMANDS IN A POST-COVID ECONOMY.
2. INCREASE ENGAGEMENT. DEPLOY A CUSTOMER RELATIONS MANAGEMENT (CRM) SYSTEM TO ENHANCE THE EFFECTIVENESS OF GCC'S MOBILE ENVIRONMENT TO ENGAGE GCC STAKEHOLDERS IN MORE RELEVANT AND ACCESSIBLE WAYS.
3. MODERNIZE MEDIA AND COMMUNICATION TOOLS. ENHANCE, UPGRADE AND REPLACE CURRENT MULTIMEDIA EQUIPMENT USED TO DEVELOP VARIOUS CAMPAIGNS TO ENHANCE GCC'S IMAGE, ENROLLMENT AND FUNDING OPPORTUNITIES.

PERFORMANCE INDICATORS:

1. INCREASED EMPLOYER PARTNER PARTICIPATION (BOOT CAMP, APPRENTICESHIP ETC.) RESULTING IN MORE OPPORTUNITIES FOR NON-TRADITIONAL STUDENT ENROLLMENT RECOMMENDATIONS.
2. INCREASED ENGAGEMENT BETWEEN STAKEHOLDERS AND GCC PROCESS.
3. WELL PRODUCED MEDIA RESULTING IN INCREASED AND BETTER ENGAGEMENT ON VARIOUS MEDIA/SOCIAL MEDIA CHANNELS.

PROPOSED OUTCOMES:

1. INCREASED ENROLLMENT DIVERSITY AND TOTAL ENROLLMENT.
2. STRENGTHENED ABILITY TO SEGMENT AND TARGET STAKEHOLDERS THROUGH A ROBUST CRM SYSTEM, BASED ON MORE INFORMATIVE ANALYTICS.
3. MORE ADVANCED CREATIVE MEDIA PRODUCTION FOR ALL MEDIA/SOCIAL MEDIA CHANNELS.

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
OFFICE OF COMMUNICATIONS & PROMOTIONS

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
14	01	WEBSITE HOSTING, BACKUP AND MAINTENANCE	12	884	\$10,608	MAINTAIN AND ENHANCE WEB SERVICES
13	01	ADEVERTISING MEDIA CONTRACTS: SPRING/FALL 2022. POSTERS, MISC ADS AND PROMOS	1	10,338	\$10,338	ADVERTISE FALL & SPRING REGISTRATION
12	01	PRINTING: ANUAL REPORT, MISCELLANEOUS COLLATERALS	1	1,100	\$1,100	ADVERTISE GCC ACOMPLISHMENTS AND PROGRAMS
11	01	NCMPR DUES	1	550	\$550	PROFESSIONAL DEVELOPMENT, REESTABLISH MEMBERSHIP
10	01	SOCIAL MEDIA ADVERTISING (FACEBOOK, GOOGLE ADS, CRM)	1	1,200	\$1,200	INCREASE REACH AND ENGAGEMENT FROM STUDENTS, POTENTIAL STUDENTS, AND COMMUNITY PARTNERS TO INCREASE ENROLLMENT AND DONATIONS
			16		\$23,796	5 line item(s)
EQUIPMENT						
15	01	MISCELLANEOUS VIDEO EQUIPMENT VIDEO CAMERA STABILIZER, CAMERA ACCESSORIES , CAMERA BATTERIES, COMPUTER PROGRAM UPDATES	1	3,500	\$3,500	PRODUCE VIDEOS TO PROMOTE PROGRAMS, UPDATE OCP VIDEO AND EDITING CAPACITY, PROCURE DRONE FOR ENHANCED VIDEO CAPABILITY TO MEET AUDIENCE EXPECTATIONS
			1		\$3,500	1 line item(s)
TOTAL BUDGET REQUESTED			17		\$27,296	6 line item(s)

Guam Community College
FY 2022 Budget Request by Department
HIGH SCHOOL EQUIVALENCY

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO ADMINISTER COMPUTER/PAPER BASED TESTS.
2. TO PROVIDE DEANS A LIST OF HSE RECIPIENTS INTERESTED IN POSTSECONDARY EDUCATION.
3. TO PROVIDE HSE RECIPIENTS WITH TRANSCRIPTS AND DIPLOMAS.

PERFORMANCE INDICATORS:

1. INCREASE THE NUMBER OF TEST TAKERS AS COMPARED TO THE PIOR YEAR BY 20%.
2. ONE HUNDRED PERCENT (100%) OF HSE RECIPIENTS WILL BE SENT TO DEANS MONTHLY.
3. ONE HUNDRED PERCENT (100%) OF HSE RECIPIENTS WILL RECEIVE A TRANSCRIPT AND DIPLOMA WITHIN 5 AND 21 BUSINESS DAYS, RESPECTIVELY.

PROPOSED OUTCOMES:

1. INCREASE THE NUMBER OF DIPLOMA RECIPIENTS.
2. PROVIDE A MONTHLY MEMO TO THE DEANS.
3. ALLOW HSE RECIPIENTS TO FURTHER THEIR EDUCATION AND/OR SEEK EMPLOYMENT.

Guam Community College
FY 2022 Budget Request by Department
HIGH SCHOOL EQUIVALENCY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
16	01	CONTRACTUAL	1	86	\$86	TEST BOOKLETS FOR DOC
			1		\$86	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$86	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
SUSTAINABILITY

GOALS AND OBJECTIVES:

1. INCREASE CAMPUS OPERATIONAL EFFICIENCY THROUGH CONTINUED INTEGRATION OF PROVEN ENERGY EFFICIENCY AND RENEWABLE ENERGY TECHNOLOGIES ON CAMPUS.
2. CAMPUS-WIDE REDUCTION IN SINGLE USE PLASTIC CONTAINERS THROUGH EFFECTIVE SUSTAINABILITY EDUCATION AND OUTREACH ACTIVITIES AND CAMPAIGNS.
3. GCC DEPARTMENT/DIVISION/PROGRAM AT LEAST ONE ISMP GOAL THROUGH CAMPUS-WIDE ASSESSMENTS ON NUVENTIVE IMPROVE AND ENSURE ALIGNMENT OF ACTIVITIES WITH ISMP GOALS AND OBJECTIVES (2020-2026 ISMP).

PERFORMANCE INDICATORS:

1. AT LEAST 5% IN ENERGY REDUCTION WILL BE EXPECTED IN SPECIFIED BUILDINGS INTEGRATING RENEWABLE ENERGY SYSTEMS.
2. AT LEAST 2% REDUCTION IN OPERATING COST WILL BE EXPECTED IN SPECIFIED BUILDINGS/AREAS WHERE SUCH EFFICIENCY INTEGRATIONS ARE IDENTIFIED.
3. AT LEAST 70% OF PROGRAM/DEPARTMENT IMPLEMENT AN ISMP ACTIVITY.

PROPOSED OUTCOMES:

1. REDUCED ENERGY USAGE.
2. REDUCED WASTE AND INCREASED RECYCLABLE GENERATION.
3. INCREASED ISMP ACTIVITIES.

Guam Community College
FY 2022 Budget Request by Department
SUSTAINABILITY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
17	01	TRAVEL	1	75	\$75	MILEAGE - LOCAL & STEEP
			1		\$75	1 line item(s)
CONTRACTUAL SERVICES						
20	01	EQUIPMENT	1	16,000	\$16,000	SUSTAINABILITY - PHASING IN OF SOLAR STREET LIGHT TECHNOLOGY, ENHANCE ENERGY EFFICIENCY (LIFT, LINE CONDITIONERS, LIGHTING EQUIPMENT, ETC.)
18	01	CONTRACTUAL	1	36,000	\$36,000	SUSTAINABILITY SERVICE - UPDATE PV INVERTER/DATA INTERFACE SYSTEM AND EDUCATIONAL PROJECTS & ACTIVITIES
			2		\$52,000	2 line item(s)
SUPPLIES & MATERIALS						
19	01	SUPPLIES & MATERIALS	1	500	\$500	SUSTAINABILITY - EDUCATIONAL PROJECTS AND ACTIVITIES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$52,575	4 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
FACILITIES

GOALS AND OBJECTIVES:

1. TO PROVIDE STUDENTS WITH A SAFE LEARNING CAMPUS ENVIRONMENT BY ENSURING ALL BUILDINGS RECEIVE PREVENTIVE MAINTENANCE AND INSPECTION.
2. TO EFFICIENTLY & EFFECTIVELY ADDRESS WORK ORDERS WITHIN FIFTEEN (15) BUSINESS DAYS.
3. TO TIMELY COMPLETE CIP PROJECTS.

PERFORMANCE INDICATORS:

1. 100% OF BUILDINGS WOULD HAVE PREVENTIVE MAINTENANCE AND INSPECTION PERFORMED.
2. 95% OF THE WORK ORDERS WILL BE ASSESSED BY AN F&M STAFF MAKING THE INITIAL CONTACT WITH THE REQUESTER WITHIN 5 BUSINESS DAYS.
3. 90% OF THE PROJECTS WILL BE COMPLETED BY AUGUST 30TH ANNUALLY.

PROPOSED OUTCOMES:

1. DEVELOPMENT OF A PROCESS IMPROVEMENT PLAN.
2. SUCCESSFUL COMPLETION OF WORK ORDERS.
3. SUCCESSFUL COMPLETION OF PROJECTS WITHIN ESTABLISHED TIMELINES.

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
FACILITIES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
23	01	CONTRACTUAL	1	4,000	\$4,000	EMAINT
22	01	CONTRACTUAL	2	8,592	\$17,184	GREASE TRAPS & GENERATOR
21	01	CONTRACTUAL	12	22,279	\$267,348	CUSTODIAL, GROUNDS, TRASH COLLECTION, PEST CONTROL
			15		\$288,532	3 line item(s)
SUPPLIES & MATERIALS						
24	01	SUPPLIES & MATERIALS	96	500	\$48,000	CUSTODIAL
			96		\$48,000	1 line item(s)
EQUIPMENT						
25	01	EQUIPMENT	12	1,023	\$12,278	
			12		\$12,278	1 line item(s)
POWER						
26	01	UTILITIES	12	74,813	\$897,756	POWER
			12		\$897,756	1 line item(s)
WATER/SEWER						
27	01	UTILITIES	12	7,364	\$88,364	WATER/SEWER
			12		\$88,364	1 line item(s)
TELEPHONE/TOLL						
28	01	UTILITIES	12	7,198	\$86,376	TELEPHONE - GTA (DSL & VOIP) & PDS
			12		\$86,376	1 line item(s)
TELEPHONE/FAX						
29	01	UTILITIES	1	166	\$166	TELEPHONE - FAX & LONG DISTANCE
			1		\$166	1 line item(s)
TOTAL BUDGET REQUESTED			160		\$1,421,471	9 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
OFFICE OF THE VICE PRESIDENT (FAD)

GOALS AND OBJECTIVES:

1. TO PROVIDE LEADERSHIP AND GUIDANCE TO ENSURE THAT FINANCIAL PLANNING REALISTICALLY ALIGNS WITH AVAILABLE RESOURCES, INSTITUTIONAL PLANS, AND INSTITUTIONAL PRIORITIES.
2. TO ENSURE THE COORDINATION OF THE OPERATIONS OF GCC'S FINANCE AND ADMINISTRATION DIVISION.
3. TO ENSURE THE FINANCIAL INTEGRITY OF THE INSTITUTION AND THE RESPONSIBLE ALLOCATION AND USE OF FINANCIAL RESOURCES.

PERFORMANCE INDICATORS:

1. DEVELOPMENT OF AN ANNUAL BUDGET THAT ENSURES THE FINANCIAL REQUESTS ARE LINKED TO INSTITUTIONAL PLANS, PRIORITIES AND TIMELINES.
2. MONTHLY REPORTING REQUIREMENTS ARE COMPLETED WITHIN THE REQUIRED TIMEFRAMES, AND POLICIES AND PROCEDURES ARE MAINTAINED AND CONTINUALLY UPDATED.
3. ANNUAL BUDGET, FEDERAL REPORTING REQUIREMENTS AND AUDIT ARE COMPLETED WITHIN THE REQUIRED TIMEFRAME AND WITH MINIMAL NEGATIVE RESPONSES OR FINDINGS.

PROPOSED OUTCOMES:

1. THE COLLEGE'S BUDGET ALLOCATION ARE SUFFICIENT TO MEET THE NEEDS OF THE INSTITUTION, AND FOLLOWS THE INSTITUTIONAL PLANS AND PRIORITIES WITHIN THE AVAILABLE RESOURCES.
2. THE POLICIES AND PROCEDURES ENSURE MAINTENANCE OF EFFECTIVE CONTROLS OVER THE OPERATIONS OF THE DIVISION.
3. THE COLLEGE MAINTAINS ITS FINANCIAL INTEGRITY AND RESPONSIBLY MANAGES ITS RESOURCES.

Guam Community College
FY 2022 Budget Request by Department
OFFICE OF THE VICE PRESIDENT (FAD)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
1	01	MEMBERSHIP	1	4,000	\$4,000	ANNUAL MEMBERSHIP (AGA, CCBO, NACUBO, FI360)
			1		\$4,000	1 line item(s)
SUPPLIES & MATERIALS						
2	01	OFFICE SUPPLIES	1	500	\$500	DAILY OPERATIONS
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$4,500	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
BUSINESS OFFICE

GOALS AND OBJECTIVES:

1. TO PROVIDE FINANCIAL INFORMATION TO GCC DEPARTMENT HEADS TO BETTER SUPPORT STUDENT LEARNING PROGRAMS AND SERVICES THROUGH BUDGET MONITORING AND PERFORMANCE.
2. TO BETTER INFORM GCC'S MANAGEMENT, THE LEGISLATURE, AND OTHER STAKEHOLDERS OF GCC'S FINANCIAL POSITION AND RESOURCES BY SUBMITTING MONTHLY FINANCIALS AND POSTING THE SAME TO THE MYGCC COMMUNITY WEBSITE.
3. TO ACCURATELY ACCOUNT FOR COLLEGE'S ACTIVITY THROUGH KEEPING FINANCIAL RECORDS IN COMPLIANCE WITH GAAP AND US OMB CIRCULAR REQUIREMENTS.

PERFORMANCE INDICATORS:

1. ENSURE THAT BUDGETS ARE LOADED WITHIN THREE WEEKS OF THE NEW FISCAL YEAR AND EACH RESPECTIVE DEPARTMENT HEADS ARE INFORMED OF THE BUDGET LOAD.
2. ENSURE THAT THE MONTHLY FINANCIAL STATEMENTS ARE SUBMITTED AND POSTED ON THE WEBSITE.
3. PREPARE THE AUDIT SCHEDULE AND DOCUMENTS FOR ANNUAL F/S AND COMPLIANCE AUDIT. THE CONTROLLER WILL PREPARE THE PRELIMINARY F/S FOR AUDIT.

PROPOSED OUTCOMES:

1. THE COLLEGE'S BUDGET LOADS ARE COMPILED AND APPROVED BY THE MANAGEMENT, BOT AND LEGISLATURE IN A TIMELY MANNER AND SUBSEQUENTLY LOADED WITHIN THREE WEEKS OF THE NEW FISCAL YEAR TO SUPPORT COLLEGE'S OPERATION.
2. THE COLLEGE COMMUNITIES ARE AWARE OF THE COLLEGE'S FINANCIAL STABILITY AND AVAILABLE FINANCIAL RESOURCES.
3. STAKEHOLDERS ARE BETTER INFORMED OF THE FINANCIAL STATUS OF THE COLLEGE AND AVAILABLE RESOURCES VIA SOCIAL MEDIA OR MYGCC WEBSITE SO THAT THEY MAY CARRY OUT THE COLLEGE MISSION AND GOALS.

Guam Community College
FY 2022 Budget Request by Department
BUSINESS OFFICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
4	01	CONTRACTUAL - SPREADSHEET SERVER	1	2,150	\$2,150	ANNUAL FEE/MAINTENANCE SUPPORT
3	01	CONTRACTUAL - AUDIT FIRM	1	28,500	\$28,500	AUDIT SERVICES FY 2020
			2		\$30,650	2 line item(s)
SUPPLIES & MATERIALS						
7	01	SUPPLIES & MATERIALS	1	500	\$500	OFFICE SUPPLIES (TONERS, BANKER BOXES, COLORED PAPERS, DEPOSIT BAGS, CHECKS)
6	01	CONTRACTUAL - PRINTING	2	500	\$1,000	PRINTING OF ENVELOPES WITH WINDOW
5	01	CONTRACTUAL - POSTAGE	2	500	\$1,000	POSTAGE STAMP - ACCOUNT STATEMENT, 1099, 1098, W-2
			5		\$2,500	3 line item(s)
EQUIPMENT						
8	01	EQUIPMENT - IT NON CAPITAL	1	300	\$300	UPS, EXTERNAL DRIVE
			1		\$300	1 line item(s)
TOTAL BUDGET REQUESTED			8		\$33,450	6 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
MANAGEMENT INFORMATION SYSTEMS

GOALS AND OBJECTIVES:

1. TO PROVIDE THE EFFECTIVE MANAGEMENT OF COMPUTER TECHNOLOGIES AND RELATED RESOURCES TO ENSURE STUDENTS HAVE ACCESS TO THE TOOLS NECCESARY TO MEET THEIR EDUCATIONAL GOALS.
2. TO SUPPORT INFORMATION TECHNOLOGY THROUGH PERSONNEL RETENTION OR THE OUTSOURCING OF SERVICES, TO HELP MEET THE AUTOMATION NEEDS OF STUDENTS, PROGRAMS, AND SERVICE AREAS.
3. TO MEET FUTURE ON-PREMISE AND CLOUD-BASED SYSTEMS REQUIREMENTS FOR LONG-TERM USE, RELIABILITY, SUPPORT, SECURITY, AND STABILITY OF THE COLLEGE'S SYSTEMS AND OPERATIONS.

PERFORMANCE INDICATORS:

1. EVERY SEMESTER, MAINTAIN 95% AVAILABILITY OF LAB AND OFFICE COMPUTERS, THE INTERNET, MYGCC PORTAL, AND RELATED TECHNOLOGY.
2. IN 7 DAYS OR LESS, MAINTAIN AN AVERAGE OF 90% COMPLETION OF ALL WORK ORDERS FOR COMPUTER TECHNOLOGY AND ERP SYSTEMS-RELATED WORK.
3. 99.99% OF ALL CURRENT AND FUTURE UPGRADE NEEDS OF ON PREMISE AND CLOUD-BASED SYSTEMS ARE OPTIMALLY AND SUFFICIENTLY CONFIGURED.

PROPOSED OUTCOMES:

1. SUFFICIENT BANDWIDTH TO ACCOMMODATE ON-PREMISE AND CLOUD-BASED SYSTEMS, AND ANY OTHER FUTURE PROJECTS AS NEEDED AND PLANNED.
2. ENSURE COLLEGE-WIDE RESOURCES ARE SUFFICIENT AND OPTIMAL TO MEET THE NEEDS OF LEARNING, TEACHING, COLLEGE-WIDE COMMUNICATIONS, RESEARCH, AND OPERATIONS IN SUPPORT OF SLO'S, AUO'S, & SSUO'S.
3. ON-PREMISE AND CLOUD-BASED SYSTEMS WILL BE UPGRADED IN SYSTEM CAPACITY AND CAPABILITIES TO MEET INSTITUTIONAL AND USER DEMANDS.

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
MANAGEMENT INFORMATION SYSTEMS

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
10	01	CLOUD BASE INFRASTRUCTURE AS A SERVICE (IAAS) MAINTENANCE & RENEWAL	1	20,000	\$20,000	CLOUD BASED HOSTING OF ENTRERPRISE RESOURCE PLANNING (ERP) SYSTEM
11	01	SUBSCRIPTION FEE FOR HOSTED SUBSCRIPTION SOFTWARE AND CLOUD	1	31,827	\$31,827	REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
12	01	MAINTENANCE OF BANNER PERPETUAL SOFTWARE RENEWAL (BDMS, XTENDER, & LUMINIS)	1	64,208	\$64,208	REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
13	01	MAINTENANCE OF ORACLE LICENSING	1	50,549	\$50,549	REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
14	01	EVISION FORMFUSION INTELLCHECK	1	19,632	\$19,632	REQUIREMENTS AS PART OF CONTRACT FOR EVISION
15	01	ACI OFFICIAL PAYMENTS	12	200	\$2,400	STUDENT PAYMENT PORTAL FEES AS PART OF ACI CONTRACT
16	01	NETCOBOL WITH GTSOFTWARE	4	1,875	\$7,500	BANNER SYSTEMS COBOL COMPILER FOR SOFTWARE PATCHE
9	01	NETWORK SYSTEMS PENETRATION TESTING SERVICES	1	15,000	\$15,000	SECURITY IMPROVEMENTS & VULNERABILITY ASSESSMENT

22 **\$211,116** **8 line item(s)**

SUPPLIES & MATERIALS

19	01	TAPE CARTRIDGES	2	500	\$1,000	BACKUP TAPES FOR LEGACY SYSTEMS
18	01	TECHNICAL LEARNING / TRAINING MANUALS / BOOKS / SUBSCRIPTIONS	1	500	\$500	EDUCATIONAL / TRAINING SUPPLIES
20	01	SYSTEM PREVENTIVE MAINTENANCE	10	500	\$5,000	PREVENTIVE MAINTENANCE (PARTS, SUPPLIES, MATERIALS)
21	01	SAFETY GEAR WEAR & SUPPLIES	2	500	\$1,000	ANNUAL SAFETY GEAR WEAR & SUPPLIES
22	01	GENERAL OFFICE SUPPLIES & MATERIALS	2	500	\$1,000	ANNUAL OFFICE SUPPLIES
17	01	UPS BACKUP BATTERY REPLACEMENT	10	500	\$5,000	BACKUP BATTERIES FOR SERVERS' UPS

27 **\$13,500** **6 line item(s)**

EQUIPMENT

27	01	COMPUTER UPGRADE / REPLACEMENT	2	1,300	\$2,600	PC DESKTOP COMPUTERS
23	01	NETWORKING SWITCHES	1	10,000	\$10,000	OFFICE AND SERVER ROOM NETWORK UPGRADES
24	01	NETWORK DIAGNOSTIC FIELD EQUIPMENT / TOOLS	1	1,050	\$1,050	FOR NETWORK MAINTENANCE, TROUBLESHOOTING & REPAIR

Guam Community College
FY 2022 Budget Request by Department
MANAGEMENT INFORMATION SYSTEMS

[GCC-DEPT3]

25	01	MISCELLANEOUS IT EQUIPMENT	2	4,613	\$9,226	MISCELLANEOUS IT EQUIPMENT - NON-CAPITAL (PCS AND LEGACY SERVER PARTS, POWER COMPONENTS, MONITORS, KEYBOARDS, MICE, SCANNERS, ETC.)
26	01	COMPUTERS	1	2,229	\$2,229	UPGRADE / REPLACE OFFICE COMPUTERS
			7		\$25,105	5 line item(s)
TOTAL BUDGET REQUESTED			56		\$249,721	19 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
HUMAN RESOURCES

GOALS AND OBJECTIVES:

1. TO PROVIDE EFFECTIVE SUPPORT FOR THE PRIMARY HUMAN RESOURCES FUNCTIONS AT THE COLLEGE: HIRING, PERIODIC PERFORMANCE EVALUATION, AND PROMOTION. THESE ACTIVITIES ARE PERFORMED FOR FACULTY, STAFF AND ADMINISTRATORS.
2. TO ENSURE THE COLLEGE HIRES AND PROMOTES BASED ON MERIT, PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO ALL: COMPLIES WITH THE PROVISION OF TITLE 4 AND 17 OF THE GUAM CODE; FOLLOWS EMPLOYMENT AGREEMENTS; AND FOLLOWS OTHER APPLICABLE LAWS AND REGULATIONS.
3. TO PROVIDE TO MANAGEMENT RESPONSES TO QUESTIONS ABOUT HUMAN RESOURCES ISSUES AS WELL AS SUPPORT FOR THE DEVELOPMENT AND NEGOTIATIONS OF TERMS AND CONDITIONS OF EMPLOYMENT.

PERFORMANCE INDICATORS:

1. COORDINATE AND/OR CONDUCT SUPERVISOR AND EMPLOYEE TRAINING.
2. REVIEW AND UPDATE PERSONNEL RULES & REGULATIONS.
3. POST AND NOTIFY EMPLOYEES ON MYGCC PORTAL UPDATES ON LAWS, POLICIES AND PROCEDURES.

PROPOSED OUTCOMES:

1. COORDINATOR AND/OR CONDUCTS QUARTERLY SUPERVISOR AND EMPLOYEE TRAINING.
2. UPDATE PERSONNEL RULES & REGULATIONS WITH BOT APPROVAL.
3. MINIMIZE THE NUMBER OF GRIEVANCES OR ADVERSE ACTIONS TO BE FORMALLY FILED PER YEAR.

Guam Community College
FY 2022 Budget Request by Department
HUMAN RESOURCES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
30	01	SHRM MEMBERSHIP	1	219	\$219	REFERENCE MATERIALS & ON-LINE SERVICES
29	01	CUPA MEMBERSHIP	1	925	\$925	REFERENCE MATERIALS & ON-LINE SERVICES
			2		\$1,144	2 line item(s)
SUPPLIES & MATERIALS						
28	01	OFFICE SUPPLIES, ADVERTISEMENTS	3	500	\$1,500	GENERAL OFFICE SUPPLIES AND JOB ANNOUNCEMENTS
			3		\$1,500	1 line item(s)
TOTAL BUDGET REQUESTED			5		\$2,644	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
MATERIALS MANAGEMENT

GOALS AND OBJECTIVES:

1. TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THE TIMELY PROCUREMENT OF GOODS AND SERVICES FOR COLLEGE PROGRAMS/COURSES, DEPARTMENTS, AND OTHER STUDENT ACTIVITIES.
2. OPTIMIZING RESOURCES TO SUPPORT EDUCATIONAL PROGRAMS BY TRAINING AND COMMUNICATING WITH THE CAMPUS COMMUNITY SO THAT THEY UNDERSTAND THE PROCUREMENT PROCESS.
3. TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING SATISFACTION BY PROVIDING EXCELLENT CUSTOMER SERVICE, LIST OF BOOK RENTAL OPTIONS, AND TO ENSURE THAT TEXTBOOKS, SUPPLIES, UNIFORMS, AND OTHER ITEMS REQUIRED TO SUCCEED, ARE IN STOCK AT THE BEGINNING OF EACH SEM

PERFORMANCE INDICATORS:

1. CONDUCT A MONTHLY REVIEW OF THE REQUISITIONS RECEIVED AND PROCESSED INTO PURCHASE ORDERS BY REVIEWING AND UPDATING THE REQUISITION LOG.
2. CONDUCT PROCUREMENT & INVENTORY MANAGEMENT TRAINING FOR ALL DEPARTMENT CHAIRPERSONS, ADMINISTRATIVE ASSISTANTS, ADMINISTRATIVE AIDES, FACULTY, ADMINISTRATORS, AND OTHER EMPLOYEES WHO PREPARE REQUISITIONS, TRAVEL AUTHORIZATIONS, AND MANAGE INVENTORY FOR TH
3. PHYSICAL INVENTORY WILL BE TAKEN BEFORE THE START OF EACH SEMESTER TO DETERMINE THE QUANTITY NEEDED FOR EACH COURSE BASED ON THE TEXTBOOK ORDERS PLACED BY THE DEPARTMENT CHAIRPERSON, SPECIAL PROJECTS COORDINATOR, APPRENTICESHIP, ADULT EDUCATION, AND OTHE

PROPOSED OUTCOMES:

1. 90% OF REQUISITIONS WILL BE PROCESSED IN A PURCHASE ORDER WITHIN SEVEN (7) WORK DAYS.
2. 95% OF THE PERSONNEL WHO PROCESS REQUISITIONS WILL BE TRAINED SO THAT THEY ARE ABLE TO CREATE AND PROCESS REQUISITIONS ONLINE.
3. 95% OF THE REQUIRED TEXTBOOKS, SUPPLIES, AND UNIFORMS REQUIRED FOR EACH COURSE WILL BE AVAILABLE FOR STUDENTS AND OTHER CUSTOMERS TO PURCHASE, BEFORE THE START OF EACH SEMESTER.

Guam Community College
FY 2022 Budget Request by Department
MATERIALS MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
35	01	ADVERTISEMENTS	2	2,000	\$4,000	IFB, RFP, RFQ, RFI ADVERTISEMENTS
34	01	PRINTING SERVICES (BUILDING PLANS)	2	1,500	\$3,000	PRINTING PLANS
33	01	BROKERS FEE & SURPLUS LINES	1	19,000	\$19,000	FEE CHARGED FOR UE COVERAGE
32	01	EDUCATORS INSURANCE PREMIUMS- PGL, ELL, UL, LPL	1	183,000	\$183,000	UNITED EDUCATOR COVERAGE
31	01	PROPERTY, AUTO, CRIME INSURANCE PREMIUMS	1	130,000	\$130,000	INSURANCE COVERAGE FOR COLLEGE PROPERTY
			7		\$339,000	5 line item(s)
SUPPLIES & MATERIALS						
37	01	LABELS FOR TAGGING	1	500	\$500	SUPPLIES FOR TAGGING EQUIPMENT
36	01	OFFICE SUPPLIES	4	500	\$2,000	PO PAPER, FLASH DRIVES FOR BIDS, TAGS, LABELS, TONER, AND OTHER SUPPLIES FOR OFFICE OPERATIONS
			5		\$2,500	2 line item(s)
EQUIPMENT						
38	01	DESKTOP COMPUTER	1	1,500	\$1,500	REPLACEMENT FOR SUPPLY EXPEDITER
			1		\$1,500	1 line item(s)
TOTAL BUDGET REQUESTED			13		\$343,000	8 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
STUDENT FINANCIAL AID

GOALS AND OBJECTIVES:

1. TO CONTINUE TO REVIEW AND UPDATE THE EXISTING FINANCIAL AID POLICY AND PROCEDURES MANUAL TO ENSURE CONSISTENT AND FAIR TREATMENT OF STUDENTS.
2. TO DEMONSTRATE UNDERSTANDING OF THE FINANCIAL AID PROCESS VIA FINANCIAL AID OFFICE'S COLLABORATION WITH REACH FOR COLLEGE, PROJECT AIM, COUNSELORS AND TEACHERS.
3. TO INCREASE EFFICIENCY IN SERVICES TO STUDENTS THROUGH THE ASSESSMENT OF STUDENT'S NUMBER OF VISITS, TIME IT TAKES TO PROVIDE SERVICES, AND IMPROVEMENTS TO SIGN-IN PROCESS.

PERFORMANCE INDICATORS:

1. A BASIC OVERARCHING POLICIES AND PROCEDURES MANUAL WILL BE COMPLETED.
2. SERVICE PROVIDERS TO INCOMING FIRST-TIME STUDENTS WILL DEMONSTRATE UNDERSTANDING OF THE FINANCIAL AID PROCESS.
3. TRACK STUDENT'S TIME SPENT WITH FINANCIAL AID COUNSELOR, STUDENT'S TIME SPENT WITH FINANCIAL AID COUNSELOR BY REASON FOR VISIT, AND THE WAIT TIME BETWEEN SIGN-IN AND SERVICE.

PROPOSED OUTCOMES:

1. SATISFIED STUDENTS ARE RETAINED AND THE SCHOOL RECEIVES TUITION AND FEE FUNDS.
2. FIRST TIME STUDENTS WILL RECEIVE THE KNOWLEDGE AND GUIDANCE NEEDED TO TRANSITION INTO POST SECONDARY. INCREASE IN ENROLLMENT.
3. INCREASE IN EFFICIENCY IN SERVICES TO STUDENTS. IMPROVEMENTS MADE TO STUDENT VISITS.

Guam Community College
FY 2022 Budget Request by Department
STUDENT FINANCIAL AID

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
39	01	CONTRACTUAL	1	950	\$950	ENHANCE CURRENT KNOWLEDGE
			1		\$950	1 line item(s)
SUPPLIES & MATERIALS						
40	01	OFFICE SUPPLIES	1	500	\$500	MAINTAIN OFFICE FUNCTIONS
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,450	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ENVIRONMENTAL HEALTH & SAFETY

GOALS AND OBJECTIVES:

1. TO PROVIDE WORKPLACE SAFETY TRAINING AT ORIENTATIONS FOR NEW EMPLOYEES AND ADJUNCT FACULTY IN COLLABORATION WITH THE HUMAN RESOURCES OFFICE.
2. TO CONDUCT ENVIRONMENTAL HEALTH & SAFETY (EH&S) INSPECTIONS TO ENSURE SAFETY IN THE WORKPLACE ON CAMPUS AND AT SATELLITE SCHOOLS.
3. TO COORDINATE ENVIRONMENTAL HEALTH & SAFETY AND CAMPUS SAFETY AND SECURITY TASK FORCE TO IMPROVE INSTITUTIONAL SAFETY COMPLIANCE, AWARENESS, AND PROCEDURES.

PERFORMANCE INDICATORS:

1. PROVIDE WORKPLACE SAFETY TRAINING TO NEW EMPLOYEES AND ADJUNCT FACULTY.
2. CONDUCT AND COMPLETE MONTHLY SAFETY INSPECTION IN THE WORKPLACE ON CAMPUS AND AT SATELLITE SCHOOLS.
3. CONDUCT MONTHLY EH&S AND CAMPUS SAFETY AND SECURITY TASK FOCE MEETINGS TO ADDRESS SAFETY, COMPLIANCE, AWARENESS, AND PROCEDURE CONCERNS.

PROPOSED OUTCOMES:

1. AT LEAST 90% OF NEW EMPLOYEES AND ADJUNCT FACULTY WILL BE PROVIDED WORKPLACE SAFETY TRAINING.
2. SAFE WORKPLACE ON CAMPUS AND AT SATELLITE SCHOOLS.
3. IMPROVED INSTITUTIONAL SAFETY COMPLIANCE, AWARENESS, AND PROCEDURES.

Guam Community College
FY 2022 Budget Request by Department
ENVIRONMENTAL HEALTH & SAFETY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
43	01	CONTRACTUAL	1	786	\$786	CELL PHONE SERVICES
43	01	CONTRACTUAL	1	4,400	\$4,400	FIRE EXTINGUISHERS RENEWAL SERVICE AND MAINTENANCE PER NFPA STANDARDS.
41	01	CONTRACTUAL	12	800	\$9,600	SAFETY BANNERS, SIGNS, POSTERS, AND BROCHURE HAND-OUTS, TESTING & REMOVAL OF HAZMAT, FIRE ALARM MAINT.
			14		\$14,786	3 line item(s)
SUPPLIES & MATERIALS						
42	01	SUPPLIES & MATERIALS	2	500	\$1,000	PERSONAL PROTECTIVE EQUIPMENT
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			16		\$15,786	4 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
ADMINISTRATIVE SUPPORT SERVICES & SECURITY

GOALS AND OBJECTIVES:

1. TO PROVIDE ADMINISTRATIVE SUPPORT SERVICES EFFICIENTLY AND COST EFFECTIVELY.
2. TO PROVIDE QUALITY AND PROMPT COPYING SERVICES TO BETTER MEET CAMPUS REQUIREMENTS.

PERFORMANCE INDICATORS:

1. ADMINISTRATIVE SUPPORT SERVICES WILL PROVIDE EXCELLENT CUSTOMER SERVICE AND TRAINING AS NEEDED.
2. ATTAIN QUALITY AND PROMPT COPYING SERVICE.

PROPOSED OUTCOMES:

1. THERE WILL BE NO COMPLAINTS OR COST OVERRUNS IN THE DELIVERY OF SUPPORT SERVICES.
2. ESTABLISH STANDARDS TO PRIORITIZE AND IMPROVE PROMPT AND QUALITY COPYING SERVICE.

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ADMINISTRATIVE SUPPORT SERVICES & SECURITY

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
51	01	VEHICLE MAINTENANCE	1	1,700	\$1,700	
50	01	VEHICLE INSPECTION REGISTRATION	5	30	\$150	
49	01	POSTAL BOX RENTAL	1	938	\$938	
48	01	POSTAL METER RENTAL	1	946	\$946	
47	01	COPIER LEASE	12	8,000	\$96,000	WITH 5% ANTICIPATED INCREASE
46	01	COMMUNICATION SYSTEMS	1	2,784	\$2,784	
			21		\$102,518	6 line item(s)
SUPPLIES & MATERIALS						
52	01	OFFICE SUPPLIES	8	500	\$4,000	
			8		\$4,000	1 line item(s)
TOTAL BUDGET REQUESTED			29		\$106,518	7 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
VICE PRESIDENT FOR ACADEMIC AFFAIRS

GOALS AND OBJECTIVES:

1. TO APPLY QUALITY ASSURANCE TO ALL COURSES AND PROGRAMS UNDER AAD TO ENSURE THAT STUDENTS EARN THEIR CREDENTIALS IN A TIMELY MANNER.
2. TO MAINTAIN CURRENCY AND RELEVANCE OF CURRICULUM THROUGH LOCAL INDUSTRY PARTNERSHIPS THAT STRENGTHEN STUDENT'S WORK-READINESS AND EMPLOYABILITY SKILLS.
3. TO FORTIFY AND IMPROVE ACCREDITATION PROCESSES CONTINUOUSLY AND SYSTEMATICALLY.

PERFORMANCE INDICATORS:

1. 90% COMPLIANCE WITH INSTITUTIONAL PARAMETERS ON CURRICULUM DEVELOPMENT AND REVISION.
2. 10% INCREASE IN GCC-INDUSTRY LINKAGES THAT PROVIDE VALUABLE OPPORTUNITIES FOR STUDENTS TO ACQUIRE A STRONG WORK ETHIC.
3. 90% COMPLIANCE OF AAD UNITS AND DEPARTMENTS WITH ASSESSMENT REQUIREMENTS THAT EMPHASIZE ACCOUNTABILITY AND IMPROVEMENT.

PROPOSED OUTCOMES:

1. INCREASED FACULTY COMPLIANCE WITH THE REVISION AND REVAMP OF COURSES AND PROGRAMS.
2. STRONGER CONNECTIONS WITH LOCAL EMPLOYERS THAT PROVIDE EMPLOYMENT OPPORTUNITIES TO PROGRAM COMPLETERS.
3. IMPROVEMENTS OR CHANGES IMPLEMENTED IN COURSES AND PROGRAMS AS A RESULT OF ASSESSMENT ACTIVITIES AT THE DEPARTMENT LEVEL.

Guam Community College
FY 2022 Budget Request by Department
VICE PRESIDENT FOR ACADEMIC AFFAIRS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
2	01	COLLEGE CATALOG	20	75	\$1,500	PRINTING OF CATALOG FOR ACCREDITORS, VETERAN'S OFFICE & AFFILIATES
1	01	CONTRACTUAL SERVICES	10	300	\$3,000	AVP OFFICE PUBLICATIONS
			30		\$4,500	2 line item(s)
SUPPLIES & MATERIALS						
3	01	SUPPLIES AND MATERIALS	1	500	\$500	OFFICE SUPPLIES REPLENISHMENT FOR DAILY OPERATIONS
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			31		\$5,000	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ADMISSIONS AND REGISTRATION

GOALS AND OBJECTIVES:

1. TO ASSURE THAT STUDENT RECORDS ARE CENTRALIZED, MAINTAINED, SECURED AND DIGITIZED IN COMPLIANCE WITH LOCAL, FEDERAL, AND GCC POLICIES GOVERNING THESE RECORDS.
2. TO MAINTAIN ACCURATE STUDENT RECORDS, DEGREE COMPLETION AUDITS, AND EFFECTIVELY TRACK STUDENTS' PROGRESS TOWARDS GRADUATION.
3. TO CONDUCT TRAINING TO INFORM FACULTY, ADMINISTRATORS AND STAFF ABOUT THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, PROVIDE RESOURCES FOR EASY ACCESS.

PERFORMANCE INDICATORS:

1. 100% OF STUDENT RECORDS ARE CENTRALIZED AND READY TO IMPLEMENT PHASE TO DIGITIZE RECORDS FOR SECURITY AND EASE OF ACCESS.
2. OVER 80% OF RECORDS EXAMINED WILL BE FOUND TO BE ACCURATE AND COMPLETE; AND DATA INPUT INTO BANNER WILL MATCH THOSE LISTED ON HARD COPY/DIGITIZED DOCUMENTS.
3. CREATION OF RESOURCES REGARDING FERPA THAT IS EASILY ACCESSIBLE TO FACULTY, STAFF, ADMINISTRATORS, AND STUDENTS.

PROPOSED OUTCOMES:

1. AT LEAST 33% OF ALL STUDENT RECORDS WILL BE DIGITIZED, ELECTRONICALLY CATEGORIZED, AND SECURELY STORED.
2. ENSURE THAT INFORMATION IN DEGREE WORKS ACCURATELY REFLECTS THOSE OUTLINED IN THE CATALOG AND CURRICULUM DOCUMENTS.
3. CONTINUED COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT AND OTHER FEDERALLY MANDATED POLICIES.

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ADMISSIONS AND REGISTRATION

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
6	01	SEVIS - ANNUAL MEMBERSHIP DUES	1	800	\$800	MEMBERSHIPS
5	01	DIPLOMA PAPER AND DIPLOMA COVERS	1	6,000	\$6,000	DIPLOMAS/DEGREES/CERTIFICATES
4	01	AACRAO - BI-ANNUAL MEMBERSHIP DUES	1	800	\$800	MEMBERSHIPS
			3		\$7,600	3 line item(s)
SUPPLIES & MATERIALS						
10	01	SHREDDER MAINTENANCE AND SUPPLIES	2	500	\$1,000	EQUIPMENT MAINTENANCE AND SHREDDER BAGS FOR DOCUMENT DESTRUCTION INITIATIVE
9	01	OFFICE SUPPLIES, POSTAGE, OFFICAL LETTERHEAD & ENVELOPES, TRANSCRIPT PAPER, BUSINESS CARDS	7	500	\$3,500	FOR DAILY OPERATIONS
8	01	LASER PRINTER AND SCANNER MAINTENANCE	2	500	\$1,000	EQUIPMENT MAINTENANCE
7	01	HP LASERJET TONER	3	500	\$1,500	FRONT DESK PRINTER, STAFF PRINT SCHEDULES, TRANSCRIPTS, CERTIFICATIONS, ETC.
			14		\$7,000	4 line item(s)
TOTAL BUDGET REQUESTED			17		\$14,600	7 line item(s)

ASSESSMENT, INSTITUTIONAL EFFECTIVENESS AND RESEARCH

GOALS AND OBJECTIVES:

1. TO MAINTAIN THE PROCESSES AND SYSTEMS NECESSARY FOR THE ELECTRONIC STORAGE AND VIRTUAL ACCESSIBILITY OF INSTITUTIONAL DATA RELATED TO RESEARCH AND DECISION SUPPORT.
2. TO IMPLEMENT ASSESSMENT INNOVATIONS AND IMPROVEMENTS TO SUSTAIN CAMPUS LEADERSHIP IN INSTITUTIONAL QUALITY AND EFFECTIVENESS.
3. TO FACILITATE THE ADOPTION OF HIGH IMPACT STRATEGIES, TOOLS, AND PRACTICES WHICH SUPPORT STUDENT SUCCESS AND ARE FOUNDED ON ASSESSMENT RESULTS.

PERFORMANCE INDICATORS:

1. 90%-100% COMPLETION OF INSTITUTIONAL DATA REQUESTS AND RESEARCH PARTICIPATION REQUESTS.
2. 90%-100% INCREASE IN ASSESSMENT AND CURRICULUM COMPLIANCE BASED ON THE TWO-YEAR ASSESSMENT CYCLE AND THE ANNUAL CURRICULUM REVIEW CYCLE SCHEDULES.
3. 90%-100% COMPLETION OF ASSESSMENTS RELATED TO THE ISMP AND DOCUMENTS IN THE IMPROVE ASSESSMENT MANAGEMENT SYSTEM.

PROPOSED OUTCOMES:

1. COMPLETED STUDIES, PUBLISHED REPORTS, AND CAMPUS-WIDE DISSEMINATION OF INSTITUTIONAL ASSESSMENT RESULTS WHICH ARE AVAILABLE TO INTERNAL AND EXTERNAL STAKEHOLDERS OF THE COLLEGE.
2. CAMPUS-WIDE ASSESSMENT LEADERSHIP WORKSHOPS LEAD BY THE COMMITTEE ON COLLEGE ASSESSMENT (CCA) AND CURRICULUM REVIEW COMMITTEE (CRC).
3. STUDENT SUCCESS IS AT THE FOREFRONT OF PLANNING AND DISCUSSIONS ACROSS THE COLLEGE'S GOVERNANCE FRAMEWORK.

Guam Community College
FY 2022 Budget Request by Department

[GCC-DEPT3]

ASSESSMENT, INSTITUTIONAL EFFECTIVENESS AND RESEARCH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
15	01	FACT BOOK, PRESIDENT'S ASSESSMENT, BOARD ASSESSMENT, MISSION, GOVERNANCE ASSESSMENT REPORTS	1	500	\$500	PROFESSIONAL PRINTING OF AIER REPORTS AND POSTERS.
14	01	IDEA STUDENT SURVEY & PROCESSING	1	8,466	\$8,466	TO OBTAIN FEEDBACK FROM STUDENTS REGARDING THEIR EXPERIENCES AT THE COLLEGE FOR FACULTY EVALUATION PURPOSES.
13	01	ANNUAL NUVENTIVE IMPROVE HOSTED SUBSCRIPTION	1	13,100	\$13,100	TO MAINTAIN THE ONLINE HOSTED ASSESSMENT SYSTEM
12	01	NUVENTIVE, IMPROVE MAINTENANCE	1	7,500	\$7,500	TO MAINTAIN THE AUTOMATED NUVENTIVE, IMPROVE ASSESSMENT SYSTEM.
11	01	ANNUAL SURVEY MONKEY SUBSCRIPTION	1	384	\$384	TO PAY THE ANNUAL FEE IN ORDER TO UTILIZE THE SURVEY ENGINE FOR SURVEY-RELATED INITIATIVES.
			5		\$29,950	5 line item(s)
SUPPLIES & MATERIALS						
16	01	SUPPLIES	1	500	\$500	TO REPLENISH OFFICE SUPPLIES.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			6		\$30,450	6 line item(s)

Guam Community College
FY 2022 Budget Request by Department
DEAN'S OFFICE - TPS

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO PROVIDE APPROPRIATE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.
2. TO PROVIDE ADEQUATE ASSISTANCE TO SUPPORT PROGRAM GROWTH VIA THE CURRICULUM PROCESS FOR BOTH THE COURSE AND PROGRAM LEVELS.
3. TO THOROUGHLY REVIEW AND TIMELY RESPOND TO DOCUMENTS SUBMITTED TO THE DEAN'S OFFICE.

PERFORMANCE INDICATORS:

1. COVERAGE AND SUPPORT TO TPS DEPARMENTS AND PROGRAMS WHENEVER NECESSARY.
2. TIMELY SUBMISSION AND REVIEW OF CURRICULUM AND PROGRAM DOCUMENTS.
3. DOCUMENTS WILL BE REVIEWED/RETURNED/ROUTED WITHIN ONE TO THREE DAYS OF RECEIPT.

PROPOSED OUTCOMES:

1. SUFFICIENT ADMINISTRATIVE AND TECHNOLOGICAL SUPPORT TO TPS DEPARTMENTS AND PROGRAMS.
2. CURRICULUM DOCUMENTS WILL CONTINUE TO BE MAINTAINED AND DOCUMENTS WILL REMAIN CURRENT WITHIN THE FIVE-YEAR CYCLE.
3. ENHANCED DOCUMENT PROCESSING BETWEEN DEPARTMENTS/PROGRAMS AND DEAN'S OFFICE.

Guam Community College
FY 2022 Budget Request by Department
DEAN'S OFFICE - TPS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
2	01	OFFICE SUPPLIES	1	500	\$500	COLLECT, ORGANIZE, PROCESS, AND RESPOND TO REQUISITIONS, CURRICULUM DOCUMENTS, AND CORRESPONDENCES.
			1		\$500	1 line item(s)
EQUIPMENT						
3	01	OFFICE EQUIPMENT	1	177	\$177	EFFECTIVELY STORE AND LOCATE ARCHIVED AND CURRENT RELEVANT MATERIALS SUBMITTED TO AND PREPARED BY THE DEAN'S OFFICE.
			1		\$177	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$677	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
EDUCATION

GOALS AND OBJECTIVES:

1. TO EXPLORE THE DEVELOPMENT OF NEW COURSES/PROGRAMS AND IMPROVEMENT OF EXISTING CURRICULA.
2. TO PREPARE AND GRADUATE STUDENTS WHO POSSESS THE SKILLS NEEDED IN THEIR RESPECTIVE CAREERS.
3. TO INCORPORATE STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) THROUGHOUT THE CURRICULUM.

PERFORMANCE INDICATORS:

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS. NUMBER OF STUDENTS ENROLLED.
2. STUDENT SUCCESS COMPLETING COURSES AND GRADUATING FROM PROGRAM.
3. CLASSROOM OBSERVATIONS OF FACULTY AND NUMBER OF SLOS IN EACH COURSE GUIDE THAT ADDRESS STEAM CONTENT.

PROPOSED OUTCOMES:

1. AT LEAST ONE NEW COURSE AND/OR PROGRAM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES, PROGRAM REVISION/ADOPTION, AND/OR NEW OFFERING). MAINTAIN/INCREASE ENROLLMENT.
2. PERCENT OF STUDENTS WHO PASS/COMPLETE THE PROGRAM WILL BE MAINTAINED AND/OR INCREASE DEPENDING ON COMMUNITY NEEDS AND JOB MARKET.
3. INCREASED STUDENT PARTICIPATION IN STEAM-RELATED ASSIGNMENTS AND/OR ACTIVITIES.

Guam Community College
FY 2022 Budget Request by Department
EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
4	01	SUPPLIES	4	500	\$2,000	OFFICE AND INSTRUCTIONAL
			4		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,000	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
EARLY CHILDHOOD EDUCATION (ECE)

GOALS AND OBJECTIVES:

1. TO EXPLORE THE DEVELOPMENT OF NEW COURSES/PROGRAMS AND IMPROVEMENT OF EXISTING CURRICULA.
2. TO PREPARE AND GRADUATE STUDENTS WHO POSSESS THE SKILLS NEEDED IN THEIR RESPECTIVE CAREER OF EDUCATION AND/OR A RELATED FIELD.
3. TO INCORPORATE STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) THROUGHOUT THE CURRICULUM.

PERFORMANCE INDICATORS:

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS. NUMBER OF STUDENTS ENROLLED.
2. STUDENT SUCCESS COMPLETING COURSES AND GRADUATING FROM PROGRAM.
3. CLASSROOM OBSERVATIONS OF FACULTY AND NUMBER OF SLOS IN EACH COURSE GUIDE THAT ADDRESS STEAM CONTENT.

PROPOSED OUTCOMES:

1. AT LEAST ONE NEW COURSE AND/OR PROGRAM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES, PROGRAM REVISION/ADOPTION, AND/OR NEW OFFERING). MAINTAIN/INCREASE ENROLLMENT.
2. PERCENT OF STUDENTS WHO PASS/COMPLETE THE PROGRAM WILL BE MAINTAINED AND/OR INCREASE DEPENDING ON COMMUNITY NEEDS AND JOB MARKET.
3. STUDENT PARTICIPATION IN STEAM RELATED ASSIGNMENTS AND/OR ACTIVITIES INCREASE.

Guam Community College
FY 2022 Budget Request by Department
EARLY CHILDHOOD EDUCATION (ECE)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
5	01	SUPPLIES	1	500	\$500	OFFICE AND INSTRUCTIONAL USE
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
CRIMINAL JUSTICE

GOALS AND OBJECTIVES:

1. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO MEET STUDENT LEARNING OUTCOMES.
2. TO REVIEW COURSE CURRICULA EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. TO PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.

PERFORMANCE INDICATORS:

1. IDENTIFY LEARNING RESOURCES NEEDING REPLACEMENT.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS AND DEGREE AUDITS TO DETERMINE NECESSARY COURSE OFFERINGS.

PROPOSED OUTCOMES:

1. IMPROVED TEACHING EFFECTIVENESS IN ORDER TO GRASP LEARNING OUTCOMES.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.

Guam Community College
FY 2022 Budget Request by Department
CRIMINAL JUSTICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
6	01	CRIMINAL JUSTICE INSTRUCTIONAL MATERIALS AND SUPPLIES	2	500	\$1,000	PAPER, PENS, MARKERS, LAW ENFORCEMENT ACADEMY INSTRUCTIONAL SUPPLIES
			2		\$1,000	1 line item(s)
EQUIPMENT						
8	01	INSTRUCTIONAL EQUIPMENT	1	400	\$400	HDMI CORDS, MAC PROJECTOR ADAPTER CORD, CJ/LAW ENFORCEMENT INSTRUCTIONAL DVD
			1		\$400	1 line item(s)
MISCELLANEOUS EXPENSE						
7	01	MISCELLANEOUS	2	500	\$1,000	FUEL/OIL MAINTENANCE-BOAT, JET SKI, & ATV; REPLACEMENT TIRES FOR 2 VEHICLES
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			5		\$2,400	3 line item(s)

Guam Community College
***FY 2022* Budget Request by Department**
SOCIAL SCIENCE

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO MEET STUDENT LEARNING OUTCOMES.
2. TO REVIEW COURSE CURRICULA EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. TO PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.

PERFORMANCE INDICATORS:

1. REVIEW OF ASSESSMENT DATA.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS AND DEGREE AUDITS TO DETERMINE NECESSARY COURSE OFFERINGS.

PROPOSED OUTCOMES:

1. IMPROVED PROGRAM.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.

Guam Community College
FY 2022 Budget Request by Department
SOCIAL SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
23	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
EMERGENCY MEDICAL TECHNICIAN

GOALS AND OBJECTIVES:

1. TO PROVIDE LEARNING EXPERIENCES FOR STUDENTS IN VARIOUS SITES CONSISTENT WITH NREMT GUIDELINES THAT MAY LEAD TO EMPLOYMENT OR HIGHER EDUCATION AS AN EMERGENCY MEDICAL TECHNICIAN.
2. TO ENSURE THAT CURRICULA REFLECTS CURRENT NATIONAL STANDARDS OF PRACTICE (NREMT GUIDELINES) FOR NATIONAL REGISTRY IN THE EMERGENCY MEDICAL TECHNICIAN FIELD.
3. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO SUCCESSFULLY MEET INTENDED STUDENT LEARNING OUTCOMES.

PERFORMANCE INDICATORS:

1. COMMUNITY PARTNERSHIPS WILL BE ESTABLISHED BY NEW OR RENEWED MEMORANDUM OF AGREEMENTS (MOAS) WITH THE HOSPITAL SITES TO ENHANCE CLINICAL OPPORTUNITIES FOR STUDENTS IN THE EMT COURSE.
2. A COMPILATION OF RESEARCH FROM INDUSTRY, DATA AND ADVISORY FEEDBACK TO GUIDE CURRICULUM CHANGES.
3. ASSESSMENT OF CURRICULUM OUTCOMES AND STUDENT SURVEYS TO DETERMINE COURSE NEEDS.

PROPOSED OUTCOMES:

1. 90% OF STUDENTS WILL INDICATE BASED ON IDEA SURVEY RESULTS THAT COURSE AND CLINICAL PLACEMENTS AND OUTREACH EXERCISES ALLOWED FOR THE DEVELOPMENT OF SKILLS AND COMPETENCIES NEEDED TO MEET THE REQUIREMENTS FOR NATIONAL REGISTRY.
2. UPDATED CURRICULA EVERY THREE TO FIVE YEARS AS NEEDED ACCORDING TO NATIONAL STANDARDS.
3. TEACHING EFFECTIVENESS WILL BE GAUGED BY IDEA SURVEY RESULTS.

Guam Community College
FY 2022 Budget Request by Department
EMERGENCY MEDICAL TECHNICIAN

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
15	01	ADMINISTRATIVE FEES	2	500	\$1,000	MEDICAL DIRECTOR, DR. LUIS CRUZ
			2		\$1,000	1 line item(s)
SUPPLIES & MATERIALS						
17	01	SUPPLIES	4	500	\$2,000	FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES
			4		\$2,000	1 line item(s)
EQUIPMENT						
16	01	EQUIPMENT	5	500	\$2,500	FOR INSTRUCTIONAL PURPOSES
			5		\$2,500	1 line item(s)
TOTAL BUDGET REQUESTED			11		\$5,500	3 line item(s)

Guam Community College
***FY 2022* Budget Request by Department**
HUMAN SERVICES

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO MEET STUDENT LEARNING OUTCOMES.
2. TO REVIEW COURSE CURRICULA EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. TO PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.

PERFORMANCE INDICATORS:

1. REVIEW OF ASSESSMENT DATA.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS AND DEGREE AUDITS TO DETERMINE NECESSARY COURSE OFFERINGS.

PROPOSED OUTCOMES:

1. IMPROVED PROGRAM.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.

Guam Community College
FY 2022 Budget Request by Department
HUMAN SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
9	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
VISUAL COMMUNICATIONS

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
FY 2022 Budget Request by Department
VISUAL COMMUNICATIONS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
22	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
ADULT BASIC EDUCATION

GOALS AND OBJECTIVES:

1. TO INCREASE CASAS LEARNING GAINS FOR STUDENTS IN BASIC SKILLS COURSES.
2. TO INCREASE THE NUMBER OF STUDENTS WHO COMPLETE 12 HOURS OF INSTRUCTION.
3. TO INCREASE THE GED STUDENT COMPLETION RATE.

PERFORMANCE INDICATORS:

1. PROVIDE WRAP-AROUND SERVICES SUCH AS TUTORS, READ THEORY, WORKKEYS, ETC.
2. IDENTIFY BEST PRACTICES TO ASSIST STUDENTS COMPLETE A BASIC SKILLS COURSE WITH 12 OR MORE HOURS OF INSTRUCTION.
3. DEVELOP A GED PREPARATION PROGRAM TO INCLUDE A GED EXAM PREPARATION COURSE.

PROPOSED OUTCOMES:

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POSTTEST AND ADVANCE TO THE NEXT EDUCATIONAL FUNCTIONING LEVEL.
2. AT LEAST 10% OF STUDENTS IN A BASIC SKILLS COURSE WILL ACCOMPLISH MORE THAN 12 HOURS OF INSTRUCTION.
3. AT LEAST 10% OF STUDENTS ENROLLED IN THE GED PROGRAM WILL SUCCESSFULLY PASS THE GED.

Guam Community College
FY 2022 Budget Request by Department
ADULT BASIC EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
27	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
ADULT HIGH SCHOOL

GOALS AND OBJECTIVES:

1. TO INCREASE CASAS LEARNING GAINS FOR AHS STUDENTS.
2. TO INCREASE THE NUMBER OF GRADUATES WHO TRANSITION INTO COLLEGE OR WORKFORCE.
3. TO RESEARCH AND IDENTIFY INSTRUCTIONAL MODALITIES THAT WOULD MEET THE NEEDS OF ADULT EDUCATION STUDENTS.

PERFORMANCE INDICATORS:

1. PROVIDE WRAP-AROUND SERVICES SUCH AS READ THEORY, WORKKEYS, ETC.
2. DEVELOP A TRANSITION TO COLLEGE OR WORK THROUGH VARIOUS WORKSHOPS SUCH AS, FINANCIAL AID, RESUME WRITING, CAREER EXPLORATION, ETC..
3. ANALYZE AND DOCUMENT RESEARCH FINDINGS THROUGH A WHITEPAPER CONCEPT AND SUBMIT TO DEAN AND VICE PRESIDENT FOR REVIEW.

PROPOSED OUTCOMES:

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POSTTEST.
2. AT LEAST 10% INCREASE IN THE NUMBER OF GRADUATES TRANSITIONING INTO THE COLLEGE.
3. APPROVAL OF WHITEPAPER CONCEPT AND IMPLEMENTATION IN FALL 2022.

Guam Community College
FY 2022 Budget Request by Department
ADULT HIGH SCHOOL

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
27	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
			1		\$500	1 line item(s)
MISCELLANEOUS EXPENSE						
27	01	STUDENT REGISTRATION FEE	20	574	\$11,480	SUPPORT STUDENTS' EFFORT TO COMPLETE AHS GRADUATION REQUIREMENTS
27	01	TUITION & FEES, CTE BOOKS	197	162	\$31,914	SUPPORT STUDENTS' EFFORT TO COMPLETE AHS GRADUATION REQUIREMENTS
			217		\$43,394	2 line item(s)
TOTAL BUDGET REQUESTED			218		\$43,894	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ENGLISH-AS-A-SECOND LANGUAGE

GOALS AND OBJECTIVES:

1. TO INCREASE CASAS LEARNING GAINS FOR STUDENTS IN ESL COURSES.
2. TO INCREASE THE NUMBER OF STUDENTS WHO COMPLETE 12 HOURS OF INSTRUCTION.
3. TO INCREASE ENROLLMENT FOR ESL.

PERFORMANCE INDICATORS:

1. PROVIDE WRAP-AROUND SERVICES SUCH AS TUTORS, READ THEORY, WORKKEYS, ETC.
2. IDENTIFY BEST PRACTICES TO ASSIST STUDENTS COMPLETE A ESL COURSE WITH 12 OR MORE HOURS OF INSTRUCTION.
3. CONDUCT COMMUNITY OUTREACH AND EDUCATE INDIVIDUALS OF GCC ESL PROGRAMS.

PROPOSED OUTCOMES:

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POSTTEST AND ADVANCE TO THE NEXT EDUCATIONAL FUNCTIONING LEVEL.
2. AT LEAST 10% OF STUDENTS IN AN ESL COURSE WILL ACCOMPLISH MORE THAN 12 HOURS OF INSTRUCTION.
3. AT LEAST 10% OF INDIVIDUALS FROM THE COMMUNITY WILL ENROLL IN AN ESL COURSE.

Guam Community College
FY 2022 Budget Request by Department
ENGLISH-AS-A-SECOND LANGUAGE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
27	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ALLIED HEALTH

GOALS AND OBJECTIVES:

1. TO PROVIDE LEARNING EXPERIENCES FOR ALL STUDENTS THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION IN THE MEDICAL ASSISTANT FIELD.
2. TO ENSURE THAT CURRICULA REFLECT CURRENT PRACTICE AND INFORMATION THAT FALLS IN LINE WITH ACCREDITATION STANDARDS FOR MEDICAL ASSISTING EDUCATION.
3. TO ENHANCE FACULTY'S KNOWLEDGE OF MEDICAL ASSISTING ACCREDITATION STANDARDS TO ENSURE STUDENT LEARNING OUTCOMES ARE (ABHES) COMPLIANT.

PERFORMANCE INDICATORS:

1. COMMUNITY PARTNERSHIPS WILL BE ESTABLISHED BY NEW OR RENEWED MEMORANDUM OF AGREEMENTS (MOAS) WITH VARIOUS CLINIC SITES TO ENHANCE CLINICAL OPPORTUNITIES FOR STUDENTS IN THE MA PROGRAM.
2. A COMPILATION OF RESEARCH FROM INDUSTRY, ACCREDITATION GUIDELINES, AND ADVISORY FEEDBACK TO GUIDE CURRICULUM CHANGES.
3. ASSESSMENT OF CURRICULUM OUTCOMES AND STUDENT SURVEYS TO DETERMINE COURSE NEEDS.

PROPOSED OUTCOMES:

1. 90% OF STUDENTS WILL INDICATE BASED ON IDEA SURVEY RESULTS THAT COURSE AND CLINICAL PLACEMENTS ALLOWED FOR THE DEVELOPMENT OF SKILLS AND COMPETENCIES NEEDED BY PROFESSIONALS IN THE MEDICAL ASSISTING FIELD.
2. CURRICULA WILL BE UPDATED EVERY THREE TO FIVE YEARS OR AS NEEDED ACCORDING TO ACCREDITATION STANDARDS FOR MEDICAL ASSISTING EDUCATION.
3. IMPROVED TEACHING EFFECTIVENESS.

Guam Community College
FY 2022 Budget Request by Department
ALLIED HEALTH

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
20	01	HENRY SCHEIN EMR LICENSING/SUPPORT FEES	2	500	\$1,000	FEES TO MAINTAIN HENRY SCHEIN EMR PROGRAM, MEDICAL ASSISTING PROGRAM
19	01	ADMINISTRATIVE FEES	2	500	\$1,000	MEDICAL DIRECTOR, DR. LUIS CRUZ
18	01	BIOHAZARD WASTE DISPOSAL	1	300	\$300	TO DISPOSE OF MEDICAL SHARPS SUPPLIES PER JACHO REQUIREMENT
			5		\$2,300	3 line item(s)
SUPPLIES & MATERIALS						
21	01	SUPPLIES	2	500	\$1,000	FOR INSTRUCTIONAL AND OPERATIONAL COSTS
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			7		\$3,300	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
PRACTICAL NURSING

GOALS AND OBJECTIVES:

1. TO PROVIDE LEARNING EXPERIENCES FOR STUDENTS THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION IN THE NURSING FIELD.
2. TO ENSURE THAT CURRICULA REFLECT CURRENT PRACTICE AND INFORMATION THAT IS CONSISTENT WITH THE GUAM BOARD OF NURSING RULES & REGULATIONS IN THE PRACTICAL NURSING FIELD.
3. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO SUCCESSFULLY MEET INTENDED STUDENT LEARNING OUTCOMES.

PERFORMANCE INDICATORS:

1. COMMUNITY PARTNERSHIPS WILL BE ESTABLISHED BY NEW OR RENEWED MEMORANDUM OF AGREEMENTS (MOAS) WITH VARIOUS CLINIC SITES TO ENHANCE CLINICAL OPPORTUNITIES FOR STUDENTS IN THE PN PROGRAM.
2. A COMPILATION OF RESEARCH FROM INDUSTRY, DATA OF STUDENT ACHIEVEMENTS ON NCLEX EXAMS AND ADVISORY FEEDBACK TO GUIDE CURRICULUM CHANGES.
3. ASSESSMENT OF CURRICULUM OUTCOMES AND STUDENT SURVEYS TO DETERMINE COURSE NEEDS.

PROPOSED OUTCOMES:

1. 75-80% OF STUDENTS IN EACH COHORT WILL PASS THE NCLEX-PN EXAM.
2. CURRICULA WILL BE UPDATED EVERY 3-5YRS OR AS NEEDED ACCORDING TO UPDATES CONSISTENT W/ NATIONAL COUNCIL FOR BOARDS OF NURSING (NCSBN) NATIONAL COUNCIL LICENSURE EXAMINATION FOR PRACTICAL NURSES (NCLEX-PN) & CURRENT EVIDENCE BASED STANDARDS FOR PRACTICE.
3. IMPROVED TEACHING EFFECTIVENESS.

Guam Community College
FY 2022 Budget Request by Department
PRACTICAL NURSING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
13	01	ADMINISTRATIVE FEES	2	500	\$1,000	MEDICAL DIRECTOR, DR. LUIS CRUZ
12	01	EQUIPMENT REPAIR	1	500	\$500	TO MAINTAIN AND REPAIR EXISTING EQUIPMENT USED BY DEPARTMENT FOR INSTRUCTIONAL USE (I.E.: MANIKINS, LABORATORY EQUIP, MULTIMEDIA)
11	01	ONLINE RESOURCES	15	500	\$7,500	DIAGNOSTIC READINESS TEST TO PREPARE STUDENTS TO TAKE NCLEX EXAM
10	01	MOUNTAIN MEASUREMENT	1	500	\$500	NCLEX-PN REPORTS TO TRACK PROGRESS OF PN STUDENTS WHO TAKE THE NCLEX-PN EXAM TO DETERMINE PASS/FAIL RATES
			19		\$9,500	4 line item(s)
SUPPLIES & MATERIALS						
14	01	SUPPLIES	1	500	\$500	FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			20		\$10,000	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
HOSPITALITY AND TOURISM

GOALS AND OBJECTIVES:

1. TO PRACTICE PROACTIVE ADVISING AND REACH OUT TO ALL UNDECLARED STUDENTS.
2. TO MAINTAIN MOU WITH FOREIGN INSTITUTIONS THAT ARE LOCATED IN GUAM'S MAIN TOURISM MARKET OF KOREA, JAPAN, AND TAIWAN.
3. TO PROMOTE ACHIEVEMENT OF CERTIFICATE OF MASTERY UNDER THE DUAL CREDIT ARTICULATED PROGRAMS OF STUDY (DCAPS) AT THE SECONDARY LEVEL.

PERFORMANCE INDICATORS:

1. NUMBER OF STUDENTS DECLARING IN THE PROGRAM.
2. NUMBER OF FOREIGN STUDENTS TAKING CLASS DURING THE SUMMER AND/OR GCC STUDENTS TAKING CLASS AT FOREIGN INSTITUTION.
3. NUMBER OF LMP GRADUATE STUDENTS DECLARING IN THE PROGRAM.

PROPOSED OUTCOMES:

1. INCREASED POSTSECONDARY GRADUATION RATE BY 10%.
2. CAPTURE ESL IMMERSION PROGRAM STUDENTS WHO ANTICIPATED CONTINUING THEIR EDUCATION AT GCC. 5% INCREASE IN ENROLLMENT RATE.
3. 30% ANNUAL RATE OF CONVERSION OF GRADUATES FROM LODGING MANAGEMENT PROGRAM TO H&T POSTSECONDARY PROGRAM OF STUDY.

Guam Community College
FY 2022 Budget Request by Department
HOSPITALITY AND TOURISM

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
26	01	DEPARTMENT MEMBERSHIP: INTERNATIONAL COUNCIL ON HOTEL, RESTAURANT, AND INSTITUTIONAL EDUCATION (ICHRIE)	1	500	\$500	INSTRUCTIONAL SUPPORT FOR HOSPITALITY COURSES
			1		\$500	1 line item(s)
EQUIPMENT						
27	01	INSTRUCTIONAL EQUIPMENT	1	100	\$100	PROVIDE EQUIPMENT TO SUPPORT TEACHING AND LEARNING
			1		\$100	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$600	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
CULINARY & FOOD SERVICES

GOALS AND OBJECTIVES:

1. TO IMPROVE PROGRAM CURRICULUM TO ACHIEVE EXCELLENCE.
2. TO INCREASE LEVEL OF ENROLLMENT IN THE PROGRAM.
3. TO PROVIDE FACULTY WITH THE NECESSARY RESOURCES.

PERFORMANCE INDICATORS:

1. STUDENT PROGRAM/COURSE SATISFACTION SURVEY.
2. NUMBER OF STUDENTS ENROLLED IN THE PROGRAM.
3. INCREASED PARTICIPATION IN IN-SERVICE TRAINING AND/OR PD ACTIVITY.

PROPOSED OUTCOMES:

1. 90% OF STUDENTS SURVEY WILL SAY THAT THEY ARE SATISFIED WITH THE PROGRAM.
2. LEVEL OF ENROLLMENT IN CULINARY PROGRAM WILL INCREASE BY 10%.
3. STUDENT RETENTION AND COMPLETION INCREASE BY 10%.

Guam Community College
FY 2022 Budget Request by Department
CULINARY & FOOD SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
27	01	ACFEF ANNUAL DUES	1	875	\$875	MEET PROGRAM ACCREDITATION REQUIREMENT
27	01	ANSUL SYSTEM RECERTIFICATION	1	2,500	\$2,500	MEET FIRE CODE REQUIREMENT EVERY 6 MONTHS
			2		\$3,375	2 line item(s)
SUPPLIES & MATERIALS						
27	01	DRY CLEANING	1	500	\$500	MAINTAIN CULINARY LINENS
27	01	CLEANING AND SANITATION	2	500	\$1,000	MEET PUBLIC HEALTH STANDARDS
27	01	INSTRUCTIONAL EQUIPMENT	1	500	\$500	MEET ACFEF ACCREDITATION STANDARDS
27	01	OFFICE SUPPLIES	1	500	\$500	SUPPORT THE PROGRAMS
27	01	CULINARY KITCHEN LAB LP GAS	2	500	\$1,000	SUPPORT ICULINARY NSTRUCTIONS
27	01	INSTRUCTIONAL MATERIALS	2	500	\$1,000	SUPPORT TEACHING AND LEARNING
27	01	KITCHEN EQUIPMENT MAINTENANCE	1	500	\$500	MEET ACFEF ACCREDITATION STANDARDS
			10		\$5,000	7 line item(s)
EQUIPMENT						
27	01	INSTRUCTIONAL EQUIPMENT	1	1,137	\$1,137	MEET ACFEF ACCREDITATION STANDARDS
27	01	CLASSROOM LAB SMALLWARE	1	500	\$500	MEET ACFEF ACCREDITATION STANDARDS
			2		\$1,637	2 line item(s)
TOTAL BUDGET REQUESTED			14		\$10,012	11 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
MARKETING

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
FY 2022 Budget Request by Department
MARKETING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
26	01	SUPPLIES & MATERIALS	2	500	\$1,000	SUPPORT INSTRUCTION
			2		\$1,000	1 line item(s)
EQUIPMENT						
27	01	EQUIPMENT	1	222	\$222	SUPPORT INSTRUCTION
			1		\$222	1 line item(s)
TOTAL BUDGET REQUESTED			3		\$1,222	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ACCOUNTING

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
FY 2022 Budget Request by Department
ACCOUNTING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
24	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
SUPERVISION AND MANAGEMENT

GOALS AND OBJECTIVES:

1. TO ALIGN TECHNOLOGICAL NEEDS AND RESOURCES TO SUPPORT LEARNING AND ENHANCE WORKFORCE DEVELOPMENT USING ASSESSMENT RESULTS.
2. TO PROVIDE BEST PRACTICES AND APPLICATION OF INDUSTRY-STANDARD MATERIALS AND RESOURCES.
3. TO ENSURE CURRICULUM DOCUMENTS ARE ALIGNED TO INDUSTRY-STANDARD OPERATIONS AND PROTOCOLS.

PERFORMANCE INDICATORS:

1. UPDATE LIST OF TECHNOLOGY EQUIPMENT NEEDED FOR LABS, IN COLLABORATION WITH THE ADVISORY COMMITTEE.
2. UPDATE LIST OF THE MOST CURRENT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES, WITH INPUT FROM ADVISORY COMMITTEE.
3. INTEGRATE LIST OF INDUSTRY-STANDARD SOFTWARE IN CURRICULUM DOCUMENTS, DEVELOPED WITH ADVISORY COMMITTEE.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. STUDENTS WILL HAVE ACCESS TO INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

Guam Community College
FY 2022 Budget Request by Department
SUPERVISION AND MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
25	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
DEAN'S OFFICE - TSS

GOALS AND OBJECTIVES:

1. TO SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.
2. TO SUPPLY ADEQUATE ASSISTANCE TO PROGRAM GROWTH VIA THE CURRICULUM PROCESS FOR BOTH THE COURSE AND PROGRAM LEVELS.
3. TO SUPPLY ASSISTANCE FOR INSTITUTIONAL LEARNING OUTCOMES THROUGH SERVICE LEARNING AND INSTITUTIONAL ACTIVITIES TO SERVICE STUDENTS.

PERFORMANCE INDICATORS:

1. PROCESSING OF REQUISITIONS, DOCUMENT SUBMISSIONS, AND ORGANIZED DOCUMENT RECOVERY SYSTEM.
2. TIMELY SUBMISSIONS AND REVIEW FOR CURRICULUM AND PROGRAM DOCUMENTS.
3. COORDINATE ACTIVITIES FOR SERVICE LEARNING AND INSTITUTIONAL ACTIVITIES TO SERVICE STUDENTS.

PROPOSED OUTCOMES:

1. TIMELY PROCESSING AND ROUTING OF DOCUMENTS, NOT EXCEEDING THREE DAYS; DOCUMENTS PROCESSED THROUGH WILL BE LOGGED INTO THE SYSTEM.
2. CURRICULUM DOCUMENTS TO REMAIN CURRENT WITHIN THE FIVE-YEAR CYCLE.
3. INCREASED OPPORTUNITIES FOR STUDENTS TO DEMONSTRATE ACHIEVEMENT OF ILO (INSTITUTIONAL LEARNING OUTCOMES) THROUGH SERVICE LEARNING AND STUDENT SERVICES ACTIVITIES.

Guam Community College
FY 2022 Budget Request by Department
DEAN'S OFFICE - TSS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
1	01	CONTRACTUAL	1	563	\$563	MEMBERSHIP FEES / BUSINESS CARDS
			1		\$563	1 line item(s)
SUPPLIES & MATERIALS						
2	01	OFFICE SUPPLIES	1	500	\$500	COLLECT, ORGANIZE PROCESS & RESPOND TO REQUISITIONS, CURRICULUM DOCUMENTS & CORRESPONDENCE; & TO SUPPORT OFFICE FUNCTIONS
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,063	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
MATH

GOALS AND OBJECTIVES:

1. TO CONTINUE TO SUPPORT THE LOGISTICAL AND INSTRUCTIONAL NEEDS OF FACULTY TO FULFILL THE COVERAGE OF SLO'S FOR EACH COURSE.
2. TO REVISE AND UPDATE COURSE GUIDES TO BETTER SERVE THE NEEDS OF THE STUDENTS.
3. TO CONTINUE TO CREATE AND HAVE APPROVED MATH COURSES THAT ARTICULATE TO OTHER INSTITUTIONS TO KEEP UP WITH NEW DEVELOPMENTS.

PERFORMANCE INDICATORS:

1. CONDUCT COMPREHENSIVE COURSE ASSESSMENT TO SHOW THAT CRITERIA OF THE COURSES' SLOS ARE MET.
2. COURSE GUIDES FOR MOST, IF NOT ALL, OF THE MATH COURSES WILL BE REVISED OR UPDATED, APPROVED AND IMPLEMENTED.
3. COURSE GUIDES FOR NEW COURSES WILL BE SUBMITTED THROUGH THE CURRICULUM PROCESS FOR APPROVAL.

PROPOSED OUTCOMES:

1. PASS RATES FOR EACH MATH COURSE WILL BE 70% OR HIGHER.
2. THE CHANGES OF THE REVISED OR UPDATED MATH COURSE GUIDES WILL BE REFLECTED IN EACH OF THE COURSE SYLLABI.
3. NEWLY APPROVED COURSES WILL BE MADE AVAILABLE TO STUDENTS WHO PLAN TO CONTINUE ON TO A FOUR-YEAR DEGREE UPON COMPLETION OF AN AA/AS.

Guam Community College
FY 2022 Budget Request by Department

[GCC-DEPT3]

MATH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
3	01	INSTRUCTIONAL & OPERATIONAL SUPPLIES	1	500	\$500	CLASSROOM AND FACULTY OFFICE SUPPLIES FOR USE IN INSTRUCTION.
			1		\$500	1 line item(s)
EQUIPMENT						
4	01	TECHNOLOGY DEVICES	3	600	\$1,800	UPGRADE TECHNOLOGICAL DEVICES TO BE USED DURING INSTRUCTION.
			3		\$1,800	1 line item(s)
MISCELLANEOUS EXPENSE						
5	01	PROMOTIONAL ACTIVITIES	1	68	\$68	ACTIVITIES TO PROMOTE MATH DEPARTMENT AND ENVIRONMENTAL TECH. CERT.
			1		\$68	1 line item(s)
TOTAL BUDGET REQUESTED			5		\$2,368	3 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
SCIENCE

GOALS AND OBJECTIVES:

1. TO CONTINUE TO SUPPORT THE LOGISTICAL AND INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND LAB TO FULFILL THE COVERAGE OF SLO'S FOR EACH COURSE.
2. TO REVISE AND UPDATE COURSE GUIDES TO BETTER SERVE THE NEEDS OF THE STUDENTS.
3. TO REVIEW PROGRAM GUIDE AND COURSE GUIDES FOR THE ENVIRONMENTAL TECHNICIAN CERTIFICATE PROGRAM AND DEVELOP OR REVISE CURRICULA TO MEET THE NEED OF THE PROGRAM.

PERFORMANCE INDICATORS:

1. CONDUCT COMPREHENSIVE COURSE ASSESSMENT TO SHOW THAT THE CRITERIA OF THE COURSES' SLO'S ARE MET.
2. COURSE GUIDES FOR MOST, IF NOT ALL OF SCIENCE COURSES WILL BE REVISED OR UPDATED, APPROVED AND IMPLEMENTED.
3. CONTINUE ASSESSMENT TO IMPROVE RECRUITMENT FOR THE ENVIRONMENTAL TECHNICIAN CERTIFICATE PROGRAM.

PROPOSED OUTCOMES:

1. PASS RATES FOR EACH SCIENCE COURSE WILL BE 70% OR HIGHER.
2. THE CHANGES OF THE REVISED OR UPDATED SCIENCE COURSE GUIDES WILL BE REFLECTED IN EACH OF THE COURSE SYLLABI.
3. COMPLETION RATE OF THE ENVIRONMENTAL TECHNICIAN CERTIFICATE PROGRAM WILL BE 50% OR MORE.

Guam Community College
FY 2022 Budget Request by Department
SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
6	01	INSTRUCTIONAL & OPERATIONAL SUPPLIES	1	500	\$500	CLASSROOM, FACULTY OFFICES, AND LABS SUPPLIES FOR CLASSES AND LABS.
			1		\$500	1 line item(s)
EQUIPMENT						
7	01	TECHNOLOGY DEVICES	8	600	\$4,800	UPGRADE TECHNOLOGICAL DEVICES TO BE USED DURING INSTRUCTION.
			8		\$4,800	1 line item(s)
MISCELLANEOUS EXPENSE						
8	01	PROMOTIONAL ACTIVITIES	1	100	\$100	ACTIVITIES TO PROMOTE SCIENCE DEPARTMENT AND ENVIRONMENTAL TECH. CERT.
			1		\$100	1 line item(s)
TOTAL BUDGET REQUESTED			10		\$5,400	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
STUDENT SUPPORT SERVICES

GOALS AND OBJECTIVES:

1. TO STREAMLINE THE ADMINISTRATION OF CONTRACTED SECURITY SERVICES FOR THE CAMPUS TO ENSURE THAT PERSONNEL AND COLLEGE PROPERTY ARE PROTECTED.
2. TO IMPLEMENT TECHNOLOGY SOLUTIONS THAT CAN AUTOMATE PROCESSES WHILE FOCUSING ON REDUCING COSTS AND IMPROVING USE OF RESOURCES.
3. TO CONDUCT PHYSICAL AUDIT OF BUILDING AND ROOM KEYS ASSIGNED TO STUDENT SUPPORT SERVICES AND ENSURE THE TRADE AND RETURN OF KEYS ISSUED TO EMPLOYEES.

PERFORMANCE INDICATORS:

1. 100% OF PAPER GUARD FORMS AND REPORTS WILL BE MOVED TO AN ELECTRONIC FORMAT THROUGH PARTNERSHIP WITH SECURITY GUARD SERVICE PROVIDER.
2. UPDATED STAFF DESKTOP COMPUTERS WILL BE IN PLACE TO ENSURE SERVICES TO CUSTOMERS ARE EFFICIENT AND EFFECTIVE WITH AUTOMATION OF PROCESSES.
3. 100% INVENTORY OF KEYS COMPLETED FOR BUILDING AND ROOMS TO ENSURE THAT NO KEYS ARE UNACCOUNTED FOR.

PROPOSED OUTCOMES:

1. MINIMIZE AND/OR ELIMINATE SECURITY-RELATED DUPLICATION AND CONCERNS.
2. IMPROVED OFFICE OPERATIONS AT 100% FUNCTIONALITY TO PROVIDE EXCELLENCE IN CUSTOMER SERVICE AND CUSTOMER SATISFACTION WITH SERVICES RECEIVED.
3. TO AUTOMATE THE TRACKING OF KEYS ISSUED.

Guam Community College
FY 2022 Budget Request by Department
STUDENT SUPPORT SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
10	01	SECURITY GUARD SERVICES	1	156,172	\$156,172	CONTRACT IS DUE FOR RENEWAL
9	01	RADIO/CELLULAR FOR SECURITY AND SSS OFFICE PERSONNEL	12	107	\$1,284	RADIO/CELLULAR PHONES FOR COMMUNICATION FOR CAMPUS SAFETY, EMERGENCY, AND SECURITY DURING REGULAR AND AFTER HOURS FOR SECURITY GUARDS AND SSS PERSONNEL.
			13		\$157,456	2 line item(s)
SUPPLIES & MATERIALS						
14	01	ID PRINTER INK AND ID SUPPLIES	2	500	\$1,000	TO PROVIDE STUDENTS, EMPLOYEES, AND CONTRACTORS ID CARDS FOR SECURITY AND SAFETY
13	01	OFFICE SUPPLIES	1	500	\$500	PROVIDE INSTRUCTIONAL MATERIALS AND RESOURCES TO FACULTY WORKROOM
12	01	OFFICE SUPPLIES FOR OPERATIONS	1	500	\$500	GENERAL OFFICE OPERATIONS SUPPLIES: (FOLDERS, PENS, PENCILS, NOTEPADS, LABEL STICKERS, KEY LABELS, KEY BOXES, KEY RINGS, STAPLES, US AND GUAM FLAGS
11	01	ALPHACARD ID SUITE STANDARD V11 SOFTWARE (NO ANNUAL CHARGE) THIS SPECIFIC SOFTWARE IS A ONE TIME PAYMENT.	2	500	\$1,000	AN ADDITIONAL SOFTWARE IS NEEDED TO PUT AN ADDITIONAL CURRENT SYSTEM INTO SERVICE FOR ID CARD SERVICES.
			6		\$3,000	4 line item(s)
EQUIPMENT						
15	01	DESKTOP REPLACEMENT	2	1,247	\$2,494	TO OPTIMIZE USE OF RESOURCES BY UPGRADING COMPUTERS FOR OFFICE OPERATIONS.
			2		\$2,494	1 line item(s)
TOTAL BUDGET REQUESTED			21		\$162,950	7 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
HEALTH SERVICES CENTER

GOALS AND OBJECTIVES:

1. TO PROVIDE QUALITY NURSING CARE TO THE ILL AND INJURED ON CAMPUS UNDER THE SUPERVISION OF THE GCC MEDICAL DIRECTOR.
2. TO PROVIDE PREVENTATIVE HEALTH CARE SERVICES UNDER THE SUPERVISION OF THE GCC MEDICAL DIRECTOR.
3. TO PROVIDE QUALITY HEALTH EDUCATION/COUNSELING ON CAMPUS UNDER THE SUPERVISION OF THE GCC MEDICAL DIRECTOR.

PERFORMANCE INDICATORS:

1. HEALTH SURVEY RESULTS (ACCIDENT AND EMERGENCY ASSESSMENT REPORTS) AND FOLLOW-UP FROM THE NURSE.
2. HEALTH SURVEY RESULTS (BRIEF TOBACCO INTERVENTION/SMOKING CESSATION PROGRAM) AND FOLLOW-UP FROM THE NURSE.
3. HEALTH SURVEY RESULTS (HEALTH PROMOTION CLASS PRESENTATIONS) AND FOLLOW-UP FROM THE NURSE.

PROPOSED OUTCOMES:

1. SURVEYS ON ACCIDENT AND EMERGENCY ASSESSMENT REPORTS SHOW UNDERSTANDING OF HEALTH CONDITION THAT MAKES CLIENT A MORE INFORMED AND EFFECTIVE HEALTH CARE CONSUMER AND LEARNER.
2. AFTER HEALTH TEACHING PROVISIONS AND HEALTH SERVICES CENTER'S SURVEY INPUT ON BRIEF TOBACCO INTERVENTION/SMOKING CESSATION PROGRAM, CLIENT'S INTAKE AND BEHAVIOR SHOWS POSITIVE RESULTS WHICH ENHANCE STUDENTS' OVERALL SUCCESS.
3. SURVEYS ON HEALTH PROMOTION CLASS PRESENTATIONS WILL SHOW EFFECTIVE AND ENCOURAGING RESULTS AMONG CLIENTELES THAT PROMOTE HOLISTIC HEALTH AND EDUCATIONAL EXPERIENCE.

Guam Community College
FY 2022 Budget Request by Department
HEALTH SERVICES CENTER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
20	01	MEDICAL DIRECTOR FEES	1	3,500	\$3,500	MEDICAL DIRECTOR FEES
19	01	MEDICAL WASTE MANAGEMENT	1	376	\$376	CONTRACTUAL SERVICES TO FACILITATE PATIENT CARE
			2		\$3,876	2 line item(s)
SUPPLIES & MATERIALS						
21	01	SUPPLIES & MATERIALS	6	500	\$3,000	PURCHASE OF MEDICAL/NURSING SUPPLIES AND OTHER MATERIALS TO FACILITATE PATIENT CARE, MEET HEALTH REQUIREMENTS, AND HEALTH TEACHINGS.
			6		\$3,000	1 line item(s)
TOTAL BUDGET REQUESTED			8		\$6,876	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
CENTER FOR STUDENT INVOLVEMENT

GOALS AND OBJECTIVES:

1. TO PROVIDE TRAINING FOR THE COUNCIL ON POSTSECONDARY STUDENT AFFAIRS (COPSA) OFFICERS ON THEIR ROLES & RESPONSIBILITIES AS THE REP. VOICE FOR THE STUDENT BODY TO FACILITATE CONCERNS TO ADMIN. & THE GCC COMMUNITY & TO PLAN & IMPLEMENT THEIR PLAN OF ACTION.
2. TO PROVIDE GUIDANCE AND A RESOURCE SYSTEM FOR ALL STUDENT ORGANIZATIONS.
3. TO PROVIDE TRAINING OPPORTUNITIES TO EMPOWER AND EQUIP OUR STUDENTS WITH SKILLS THEY CAN UTILIZE IN THE CLASSROOM AND IN THE WORKPLACE.

PERFORMANCE INDICATORS:

1. COPSA OFFICERS WILL SIT ON COLLEGE COMMITTEES TO ENSURE STUDENT REPRESENTATIVE VOICE AND THE NUMBER OF CAMPUS-WIDE ACTIVITIES OFFERED TO STUDENTS.
2. TRAINING AND DOCUMENTS AVAILABLE FOR STUDENTS ORGANIZATIONS.
3. REGULAR OFFERING OF WORKSHOPS/TRAINING SESSIONS FOR STUDENTS TO DEVELOP AND APPLY THEIR LEADERSHIP AND EMPLOYABILITY SKILLS.

PROPOSED OUTCOMES:

1. COPSA OFFICERS PROPERLY ROUTE STUDENT CONCERNS TO THE ADMINISTRATION AND CONDUCT CAMPUS-WIDE STUDENT ACTIVITIES.
2. TRAINING FOR STUDENT ORGANIZATION LEADERS AND MEMBERS IS PROVIDED EACH SEMESTER AND ALL RELEVANT DOCUMENTS NEEDED WILL BE AVAILABLE AS HARD COPIES AND ON-LINE.
3. EVALUATION SURVEYS AFTER WORKSHOPS/TRAINING SESSIONS WILL INDICATE THAT STUDENTS HAVE GAINED USABLE SKILLS/KNOWLEDGE THAT WILL HELP THEM WITH THEIR PERSONAL, EDUCATIONAL, AND/OR CAREER GOALS.

Guam Community College
FY 2022 Budget Request by Department
CENTER FOR STUDENT INVOLVEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
16	01	SUPPLIES	1	500	\$500	OFFICE AND INSTRUCTIONAL
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
OFFICE TECHNOLOGY

GOALS AND OBJECTIVES:

1. TO PROVIDE EXPERIENCES WITH EMERGING TECHNOLOGY FOR STUDENTS TO OBTAIN KNOWLEDGE AND SKILLS IN VARIOUS HARDWARE AND SOFTWARE APPLICATIONS TO ADAPT TO THE NEEDS OF THEIR RESPECTIVE ORGANIZATIONS.
2. TO REVIEW AND UPDATE PROGRAM/CURRICULUM TO REFLECT CURRENT STANDARDS/PRACTICES IN THE WORKPLACE LOCALLY, NATIONALLY, AND/OR GLOBALLY.
3. TO PROMOTE OFFICE TECHNOLOGY TO INCREASE STUDENT ENROLLMENT AND STRENGTHEN INDUSTRY PARTNERSHIPS.

PERFORMANCE INDICATORS:

1. APPROVED COURSE GUIDES FOR THE DEPARTMENT.
2. NUMBER OF INSTITUTIONAL OUTREACH ACTIVITIES SUPPORTED EACH YEAR.
3. NUMBER OF STUDENTS WHO HAVE COMPLETED THE TECHNICAL AND/OR PROGRAM REQUIREMENTS AND ARE GIVEN THE OPPORTUNITY TO PARTICIPATE IN JOB SHADOWING, PRACTICUM, AND /OR COOPERATIVE EDUCATION/WORK LEARN.

PROPOSED OUTCOMES:

1. REVIEW AND UPDATE 100% OF THE COURSE GUIDES THAT ARE OVER FIVE (5) YEARS OLD OR AS NEEDED, WITH INPUT FROM THE ADVISORY COMMITTEE.
2. TO PROVIDE SUPPORT FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLO'S FOR EACH COURSE.
3. AT LEAST 70% OF THE PARTICIPANTS WILL INDICATE THAT THEIR RESPECTIVE COURSE/PROGRAM REQUIREMENTS PREPARED THEM FOR THE WORK FORCE EXPERIENCE AND/OR MAY LEAD TO EMPLOYMENT WITH THE RESPECTIVE COMPANY/ORGANIZATION.

Guam Community College
***FY 2022* Budget Request by Department**
OFFICE TECHNOLOGY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
17	01	ANNUAL MEMBERSHIP DUES	1	500	\$500	MEMBERSHIP RENEWAL
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
ASSESSMENT & COUNSELING

GOALS AND OBJECTIVES:

1. TO ENSURE STUDENTS WILL GAIN KNOWLEDGE APPLICABLE TO WORKPLACE SKILL.
2. TO MODERNIZE AND EXPAND INFRASTRUCTURE AND TECHNOLOGY.
3. TO INCREASE THE EFFECTIVENESS OF CAREER COUNSELING SERVICES AND RESOURCES ON THE RETENTION OF STUDENTS AND THE POSTSECONDARY PROGRAMS.

PERFORMANCE INDICATORS:

1. AFTER PARTICIPATING IN A WORK ETHIC WORKSHOP STUDENTS WILL GAIN KNOWLEDGE APPLICABLE TO WORKPLACE SKILLS.
2. THROUGH STUDENT SATISFACTION SURVEYS, STUDENTS WILL AGREE THAT IMPROVEMENTS ARE NEEDED IN THE ASSESSMENT & COUNSELING LAB.
3. STUDENTS WILL BE ABLE TO IDENTIFY A POSTSECONDARY PROGRAM AS A RESULT OF THE COUNSELING SERVICES RECEIVED.

PROPOSED OUTCOMES:

1. AFTER PARTICIPATING IN A WORK ETHIC WORKSHOP, SEVENTY PERCENT (70%) OF THE STUDENTS WILL GAIN KNOWLEDGE APPLICABLE TO WORKPLACE SKILLS.
2. SIXTY PERCENT (60%) OF THE STUDENTS WHO COMPLETE THE STUDENT SATISFACTION SURVEY WILL AGREE THAT IMPROVEMENTS ARE NEEDED IN THE ASSESSMENT & COUNSELING TESTING LAB.
3. AS A RESULT OF THE SERVICES PROVIDED OR THE STRATEGIES IMPLEMENTED, AT LEAST SIXTY PERCENT (60%) OF STUDENTS SURVEYED WILL INDICATE THEIR INTEREST IN CONTINUING IN THEIR PROGRAM.

Guam Community College
FY 2022 Budget Request by Department
ASSESSMENT & COUNSELING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
28	01	PLACEMENT TEST ADMINISTRATION	1	5,569	\$5,569	TEST UNITS FOR MATH & ENGLISH PLACEMENT TEST
27	01	MEMBERSHIP DUES	4	150	\$600	PROFESSIONAL ASSOCIATIONS
			5		\$6,169	2 line item(s)
SUPPLIES & MATERIALS						
29	01	SUPPLIES & MATERIALS	2	500	\$1,000	SUPPLIES & MATERIALS TO SUPPORT ACD OPERATIONS
			2		\$1,000	1 line item(s)
EQUIPMENT						
31	01	WEBCAM	1	158	\$158	NEEDED FOR EXISTING DESKTOP WHICH HAS NO WEBCAM
30	01	TELEPHONE	1	157	\$157	REPLACE INOPERABLE PHONE
			2		\$315	2 line item(s)
TOTAL BUDGET REQUESTED			9		\$7,484	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
VOCATIONAL GUIDANCE

GOALS AND OBJECTIVES:

1. TO BROADEN DOE HIGH SCHOOL STUDENTS UNDERSTANDING OF GCC CTE PROGRAMS.
2. TO INFUSE CAREER DEVELOPMENT CONCEPTS AND STRATEGIES WITH DOE STUDENTS THAT WILL ENHANCE CTE INSTRUCTION.
3. TO ENHANCE SERVICES TO HIGH SCHOOL STUDENTS BASED ON THEIR NEEDS AND FEEDBACK.

PERFORMANCE INDICATORS:

1. SURVEY RESULTS AFTER EACH PRESENTATION.
2. CTE COUNSELORS WILL FACILITATE INFUSION OF CAREER PRINCIPLES IN CONSULTATION WITH STAKEHOLDERS.
3. REGULAR REVIEWS, DISCUSSIONS AND ANALYSIS OF STRATEGIC PLAN INITIATIVES AND ASSESSMENT GOALS ARE CONDUCTED THROUGH MEETINGS, PEER DISCUSSIONS.

PROPOSED OUTCOMES:

1. SEVENTY PERCENT (70%) OF STUDENTS WILL REPORT UNDERSTANDING THE OBJECTIVE OF THE DCAPS, CLYMER, AND DEAL PROGRAMS.
2. AFTER EXPOSURE TO THE INFUSED CAREER ACTIVITIES, 70% OF THE STUDENTS WILL INDICATE THEY ARE INTERESTED IN EITHER: 1. GCC POSTSECONDARY PROGRAM (THOSE IN TRANSITION TO COLLEGE) OR 2. GCC SECONDARY PROGRAM.
3. REVISION OF STRATEGIC PLAN AND IMPROVEMENT OF SERVICES WILL OCCUR BASED ON ANALYSIS OF DATA FROM ON CALL AND ONLINE INQUIRIES.

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
VOCATIONAL GUIDANCE

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
23	01	PAMPHLETS & BROCHURES	4	600	\$2,400	SUPPORT CTE PROGRAMMATIC ACTIVITIES AT H.S. SITES & OTHER VENUES
22	01	MEMBERSHIP DUES	4	145	\$580	PROFESSIONAL ASSOCIATION MEMBERSHIP
			8		\$2,980	2 line item(s)
SUPPLIES & MATERIALS						
24	01	SUPPLIES & MATERIALS	5	500	\$2,500	SUPPLIES & PROMOTIONAL ITEMS TO SUPPORT CTE ACTIVITIES
			5		\$2,500	1 line item(s)
EQUIPMENT						
25	01	MULTIMEDIA RESOURCES FOR RECRUITMENT	4	520	\$2,080	SUPPORT CTE ACTIVITIES AT HS SITES & OTHER VENUES
			4		\$2,080	1 line item(s)
TOTAL BUDGET REQUESTED			17		\$7,560	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
OFFICE OF ACCOMMODATIVE SERVICES

GOALS AND OBJECTIVES:

1. STUDENTS WITH DISABILITIES WILL RECEIVE IMPROVED SERVICES RESULTING IN BETTER STUDENT OUTCOMES THROUGH IMPROVED FACULTY RESPONSIVENESS. THIS WILL BE ACCOMPLISHED BY SCHEDULING TRAINING OPPORTUNITIES WITH NON-PROFIT AND GOVERNMENT AGENCIES FOR FACULTY.
2. STUDENTS W/ DISABILITIES WILL RECEIVE ADDTL SUPPORT SERVICES TO INCREASE OR MAINTAIN THEIR GPA. 60% OF THE TOTAL STUDENTS WITH DISABILITIES RECEIVING REASONABLE ACCOMMODATIONS WILL MAINTAIN AND/OR IMPROVE THEIR GPA TO A 2.0 OR BETTER.
3. STUDENTS WITH DISABILITIES WILL HAVE A BETTER ACADEMIC EXPERIENCE AND FEEL MORE COMFORTABLE WITH THEIR COURSES. 50% OF TOTAL STUDENTS WILL REMAIN ENROLLED IN THEIR COURSES.

PERFORMANCE INDICATORS:

1. FACULTY, INSTRUCTING STUDENTS WITH DISABILITIES, WILL INDICATE A BETTER UNDERSTANDING OF A STUDENT'S DISABILITY AND THEIR NEEDS. TRAINING CERTIFICATES OR PARTICIPATION/COMPLETION AND SURVEY RESULTS.
2. MONITOR STUDENT PROGRESS BY OBTAINING PROGRESS REPORTS FROM INSTRUCTORS, WHICH WILL THEN BE USED TO GUIDE OAS IN SCHEDULING MEETING WITH STUDENTS AND FACULTY TO ADDRESS DEFICIENCIES AND TO IMPROVE STUDENT LEARNING OUTCOMES.
3. MONITOR STUDENT PERFORMANCE BY COMMUNICATING WITH INSTRUCTORS THROUGH PROGRESS REPORTS AS WELL AS INFORMATION OBTAINED THROUGH STUDENT SURVEYS.

PROPOSED OUTCOMES:

1. FACULTY WILL REPORT BEING ABLE TO RESPOND BETTER TO THE NEEDS OF STUDENTS REGISTERED WITH THE OAS. FACULTY WILL ALSO REPORT MORE CONFIDENCE & AWARENESS IN PROVIDING SERVICES TO STUDENTS. THIS IMPROVED RESPONSIVENESS WILL IMPROVE STUDENT LEARNING OUTCOMES.
2. 60% OF THE STUDENTS RECEIVING REASONABLE ACADEMIC ACCOMMODATIONS WILL RECEIVE A GPA OF 2.0 OR BETTER BY THE END OF EACH SEMESTER. THIS WILL INCREASE THE RATES OF STUDENT SUCCESS.
3. AT LEAST 50% OF STUDENTS RECEIVING SERVICES WILL COMPLETE THEIR COURSES EACH SEMESTER. THIS WILL BE VERIFIED AT THE END OF EACH SEMESTER BY A REVIEW OF THEIR SEMESTER GRADES AND STATUS.

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department
OFFICE OF ACCOMMODATIVE SERVICES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
32	01	LICENSES	1	176	\$176	SOFTWARE LICENSES
			1		\$176	1 line item(s)
EQUIPMENT						
33	01	AUXILIARY AIDS	1	266	\$266	ASSISTIVE DEVICES FOR STUDENTS WITH DISABILITIES IN SUPPORT OF THEIR ACADEMIC SUCCESS
			1		\$266	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$442	2 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
COMPUTER SCIENCE

GOALS AND OBJECTIVES:

1. TO ENSURE THAT COURSES WITHIN THE COMPUTER SCIENCE PROGRAM ARE UPDATED TO KEEP UP WITH THE FAST PACE OF CHANGES IN TECHNOLOGY.
2. TO INCREASE STUDENT COMPLETION IN THE COMPUTER SCIENCE PROGRAM.
3. TO MEET THE NEEDS OF THE INDUSTRY ON GUAM.

PERFORMANCE INDICATORS:

1. ASSESS ALL PROGRAMS AND COURSES WITHIN THE CYCLE TIMEFRAME.
2. NUMBER OF STUDENTS GRADUATING WITH COMPUTER SCIENCE ASSOCIATE DEGREES.
3. COMPUTER SCIENCE ADVISORY COMMITTEE MEETINGS ARE CONDUCTED AND DOCUMENTED.

PROPOSED OUTCOMES:

1. SUPPORT WILL BE PROVIDED FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLO'S FOR EACH COURSE.
2. INCREASED NUMBER OF STUDENTS GRADUATING FROM THE COMPUTER SCIENCE PROGRAM ANNUALLY.
3. ADDRESS THE NEEDS/CONCERNS IDENTIFIED IN THE ADVISORY COMMITTEE MEETING MINUTES.

Guam Community College
FY 2022 Budget Request by Department
COMPUTER SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
18	01	INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	FOR FACULTY - INSTRUCTIONAL USE
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
ENGLISH

GOALS AND OBJECTIVES:

1. TO UPDATE ADVISEMENT PRACTICES.
2. TO PRACTICE FLEXIBILITY AND EMPLOY INNOVATIVE STRATEGIES FOR MEETING STUDENTS' NEEDS.
3. TO ENSURE THAT STUDENTS HAVE SUFFICIENT INSTRUCTION AND PRACTICE IN EXPRESSING THEMSELVES ORALLY AND IN WRITING.

PERFORMANCE INDICATORS:

1. THE PERCENTAGE OF INCOMING LIBERAL STUDIES STUDENTS THAT COMPLETE THE L.S. SURVEY AND MEET WITH ADVISOR.
2. USE OF SURVEY RESULTS TO IDENTIFY STUDENT NEEDS.
3. GCC ASSESSMENT CYCLE RESULTS USED TO ASSESS IF STUDENTS ARE MEETING THE GOAL.

PROPOSED OUTCOMES:

1. NEW ADVISEMENT PRACTICES ADOPTED BY DEPARTMENT AND UP-TO-DATE ELECTRONIC RECORDS OF ALL NEW STUDENTS EASILY ACCESSIBLE BY ADVISORS AND DEPARTMENT FOR EFFECTIVE ADVISING AND PROGRAM ASSESSMENT.
2. IDENTIFY MODALITIES, TOOLS, AND STRATEGIES THAT WILL MEET STUDENT NEEDS.
3. COURSES WILL BE REVISED TO REFLECT BEST PRACTICES FOR LITERACY EDUCATION AND ASSESSMENT RESULTS.

Guam Community College
FY 2022 Budget Request by Department
ENGLISH

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
35	01	SUPPLIES AND MATERIALS	1	500	\$500	TO PURCHASE SUPPLEMENTAL INSTRUCTIONAL MATERIALS, EXTENSION CORDS, POSTER BOARDS, EASELS, MULTI-PLUGS, PAINTER'S TAPE, FANS, TO SUPPORT ON AIR STUDENT SHOW CASE.
34	01	SUPPLIES AND MATERIALS	2	500	\$1,000	TO SUPPORT TEACHING AND LEARNING
			3		\$1,500	2 line item(s)
EQUIPMENT						
36	01	EQUIPMENT/NON-CAPITAL	1	162	\$162	TO PURCHASE SUPPLEMENTAL INSTRUCTIONAL MATERIALS
			1		\$162	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$1,662	3 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
CHAMORU

GOALS AND OBJECTIVES:

1. TO PROVIDE THE HIGHEST-QUALITY, STUDENT-CENTERED EDUCATION AND JOB TRAINING FOR THOSE WHO PLAN TO BECOME CHAMORU LANGUAGE TEACHERS.
2. TO GROW THE CHAMORU EDUCATION AND CULTURE TRACK OF THE LIBERAL STUDIES PROGRAM INTO ITS OWN PROGRAM.
3. TO WORK WITH CEWD TO OFFER FOREIGN LANGUAGE COURSES TO THE COMMUNITY.

PERFORMANCE INDICATORS:

1. CURRENT COURSE GUIDES WILL BE UPDATED AND NEW COURSES WILL BE ADOPTED.
2. NUMBER OF STUDENTS DECLARING INTO THE CHAMORU EDUCATION AND CULTURE TRACK.
3. NUMBER OF CEWD COURSES OFFERED.

PROPOSED OUTCOMES:

1. STUDENTS WILL HAVE COURSES TO CHOOSE FROM THAT MEET THE REQUIREMENTS OF CERTIFICATION AND PREPARE THEM FOR THE CLASSROOM.
2. PROGRAM CONCEPT APPROVED BY THE COLLEGE AND ACCJC.
3. COMMUNITY INTEREST IN TAKING CHAMORU COURSES.

Guam Community College
FY 2022 Budget Request by Department
CHAMORU

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
47	01	SUPPLIES AND MATERIALS	1	500	\$500	PRINTING OF FLYERS, POSTERS AND OTHER INFORMATIONAL LITERATURE TO BE DISTRIBUTED AT PUBLIC HIGH SCHOOLS
46	01	SUPPLIES AND MATERIALS	1	500	\$500	TO SUPPORT TEACHING AND LEARNING
			2		\$1,000	2 line item(s)
EQUIPMENT						
49	01	COMPUTER EQUIPMENT	1	500	\$500	BASIC VIDEO RECORDING EQUIPMENT
48	01	EQUIPMENT	1	500	\$500	PURCHASE OF INSTRUCTIONAL MATERIALS SUCH AS GAMES, FLASHCARDS, BOOKS, DICTIONARIES AND GRAMMAR BOOKS, DVDS, AND OTHER SUPPLEMENTAL MATERIALS
			2		\$1,000	2 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,000	4 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
LEARNING RESOURCE CENTER

GOALS AND OBJECTIVES:

1. TO PROVIDE SUFFICIENT PRINT, DIGITAL AND TECHNOLOGICAL RESOURCES TO SUPPORT STUDENT LEARNING AND FACULTY INSTRUCTION.
2. TO PROVIDE SUFFICIENT RESOURCES TO SUPPORT THE CURRICULAR NEEDS OF FACULTY AND STUDENTS.
3. TO PROVIDE INFORMATION LITERACY INSTRUCTION TO ENSURE STUDENTS BECOME EFFECTIVE LIBRARY USERS, INFORMATION CONSUMERS AND LIFELONG LEARNERS.

PERFORMANCE INDICATORS:

1. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT PRINT, DIGITAL AND TECHNOLOGICAL RESOURCES.
2. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT RESOURCES TO SUPPORT THE CURRICULUM.
3. 80% OF STUDENTS WILL REPORT SUCCESS IN DEMONSTRATING THE NECESSARY INFORMATION LITERACY SKILLS.

PROPOSED OUTCOMES:

1. GCC LIBRARY WILL HAVE SUFFICIENT LEARNING RESOURCES TO MEET STUDENT'S NEEDS.
2. STUDENTS WILL BECOME COMPETENT USERS OF LIBRARY RESOURCES.
3. STUDENTS WILL DEMONSTRATE EFFECTIVE INFORMATION LITERACY'S SKILLS.

Guam Community College
FY 2022 Budget Request by Department
LEARNING RESOURCE CENTER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
40	01	PRINT MAGAZINE SUBSCRIPTIONS	1	632	\$632	RESOURCES FOR STUDENT LEARNING
39	01	EBSCO ACADEMIC E-BOOKS SUBSCRIPTION	1	4,200	\$4,200	RESOURCES FOR STUDENT LEARNING
38	01	EBSCO FULL TEXT PERIODICAL DATABASE	1	7,400	\$7,400	RESOURCES FOR STUDENT LEARNING
37	01	LOCAL SUBSCRIPTIONS	1	1,450	\$1,450	GUAM AND MICRONESIAN PERIODICALS TO SUPPORT STUDENT LEARNING
			4		\$13,682	4 line item(s)
SUPPLIES & MATERIALS						
41	01	SUPPLIES - COPIER PAPER, OFFICE AND LIBRARY MATERIAL PROCESSING	4	500	\$2,000	TO SUPPORT LEARNING RESOURCES FOR STUDENT
			4		\$2,000	1 line item(s)
EQUIPMENT						
43	01	TABLET	1	1,187	\$1,187	RESOURCES FOR STUDENT LEARNING
43	01	LAPTOP	1	1,300	\$1,300	RESOURCES FOR STUDENT LEARNING
42	01	BOOKS/DVDS	4	500	\$2,000	RESOURCES FOR STUDENT LEARNING
			6		\$4,487	3 line item(s)
TOTAL BUDGET REQUESTED			14		\$20,169	8 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department**
DEVELOPMENTAL EDUCATION

GOALS AND OBJECTIVES:

1. TO EXPLORE AND RESEARCH ON BEST PRACTICES FOR DEVELOPMENTAL EDUCATION AND IMPROVING THE QUALITY OF INSTRUCTION.
2. TO PROVIDE APPROPRIATE SUPPORT AND RESOURCES FOR STUDENT AND FACULTY NEEDS BASED ON EVALUATIONS AND ASSESSMENTS.
3. TO IMPROVE COMPLETION RATES BY PREPARING STUDENTS FOR COLLEGE LEVEL COURSES IN A TIMELY MANNER.

PERFORMANCE INDICATORS:

1. RESEARCH COMPILED REGARDING BEST PRACTICES FOR DEVELOPMENTAL EDUCATION AND IMPROVING THE QUALITY OF INSTRUCTION.
2. DATA FROM EVALUATIONS AND ASSESSMENTS FOCUSED ON FACULTY AND STUDENT NEEDS.
3. STUDENT COMPLETION RATES.

PROPOSED OUTCOMES:

1. FACULTY PRIORITIZES AND IMPLEMENTS BEST PRACTICES OF DEVELOPMENTAL EDUCATION AND IMPROVES THE QUALITY OF INSTRUCTION.
2. FACULTY AND STUDENT NEEDS ARE MET BY PROVIDING EVIDENCE BASED SUPPORT AND RESOURCES.
3. PERCENT OF STUDENTS WHO PASS/COMPLETE THE DEVELOPMENTAL EDUCATION COURSES WILL INCREASE.

Guam Community College
FY 2022 Budget Request by Department
DEVELOPMENTAL EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
50	01	INSTRUCTIONAL SUPPLIES	3	500	\$1,500	TO PURCHASE CLASSROOM SUPPLIES/MATERIALS FOR FACULTY AND STUDENTS
			3		\$1,500	1 line item(s)
MISCELLANEOUS EXPENSE						
51	01	PD AND PROMOTIONS	1	599	\$599	TO SUPPORT FACULTY WITH ON-SITE PROFESSIONAL DEVELOPMENT AND STUDENTS WITH PROMOTIONAL ACTIVITIES
			1		\$599	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,099	2 line item(s)

GUAM COMMUNITY COLLEGE
FY2022 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
 ALL Departments

MANPOWER DEVELOPMENT FUND - 04

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
230 Contractual Services	6910 Apprenticeship	4,100
	TOTAL CONTRACTUAL SERVICES	\$4,100
240 Supplies & Materials	6910 Apprenticeship	6,500
	6950 Construction Trades	2,000
	TOTAL SUPPLIES & MATERIALS	\$8,500
250 Equipment	6110 Automotive Technology	82,000
	6910 Apprenticeship	5,700
	TOTAL EQUIPMENT	\$87,700
290 Miscellaneous Expense	6910 Apprenticeship	2,899,700
	TOTAL MISCELLANEOUS EXPENSE	\$2,899,700
TOTAL MANPOWER DEVELOPMENT FUND		\$3,000,000

[GCC-DEPT3]

Guam Community College
FY 2022 Budget Request by Department (MDF)
AUTOMOTIVE TECHNOLOGY

GOALS AND OBJECTIVES:

1. TO RECRUIT STUDENTS FROM SECONDARY PROGRAMS INTO POST-SECONDARY.
2. TO FULFILL INDUSTRY NEEDS FOR APPRENTICESHIP AND REGULAR PROGRAM STUDENTS.
3. TO ENSURE THE CURRENT INVENTORY MEETS NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) REQUIRED TOOLS & EQUIPMENT.

PERFORMANCE INDICATORS:

1. NUMBER OF STUDENTS FROM SECONDARY PROGRAM ENROLLING IN POST-SECONDARY PROGRAM.
2. DOCUMENT MEETING MINUTES WITH ADVISORY COMMITTEE.
3. IDENTIFICATION OF CURRENT INVENTORY NOT MEETING NATEF STANDARDS.

PROPOSED OUTCOMES:

1. 5% OF GRADUATING SENIORS WILL TRANSITION INTO POST-SECONDARY PROGRAM.
2. CURRICULUM REVISIONS BASED ON THE FEEDBACK FROM ADVISORY COMMITTEE.
3. 100% OF INVENTORY WILL MEET NATEF REQUIREMENTS AS LINKED TO ASSESSMENT RESULTS.

Guam Community College
FY 2022 Budget Request by Department (MDF)
AUTOMOTIVE TECHNOLOGY

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
EQUIPMENT						
16	04	18K 4 POST ALIGNMENT LIFT	1	42,000	\$42,000	TO SUPPORT SLO'S
15	04	COMPUTERIZED ALIGNMENT MACHINE	1	40,000	\$40,000	TO SUPPORT SLO'S
			2		\$82,000	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$82,000	2 line item(s)

Guam Community College
***FY 2022* Budget Request by Department (MDF)**
APPRENTICESHIP

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO INCREASE EMPLOYER PARTICIPATION IN THE APPRENTICESHIP PROGRAM.
2. TO INCREASE THE NUMBER OF APPRENTICESHIP COMPLETERS.
3. TO INCREASE THE NUMBER OF ACTIVE APPRENTICES IN THE PROGRAM.

PERFORMANCE INDICATORS:

1. 5% INCREASE IN THE NUMBER OF ACTIVE EMPLOYERS REGISTERED WITH THE PROGRAM.
2. 5% INCREASE IN THE NUMBER OF APPRENTICES WHO RECEIVE THEIR COMPLETION CERTIFICATES.
3. 5% INCREASE THE NUMBER OF ACTIVE APPRENTICES IN THE PROGRAM.

PROPOSED OUTCOMES:

1. 5% OF ACTIVE EMPLOYERS WILL HAVE EMPLOYEES REGISTERED IN THE PROGRAM.
2. 5% OF APPRENTICES WILL RECEIVE A COMPLETION CERTIFICATE.
3. 5% INCREASE IN THE NUMBER OF ACTIVE APPRENTICES ENROLLED IN THE PROGRAM.

Guam Community College
FY 2022 Budget Request by Department (MDF)
APPRENTICESHIP

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
2	04	GCC PLACEMENT TEST	50	22	\$1,100	PLACEMENT REQUIREMENT FOR ADVISEMENT (\$22.00 PER PLACEMENT TESTING)
1	04	CONTRACTUAL SERVICES	1	3,000	\$3,000	SUPPORT CURRICULUM FOR PROGRAMS
			51		\$4,100	2 line item(s)
SUPPLIES & MATERIALS						
10	04	OFFICIAL VECHICLE	1	500	\$500	MAINTENANCE (OIL CHANGE, SAFETY INSPECTION, ETC.)
9	04	APPRENTICE GRADUATION PROMOTION	100	60	\$6,000	GOWNS, T-SHIRTS, TASSEL AND SASHES
			101		\$6,500	2 line item(s)
EQUIPMENT						
13	04	LAPTOP	1	1,700	\$1,700	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
12	04	CONSTRUCTION TRADES EQUIPMENT	1	2,000	\$2,000	SUPPORT CONSTRUCTION, ELECTRICAL, ARCHITECTURAL ENGINEERING, WELDING PROGRAMS (CLASSROOM USE)
11	04	AUTOMOTIVE SERVICE TECHNOLOGY EQUIPMENT	1	2,000	\$2,000	SUPPORT AUTO COLLISION REPAIR, AUTOMOTIVE, AUTO BODY PROGRAMS (CLASSROOM USE)
			3		\$5,700	3 line item(s)
MISCELLANEOUS EXPENSE						
14	04	MISCELLANOUS	1	2,887,700	2,887,700	TUITION & FEES AND BOOKS
8	04	TOURISM SUPPLIES	4	500	\$2,000	SUPPORT TOURISM, CULINARY ARTS PROGRAM (CLASSROOM USE)
7	04	OFFICE TECHNOLOGY SUPPLIES	4	500	\$2,000	SUPPORT OFFICE TECHNOLOGY PROGRAMS (CLASSROOM USE)
6	04	MATHEMATICS SUPPLIES	4	500	\$2,000	SUPPORT MATHEMATICS PROGRAM (CLASSROOM USE)
5	04	ELECTRONICS SUPPLIES	4	500	\$2,000	SUPPORT ELECTRONICS PROGRAMS (CLASSROOM USE)
4	04	CONSTRUCTION TRADES SUPPLIES	4	500	\$2,000	SUPPORT CONSTRUCTION, ELECTRICAL, ARCHITECTURAL ENGINEERING, WELDING PROGRAMS (CLASSROOM USE)
3	04	AUTOMOTIVE SERVICE TECHNOLOGY SUPPLIES	4	500	\$2,000	SUPPORT AUTO COLLISION REPAIR, AUTOMOTIVE, AUTO BODY PROGRAMS (CLASSROOM USE)
			25		\$2,899,700	7 line item(s)
TOTAL BUDGET REQUESTED			180		\$2,916,000	14 line item(s)

[GCC-DEPT3]

Guam Community College
***FY 2022* Budget Request by Department (MDF)**
CONSTRUCTION TRADES

GOALS AND OBJECTIVES:

1. TO ENSURE THE CURRENCY OF CURRICULUM DOCUMENTS.
2. TO ENSURE THAT INSTRUCTIONAL ASSESSMENT DEADLINES ARE MET.
3. TO ENSURE THAT SHOPS ARE IN COMPLIANCE WITH SAFETY AND INDUSTRY STANDARDS.

PERFORMANCE INDICATORS:

1. 30% OF CURRICULUM WILL BE REVIEWED AND UPDATED BY THE ADVISORY COMMITTEE.
2. SUBMISSION OF REQUIRED INFORMATION TO AIER.
3. NUMBER OF STUDENTS WHO ACTIVELY PARTICIPATE IN THE CAMPUS-WIDE GOVERNANCE SURVEY.

PROPOSED OUTCOMES:

1. 100% OF ALL CURRICULUM DOCUMENTS WILL BE SUBMITTED TO CCA AND WILL BE ALIGNED TO INDUSTRY STANDARDS.
2. 100% ASSESSMENT COMPLIANT.
3. CONDUCIVE LEARNING ENVIRONMENTS WILL BE PRESENT IN ALL SHOPS WITHIN THE PROGRAM.

Guam Community College
FY 2022 Budget Request by Department (MDF)
CONSTRUCTION TRADES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
17	04	INSTRUCTIONAL SUPPLIES & MATERIALS	4	500	\$2,000	SUPPORT CONSTRUCTION TRADES PROGRAM
			4		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,000	1 line item(s)

Gum Community College
2022 BUDGET REQUEST - NAF

PRIOR YEAR

	2021 Budget Request	FY 2022 PROJECTION
PROJECTED REVENUES		
Educational and General Operations Revenue		
3 Tuition Net of Capital Improvement	1,737,380	2,080,070
6 Capital Improvement Fees (Resolution 4-99)	442,000	529,000
4 Technology Fee for Upgrades (Resolution 11-2000)	135,010	133,600
4 Technology Fee for Current Operations (Resolution 11-2000)	135,010	133,600
Student Activity Fee	55,490	54,900
Perm. Faculty Positions (Resolution 5-2006)	1,177,884	1,410,218
Perm. Staff/Admin Positions (Resolution 5-2006)	471,154	564,087
Other Fees Net of Tech and Stud Act Fees	218,000	216,000
Lab Fees	204,255	171,206
Total General Operations Subsidy	4,576,183	5,292,681
Auxiliaries Revenue		
Bookstore Sales	750,000	840,000
Food Services	30,686	17,186
Total Auxiliaries	780,686	857,186
Other Sources Revenue		
Administrative Recoveries	60,000	30,000
Interest/Miscellaneous Income	50,000	20,000
Total Other Sources	110,000	50,000
TOTAL PROJECTED REVENUE	5,466,869	6,199,867

	2021 Budget Request	FY 2022 PROJECTION
PROJECTED EXPENDITURES		
Educational and General Expenditures		
GovGuam Supplement - Other	935,000	1,259,022
GovGuam Supplement - Adjunct/Substitutes	850,000	737,786
GovGuam Supplement - PT Salaries		
2 Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	1,649,038	1,974,305
4 Technology Fee for Current Operations	135,000	133,600
4 Technology Fee for Upgrades (Resolution 11-2000)	135,000	133,600
Total E & G Expenditures	3,704,038	4,238,313
Other Educational and General Expenditures		
Promotion and Development (BOT Policy 216)	145,800	145,800
Professional Development - Faculty (BOT Policy 400)	54,675	54,675
Professional Development - Staff (BOT Policy 400)	36,450	36,450
5 Student Activity Fee - Dean Accts.	11,098	10,980
Pacific Island Student Transition (BOT Policy 515)	6,475	6,475
Graduation	12,000	12,000
Bank Fee Expenditures	35,000	38,600
Board of Trustees Travel	18,000	22,500
Faculty Senate	3,750	800
WP Secretary II (Salaries & Benefits)	45,179	47,449
USDA Loan Repayment	153,720	0
Cosmetology	16,150	17,500
Education - ASL	7,002	6,903
Education - ECE	8,159	10,515
Education	2,546	804
Computer Science	18,341	20,491
Electronics	12,209	12,444
Office Technology	3,344	3,984
Automotive	11,353	10,841
Nursing and Allied Health	17,495	10,685
Business and Visual Communications	21,776	16,084
English	912	780
Criminal Justice & Social Science	26,054	0
Math/Science	16,112	16,520
Culinary	30,162	38,750
CCR English/Developmental Ed	6,640	4,905
High School Equivalency	6,000	5,008
Staff Senate	750	1,000
Reach for College	31,000	33,100
Total Other E & G Expenditures	758,152	586,043
Total E & G Expenditures	4,462,190	4,824,356
Auxiliaries Expenditures		
Bookstore	524,762	600,000
Total Auxiliaries	524,762	600,000
TOTAL CURRENT EXPENDITURES	4,986,952	5,424,356
TRANSFER		
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475
6 Transfer to Capital Improvement Fees	442,000	529,000
Transfer to Student Activity Fees	44,392	43,920
Total Transfer	479,917	566,445
TOTAL EXPENDITURES AND TRANSFERS	5,466,869	5,990,801
INCREASE (USE) OF RESERVE		209,065

- Notes: 1) The FY2022 Budget Request reflects the initial budget approved.
2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.
3) Tuition & Fees projection is based on SP21 estimated, SU20, & FA20 enrollment figures. No increase budgeted.
4) Of the \$73.00 Technology fee, \$36.50 is reserved for the Upgrades and \$36.50 is for Computer Operations.*202060 TECF reduced to \$36.50
5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.*202060 STAC waived.
6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.
7) Due to declining enrollment, a reduction of 10% has been applied to non-revenue generating budgets.

Guam Community College

2022 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	PRIOR YEARS		
	ACTUAL as of 09/30/20	2021 BUDGET REQUEST	FY 2022 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)	32,348	44,737	48,650
Industry Certification	0	176,080	30,150
* Gov't Guam/Private Industries Training Requests/Other	200,124	485,000	555,520
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	8,521	30,000	20,000
TAM Workshop (Alcohol Beverage Control)	50,490	60,000	43,200
Tour Guide Certification	4,275	13,500	9,000
WorkKeys Assessment/NCRC	146,133	185,380	195,000
Public Health	0	0	
Total Continuing Education	441,891	994,697	901,520
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary	37,278	0	
Criminal Justice Academy	0	0	
Sustainability/High School Equivalency	0	17,600	0
*Other Projects		0	
Total Trades & Professional Services	37,278	17,600	0
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	0	50,000	50,000
Principles of Voice & Data	0	28,500	28,500
Total Technology & Student Services	0	78,500	78,500
TOTAL REVENUE	479,169	1,090,797	980,020
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)	18,730	44,737	48,650
Industry Certification	0	176,080	30,150
Gov't Guam/Private Industries Training Requests	153,854	485,000	555,414
Prometric/Pan/Ed2go Online Courses/HOST TESTING	7,737	30,000	20,000
TAM Workshops (Alcohol Beverage Control)	59,079	60,000	43,200
Tour Guide Certification	9,012	13,500	9,000
WorkKeys Assessment/NCRC	67,356	185,380	195,000
Public Health/Health Certificate	0	0	0
Total Continuing Education	315,768	994,697	901,414
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary	54,387	0	0
Criminal Justice Academy		0	
Sustainability		17,560	0
* Other Projects		0	
Total Trades & Professional Services	54,387	17,560	0
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	4,018	46,325	46,247
Principles of Voice & Data	3,600	28,396	28,500
Total Technology & Student Services	7,618	74,721	74,747
TOTAL EXPENDITURES	377,772	1,086,978	976,161
NET PROFIT/(LOSS)	101,397	3,819	3,859

Notes:

* Other Projects budget is projected for projects not anticipated.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, January 15, 2021, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of November 20, 2020

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 20, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on November 20, 2020, was called to order at 12:11 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Ms. Deborah Belanger, Secretary; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Mr. Kenneth Bautista, Staff Advisory Member; Attorney Rebecca Wrightson.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – October 9, 2020

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF OCTOBER 9, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None received but at this time, Ms. Rodalyn Gerardo was introduced as the new Vice President for the Finance & Administration division.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2021: To date, the College received a total of \$2,048,643 for all funds, which is 60% based on all allotment releases requested, as follows: \$1,854,804 for the General Fund; \$83,964 for the LPN/Vocational Guidance; \$86,799 from the MDF; and \$23,076 for the First-Generation Trust Fund Initiative.

The College continues to receive its allotment on a weekly basis.

Capital Improvement Projects and other activities:

Continues to work on replacing broken air-conditioners on campus with a purchase order from last year for this project.

Launched the barrel vault canopy project between Buildings C and D and as of October 31, 2020, is 21% complete.

Ongoing CIP projects:

The College is still working on replacing the water tank that services Building 400 and the administration building. As of October 31, 2020, the Sustainability and Project Coordinator continues to work on the assessment for the scope of work to repair the leak on this 30,000 gallon water tank with the assistance of Guam Waterworks Authority.

Other activities:

Dr. Okada reported that through the collective efforts of GCC, DOE, and UOG and under the leadership of Dr. Zeny Natividad, they were able to obtain a GDOE grant relating to the launching of the state longitudinal data system called the "One Stop Data Village," which tracks students on their educational pathway from Grade K-12 through GCC, and through UOG.

The College is considering an opportunity to engage in a partnership to offer unexploded ordnance (UXO) training. This is a specialized training that will benefit contractors on island that require the removal of ordnances, if found on their job sites. For now, this is something the College is exploring in support of workforce development on Guam.

Several faculty members are currently attending Quality Matters training to help increase the quality of instruction that is being offered by the College in support of distance education. Should the College decide to offer a fully online distance education program, this certification is required. GCC is taking steps to be in compliance and then approval from ACCJC.

The GCC Finance & Administration office launched its electronic disbursements of Pell grant checks to students which helps with the current situation and anticipates offering electronic transfer of funds for the next semester to reduce manual checks.

Human Services Student Organization are offering virtual sessions called "Grief Talk" for some students that need counseling such as a student going through grief. Some students have participated. Dr. Michael Chan assured the Board that proper protocol are being followed to protect confidentiality of students.

GCC employees attended a COVID-19 Contact Tracing Training Course at UOG, who are in partnership with UCSF. This was a 2-day training which provides GCC with individuals on campus to conduct contact tracing if needed.

The Environmental and Safety Office is providing updates for the campus community on Title IX Rules and are addressing on campus issues with Sexual Assault. This training was hosted by the Guam Coalition Against Sexual Assault on Campus and Family Violence. The GCC Campus Task Force Safety and Security were also provided with Title IX updates.

The Underground Fiberoptic Network Backbone Project was awarded to Pacific Data Systems. There were 2 bidders but do not anticipate any protests. Work on this project will include trenching, underground vault installations, laying of conduits, conduit sleeving installation, and fiber optic cable installation and termination.

The College is exploring a pilot project for electronic keys for the entrance and offices within the Administration and Students Services building. This will be an upgrade to the magnetic key system that the College is currently utilizing which is becoming obsolete. This system provides additional information for the College in monitoring exits and entrances into the building for security purposes.

Bill No. 219-35 was recently introduced in the 35th Guam Legislature, which provides GCC an opportunity to engage in a public private partnership for renewable energy. This will allow to further expand solar energy capacity on campus. This is another option for the College to consider.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos reported the following:

The Health Services Student Organization (HSSO) hosted a “Grief Talk” event, which is a way for students to seek counseling especially and well attended by students.

The student calendar of events for Fall semester is complete and went well considering the COVID-19 situation and happy to report students still participated. The calendar for the Spring 2021 events will be next.

Student Trustee is attending an American Sign Language class which developed a video regarding ASL and awareness of individuals who are unable to hear.

Part of the COPSA events include Mental Health Awareness Week and the Fall Festival, which are being discussed and are preparing for.

The Student Trustee also reported students do want to return to campus but are still very concerned about the COVID situation.

Faculty Advisory Member: Mr. Carl Torres II was not present and no report was provided.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Continuing to finish off the Fall semester and preparing for the Spring semester.

Participated in the virtual College Assembly. Training offered was Google for instructors, customer service training and a “refresher” video for Active Shooter.

Thanked the Board and Administration for the “Thanksgiving” lunch plates.

At this time the Board Chair thanked GCC Staff and Administrators for their commitment to the College.

3. Board of Trustees Community Outreach Report.

Trustee Belanger and Trustee Leon Guerrero attended the virtual 2nd WORC conference on November 19, 2020 and continuing through today, November 20, 2020.

November 19, 2020: Trustees Arriola and Sablan attended their virtual “reconfirmation” Legislative hearings and Trustee Hara also participated by providing testimony in support of both Trustees.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Bldg. 100. This project is almost near completion, the College is working with Morrico to repair the generator and install a push stop button for the generator.

Forensic Lab/DNA Building. The Forensic Lab/DNA Building is 25.4% complete as of November 2020. Concrete pouring is scheduled for November 25, 2020, December 6, 2020, and December 8, 2020.

Building 300. FEMA approved the no cost extension request. The project completion and closeout is March 31, 2021. Concrete pouring was done November 19, 2020 and this project is now 64.49% complete.

Wellness Center. The College is preparing the Scope of Work for this project. The President is in communication with the Vice President of Finance and Administration to begin the financial feasibility study for a USDA loan to support this project.

Building B. The College anticipates a Resolution to support funding for this project.

At this time, the Board inquired about the recently purchased Barrigada property with a facility and its renovation status. The President informed the Board that the Foundation Board extended the lease agreement for the Guam Trades Academy to use the facility through December 31, 2020. The College anticipates Guam Trades Academy will have its new facility ready and will then vacate the Barrigada premises. The College will be requesting funding from the Foundation Board of Governors for the Architectural & Engineering in the amount of \$150,000. To date, the cost estimate for the renovation is not available. The Barrigada facility renovation will support boot camps with the island’s expansion of the ship repair and construction industries. The Board Chair suggested adding a Trucking boot camp. The President informed the Board that the Facilities Master Plan will be updated for this academic year and welcomed suggestions and to be included as part of the discussions. The Board Chair recommended for the College to reach out to nearby landowners and find out of their intent to sell their property in the future and to provide the College

first option to purchase. Trustee Belanger asked if the College can again look into the possibility of purchasing property near the campus, too.

VII. NEW BUSINESS.

1. Instructional Designer Position.

The President explained that Instructional Designer will be a new position under the Dean for Technology and Student Services. The Board was presented with a copy of the position description. This position will support the distance education learning and instruction for the College. With GCC moving in the direction of online learning, GCC will create the infrastructure to support the different methodologies associated with enhance learning, hybrid and online course delivery. This position was evaluated by the GCC Human Resources Office and will be an Academic Administrator position approved under the Board of Trustees. This position is necessary for the College to move towards Distance Education and also in line with the Strategic Plan that is currently being upgraded. After discussions, the pay grade was changed from "L" to "M" and the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVE THE POSITION DESCRIPTION FOR THE INSTRUCTIONAL DESIGNER WITH A PAY GRADE M. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:01 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:30 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, the Board Chair thanked everyone for attending today's meeting in person especially during this pandemic. That to date, even with the pandemic, he has been receiving positive comments from the public such as the PUA collaboration. The other Board members also extended their appreciation to everyone.

The Board Chair also congratulated GCC on its partnerships as reported today, the importance of being safe with the pandemic situation, the "Grief Talk" including trainings employees are receiving.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF NOVEMBER 20, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of November 20, 2020, adjourned at 1:31 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

JAN 15 2021

ATTESTED BY:


DEBORAH C. BELANGER
Secretary

JAN 15 2021

APPROVED BY:


FRANK P. ARRIOLA
Chairperson

JAN 15 2021

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, November 20, 2020, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of October 9, 2020

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

VII. NEW BUSINESS

1. Instructional Designer Position

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 9, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on October 9, 2020, was called to order at 12:11 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Richard P. Sablan, Treasurer; Ms. Deborah Belanger, Secretary; Ms. Gina Ramos; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee. **Other members:** Mr. Frank Arriola, Chairperson (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Dean, TPS; Ms. Pilar Pangelinan (representing Mr. Carl Torres II, Faculty Advisory Member); Mr. Kenneth Bautista, Staff Advisory Member. Attorney Rebecca Wrightson was on standby via telephone.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – July 17, 2020

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 17, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS.

1. GCC Board of Trustees Resolution No. 9-2020, “Commendation For Service As Trustee” was submitted to the Board for adoption. This Resolution commends Trustee Gina Y. Ramos for over 15 years serving as a member of the GCC Board of Trustees as she completes her tenure from 2005 through 2020. The Board also extended their appreciation for Trustee Ramos’ service throughout the years. This Resolution was adopted through signatures of all the Board members.

2. Dr. Virginia “Gina” Tudela was recognized and introduced as the new Vice President for the Academic Affairs Division beginning October 1, 2020, succeeding Dr. R. Ray Somera who retired on September 30, 2020. Dr. Tudela was welcomed by the Board.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

Financial Status: The President provided the Board with a current financial status of the College as follows:

The college has received 100% of all of its appropriations for fiscal year 2020 for a total of \$19,621,599, which closed out the fiscal year.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

The College will be extending the barrel vault canopy between Buildings C and D. This has been awarded to Clayarch, Inc. for \$233,200 and expected completion is 180 days, or February 2021.

The College would have to replace the water tank that services Building 400 and the administration building. There has been no feedback from vendors for quotations but the College has been working with Guam Waterworks.

The following are closing out of Fiscal Year 2020 projects:

The installation of the roll up doors for Building 900 and Building 500 are done.

The repair of the awning for Building 900 is still pending.

Building 100 has .013% remaining on this project before completion due to a few items that still need to be resolved such as the water tank.

Building 300 is currently at 62.27% complete as of the end of September 2020. The contractor has continued to work on this project while adhering to the executive order relating to the pandemic. A no cost extension has been submitted to FEMA and anticipate a favorable extension for 180 days with a completion date of March 2021.

The Forensic Lab/DNA Building is 18.22% complete as of the end of September 2020. The contractor has resumed work on this project for the past couple of weeks and continues to do so adhering to the requirements of the executive order relating to the pandemic.

Other activities:

The College held a virtual *Workforce Opportunities Reimagined Conference (WORC)* on September 2-4, 2020. The conference focused on construction, tourism and hospitality, healthcare, transportation, telecommunications, technology and automation and new industries. As a follow up, a second conference will be scheduled sometime in November 2020.

Thirty-six (36) of Guam Fire Department personnel have started their paramedic training, which began July 2020 with an anticipated completion of May 2021. All completers will be qualified to take the test for the National Registry of Emergency Medical Technician (EMT) for paramedics. This program was funded through the Manpower Development Fund.

Ninety-eight percent (98%) of GCC employees consisting of staff and administrators completed an online training relating to COVID awareness, including updates to Title IX.

Several laptops and MiFis were issued to students who did not have access to technology or online education. An additional one hundred (100) laptops were recently received and will be distributed to students who qualify for financial aid.

The GCC annual convocation, "E-Learning and Health Security for All in the Covid-19 Context" was held virtually on August 10, 2020.

Two (2) virtual "Meet the President" sessions were held recently with a two-day total of approximately 297 participants. It was a good turnout with participants asking a lot of questions via chat.

The GCC Fiscal Year 2021 Budget Request submitted to the Guam Legislature was approved for an additional \$878,000 in excess of what was requested. This will help support the boot camps and training programs under the apprenticeship program.

GCC is participating in the Guam Green Growth Initiative that is aligned with the 17 United Nations Development Goals. This promotes sustainability in our community in partnership with local industries.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos reported the following:

Students have been reaching out to Student Trustee Ramos regarding laptops and MiFis being issued to students and asked what the process is.

The President mentioned a survey was initially sent out regarding this. That this is a loaner program and the laptops and MiFis would have to be signed out by the students. She informed the Student Trustee that an email address will be provided to her so that the Student Trustee can forward emails of all students that are still interested in this program. The President ensured students will be contacted and another survey will be sent out.

Part of the COPSA events are the Mental Health Awareness Week and the Fall Festival, which are being discussed and preparing for.

Faculty Advisory Member: Mr. Carl Torres II was absent and was represented by Ms. Pilar Pangelinan who reported the following:

Faculty and students are adjusting with the "new norm" due to the pandemic.

Faculty extended congratulations to Dr. Virginia "Gina" Tudela and are looking forward to working with her as the new Vice President for the Academic Affairs Division.

Most faculty have completed their mid-term exams, which were done online and looking forward to closing out the semester.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:

Most of the staff returned to work on campus in October 2020 after the initial lockdown and are

~~following the safety guidelines relating to the pandemic.
Staff have been busy setting up the laptops for the students and employees.
On August 10, 2020, Mr. Bautista attended the 2020 GCC Virtual Convocation and some of the sessions for the virtual *Workforce Opportunities Reimagined Conference (WORC)* on September 2-4, 2020.~~

3. Board of Trustees Community Outreach Report.

Trustee Belanger and Trustee Leon Guerrero attended some of the sessions for the virtual WORC conference on September 2-4, 2020.

VI. UNFINISHED BUSINESS

1. Fiscal Year 2021 Budget Request. The President explained that during the February 7, 2020 Board meeting, the Board approved to table the Fiscal Year 2021 Budget Request and to conduct an electronic vote before submitting the budget to the Guam Legislature by February 14, 2020. The budget request includes the Non-Appropriated Funds (NAF) and Special Projects budgets. For record purposes, the Board electronically approved the FY2021 Budget Request on February 12, 2020. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE GINA Y. RAMOS THAT THE BOARD RATIFY THE FISCAL YEAR 2021 BUDGET REQUEST TO INCLUDE THE NON-APPROPRIATED FUNDS AND SPECIAL PROJECTS BUDGETS AS OF FEBRUARY 12, 2020. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. Construction Projects Updates. President Okada reported on the following:

Bldg. 100. *As previously reported herein.*

Forensic Lab/DNA Building. *As previously reported herein.*

Building 300. *As previously reported herein.*

Wellness Center. The College is waiting for the archaeological report to be completed but did receive word from the Department of Parks and Recreation that the property for the Wellness Center has no historical value. The College then has the option to either proceed with issuing out the bid, or continue with the archaeological study just to make sure. However, in the event the contractor finds something during the construction, Parks and Recreation will be notified. However, the College will seek the advice of the architects as to whether or not to move forward with the bid, or wait for the archaeological report.

Building B. The President reported that once the new Vice President of Finance and Administration is on board by the end of October 2020, then the College will proceed with discussions as to the funding source for this project.

VII. NEW BUSINESS.

1. Resolution re Write-Off of Uncollectible Receivables (FY2020).

The President explained that the last time the Board approved a write-off of uncollectible receivables was for Fiscal Year 2012, which was recorded as a bad debt expense.

The Board was presented with Resolution 8-2020, "Write-Off of Uncollectible Receivables, Fiscal Year 2020." This Resolution authorizes the write-off of student accounts receivable balances of \$597,362.06 and the write-off of non-student accounts receivable balances of \$320,166.41, both totaling \$917,528.47 in the Fiscal Year 2020 Financial Statements. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ADOPT RESOLUTION NO. 8-2020, "WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES, FISCAL YEAR 2020." NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. 2020-2021 BOT Fiscal Year Calendar. The Board was presented with its annual calendar for the next academic year, which is subject to change. The dates included upcoming BOT monthly meetings, reporting requirements, a schedule of the continuation of policy reviews, special events and training opportunities. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL CALENDAR FOR OCTOBER 2020 THROUGH SEPTEMBER 2021. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 12:47 p.m., the meeting convened into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:23 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time, Trustee Gina Ramos expressed her appreciation for being a member of the GCC Board of Trustees throughout the years and thanked the Board, President Okada and GCC.

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF OCTOBER 9, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of October 9, 2020, adjourned at 1:24 p.m.


SUBMITTED BY:

 **NOV 20 2020**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **NOV 20 2020**
DEBORAH C. BELANGER
Secretary

APPROVED BY:

 **NOV 20 2020**
FRANK P. ARRIOLA
Chairperson

NOV 3 3 2020

INSTRUCTIONAL DESIGNER

NATURE OF WORK IN THIS CLASS:

This is a complex and responsible work in the area of Instructional Development. The Instructional Designer will report to the Vice President for Academic Affairs. This position works collaboratively with administrative and faculty leadership teams to provide training and coaching in the design, development, implementation, and evaluation of web enhanced, hybrid, and online course delivery methodologies. Coordinate, facilitate, and provide online course development services and faculty training.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Design online, remote, or distance learning courses for instruction.

Keep abreast of developments, shifts, and improvements in online teaching pedagogy that informs professional development training for faculty and students.

Collaborate with faculty to enhance courses in web enhanced, hybrid, and online formats.

Provide hands-on instruction assisting faculty in development of course materials, assignments, and interactive activities for web enhanced, hybrid, and online courses.

Work with divisions to increase their online presence with quality web enhanced, hybrid, and online courses.

Train faculty in course design and online instruction; mentor faculty in the effective use of an online learning management system (LMS) for delivery of web enhanced, hybrid, and online instruction.

Assist the Professional Development Review Committee (PDRC) in providing workshops on active learning techniques. Designs and conducts faculty development programs, including faculty learning communities, workshops, and seminars.

Foster collaborative partnerships with academic units, faculty leaders, and individual faculty in the design and planning of courses, learning environments, and experimental learning.

Engage in professional development and conduct research on educational technology. Research current trends, issues, and developments with instructional design and innovative pedagogies. Share results and information with faculty.

Conduct live and online training in various educational topics for faculty and staff.

Develop and facilitate LMS training for faculty and students.

Support the value of the institution: diversity, teaching excellence, student success, innovation and creativity, and service.

Other duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of learning theory, adult learning, and assessment principles, and approaches to online pedagogy and facilitation.

Knowledge in working with computer equipment and software as listed in the duties and responsibilities section of this job description.

Knowledge and skill in research methodologies and techniques, instructional design experience, and demonstrates knowledge of instructional technologies and strategies.

Demonstrates a solid understanding of pedagogical principles in relationship to adult learners.

Ability to extract meaningful lessons and insights from online teaching research at the national level and turn these information into practical and useful strategies for classroom implementation at the local level.

Ability to evaluate situations and make sound decisions.

Ability to work flexible shifts, including occasional after hours and weekends.

Skill in designing, developing, and evaluating online learning programs and courses.

Skill in complex problem solving skills, particularly related to technology troubleshooting.

Skill with using and supporting learning management systems (LMS).


Excellent oral and written communication skills.

Strong interpersonal skills.

MINIMUM EXPERIENCE AND TRAINING:

- A) Master's degree in Instructional Design/Technology, Educational Media Design or related area; or
- B) Bachelor's degree in Instructional Design/Technology, Educational Media Design or related area; plus two (2) years experience in instructional design or related area.

Ratified: NOV 20 2020



CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, October 9, 2020, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of July 17, 2020

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Fiscal Year 2021 Budget Request
2. Construction Projects Updates
 - Building 100 and Forensic Lab
 - Building 300
 - Wellness Center
 - Building B

VII. NEW BUSINESS

1. Resolution re Write-Off of Uncollectible Receivables (FY2020)
2. 2020-2021 BOT Fiscal Year Calendar

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 17, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on July 17, 2020, was called to order at 12:09 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Deborah Belanger, Secretary; Ms. Gina Ramos; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee. **Other members:** Mr. Richard P. Sablan, Treasurer (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Dean, TPS; Mr. Carl Torres II, Faculty Advisory Member; Mr. Kenneth Bautista, Staff Advisory Member; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – June 19, 2020

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 19, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None received.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2020: As of year to date, the College received a total of \$15,275,947 for all funds, which is 94% based on all allotment releases requested, as follows: \$13,333,638; \$603,599 for the LPN/Vocational Guidance; \$139,071.50 for the General Fund Apprenticeship Program; \$819,058 from the MDF; \$24,154 to support General Fund Lodging Management and ProStart; \$183,700 for the Capital Improvement Fund; and \$157,692 for the First-Generation Trust Fund Initiative.

Funds continue to be received as scheduled on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:

For the month of June 2020, the College completed and received all the as built drawings, the warranty, the certificate of occupancy and processed the final payment for the barrel vault project. This is the walkway between Allied Health and Student Support. This project is now closed.

The College continues the project of repairing and replacing broken air conditioners on campus. Some air conditioners are pending arrival for replacement. The current refrigeration mechanic is currently on military deployment and the College is trying to fill that gap by identifying contractors for the assessments and repairs. Anticipate completion of this project before the next semester.

The Department of Interior free college initiative was launched on July 6, 2020. There are currently two cohorts, one for Culinary and one for Tourism & Hospitality. The grant expires shortly after it began and the College is working on an extension. There are currently 11 participants in each of the two programs. The obligation period is December but the delivery extends for another year.

The College is continuing to work with FEMA for reimbursement requests for COVID related expenditures and anticipates receiving this shortly.

Almost every course on campus will have some form of remote learning component to minimize students on campus. Not all will be 100% online especially the CTE programs such as Automotive, Culinary, Visual Communications, and courses that require specialized equipment to support their certification. The college confirmed that students are given the option to attend classes on campus or online, in response to the Board Chair's inquiry.

The President explained that registration is done months prior to a semester. Faculty were then asked to contact students who have signed up to be informed whether the class is online or not. Students were also asked to identify any barriers that may exist, including technology.

To support enrollment for students without access to technology, the College purchased 100 laptops and received 50 unlimited MiFis with additional MiFis to be purchased. The College will continue to work with students on this program. This also provides a mechanism in place for continued learning in case of another lockdown.

The Bill to support the endowment funds from the tobacco funds was recently passed as Public Law No. 35-88, Bill No. 251-35(COR), "An Act To Appropriate Up To The Sum Of Two Hundred Fifty-Four Thousand Six Hundred Forty Dollars And Ninety-Eight Cents (\$254,640.98) From The GCC Endowment Fund, As Of Fiscal Year 2019, To The Guam Community College For The Purposes Enumerated In §221306 Of Article 13, Chapter 22, Title 5, Guam Code Annotated, For

Fiscal Year 2020.”

The underground fiber optic project has already been put out to bid with three prospective bidders. This project should be fully funded through this endowment funding.

As another capital improvement project, the architects are working to establish the funding requirements for the A&E for the GCC Workforce Development Center in Barrigada. The College anticipates receiving the A&E proposal by the end of August 2020. An EDA application has been submitted, which is a grant to fund the renovation for this facility. Anticipate costs for this project at 3 million dollars in grant funding.

Another ongoing construction project on campus is a photovoltaic walkway to support Buildings C and D for the computer lab.

Other activities:

Due to COVID19:

The College put together a renewal and replacement listings for all the equipment and vehicles on campus. This is a renewal and replacement cycle to project the next vehicle needed or the next computer upgrade.

One of the major projects on campus is to upgrade to Windows 10 because Windows 7 is no longer supported. This required major purchases due to COVID to support telework for employees.

In the past several months, employees have completed the customer service phase two training; scheduling of WorkKeys training for all new employees; and completed a training for supervisors on military leave.

By the end of June, all administrators received their midterm evaluations.

2. Monthly Activities Report.

Student Trustee: Trustee Krystal Ramos reported the following:

Summer 2020 just ended classes and also mentioned she had six weeks of classes and instructors were quick to update the grades as soon as the semester ended.

Registration for Fall semester is ongoing.

July 17, 2020, 1pm-5pm: COPSA Leadership training.

Faculty Advisory Member: Mr. Carl Torres II reported the following:

Sat., June 27, 2020, 3:00 p.m.-5:00 p.m., 1st GCC Motorcade Graduation, on campus: Attended by approximately 30 faculty members. Students were appreciative of the support and also had photo opportunities while waiting for their turn.

Mr. Torres attempted to sign up for the online pedagogy and Google Classroom trainings, including the Think Tank trainings for Google platforms. The trainings were full but believe this is being worked on so that other faculty members can participate.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
The staff have been busy preparing the campus for the Fall semester.

3. Board of Trustees Community Outreach Report.

Sat., June 20, 2020: Memorial Service for Vice President Carmen Kwek Santos, Bldg. 2000, attended by Trustees Leon Guerrero, Belanger, and Hara.

Sat., June 27, 2020, 3:00 p.m.-5:00 p.m.: 1st GCC Motorcade Graduation, on campus, attended by Chairman Arriola.

At this time Chairman Arriola mentioned the following:

Thanked the College staff, faculty and administrators for the work they put into and for everyone's support of the first GCC Motorcade graduation. The President reported 150 students participated during the Motorcade.

The Chairman was approached by the Guam National Olympic Committee, who are associated with the Oceania National Olympic Committee. They are interested in starting an Oceania sport education program with GCC. This is something to consider as part of the GCC wellness program.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates. President Okada reported on the following:

Bldg. 100. As last reported during the last meeting and as of May 31, 2020, this project is 99.987% complete. There are a few items that need to be resolved such as the change out of the water tanks to what was ordered; finalizing review of the typhoon shutters; finishing up with the air conditioners and digital control; and commissioning of the PVs with the PV system.

Forensic Lab/DNA Building.

The forensic lab is now currently almost 12% complete. As reported from the last meeting there was a "cease and desist" order from the Department of Agriculture of any construction for this project due to some native endangered trees. This issue is being resolved and is ongoing.

Access to power and water for this project should be completed soon. A request for extension is being considered through September 2020 due to delays in the archeological study and the building permit.

Building 300. At the end of June 2020, this project is almost 59% complete. The College is still receiving FEMA reimbursement for this project.

At the request of FEMA, the College submitted an extension request through March 2021, although the current project completion timeline is still September 2020. Until approval for the grant extension is received from FEMA, the College is unable to offer the contractor additional

time.

Wellness Center. The College is updating the USDA application for this project and should be completed soon. One final document is required and will be obtaining that from the legal counsel. A financial feasibility study is also required for the USDA loan, which will be worked on and put out to bid. The College still anticipates a lower interest rate for this loan.

Building B. The College received the updated cost estimate on 60% submittal for this project to include alternate bids. The estimated costs for the alternate bid includes the PV system, the backup generator, and replacement of the elevator with some additional Phase 3 work. As last reported, anticipate funding for this project by the Board.

This renovation project will include a second floor and projected to be a computer lab for the students, plus consolidating all student services for a Student Center. Plans for this project will be shared with the Board when available.

At this time, Trustee Hara mentioned he toured the grounds by the Forensic Lab project and that the area has been cleared of vegetation and larger rocks seemed next to be cleared.

VII. NEW BUSINESS. *(None at this time.)*

At 12:39 p.m., the meeting convened into Executive Session with the following motion:

MOTION

IT WAS MOVED BY TRUSTEE ELOP P. HARA, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

VIII. EXECUTIVE SESSION

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

A motion was made to reconvene into Open Session, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING BE MOVED INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:18 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY GINA Y. RAMOS, THAT THE MEETING OF JULY 17, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

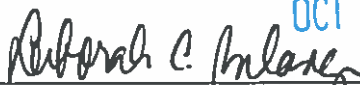
There being no further discussion, the meeting of July 17, 2020, adjourned at 1:19 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary


OCT 09 2020

ATTESTED BY:


DEBORAH C. BELANGER
Secretary

OCT 09 2020

APPROVED BY:


CARLOS LEON GUERRERO, VICE CHAIR
FOR **FRANK P. ARRIOLA**
Chairperson

OCT 09 2020

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 9-2020

COMMENDATION FOR SERVICE AS TRUSTEE

WHEREAS, Ms. Gina Y. Ramos served on the Board of Trustees since her initial appointment in 2005 and reappointments throughout the years until 2020; and

WHEREAS, Ms. Gina Y. Ramos served as a Chairperson and Secretary during her tenure and in that capacity faithfully and honorably represented the students, faculty and staff of the College in a commendable fashion; and

WHEREAS, Ms. Gina Y. Ramos demonstrated outstanding leadership and commitment to education for the students, faculty and administration of the College, to our community and neighboring islands; and

WHEREAS, for over fifteen (15) years, Ms. Gina Y. Ramos has been an advocate of the Guam Community College as “a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia” by responding effectively to the diverse needs of the community in her role as a Trustee.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees commends and recognizes Ms. Gina Y. Ramos for over fifteen (15) years of dedicated service and leadership; for providing guidance to the administration of the College; and for her commitment to the mission of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees further commends Ms. Gina Y. Ramos for her leadership in providing valuable support for the welfare of the faculty, staff, and students of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Gina Y. Ramos for her outstanding contribution to the people of Guam throughout the years in her role as a member of the Guam Community College Board of Trustees as she completes her tenure.

ADOPTED the 9th day of October 2020.

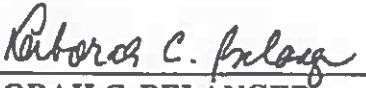


FRANK P. ARRIOLA
Chairperson



CARLO M. LEON GUERRERO
Vice Chairperson


Members of the Board:



DEBORAH C. BELANGER
Secretary



ELOY P. HARA
Member



RICHARD P. SABLAN
Treasurer



KRYSTAL M. RAMOS
Student Trustee

Guam Community College
2021 BUDGET REQUEST - NAF

PRIOR YEAR

PROJECTED REVENUES	2020 Budget Request	FY 2021 PROJECTION
Educational and General Operations Revenue		
3) <i>Tuition Net of Capital Improvement</i>	2,214,220	1,737,300
4) <i>Capital Improvement Fees (Resolution 4-89)</i>	543,000	442,000
4) <i>Technology Fee for Upgrades (Resolution 11-2000)</i>	144,470	135,010
4) <i>Technology Fee for Current Operations (Resolution 11-2000)</i>	144,470	135,010
<i>Student Activity Fee</i>	56,370	55,490
<i>Perm. Faculty Positions (Resolution 5-2006)</i>	1,501,184	1,177,884
<i>Perm. Staff/Admin Positions (Resolution 5-2006)</i>	600,486	471,154
<i>Other Fees Net of Tech and Stud Act Fees</i>	234,000	218,000
<i>LAB Fees</i>	189,577	204,254
Total General Operations Subsidy	4,644,737	4,078,183
Auxiliaries Revenue		
<i>Bookstore Sales</i>	650,000	750,000
<i>Food Services</i>	35,750	30,680
Total Auxiliaries	685,750	780,680
Other Sources Revenue		
<i>Administrative Recoveries</i>	110,000	60,000
<i>Interest/Miscellaneous Income</i>	20,000	50,000
Total Other Sources	130,000	110,000
TOTAL PROJECTED REVENUE	6,460,487	6,468,863

PROJECTED EXPENDITURES	2020 Budget Request	FY 2021 PROJECTION
Educational and General Expenditures		
<i>GovGuam Supplement - Other</i>	1,072,000	604,000
<i>GovGuam Supplement - Adjunct/Substitutes</i>	945,000	850,000
<i>GovGuam Supplement - PT Salaries</i>		
2) <i>Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)</i>	2,101,630	1,649,000
4) <i>Technology Fee for Current Operations</i>	144,000	135,000
4) <i>Technology Fee for Upgrades (Resolution 11-2000)</i>	144,000	135,000
Total E & G Expenditures	4,466,630	3,798,658
Other Educational and General Expenditures		
<i>Promotion and Development</i>	180,000	145,800
<i>Professional Development - Faculty</i>	67,500	54,875
<i>Professional Development - Staff</i>	45,000	36,450
3) <i>Student Activity Fee - Dean's Acct</i>	11,874	11,089
<i>Pacific Island Student Transition</i>	6,475	6,475
<i>Graduation</i>	12,000	12,000
<i>Bank Fee Expenditures</i>	38,000	33,000
<i>Board of Trustees Travel</i>	22,500	18,000
<i>Faculty Senate</i>	1,350	3,760
<i>WP Secretary II (Salaries & Benefits)</i>	42,532	45,170
<i>USDA Loan Repayment</i>	153,720	153,720
<i>Cosmetology</i>	16,200	16,150
<i>Education - ASL</i>	7,625	7,602
<i>Education - ECE</i>	10,228	8,138
<i>Education</i>	1,286	2,346
<i>Computer Science</i>	17,818	18,341
<i>Electronics</i>	11,200	12,209
<i>Office Technology</i>	4,813	3,344
<i>Automotive</i>	12,021	11,383
<i>Nursing and Allied Health</i>	7,840	17,485
<i>Business and Visual Communications</i>	13,337	21,778
<i>English</i>	1,080	912
<i>CCR English</i>	8,505	-
<i>Criminal Justice & Social Science</i>	16,085	28,054
<i>Math/Science</i>	15,406	16,112
<i>Culinary</i>	33,120	30,162
<i>Developmental Ed</i>	6,953	6,640
<i>High School Equivalency</i>	6,000	6,000
<i>Staff Senate</i>	1,350	750
<i>Reach for College</i>	31,000	31,000
Total Other E & G Expenditures	882,878	766,162
Total E & G Expenditures	5,349,508	4,564,820
Auxiliaries Expenditures		
<i>Bookstore</i>	650,000	624,762
Total Auxiliaries	650,000	624,762
TOTAL CURRENT EXPENDITURES	6,009,508	5,189,582
TRANSFER		
<i>Transfer from Foundation - Pacific Island Endowment</i>	-6,475	-6,475
4) <i>Transfer to Capital Improvement Fees</i>	583,000	442,000
<i>Transfer to Student Activity Fees</i>	47,496	44,302
Total Transfer	623,921	479,827
TOTAL EXPENDITURES AND TRANSFERS	6,633,429	5,669,359

INCREASE (USE) OF RESERVE

884 -

- Notes: 1) The FY2021 Budget Request reflects the initial budget approval.
 2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 87% and 20%, respectively.
 3) Tuition & Fees projection is based on SP20 estimated, SU19, & FA19 enrollment figures. No increase budgeted.
 4) Of the \$73.00 Technology fee, \$38.50 is reserved for the Upgrades and \$34.50 is for Computer Operations.
 5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.
 6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.
 7) Due to declining enrollment, a reduction of 20% has been applied to non-revenue generating budgets.

Guam Community College
2021 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	PRIOR YEARS	PRIOR YEAR	
	ACTUAL as of 09/30/19	2020 BUDGET REQUEST	FY 2021 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)	11,860	100,460	44,737
Industry Certification	103,120	163,600	176,080
• Gov't Guam/Private Industries Training Requests/Other	221,376	837,500	485,000
• Prometric/Pan/Ed2go Online Courses/HOST TESTING	36,210	25,000	30,000
TAM Workshop (Alcohol Beverage Control)		60,000	60,000
Tour Guide Certification		14,850	13,500
WorkKeys Assessment/NCRC		185,380	185,380
Public Health	606,913	0	0
Total Continuing Education	979,479	1,386,790	994,697
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary	90,070	0	0
Criminal Justice Academy	99,183	0	0
Sustainability/High School Equivalency	15	17,600	17,600
*Other Projects	35,080	0	0
Total Trades & Professional Services	224,348	17,600	17,600
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	10,200	0	50,000
Principles of Voice & Data	9,180	0	28,500
Total Technology & Student Services	19,380	0	78,500
TOTAL REVENUE	1,223,207	1,404,390	1,090,797

PROJECTED EXPENDITURES	ACTUAL	2020	FY 2021
	as of 09/30/19	BUDGET REQUEST	PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)	41,732	100,460	44,737
Industry Certification	127,093	163,600	176,080
Gov't Guam/Private Industries Training Requests	203,191	837,500	485,000
Prometric/Pan/Ed2go Online Courses/HOST TESTING	24,002	25,000	30,000
TAM Workshops (Alcohol Beverage Control)		60,000	60,000
Tour Guide Certification	882	14,850	13,500
WorkKeys Assessment/NCRC		185,380	185,380
Public Health/Health Certificate	501,791	0	0
Total Continuing Education	898,671	1,386,790	994,697
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary	103,104	0	0
Criminal Justice Academy	37,054	0	0
Sustainability		17,560	17,560
* Other Projects	74,197	0	0
Total Trades & Professional Services	214,355	17,560	17,560
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	3,964	0	46,325
Principles of Voice & Data	3,767	0	28,396
Total Technology & Student Services	7,731	0	74,721
TOTAL EXPENDITURES	1,120,757	1,404,350	1,086,978
NET PROFIT/(LOSS)	102,450	40	3,819

Notes * Other Projects budget is projected for projects not anticipated.

FEB 12 2020

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 8-2020

WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES
FISCAL YEAR 2020

WHEREAS, the appropriate fiscal statement of receivables requires periodic write-off of uncollectible accounts; and

WHEREAS, the College has drawn up a list of uncollected accounts receivable included in this document; and

WHEREAS, the accounts receivable balances originated from the NIAS system conversion to Banner back in September 2007; and

WHEREAS, the student account listing consist of the following terms (excluding CEWDs): NIAS – legacy system (2007 and prior terms); all of 2008 terms and all of 2009 terms; and


WHEREAS, attempts have been made to collect these amounts and students accounts will remain on hold and students will not be allowed to receive transcripts or register for future classes; and

WHEREAS, these amounts were recorded as bad debt expense in FY2021 and were allowed for; and

WHEREAS, College procedures call for the write-off of these amounts after an appropriate period of time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorize the write-off of student accounts receivable balances of \$597,362.06 and the write-off of non-student accounts receivable balances of \$320,166.41, both totaling \$917,528.47 in the Fiscal Year 2020 Financial Statements.

ADOPTED the 9th day of October 2020.


CARLO LEON GUERRERO, VICE CHAIR
FOR **FRANK P. ARRIOLA**
Chairperson

ATTESTED BY:


DEBORAH C. BELANGER
Secretary

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2020 thru September 2021

OCT 09 2020

Approved by GCC Board of Trustees:

OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	JANUARY 2021
<p>09- Fri., BOT monthly meeting (12pm) campus 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council (AA), Legislature, 22 GCA, Chapter 7, §7120.2</p> <p>RESUME BOT POLICY REVIEW:</p> <p>OCT./NOV. 2020 BOT POLICY REVIEW FOR SERIES 155-199</p>	<p>06- Fri., BOT monthly meeting (12pm) 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>TBA- Board of Trustees / Foundation Board Annual Meeting (Joint Boards Retreat Per Board Bylaws, Article III, Section 1)</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>OCT./NOV. 2020 BOT POLICY REVIEW FOR SERIES 155-199</p>	<p>04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due: <u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 <u>PRESIDENT:</u> 31- GCC's Annual Report to the Governor</p> <p>*Update BOT training: Boards and Commissions Educational Programs, 5GCA, §43116 (d); Continuing Education for Board and Commission Members. Each year, the members of each board and commission shall, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.</p> <p>DEC. 2020/JAN. 2021 BOT POLICY REVIEW FOR SERIES 200-228</p>	<p>08- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>NOTE: (*update BOT training) BOARDS & COMMISSION EDUCATIONAL REQUIREMENT, 5GCA, §43116</p> <p>Reports Due: <u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 <u>PRESIDENT:</u> Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p> <p>DEC. 2020/JAN. 2021 BOT POLICY REVIEW FOR SERIES 200-228</p>

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2020 thru September 2021

OCT 09 2020

Approved by GCC Board of Trustees:

FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021
<p>05- Fri., BOT monthly meeting (12pm)</p> <p>19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>BOARD: No later than the 15th of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p> <p>FEB./MAR. BOT POLICY REVIEW FOR SERIES 232-292</p>	<p>05- Fri., BOT monthly meeting (12pm)</p> <p>19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>FEB./MAR. BOT POLICY REVIEW FOR SERIES 232-292</p>	<p>02- Fri., BOT monthly meeting (12pm)</p> <p>23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>New Student Trustee elected</p> <p>APRIL/MAY BOT POLICY REVIEW FOR SERIES 306-350</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p>	<p>07- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in)</p> <p>14- Fri., GCC COMMENCEMENT, 4:00pm.</p> <p>21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1</p> <p>APRIL/MAY BOT POLICY REVIEW FOR SERIES 306-350</p>

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2020 thru September 2021

OCT 09 2020

Approved by GCC Board of Trustees:

JUNE 2021		JULY 2021		AUGUST 2021		SEPTEMBER 2021	
04- 18-	Fri., BOT monthly meeting (12pm) Fri., Foundation Board of Governors mtg., 12pm, GCC campus	02- 23-	Fri., BOT monthly meeting (12pm) Fri., Foundation Board of Governors mtg., 12pm, GCC campus	06- 20-	Fri., BOT monthly meeting Fri., Foundation Board of Governors mtg., 12pm, GCC campus	03- 24-	Fri., BOT monthly meeting (12pm) Fri., Foundation Board of Governors mtg., 12pm, GCC campus
Reports Due:		Reports Due:		TBA- Convocation		Reports Due:	
BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1		BOT CHAIR Quarterly BOT Attendance Report to Governor, 5GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council, Legislature, 22 GCA, Chapter 7, §7120.2		BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 43, §43116		BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1	
PRESIDENT: June 30 th - Graduate Employment Report						Reminder: BOT Election, December 2021	
BOT POLICY REVIEW FOR SERIES 400-475		BOT POLICY REVIEW FOR SERIES 400-475				TBA: 2021 ACCT Leadership Congress (Oct. 2021) TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT (Scheduled in Sept. or Oct. 2021)	
							BOT POLICY REVIEW FOR SERIES 500-700

Adopted by the GCC Board of Trustees: _____ Date: _____

10.09.20

[Signature]

FRANK P. ARRIOLA, Chairperson

CARLO LEON SUCRIANO, VICE CHAIR

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.