#### 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
- 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

I. 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

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#### VII. <u>NEW BUSINESS</u>

#### VIII. <u>EXECUTIVE SESSION</u>

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

#### IX. ADJOURNMENT

#### **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)

#### **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 R/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.

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#### V. REPORTS

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

<u>Financial Status</u>: 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.

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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.

<u>Support Staff Advisory Member</u>: 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.

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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:

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

<u>Building 300.</u> 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.

<u>Building B.</u> 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 III: 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

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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:** 

when MAY 0 7 2021 BERTHA M. GUERRERO

MAY 0 7 2021

**Recording Secretary** 

ATTESTED BY:

APPROVED BY:

DEBORAH C. BELANGER

Secretary

FRANK P. ARRIOLA

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. <u>APPROVAL OF MINUTES</u>

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

#### III. <u>COMMUNICATIONS</u>

#### IV. PUBLIC DISCUSSION

#### V. <u>REPORTS</u>

- 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. <u>UNFINISHED BUSINESS</u>

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

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#### VII. <u>NEW BUSINESS</u>

- 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. <u>EXECUTIVE SESSION</u>

- 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 TRUSTE 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

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

<u>Financial Status</u>: 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.

#### BOT - Meeting of January 15, 2021 Page 3 of 6

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.

**<u>Student Trustee</u>**: 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.

<u>Faculty Advisory Member</u>: 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.

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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.

<u>Forensic Lab/DNA Building.</u> 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.

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<u>Building 300.</u> 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.

<u>Building B.</u> 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 BOT - Meeting of January 15, 2021 Page 6 of 6

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:

Batha r. Summer MAR 2 6 2021

BERTHA M. GUERRERO Recording Secretary

ATTESTED BY:

MAR 2 6 2021

DEBORAH C. BELANGER

Secretary

APRROYED BY:

MAR 2

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

BOT - Meeting of February 5, 2021 Page 2 of 2

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

Recording Secretary

ATTESTED BY:

DEBÓRAH C. BELANGER

Secretary

APPROYED BY:

MAR 2 6 2021

NK P. ARRIOLA

Chairperson



#### School of Trades & Professional Services

Guam Community Con.
President's Office

RECEIVED

Date: 2/25/2021

Initials: 500

#### **MEMORANDUM**

TO:

Board of Trustees

Via:

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

Virginia C. Tudela, Ph.D., Vice President for Academic Affairs

FROM:

Pilar P Williams 70.

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, Kiin 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	8/15/2022	B/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	9/5/2022	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	12/5/2022	11/29/2023	12/2/2024	12/1/2025	
ast Day of Tuesday-Thursday Classes	12/2/2021	12/1/2022	12/5/2023	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	12/5/2025	
Potential Make-up Days	11/12,11/19,12/03	11/4, 11/18, 12/2	11/03, 11/17, 12/01	11/08, 11/15, 11/22	11/7, 11/14, 11/21	
SPRING TERM	2022	2023	2024	2025	2026	
aculty Start Date	1/3/2022	1/9/2023	1/8/2024	1/5/2025	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	1/15/2024	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	3/25/24 - 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	6/17/2024 5/16/2025		5/15/2026	
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	5/31/2024	5/30/2025	5/29/2026	
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)		7/21/2023	7/22/2024	7/21/2025	7/21/2026	
	7/21/2022	112112023	1144/444	112 112020	114 114040	
Grades Due (except Saturday classes)	7/21/2022	7/19/2023	7/17/2024	7/16/2025	7/15/2026	

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

Approved:

Frank R. Arribla, Chairperson

Date: MAR 2 6 2021

# 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

#### 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

#### 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

<u>Territorial Order of Precedence</u> (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.

		FBOG	FBOG			BOT	BOT				Faculty Senate
VP	VP	VChair	Chair	President	Gov	Chair	VChair	Dean	Dean	Dean	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

#### **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

#### 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

#### 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

#### 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

#### 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

## 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

#### 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

#### 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

#### 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

#### 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

# 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** 

#### 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

#### 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

# 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

#### 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 Hawaijan 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. <u>CALL TO ORDER</u>

- 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. <u>REPORTS</u>

- 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. <u>UNFINISHED BUSINESS</u>

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

BOT - Meeting Agenda February 5, 2021 Page 2

# VII. <u>NEW BUSINESS</u>

1. Fiscal Year 2022 Budget Request

# VIII. <u>EXECUTIVE SESSION</u>

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

# IX. <u>ADJOURNMENT</u>

# 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 Baurista, 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 TRUSTE 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:

BOT - Meeting of January 15, 2021 Page 2 of 6

<u>Financial Status</u>: 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

## BOT - Meeting of January 15, 2021 Page 3 of 6

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.

## BOT - Meeting of January 15, 2021 Page 4 of 6

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 The interns will be working with the Assistant Director for for next Fall semester. 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.

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

Trustee Sablan and Trustee Lean 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.

<u>Building B.</u> 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 unlike 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:

APPROVED BY:

FRANK P. ARRIOLA

(Tabled)

(Tabled)

DEBORAH C. BELANGER

Chairperson

Secretary



# **Budget Request** FY2022



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

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

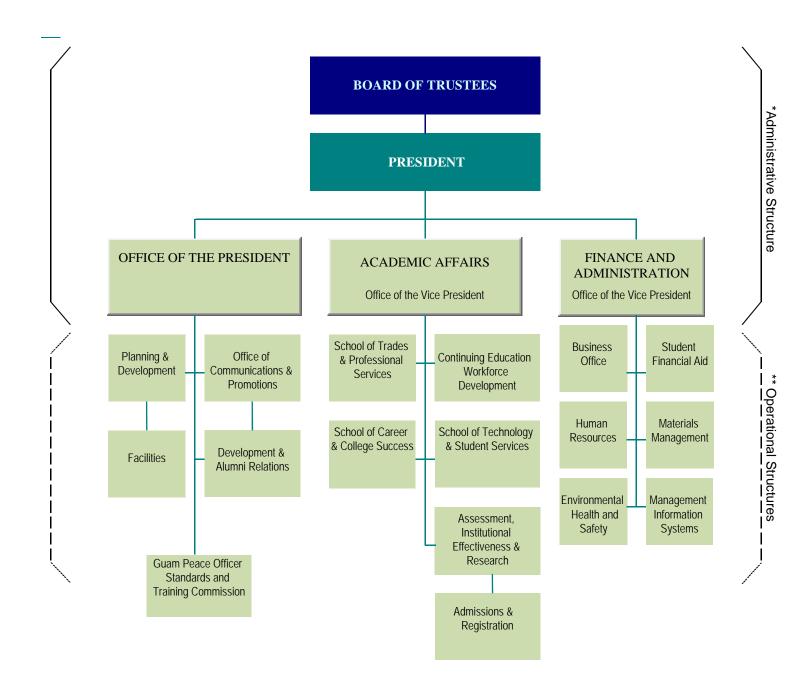
Department/Agency: Division/Program:		Guam Community College		Date Received by BBMR:  Date Reviewed:		
			<u>Departn</u> <u>Yes</u>	nent/Agency <u>No</u>	<u>BE</u> <u>Yes</u>	BMR No
V.	<ul> <li>V. Agency Staffing Pattern Forms [BBMR SP-1]</li> <li>1. Are position titles correct?</li> <li>2. Are all LTA and Temp. positions properly identified?</li> <li>3. Are position numbers reflected?</li> <li>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%)?</li> <li>5. Are filled positions funded?</li> <li>6. Are increment amounts reflected?</li> <li>7. Are rates reflected under "Benefits" correct?</li> <li>8. Are computations correct?</li> </ul>		x x x x x x x x x x x x x x x x x x x			
VI.		Inventory Form [BBMR FP-1] blete and accurate?	x			
VII.	Is the descrip     Is the "quanting the second	al Listing & Space Requirement Form [BBMR EL-1] tion of the equipment and/or capital item(s) detail? ty" and "percentage of use" reflected? quirements descriptive and total space reflected and	N/A N/A N/A			
VIII.	. Prior Year Obilgati	ion Form [BBMR PYO-1]	х			
DEPARTMENT: Prepared By: Rodaly		Rodalyn Gerardo, Vice President of F&A CIA, CFGM, CPA, CGAP, CGMA, CICA  Date	BBMR ACT Recommen	-	I	
Approved By:		Mary A.Y. Okada, Ed.D., President  Date			alyst	<del>-</del> -
			I			

# 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 <b>BBMR requirements</b> is not met and/or if there are <b>inaccuracies</b> contained therein.						
Agency Head:	(Signature)	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 Misión (Chamorro translation):

Guiya i Kulehon Kumunidåt Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikåt na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui 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 technologydriven, innovative and comprehensive work experience/practicums will increase the careerreadiness of our students. GCC aims to promote student participation at all levelssecondary, 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 cuttingedge 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.

# DECISION PACKAGE Fiscal Year 2022

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

# SHORT TERM GOALS::

Workload Indicator	FY2020	FY2021	FY2022
	Accomplished Level	Anticipated Level	Projected Level
Advancing Workforce	The ISMP 2020-2026	The CEWD Office held	GCC intends to host
Development and	was adopted by the BOT	its second free virtual	similar conferences and
Training	on October 4, 2019.	Workforce Opportunities	boot camps throughout
		Reimagined Conference	the year so the College
	Assessment Units	(WORC2), wherein GCC	can continue to respond
	across the campus have	identified the training	to local and regional
	directly incorporated	programs and resources	occupational needs
	selected goals of the	to support the demand	(ISMP Objective 1.1), as
	new ISMP into their	identified in the first	well as to cultivate
	annual assessment	WORC conference.	meaningful and strategic
	process beginning Fall 2019 thru Spring 2020.	GCC will offer boot	partnerships (ISMP Objective 1.2).
	2019 tilld Spring 2020.	camps, work keys	Objective 1.2).
	The Continuing	assessment programs,	GCC will review its
	Education and	apprenticeship	progress from FY 2021
	Workforce Development	programs, and	and FY 2022 to
	(CEWD) Office held the	continuing education	determine whether to
	free Workforce	programs throughout the	continue hosting WORC,
	Opportunities	year, in response to	other conferences, and
	Reimagined Conference	local and regional	boot camps in response
	(WORC) online. The	occupational needs	to enhancing the
	conference provided an	(ISMP Objective 1.1), as	College's workforce
	opportunity for Guam's	well as to cultivate	development and
	employment sectors to	meaningful partnerships	training initiatives.
	discuss their views of job	(ISMP Objective 1.2)	
	market needs for today	with the Guam	Areas for improvement
	and in the future, to examine the training	Department of Education, University of	will then be integrated
	needs and economic	Guam, businesses, and	into plans for the next
	potential as Guam	other organizations.	assessment cycle.
	rebuilds after the	outor organizations.	
	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		
Factoring 100% Student	more employees. The ISMP 2020-2026	GCC will provide	GCC will continue to
Fostering 100% Student- Centered Success	was adopted by the BOT	opportunities for	provide opportunities for
Contered Odocess	on October 4, 2019.	professional	professional;
	3.1 33(333) 7, 2013.	development for all its	development for all its
	Assessment Units	employees (ISMP	employees in response
	across the campus have	Objective 2.1).	to ISMP Objective 2.1.
	directly incorporated	<i>'</i>	,
	selected goals of the		In addition, the College
	new ISMP into their		will offer courses in the

# DECISION PACKAGE Fiscal Year 2022

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2020	FY2021	FY2022
	Accomplished Level	Anticipated Level	Projected Level
Leveraging Transformational Engagement and Governance	annual assessment process beginning Fall 2019 thru Spring 2020.  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.  The ISMP 2020-2026 was adopted by the BOT on October 4, 2019.  Assessment Units across the campus have directly incorporated selected goals of the new ISMP into their annual assessment process beginning Fall	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.  When it is determined safe, the College will revert back to face-to-face instruction, in addition to offering courses in the online platform.  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	online platform, in addition to face-to-face instruction.  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.  GCC will continue to strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1),  In addition, GCC will continue to foster an
	annual assessment	health and safety,	
	annual Fall Convocation was held virtually to open up the academic	The College will strengthen stakeholder	transformational engagement and rewards collaboration.
	year and provide faculty with the information needed to support student success during these pandemic times.	opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1).	GCC will review its success in leveraging transformational engagement and governance in FY 2021 and FY 2022. Areas for
		In response to ISMP Objective 3.2, GCC will	improvement will then be integrated into plans for

### DECISION PACKAGE Fiscal Year 2022

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2020	FY2021	FY2022
	Accomplished Level	Anticipated Level	Projected Level
		foster an organizational	the next assessment
		culture that empowers	cycle.
		and facilitates	
		transformational	
		engagement and	
Optimizing Resources	The ISMP 2020-2026	rewards collaboration.  GCC continues to look	The College will
Optimizing Resources	was adopted by the BOT	for opportunities to	continue to look for
	on October 4, 2019.	optimize its resources.	opportunities to optimize
	011 0010001 1, 2010.		its resources.
	Assessment Units	In response to ISMP	1.6 1.6 6 6 1.6 6 6 1.6
	across the campus have	Objective 4.1 (diversify	GCC will review its
	directly incorporated	revenue streams) and	success in optimizing its
	selected goals of the	Objective 4.2 (integrate	resources during FY
	new ISMP into their	Return on Investment	2021 and FY 2022.
	annual assessment	(ROI) and Total Cost of	Areas for improvement
	process beginning Fall	Ownership (TCO)), the	will then be integrated
	2019 thru Spring 2020.	College encourages all	into plans for the next
	The College's	administrators, faculty,	assessment cycle.
	The College's  Modernization Project	and staff to bring forth any potential revenue	
	for its student	streams, as well as	
	information system,	considers all potential	
	Ellucian Banner ERP,	ROI and TCO.	
	continued with the		
	adoption of additional	Under ISMP Objective	
	integrated systems,	4.3 (provide employee	
	including the Ellucian	professional	
	Analytics business	development), Objective	
	intelligence platform,	4.4 (develop and	
	Ellucian Mobile GO!,	implement succession	
	Banner Self Service,	planning), and Objective	
	eVisions Argos reporting	4.5 (cultivate team	
	solutions, and the	building), the College provides opportunities	
	DegreeWorks degree auditing system. The	for employee	
	move to the Cloud	professional	
	platform and managed	development,	
	services provides	succession planning,	
	savings related to	and team building.	
	hardware, power	l ~	
	backup, disaster		
	recovery, and downtime		
	costs.		000 111
Modernizing and	The ISMP 2020-2026	In response to ISMP	GCC will review its
Expanding Infrastructure	was adopted by the BOT	Objectives 5.1 (expand	progress in modernizing
and Technology	on October 4, 2019.	educational footprint),	and expanding
	Assessment Units	Objective 5.2 (ensure robust technology), and	infrastructure and technology during FY
	across the campus have	Objective 5.3 (provide	2021 and FY 2022.
	directly incorporated	access to sustainable	Areas for improvement
	selected goals of the	facilities), the College	will then be integrated

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

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

#### Government of Guam Fiscal Year 2022 Budget Digest

Function: EDUCATION & CULTURE
Department: GUAM COMMUNITY COLLEGE

Program: SUMMARY

		Α	В	С	D	Е	F	G	Н		J	K	L
			GENERAL FUND		MDF/	TAF/SPECIAL FU	IND 1/		FEDERAL MATCH		GRANI	TOTAL (ALL F	UNDS)
AS400 Account Code	Appropriation Classification	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)
111	PERSONNEL SERVICES 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:	10,935,708	10,303,009	10,980,724	70,790	77,041	79,550	0		0	,,	10,042,730	11,000,200
113	Benefits:	3,636,401	3,842,733	4,157,961	23,219	30.788	30.112	0		0		3,873,521	4.188.073
113	TOTAL PERSONNEL SERVICES	\$14,572,109	\$14,408,422	\$15,144,685	\$94,015	\$107,829	\$109,668	\$0		\$0		\$14,516,251	\$15,254,353
	TOTAL TEROGRAPE SERVICES	ψ1 <del>4</del> ,372,103	ψ14,400,422	\$13,144,003	ψ3 <del>4</del> ,013	ψ107,023	\$103,000	Ψ	ΨΟ	Ψυ	\$14,000,124	ψ1 <del>4</del> ,510,251	\$13,234,333
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	2,575	0	0	0	0	0	0	0	0	2,575
	Ţ.			,									
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
													ĺ
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
													į .
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
							_						ļ
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
	OUD DECIDIENT/OUD OD ANT	0	0	0	0		0	0	0	0	0	0	
280	SUB-RECIPIENT/SUBGRANT:	U	U	U	U	U	U	U	U	U	U	U	
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
290	MISCELLANEOUS.	232,932	230,070	45,301	734,040	3,107,271	2,910,432		U	U	307,000	3,417,347	3,021,193
	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
	TOTAL OF ENATIONS	ψ2,103,300	\$1,303,403	\$1,001,033	\$310,323	ψ3,312,371	ψ5,030,732	Ψ	ΨΟ	Ψυ	ψ5,102,251	\$3,210,030	\$4,03Z,031
	UTILITIES	i											
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		\$1,010,940	\$3,420,400		\$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 Re	payment from Liqu	uid Fuel Tax Reven	ues and Real Prope	erty Tax Valuation,	respectively.					0	
	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

Function: Department: Program: Acct. No.:

		Α	В	С	D	E	F	G	Н		J	K	L
			GENERAL FUND		MANPOW	ER DEVELOPME	NT FUND		FEDERAL MATCH		GRANI	D TOTAL (ALL F	UNDS)
AS400 Account Code	Appropriation Classification	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
113	Benefits:	3,636,401	3,842,733	4,157,961	23,219	30,788	30,112	0	-		-,,	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	ł											
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
230	CONTRACTUAL SERVICES.	1,711,032	1,336,300	1,300,341	100,407	11,000	4,100		0		1,070,239	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
240	SOLI ELES & MATERIALS.	113,231	137,440	110,300	3,011	23,300	20,500	•	-		122,302	100,540	133,000
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	
2/0	WORKERS COMPENSATION:	U	0	U	U	U	U	U	U	<u>U</u>	٠	U	U
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
200	SUB-RECIFIENT/SUBGRANT.	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
		<del></del> ,,	¥ 1,000,100	<b>*</b> 1,001,000	¥111,000	**,=,	<b>V</b> =,,	**	**	**	4=,001,001	40,000,000	¥ ·, · · · · · ·
201	UTILITIES Power:	005 204	559,614	897,756	0.1						005 004	559,614	897,756
361 362	Water/ Sewer:	885,301 77.556	36.000	88.364	0	0		0	0	0	,	36.000	897,756 88.364
363	Telephone/ Toll:	75,495	58,110	86,542	0	0		0				58,110	86,542
	TOTAL UTILITIES	\$1,038,352	\$653,724	\$1,072,662	\$0	\$0	\$0	\$0		\$0		\$653,724	\$1,072,662
450	CAPITAL OUTLAY	\$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	\$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)	ł											
	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

Function: Department: Program: Acct. No.:

Acct. No.:		Α	В	С	D	Е	F	G	Н	l l	J	K	L
			GENERAL FUND			SPECIAL FUND 1	1		FEDERAL MATCH		GRAN	D TOTAL (ALL I	UNDS)
AS400 Account Code	Appropriation Classification	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)
	DEDOCAMEN OFFICE												
111	PERSONNEL SERVICES 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
113	Benefits:	0		0		0	0	0	0	0	ō		0
	TOTAL PERSONNEL SERVICES	\$0		\$0									
		Ţ.	Ψ.	40	**	<b>4</b> 0	40	40	,	<del></del>	40	Ψ-	Ψ.
220	OPERATIONS TRAVEL- Off-Island/Local Mileage Reimburs:			0	0	0	0	0	0	0	0	1 0	0
220	TRAVEL- Oπ-Island/Local Mileage Reimburs:	0	0	U	0	U	U	· · · · · ·	U	U	· ·	U	U
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
		-	Ü		·	· ·		Ť	ŭ		Ť		, and the second
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
074	DDUG TEGTING			0		0			0	0		0	
271	DRUG TESTING:	0	0	U	0	0	0	0	0	U	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
361	UTILITIES Power:	•	0	0	0	0	0	0		0	0	I 0	0
362	Water/ Sewer:	0		0		0	0		0	0			
363	Telephone/ Toll:	0		0		0	0		0	0	0		0
	TOTAL UTILITIES	\$0		\$0		\$0	\$0		\$0	\$0	\$0		\$0
			1										
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-									•		,,	, , , , , ,
	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
i													

### **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

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

#### FUNCTIONAL AREA: Education and Culture

#### DEPARTMENT/AGENCY: Guam Community College

PROGRAM: Institutional FUND: General

\* Night Differential / Hazardous / Worker's Compensation / etc.
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)

18   FORDES   2010   Business Office													1	/ Indicate "(I	TA)" or "(Ten	ip.)" next to	Position Title	(where a	pplicable)			
March   Color   Colo													2	2/ FY 2021 Go	vGuam contrib	ution for Li	fe Insurance is	\$187 per	annum			
Part					Input by	Department													Input by D	epartment		
No.   State   Proceedings   Process   Proces											Incre	ement	Į.			(10)	Benefits				m)	
Part		(A)			(B)	(C)	( <b>D</b> )						(J)	(K)	(L)	(M) Social	(N)	(O)	(P)	(0)		(S)
Prof. 100   Conf. of the Prosecut   Administrate source   Security (Security   Conf. of the Prof. of the Pr		Position				Name of			(F)	(G)									Medical		Benefits	
PRINCE   100   Prince   Prin	No.	Number		arn fil a li i		memmen		During.	Overtime	Special*		Amt.		(6 20.5070)	(4	(6.2% * J)	(1.40/0 0)		(Premium)	(Premium)		- 0
PRODES  100   Process of Process Secretary	1				·	· · · · · · · · · · · · · · · · · · ·			0			0			495	0						
Description	2							,	0			4,866		- , .	0	0			5,031	1,301		,
Description   Communication and Processing   Conference of Conference   Conferenc	3					,			0	0	04/01/23	0			0	0			0	0		
Proceedings	4								0	0	-	0				0			•	0		
Model   Del Promy and Engineers   Amountaine Assistant   Model   Model   Program Confederation   Pro	5					, 0		, .	0							0			4,6/3	248		
Model   Mode	6								0			2,037				0			0	0		
Model   100   Premise and Recognized   Premise development   Pre	7			. 0		,			0			0				0						
Description	8					,			0						495	0				248		
March   Marc	9								0						0	0				0		
Description   Content	10					,			0							0						
Description   Performance   Membrane Congruence   Membrane Congr	11							,	0			,		-,		0						
Model   100   10	12			, ,		, . 0			0							0						
Mode   Control   Control	13								0							0						
1. S0007 1806   1000	14								0							0			3,936	468		
Model   1965   Palitiles   Mathematic Specified   Palitiles	15				·	0,			0				, , ,		495	0			0	0		
1. S0001   1005   Parlieles	16								0			659			0	0						
Description	17								0			0				0						
20002  1900   1900	18								0							0						
10   Force   10	19		1005					. ,	0							0					-,	
3   5001   300   VF   Instruct and Amministration   Administration   Adm	20								0						495	0						
MODION   1000   1001   Montes Office   Accountant   Montes Confidence   Montes Confidence   Accountant   Montes Confidence   Mon	21					, ,			0						0							
Memory   March   Mar	22								0							·			3,936	468		
Secondaries   Company	23								0						495	0			0	0		
Section   Sect	24	D. D.003	5010			.,.,			0			1,441			0	0			0	0		
22   FORD   3010   Business Office   Cenher   Busine, Gine   F-1   23,171   0   01,074/22   559   23,830   6,792   469   0   346   0   4,673   248   22,523   38   53,14   540   0   5010   187   7,788   238   13,598   53,14   540   0   5010   187   7,788   238   53,14   540	25								0			0			0	0				0		
18   PROPOSE   2010   Business Office   Accounting February   Santo Forres, Linda   M-10   55.598   0   0   0   0   0   0   0   0   0	26								0			0			0	0		187				
18 FRODU 300 Business Office	27								0							0		0				
8   FORDIX   2010   Business Office   General Accounting Supervisor   Sn Nicolas, Cheryl B.   P. 8   71,561   0   0   20,286   2   1,513   73,074   20,828   0   0   1,660   137   0   0   2,073   93,14   1,670   1   1   1   1   1   1   1   1   1	28					-			0						495	0						
18   FOOTS   2010   Business Office	29								0						0	0			4,673	248		
1	30					, ,			0						0	0			0	0		95,147
8   850002   300   Business Office   Accounting Technician   Sabin, Darlymn T.   H-9   33,287   0   0   03/25/32   0   33,287   10,057   449   0   512   187   7,284   281   18,815   54,15   54,15   54,000   5	31				0	. ,,,		- ,	0													
Nation   Section   Secti	32					,			0			2,385				0						
Second State   Seco	33					<u> </u>		, -	0			0	, -	-,	495	0					-,	
65         ASD006         3020         Management Information Systems         Computer Technician II         Santos, James S.         1-1         31,076         0         0 10/10/21         1,117         32,255         9,192         495         0         468         112         4,673         248         15,263         47,57           y         ASD001         3020         Management Information Systems         Teleprocessing Network Coordinator         Reys, Exhibar J.         48         43,734         0         0         07,972         347         34,08         11,279         0         0         761         248         11,279         248         11,279         0         0         761         248         15,263         47,51         248         11,279         0         0         761         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         11,279         248         12,211         11,279         248         12,211         11,279         248 </td <td>34</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	34								0						0	0						
27   ASDOOT 3020   Management Information Systems   Teleprocessing Network Coordinator   Reyes, Richard J.   K.8   43,734   0   0   07/29/22   347   44,081   12,533   0   0   639   187   4,673   248   18,310   62,33   238   23	35					·			0							0						60,238
Section   Sect	36								0						495							47,516
50011   9020 Management information Systems   Teleprocessing Network Coord   Camacho, Christopher J. K. 9   45,122   0   0,0347/72   835   45,957   13,088   0   0   666   187   2,435   281   15,636   62,65	37		3020	,	0	-,,			0						0	0						
60         ASO025         3020         Management Information Systems         Computer Technician II         Eblacas, Morris E.         J-4         34,744         0         0         36,742         7.68         35,512         10,121         495         0         515         187         3,936         281         15,535         51,00           42         ASD027         3020         Management Information Systems         Computer Systems Analyst II         Dacapay, Gerard L.         M-15         65,417         0         06/04/23         0         65,417         18,644         0         0         949         187         3,336         468         24,183         89,66           42         ASD039         3020         Management Information Systems         Systems Programmer         Solidum, Catherine M.         N-7         56,268         0         0         06/04/23         0         65,476         0         0         00/07/22         1,769         69,174         19,715         495         0         1,003         0         0         0         12,121         495         0         1,003         0         0         12,121         495         0         1,003         0         0         12,121         495         0         1,003	38		3020	· '				,	0			, , ,	-,	-, -	0	0					-, -	
ASD027   3020   Management Information Systems   Computer Systems Analyst   I   Dacanay, Gerard L   M-15   65,417   0   0   06/04/23   0   65,417   18,644   0   0   949   187   3,936   468   24,183   89,66   42,4183   890,66   42,4183   42,	39								0						0	0						62,623
SEOROSP   3020   Management Information Systems   Systems Programmer   Solidum, Catherine M. N-7   S.6,268   0   0.8/08/22   298   S.6,566   16,121   495   0   820   187   4,673   248   22,544   79,11	40			,					0			768			495	0						51,047
43   BFD034   3020   Management Information Systems   Chief Info Technology Officer   Mesa, Joseph J.   N-3-d   67,405   0   0   0   0   0   0   0   0   0	41			,					0			0			0	0						89,600
Hard   BFD007   3030   Human Resources   Personnel Specialist III   Leon Guerrero, Gina G. N-3   48,490   0   0   07/08/22   460   48,950   13,951   495   0   710   187   4,673   248   20,263   69,21	42								0							0		187	4,673	248		79,110
Formula   Form	43					,			0							0		0	0	0		90,387
February	44			Human Resources	Personnel Specialist III	Leon Guerrero, Gina G.			0						495	0			4,673	248		69,213
Formal   F	45							,	0			310	-,		0	0			0	0	,	64,386
48 BFD035 3030 Human Resources Chief Human Resources Officer San Nicolas, Apolline C. N-6-b 74,457 0 0 01/01/22 1,954 76,411 21,777 0 0 0 1,108 187 1,790 248 25,110 101.52 49 BFD013 3040 Materials Management Proc & Inventory Administrator Evangelista, Joleen M. M-12-b 82,930 0 01/01/22 2,177 85,107 24,255 0 0 1,234 187 1,790 248 25,110 101.52 187 1,790 248 27,114 11.52	46		3030						0			0			0	0						73,393
49   BFD011   3040   Materials Management   Proc & Inventory Administrator   Evangelista, Joleen M.   M-12-b   82,930   0   0   01/01/22   2,177   85,107   24,255   0   0   1,234   187   1,790   248   27,714   112,82	47		3030	Human Resources	Personnel Assistant I	Ramirez, Rebecca E.		, , ,	0				-,	-,	495	0				200		42,456
50 BFD016 3040 Materials Management Buyer II Palacios, Patricia U. I-8 36,878 0 0 05/08/22 487 37,366 10,649 0 0 542 187 7,284 281 18,943 56.30 18 18 18 19 10 0 1 10,047 1 11 11 11 11 11 11 11 11 11 11 11 11	48					San Nicolas, Apolline C.			0						0	0						101,521
51 BFD017 3040   Materials Management   Inventory Management Officer   Williams, Isaac K.   1-2   32,261   0   0   11/04/21   1,114   33,375   9,512   0   0   484   187   0   0   10,183   43,555   28   10,121   32,035   3600   325   187   2,435   281   10,121   32,035   3600   325   187   2,435   281   10,121   32,035   3600   325   36,038   3600	49			•	Proc & Inventory Administrator	Evangelista, Joleen M.			0						0	0						112,821
52         8FD018         3040         Materials Management         Supply Expediter         Teliu, Morgan         E-2         21,895         0         0 02/10/22         553         22,448         6,398         495         0         325         187         2,435         281         10,121         32,565           58         BFD023         3040         Materials Management         Buyer         Manglona, Roland M.         H-5         30,774         0         04/15/22         583         31,357         8,937         0         0         455         187         0         0         9,578         40,61           58         BFD014         3045         Bookstore         Bookstore Manager         Okada, Daniel T.         L-9         49,364         0         0 8/08/22         261         49,625         14,143         495         0         70         1187         0         0         15,145         65,17           58         BFD024         3060         Student Financial Aid         Program Coordinator I         Fernandez, II Victor Paul M.         K-2         35,196         0         0 0/51/1/22         556         35,752         10,189         495         0         518         187         0         0         115,439	50				-1-	· · · · · · · · · · · · · · · · · · ·		00,0.0	0						0	0			7,284	281	-,	56,309
53         BFD032         3040         Materials Management         Buyer I         Manglona, Roland M.         H-5         30,774         0         0 04/15/22         583         31,357         8,937         0         0         455         187         0         0         9,578         40,936           54         BFD003         3045         Bookstore         Bookstore         Dokada, Daniel T.         L-9         49,364         0         008/08/22         261         49,625         14,143         495         0         720         187         0         0         15,545         65,955         15,011         36,752         14,143         495         0         720         187         0         0         15,545         65,453         35,752         14,143         495         0         720         187         0         0         15,545         65,742         64,712         56         36,702         11,143         495         0         720         187         0         0         15,545         69,742         47,144         495         0         50         720         187         0         0         15,245         62,742         47,144         495         0         0         0	51			•		· · · · · · · · · · · · · · · · · · ·			0						0	0			0	0		43,557
48 FF0001 3045 Bookstore Manager Okada, Daniel T. L.9 49,364 0 0 08/08/22 261 49,625 14,143 495 0 720 187 0 0 15,545 65,755 5 87,000 0 15,545 65,752 10,189 495 0 518 187 0 0 15,545 65,752 10,189 495 0 518 187 0 0 15,545 65,752 10,189 495 0 518 187 0 0 0 11,090 19,000	52		3040	Materials Management	Supply Expediter	Teliu, Morgan			0						495	0			2,435	281		32,568
55 BFD014 3060 Student Financial Aid Program Coordinator I Fernandez, II Victor Paul M. K-2 35,196 0 0 05/11/22 556 35,752 10,189 495 0 518 187 0 0 11,390 47,14   56 BFD026 3060 Student Financial Aid Coordinator, Financial Aid Rios, Esther A. L-9-b 64,558 0 001/01/22 1,695 66,253 18,882 0 0 961 187 4,673 248 24,951 91,20   57 BFD027 3060 Student Financial Aid Program Coordinator II Guerrero, Vivian C. M-10 55,958 0 06/30/22 592 56,550 16,117 0 0 820 187 4,673 248 24,951 91,20   58 A5D020 3070 Environmental Health and Safety Safety Inspector I Diaz, John L. I-9-b 64,558 0 01/21/24/22 0 38,048 10,844 0 0 552 187 2,867 344 12,793 52,84   59 BFD033 3070 Environmental Health and Safety Enviro Health & Safety Officer Hosei, Huan F. L-9-b 64,558 0 01/01/212 1,695 66,253 18,882 495 0 961 187 11,917 468 32,910 99,16	53			Materials Management					0						0	0			0	0		40,935
56         BFD026         3060         Student Financial Aid         Coordinator, Financial Aid         Rispost Rispost         Rispost Rispost         Rispost<	54				Bookstore Manager	Okada, Daniel T.			0							0			0	0		65,170
57 BFD027 3060 Student Financial Aid Program Coordinator II Guerrero, Vivian C. M-10 55,958 0 0 06/30/22 592 56,550 16,117 0 0 820 187 4,673 248 22,045 78,555	55								0						495	0			•	0	,	47,142
58 ASD020 3070 Environmental Health and Safety Safety Inspector I Diaz, John L. I-9 38,048 0 0 12/24/22 0 38,048 10,844 0 0 552 187 2,867 344 14,793 52,847 59 BFD033 3070 Environmental Health and Safety Enviro Health & Safety Officer Hosei, Huan F. L-9-b 64,558 0 0 0 10/10/122 1,695 66,253 18,882 495 0 961 187 11,917 468 32,910 99,16	56		3060	Student Financial Aid	Coordinator, Financial Aid	Rios, Esther A.		. ,	0			,			0	0	961				,	91,203
59 BFD033 3070 Environmental Health and Safety Enviro Health & Safety Officer Hosei, Huan F. L-9-b 64,558 0 0 0 0/1/01/22 1,695 66,253 18,882 495 0 961 187 11,917 468 32,910 99,16	57	BFD027	3060	Student Financial Aid	Program Coordinator II	Guerrero, Vivian C.	M-10	55,958	0	0	06/30/22	592	56,550	16,117	0	0	820	187		248	22,045	78,595
	58	ASD020	3070	Environmental Health and Safety		Diaz, John L.			0	0	12/24/22	0			0	0	552	187				52,841
60 AAD078 5000 VP Academic Affairs Vice President Tudela, Virginia C. P-11-d 120,444 0 0 0 0/01/01/22 3,162 123,606 35,228 0 0 1,792 187 11,917 468 49,592 173,19	59					Hosei, Huan F.			0					-,	495	0						99,162
	60	AAD078	5000	VP Academic Affairs	Vice President	Tudela, Virginia C.	P-11-d	120,444	0	0	01/01/22	3,162	123,606	35,228	0	0	1,792	187	11,917	468	49,592	173,198

Position No. Number   Position   No. Number   Position   Superior   State	(J) (K) Retirement (J*28.5%) 30,041 8,56; 66,363 18,911 30,041 37,081 10,566 36,367 110,47; 45,411 12,94; 97,185 27,698 151,492 14,67; 23,830 6,79; 73,843 21,044 96,222 27,42; 83,900 23,31; 75,655 21,56; 37,427 10,66; 43,829 12,49; 53,570 15,26; 56,865 16,200 45,951 31,309; 55,193 15,733 31,309;	(L) So (6.29) (1.24) (1		(b) (P) Medical (Premium) 187 4,673 11,917 187 4,673 187	0 11,586 47,993 8 248 16,214 53,294 5 248 20,616 57,376 8 248 18,709 64,120 8 248 34,215 131,400 0 15,609 67,101
Position No.	E-F-G-1 Retirement (J*28-59%) 30,041 8,567 66,363 18,914 36,407 10,378 37,081 10,566 36,761 10,477 45,411 12,944 97,185 27,698 51,492 14,675 23,830 6,797 73,843 21,044 96,222 27,422 83,900 23,917 75,655 21,565 37,427 10,667 43,829 12,497 53,570 15,266 56,865 16,200 45,551 31,3096 55,193 15,733	(L) Retire (DD) (S19.01*26PP) 4 0 0 6 495 4 0 0 7 495 2 0 0 8 0 0 1 495 5 0 0 1 495 6 0 0 1 495 7 495 2 0 0 3 0 0 2 495 7 0 0	ctal (N) untity Medicare (45% - 1) (145% - 1	Life 2/ Medican (Premium) 187 4,673 187 11,917 187 4,673 187 4,673 187 4,673 187 4,673 187 4,673 187 4,673 187 1,791 187 1,791 187 4,673	(Q) Total (S) Renefits (J+R) (Feemium) (K) (K thru Q) (TOTAL (1) R) (TOT
Nameber   Name	Subtotal         (J * 28.50%)           30,041         8,56;           66,363         18,911           36,407         10,376           36,761         10,47;           45,411         12,942           97,185         27,698           51,492         14,67;           23,830         6,79;           73,843         21,044           96,222         27,42;           83,900         23,911           75,655         21,56;           37,427         10,66;           43,829         12,49;           53,570         15,26;           56,865         16,204           45,951         13,096           55,193         15,733	(819.01*26PP) (6.2*) 4 0 0 5 495 4 0 0 6 495 7 495 2 0 0 7 495 2 0 0 1 495 5 0 0 1 495 6 0 0 2 495 7 0 0	% * J) (I.45% * J) 0 436 0 962 0 962 0 528 0 538 0 533 0 658 0 1,409 0 747 0 346 0 1,071 0 1,395	2/ (Premium) 187 4,673 187 11,917 187 (1,673 187 4,673 187 4,673 187 4,673 187 (1,673 187 (1,673 187 (1,794 187 4,673	(Premium)         (K thru Q)         TOTAL           248         14,600         44,641           468         32,448         98,811           0         11,586         47,993           248         16,214         53,294           248         20,616         57,376           248         18,709         64,120           248         34,215         131,400           0         0         15,609         67,101           248         12,553         36,382
AADO01   5020   Admissions   Administrative Aide   Untalan, Frances E.   F-8   29,883   0   0   08/08/22   158	30,041 8,56; 66,363 18,914 36,407 10,37* 37,081 10,568 36,761 10,47; 45,411 12,944 97,185 27,698 51,492 14,67; 23,830 6,79; 73,843 21,04* 96,222 27,42; 83,900 23,911 75,655 21,565 37,427 10,66: 43,829 12,49; 55,193 15,236	2 495 4 0 6 495 8 0 7 495 2 0 8 0 5 0 1 495 5 0 3 0 2 0 2 0 2 0 2 495	0 436 0 962 0 528 0 538 0 533 0 658 0 1,409 0 747 0 346 0 1,071 0 1,375 0 1,217	187 11,917 187 4,673 187 4,673 187 4,673 187 4,673 187 4,673 187 0 4,673 187 1,790 187 4,673	248 14,600 44,641 468 32,448 98,811 0 11,586 47,993 248 16,214 53,294 248 20,616 57,376 248 34,215 131,400 0 15,609 67,101 248 12,553 36,382
Sample   Address   Addre	36,407 10,376 37,081 10,568 36,761 10,477 45,411 12,944 97,185 27,698 51,492 14,675 23,830 6,793 73,843 21,049 96,222 27,422 83,900 23,911 75,655 21,566 37,427 10,666 43,829 12,493 53,570 15,266 56,865 16,200 45,951 13,096	8 0 7 495 2 0 0 8 0 5 5 0 1 1 495 5 0 3 3 0 2 2 0 2	0 528 0 538 0 533 0 658 0 1,409 0 747 0 346 0 1,071 0 1,395 0 1,217	187 ( 187 4,673 187 8,676 187 4,673 187 4,673 187 ( 0 4,673 187 1,790 187 4,673	0 11,586 47,993 248 16,214 53,294 16,214 57,376 248 120,616 57,376 248 18,709 64,120 0 15,609 67,101 248 12,553 36,382
AAD008   5020   Admissions   Records & Registration Tech   Masnayon, Edgar C.   H-10   36,407   0   0   03/18/22   674	37,081 10,568 36,761 10,47: 45,411 12,94: 45,411 12,94: 97,185 27,698 51,492 14,67: 23,830 6,79: 73,843 21,04: 96,222 27,42: 83,900 23,91: 75,655 21,56: 37,427 10,66: 43,829 12,49: 55,570 15,26: 56,865 16,200 45,951 13,096 55,193 15,73	8 0 7 495 2 0 0 8 0 5 5 0 1 1 495 5 0 3 3 0 2 2 0 2	0 538 0 533 0 658 0 1,409 0 747 0 346 0 1,071 0 1,395 0 1,217	187 4,673 187 8,676 187 4,673 187 4,673 187 0 4,673 187 1,790 187 4,673	248 16,214 53,294 5 248 20,616 57,376 8 248 18,709 64,120 8 248 34,215 131,400 0 15,609 67,101 248 12,553 36,382
Forgram Coordinator   Guzman, Jacqueline K. K-3   36,530   0   08/19/22   231	36,761 10,477 45,411 12,942 97,185 27,698 51,492 14,675 23,830 6,791 73,843 21,044 96,222 27,422 83,900 23,312 75,655 21,563 37,427 10,667 43,829 12,491 53,570 15,265 56,865 16,200 45,951 13,096	7 495 2 0 0 8 0 0 5 0 0 1 495 5 0 0 3 0 0 2 0 0 2 495 7 0 0	0 533 0 658 0 1,409 0 747 0 346 0 1,071 0 1,395 0 1,217	187 8,676 187 4,673 187 4,673 187 (0 0 4,673 187 1,790 187 4,673	248 20,616 57,376 248 18,709 64,120 248 34,215 131,400 0 15,609 67,101 248 12,553 36,382
AAD184   S020   Admissions   Records & Registration Superv   Concepcion, Marilyn L   J-12   45,411   0   0   07/10/23   0	45,411 12,943 97,185 27,698 51,492 4,675 23,830 6,791 73,843 21,043 96,222 27,423 83,900 23,911 75,655 21,565 37,427 10,666 43,829 12,493 53,570 15,267 56,865 16,200 45,951 13,096	2 0 0 8 0 0 5 0 0 1 495 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 658 0 1,409 0 747 0 346 0 1,071 0 1,395 0 1,217	187 4,673 187 4,673 187 0 0 4,673 187 1,790 187 4,673	248 18,709 64,120 248 34,215 131,400 0 15,609 67,101 248 12,553 36,382
S7   AAD016   5030   Assessment, Ins Effect & Research   Assistant Director   Montague, Marlena O.   O-9-a   94,699   O   0   01/01/22   2,486	97,185 27,696 51,492 14,675 23,830 6,797 73,843 21,045 96,222 27,425 83,900 23,912 75,655 21,565 37,427 10,666 43,829 12,491 53,570 15,266 56,865 16,200 45,951 13,096 55,193 15,733	8 0 6 0 1 495 5 0 3 0 2 0 2 495 7 0	0 1,409 0 747 0 346 0 1,071 0 1,395 0 1,217	187 4,673 187 0 0 4,673 187 1,790 187 4,673	3 248 34,215 131,400 0 15,609 67,101 3 248 12,553 36,382
68         AAD039         5030         Assessment, ins Effect & Research         Program Coordinator II         Atoigue, Ana Mari C.         M-7         50,953         0         0 6/22/22         539           69         AAD213         5030         Assessment, ins Effect & Research         Administrative Aide         Pocaigue, Angela         F-1         23,171         0         0 01/04/22         659           70         AAD038         5050         Continuing Education         Assistant Director         Mendola, Denise M.         O-2-d         73,843         0         0 LTA         0           71         AAD040         6000         Dean's Office - TPS         Dean (Acting)         Williams, Pilar A.         O-8-d         93,761         0         0 1/01/22         2,461           72         AAD091         6000         Dean's Office - TPS         Associate Dean         **Vacant-Williams, P.         N-9-b         83,900         10/01/22         2,461         0         0         0         0         0         0         0 <td>51,492 14,675 23,830 6,791 73,843 21,044 96,222 27,425 83,900 23,311 75,655 21,565 37,427 10,667 43,829 12,491 53,570 15,265 56,865 16,200 45,951 13,096 55,193 15,733</td> <td>5 0 1 495 5 0 3 0 2 0 2 495 7 0</td> <td>0 747 0 346 0 1,071 0 1,395 0 1,217</td> <td>187 0 0 4,673 187 1,790 187 4,673</td> <td>0 15,609 67,101 3 248 12,553 36,382</td>	51,492 14,675 23,830 6,791 73,843 21,044 96,222 27,425 83,900 23,311 75,655 21,565 37,427 10,667 43,829 12,491 53,570 15,265 56,865 16,200 45,951 13,096 55,193 15,733	5 0 1 495 5 0 3 0 2 0 2 495 7 0	0 747 0 346 0 1,071 0 1,395 0 1,217	187 0 0 4,673 187 1,790 187 4,673	0 15,609 67,101 3 248 12,553 36,382
AAD038   5050   Continuing Education   Assistant Director   Mendiola, Denise M.   O-2-d   73,843   O   O   LTA   O	73,843 21,045 96,222 77,425 83,900 23,911 75,655 21,565 37,427 10,666 43,829 12,491 53,570 15,266 56,865 16,200 45,951 13,096 55,193 15,733	5 0 3 0 2 0 2 495 7 0	0 1,071 0 1,395 0 1,217	187 1,790 187 4,673	
AAD040   6000   Dean's Office - TPS   Dean (Acting)   Williams, Pilar A.   O-8-d   93,761   O   0   01/01/22   2,461	96,222 27,42: 83,900 23,912 75,655 21,56: 37,427 10,66: 43,829 12,49: 53,570 15,26: 56,865 16,200: 45,951 13,099: 55,193 15,730	7 0	0 1,395 0 1,217	187 4,673	248 24 241 00 104
AAD091	83,900 23,912 75,655 21,562 37,427 10,662 43,829 12,492 53,570 15,263 56,865 16,206 45,951 13,909 55,193 15,730	7 0	0 1,217		
73         AAD204         6000         Dean's Office - TPS         Associate Dean         Roberto, Joachim Peter         N-6-a         73,720         0         0 01/01/22         1,935           74         AAD116         6000         Dean's Office - TPS         Administrative Assistant         Blas, Barbara J.         J-5         36,061         0         0 10/01/21         1,366           75         AAD015         6110         Automotive Technology         Assistant Instructor         Cruz, Jesse Q.         I-9-b         43,575         0         0 08/01/22         254           75         AAD032         6110         Automotive Technology         Instructor         Flores, Joseph L.         J-11-a         53,259         0         0 08/01/22         331           77         AAD041         6110         Automotive Technology         Instructor         Pajarillo, Iyndon B.         J-12-c         56,555         0         0 08/01/22         330           78         AAD141         6110         Automotive Technology         Instructor         Tabunar, James M.         J-11-d         54,873         0         0 08/01/22         320           79         AAD150         6110         Automotive Technology         Instructor         Tabunar, James M.         J-11-d <td>75,655 21,562 37,427 10,667 43,829 12,491 53,570 15,267 56,865 16,206 45,951 13,096 55,193 15,730</td> <td>7 0</td> <td></td> <td></td> <td>3 248 33,927 130,149</td>	75,655 21,562 37,427 10,667 43,829 12,491 53,570 15,267 56,865 16,206 45,951 13,096 55,193 15,730	7 0			3 248 33,927 130,149
74         AAD116         6000         Dean's Office - TPS         Administrative Assistant         Blas, Barbara J.         J-5         36,061         0         0 10/01/21         1,366           75         AAD015         6110         Automotive Technology         Assistant Instructor         Cruz, Jesse Q.         I-9-b         43,575         0         0 08/01/22         254           76         AAD032         6110         Automotive Technology         Instructor         Flores, Joseph L.         J-11-a         53,259         0         0 08/01/22         311           77         AAD041         6110         Automotive Technology         Instructor         Pajarillo, Lyndon B.         J-12-c         56,535         0         0 08/01/22         330           78         AAD141         6110         Automotive Technology         Assistant Professor         **Vacant-Blas, J.E.         K-4-a         45,951         0         0         0           79         AAD144         6110         Automotive Technology         Instructor         Tabunar, James M.         J-11-d         54,873         0         0 08/01/22         320           80         AAD150         6110         Automotive Technology         Instructor         Perez, Jonathan J.         J-6-a	37,427 10,667 43,829 12,491 53,570 15,267 56,865 16,206 45,951 13,096 55,193 15,730	7 0	0 1,097	187 4,673 187 4,673	3 248 30,236 114,136 3 248 28,262 103,917
The first continuence   The	43,829 12,491 53,570 15,265 56,865 16,206 45,951 13,096 55,193 15,730	1 495	0 543	187 1,790	248 28,202 103,917
AAD032   6110   Automotive Technology   Instructor   Flores, Joseph L   J-11-a   53,259   0   0.08/01/22   331	56,865 16,206 45,951 13,096 55,193 15,730		0 636	187 11,917	468 26,194 70,023
RAD141	45,951 13,096 55,193 15,730	7 495	0 777	187 11,917	468 29,111 82,681
Page	55,193 15,730		0 825	187 7,284	
80 AAD150 6110 Automotive Technology Instructor Perez, Jonathan J. J-6-a 43,648 0 0 08/01/22 255 81 AAD151 6110 Automotive Technology Instructor Lawcock, Danilo J. J-18-b 71,074 0 0 08/01/22 415 82 AAD152 6110 Automotive Technology Instructor Dennis, Christopher T. J-15-b 63,075 0 0 08/01/22 368 83 AAD153 6110 Automotive Technology Instructor Tudela, Erwin F. J-16-d 66,955 0 0 08/01/22 391 84 AAD154 6110 Automotive Technology Instructor Egana, Joel E. J-11-b 53,791 0 0 08/01/22 314			0 666	187 (	0 14,444 60,395
81         AAD151         6110         Automotive Technology         Instructor         Lawcock, Danilo J.         J-18-b         71,074         0         0 8/01/22         415           82         AAD152         6110         Automotive Technology         Instructor         Dennis, Christopher T.         J-15-b         63,075         0         0 08/01/22         368           83         AAD153         6110         Automotive Technology         Instructor         Tudela, Erwin F.         J-16-d         66,955         0         0 08/01/22         391           84         AAD154         6110         Automotive Technology         Instructor         Egana, Joel E.         J-11-b         53,791         0         0 08/01/22         314	43.903 12.512	0	0 800 0 637	187 2,435 187 1.790	281 19,433 74,626 248 15.373 59,276
82         AAD152         6110         Automotive Technology         Instructor         Dennis, Christopher T.         J-15-b         63,075         0         0 08/01/22         368           83         AAD153         6110         Automotive Technology         Instructor         Tudela, Erwin F.         J-16-d         66,955         0         0 08/01/22         391           84         AAD154         6110         Automotive Technology         Instructor         Egana, Joel E.         J-11-b         53,791         0         0 08/01/22         314	71,489 20,374	4 0	0 1,037	187 1,790	,
83         AAD153         6110         Automotive Technology         Instructor         Tudela, Erwin F.         J-16-d         66,955         0         0 08/01/22         391           84         AAD154         6110         Automotive Technology         Instructor         Egana, Joel E.         J-11-b         53,791         0         0 08/01/22         314	63,443 18,081	1 0	0 920	187 (	
3. 7	67,346 19,193		0 977	187 (	+ + + + + + + + + + + + + + + + + + + +
85 AAD155 6110 Automotive Technology Tool Mechanic Josha, Golder C. F-8 29,883 0 0 02/10/23 0	54,105 15,420		0 785	187 11,917	
	29,883 8,517		0 433	187 11,917	
	38,961 11,104 40,142 11,440		0 565 0 582	187 7,284 187 11.917	
	40,142 11,440 37,086 10,569		0 582 0 538	187 11,917 187 7,284	
	58,785 16,754		0 852	187 1,790	
	53,039 15,116		0 769	187 4,673	
91 AAD185 6220 Education - Early Childhood Educ Professor Postrozny, Marsha M. M-16-c 98,215 0 0 08/01/22 573	98,788 28,155	5 0	0 1,432	187 2,435	32,489 131,277
	105,913 30,185		0 1,536	187 1,790	
	41,349 11,784	4 495	0 600	187 4,673	3 248 17,987 59,336
	55,838 15,914 80,826 23,035	5 0	0 810 0 1,172	187 2,435 187 4,673	
	38,961 11,104		0 565	187 1,790	
	31,378 8,943		0 455	0 0	
98 AAD130 6550 Bus and VisCom - Visual Com Instructor Lizama, Sean A. J-4-c 41,118 0 0 08/01/22 240	41,358 11,787	7 495	0 600	187 3,936	6 468 17,473 58,830
	43,734 12,464		0 634	187 3,936	
	68,019 19,386		0 986	187 7,284	
	37,070 10,565 42,119 12,004	-	0 538 0 611	187 ( 187 (	0 11,289 48,359 0 13.297 55.416
	39,842 11,355		0 578	0 (	, -, -, -, -, -, -, -, -, -, -, -, -,
	80,690 22,997	7 0	0 1,170	187	<del> </del>
	39,842 11,355	5 495	0 578	0 (	0 12,428 52,270
	55,838 15,914		0 810	187 2,435	
	70,899 20,206	-	0 1,028	187 4,673	
	104,865 29,887 32,279 9,200		0 1,521 0 468	187 2,867 187 1,790	
37, 13, 13, 13, 13, 13, 13, 13, 13, 13, 13	43,038 12,266		0 624	187 1,790	0 13,572 56,609
	77,542 22,099	9 0	0 1,124	187 3,936	468 27,815 105,356
	33,258 9,478	8 495	0 482	187 1,790	248 12,680 45,938
	29,424 8,386	6 495	0 427	187 2,867	344 12,705 42,129
	91,986 26,216		0 1,334	187 1,790	
	31,378 8,943		0 455 0 478	187 2,435	5 281 12,795 44,173 5 248 13.055 46.034
	32,979 9,399 68,019 19,386		0 478	0 2,435 187 2,435	
	31,378 8,943	-	0 455	0 4,673	
	41,772 11,905	5 495	0 606	187 4,673	3 248 18,114 59,886
120 AAD098 6820 Culinary and Foodservices Assistant Instructor Haurillon, Bertrand J. I-7-b 40,241 0 0 08/01/22 235	40,476 11,536		0 587	187 2,867	
	31,378 8,943		0 455	187 (	0 10,080 41,458
	45,951 13,096	6 495	0 666	187 4,673	
	80,025 22,807 50,380 14,358		0 1,160 0 731	187 4,673	+ + + + + + + + + + + + + + + + + + + +
	38.735 11.039		0 731	0 0	+ + + + + + + + + + + + + + + + + + + +
	48,899 13,936		0 709	0 0	
	57,434 16,369		0 833	187 4,673	
		3 495	0 455	0 (	0 3,033 41,271
	31,378 8,943			187 1,790	
130 AAD023 6970 Bus and VisCom - Marketing Assistant Instructor Chargualaf, Katherine M. I-14-a 52,643 0 0 08/01/22 307	31,378 8,943 88,398 25,193 52,950 15,091	3 0	0 1,282 0 768	187 1,790	0 248 28,700 117,097 0 0 16,541 69,491

F				Input by	Department													Input by D	epartment		
										Incre	ment	I.		1		Benefits			-	an)	
	(A)			(B)	(C)	(D)						( <b>J</b> )	(K)	(L)	(M) Social	(N)	(O)	(P)	(Q)	(R) Total	(S)
N- 1	osition			Position Title 1/	Name of Incumbent	Grade/ Step	(E) Salary	(F) Overtime	(G)	(H)	(I) Amt.	(E+F+G+I) Subtotal	Retirement (J * 28.50%)	Retire (DDI) (\$19.01*26PP)	Security (6.2% * J)	Medicare (1.45% * J)	Life 2/	Medical (Premium)	Dental (Premium)	Benefits (Kthru O)	(J+R) TOTAL
131 A	AD030	6970	Bus and VisCom - Marketing	Instructor	Randle, Michelle D.	J-3-d	39,909	0	0	08/01/22	233	40,142	11,440	495	0.270 0)	582	187	11,917	468	25,090	65,231
	AD031		Bus and VisCom - Marketing	Instructor	Cruz, Nenita P.	J-18-c	71,785	0	0	08/01/22	419	72,204	20,578	0	0	1,047	187	1,790	248	23,850	96,053
	AD033		Bus and VisCom - Marketing	Associate Professor	Manzana, Amada A.	L-17-a	87,885	0	0	08/01/22	513	88,398	25,193	0	0		187	3,936	468	31,066	119,464
	AD034	_	Bus and VisCom - Marketing	Assistant Professor	Guerrero, Norma R.	K-11-b	61,322	0	0	08/01/22	358	61,680	17,579	0	0	894	187	0	0	18,660	80,340
	AD169 AD018		Bus and VisCom - Marketing Bus and VisCom - Accounting	Emergency Instructor Professor	*Vacant-Wong, K. Pangelinan, Pilar C.	I-1-a M-17-a	100,189	0	0	- 08/01/22	0 584	100,773	28.720	0	0	0 1.461	0 187	1,790	248	32,406	133.180
	AD018		Bus and VisCom - Supv Mgmt	Assistant Professor	Tupaz, Frederick Q.	K-9-d	57,768	0	0	08/01/22	337	58,105	16,560	495	0	843	187	1,790	468	30,470	88,574
	AD006		Dean's Office - TSS	Administrative Aide	Bautista, Kimberly C.	F-9	30,831	0	0	11/16/21	897	31,728	9,042	0	0	460	187	7.284	281	17.254	48,982
139 A	AD036		Academic Technology	Instructional Designer	**Vacant-Gima, W.	M-5-a	62,143	0	0	-	0	62,143	17,711	495	0	901	187	1,790	248	21,331	83,474
140 A	AD042	7000	Dean's Office - TSS	Word Processing Secretary II	Cabatic, Antonia M.	H-24	56,138	0	0	12/03/21	1,451	57,589	16,413	0	0	835	187	7,284	281	25,000	82,589
	AD081		Dean's Office - TSS	Program Specialist	Sison, Christine B.	K-14-a	68,415	0		01/01/22	1,796	70,211	20,010	0	0	-,	187	3,936	468	25,619	95,830
	AD110		Dean's Office - TSS	Dean	Chan, Michael L.	0-9-b I-4	95,646	0		01/01/22	2,511	98,157	27,975	0	0	-,	187 187	2,435	281 248	32,300	130,457 48,230
- 10	AD121 AD165		Dean's Office - TSS Dean's Office - TSS	Administrative Assistant Associate Dean	Blas, Joanne M. Hartz, Ronald G.	J-4 N-10-a	34,744 86.442	0		04/29/22 01/01/22	659 2,269	35,403 88.711	10,090 25,283	0	0	513 1,286	187	1,790 4.673	248	12,828 31.677	120.388
	AD103		Dean's Office - TSS	Program Specialist	Garcia, Ava M.	K-10-a	59.519	0		01/01/22	1.562	61.081	17.408	0	0	-,	187	3,936	468	22,885	83,966
	AD101		Math and Science - Math	Instructor	Torres, II, Carl E.	J-11-c	54,329	0		08/01/22	317	54,646	15,574	0	0	792	187	0	0	16,553	71,199
147 A	AD171	7110	Math and Science - Math	Instructor	Roden, Wendell M.	J-8-a	47,264	0	0	08/01/22	276	47,540	13,549	495	0	689	187	1,790	248	16,958	64,497
- 10	AD174		Math and Science - Math	Associate Professor	Lam, Steve S.	L-14-b	78,773	0		08/01/22	460	79,233	22,581	0	0	1,149	187	8,676	344	32,937	112,170
- 10	AD048		Math and Science - Science	Professor	Sunga, Anthony Jay J.	M-12-c	83,760	0		08/01/22	489	84,249	24,011	0	0	1,222	187	3,936	468	29,823	114,072
	AD179 AD180		Math and Science - Science Math and Science - Science	Associate Professor Assistant Professor	Kerr, Jo Nita Q. Jocson, John Michael U.	L-14-d K-12-a	80,357 63,180	0		08/01/22 08/01/22	469 369	80,826 63,549	23,035 18,111	0	0	1,172 921	187 187	3,936	0 468	24,394 23,624	105,220 87,172
	AD180 AD114	_	Student Support Services	Administrative Aide	Perez, Joshua Vincent O.	F-2	24.049	0		08/01/22	607	24.656	7,027	495	0		187	3,936	408 0	8.067	32,723
	AD117	_	Student Support Services	School Aide II	Bamba, Joseph W.	G-4	27,648	0		04/01/22	524	28,172	8,029	495	0		187	4,673	248	14,040	42,212
	AD193	_	Student Support Services	School Aide II	*Vacant-Delori, A.	G-1	24,729	0	0	-	0	24,729	7,048	495	0		187	11,917	468	20,473	45,202
155 A	AD007	7210	Student Support Services	Program Coordinator II	Camacho, Johanna L.	M-8	52,562	0	0	06/07/22	0	52,562	14,980	495	0	762	187	4,673	248	21,345	73,907
	AD093		Night Administration	Administrative Aide	**Vacant-Santos, I.J.	F-17	39,583	0	0	-	0	39,583	11,281	0	0		187	7,284	281	19,607	59,190
	AD149		Student Support Services	Program Specialist	Fathal, James	K-5-d	49,266	0	-	LTA	0	49,266	14,041	495	0		187	7,284	281	23,003	72,269
	AD108 AD080		Health Services Center for Student Involvement	Instructor Program Specialist	Bataclan, Emma R. Cruz, Gerald A.B.	J-15-a K-7-d	62,450 53,348	0	0	08/01/22 01/01/22	364 1,400	62,814 54,748	17,902 15,603	0	0	911 794	187 187	2,867 4,673	0 248	21,866 21,505	84,681 76,254
	AD080 AD013	7420	Center for Student Involvement  Center for Student Involvement	Program Specialist Program Coordinator I	Leon Guerrero, Latisha Ann N.	K-7-0	43,734	0	0	01/01/22	1,400	43,734	12,464	0	0	634	187	4,673	248	18,206	61,940
	AD009		Technology - Office Technology	Assistant Professor	**Vacant-Balbin, S.	K-4-a	45,951	0	0	-	0	45,951	13,096	0	0	666	187	4,673	248	18,870	64,821
	AD011		Technology - Office Technology	Associate Professor	Concepcion, Tonirose R.	L-11-a	69,215	0	0	08/01/22	404	69,619	19,841	0	0	1,009	187	1,790	248	23,075	92,694
163 A	AD073	7610	Assessment and Counseling	Administrative Assistant	Anderson, Catherine B.	J-9	41,349	0	0	10/02/22	0	41,349	11,784	0	0	600	187	1,790	248	14,609	55,958
	AD102		Assessment and Counseling	Associate Professor	Sablan, Sally C.	L-17-b	88,764	0		08/01/22	518	89,282	25,445	0	0	1,295	187	0	0	26,927	116,209
	AD103	_	Assessment and Counseling	Associate Professor	Terlaje, Patricia M.	L-17-a	87,885	0		08/01/22	513 508	88,398	25,193 24,944	0	0	1,202	187 187	0	0	26,662	115,060 113,923
	AD104 AD107		Assessment and Counseling Assessment and Counseling	Associate Professor Associate Professor	Lizama, Troy E. Roberto, Anthony J.	L-16-d L-17-a	87,015 87,885	0	0	08/01/22 08/01/22	508	87,523 88,398	24,944	0	0	1,269 1,282	187	3,936	468	26,400 31,066	113,923
	AD107		Enrollment Services	Instructor	Arce, Imelda D.	J-18-a	70,370	0		08/01/22	410	70,780	20,172	0	0	1,026	187	3,530	0	21,386	92,166
169 A	AD071	7630	Accomodative Services	Program Specialist	Payne, John F.	K-13-c	67,067	0		01/01/22	1,761	68,828	19,616	0	0		187	4,673	248	25,722	94,549
170 A	AD014	7710	Technology - Computer Science	Professor	Teng, Zhaopei	M-17-d	103,225	0		08/01/22	602	103,827	29,591	0	0	1,505	187	1,790	248	33,321	137,148
	AD020	7710	Technology - Computer Science	Assistant Professor	Lee, Hee Suk	K-14-a	68,415	0	0	08/01/22	399	68,814	19,612	495	0	998	187	1,790	0	23,082	91,896
	AD021		Technology - Computer Science	Assistant Professor	**Vacant-Flores, Y.	K-4-a	45,951	0	0	-	0	45,951	13,096	0	0	666	187	4,673	248	18,870	64,821
	AD026 AD146		English English	Assistant Professor Professor	Calvo, Jr. Vito K. Tenorio, Juanita M.	K-4-d M-15-d	47,344 95,326	0	_	08/01/22 08/01/22	276 556	47,620 95,882	13,572 27,326	495	0	690 1,390	187 187	3,936 4,673	468 248	19,348 33.825	66,968 129,707
	AD022		Technology - Electronics	Assistant Instructor	Marfega, Ronald T.	I-2-b	32,979	0		U8/U1/22 LTA	330	32,979	9,399	495	0	478	187	4,673	248	15,480	48,459
	AD037		Technology - Electronics	Instructor	Angay, Roderick R.	J-3-d	39,909	0		08/01/22	233	40,142	11,440	495	0	582	187	8,676	344	21,725	61,866
177 A	AD161		Technology - Electronics	Instructor	Kuper, Terry F.	J-17-c	68,984	0		08/01/22	402	69,386	19,775	0	0	1,006	187	1,790	248	23,006	92,392
	AD166		Technology - Electronics	Assistant Instructor	Calbang, Joegines P.	I-4-c	36,069	0		08/01/22	210	36,279	10,340	495	0	526	187	4,673	248	16,469	52,748
	AD172		Technology - Electronics	Assistant Instructor	Mina, Anna Faye G.	I-2-b	32,979	0	0	LTA	0	32,979	9,399	495	0		187	1,790	248	12,597	45,576
	AD095		Learning Resource Center Learning Resource Center	Assistant Professor Associate Professor	Matson, Christine B.  Neff, Bernard R.	K-11-c	69,889 78,104	0	0	08/01/22	408 456	70,297 78,560	20,035	0	0	1,019	187 187	8,676 4.673	344 248	30,261 28.637	100,558
	AD096 AD097		Learning Resource Center Learning Resource Center	Associate Professor  Library Technician Supervisor	Neff, Bernard R. Sgambelluri, Juanita I.	J-12	78,104 45,411	0		08/01/22	456 961	78,560 46,372	13,216	0	0	-,	187	4,673 3,936	248 468	18,479	64,851
	AD099	_	Learning Resource Center	Library Technician II	Cheipot, Steve S.	H-11	37,562	0	0	09/30/23	0	37,562	10,705	495	0	545	187	1,790	248	13,969	51,531
184 A	AD100	7950	Learning Resource Center	Library Technician I	Eblacas, Ruby Jean E.	F-2	24,045	0	0	11/25/21	839	24,884	7,092	495	0	361	187	7,284	281	15,700	40,583
	AD025		Dean's Office - CCS	Associate Professor	Tam, Wilson W.	L-13-c	76,457	0	0	08/01/22	446	76,903	21,917	0	0	1,115	187	3,936	468	27,623	104,526
	AD087	_	Dean's Office - CCS	Assistant Professor	*Vacant-Toves, R.T.	K-4-a	45,951	0	0	-	0	45,951	13,096	0	0	666	187	3,936	468	18,353	64,304
	AD164		Dean's Office - CCS	Assistant Professor	Lopez, II, Jose B.	K-9-c	57,196	0		08/01/22	334	57,530	16,396	495	0	834	187	4,673	248	22,833	80,363
	AD175		Dean's Office - CCS Dean's Office - CCS	Professor Assistant Professor	Datuin, Theresa Ann H. De Oro. Vera S.	M-12-b K-12-c	82,930 64.450	0		08/01/22	484 376	83,414 64.826	23,773 18.475	495	0	1,209	187 187	1,790 11.917	248 468	27,702 31.987	111,116 96,813
109 A	-D194	8000	Dean 3 Office - CC3	nasiatalit F101E3501	Total General Fu		10.342.417	0	0	08/01/22	100,064	10.442.482	2.976.107	44.054	0	340	32.912	706.234	45,298	31,987	14.398.503
190 A	AD024	6730	Nursing and Allied Health - PN	Instructor	Lee, William E.	J-5-d	43,216	0	0	Cond-LTA	0	43,216	12,317	0	0		187	1,790	248	15,168	58,384
191 A	AD045	_	Nursing and Allied Health - PN	Nursing & Allied Health Admini	Duenas, Dorothy-Lou	M-12-b	82,930	0		01/01/22	2,177	85,107	24,255	0	0	1,234	187	3,936	468	30,080	115,187
	AD058		Nursing and Allied Health - PN	Administrative Assistant	Mafnas, Tasi Marina B.	J-2	32,253	0	-	01/27/22	917	33,170	9,454	495	0		187	1,790	248	12,654	45,824
	AD083		Nursing and Allied Health - PN	Assistant Professor	Loveridge, Rosemary J.	K-15-a	71,193	0		08/01/22	415	71,608	20,408	0	0	1,050	187	1,790	248	23,671	95,280
194 A	AD162	6730	Nursing and Allied Health - PN	Instructor	Melegrito, Loressa M.	J-5-d	43,216	0	0	LTA	0	43,216	12,317	495	0	627	187	4,673	248	18,546	61,762
105 ^	AD049	7615	Assessment and Counseling - VG	Assistant Professor	Total Practical Nursing Fu Oliveros, Sharon I.	ınds (01): K-8-a	<b>272,808</b> 53,888	0	0	08/01/22	<b>3,509</b>	<b>276,317</b> 54,202	<b>78,750</b>	990 495	0	<b>4,007</b>	935 187	<b>13,979</b> 4,673	1,459 248	<b>100,120</b> 21,837	<b>376,437</b> 76,039
	AD049 AD163		Assessment and Counseling - VG Assessment and Counseling - VG	Assistant Professor Assistant Professor	Oliveros, Sharon J. Analista, Hernalin R.	K-8-a K-15-d	73,350	0		08/01/22	314 428	73,778	15,448 21.027	495 495	0	1.070	187	4,6/3	248 n	22,778	76,039 96,556
			Assessment and Counseling - VG Assessment and Counseling - VG	Assistant Professor	Rosario, Barbara A.	K-8-d	55,514	0		08/01/22	324	55,838	15,914	495	0	810	187	1,790	248	19,443	75,281
			Assessment and Counseling - VG	Associate Professor	Nanpei, Rose Marie D.	L-15-d	83,619	0		08/01/22	488	84,107	23,970	0	0	1,220	187	11,917	468	37,762	121,869
			*																		

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

				Input by	Department													Input by D	Department Department		
										Incre	ement				I	Benefits					
															(M)					(R)	1
	(A)			(B)	(C)	(D)						( <b>J</b> )	(K)	(L)	Social	(N)	(O)	(P)	(Q)	Total	(S)
	Position			Position	Name of	Grade/	(E)	(F)	(G)	(H)	(I)	(E+F+G+I)	Retirement	Retire (DDI)	Security	Medicare	Life	Medical	Dental	Benefits	(J+R)
No	. Number			Title 1/	Incumbent	Step S	Salary	Overtime	Special*	Date	Amt.	Subtotal	(J * 28.50%)	(\$19.01°26PP)	(6.2% * J)	(1.45% * J)	2/	(Premium)	(Premium)	(KthruQ)	TOTAL
199	AAD195	7615	Assessment and Counseling - VG	Instructor	See ABE J	-7-с	0	0	0	-	0	0	0	0	0	0	0	0	0	0	0
				Total	l Vocational Guidance Program Fun	ds (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.	-2	24,045	0	0	12/10/21	763	24,807	7,070	495	0	360	187	0	0	8,112	32,919
201	ASD012	5050	Continuing Education	Program Specialist	Cruz, Melvin D.	-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
				Т	Total Man Power Development Fun	ds (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: 10,9	,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

FUNCTIONAL AREA: Education and Culture DEPARTMENT/AGENCY: Guam Community College

> PROGRAM: Institutional FUND: Federal and NAF

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)
2/ FY 2021 GovGuam contribution for Life Insurance is \$187 per annum

ĺ													2/ FY 2021 G	ovGuam cont	ribution fo	r Life Insu	rance is \$1			<b>1</b>	
$\overline{}$		1 1		Input by	Department		1			Incre					D.,	nefits		Input by D	epartment	<del>                                       </del>	
_									-	Incre	ment				(M)	nents				(R)	
	(A)			(B)	(C)	( <b>D</b> )						( <b>J</b> )	(K)	(L)	Social	(N)	(O)	(P)	(Q)	Total	(S)
No	Position Number			Position Title 1/	Name of Incumbent	Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Date	(I) Amt.	(E+F+G+I) Subtotal	Retirement (J * 28,50%)	Retire (DDI) (\$19.01*26PP)	Security (6.2% * J)	Medicare (1.45% * J)	Life 2/	Medical (Premium)	Dental (Premium)	Benefits (K thru Q)	(J+R) TOTAL
1	PRE008	1050	Alumni Relations and Fundraising	Program Specialist	Maloney, Patrick F.	K-7-a	51,779	0	0 L			51.779	14,757	(013.01 2011)	(0.270 0)	751	187	0	0	15.695	67,474
2	NAF044		Facilities	Refrigeration Mechanic I	**Vacant-Mendiola, C.	H-3	28,568	0	0 -		0	28,568	8,142	495	0	414	187	8,676	344		46.826
3			Management Information Systems	Computer Technician I	Banu, Adrian	H-1	26,520	0	0.0	1/04/22	754	27,274	7,773	495	0	395	0	4,673	248	13,584	40,858
Δ	AAD200	_	Materials Management (Bookstore)	Administrative Aide	Castro, Esther Lynn A.	F-5	26,894	0		2/05/21	844	27,738	7,905	495	0	402	187	3,936	468		41,132
5	AAD077		, ,	Administrative Assistant	Pascua, Tara Rose A.	J-7	38,875	0		0/01/22	0.1	38.875	11.079	1,55	0	564	187	4,673	248		55.626
6	NAF002		Dean's Office - TPS	Word Processing Secretary II	**Vacant-Blas, B.J.	H-7	33,150	0	0 -	.0/01/22	0	33,150	9,448	0	0	481	187	3,936	248	14,299	47,449
7	NAF012		Dean's Office - TPS	Administrative Assistant	Hiura, Tamara Therese T.	J-8	40,077	0	, i	2/06/22	0	40,077	11,422	0	0	581	187	4,673	248	3 17,111	57,188
,	NAF010	6110	Automotive Technology	Instructor	Cejoco, Jose L.	J-15-a	62,450	0		8/01/22	364	62,814	17,902	0	0	911	187	4,073	240	19,000	81,814
0	NAF009	6220	Education - Early Childhood Educ	Assistant Professor	*Vacant-Lauilefue, E.	K-4-a	45,951	0	0	0/01/22	0	45,951	13,096	495	0	666	187	0	0	14,444	60,395
10	NAF048	6210	Education - Early Childridoù Educ	Instructor	Rosario, Kirsten L.	J-4-d	41,550	0	0 -	8/01/22	242	41,792	11,911	493	0	606	187	3,936	468	17,108	58,900
11	AAD054	6420	Criminal Justice Social Science SS	Assistant Professor	**Vacant-Roberto, J.	K-4-a	45,951	0	0 0	0/01/22	0	45,951	13,096	495	-	666	187	4,673	248	19,365	65,316
11	NAF020		Bus and VisCom - Visual Com		Healy, Paul J.	J-7-b	45,874	0	0 -	8/01/22	268	46,142	13,150	493	0	669	187	7,284	246	21,571	67,713
12	NAF040	6550	Bus and VisCom - Visual Com  Bus and VisCom - Visual Com	Instructor	,,	J-7-D J-5-c	45,874	0		8/01/22	250	43,038	12,266	495	- 0	624	187	11,917	468	25,957	68,994
13	AAD084	6810		Instructor	Cepeda, Nita Jeannette P.	J-5-с К-4-а	42,788 45,951	0	0 -	0/01/22	250	43,038 45,951	13,096	495	-	666	187	2,435	248	3 25,957	63,078
14	NAF025		Hospitality and Tourism Hospitality and Tourism	Assistant Professor Assistant Professor	**Vacant-Nery, P. *Vacant-Blas, D.J.	K-4-a K-4-a	45,951 45,951	0	0 -		0	45,951 45,951	13,096	495 495	0	666	187	2,435 11,917	248 468		72,780
15	AAD059		' '	Assistant Professor Instructor		J-13-b	45,951 58,248	0	0 -	8/01/22	340	45,951 58,588	13,096	495	0	850			468 248	26,829	72,780
16	AAD059 AAD120		Culinary and Foodservices Dean's Office - TSS	Administrative Aide	Kerner, Paul N. Duenas, Debbie C.	J-13-b F-10	31,809	0		3/13/22	340	31,809	9,066	0	- 0	850 461	187 187	1,790 4,673	248	19,772 14,635	78,359 46,444
1/					•			0			4.426			405	0						56,221
18	NAF052	7000	Dean's Office - TSS	Program Coordinator I	Damian, Eleanor A.	K-4	37,914	0		0/30/21	1,436	39,350	11,215	495	0	571	187	3,936	468	16,871	
19	NAF022		Math and Science - Science	Assistant Professor	Paulino, Ronaldo M.	K-8-a	53,881	0		8/01/22	314	54,195	15,446	495	0	786	187	4,673	248		76,030
20	AAD002	7220	Health Services Center	Administrative Assistant	Mesa, Genevieve P.	J-8	40,077	0		0/07/22	0	40,077	11,422	495	0	581	187	11,917	468	25,070	65,147
21	AAD137		English	Assistant Professor	Bollinger, Simone E.	K-10-c	59,519	0		8/01/22	347	59,866	17,062	495	0	868	187	2,435	281	21,327	81,194
22	NAF023		English	Assistant Professor	Dela Cruz, Tressa C.	K-9-a	56,069	0	0 0	8/01/22	327	56,396	16,073	495	0	818	187	2,435	281	20,288	76,684
23	NAF027		English	Assistant Professor	**Vacant-Ventura, D.	K-4-a	45,951	0	0 -		0	45,951	13,096	495	0	666	187	0	0	14,444	60,395
24	NAF043		Technology - Electronics	Instructor	Tyquiengco, Ricky S.	J-13-d	59,419	0		8/01/22	347	59,766	17,033	495	0	867	187	0	0	18,582	78,347
25	AAD201	7950	Ü	Library Technician I	Cayabyab, Dolores T.	F-8	29,883	0		1/22/22	711	30,594	8,719	0	0	444	187	0	0	9,350	39,944
26	NAF021		Dean's Office - CCS	Assistant Professor	Unten, Trisha D.	K-8-b	54,420	0		8/01/22	317	54,737	15,600	495	0	794	187	4,673	248		76,734
27	NAF024	8000	Dean's Office - CCS	Instructor	Maloney, Kathryn I.	J-7-a	45,420	0	0 0	8/01/22	265	45,685	13,020	495	0	662	187	0	0	14,365	60,050
					Total Non-Appropriated		1,194,939	0	0		7,126	1,202,065	342,589	8,415	0	17,430	4,862		6,470		1,691,094
28			Continuing Education	Program Specialist	Topasna, Yolonda T.	K-6-b	50,256	0	0 L		0	50,256	14,323	495	0	723	187	3,936	468	20,138	70,394
29	AAD126		v	Program Specialist	Taitano, Kimberly Ann L.	K-8-a	53,881	0		1/01/22	1,414	55,295	15,759	0	0	802	187	11,917	468		84,428
30	NAF003	5050	Continuing Education	Administrative Aide	Sarmiento, Launie Danielle N.	F-4	25,906	0		0/16/21	982	26,888	7,663	495	0	390	187	11,917	468	21,120	48,008
31			•	Program Specialist	Datuin, Bonnie Mae M.	K-10-d	60,114	0		1/01/22	1,578	61,692	17,582	0	0	895	187	11,917	468		92,741
32	NAF013	5050	Continuing Education	Test Examiner	Castro, Amanda T.	H-1	26,520	0	0 L	TA	0	26,520	7,558	495	0	385	187	4,673	248	13,546	40,066
33	NAF055	5050	Continuing Education	Program Coordinator II	**Vacant-Santos, E.	M-1	40,762	0	0 -		0	40,762	11,617	0	0	591	187	0	0	12,395	53,157
34	NAF039		Continuing Education	Program Coordinator I	Manglona, Yvonne D.	K-1	33,911	0	0 L		0	33,911	9,665	495	0	492	187	8,676	344		53,769
35	NAF056	5050	Continuing Education	Administative Aide	Mendiola, Tanya Rose C.	F-1	23,171	0	0 L		0	23,171	6,604	495	0	336	187	1,790	248	9,659	32,831
36	NAF058	5050	Continuing Education	Program Coordinator II	**Vacant-Gozo, K.L.	M-1	40,762	0	0 L		0	40,762	11,617	495	0	591	187	1,790	248		55,690
37	NAF051		Dean's Office - TPS	Program Specialist	Sablan, Fermina A.	K-10-b	58,929	0		1/01/22	1,547	60,476	17,236	495	0	877	187	1,790	248	-7	81,308
38	NAF054		Dean's Office - TPS	Administrative Aide	Rojas, Megann R.	F-1	23,171	0	0 L		0	23,171	6,604	495	0	336	187	0	0	7,622	30,793
39	NAF059		Nursing and Allied Health	Instructor	Wegner, Cheri L.	J-5-d	43,216	0	0 L		0	43,216	12,317	495	0	627	0	4,673	248	18,359	61,575
40	NAF060	6820	Culinary and Foodservices	Emergency Instructor	Kuranami, Natsumi S.	I-1-a	31,378	0	0 L		0	31,378	8,943	495	0	455	0	0	0	9,893	41,271
41	NAF042	6950	Construction Trades	Instructor	Camacho, Edward M.	J-3-a	38,735	0	0 L		0	38,735	11,039	495	0	562	0	0	0	12,096	50,831
42	NAF041	7810	Technology - Telecomunications	Assistant Professor	Lee, Byoung Yong	K-4-b	46,411	0	0 0	8/01/22	271	46,682	13,304	495	0	677	187	3,936	0	18,599	65,281
					Total Non-Appropriated		597,123	0	0		5,792	602,915	171,831	5,940	0	8,742	2,244	67,016	3,454		862,143
43	AAD195	6610	Adult Basic Education	Instructor	Muna-Barnes, Kayla Marie S.	J-3-a	38,741	0	0 L		0	38,741	11,041	495	0	562	0	0	0	12,098	50,839
44	FED016	6610	Adult Basic Education	Instructor	Pereda, John V.	J-3-a	38,735	0	0 L		0	38,735	11,039	495	0	562	0	1,446	248	13,790	52,525
45	FED039	6610	Adult Basic Education	Administrative Aide	Corcuera, Kiana P.	F-1	23,171	0	0 L		0	23,171	6,604	495	0	336	187	1,790	248	9,659	32,831
46	FED043	6610	Adult Basic Education	Program Specialist	Ulloa-Heath, Julie	K-7-d	53,348	0	0 0	1/01/22	1,400	54,748	15,603	495	0	794	187	1,790	248	19,117	73,865
47	FED038	6610	Adult Basic Education	Program Coordinator I	Pereda, Jaclyn L.	K-6	40,841	0	0 1	1/04/21	1,419	42,260	12,044	0	0	613	187	1,790	248	14,881	57,141
					Total Fed	eral Funds:	194,836	0	0		2,819	197,655	56,332	1,980	0	2,866	561	6,815	991	69,545	267,201
					G	rand Total:	1,986,899	0	0		15,737	2,002,636	570,751	16,335	0	29,038	7,667	183,095	10,915	817,802	2,820,438

FUNCTIONAL AREA: Educational and Culture DEPARTMENT/AGENCY: Guam Community College

PROGRAM: Institutional

FUND: General Fund and MDF

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)
2/ FY 2021 GovGuam contribution for Life Insurance is \$187 per annum

				Input by	Department									ovGuani conti				Input by De			
										Incre	ment				Ber	efits					
									i						(M)					(R)	
	(A) Position			(B) Position	(C) Name of	(D) Grade/	(E)	(F)	(G)	(H)	(I)	(J) (E+F+G+I)	(K) Retirement	(L) Retire (DDI)	Social Security	(N) Medicare	(O) Life	(P) Medical	(Q) Dental	Total Benefits	(S) (J+R)
No.	Number			Title 1/	Incumbent	Step	Salary	Overtime	Special*	Date	Amt.	Subtotal	(J * 26.97%)	(\$19.01*26PP)	(6.2% * J)	(1.45% * J)	2/	(Premium)	(Premium)	(K thru Q)	TOTAL
1	PRE004	1010	Office of the President	Administrative Secretary II	Guerrero, Bertha M.	1-9	38,048	0	0	09/19/21	101	38,149	10,289	495	0	553	186	4,672	248	16,443	54,591
2	PRE005	1010		President	Okada, Mary A.	R-16-a	185,378	0		01/01/21	4,866	190,244	51,309	0	0	2,759	186	5,031	1,301	60,585	250,829
3	PRE006	1010	Office of the President	Private Secretary	Muna, Esther A.	I-12	41,786	0	0	04/01/21	663	42,449	11,448	0	0	616	186	0	0	12,250	54,699
4	PRE007	_	P.O.S.T. Commission	Program Specialist	*Vacant-Santo Tomas, D.	K-8-c	54,974	0	0	-	0	54,974	14,827	495	0	797	186	0	0	16,305	71,279
5	AAD191	1030	Communications and Promotions	Graphic Artist Technician III	Cabrera, Angela S.	1-4	31,970	0		01/27/21	909	32,879	8,867	495	0	477	186	4,672	248	14,945	47,824
6	PRE002 ASD001	1030	Communications and Promotions	Assistant Director	Dela Rosa, John K.	0-4-a	77,610	0		01/01/22	0	77,610	20,931	495	0	1,125	186	0 676	242	22,738	100,348
/	ASD001 ASD004	1060		Administrative Assistant	Arceo, Josephine T.	J-16	51,455	0		08/14/21	272	51,727	13,951	495 495	0	750 615	186	8,676 1,790	343 248	24,401	76,128
8	ASD004 ASD016	1060	Planning and Development Planning and Development	Program Coordinator I Program Coordinator II	Rios, Theda R. Aguinde, Rosemarie C.	K-7 M-2	42,389 42.307	0		02/05/22 12/16/21	0	42,389 42.307	11,432 11.410	495	0	613	186 186	4,672	248	14,766 16.882	57,155 59.189
40	ASD016 ASD021		Planning and Development	Assistant Director	Perez, Doris C.	0-12-a	106,709	0		01/01/22	0	106,709	28,779	0	0	1,547	186	1,790	248	32,550	139,259
11	PRE009	1060	Planning and Development	Sustainability & Project Coordinator	Palacios, Francisco E.	L-10-a	66,513	0		01/01/22	0	66,513	17,939	495	0	964	186	2,435	281	22,300	88,813
12	AAD079	_	High School Equivalency	Test Examiner	Cruz, Evangeline P.	I-11	40,501	0		12/10/21	0	40,501	10,923	433	0	587	186	2,867	343	14,907	55,408
12	ASD009	1065	Facilities	Refrigeration Mechanic II	Mendiola, Corey James A.	1-3	30,803	0		02/10/21	778	31,581	8,517	494	0	458	186	8,676	343	18,674	50,255
14	ASD003		Facilities	Maintenance Worker	Toves, III, Albert S.	H-8	34,195	0		06/27/22	,,,	34,195	9,222	495	0	496	186	3,935	468	14,802	48,997
15	ASD022	1065	Facilities	Building Maintenance Superintendent	San Agustin, Inocencio J.	M-2	42,307	0		09/30/21	134	42,441	11,446	495	0	615	186	0,555	0	12,743	55,183
16	ASD036	1065	Facilities	Maintenance Worker	Blas, Jerome F.	H-9	35,277	0		03/20/22	0	35,277	9,514	0	0	512	186	2,435	281	12,927	48,204
17	ASD037	1065	Facilities	Maintenance Specialist	Roberto, Joey C.	1-7	35,744	0		06/28/21	378	36,122	9,742	495	0	524	186	4,672	248	15,867	51,989
18	ASD041	1065	Facilities	Maintenance Supervisor	Pritchard, Richard W.	L-6	44,682	0		02/23/21	1,129	45,811	12,355	495	0	664	186	7,283	281	21,264	67,075
19	ASD048	1065	Facilities	Electrician II	Quichocho, Patrick U.	J-2	32,253	0	0	11/25/21	0	32,253	8,699	495	0	468	186	8,676	343	18,867	51,120
20	ASD206	1065	Facilities	Maintenance Worker	Werimai, John J.	H-2	27,525	0	0	07/08/21	261	27,786	7,494	495	0	403	186	3,935	468	12,981	40,766
21	BFD022	3000	VP Finance and Administration	Vice President	Gerardo, Rodalyn A.	P-5-a	92,068	0	0	10/26/21	0	92,068	24,831	0	0	1,335	186	1,790	248	28,390	120,458
22	BFD013	3000	VP Finance and Administration	Administrative Assistant	Okada, Roma P.	J-2	32,253	0	0	03/11/21	713	32,966	8,891	495	0	478	186	3,935	468	14,453	47,419
23	ASD017	3000	VP Finance and Administration	Messenger Clerk	August, Shirley	D-1	19,040	0	0	03/16/21	421	19,461	5,249	495	0	282	186	0	0	6,212	25,672
24	BFD003	3010	Business Office	Accountant I	Mayo, Lucille A.	L-4	41,475	0	0	11/09/21	0	41,475	11,186	0	0	601	186	0	0	11,973	53,448
25	BFD004	3010	Business Office	Accountant I	Lam, Pik Man	L-6	44,682	0	0	08/16/21	282	44,964	12,127	0	0	652	186	1,790	0	14,755	59,719
26	BFD005	3010	Business Office	Accountant II	Guerrero, Carol A.	M-11	57,734	0	0	09/29/21	153	57,887	15,612	0	0	839	186	4,672	248	21,557	79,444
27	BFD008		Business Office	Cashier	Ibanez, Gina	F-1	23,171	0		01/04/22	0	23,171	6,249	495	0	336	0	4,672	248	12,000	35,171
28	BFD009	3010		Accounting Technician I	Mesa, Catherine S.	H-8	34,195	0		06/03/22	0	34,195	9,222	495	0	496	186	7,283	281	17,963	52,158
29	BFD010		Business Office	Accountant II	Santos Torres, Linda	M-10	55,958	0		02/10/21	1,184	57,142	15,411	0	0	829	186	4,672	248	21,346	78,488
30	BFD012	3010		General Accounting Supervisor	San Nicolas, Cheryl B.	P-8	71,561	0		02/18/22	0	71,561	19,300	0	0	1,038	186	0	0	20,524	92,085
31	BFD015	3010	Business Office	Accounting Technician II	Borja, Levonne G.	1-6	34,439	0		01/04/22	0	34,439	9,288	495	0	499	186	8,676	343	19,488	53,927
32	BFD029		Business Office	Controller	Limtuatco, Edwin E.	N-11-b	90,851	0		01/01/22	0	90,851	24,503	495	0	1,317	186	2,435	281	29,216	120,067
33	BFD030	3010		Accounting Technician I	Sablan, Darlynn T.	H-8	34,202	0		09/25/21	90	34,292	9,248	495	0	497	186	7,283	281	17,991	52,282
34	ASD002	3020	,	Systems Programmer	Bautista, Kenneth C.	N-12	65,779	0		06/06/22	120	65,779	17,741	405	0	954	186	1,790	248	20,918	86,697
35	ASD005 ASD006	3020 3020	Management Information Systems  Management Information Systems	Computer Technician Supervisor	De Roca, Victor F.	M-1 J-1	40,762 31,076	0		09/28/21 10/01/21	129	40,891 31,076	11,028 8,381	495 495	0	593 451	186 186	3,935 4,672	468 248	16,705 14,433	57,596 45,509
36	ASD006 ASD007	3020	,	Computer Technician II	Santos, James S. Reyes, Richard J.	J-1 K-7	42,389	0		01/29/21	1,009	43,398	11,704	495	0	629	186	4,672	248	17,440	60,837
38	ASD007	3020	,	Teleprocessing Network Coordinator	Marquez, Andrew C.	M-4	45,574	0		03/06/21	1,009	46,581	12,563	0	0	675	186	1,790	248	15,462	62,043
20	ASD008 ASD011	3020	Management Information Systems  Management Information Systems	Computer Systems Analyst II Teleprocessing Netwk Coord	Camacho, Christopher J.	K-9	45,574 45,122	0		03/06/21	1,007	45,122	12,563	0	0	654	186	2,435	248	15,462	60,847
40	ASD011 ASD025		Management Information Systems  Management Information Systems	Computer Technician II	Eblacas, Morris E.	J-3	33,476	0		03/17/22	740	34,216	9,228	495	0	496	186	3,935	281	14,621	48,836
41	ASD023	3020	Management Information Systems	Computer Systems Analyst II	Dacanay, Gerard L.	M-14	63,406	0		06/04/21	670	64,076	17,281	-55	0	929	186	3,935	468	22,799	86,876
42	ASD039	3020		Systems Programmer	Solidum, Catherine M.	N-6	54,214	0		02/08/21	1,369	55,583	14,991	495	0	806	186	4,672	248	21,398	76,981
43	BFD034	3020	Management Information Systems	Chief Info Technology Officer	Mesa, Joseph J.	N-3-a	65,422	0		10/26/21	0	65,422	17,644	495	0	949	0	0	0	19,088	84,510
44	BFD007	3030	Human Resources	Personnel Specialist III	Leon Guerrero, Gina G.	N-2	46,720	0		07/08/21	443	47,163	12,720	495	0	684	186	4,672	248	19,005	66,167
45	BFD023	3030		Personnel Specialist II	Camacho, Larissa W.	M-5	47,301	0		08/05/21	299	47,600	12,838	0	0	690	186	0	0	13,714	61,313
46	BFD025	3030	Human Resources	Personnel Specialist I	Siguenza, Rose Marie L.	L-10	50,931	0		07/12/21	404	51,335	13,845	0	0	744	186	4,672	248	19,695	71,030
47	BFD031	3030	Human Resources	Personnel Assistant I	Ramirez, Rebecca E.	H-2	27,518	0		12/23/21	0	27,518	7,422	495	0	399	186	4,672	203	13,377	40,895
48	BFD035	3030	Human Resources	Chief Human Resources Officer	San Nicolas, Apolline C.	N-6-b	74,457	0		01/01/22	0	74,457	20,081	0	0	1,080	186	1,790	248	23,384	97,841
49	BFD011	3040	Materials Management	Proc & Inventory Administrator	Evangelista, Joleen M.	M-12-b	82,930	0	0	01/01/21	0	82,930	22,366	0	0	1,202	186	1,790	248	25,792	108,722
50	BFD016	3040	Materials Management	Buyer II	Palacios, Patricia U.	1-8	36,878	0	0	05/08/22	0	36,878	9,946	0	0	535	186	7,283	281	18,231	55,109
51	BFD017	3040	Materials Management	Inventory Management Officer	Williams, Isaac K.	J-2	32,261	0	0	11/04/21	0	32,261	8,701	0	0	468	186	0	0	9,355	41,615
52	BFD018	3040	Materials Management	Supply Expediter	Teliu, Morgan	E-1	21,095	0	0	02/10/21	533	21,628	5,833	495	0	314	186	2,435	281	9,543	31,172
53	BFD032	3040	Materials Management	Buyer I	Manglona, Roland M.	H-4	29,650	0		04/15/21	562	30,212	8,148	0	0	438	186	0	0	8,772	38,984
54	BFD001	3045	Bookstore	Bookstore Manager	Okada, Daniel T.	L-7	46,375	0	0	02/08/21	1,993	48,368	13,045	495	0	701	186	0	0	14,427	62,795
55	BFD014		Student Financial Aid	Program Coordinator I	Fernandez, II Victor Paul M.	K-1	33,911	0		05/11/21	535	34,446	9,290	495	0	499	186	0	0	10,471	44,917
56	BFD026	3060	Student Financial Aid	Coordinator, Financial Aid	Rios, Esther A.	L-9-b	64,558	0	0	01/01/22	0	64,558	17,411	0	0	936	186	4,672	248	23,453	88,011

ſ			Input b	y Department		`	current)										Input by D	epartment		
									Incre	ement				Ber	nefits					
No.	(A) Position Number		(B) Position Title 1/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Date	(I) Amt.	(J) (E+F+G+I) Subtotal	(K) Retirement (J * 26.97%)	(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)	(R) Total Benefits (K thru Q)	(S) (J+R) TOTAL
57	3FD027 ASD020	3060 Student Financial Aid 3070 Environmental Health and Safet	Program Coordinator II  Safety Inspector I	Guerrero, Vivian C.	M-10 I-8	55,958 36,878	0	0	06/30/22	0	55,958 36,878	15,092 9,946	0	0	811 535	186 186	4,672 2,867	248 343	21,009 13.876	76,967 50,754
59	3FD033	3070 Environmental Health and Safet		Hosei, Huan F.	1-8 L-8-c	62,660	0		08/03/21	366		16,998	495	0	914	186		343 468	30,977	94,002
60	AAD078	5000 VP Academic Affairs	Vice President	Tudela, Virginia C.	P-11-a	116,902	0	C	10/01/21	0	116,902	31,528	0	0	1,695	186	11,916	468	45,794	162,696
61	AD001		Administrative Aide	Untalan, Frances E.	F-7	28,964	. 0		02/08/21	613		7,977	495	0	429	186	4,672	248	14,007	43,583
62		5020 Admissions	Coordinator, Admissions & Reg.	Quinata, Tina M.	M-6-d	64,666	0		01/01/22	0	64,666	17,440	0	0	938	186	11,916	468	30,948	95,614
63	AAD005	5020 Admissions 5020 Admissions	Records & Registration Tech Records & Registration Tech	Paulus, Vincent K. Masnayon, Edgar C.	H-9 H-10	35,287 36,407	0		10/02/21	0	35,287 36,407	9,517 9,819	495	0	512 528	186 186	4,672	248	10,710 15,453	45,997 51,860
65	AD128	5020 Admissions	Program Coordinator I	Guzman, Jacqueline K.	K-2	35,196	0		08/19/21	222		9,552	495	0	514	186	8,676	248	19,671	55,089
66	AD184		Records & Registration Superv	Concepcion, Marilyn L.	J-11	44,015	0	C	07/10/21	349		11,965	0	0	643	186		248	17,714	62,078
67	AD016			Montague, Marlena O.	O-9-a	94,699	0	C	01/01/21	0	94,699	25,540	0	0	1,373	186	4,672	248	32,019	126,718
68	AD039	,		Atoigue, Ana Mari C.	M-7	50,953	0		06/22/22	0	50,953	13,742	0 495	0	739	186 0	0	0	14,667	65,620
70	AAD213	5030 Assessment, Ins Effect & Resear 5050 Continuing Education	ch Administrative Aide Assistant Director	Pocaigue, Angela Mendiola, Denise M.	F-1 O-2-d	23,171 73,843	0		01/04/22 LTA	0	23,171 73,843	6,249 19,915	495	0	336 1,071	186	4,672 1,790	248 248	12,000 23,210	35,171 97,053
71	AD040		Dean (Acting)	Williams, Pilar A.	0-8-a	91,000	0		11/23/21	0	91,000	24,543	0	0	1,320	186	4,672	248	30,968	121,968
72	AD091	6000 Dean's Office - TPS	Associate Dean	**Vacant-Williams, P.	N-9-b	83,900	0	C	-	0	83,900	22,628	0	0	1,217	186	4,672	248	28,950	112,850
73	AD204		Associate Dean	Roberto, Joachim Peter	N-6-a	73,720	0	C	01/06/21	0	73,720	19,882	495	0	1,069	186		248	26,552	100,272
74	AD116 AD015	6000 Dean's Office - TPS	Administrative Assistant	Blas, Barbara J.	J-5	36,061	0		10/01/21	247	36,061	9,726	0 495	0	523	186 186	1,790	248	12,472	48,533
76	AAD015	6110 Automotive Technology 6110 Automotive Technology	Assistant Instructor Instructor	Cruz, Jesse Q. Flores, Joseph L.	I-8-c J-10-b	42,293 51,692	0		08/01/21	247 302	42,540 51,994	11,473 14,023	495	0	617 754	186	11,916 11,916	468 468	25,155 27,842	67,695 79,835
77	AD041	6110 Automotive Technology	Instructor	Pajarillo, Lyndon B.	J-11-d	54,873	0	C	08/01/21	320		14,886	0	0	800	186	7,283	281	23,436	78,629
78	AD141	6110 Automotive Technology	Assistant Professor	**Vacant-Blas, J.E.	K-4-a	45,951	. 0	C	-	0	45,951	12,393	495	0	666	186	0	0	13,740	59,691
79	AD144		Instructor	Tabunar, James M.	J-11-a	53,259	0	C	08/01/21	311		14,448	0	0	777	186	2,435	281	18,126	71,696
80	AAD150 AAD151		Instructor	Perez, Jonathan J. Lawcock, Danilo J.	J-5-b J-17-c	42,364 68,984	0		08/01/21	247 402		11,492 18,714	0	0	618 1,006	186 186		248 248	14,334 24,826	56,945 94,212
81		6110 Automotive Technology	Instructor	Dennis, Christopher T.	J-17-c J-14-c	61,220	0		08/01/21	357	61,577	16,607	0	0	893	186	4,672	248	17,686	79,263
83		6110 Automotive Technology	Instructor	Tudela, Erwin F.	J-16-a	64,986	0		08/01/21	379		17,629	0	0	948	186	0	0	18,763	84,128
84	AD154	6110 Automotive Technology	Instructor	Egana, Joel E.	J-10-c	52,209	0	C	08/01/21	305	52,514	14,163	495	0	761	186	11,916	468	27,989	80,503
85	AD155		Tool Mechanic	Josha, Golder C.	F-7	28,964	0	C	08/10/21	153		7,853	495	0	422	186		468	21,340	50,457
86	AD182 AD183	6150 Education - Cosmetology 6150 Education - Cosmetology	Instructor	Taman, Francine N. Aguon, Janice T.	J-3-a J-3-a	38,735 38,735	0		08/01/22	0 226	38,735 38,961	10,447 10.508	495 495	0	562 565	186 186	7,283 11.916	281 468	19,253 24.138	57,988 63,099
88	AD207			Smith, Tishawnna P.	J-3-d J-4	34,744	. 0		01/09/21	988	35,732	9,637	495	0	518	186	7,283	281	18,400	54,132
89	AD147		Assistant Professor	Ellen, Deborah	K-6-a	49,739	0		08/01/21	290	50,029	13,493	0	0	725	186	1,790	248	16,442	66,471
90	AD010			Palomo, Melissa L.	J-10-a	51,181	0	C	08/01/21	299	51,480	13,884	0	0	746	186	4,672	248	19,736	71,216
91	AD185	6220 Education - Early Childhood Edu		Postrozny, Marsha M.	M-15-d	95,326	0	C	08/01/21	556		25,859	0	0	1,390	186	2,435	281	30,151	126,033
92	AD176 AD186			Cruz, Donna M. Aguilar, Marina C.	M-17-c J-8	102,203 40.077	0		08/01/21	596 318		27,725 10.895	0 495	0	1,491 586	186 186	1,790 4.672	248 248	31,439 17.081	134,238 57,476
94	AD186			Concepcion, Jonah M.	K-8-a	53,881	0		08/01/21	314	-,	14,616	495	0	786	186	, .	281	18,304	72,499
95	AD053			Munoz, Jose U.	L-14-a	77,993	0	Č	08/01/21	455		21,157	0	0	1,137	186		248	27,401	105,849
96		6420 Health Services	Instructor	Franquez, Arwen A.	J-3-a	38,735	0		08/01/22	0	38,735	10,447	495	0	562	186	1,790	248	13,727	52,462
97	AD019		Emergency Instructor	Rowland, Christopher D.	I-1-a	31,378	0		LTA	0	31,378	8,463	495	0	455	0	0	0	9,413	40,791
98	AD130 AD188	6550 Bus and VisCom - Visual Com 6610 Adult Basic Education	Instructor Program Coordinator I	Lizama, Sean A. Joker, Darwin K.	J-3-d K-7	39,909 42,389	0		08/01/21	233 560	40,142 42,949	10,826 11,583	495	0	582 623	186 186	3,935 3,935	468 468	16,492 16,795	56,634 59,744
100	AD188	6710 Nursing and Allied Health	Instructor	Uchima, Katsuyoshi	J-16-b	65,636	0		08/01/21	383	66,019	17,805	0	0	957	186	7,283	281	26,512	92,531
101	AD156	ŭ	Instructor	Mui, Eva Marie L.	J-1-d	36,855	0		08/01/22	0		9,940	0	0	534	186	0	0	10,660	47,515
102	AD157		Assistant Instructor	Tyquiengco, Rolland R.	I-7-c	40,643	0	C	08/01/21	237		11,025	495	0	593	186	0	0	12,299	53,179
103	AD158	6710 Nursing and Allied Health	Assistant Instructor	Chua, John Patrick c.	I-7-a	39,842	0	0	Cond-LTA	0	39,842	10,745	495	0	578	0	0	0	11,818	51,660
104	AD159 AD196	6710 Nursing and Allied Health 6710 Nursing and Allied Health	Instructor Assistant Instructor	Mafnas, Barbara C. Repil, Mercy L.	J-17-b I-7-a	68,301 39,842	0	-	08/01/21 ITA	398		18,528 10,745	0 495	0	996 578	186	0	0	19,710 11.818	88,410 51,660
106	AD196 AD055	6810 Hospitality and Tourism	Assistant Professor	Ji, Eric Y.	K-8-a	59,012	0		08/01/21	344	00,0.2	16,008	495	0	861	186	2,435	281	19,771	79,127
107	AAD062		Assistant Professor	Aguilar, Norman L.	K-14-a	68,415	0		08/01/21	399	68,814	18,559	0	0	998	186	4,672	248	24,663	93,477
108	AAD063		Professor	Chong, Eric K.	M-17-c	102,203	0	C	08/01/21	596		27,725	0	0	1,491	186	,	343	32,611	135,410
109	AD066		Instructor	Ji, Minhee	J-3-a	38,735	0		08/01/22	0	,	10,447	495	0	562	186	1,790	248	13,727	52,462
110	AAD067 AAD068	6810 Hospitality and Tourism 6810 Hospitality and Tourism	Instructor Assistant Professor	Dingcong, David John P. Cruz, Carol R.	J-4-d K-16-b	41,530 74.825	0		08/01/21	242 436		11,266 20,298	495 0	0	606 1,091	186 186	3,935	0 468	12,553 25,978	54,325 101,240
112	AD069	6810 Hospitality and Tourism	Instructor	Cosico, Narciso H.	J-3-a	38,735	0		08/01/21	0	38,735	10,447	495	0	562	186	1,790	248	13,727	52,462
113	AD070		Administrative Aide	Quinata, Christine D.	F-6	27,907	0	C	04/20/21	529	28,436	7,669	495	0	412	186	2,867	343	11,972	40,408
114	AD057	6820 Culinary and Foodservices	Associate Professor	Schrage, Marivic C.	L-17-b	88,764	0	C	08/01/21	518		24,079	495	0	1,295	186	1,790	0	27,845	117,127
115	AD029		Emergency Instructor	Quitugua, Karen Rose J.	I-1-a	31,378	0		LTA	0	0 = , 0 . 0	8,463	495	0	455	186	2,435	281	12,314	43,692
116	AD060 AD065	6820 Culinary and Foodservices 6820 Culinary and Foodservices	Emergency Instructor Instructor	Callos, Philip Kelvin T. Evangelista, Frank F.	I-2-b J-16-b	32,979 65,636	0		LTA 08/01/21	383	- /	8,894 17,805	495 0	0	478 957	186	2,435 2,435	248 281	12,550 21,664	45,529 87,683
118	AD082	6820 Culinary and Foodservices	Emergency Instructor	Olarte, Regine Erika F.	I-1-a	31,378	0		LTA	0	31,378	8,463	495	0	455	190	4,672	248	14,333	45,711
119	AAD088	6820 Culinary and Foodservices	Instructor	Miranda, Kennylyn C.	J-4-a	40,308	0		08/01/21	235		10,934	495	0	588	186	4,672	248	17,123	57,666
120	AD098		Assistant Instructor	Haurillon, Bertrand J.	I-6-c	39,057	0	C	08/01/21	228		10,595	495	0	570	186	2,867	343	15,055	54,340
121	AD017	6950 Construction Trades	Emergency Instructor	Tenorio, Leonard A.	I-1-a	31,378	0		LTA	0	31,378	8,463	495	0	455	186	0	0	9,599	40,977

		Input by	Department								Input by Department								
								Incre	ment		Benefits								
(A) Position No. Number		(B) Position Title 1/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Date	(I) Amt.	(J) (E+F+G+I) Subtotal	(K) Retirement (J * 26.97%)	(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)	(R) Total Benefits (K thru Q)	(S) (J+R) TOTAL
122 AAD035		Assistant Professor	**Vacant-Santos, R.	K-4-a	45,951	0	C	08/01/21	268	46,219	12,465	495	0	670	186	4,672	248	18,736	64,955
123 AAD132		Associate Professor Assistant Instructor	Leon Guerrero, Catherine U. Yanger, Gil T.	L-13-d I-12-a	77,221 48,615	0		08/01/21 08/01/21	450 284	77,671 48,899	20,948 13,188	0 495	0	1,126 709	186	4,672	248	27,180 14,392	104,852 63,291
125 AAD135		Instructor	Quinata, Keith N.	J-3-a	38,735	0		Cond-LTA	0	38,735	10,447	495	0	562	0	0	0	11,503	50,238
126 AAD138		Assistant Instructor	Santos, David T.	I-11-b	47,185	0	C	08/01/21	275	47,460	12,800	495	0	688	0	0	0	13,983	61,443
127 AAD142		Instructor	Zilian, John E.	J-12-a	55,421 31.378	0	C	08/01/21 LTA	323	55,744	15,034 8.463	495 495	0	808 455	186	4,672	248	21,444 9.413	77,188
128 AAD160 129 AAD012		Emergency Instructor Associate Professor	Miranda, Kenneth R. Tam, Yvonne	I-1-a L-16-b	31,378 85,300	0		08/01/21	0 498	31,378 85,798	23,140	495	0	1,244	186	1,790	248	26,607	40,791 112,405
130 AAD023		Assistant Instructor	Chargualaf, Katherine M.	I-13-b	51,095	0		08/01/21	298	51,393	13,861	495	0	745	186	0	0	15,287	66,680
131 AAD030	ŭ	Instructor	Randle, Michelle D.	J-3-a	38,735	0	C	08/01/21	226	38,961	10,508	495	0	565	186	11,916	468	24,138	63,099
132 AAD031	8	Instructor Associate Professor	Cruz, Nenita P. Manzana, Amada A.	J-17-d L-16-b	69,674 85,300	0	0	08/01/21 08/01/21	406 498	70,080 85,798	18,901 23,140	0	0	1,016 1,244	186 186	1,790 3,935	248 468	22,140 28,973	92,221 114,770
134 AAD034		Assistant Professor	Guerrero, Norma R.	K-10-c	59,519	0		08/01/21	347	59,866	16,146	0	0	868	186	3,933	468	17,200	77,066
135 AAD169	ŭ	Assistant Professor	*Vacant-Wong, K.	K-4-a	45,951	. 0	C	LTA	0	45,951	12,393	495	0	666	186	4,672	248	18,660	64,611
136 AAD018		Professor	Pangelinan, Pilar C.	M-16-b	97,242	0		08/01/21	567	97,809	26,379	0	0	1,418	186		248	30,021	127,830
137 AAD027	6990 Bus and VisCom - Supv Mgmt 7000 Dean's Office - TSS	Assistant Professor Administrative Aide	Tupaz, Frederick Q. Bautista, Kimberly C.	K-9-a F-9	56,069 30.831	0		08/01/21 11/16/21	327	56,396 30,831	15,210 8.315	495	0	818 447	186 186	11,916 7,283	468 281	29,093 16,512	85,489 47.343
139 AAD006	7000 Academic Technology	Instructional Designer	**Vacant-Gima, W.	M-5-a	62,143	0		-	0	62,143	16,760	495	0	901	186	1,790	248	20,380	82,523
140 AAD042	7000 Dean's Office - TSS	Word Processing Secretary II	Cabatic, Antonia M.	H-24	56,138	0	C	12/03/21	0	56,138	15,140	0	0	814	186	7,283	281	23,704	79,842
141 AAD081		Program Specialist	Sison, Christine B.	K-14-a	68,415	0	C	01/01/22	0	68,415	18,452	0	0	992	186	3,935	468	24,032	92,447
142 AAD110	7000 Dean's Office - TSS 7000 Dean's Office - TSS	Dean Administrative Assistant	Chan, Michael L. Blas, Joanne M.	O-9-b J-3	95,646 33,476	0		01/01/22 04/29/21	634	95,646 34,110	25,796 9.199	0	0	1,387 495	186 186	2,435 1,790	281 248	30,084 11.918	125,730 46.028
144 AAD165	7000 Dean's Office - TSS	Associate Dean	Hartz, Ronald G.	N-10-a	86,442	. 0		01/01/22	034	86,442	23,313	0	0	1,253	186	4,672	248	29,673	116,115
145 AAD187		Program Specialist	Garcia, Ava M.	K-10-c	59,519	0	C	01/01/22	0	59,519	16,052	0	0	863	186	3,935	468	21,504	81,023
146 AAD101		Instructor	Torres, II, Carl E.	J-10-d	52,731	. 0	C	08/01/21	308	53,039	14,305 12,444	0	0	769 669	186 186	0	0 248	15,260	68,298
	7110 Math and Science - Math 7110 Math and Science - Math	Instructor Associate Professor	Roden, Wendell M. Lam, Steve S.	J-7-b L-13-c	45,874 76,457	0		08/01/21 08/01/21	268 446	46,142 76,903	20,741	495 0	0	1,115	186	1,790 8,676	343	15,832 31,061	61,974 107,964
149 AAD048		Professor	Sunga, Anthony Jay J.	M-11-d	81,296	0		08/01/21	474	81,770	22,053	0	0	1,186	186	3,935	468	27,828	109,598
150 AAD179	7120 Math and Science - Science	Associate Professor	Kerr, Jo Nita Q.	L-14-a	77,993	0	C	08/01/21	455	78,448	21,157	0	0	1,137	186	0	0	22,481	100,929
151 AAD180		Assistant Professor Administrative Aide	Jocson, John Michael U. Perez, Joshua Vincent O.	K-11-b F-1	61,322 23.171	0	C	08/01/21 02/10/21	358 585	61,680 23,756	16,635 6.407	0 495	0	894 344	186 186	3,935	468	22,118 7.433	83,798 31,189
152 AAD112 153 AAD117		School Aide II	Bamba, Joseph W.	G-3	26,638	0		04/01/21	505	27,143	7,320	495	0	394	186	4,672	248	13,315	40,458
154 AAD193		School Aide II	*Vacant-Delori, A.	G-1	24,729	0	C	-	0	24,729	6,669	495	0	359	186	11,916	468	20,093	44,822
155 AAD007		Program Coordinator II	Camacho, Johanna L.	M-8	52,562	0	C	06/07/22	0	52,562	14,176	495	0	762	186	4,672	248	20,539	73,101
156 AAD093		Administrative Aide Program Specialist	**Vacant-Santos, I.J. Fathal, James	F-17 K-5-d	39,583 49,266	0	0	- ITA	0	39,583 49,266	10,676 13,287	0 495	0	574 714	186 186	7,283 7,283	281 281	18,999 22,247	58,582 71,513
158 AAD143		Instructor	Bataclan, Emma R.	J-14-b	60,613	0		08/01/21	354		16,443	493	0	884	186	2,867	0	20,379	81,346
159 AAD080	7420 Center for Student Involvement	Program Specialist	Cruz, Gerald A.B.	K-7-d	53,348	0		01/01/22	0	53,348	14,388	0	0	774	186	4,672	248	20,267	73,615
160 AAD013		Program Coordinator I	Leon Guerrero, Latisha Ann N.	K-7	42,389	0	C	07/05/21	336		11,523	0	0	620	186	4,672	248	17,248	59,974
161 AAD009	0, 0,	Assistant Professor Associate Professor	**Vacant-Balbin, S. Concepcion, Tonirose R.	K-4-a L-10-b	45,951 67,180	0		- 08/01/21	392	45,951 67,572	12,393 18.224	0	0	666 980	186 186	4,672 1,790	248 248	18,165 21,428	64,116 88,999
163 AAD073	7610 Assessment and Counseling	Administrative Assistant	Anderson, Catherine B.	J-8	40,077	0		04/02/21	636	40,713	10,980	0	0	590	186	1,790	248	13,794	54,507
164 AAD102	7610 Assessment and Counseling	Associate Professor	Sablan, Sally C.	L-16-c	86,153	0	C	08/01/21	503	86,656	23,371	0	0	1,257	186	0	0	24,814	111,469
165 AAD103		Associate Professor	Terlaje, Patricia M.	L-16-b	85,300	0	0	08/01/21	498	85,798	23,140	0	0	1,244	186	0	0	24,570	110,367
166 AAD104	7610 Assessment and Counseling 7610 Assessment and Counseling	Associate Professor Associate Professor	Lizama, Troy E. Roberto, Anthony J.	L-16-a L-16-b	84,456 85.300	0		08/01/21 08/01/21	493 498	84,949 85,798	22,911 23,140	0	0	1,232 1,244	186 186	3,935	468	24,328 28,973	109,277 114,770
168 AAD131		Instructor	Arce, Imelda D.	J-17-b	68,301	0		08/01/21	398	68,699	18,528	0	0	996	186	0	0	19,710	88,410
169 AAD071		Program Specialist	Payne, John F.	K-13-c	67,067	0	C	01/01/22	0	67,067	18,088	0	0	972	186	4,672	248	24,166	91,233
170 AAD014		Professor Assistant Professor	Teng, Zhaopei Lee. Hee Suk	M-17-a K-13-b	100,189 66,403	0	0	08/01/21 08/01/21	584 387	100,773 66,790	27,179 18,013	0 495	0	1,461 968	186 186	1,790 1,790	248	30,863 21,453	131,637 88,243
171 AAD020		Assistant Professor Assistant Professor	**Vacant-Flores, Y.	K-13-b K-4-a	45,951	. 0		-	387	45,951	18,013	495 0	0	968 666	186	1,790 4,672	248	18,165	64,116
173 AAD025		Instructor	Calvo, Jr. Vito K.	J-4-a	40,308	0		08/01/21	235	40,543	10,934	495	0	588	186	3,935	468	16,606	57,149
174 AAD146		Professor	Tenorio, Juanita M.	M-15-a	92,523	0	C	08/01/21	540	93,063	25,099	0	0	1,349	186	4,672	248	31,554	124,617
175 AAD022 176 AAD037		Assistant Instructor Instructor	Marfega, Ronald T.	I-2-b J-3-a	32,979 38,735	0		LTA 08/01/21	0 226	32,979 38,961	8,894 10,508	495 495	0	478 565	186 186	4,672 8,676	248 343	14,974 20,773	47,953 59,734
176 AADU37		Instructor	Angay, Roderick R. Kuper, Terry F.	J-3-a J-16-d	38,735 66,955	0		08/01/21	391	67,346	10,508	495	0	977	186	1,790	343 248	21,363	88,709
178 AAD166	7810 Technology - Electronics	Assistant Instructor	Calbang, Joegines P.	I-3-d	35,008	0		08/01/21	204	35,212	9,497	495	0	511	186	4,672	248	15,608	50,821
179 AAD172	Ü,	Assistant Instructor	Mina, Anna Faye G.	I-2-b	32,979	0	C	LTA	0	32,979	8,894	495	0	478	186	1,790	248	12,091	45,070
180 AAD095		Assistant Professor Associate Professor	Matson, Christine B.  Neff, Bernard R.	K-11-c L-11-a	67,834 75,807	0		08/01/21 08/01/21	396 442	68,230 76,249	18,402 20,564	0	0	989 1,106	186 186	8,676 4,672	343 248	28,596 26,776	96,826 103,025
181 AAD096		Library Technician Supervisor	Sgambelluri, Juanita I.	J-12	45,411	0	- 0	02/23/22	0	45,411	12,247	0	0	658	186	3,935	468	17,495	62,906
183 AAD099	7950 Learning Resource Center	Library Technician II	Cheipot, Steve S.	H-10	36,407	0	C	09/30/21	96	36,503	9,845	495	0	529	186	1,790	248	13,093	49,596
184 AAD100		Library Technician I	Eblacas, Ruby Jean E.	F-2	24,045	0	0	11/25/21	380	24,045	6,485	495	0	349 949	186	7,283	281 468	15,078	39,123
185 AAD025		Assistant Professor Associate Assistant	Tam, Wilson W. *Vacant-Toves, R.T.	K-12-d K-4-a	65,095 45,951	0		08/01/21	380 n	65,475 45,951	17,659 12,393	0	0	949 666	186 186	3,935	468 468	23,197 17.648	88,671 63,599
100 AAD007				N 7 0	43,331			<b></b>		13,331	12,333	U	- 0	000	100	5,555	700	1.,040	55,555

				Input by	Department							Input by Department									
										Incre	ment				Ber	nefits					
															(M)					(R)	
	(A)			(B) Position	(C)	(D)		_		(H)	(I)	(J)	(K) Retirement	(L) Retire (DDI)	Social Security	(N) Medicare	(O) Life	(P) Medical	(Q) Dental	Total	(S)
No.	Position Number			Position Title 1/	Name of Incumbent	Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	Date	Amt.	(E+F+G+I) Subtotal	(J * 26.97%)		(6.2% * J)	(1.45% * J)	2/			Benefits (K thru O)	(J+R) TOTAL
187	AAD164	8000	Dean's Office - CCS	Assistant Professor	Lopez, II, Jose B.	K-8-d	55,514	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	0	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	0	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	<b>Vocational Guidance Program</b>	Funds (01):	245,491	0	0		1,432	246,923	66,595	1,485	0	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
				Т	otal Man Power Development	Funds (04):	77,393	0	0		0	77,393	20,873	990	0	1,122	372	4,672	248	28,277	105,670
					G	rand Total:	10,752,639	0	0		57,025	10,809,664	2,915,366	48,014	0	156,740	34,968	747,844	48,204	3,951,136	14,760,800

#### FUNCTIONAL AREA: Educational and Culture

#### DEPARTMENT/AGENCY: Guam Community College

#### PROGRAM: Institutional

FUND: Special Funds

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable) 2/ FY 2021 GovGuam contribution for Life Insurance is \$187 per annum

1											2/ FY 2021 Go	, Guini conti		Life Insur	unce 15 ¢			Ì		
-		T	Input by	Department Increment Renefits						Department										
No.	(A) Position Number		(B) Position Title 1/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) (H) Special* Date	(I)	(J) (E+F+G+I) Subtotal	(K) Retirement (J * 26.97%)	(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)	Pay Stat	(R) Total Benefits (Kthru O)	(S) (J+R) TOTAL
1	1010	Office of the President	Assistant to the President	Camacho, Francisco C.	0-10-c	100,525	0	0 LTA	0	100,525	27,112	0	0	1,458	186	8,676	343		37,774	138,299
2	PRE008 1050	Alumni Relations and Fundraising	Program Specialist	Maloney, Patrick F.	K-7-a	51,779	0	0 LTA	0	51,779	13,965	0	0	751	186	0	0	26	14,902	66,681
3	NAF044 1065	Facilities	Refrigeration Mechanic I	**Vacant-Mendiola, C.	H-3	28,568	0	0 -	0	28,568	7,705	495	0	414	186	8,676	343	26	17,819	46,387
4	NAF014 3020	Management Information Systems	Computer Technician I	Banu, Adrian	H-1	26,520	0	0 01/04/22	0	26,520	7,152	495	0	385	0	4,672	248	26	12,952	39,472
5	AAD200 3045	Materials Management (Bookstore)	Administrative Aide	Castro, Esther Lynn A.	F-5	26,894	0	0 12/05/21	0	26,894	7,253	495	0	390	186	3,935	468	26	12,727	39,622
6	AAD077 6000	Dean's Office - TPS	Administrative Assistant	Pascua, Tara Rose A.	J-6	37,427	0	0 04/01/21	724	,	10,289	0	0	553	186	4,672	248	26		54,099
7	NAF002 6000	Dean's Office - TPS	Word Processing Secretary II	**Vacant-Blas, B.J.	H-7	33,150	0	0 -	0	33,150	8,941	0	0	481	186	3,935	248	26	13,790	46,940
8	NAF012 6000	Dean's Office - TPS	Administrative Assistant	Hiura, Tamara Therese T.	J-7	38,845	0	0 06/06/21	411	39,256	10,587	0	0	569	186	4,672	248	26	16,262	55,518
9	NAF010 6110	Automotive Technology	Instructor	Cejoco, Jose L.	J-14-b	60,613	0	0 08/01/21	354	60,967	16,443	0	0	884	186	0	0	26		78,479
10	NAF009 6220 NAF048 6210	Education - Early Childhood Educ Education	Assistant Professor	*Vacant-Lauilefue, E.	K-4-a J-4-a	45,951	0	0 -	225	45,951 40,543	12,393	495	0	666	186	2.025	0 468	26 26	13,740 16,111	59,691
11	AAD054 6420	Criminal Justice Social Science SS	Instructor Assistant Professor	Rosario, Kirsten L. **Vacant-Roberto, J.	J-4-a K-4-a	40,308 45,951	0	0 08/01/21	235	40,543	10,934 12,393	495	0	588 666	186 186	3,935 4,672	248	26		56,654 64.611
12	NAF020 6550	Bus and VisCom - Visual Com	Instructor	Healy, Paul J.	J-6-c	44,525	0	0 08/01/21	260	44,785	12,078	493	0	649	186	7,283	281	26	20,478	65,262
14	NAF040 6550	Bus and VisCom - Visual Com	Instructor	Cepeda, Nita Jeannette P.	J-6-C J-4-d	44,525	0	0 08/01/21	242	44,783	11,266	495	n	606	186	11.916	468	26	24,937	66,709
15	AAD084 6810	Hospitality and Tourism	Assistant Professor	**Vacant-Nery, P.	K-4-a	45,951	0	0 -	0	45,951	12,393	495	0	666	186	2,435	248	21		62,374
16	NAF025 6810	Hospitality and Tourism	Assistant Professor	*Vacant-Blas, D.J.	K-4-a	45,951	0	0 -	0	45,951	12,393	495	0	666	186	11,916	468	26		72,075
17	AAD059 6820	Culinary and Foodservices	Instructor	Kerner, Paul N.	J-12-c	56,535	0	0 08/01/21	330	56,865	15,336	0	0	825	186	1,790	248	26		75,249
18	AAD120 7000	Dean's Office - TSS	Administrative Aide	Duenas, Debbie C.	F-10	31,809	0	0 03/13/22	0	31,809	8,579	0	0	461	186	4,672	248	26	14,146	45,955
19	NAF052 7000	Dean's Office - TSS	Program Coordinator I	Damian, Eleanor A.	K-4	37,914	0	0 10/30/21	0	37,914	10,225	495	0	550	186	3,935	468	26	15,859	53,773
20	NAF054 6000	Dean's Office - TPS	Administrative Aide	**Vacant-Toves, J.	F-3	24,960	0	0 -	0	24,960	6,732	495	0	362	186	11,916	468	26	20,185	45,145
21	NAF022 7120	Math and Science - Science	Assistant Professor	Paulino, Ronaldo M.	K-7-b	52,297	0	0 08/01/21	305	52,602	14,187	495	0	763	186	4,672	248	26	20,550	73,153
22	AAD002 7220	Health Services Center	Administrative Assistant	Mesa, Genevieve P.	J-7	38,845	0	0 04/07/21	616	39,461	10,643	495	0	572	186	11,916	468	26	24,280	63,741
23	AAD137 7750	English	Assistant Professor	Bollinger, Simone E.	K-9-d	57,768	0	0 08/01/21	337	58,105	15,671	495	0	843	186	2,435	281	26	19,910	78,015
24	NAF023 7750	English	Assistant Professor	Dela Cruz, Tressa C.	K-8-b	54,420	0	0 08/01/21	317	54,737	14,763	495	0	794	186	2,435	281	26	18,953	73,690
25	NAF027 7750		Assistant Professor	**Vacant-Ventura, D.	K-4-a	45,951	0	0 -	0	45,951	12,393	495	0	666	186	0	0	26	13,740	59,691
26	NAF043 7810	Technology - Electronics	Instructor	Tyquiengco, Ricky S.	J-13-a	57,672	0	0 08/01/21	336	58,008	15,645	495	0	841	186	0	0	26	17,167	75,175
27	AAD201 7950	Learning Resource Center	Library Technician I	Cayabyab, Dolores T.	F-7	28,964	0	0 01/22/21	689	29,653	7,997	0	0	430	186	0	0	26	8,613	38,267
28	NAF021 8000 NAF024 8000	Dean's Office - CCS Dean's Office - CCS	Assistant Professor	Unten, Trisha D.	K-7-c	52,820 44.084	0	0 08/01/21	308	53,128 44,341	14,329	495	0	770 643	186 186	4,672	248	26	20,700	73,828
29	NAFU24 8000 8000	Dean's Office - CCS	Instructor Assistant Professor	Maloney, Kathryn I.  **Vacant-Pocaigue, R.	J-6-b K-4-a	44,084	0	0 08/01/21	257	44,341	11,959	495	0	643	186	U	U	26	13,283	57,624
30	8000	Deall's Office - CCS	ASSISTANT Professor	Total Non-Appropriated		1,447,486	843,882	849,604	1,661,727	1,664,915	360,666	27,822	24,120	153,960	142,329	137,844	529,935	2,348,837	2,348,114	1,826,181
31	AAD122 5050	Continuing Education	Program Specialist	Topasna, Yolonda T.	K-6-b	50,256	043,002	0 LTA	1,001,727	50,256	13,554	495	0	729	186	3,935	468	26	19,367	69,623
32	AAD126 5050	Continuing Education	Program Specialist	Taitano, Kimberly Ann L.	K-8-a	53,881	0	0 01/01/22	0	53,881	14,532	-133	0	781	186	11,916	468	26	27,883	81,764
33	NAF003 5050	Continuing Education	Administrative Aide	Sarmiento, Launie Danielle N.	F-4	25,906	0	0 10/16/21	0	25,906	6,987	495	0	376	186	11,916	468	26	20,428	46,334
34	NAF004 5050	Continuing Education	Program Specialist	Datuin, Bonnie Mae M.	K-10-d	60,114	0	0 01/01/22	0	60,114	16,213	0	0	872	186	11,916	468	26	29,654	89,768
35	NAF013 5050	Continuing Education	Test Examiner	Castro, Amanda T.	H-1	26,520	0	0 LTA	0	26,520	7,152	495	0	385	186	4,672	248	26	13,138	39,658
36	NAF055 5050	Continuing Education	Program Coordinator II	**Vacant-Santos, E.	M-1	40,762	0	0 -	0	40,762	10,994	0	0	591	186	0	0	26	11,771	52,533
37	NAF039 5050	Continuing Education	Program Coordinator I	Manglona, Yvonne D.	K-1	33,911	0	0 LTA	0	33,911	9,146	495	0	492	186	8,676	343	26	19,338	53,249
38	NAF056 5050	Continuing Education	Administative Aide	Mendiola, Tanya Rose C.	F-1	23,171	0	0 LTA	0	23,171	6,249	495	0	336	186	1,790	248	26	9,304	32,475
39	NAF058 5050	Continuing Education	Program Coordinator II	**Vacant-Gozo, K.L.	M-1	40,762	0	0 LTA	0	40,762	10,994	495	0	591	186	1,790	248	26	14,303	55,065
40	NAF051 6000	Dean's Office - TPS	Program Specialist	Sablan, Fermina A.	K-10-b	58,929	0	0 01/01/22	0	58,929	15,893	495	0	854	186	1,790	248	26	19,466	78,395
41	NAF054 6000	Dean's Office - TPS	Administrative Aide	Rojas, Megann R.	F-1	23,171	0	0 LTA	0	23,171	6,249	495	0	336	186	0	0	26	7,266	30,437
42	NAF059 6710	Nursing and Allied Health	Instructor	Wegner, Cheri L.	J-5-d	43,216	0	0 LTA	0	43,216	11,655	495	0	627	0	4,672	248	21	17,697	60,913
43	NAF060 6820	Culinary and Foodservices	Emergency Instructor	Kuranami, Natsumi S.	I-1-a	31,378 38,735	0	0 LTA 0 LTA	0	31,378 38,735	8,463 10,447	495 495	0	455 562	0	0	0	21	9,413 11,503	40,791 50,238
44	NAF042 6950 NAF041 7810	Construction Trades	Instructor	Camacho, Edward M.	J-3-a K-4-b	38,735 46,411	0	0 LIA 0 08/01/22	0	38,735 46,411	10,447	495 495	0	673	186	2 025	0	21 26	17,806	64,217
45	NAF041 7810	Technology - Telecomunications	Assistant Professor	Lee, Byoung Yong  Total Non-Appropriated		597,123	0	0 08/01/22	0	597,123	12,517 161,044	5,940	0	8,658	2,232	3,935 <b>67,009</b>	3,453	375		845,460
46	AAD195 6610	Adult Basic Education	Instructor	Muna-Barnes, Kayla Marie S.	J-3-a	38,741	0	0 LTA	0	38,741	10,448	495	0	562	2,232	07,009	0,433	21	11.505	50,246
47	FED016 6610		Instructor	Pereda, John V.	J-3-a J-3-a	38,735	n	0 LTA	0	38,735	10,448	495	n	562	0	1,446	248	21	,	51,932
48	FED039 6610	Adult Basic Education	Administrative Aide	Corcuera, Kiana P.	F-1	23,171	0	0 LTA	0	23,171	6,249	495	0	336	186	1,790	248	26	9,304	32,475
49	FED043 6610	Adult Basic Education	Program Specialist	Ulloa-Heath, Julie	K-7-d	53,348	0	0 01/01/22	0	53,348	14,388	495	0	774	186	1,790	248	26	17,880	71,228
50	FED038 6610		Program Coordinator I	Pereda, Jaclyn L.	K-6	40,841	0	0 11/04/21	0	40,841	11,015	0	0	592	186	1,790	248	26	13,831	54,672
				Total Fed	deral Funds:	194,836	0	0	0	194,836	52,547	1,980	0	2,825	558	6,815	991	120	65,717	260,553
				G	irand Total:	2,239,446	843,882	849,604	1,661,727	2,456,874	574,257	35,742	24,120	165,444	145,119	211,668	534,380	2,349,332	2,662,167	2,932,194

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

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

	Α	В	С	D	E	F	G	Н	1
				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**

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

**Program:** Institutional

Tablet

Equipment Computer Equipment

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,			Produce videos to promote programs, update OCP video and editing capacity, procure
computer program updates	1	100%	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
nstructional 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

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

100%

100% 100% Resources for student learning

Basic video recording equipment

Purchase of instructional materials such as games, flashcards, books, dictionaries and

A	В	С	D	E	F	G
Transaction/ Obligation Date	Transaction Type	Vendor	General Fund (\$)	Special Fund (\$)	Federal Fund (\$)	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.

 $\label{lem:column B: Transaction Type such as personnel action, contracts, etc.$ 

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.

### FY2022 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2

ALL Departments

GENERAL FUND - 01

OBJ	ECT CODE / CATEGORY	AMOUNT REQUESTER			
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	
		7710	English	143,502	
		7750 7810	Computer Networking	211,766	
		7950	Learning Resource Center	211,766 257,674	
		7 400	LEADURG RESOURCE CERTER	/3/ D/4	

### FY2022 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2

GENERAL FUND - 01

ALL Departments

овј	ECT CODE / CATEGORY	DEPAR	ΓΜΕΝΤ	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 7510	Center for Student Involvement	39,711
		7510 7610	Office Technology	41,946
		7610 7615	Assessment & counseling	125,664
		7615 7620	Vocational Guidance	101,820
		7620 7620	Enrollment Services	21,386
		7630	Office of Accommodative Services	25,722
		7710	Computer Science	75,273 53,473
		7750 7840	English	53,173
		7810	Computer Networking	89,276

## FY2022Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2

GENERAL FUND - 01

	•	
ALL	Department	S

OBJ	ECT CODE / CATEGORY	DEPAR <sup>-</sup>	TMENT	AMOUNT REQUESTED
120	Benefits-Full Time	7950 8000	Learning Resource Center Developmental Education	107,046 128,499
		TOTAL	BENEFITS-FULL TIME	\$4,157,961
220	Travel: Local Mileage	1020	Guam P.O.S.T. Commission	2,500
220	Travel: Looal Mileage	1062	Sustainability	75
		TOTAL	TRAVEL: LOCAL MILEAGE	\$2,575
220	Contractual Services	1000	Board of Trustees	3,637
230	Contractual Services	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 7610	Office Technology	500
		7610 7615	Assessment & counseling Vocational Guidance	6,169
		7615 7630	Office of Accommodative Services	2,980 176
		7950	Learning Resource Center	13,682
			CONTRACTUAL SERVICES	\$1,366,341
240	Supplies & Materials	1020	Guam P.O.S.T. Commission	500
<b>24</b> 0	Supplies & Materials	1020	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

## FY2022Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2

GENERAL FUND - 01

ALL Departments		
OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
240 Supplies & Materials	5030 Assessment, Institutional Effectiveness and	Res 500
	0000 D Office TDO	F00

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				
250	Equipment	<b>TOTAL</b> 1030 1065	Office of Communications & Promotions Facilities	3,500	
250	Equipment	1030	Office of Communications & Promotions	3,500 12,278	
250	Equipment	1030 1065	Office of Communications & Promotions Facilities Business Office	3,500 12,278 300	
250	Equipment	1030 1065 3010	Office of Communications & Promotions Facilities Business Office Management Information Systems	3,500 12,278 300 25,105	
250	Equipment	1030 1065 3010 3020	Office of Communications & Promotions Facilities Business Office	3,500 12,278 300	
250	Equipment	1030 1065 3010 3020 3040	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management	3,500 12,278 300 25,105 1,500	
250	Equipment	1030 1065 3010 3020 3040 6000	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS	3,500 12,278 300 25,105 1,500 177	
250	Equipment	1030 1065 3010 3020 3040 6000 6410	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice	3,500 12,278 300 25,105 1,500 177 400	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician	3,500 12,278 300 25,105 1,500 177 400 2,500	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism	3,500 12,278 300 25,105 1,500 177 400 2,500 100	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820 6970	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services Marketing	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637 222	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820 6970 7110	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services Marketing Math	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637 222 1,800	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820 6970 7110 7120	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services Marketing Math Science	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637 222 1,800 4,800	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820 6970 7110 7120 7210	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services Marketing Math Science Student Support Services	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637 222 1,800 4,800 2,494	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820 6970 7110 7120 7210 7610	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services Marketing Math Science Student Support Services Assessment & counseling	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637 222 1,800 4,800 2,494 315	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820 6970 7110 7120 7210 7610 7615	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services Marketing Math Science Student Support Services Assessment & counseling Vocational Guidance	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637 222 1,800 4,800 2,494 315 2,080	
250	Equipment	1030 1065 3010 3020 3040 6000 6410 6430 6810 6820 6970 7110 7120 7210 7610 7615 7630	Office of Communications & Promotions Facilities Business Office Management Information Systems Materials Management Dean's Office - TPS Criminal Justice Emergency Medical Technician Hospitality and Tourism Culinary & Food Services Marketing Math Science Student Support Services Assessment & counseling Vocational Guidance Office of Accommodative Services	3,500 12,278 300 25,105 1,500 177 400 2,500 100 1,637 222 1,800 4,800 2,494 315 2,080 266	

### FY2022Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2

GENERAL FUND - 01

**ALL Departments** 

OBJECT CODE / CATEGORY		DEPART	MENT	AMOUNT REQUESTED
250	Equipment	7950	Learning Resource Center	4,487
		TOTAL	EQUIPMENT	\$65,122
290	Miscellaneous Expense	1000 6410 6620 7110 7120 8000	Board of Trustees Criminal Justice Adult High School Math Science Developmental Education	4,200 1,000 43,394 68 100 599
		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

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

#### **GOALS AND OBJECTIVES:**

- 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:

- FOLLOW AND IMPLEMENT AN ESTABLISHED SCHEDULE FOR THE PERIODIC EVALUATION OF BOARD POLICIES, INCLUDING MISSION STATEMENT & BOT MEMBERSHIP HANDBOOK.
- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	01	AL SERVICES ANNUAL MEMBERSHIP DUES: ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)	1	3,637	\$3,637	MEMBERSHIP RENEWAL
			1		\$3,637	1 line item(s)
MISCI 2	E <b>LLANI</b> 01	EOUS EXPENSE BOARD OF TRUSTEES	7	600	\$4,200	STIPENDS
			7		\$4,200	1 line item(s)
TOTA	L BUD	GET REQUESTED	8		\$7,837	2 line item(s)

## 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	JAL 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)
TOTA	L BUD	GET REQUESTED	5		\$50,000	5 line item(s)

## 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** 

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVI	<b>EL: LO</b> ( 01	CAL MILEAGE 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 TRAININ (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)
SUPPL 9		MATERIALS 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, REPRINTING BUSINESS CARDS; PENS, FASTENERS, FOLDERS, LABELS, BINDERS, FLASHDRIVES, COMPUTER SUPPLIES/
			1		\$500	1 line item(s)
TOTA	L BUD	GET REQUESTED	2		\$3,000	2 line item(s)

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

#### **GOALS AND OBJECTIVES:**

- 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:

- 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.
- 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.

## Guam Community College FY 2022 Budget Request by Department

### **OFFICE OF COMMUNICATIONS & PROMOTIONS**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	JAL 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 DEVELPMENT, 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)
EQUIP	MENT					
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)
TOTA	L BUD	GET REQUESTED	17		\$27,296	6 line item(s)

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

#### **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 COMPARFED 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

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

## 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>TRAV</b> 1	E <b>L: LO</b> 01	CAL MILEAGE TRAVEL	1	75	\$75	MILEAGE - LOCAL & STEEP
			1		\$75	1 line item(s)
		AL SERVICES	_	4 4 0 0 0	44 4 000	CUCTANUADULTY DIAGNACINA IN OF COLAD CIDEFT LIGHT
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 & ACTIVITIE
			2		\$52,000	2 line item(s)
SUPPL 19	01	MATERIALS SUPPLIES & MATERIALS	1	500	\$500	SUSTAINABILITY - EDUCATIONAL PROJECTS AND ACTIVITIES
			1		\$500	1 line item(s)
TOTA	L BUD	GET REQUESTED	4		\$52,575	4 line item(s)

## 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 WTH THE REQUESTER WITHIN 5 BUSINESS DAYS.
- 3. 90% OF THE PROJECTS WILL BE COMPLETED BY AUGUST 30TH ANNUALLY.

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

# Guam Community College FY 2022 Budget Request by Department FACILITIES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTI	RACTU 01	J <b>AL SERVICES</b> 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)
SUPPL 24	IES & 1 01	MATERIALS SUPPLIES & MATERIALS	96	500	\$48,000	CUSTODIAL
			96		\$48,000	1 line item(s)
EQUIP 25	<b>MENT</b> 01	EQUIPMENT	12	1,023	\$12,278	
			12		\$12,278	1 line item(s)
<b>POWE</b> 26	<b>R</b> 01	UTILITIES	12	74,813	\$897,756	POWER
			12		\$897,756	1 line item(s)
<b>WATE</b> 27	<b>R/SEW</b> 01	<b>ER</b> UTILITIES	12	7,364	\$88,364	WATER/SEWER
			12		\$88,364	1 line item(s)
TELEP 28	<b>PHONE</b> 01	/TOLL UTILITIES	12	7,198	\$86,376	TELEPHONE - GTA (DSL & VOIP) & PDS
			12		\$86,376	1 line item(s)
TELEP 29	<b>PHONE</b> 01	<b>/FAX</b> UTILITIES	1	166	\$166	TELEPHONE - FAX & LONG DISTANCE
			1		\$166	1 line item(s)
TOTA	L BUD	GET REQUESTED	160	\$1	,421,471	9 line item(s)

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

### **GOALS AND OBJECTIVES:**

- 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:

- 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.
- ANNUAL BUDGET, FEDERAL REPORTING REQUIREMENTS AND AUDIT ARE COMPLETED WITHIN THE REQUIRED TIMEFRAME AND WITH MINIMAL NEGATIVE RESPONSES OR FINDINGS.

- 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)

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)

## 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:**

- 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU 01	AL SERVICES  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)
SUPPL	IES & 1	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)
EQUIP	MENT					
8	01	EQUIPMENT - IT NON CAPITAL	1	300	\$300	UPS, EXTERNAL DRIVE
			1		\$300	1 line item(s)
TOTA	L BUD	GET REQUESTED	8		\$33,450	6 line item(s)

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

### **GOALS AND OBJECTIVES:**

- 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.
- IN 7 DAYS OR LESS, MAINTAIN AN AVERAGE OF 90% COMPLETION OF ALL WORK ORDERS FOR COMPUTER TECHNOLOGY AND ERP SYSTEMS-RELATED WORK.
- 99.99% OF ALL CURRENT AND FUTURE UPGRADE NEEDS OF ON PREMISE AND CLOUD-BASED SYSTEMS ARE OPTIMALLY AND SUFFICIENTLY CONFIGURED.

- 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.
- ON-PREMISE AND CLOUD-BASED SYSTEMS WILL BE UPGRADED IN SYSTEM CAPACITY AND CAPABILITIES TO MEET INSTITUTIONAL AND USER DEMANDS.

### Guam Community College FY 2022 Budget Request by Department

### MANAGEMENT INFORMATION SYSTEMS

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTI	RACTU	JAL 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	REQIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
12	01	MAINTENANCE OF BANNER PERPETUAL SOFTWARE RENEWAL (BDMS, XTENDER, & LUMINIS)	1	64,208	\$64,208	REQIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
13	01	MAINTENANCE OF ORACLE LICENSING	1	50,549	\$50,549	REQIREMENTS AS PART OF CONTRACT FOR ELLUCIAN
14	01	EVISION FORMFUSION INTELLECHECK	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)
SUPPL	IES &	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)
EQUIP						
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

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)
TOTA	L BUI	DGET REQUESTED	56	3	\$249,721	19 line item(s)

## 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTI	UAL SERVICES		_		
30	01	SHRM MEMBERSHIP	1	219	\$219	REFERENCE MATERIALS & ON-LINE SERVICES
20	21	21211451405001110		225	<b>4025</b>	DEFEDENCE MATERIAL C & ON LINE CEDWICE
29	01	CUPA MEMBERSHIP	1	925	\$925	REFERENCE MATERIALS & ON-LINE SERVICES
			2		\$1,144	2 line item(s)
					,	
~~		MATERIALS  OFFICE CURRINGS ADVERTIGEMENTS	2	700	<b>** 500</b>	OFFICE CURRUES AND JOD ANNIQUING MENTS
28	01	OFFICE SUPPLIES, ADVERTISEMENTS	3	500	\$1,500	GENERAL OFFICE SUPPLIES AND JOB ANNOUNCEMENTS
			3		\$1,500	1 line item(s)
			3		\$1,500	i lifte itelli(s)
TOTA	L BUD	DGET REQUESTED	5		\$2,644	3 line item(s)

## Guam Community College FY 2022 Budget Request by Department MATERIALS MANAGEMENT

### **GOALS AND OBJECTIVES:**

- 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:**

- 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
- 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

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	JAL 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)
SUPPL	IES &	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)
EQUIP	MENT					
38	01	DESKTOP COMPUTER	1	1,500	\$1,500	REPLACEMENT FOR SUPPLY EXPEDITER
			1		\$1,500	1 line item(s)
TOTA	L BUD	GET REQUESTED	13		\$343,000	8 line item(s)

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

### **GOALS AND OBJECTIVES:**

- 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.
- 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.

- 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

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)

## 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.

- 1. AT LEAST 90% OF NEW EMPLOYEES AND ADJUNCT FACULTY WILL BE PROVIDED WORKPLACE SAFETY TRAINING.
- 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**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	AL 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 HANDOUTS, TESTING & REMOVAL OF HAZMAT, FIRE ALARM MAINT.
			14		\$14,786	3 line item(s)
SUPPL 42	O1	MATERIALS SUPPLIES & MATERIALS	2	500	\$1,000	PERSONAL PROTECTIVE EQUIPMENT
			2		\$1,000	1 line item(s)
TOTA	L DUD	CET REQUEETED	46		£45 70C	A line item(e)
TOTA	CROD	GET REQUESTED	16		\$15,786	4 line item(s)

## 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.

- 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.

### Guam Community College FY 2022 Budget Request by Department

### **ADMINISTRATIVE SUPPORT SERVICES & SECURITY**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	AL 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)
SUPPL	IES & 1	MATERIALS				
52	01	OFFICE SUPPLIES	8	500	\$4,000	
			0		<b>#4.000</b>	4 Providence
			8		\$4,000	1 line item(s)
TOTA	L BUD	GET REQUESTED	29		\$106,518	7 line item(s)

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

### **GOALS AND OBJECTIVES:**

- 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	T JUSTIFICATION			
CONT	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)			
SUPPL 3	O1	MATERIALS SUPPLIES AND MATERIALS	1	500	\$500	OFFICE SUPPLIES REPLENISHMENT FOR DAILY OPERATIONS			
			1		\$500	1 line item(s)			
TOTA	L <mark>BU</mark> D	GET REQUESTED	31		\$5,000	3 line item(s)			

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

### **GOALS AND OBJECTIVES:**

- 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.

- 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.

## Guam Community College FY 2022 Budget Request by Department

### ADMISSIONS AND REGISTRATION

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	JAL 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)
SUPPL	IES &	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)
TOTA	L BUD	GET REQUESTED	17		\$14,600	7 line item(s)

### Guam Community College FY 2022 Budget Request by Department

### 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.
- 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.

- COMPLETED STUDIES, PUBLISHED REPORTS, AND CAMPUS-WIDE DISSEMINATION OF INSTITUTIONAL ASSESSMENT RESULTS WHICH ARE
  AVAILABLE TO INTERNAL AND EXTERNAL STAKEHOLDERS OF THE COLLEGE.
- 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

### ASSESSMENT, INSTITUTIONAL EFFECTIVENESS AND RESEARCH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION		
CONT	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)		
SUPPI	JES & 1	MATERIALS						
16	01	SUPPLIES	1	500	\$500	TO REPLENISH OFFICE SUPPLIES.		
			1		\$500	1 line item(s)		
TOTA	L BUD	GET REQUESTED	6		\$30,450	6 line item(s)		

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

### **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:

- 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.

- 1. SUFFICIENT ADMINISTRATIVE AND TECHNOLOGICAL SUPPORT TO TPS DEPARTMENTS AND PROGRAMS.
- 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**

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 EQUIPTMENT	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)

## 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:

- 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.

- 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

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)

## 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:**

- 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.

- 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)

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

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## 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPL 6	01	MATERIALS 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)
<b>EQUIP</b> 8		INSTRUCTIONAL EQUIPMENT	1	400	\$400	HDMI CORDS, MAC PROJECTOR ADAPTER CORD, CJ/LAW ENFORCEMENT INSTRUCTIONAL DVD
			1		\$400	1 line item(s)
MISCE 7		COUS EXPENSE 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

### **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.

- 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

REQ#	FUNI	D DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPP</b> 23	<b>LIES &amp;</b> 01	MATERIALS INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE.
			1		\$500	1 line item(s)
TOTA	AL BUI	DGET REQUESTED	1		\$500	1 line item(s)

## 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.

- 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

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

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

#### **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.

- 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.

#### [GCC-DEPT3]

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

REQ#	FUNE	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPP 9	<b>LIES &amp;</b> 01	MATERIALS INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE.
			1		\$500	1 line item(s)
TOT	AL BUI	DGET REQUESTED	1		\$500	1 line item(s)

### Guam Community College FY 2022 Budget Request by Department VISUAL COMMUNICATIONS

#### **GOALS AND OBJECTIVES:**

- 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.
- 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.

- STUDENTS WILL HAVE ACCESS TO MODERN, TECHNOLOGICALLY ADVANCED EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
- 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

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)

## 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.

- 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.
- 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

REQ# FUND DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS 27 01 INSTRUCTIONAL SU	JPPLIES 1	500	Ψυσο	NSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES EEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
	1		\$500	1 line item(s)
TOTAL BUDGET REQUEST	ED 1		\$500	1 line item(s)

## 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPI 27	LIES & 1 01	MATERIALS INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES
			1		\$500	1 line item(s)
MISC	ELLANI	EOUS 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)
TOTA	AL BUD	GET REQUESTED	218		\$43,894	3 line item(s)

## 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.

- 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.

#### [GCC-DEPT3]

### Guam Community College FY 2022 Budget Request by Department

### **ENGLISH-AS-A-SECOND LANGUAGE**

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)

### 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.

- 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**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION			
CONT	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)			
SUPPL 21	O1	MATERIALS SUPPLIES	2	500	\$1,000	FOR INSTRUCTIONAL AND OPERATIONAL COSTS			
			2		\$1,000	1 line item(s)			
TOTA	L BUD	GET REQUESTED	7		\$3,300	4 line item(s)			

### 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.
- 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.

- 1. 75-80% OF STUDENTS IN EACH COHORT WILL PASS THE NCLEX-PN EXAM.
- 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

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

## 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:

- 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	01	AL SERVICES  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)
EQUIP 27	<b>PMENT</b> 01	INSTRUCTIONAL EQUIPMENT	1	100	\$100	PROVIDE EQUIPMENT TO SUPPORT TEACHING AND LEARNING
			1		\$100	1 line item(s)
TOTA	L BUD	GET REQUESTED	2		\$600	2 line item(s)

## 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	JAL 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)
SUPPL	IES &	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)
EQUIP	MENT					
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)
TOTA	L BUD	GET REQUESTED	14		\$10,012	11 line item(s)

### Guam Community College FY 2022 Budget Request by Department MARKETING

#### **GOALS AND OBJECTIVES:**

- 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.

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

#### [GCC-DEPT3]

## Guam Community College FY 2022 Budget Request by Department MARKETING

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)
<b>EQUIPMENT</b> 27 01 EQUIPMENT	1	222	\$222	SUPPORT INSTRUCTION
	1		\$222	1 line item(s)
TOTAL BUDGET REQUESTED	3		\$1,222	2 line item(s)

### Guam Community College FY 2022 Budget Request by Department ACCOUNTING

#### **GOALS AND OBJECTIVES:**

- 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.

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

#### [GCC-DEPT3]

## Guam Community College FY 2022 Budget Request by Department ACCOUNTING

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPL 24	01	MATERIALS INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE.
			1		\$500	1 line item(s)
TOTA	L BUD	GET REQUESTED	1		\$500	1 line item(s)

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

#### **GOALS AND OBJECTIVES:**

- 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.
- 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.

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

#### [GCC-DEPT3]

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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPI 25	01	MATERIALS INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	SUPPLIES NEEDED FOR INSTRUCTIONAL USE
			1		\$500	1 line item(s)
TOTA	L BUD	GET REQUESTED	1		\$500	1 line item(s)

### 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.

- 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.
- INCREASED OPPORTUNITIES FOR STUDENTS TO DEMONSTRATE ACHIEVEMENT OF ILO (INSTITUTIONAL LEARNING OUTCOMES) THROUGH SERVICE LEARNING AND STUDENT SERVICES ACTIVITIES.

#### [GCC-DEPT3]

### Guam Community College FY 2022 Budget Request by Department

### **DEAN'S OFFICE - TSS**

REQ# FUND DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES 1 01 CONTRACTUAL	1	563	\$563	MEMBERSHIP FEES / BUSINESS CARDS
	1		<b>\$563</b>	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)

### 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.

- 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 MATH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPL 3	JES & I 01	MATERIALS INSTRUCTIONAL &OPERATIONAL SUPPLIES	1	500	\$500	CLASSROOM AND FACULTY OFFICE SUPPLIES FOR USE IN INSTRUCTION.
			1		\$500	1 line item(s)
<b>EQUIP</b> 4	<b>PMENT</b> 01	TECHNOLOGY DEVICES	3	600	\$1,800	UPGRADE TECHNOLOGICAL DEVICES TO BE USED DURING INSTRUCTION.
			3		\$1,800	1 line item(s)
MISCE 5	ELLANI 01	EOUS EXPENSE PROMOTIONAL ACTIVITIES	1	68	\$68	ACTIVITIES TO PROMOTE MATH DEPARTMENT AND ENVIRONMENTAL TECH. CERT.
			1		\$68	1 line item(s)
TOTA	L BUD	GET REQUESTED	5		\$2,368	3 line item(s)

## 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPL 6	IES & N 01	MATERIALS INSTRUCTIONAL &OPERATIONAL SUPPLIES	1	500	\$500	CLASSROOM, FACULTY OFFICES, AND LABS SUPPLIES FOR CLASSES AND LABS.
			1		\$500	1 line item(s)
<b>EQUIP</b>	<b>PMENT</b> 01	TECHNOLOGY DEVICES	8	600	\$4,800	UPGRADE TECHNOLOGICAL DEVICES TO BE USED DURING INSTRUCTION.
			8		\$4,800	1 line item(s)
MISCE 8	O1	EOUS EXPENSE PROMOTIONAL ACTIVITIES	1	100	\$100	ACTIVITIES TO PROMOTE SCIENCE DEPARTMENT AND ENVIRONMENTAL TECH. CERT.
			1		\$100	1 line item(s)
TOTA	L BUD	GET REQUESTED	10		\$5,400	3 line item(s)

## 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:**

- 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.

- 1. MINIMIZE AND/OR ELIMINATE SECURITY-RELATED DUPLICATION AND CONCERNS.
- 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

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)	
SUPPL	IES & I	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)	
TOTA	L BUD	GET REQUESTED	21		\$162,950	7 line item(s)	

### 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.

- 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.
- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION		
CONT	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)		
SUPPI 21	01	MATERIALS 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)		
TOTA	L BUD	GET REQUESTED	8		\$6,876	3 line item(s)		

### 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:**

- 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

- 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.

#### [GCC-DEPT3]

### Guam Community College FY 2022 Budget Request by Department

### CENTER FOR STUDENT INVOLVEMENT

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)

### 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.

- 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

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)

## 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 I AR
- 3. STUDENTS WILL BE ABLE TO IDENTIFY A POSTSECONDARY PROGRAM AS A RESULT OF THE COUNSELING SERVICES RECEIVED.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	UAL 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)
SUPPL	IES &	MATERIALS				
29	01	SUPPLIES & MATERIALS	2	500	\$1,000	SUPPLIES & MATERIALS TO SUPPORT ACD OPERATIONS
			2		\$1,000	1 line item(s)
EQUIP	MENT	1				
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)
TOTA	L BUD	OGET REQUESTED	9		\$7,484	5 line item(s)

## 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.
- REGULAR REVIEWS, DISCUSSIONS AND ANALYSIS OF STRATEGIC PLAN INITIATIVES AND ASSESSMENT GOALS ARE CONDUCTED THROUGH MEETINGS, PEER DISCUSSIONS.

- 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.

### Guam Community College FY 2022 Budget Request by Department

### **VOCATIONAL GUIDANCE**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION		
CONTI	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)		
SUPPL	IES & I	MATERIALS						
24	01	SUPPLIES & MATERIALS	5	500	\$2,500	SUPPLIES & PROMOTIONAL ITEMS TO SUPPORT CTE ACTIVITIE		
			5		\$2,500	1 line item(s)		
EQUIP	MENT							
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)		
TOTA	L BUD	GET REQUESTED	17		\$7,560	4 line item(s)		

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

#### **GOALS AND OBJECTIVES:**

- 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:**

- 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.

- 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.

# 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)
<b>EQUIPMENT</b> 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)

## 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.

- 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.

#### [GCC-DEPT3]

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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPP</b> 118	01	MATERIALS INSTRUCTIONAL MATERIALS AND SUPPLIES	1	500	\$500	FOR FACULTY - INSTRUCTIONAL USE
			1		\$500	1 line item(s)
TOTA	AL BUD	GET REQUESTED	1		\$500	1 line item(s)

## 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPI	LIES & 1	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)
					ψ1,000	<b>2</b> e ne(e)
EQUII 36	<b>PMENT</b> 01	EQUIPMENT/NON-CAPITAL	1	162	\$162	TO PURCHASE SUPPLEMENTAL INSTRUCTIONAL MATERIALS
			1		\$162	1 line item(s)
TOTA	L BUD	GET REQUESTED	4		\$1,662	3 line item(s)

## 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPL	JES & I	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)
EQUIP	MENT					
49	01	COMPUTER EQUIPMENT	1	500	\$500	BASIC VIDEO RECORDING EQUIPMENT
10	0.1	FOLUDIATION	1	500	\$500	PURCHASE OF INSTRUCTIONAL MATERIALS SUCH AS GAMES,
48	01	EQUIPMENT	1	500	\$500	FLASHCARDS, BOOKS, DICTIONARIES AND GRAMMAR BOOKS, DVDS, AND OTHER SUPPLEMENTAL MATERIALS
			2		\$1,000	2 line item(s)
TOTA	L BUD	GET REQUESTED	4		\$2,000	4 line item(s)

# 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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONT	RACTU	AL 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 STUDEN LEARNING
			4		\$13,682	4 line item(s)
SUPPL	IES & I	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)
EOUIP	MENT					
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)
TOTA	L BUD	GET REQUESTED	14		\$20,169	8 line item(s)

## 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:

- 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.

- 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.

#### [GCC-DEPT3]

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

REQ# FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; N</b> 50 01	MATERIALS INSTRUCTIONAL SUPPLIES	3	500	\$1,500	TO PURCHASE CLASSROOM SUPPLIES/MATERIALS FOR FACULTY AND STUDENTS
		3		\$1,500	1 line item(s)
	EOUS EXPENSE 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 BUD	GET REQUESTED	4		\$2,099	2 line item(s)

### **GUAM COMMUNITY COLLEGE**

### **FY2022** Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2

ALL Departments

MANPOWER DEVELOPMENT FUND - 04

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

# 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.
- TO ENSURE THE CURRENT INVENTORY MEETS NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) REQUIRED TOOLS & FOUIPMENT.

#### **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.

- 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	_
<b>EQUIP</b> 16	<b>PMENT</b> 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)	
TOTA	L BUD	GET REQUESTED	2	\$	82,000	2 line item(s)	

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

#### **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.

- 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

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST .	JUSTIFICATION
CONT	RACTU	JAL 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)
SUPPL	IES &	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)
EQUIP	MENT					
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)
MISCE	ELLAN	EOUS EXPENSE				
14	04	MISCELLANOUS	1	2,887,70032	2,887,700	TUITION & FEES AND BOOKS
8	04	TOURISM SUPPLIES	4	500	\$2,000	SUPPORT TOURISM, CULINARY ARTS PROGRAM (CLASSROOLUSE)
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)
TOTA	LDUG	ACET REQUESTED	400		40.000	4.4 line item(e)
TOTA	C BUL	OGET REQUESTED	180	\$2,9	16,000	14 line item(s)

# 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.

- 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.

#### [GCC-DEPT3]

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

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)

### **Guam Community College**

2022 BUDGET REQUEST - NAF

	PRIOR YEAR	
	2021 Budget	FY 2022
CTED REVENUES	Request	PROJECTIO
Educational and General Operations Revenue		
3 Tuition Net of Capital Improvement	1,737,380	2,080,0
6 Capital Improvement Fees (Resolution 4-99)	442,000	529,0
4 Technology Fee for Upgrades (Resolution 11-2000)	135,010	133,6
4 Technology Fee for Current Operations (Resolution 11-2000)	135,010	
Student Activity Fee	55,490	54,9
Perm. Faculty Positions (Resolution 5-2006) Perm. Staff/Admin Positions (Resolution 5-2006)	1,177,884 471,154	1,410,2 564,0
Other Fees Net of Tech and Stud Act Fees	218,000	216,0
Lab Fees	204,255	171,2
Total General Operations Subsidy	4,576,183	5,292,6
Auxiliaries Revenue	,,	-, -,
Bookstore Sales	750,000	840,0
Food Services	30,686	17,1
	·	
Total Auxiliaries	780,686	857,1
Other Sources Revenue		
Administrative Recoveries	60,000	30,0
Interest/Miscellaneous Income	50,000	20,0
Total Other Sources	110,000	50,0
DO LECTED DEVENUE	F 400 000	0.400.6
ROJECTED REVENUE	5,466,869	6,199,8
	2021 Budget	FY 2022
CTED EXPENDITURES	Request	PROJECTION
Educational and General Expenditures		
GovGuam Supplement - Other	935,000	1,259,0
GovGuam Supplement - Adjunct/Substitutes	850,000	737,7
GovGuam Supplement - PT Salaries	030,000	757,1
2 Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	1,649,038	1,974,3
4 Technology Fee for Current Operations	135,000	133,6
4 Technology Fee for Upgrades (Resolution 11-2000)	135,000	133,6
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,
Total E & G Expenditures	3,704,038	4,238,3
Other Educational and General Expenditures		
Promotion and Development (BOT Policy 216)	145,800	145,8
Professional Development - Faculty (BOT Policy 400)	54,675	54,6
Professional Development - Staff (BOT Policy 400)	36,450	36,4
5 Student Activity Fee - Dean Accts.	11,098	10,9
Pacific Island Student Transition (BOT Policy 515)	6,475	6,4
Graduation	12,000	12,0
Bank Fee Expenditures	35,000	38,6
Board of Trustees Travel	18,000 3,750	22,
Faculty Senate WP Secretary II (Salaries & Benefits)	-,	47,4
USDA Loan Repayment	45,179 153,720	47,4
Cosmetology	16,150	17,
Education - ASL	7,002	6,9
Education - AGE  Education - ECE	8.159	10,5
Education	2,546	, .
Computer Science	18,341	20,4
	12,209	12,4
Electronics		
Office Technology	3,344	٥,٥
Office Technology Automotive	3,344 11,353	10,8
Office Technology Automotive Nursing and Allied Health	3,344	10,8
Office Technology Automotive Nursing and Allied Health Business and Visual Communications	3,344 11,353 17,495 21,776	10,6 10,6 16,0
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English	3,344 11,353 17,495 21,776 912	10,6 10,6 16,0
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science	3,344 11,353 17,495 21,776 912 26,054	10,8 10,6 16,0
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science	3,344 11,353 17,495 21,776 912 26,054 16,112	10,8 10,6 16,0
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162	10,4 10,4 16,4 16,4 38,7
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640	10,8 10,6 16,0 16,3 38,7
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000	10,4 10,6 16,6 16,5 38,7 4,9
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000	10,1 10,1 16,1 16,3 38,7 4,5 5,1
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000	10,6 10,6 16,6 7 16,5 38,7 4,9 5,0
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000	10,4 10,0 16,6 16,5 38,7 4,8 5,0 1,1
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000	10,0 10,0 16,0 16,0 38,7 4,9 5,0 1,0 33,7
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000	10,0 10,0 16,0 16,0 38,7 4,9 5,0 1,0 33,7
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000 758,152 4,462,190	10,8 10,6 16,6 38,7 4,8 5,0 1,0 33,7
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures Auxiliaries Expenditures	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000	10,1 10,1 16,1 16,3 38,4,5,1 5,0 1,1,1 33,3 586,4,824,1
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures Bookstore  Total Auxiliaries	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000  758,152 4,462,190	10,4 10,6 16,1 16,3 38,7 4,5 5,6 1,1,1 33,3 586,4 4,824,3
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures Bookstore Total Auxiliaries URRENT EXPENDITURES	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000 758,152 4,462,190	10,4 10,1 16,1 16,3 38,3 4,4 5,1 1,1 33,3 586,4 4,824,4
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures Bookstore Total Auxiliaries  Total Auxiliaries  Total Auxiliaries	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000 758,152 4,462,190	10,1 10,1 16,1 16,3 38,3 4,5 5,1 1,1 33,3 586,1 4,824,4 600,1 600,1 5,424,5
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures Bookstore  Total Auxiliaries URRENT EXPENDITURES  FER  Transfer from Foundation - Pacific Island Endowment	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000 758,152 4,462,190 524,762 524,762 4,986,952	10,1 10,1 16,1 16,3 38,4,5 5,1 1,1,33,3 586,1 4,824,4 600,1 600,1 5,424,5
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures Bookstore Total Auxiliaries EURRENT EXPENDITURES FER	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000 758,152 4,462,190 524,762 4,986,952	10,6 10,6 16,6 38,7 4,5 5,0 1,0 33,7 4,824,5 600,0 600,0 5,424,5
Office Technology Automotive Nursing and Allied Health Business and Visual Communications English Criminal Justice & Social Science Math/Science Culinary CCR English/Developmental Ed High School Equivalency Staff Senate Reach for College  Total Other E & G Expenditures Total E & G Expenditures Bookstore Total Auxiliaries URRENT EXPENDITURES FER Transfer from Foundation - Pacific Island Endowment Transfer to Capital Improvement Fees	3,344 11,353 17,495 21,776 912 26,054 16,112 30,162 6,640 6,000 750 31,000 758,152 4,462,190 524,762 524,762 4,986,952	

Notes: 1) The FY2022 Budget Request reflects the initial budget approved.

INCREASE (USE) OF RESERVE

209,065

7) Due to declining enrollment, a reduction of 10% has been applied to non-revenue generating budgets.

1/21/2021 &CPage &RVersion 1.1

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

<sup>3)</sup> Tuition & Fees projection is based on SP21 estimated, SU20, & FA20 enrollment figures. No increase budgeted.

<sup>4)</sup> 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

<sup>5)</sup> Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.\*202060 STAC waived.

<sup>6)</sup> The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.

### Guam Community College 2022 BUDGET REQUEST - NAF SPECIAL PROJECTS

	PRIOR YEARS		
	ACTUAL	2021	
	as of	BUDGET	FY 2022
PROJECTED REVENUES	09/30/20	REQUEST	<b>PROJECTION</b>
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 Heath	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

PROJECTED EXPENDITURES	ACTUAL as of 09/30/20	2021 BUDGET REQUEST	FY 2022 PROJECTION
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	
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. <u>CALL TO ORDER</u>

- 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. <u>COMMUNICATIONS</u>

#### 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. <u>UNFINISHED BUSINESS</u>

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

BOT - Meeting Agenda January 15, 2021 Page 2

#### VII. <u>NEW BUSINESS</u>

#### 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. <u>Trustees Present</u>: 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 TRUSTE 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:

<u>Financial Status</u>: 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.

BOT - Meeting of November 20, 2020 Page 2 of 6

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 35<sup>th</sup> 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 Shooters

Thanked the Board and Administration for the "Thanksgiving" lunch plates.

BOT - Meeting of November 20, 2020 Page 4 of 6

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 2<sup>nd</sup> 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

#### VI. UNFINISHED BUSINESS

Trustees.

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

<u>Bldg. 100.</u> 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 <u>Lab/DNA Building</u>. The Forensic <u>Lab/DNA Building</u> is 25.4% complete as of November 2020. Concrete pouring is scheduled for November 25, 2020, December 6, 2020, and December 8, 2020.

<u>Building 300.</u> 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

BOT - Meeting of November 20, 2020 Page 5 of 6

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 JAN 1 5 2021

**Recording Secretary** 

ATTESTED BY:

JAN 1 5 2021

DEBORAH C. BELANGER

Secretary

APPROVED BY:

ANK P. ARRIOLA

JAN 1.5 2021

Chairperson

#### 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. <u>COMMUNICATIONS</u>

#### IV. PUBLIC DISCUSSION

#### V. <u>REPORTS</u>

- 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. <u>UNFINISHED BUSINESS</u>

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

BOT - Meeting Agenda November 20, 2020 Page 2

#### VII. <u>NEW BUSINESS</u>

1. Instructional Designer Position

#### VIII. <u>EXECUTIVE SESSION</u>

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

#### IX. <u>ADJOURNMENT</u>

#### 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. <u>Trustees Present</u>: 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 TRUSTE 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

BOT - Meeting of October 9, 2020 Page 2 of 6

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

<u>Financial Status</u>: 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.

<u>Faculty Advisory Member</u>: 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

BOT - Meeting of October 9, 2020 Page 4 of 6

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.

<u>Building B.</u> 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.

BOT - Meeting of October 9, 2020 Page 5 of 6

#### 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:** 

Berthe L. Scener NOV 2 0 2020

BERTHA M. GUERRERO Recording Secretary

ATTESTED BY:

APRROWED BY:

NOV 2 0 2020

DEBORAH C. BELANGER

Secretary

FRANK P. ARRIOLA

Chairperson

#### **INSTRUCTIONAL DESIGNER**

Guam Community College Human Resources Office RECEIVED NOV 3 3 2020

#### 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 2 0 2020

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. <u>CALL TO ORDER</u>

- I. 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. <u>APPROVAL OF MINUTES</u>

1. Monthly Meeting of July 17, 2020

#### III. <u>COMMUNICATIONS</u>

#### 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. <u>UNFINISHED BUSINESS</u>

- 1. Fiscal Year 2021 Budget Request
- 2. Construction Projects Updates
  - Building 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - Building B

BOT - Meeting Agenda
October 9, 2020
Page 2

#### 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. <u>Trustees Present</u>: 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 TRUSTE 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: <u>Financial Status</u>: 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

BOT - Meeting of July 17, 2020 Page 3 of 6

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., 1<sup>st</sup> 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.: 1<sup>st</sup> 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 Oceana National Olympic Committee. They are interested in starting an Oceana 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:

<u>Bldg. 100.</u> 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.

<u>Building 300.</u> 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

BOT - Meeting of July 17, 2020 Page 5 of 6

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.

<u>Building B.</u> 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.

BOT - Meeting of July 17, 2020 Page 6 of 6

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.

nct 0 9 2029

SUBMITTED BY:

Bertha M. GUERRERO

\_\_\_ nct 0 9 2020

**Recording Secretary** 

ATTESTED BY:

APPROVED BY:

DEBORAH C. BELANGER

Secretary

FRANK P. ARRIOLA

Chairperson

#### 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.

APQPTED the 9th day of October 2020.

FRANK P. ARRIOLA

Chairnerson

CARLOM. LEON GUERRERO

Vice Chairperson

Page 2 GCC Board of Trustees Resolution 9-2020 - Commendation for Service as Trustee

Members of the Board:

DEBORAH C. BELANGER

Secretary

**ELOY P. HARA** 

Member

RICHARD/P. SABLAN

Treasurer

KRYSTAL M. RAMOS

Student Trustee

	PRIOR YEAR	
ECTED REVENUES	2020 Budget Request	FY 2021 PROJECTN
Educational and General Operations Revenue		
3 Tutton Net of Capital Improvement	2.214.220	1.737
a Capital Improvement Fees (Resolution 4-89)	563,000	40.
a Technology Fee for Lipprades (Resolution 11-2000)	144,470	133
4 Technology Fee for Current Operations (Resolution 11-2000)	144,470	
Student Activity Fee	59.370	
	1,501,184	
Perm. Faculty Positions (Resolution 5-2006)		
Perm. Statt/Admin Positions (Resolution 5-2008)	600.488	471
Other Fees Net of Tech and Stud Act Fees	234.000	
Lab Fees	189,577	enture 24
Total General Operations Subsidy	8,888,737	7.77
Auxiliaries Revenue		
Bookstore Sales	850,000	750,0
Food Services	33,730	30.
7 dod Sel Hers	43,100	30,1
Tetal Amiliaries	883,780	780,
	961/199	/ 89,
Other Sources Revenue		
Administrative Recoveries	110.000	60,
Interesi/Miscellaneous Income	20,000	50
Total Other Sources	138,000	110,
	1111	
PROJECTED REVENUE	8,844,487	E,464.1
	4,544,744	
	2020 Budget	FY 2021
ECTED EXPENDITURES	Request	PROJECTH
		111000011
Educational and General Expenditures		
GovGuam Supplement - Other	1,072,000	935,
GovGuam Supplement - Advanct/Substitutes	945,000	850.
GovGusm Supplement - PT Salanes		1-17/1-17
2 Perm. Feculty & Staff/Admin Positions (Resolution 5-2006)	2.101,630	1,649,
Technology Fee for Current Operations	144 000	133
	144,000	135.
4 Technology Fee for Upgrades (Resolution 11-2000)	144,000	133.1
Total E & G Expenditures	4,404,630	3,794,
Other Educational and General Expenditures		
Promotion and Development	180.000	145,
Professional Development - Feculty	67,500	54.
Professional Cavelogment - Staff	45,000	
8 Student Activity Fee - Dean Accts.	11,874	
Pacific Island Student Transition	6,475	
Graduation	12,000	
Bank Fee Expenditures	38,000 22,500	35.
Board of Trustees Travel		
Faculty Senate	1.350	
VVP Secretary II (Salanes & Benefits)	42,532	15. minutes
USDA Loun Repayment	153,720	153,
Cosmetology	16.200	
Education - ASL	7.825	
Enucation - ECE	10.229	
Education	1.266	
Computer Science	17,816	
Electronics	11,200	
Office Technology	4,013	
Automotive	12.021	
Nursing and Altied Health	7,940	= 17,
Business and Visual Communications	13,337	
Engish	1,080	
CCR English	8.505	
Crimnal Justice & Social Science	16,065	
Math/Science	15.408	
	33,120	
Culnary		
Custary Developmental Ed	6.953	
Cuthary Developmental Ed High School Equivalency	6.000	
Curriary Developmental Ed High School Equivalency Stati Sense	6.000 1.350	-
Cuthary Developmental Ed High School Equivalency	6.000	-
Cuthary Developmental Ed High School Equivillency Stati Sensite Reach for College	8.000 1.350 31.000	31.
Cuthary Developmental Ed High School Equivalency Statt Senate Reach for College  Total Other E & G Expenditures	6.000 1.350	31.
Cuthary Developmental Ed High School Equivalency Statt Senate Reach for College  Total Other E & G Expenditures	6,000 1,350 31,000	31. 788,
Cuthary Developmental Ed High School Equivisioncy Stati Sensis Reach for College  Total Other E & G Expenditures Total E & G Expenditures	8.000 1.350 31.000	31. 788,
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Cuinary Developmental Ed High School Equivalency Stati Sensie Assat Sensie Assat College  Total Other E & G Expenditures Auxiliaries Expenditures Bookstore  Total Auxiliaries Total Auxiliaries	6,000 1,350 31,000 892,878 8,289,898 650,000 886,000	31. 788, 4,462,
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Cutnary Developmental Ed Hon School Equivalency Stat Senate Asson for College  Total Other E & G Expenditures Fosal E & G Expenditures Bookstore  CURRENT EXPENDITURES Transfer from Foundation - Pacific Island Endowment	6,000 1,350 31,000 882,878 8,287,588 650,000 846,089 6,089,506	31. 731. 4,462. 524. 4,566.
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Cutnary Developmental Ed High School Equivalency Stad Senate Reach for College  Total Other E & G Expenditures Fosal E & G Expenditures Auxiliaries Expenditures Bookstore Total Auxiliaries CURRENT EXPENDITURES  SFER Transfer from Foundation - Pacific Island Endowment 4 Transfer to Capital Improvement Fees	6 000 1.350 31.000 802,878 8.289,898 6.000 846,000 0.003,800	51. 754, 4,462, 524, 4,864, 4,864, 442, 442, 443, 443, 443, 443, 443, 44

TOTAL ELOPENDITURES AND TRANSFERS

INCREASE (USE) OF RESERVE

Note: 1 The FY2021 Studget Respond reflects the tretted budget approved.

If Feculty and StaffAdmin posterone, funded by hallon fee increase & placeted STS and 20%, respectively.

If the FY2021 Studget Respond residence, funded by hallon fee increase & placeted STS and 20%, respectively.

If the FY2021 Studget Respond to the second on 8/220 exclanated, 54/10, it FA15 exceptioned Regular for the ST.00 Technology fee, \$38, 30 in concrete for the Upgrades and \$38,50 in fee Computer Operations.

If Studget Actively Fee - Door is Acct to based on 20% of Studget Actively Fee propieties.

If The revenue for Capital Interovenient Fee's is included in the revenue for Tulburt and Fees.

7) Ours to destining corollment, a restartion of 30% has been applied to some revenue generating budgets.

#### Guam Community College 2021 BUDGET REQUEST - NAF SPECIAL PROJECTS

	100000000000000000000000000000000000000	23	PRIOR	
	PRIOR YEA	RS	YEAR	
	ACTUAL		2020	
			BUDGET	FY 2021
ROJECTED REVENUES	MS of 09/30/	19	REQUEST	PROJECTION
pecial Projects				
CONTINUING EDUCATION (CE)				
Professional Development (Certified Manager's)	11	.860	100,460	44.73
Industry Certification		120	163,600	
* Gov't Guarn/Private Industries Training Requests/Other		.376	837,500	
* Prometric/Par/Ed2go Online Courses/HOST TESTING		210	25,000	
TAM Workshop (Alcohol Beverage Control)			60,000	
Tour Guide Certification			14,850	
WorkKeys Assessment/NCRC			185,380	
Public Heath	606	.913	D	
Total Continuing Education		479	1,386,790	
TRADES & PROFESSIONAL SERVICES (TPS)	-		Megaliaa	
Hospitality Institute/Culinary	90	.070	0	
Criminal Justice Academy		183	0	
Sustainability/High School Equivalency		15	17,600	
*Other Projects	35	080	0	17,00
Total Trades & Professional Services		,348	17,500	17,6
		,040	17,000	II put
		200		50,0
TECHNOLOGY & STUDENT SERVICES (TSS)	10			
Fiber Optics		200	0	
Fiber Optics Principles of Voice & Data	9	,180	0	28,5
Fiber Optics	9 19 1,223	,180 ,380	0 0 1,404,390	28,50 78,50
Fiber Optics Principles of Voice & Data Total Technology & Student Services	9	,180 ,380	0	28,50 78,50
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE	9 19 1,223	,180 ,380 ,207	0 0 1,404,390 2020	28,5 74,5 1,090,79
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES	19 1;223 ACTUAL	,180 ,380 ,207	0 0 1,404,390 2020 BUDGET	28,5 74,5 1,090,79
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES pecial Projects	19 1;223 ACTUAL	,180 ,380 ,207	0 0 1,404,390 2020 BUDGET	28,5 74,5 1,090,79
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE)	9 19 1;223 ACTUAL as of 09/30/	,180 ,380 ,207	0 0 0 1,404,390 2020 BUDGET REQUEST	28,5 78,5 1,090,7 FY 2021 PROJECTIO
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's)	9 19 1;223 ACTUAL as of 09/30/	,180 ,380 ,207 19	0 0 1,404,390 2020 BUDGET REQUEST	28,5 78,5 1,090,7 FY 2021 PROJECTIO
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  Actial Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification	9 19 1;223 ACTUAL as of 09/30/	,180 ,380 ,207 19	0 0 1,404,390 2020 BUDGET REQUEST 100,460 163,600	28,5 78,5 1,090,7 FY 2021 PROJECTIO 44,7 176,0
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarn/Private Industries Training Requests	9 19 1;223 ACTUAL as of 09/30/ 41 127 203	,180 ,380 ,207 19 1,732 ,093 1,191	2020 BUDGET REQUEST 100,460 163,600 837,500	28,5 .78,5 1,090,7 FY 2021 PROJECTIO 44,7 176,0 485.0
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarr/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING	9 19 1;223 ACTUAL as of 09/30/ 41 127 203	,180 ,380 ,207 19	2020 BUDGET REQUEST 100,460 163,600 837,500 25,000	28,5 78,6 1,090,7 FY 2021 PROJECTIO 44,7 176,0 485,0 30,0
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarn/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control)	9 19 1;223 ACTUAL as of 09/30/ 41 127 203	,180 ,380 ,207 19 .732 ,093 ,191 ,002	2020 BUDGET REQUEST 100,460 163,600 837,500 25,000	28,5 78,6 1,090,79 FY 2021 PROJECTIO 44,77 178,0 485,0 30,0 60,0
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarn/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification	9 19 1;223 ACTUAL as of 09/30/ 41 127 203	,180 ,380 ,207 19 1,732 ,093 1,191	1,404,390 2020 BUDGET REQUEST  100,460 163,600 837,500 25,000 60,000 14,850	28,51 78,61 1,090,73 FY 2021 PROJECTIO 44,77 176,00 485,00 30,00 60,00 13,59
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarn/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKays Assessment/NCRC	9 19 1,223 ACTUAL as of 09/30/ 41 127 203 24	.180 ,380 ,207 19 .732 .093 .191 ,002	2020 BUDGET REQUEST 100,460 163,600 837,500 25,000 14,850 185,380	28,5 78,6 1,090,79 FY 2021 PROJECTIO 44,77 176,0 485,0 30,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  Professional Development (Certified Manager's) Industry Certification Gov't Guarr/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKays Assessment/NCRC Public Health/Health Certificate	9 19 1;223 ACTUAL as of 09/30/ 41 127 203 24	.732 .093 .191 .002 862	2020 BUDGET REQUEST 100,460 163,600 25,000 60,000 14,850 185,380	28,5 78,6 1,090,7 FY 2021 PROJECTIO 44,7, 176,0 485,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES Pecial Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guard/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education	9 19 1;223 ACTUAL as of 09/30/ 41 127 203 24	.180 ,380 ,207 19 .732 .093 .191 ,002	2020 BUDGET REQUEST 100,460 163,600 837,500 25,000 14,850 185,380	28,5 78,6 1,090,7 1,090,7 FY 2021 PROJECTIO 44,7 176,00 485,00 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guard/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS)	9 19 1;223 ACTUAL as of 09/30/ 41 127 203 24	.180 ,380 ,207 119 732 093 191 002 	2020 BUDGET REQUEST 100,460 163,600 837,500 25,000 60,000 14,850 185,380 0 1,386,790	28,5 .78,6 .1,090,7 FY 2021 PROJECTIO 44,7. 176,0 485,0 30,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarn/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary	9 19 1;223 ACTUAL as of 09/30/ 41 127 203 24 501 898	.,180 ,380 ,207 119 732 093 191 002 	2020 BUDGET REQUEST 100,460 163,600 837,500 25,000 60,000 14,850 185,380 0 1,386,790	28,5 78,6 1,090,79 FY 2021 PROJECTIO 44,7 176,0 485,0 60,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarr/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary Criminal Justice Academy	9 19 1;223 ACTUAL as of 09/30/ 41 127 203 24 501 898	.180 ,380 ,207 119 732 093 191 002 	2020 BUDGET REQUEST 100,460 163,600 837,500 25,000 60,000 14,850 185,380 0 1,386,780	28,5 78,6 1,090,79 FY 2021 PROJECTIO 44,7 176,0 485,0 30,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services OTAL REVENUE  ROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't GuarryPrivate Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary Criminal Justice Academy Sustainability	9 19 1;223 ACTUAL as of 09/30/ 41 127 203 24 501 898	.,180 ,380 ,207 119 732 ,093 ,191 ,002 791 3,671 3,104 ,054	2020 BUDGET REQUEST 100,460 163,800 837,500 25,000 60,000 14,850 0 1,386,780	28,5 78,6 1,090,79 FY 2021 PROJECTIO 44,7 176,0 485,0 30,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarr/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary Criminal Justice Academy Sustainability Other Projects	9 19 1,223 ACTUAL as of 09/30/ 41 127 203 24 501 888	.180 ,380 ,207 119 .732 .093 .191 .002 .791 ,671 .1104 .054	00 01,464,390 2020 BUDGET REQUEST 100,460 163,600 25,000 50,000 14,850 185,380 0 1,386,780	28,5 .78,6 .1,090,75 FY 2021 PROJECTIO 44,7 .176,0 485,0 30,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guarr/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary Criminal Justice Academy Sustainability Other Projects Total Trades & Professional Services	9 19 1,223 ACTUAL as of 09/30/ 41 127 203 24 501 888	.,180 ,380 ,207 119 732 ,093 ,191 ,002 791 3,671 3,104 ,054	2020 BUDGET REQUEST 100,460 163,800 837,500 25,000 60,000 14,850 0 1,386,780	28,5 .78,6 .1,090,75 FY 2021 PROJECTIO 44,7 .176,0 485,0 30,0 60,0 13,5 185,3
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  Professional Development (Certified Manager's) Industry Certification Gov't Guarr/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education  TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary Criminal Justice Academy Sustainability Other Projects Total Trades & Professional Services Total Trades & Professional Services	9 19 1,223 ACTUAL as of 09/30/ 41 127 203 24 501 898 103 37 74 214	.180 ,380 ,207 119 .732 ,093 ,.191 ,.002 .791 ,671 .104 ,105 ,1197 ,355	0 0 1,404,390 BUDGET REQUEST 100,460 163,600 25,000 14,850 0 1,386,780 0 1,386,780	28,5 .78,6 .1,090,79 FY 2021 PROJECTIO 44,77 .176,0 .485,0 .30,0 .60,0 .13,5 .185,3 .994,6
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  ROJECTED EXPENDITURES  Professional Development (Certified Manager's) Industry Certification Gov't Guarr/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKays Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary Criminal Justice Academy Sustainability Other Projects Total Trades & Professional Services TECHNOLOGY & STUDENT SERVICES (TSS) Fiber Optics	9 19 11,223 ACTUAL as of 89/30/ 41 127 203 24 501 898 103 37 74 214	.180 ,389 ,207 119 .732 .093 .0191 .002 .671 .104 .054 .197 ,355	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	28,5 .78,5 .1,090,7 FY 2021 PROJECTIO 44,7 .178,0 .485,0 .30,0 .60,0 .13,5 .185,3 .994,6
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  PROJECTED EXPENDITURES  Professional Development (Certified Manager's) Industry Certification Gov't Guam/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culmary Criminal Justice Academy Sustainability Other Projects Total Trades & Professional Services TECHNOLOGY & STUDENT SERVICES (TSS) Fiber Optics Principles of Voice & Data	9 19 11,223 ACTUAL as of 09/30/ 41 127 203 24 501 898 103 37 74 214	.,180 ,389 ,207 119 .,732 ,093 ,0191 ,002 .,791 ,,104 ,054 .,104 ,054 .,104 ,355 .,355	0 0 1,404,390 BUDGET REQUEST 100,460 163,600 837,500 25,000 14,850 185,380 0 1,386,790 17,560	28,5 78,6 1,090,79 FY 2021 PROJECTIO 44,77 176,0 485,0 30,0 60,0 13,5 185,3 \$94,6
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  PROJECTED EXPENDITURES Pecial Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guam/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culmary Criminal Justice Academy Sustainability Other Projects Total Trades & Professional Services TeCHNOLOGY & STUDENT SERVICES (TSS) Fiber Optics Principles of Voice & Data Total Technology & Student Services	9 19 11,223 ACTUAL as of 09/30/ 41 127 203 24 501 898 103 37 74 214	.,180 ,380 ,207 119 .,732 ,093 ,191 ,,002 .,791 ,,671 .,104 ,,054 .,197 ,,355 .,964 ,,355 .,964 .,791	0 0 1,404,390 2020 BUDGET REQUEST 100,460 163,600 25,000 60,000 14,850 0 1,386,790 0 17,560 0	28,51 78,6 1,090,75 FY 2021 PROJECTIO 44,73 176,00 485,00 30,00 60,00 13,5 185,3 994,6 17,5 46,3 28,3 74,7
Fiber Optics Principles of Voice & Data Total Technology & Student Services  OTAL REVENUE  PROJECTED EXPENDITURES Pectal Projects CONTINUING EDUCATION (CE) Professional Development (Certified Manager's) Industry Certification Gov't Guam/Private Industries Training Requests Prometric/Pan/Ed2go Online Courses/HOST TESTING TAM Workshops (Alcohol Beverage Control) Tour Guide Certification WorkKeys Assessment/NCRC Public Health/Health Certificate Total Continuing Education TRADES & PROFESSIONAL SERVICES (TPS) Hospitality Institute/Culinary Criminal Justice Academy Sustainability Other Projects Total Trades & Professional Services TECHNOLOGY & STUDENT SERVICES (TSS) Fiber Optics Principles of Voice & Data	9 19 1,223 ACTUAL as of 09/30/ 41 127 203 24 501 898 103 37 74 214	.,180 ,380 ,207 119 .,732 ,093 ,191 ,,002 .,791 ,,671 .,104 ,,054 .,197 ,,355 .,964 ,,355 .,964 .,791	0 0 1,404,390 2020 BUDGET REQUEST 100,460 163,600 25,000 60,000 14,850 0 1,386,790 0 17,560 0	28,50 78,60 1,090,79 FY 2021 PROJECTION 44,73 176,00 485,00 30,00 60,00 13,50 185,30 994,60 17,50 46,33 28,33 74,73 1,086,91

Notes

<sup>\*</sup> Other Projects budget is projected for projects not anticipated.

### 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.

FOR FRANK P. ARRIOLA

CARLO REON CLEPPERO, VICE CHAIR

Chairperson

ATTESTED BY:

**DEBORAH C. BELANGER** 

Secretary

## **GUAM COMMUNITY COLLEGE**

Board of Trustees Annual Fiscal Year Calendar, October 2020 thru September 2021

Approved by GCC Board of Trustees: OCT 0 9 2020

OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	JANUARY 2021
99- Fri., BOT monthly meeting (12pm) campus 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus  Reports Due:  BOT CHAIR 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  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. Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council (AA), Legislature, 22 GCA, Chapter 7, \$7120.2  RESUME BOT POLICY REVIEW: OCCT./NOV. 2020 BOT POLICY REVIEW FOR SERIES 155-199	06- Fri., BOT monthly meeting (12pm) 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus TBA- Board of Trustees / Foundation Board Annual Meeting (Joint Boards Retreat Per Board Bylaws, Article III, Section 1)  Reports Due: BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, \$8113.1  OCT./NOV. 2020 BOT POLICY REVIEW FOR SERIES 155-199	04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus  Reports Due: BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 PRESIDENT: 31- GCC's Annual Report to the Governor *Update BOT training: Boards and Commissions Educational Programs, 5GCA, §43116 (d): Continuing Education for Board and Commission shall, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.  DEC. 2020/JAN. 2021 BOT POLICY REVIEW FOR SERIES 200-228	08- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus NOTE: (*update BOT training) BOARDS & COMMISSION EDUCATIONAL REQUIREMENT, 5GCA, §43116  Reports Due: BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107  BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8 113.1 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. Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2 DEC. 2020/JAN. 2021 BOT POLICY REVIEW FOR SERIES

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE

Board of Trustees
Annual Fiscal Year Calendar, October 2020 thru September 2021

Approved by GCC Board of Trustees: OCT 0 9 2020

	orn in) MENT, Board of , 12pm, rement re re & 8, §8113.1
MAY 2021	07- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in) 14- Fri., GCC COMMENCEMENT, 4:00pm. 21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 APRIL/MAY BOT POLICY REVIEW FOR SERIES 306-350
APRIL 2021	02- Fri., BOT monthly meeting (12pm) 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus New Student Trustee elected  APRIL/MAY BOT POLICY REVIEW FOR SERIES 306-350 Reports Due: BOT CHAIR 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 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. Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2
MARCH 2021	05- Fri BOT monthly meeting (12pm)  19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus  Reports Due: BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, \$8113.1  FEB./MAR. BOT POLICY REVIEW FOR SERIES 232-292
FEBRUARY 2021	05- Fri., BOT monthly meeting (12pm) 19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus  Reports Due: BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1  BOARD: No later than the 15th of February, submittal of GCCs annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature  FEB./MAR. BOT POLICY  REVIEW FOR SERIES 232-292

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

# **GUAM COMMUNITY COLLEGE**

Board of Trustees Annual Fiscal Year Calendar, October 2020 thru September 2021

Approved by GCC Board of Trustees: 0CT 0 9 200

SEPTEMBER 2021	03- Fri., BOT monthly meeting (12pm) 24- Fri., Foundation Board of Governors mtg., 12pm, GCC campus	Reports Due:	BOT CHAIR  BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter &, §8113.1  Reminder: BOT Election, December 2021  TBA: 2021 ACCT Leadership Congress (Oct. 2021) TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT (Scheduled in Sept. or Oct. 2021)  BOT POLICY REVIEW FOR
AUGUST 2021	06- Fri., BOT monthly meeting 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus	TBA- Convocation	Reports Due:  BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislaure & Governor, 5 GCA, Chapter 8, §8113.1 BOT Annual Educational Requirements, 5 GCA, Chapter 43, §43116  TEMINDERS: TBA - GCC PAR Excellence Golf Tournament (Scheduled in Sept. or Oct. 2021)  BOT POLICY REVIEW FOR SERIES 500-700
JULY 2021	02- Fri., BOT monthly meeting (12pm) 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus	Reports Due:	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 POLICY REVIEW FOR
JUNE 2021	04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus	Reports Due:	BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1  PRESIDENT: June 30th - Graduate Employment Report  BOT POLICY REVIEW FOR SERIES 400-475

Adopted by the GCC Board of Trustees:

Date:

FRANK P. ARRIOLA, Chairperson
CARU LEND CHANGLO, VICE CHANG
PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.