

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Thursday, May 11, 2023, 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 the re-elected GCC Board of Trustees Student Member, Kenly Magwili, for 2023-2024.**
2. Roll Call
3. 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 April 14, 2023

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center
  - Student Center Concrete Canopy
  - Culinary Arts & Baking Center

**VII.           NEW BUSINESS**

1. BOT/Faculty Union Agreement 2023-2029
2. BOT Resolution re campus wide upgrades
3. President's Travel Request (June 2023)

**VIII.           EXECUTIVE SESSION**

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

**IX.             ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of April 14, 2023**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held April 14, 2023, was called to order at 12:04 p.m., by Secretary Rose P. Grino in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Swearing In and Administration of the Oath of Office for the reappointment of GCC Board of Trustees Member, Carlo M. Leon Guerrero.** Mr. Carlo Leon Guerrero was reconfirmed by the 37<sup>th</sup> Guam Legislature and sworn in today by Secretary Rose P. Grino for his second term as a member of Guam Community College Board of Trustees.

**2. Roll Call. Trustees Present:** Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer; Ms. Gina Y. Ramos; Mr. Kenly Magwili, Student Trustee. Mr. Frank P. Arriola, Chairperson (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academics Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TSS; Ms. Pilar Williams, Dean, TPS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Trina San Agustin, Program Coordinator, Communications and Promotions; Attorney Rawlen Mantanona.

**3. 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 – March 10, 2023.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVES THE MEETING MINUTES OF MARCH 10, 2023, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** A copy of a letter was received on March 30, 2023 from the Speaker of the Guam Legislature to the Governor of Guam regarding the confirmation of the reappointment of Mr. Carlo Leon Guerrero as a member of the GCC Board of Trustees.

**IV. PUBLIC DISCUSSION.** No request.

## V. REPORTS

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

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

**FY2023:** As of April 6, 2023, for FY2023, the College has received a total of \$11,795,235.00. \$8,309,925.00 for the General Fund; \$3,228,120.00 for MDF; \$51,444.00 for the POST Commission; \$100,200.00 for the Capital Improvements Fund; and \$105,546.00 for the First-Generation Trust Fund Initiative. Based on the amount billed per the allotment schedule, this amounts to 92% of the total requested.

**Capital Improvement Projects and other activities:** The following is a report from the President.

Ongoing CIP Projects:

The College completed its 2022 project for the second bid for air-conditioning replacement as of March 31, 2023; another bid will go out for air-conditioning replacement. The College will continue with the process in upgrading the older units in anticipation that some might break down and the length of time it will take for the bid, as well as the six to eight months for the units to arrive on island.

Other activities:

Participants of the GCC Medical Assisting program supported the McDonald's 5K/2K to benefit Guam Crime Stoppers on March 25, 2023 in Hagatna. The College also contributed through sponsorship.

There are ongoing discussions with GMH and the Dept. of Public Health & Social Services regarding medical interpreting.

The Career & Technical Education (CTE) team has garnered a seat on a work group that identifies opportunity gap analysis for CTE. This is to identify how all students can access CTE. This project is also ongoing.

As last reported, the College applied for a Technical Assistance grant to support SNAP through the Association of Community College Trustees (ACCT) and was awarded \$7,500. In moving forward, the College will help identify individuals on campus that may be eligible for financial aid or other services related to SNAP.

The updated GCC Budget for FY2024, which has gone through the governance process and approved by the Board has been submitted to Senator San Agustin and the 37<sup>th</sup> Guam Legislature.

***BOT - Meeting of April 14, 2023***  
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The Development & Alumni Relations office are working on several scholarships, one of which was made on behalf of the late Associate Dean, Gary Hartz. Other scholarship opportunities are Andrea Ilaio, from Foundation Board member Ed Ilaio's family; Jerald Bagain; and Kurt S. Moylan that are new scholarships recently received. Another that is currently being processed is supported by the Foundation is a scholarship for accelerated learning for DEAL for college and math for high school students.

The College submitted 2 grants to the Department of Interior focusing on more boot camp training and building institutional capacity for our College programs.

The office of Planning & Development and the Sustainability Office completed updates to the Institutional Strategic Master Plan (ISMP), which was presented during the April 10, 2023 College Assembly.

There are additional trainings ongoing such as the advance leave request training. The College is moving forward on this as payroll is already on an electronic format.

The College will be recruiting for employment positions that are vacant. These positions are for employees leaving the College as well as for internal promotions, as follows: Supply Expediter, Institutional Researcher, Program Specialist for CEWD, Program Coordinator I, and a Computer Systems Analyst.

As a highlight, the President reported a team effort in assisting with the George Washington High School campus clean-up, which will continue tomorrow, April 15, 2023. Debris disposed were at the back of the campus. Bins were provided for metal, mixed trash and wood. The clean-up was also for the renovation of 2 classrooms to support the GCC Nursing program at the GW school campus.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

Thurs., March 23, 2023, 4:00 p.m. - 8:00 p.m., in Parking Lot H (behind LRC) was the Spring Festival and "Tour of the Pacific" event. It was a success with more entertainment and participants.

March 24, 2023, 1:00 p.m., Student Center Training Room 5108, a COPSA General Membership meeting is scheduled.

Wed., March 29, 2023, at 3:00 p.m., applications for the 2023-2024 GCC Student Leader election has been issued and was collected.

Mon.-Fri., April 3-April 7, 2023, 9:00 a.m.-3:00 p.m., Room E117-E118: COPSA officers and Trustee Magwili attended the Transformation Training presented by Dr. Laura Souder and Dr. Sammy Betances.

***BOT - Meeting of April 14, 2023***  
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Today, Fri., April 14, 2023, at 1:00 p.m., in the Student Center Training Room 5108, a COPSA General Membership meeting is scheduled.

Wed., April 19, 2023, at 4:00 p.m. - 7:00 p.m., in the Student Center Training Room 5108: COPSA “Game Night” event to include board, card and video games.

**Faculty Advisory Member:** Ms. Simone Bollinger was not in attendance for today’s meeting.

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

Staff are busy preparing for the Summer semester as well as for the GCC commencement ceremony on May 19, 2023.

Attended the College Assembly on April 10, 2023 with focus on the upcoming accreditation with the new standards in which faculty, staff and administrators were provided an opportunity for input.

Anticipate the 22% raise will go through.

**Board of Trustees Community Outreach Report:**

March 2023: Trustee Magwili ran for another term as the Student Trustee for 2023-2024.

March 10, 2023 and March 24, 2023: Trustee Magwili attended both COPSA membership meetings.

March 23, 2023: Trustee Magwili attended the Spring Festival and “Tour of the Pacific” event.

March 29, 2023, policy review attended by Trustees Arriola and Sablan.

April 2, 2023, Autism Community Together (ACT) 2K/4K Sunset Run/Walk for Autism awareness was attended by Trustee Grino.

April 3-April 7, 2023, 9:00 a.m.-3:00 p.m., was the Transformation training: attended by Trustee Magwili.

April 9, 2023, during Easter Sunday Mass, Trustee Grino was around to assist as a nurse.

At this time, Trustee Grino mentioned that the Medical Interpreting program with GCC is a big deal for both the hospitals and the clinics, which is a requirement as far as meeting best practices and compliance. That this is a need for health care facilities.

**VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building.

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This project remains at 99.9% complete. As last reported, there are a few items still pending before the final occupancy. At this point, the College is working with DPW to demonstrate that based on the Scope of Work according to the bid for the contractor, has been done and should not hold up occupancy. Although, what is pending is important, still need to work this out with DPW, TRMA and the contractor.

Building 300.

To date, this project is 99.75% complete and as last reported, is near completion. Some items under the punch list are ongoing such as the architectural at 78%, structural at 95%, electrical at 97%, miscellaneous at 65%, and the permits at 37%. The permits have a lower rate for completion and would have to focus on this.

Wellness Center.

Dr. Julie met with representatives from USDA. The College is required to submit a certified letter from a loaning institution stating that the GCC Foundation is unable to finance this project; a complete environmental report; and clarification as to the intent of how the facility will be utilized. To design this as a wellness and instructional facility as opposed to a recreational facility.

Building B.

To date, this project is 33.7% complete. This project is ongoing such as the column and wall footings; and installation of the forms and rebars for the columns and walls. Monthly meetings are still ongoing.

Workforce Development Center (Barrigada property).

As last reported, SAC documents had to be updated and reviewed by the legal counsel and the President, which was done.

The final bid specifications for approval by the U.S. Economic Development Authority (EDA) is still pending. Once finalized, it will be uploaded for EDA review and approval. Anticipate EDA officials to be on island within two weeks. The President will then have an opportunity to speak with them regarding this project.

Student Center Concrete Canopy.

This project is now at 98% complete and is progressing well. The painting is done; the light fixtures and solar panels would have to be installed; and working on the hydroseeding and the lawn. Anticipate completion soon before the students leave after graduation.

Culinary Arts & Baking Center.

As last reported, the Culinary Arts & Baking Center for Building 400 is the current Culinary Kitchen and MPA. The final documents were submitted to U.S. DOE for approval to utilize the remaining \$1.9 million the College currently has in CARES funding with the Higher

Education Emergency Relief Fund (HEERF). The President reported that the College received approval for this funding to renovate Building 400. The RFP is out and the bid opening will be scheduled soon. The RFP list of culinary equipment has also been released to ensure that when renovation is done, the equipment is already set to be installed.

**VII. NEW BUSINESS.**

**1. BOT Policy Review (Series 500, Policy 711, Policies 208 & 209).** The President reported that a working session was held to review recommended changes for each of the policies presented to the Board. The Board was provided with the version with the track changes as well as the clean copies of the updated versions. Administrators participated as well as Ms. Simone Bollinger, the Faculty Advisory member. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SALBAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES POLICY REVIEW FOR THE FOLLOWING POLICIES: POLICY 500-GUAM COMMUNITY COLLEGE STUDENT HANDBOOK; POLICY 505-STUDENT CO-CURRICULAR ACTIVITIES; POLICY 510-ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS; POLICY 515-PACIFIC ISLANDS STUDENT ENDOWMENT FUND; POLICY 520-“ENRICHMENT STUDENT” CATEGORY; POLICY 711-GCC APPRENTICESHIP TRAINING PROGRAM; POLICY 208-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS; AND POLICY 209-AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS (WIRE & CREDIT CARD PAYMENT TRANSACTIONS), WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. Five-Year Academic Calendar AY 2023-2028.** The Board is annually presented with an updated Academic Year Calendar. This updated calendar has gone through the required governance process. First, through the Calendar Committee then to the Faculty Senate for further review. Feedback from the Faculty Senate was taken into consideration. This year the Board was provided with an updated Five-Year Academic Calendar for AY2023-2024 through AY2027-2028. There were minor typographical errors and was corrected. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE KENLY MAGWILL, THAT THE BOARD APPROVE THE FIVE-YEAR**

**ACADEMIC CALENDAR FOR AY2023-2024 THROUGH AY2027-2028, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE CARLO M. LEON GUERRERO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:33 p.m., the meeting convened into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 12:55 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 KENLY MAGWILI, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the President informed the Board that an event sponsored by the Math and Science department will be held at the Micronesia Mall tomorrow, April 15, 2023, 12:00 p.m. to 5:00 p.m., to support a GCC Medical Assisting graduate, Ms. Ageline Sahagun Salas. Ms. Salas will soon complete her medical degree and pursue her 5-year residency as a Pediatrician. She will be at the Mall to conduct a "Teddy Bear" clinic for young children by using a teddy bear as a way of helping them reduce their fear when visiting a doctor, or other medical personnel. This is Ms. Salas' way of giving back to the College. The President anticipates this event will expand in the future with more support from GCC's Nursing students.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING OF APRIL 14, 2023, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of April 14, 2023, adjourned at 12:57 p.m.

**SUBMITTED BY:**

/s/

\_\_\_\_\_  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

/s/

\_\_\_\_\_  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

/s/

\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Chairperson



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Resolution 9-2023**

**FUNDING REQUEST TO SUPPORT CAMPUS UPGRADE PROJECTS**

**WHEREAS**, the Guam Community College (“GCC” or “the College”) supports increased student enrollment, retention, and program graduation rates by improving academic quality and student learning outcomes by expanding the quality of learning resource materials and facilities; and

**WHEREAS**, the Board of Trustees has established through Policy 220, that the fund balance available in the Non-Appropriated Fund is reserved for capital projects; and

**WHEREAS**, there are ongoing project upgrades on campus that would require additional funding; and

**WHEREAS**, the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges visited Guam Community College in March 2018 and later reaffirmed GCC’s accreditation through Spring 2025; and

**WHEREAS**, the campus upgrades have been planned to be completed prior to the next ACCJC visit scheduled for March 2025; and

**WHEREAS**, the College has identified the need to use these funds for the following campus upgrades: campus-wide painting, increased accessibility for persons with disabilities, and elevator upgrades such as to replace the current existing obsolete control boards and telephone; and

**WHEREAS**, sufficient funding is available in the GCC Capital Projects Fund to support this request; and

**WHEREAS**, the College requests that the GCC Board of Trustees appropriates up to \$500,000 from the Non-Appropriated Fund balance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes appropriating the sum not to exceed \$500,000 from the Capital Projects Fund to fund the campus-wide painting, ADA compliance requirements, and the elevator upgrades and shall authorize the President to execute any and all contracts necessary for said campus upgrades; and


**Page 2: GCC Board of Trustees Resolution 9-2023 - Funding Request To Support Campus Upgrade Projects**

**BE IT FURTHER RESOLVED**, that the GCC Board of Trustees appropriates **\$500,000** from the GCC Capital Projects Fund to support the campus upgrade projects in anticipation of the 2025 visit by the Accrediting Commission for Community and Junior Colleges (ACCJC).

ADOPTED the 11<sup>th</sup> day of May 2023.

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Chairperson

**ATTESTED BY:**

  
\_\_\_\_\_  
**ROSE P. GRINO**  
Secretary

**PRESIDENT'S TRAVEL SCHEDULE**  
**June 2023**

| <b>Conference Title/Sponsor</b>                                      | <b>Date</b>             | <b>Location</b>     |
|--|-------------------------|---------------------|
| <b>Region 18/19 Comprehensive Center<br/>Advisory Board Meeting*</b> | <b>June 20-21, 2023</b> | <b>Honolulu, HI</b> |
| <b>PPEC</b>  | <b>June 22, 2023</b>    | <b>Honolulu, HI</b> |
| <b>ACCJC Implementation of New<br/>Standards</b>                     | <b>June 23, 2023</b>    | <b>Honolulu, HI</b> |

*Funding Source(s): \*100% funded by PREL/PPEC*

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, April 14, 2023, 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 the reappointment of GCC Board of Trustees Member, Carlo M. Leon Guerrero.**
2. Roll Call
3. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of March 10, 2023

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center
  - Student Center Concrete Canopy
  - Culinary Arts & Baking Center

**VII. NEW BUSINESS**

1. BOT Policy Review (Series 500, Policy 711, Policies 208 & 209)
2. Five-Year Academic Calendar AY2023-AY2028

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**

**OATH OF OFFICE**

***I, CARLO M. LEON GUERRERO, 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**  
**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 April 14, 2023.*



\_\_\_\_\_  
**Member (Signature)**

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

*FOR FRANK P. ARRIOLA*



\_\_\_\_\_  
**Chairperson, Board of Trustees (Signature)**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of March 10, 2023**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held March 10, 2023, 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:** Mr. Frank P. Arriola, Chairperson; Ms. Gina Y. Ramos; Mr. Kenly Magwili, Student Trustee; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Pilar Williams, Academics Affairs Division/TPS; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Mr. Gerald Cruz, Associate Dean, TSS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Simone Bollinger, Faculty Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rawlen Mantanona.

**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 – February 10, 2023.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE BOARD APPROVES THE MEETING MINUTES OF FEBRUARY 10, 2023, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

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

**FY2023:** To date, for FY2023, the College has received a total of \$9,542,846.00. \$6,771,050.00 for the General Fund; \$2,630,192.00 for MDF; \$41,608.00 for the POST Commission; and \$99,996.00 for the First-Generation Trust Fund Initiative. Based on the amount billed, this amounts to 87% of the total requested.

**Capital Improvement Projects and other activities:** The following is a report from the President.

Ongoing CIP Projects:

The College is waiting on UV lights and ionizers for 4 of the air-conditioning units for Building 1000 and estimate arrival is during March 2023; the Building 2000 generator CARES funding project is approximately 45% complete and progressing.

Other activities:

At the end of February 2023, a ceremony was held for 18 students who completed the Childcare Leadership Boot Camp.

Last month's highlight for the College were 3 visitors from the Lumina Foundation. This was a result of the College's submission to a Million Dollar Challenge grant. Although the College was not awarded the grant, the Lumina Foundation were interested in the College. The group took footage of Guam around the island as well as interviewing faculty and students regarding our programs, especially with workforce development and training. The final product of the footage will be shared with the College sometime during this summer.

The College received an "invitation only" grant opportunity to help improve and expand the College's digital presence and mobile outreach.

The College received feedback on the Indigenous Language Summit held last month especially with the 2+2 program with the University of Guam and how students can do their service learning through language preservation. This can be done in collaboration with Guam DOE students, or GCC postsecondary students.

The College has had previous conversations with Guam Public Health & Social Services for opportunities for individuals receiving services via Public Health that can take advantage of a program that GCC applied a grant through a Technical Assistance grant. GCC would be a center of information for individuals receiving public assistance and for potential students who might qualify for assistance they are not aware of.



The College submitted a grant with Cabras Marine for a first-time application with Department of Defense to advance the Cabras Marine welding apprentices to a higher level, qualifying apprentices to work on different types of ships. This is also supported by the National Welding Institute.

The GCC PIO has been busy working with SEEN Digital to install monitors on campus to provide the College with advertisement and marketing content. We anticipate this will help the College with marketing strategies in improving recruitment and retention.

The College is celebrating CHamoru month with various activities on campus. The first event is a Mes CHamoru merienda ending with a luncheon on March 31, 2023.

Several employees will be leaving GCC for other employment opportunities and new employees will be starting March 13, 2023. Departing will be the Program Specialist for Student Support Services, Administrative Aide for Adult Education office, an Accountant II and the Grant Writer/Program Specialist for the Development & Alumni Relations office. These departures will also provide opportunities for employees to be promoted.

The College will be submitting testimony in support of the Bill No. 24-37 (COR) for the 22% salary increase for support staff.

There are discussions with an individual who want to start an aviation, pilot, and mechanical engineering training academy on Guam due to interests in this field, as well as interests in electric vehicles and boat engine repair.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

Tues., February 14, 2023, 10:00 a.m.-3:00 p.m., Student Center Training Room 5108: COPSA hosted a recreational activity, "The Love Wall" in which students wrote on paper hearts to paste on the wall and a photo booth area. Valentine's Day treats were also distributed to the first 100 students.

Fri., February 17, 2023, 1:00 p.m., in the MPA: COPSA held a Health Certificate Training workshop for student organizations to obtain or renew health certificates.

Fri., March 3, 2023, 8:30 a.m. to 3:00 p.m., at the Westin Resort: COPSA and CSI, hosted the EDGE Conference with 147 students in attendance. The conference consisted of the following:

For the main session: Ethics in the Workplace; Dress for Success; Uplift Counseling Services.

The breakout sessions: Financing for Your Future; Job Search and Resume Writing Tips; How to Ace Your Virtual or In-Person Job Interview.

There were also after lunch and work-related activities led by Trustee Magwili, the COPSA officers, and advisors.

***BOT - Meeting of March 10, 2023***

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Fri., March 10, 2023, 1:00 p.m., Student Center Training Room 5108: Today COPSA is having a General Membership meeting.

Student organizations held activities in February 2023, as follows:

Valentine's grams by the Adult High School Student Organization and Education Student Organization;

Valentine's bake sale by the Practical Nursing Student Association; the Veterans Club, and the Education Student Organization; and

"Show and Sell" event by the Business Organization for Student Success in collaboration with the Marketing and Visual Communications department.

**Faculty Advisory Member:** Ms. Simone Bollinger reported the following.

Ms. Bollinger attended the Indigenous Language Summit, February 10-11, 2023, representing the GCC CHamoru Education and Culture Track program. Ms. Bollinger mentioned that this was a very productive Summit with participants from New Zealand, Hawaii and the CNMI. Conversations held included what the President reported earlier on how students can do their service learning with language preservation.

The "Show and Sell" was held on March 8-9, 2023, at the MPA with different "fun" products on sale by students.

The 5th Annual Marianas Terrestrial Conservation Conference & Workshop was held on February 21-23, 2023, at the MPA, to include a field trip on the second day. This was a successful event with a lot of participants and coverage on social media.

Today, March 10, 2023, at 5:00 p.m., is the end of the voting period for faculty for the ratification of the BOT/Faculty Union Agreement. Ms. Bollinger mentioned a positive outlook regarding this.

**Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance for today's meeting.

**Board of Trustees Community Outreach Report:**

March 2, 2023, 2:00 p.m., was the confirmation hearing for the reappointment of Trustee Carlo Leon Guerrero at the Guam Congress Building: Trustees Arriola and Grino were in attendance. Trustee Sablan provided a written testimony in support of the reappointment, which was read by Trustee Grino.

Trustee Ramos reported she attended the virtual Proclamation signing for the Career & Technical Education month, which she saw that the President attended as well.

**VI. UNFINISHED BUSINESS**



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

Forensic Lab/DNA Building.

This project remains at 99.90% complete. As last reported there are a few items still pending before the final occupancy. The biggest item is on the GPD side for the installation of the fume hood that connects to the DDC control. The equipment has arrived but still has to be installed. Request for quotes were issued but proposals were too high. The College will request for additional quotations for this project.

Building 300.

To date, this project is 99.72% complete and as last reported, is near completion. Some items under the punch list are ongoing and the occupancy preparations is at 25%. Anticipate a ribbon cutting ceremony at the end of March 2023 pending completion of what has to be done.

Wellness Center.

An environmental report was done to identify any endangered species, although some were identified, they will not be impacted by the construction. The financial feasibility study is complete which helps in moving forward with the USDA loan with funding for this project.

Building B.

To date, this project is 32.14% complete. The structural engineer has requested for some soil testing before the column and wall footings and is in progress.

Workforce Development Center (Barrigada property).

For this project, there are a few things that needed to be submitted such as the final bid specifications for approval by the U.S. Economic Development Authority (EDA). There are SAC documents that had to be updated and after legal counsel's and the President's final review, it will be forwarded to EDA. This project can then move forward when the SAC documents are approved including approval of the final bid specs in order to move forward.

Student Center Concrete Canopy.

This project is now at 85% complete. This project is progressing well and will be installing the light fixtures, and the drilling and installation of solar panels. The paint color has been selected.

To add to the list of construction projects is the Culinary Arts & Baking Center for Building 400, which is the current Culinary Kitchen and MPA. All final financial documents and required documents has been submitted to U.S. DOE. The President will be following up with U.S. DOE on March 11, 2023, regarding utilizing the remaining \$1.9 million the

College currently has in CARES funding. Anticipate funding will be approved to move forward.

**VII. NEW BUSINESS.**

**1. Updated Budget Approval for FY2024.** The President reported that the College submitted the FY2024 Budget Request to the Guam Legislature and met the deadline. The President further reported that she has met with some of the Senators regarding the same and the first meeting was with Senator San Agustin. Senator San Agustin requested that the initial budget request be retrieved and replaced to include the proposed 22% pay increase for support staff.

The Board was presented with the GCC Budget Digest for FY2024 to include the proposed pay increase. All other attachments to the previous budget that was presented to the Board remain the same. The amendment to the budget is due by April 2023 and anticipate will be in effect October 2023. This budget has been submitted to the College Governing Council and College Resource & Facilities Committee. The total amount requested is now at \$22,911,066.00. To date, no budget hearing has been scheduled. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE AMENDMENT TO THE FISCAL YEAR 2024 BUDGET REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. President's Travel Request (April-June 2023).** The following is the President's travel request: Executive Leadership Development Program, April 17-22, 2023, in Pohnpei, funded by EDLP; and the ACCJC Commission meeting, June 7-9, 2023, in Santa Monica, California, funded by ACCJC. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR APRIL-JUNE 2023, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**



At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At 12:53 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 GINA Y. RAMOS, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE MEETING RECONVENE TO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At 1:02 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 KENLY MAGWILI, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, the Chairman mentioned that he is proud to be on this Board and witnessing results with post-COVID on how the College community worked together from the students to the faculty, staff and administrators. The Chairman reiterated from the last meeting that on behalf of the Board, they are there to continue and support the growth of the College and are there to help.

The Chairman further praised the College and especially Dr. Okada for the bootcamp initiatives, which the Guam Legislature seemed to be interested in. That in the future, anticipate scheduling an informational meeting for the Senators regarding this. The President suggested this meeting at a “Leadership Luncheon” for the launching of the new Multipurpose Auditorium (MPA).

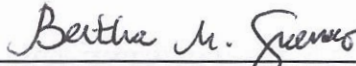
**IX. ADJOURNMENT.** A motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE MEETING OF MARCH 10, 2023, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

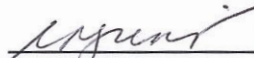
There being no further discussion, the meeting of March 10, 2023, adjourned at 1:03 p.m.

**SUBMITTED BY:**

  
BERTHA M. GUERRERO  
Recording Secretary


APR 14 2023

**ATTESTED BY:**

  
ROSE P. GRINO  
Secretary

APR 14 2023

**APPROVED BY:**

  
FRANK P. ARRIOLA  
Chairperson

APR 14 2023

For

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS**

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

**WHEREAS**, the College has the following bank accounts:

**First Hawaiian Bank**

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account
- Priority Rewards Business Credit Card
- 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
  - Tiyan High School Checking

**Bank of Guam**

- Capital Project Fund Checking Account
- Payroll Checking Account

**Bank of Hawaii**

- Student Activity Fund Checking Account

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

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions, with the exception of the Business credit card which only requires one signature.



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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes, with the approval of the Board of Trustees 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 for Academic Affairs**

**Vice President for Finance & Administration**

**Amended & Adopted: \_\_\_\_\_, 2023  
Resolution \_\_\_\_\_ 2023**

**Amended & Adopted: December 23, 2021  
Resolution 21-2021**

**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**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS**

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**WHEREAS**, the College has the following bank accounts:

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  - Tiyan High School Checking

**Bank of Guam**

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- Payroll Checking Account

**Bank of Hawaii**

- Student Activity Fund Checking Account

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**Amended & Adopted: \_\_\_\_\_, 2023**

**Resolution 2023**

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**Resolution 39-2008**

**Adopted: December 11, 2007**

**Resolution 2-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS  
(Wire & Credit Card Payment Transactions)**

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

**WHEREAS**, in order to save time, the Guam Community College (“College”) has the need to periodically make credit card payments towards vendor accounts, or wire transfers to vendor accounts at off-island banks in payment of College obligations; and

**WHEREAS**, the College has a General Fund checking account and a Priority Rewards Business Credit Card with First Hawaiian Bank in Guam, and a Payroll checking account with Bank of Guam; and

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

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions including requests for payment or transfer made by email/electronic transfer, with the exception of the Priority Rewards Business Credit Card from First Hawaiian Bank in Guam, which requires only one signature.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request credit card payments, or wire payment transactions from the College’s General Fund Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam, or against the Priority Rewards Business Credit Card with First Hawaiian Bank in Guam.

**TITLE**

**President**

**Vice President for Academic Affairs**

**Vice President for Finance & Administration**

**BE IT FURTHER RESOLVED**, that one of the above authorized signatories may use the Priority Rewards Business Credit Card from First Hawaiian Bank with an upper limit of \$100,000 to pay for College obligations as needed.

**Page 2: GCC Board of Trustees Policy 209 - Authorized Signatories For Bank Transactions (Wire & Credit Card Payment Transactions)**

**BE IT FURTHER RESOLVED**, that two actual signatures will be required for each wire transfer transaction, and an upper limit of \$200,000 for vendor payments and \$500,000 for payroll transactions will be placed on any single transaction request and, if such a transaction is initiated by email/electronic transfer, written confirmation will be sent to the bank.

**Amended & Adopted: \_\_\_\_\_, 2023**  
**Resolution \_\_\_\_-2023**

**Amended & Adopted: December 23, 2021**  
**Resolution 22-2021**

**Amended & Adopted: February 3, 2017**  
**Resolution 2-2017**

**Amended & Adopted: February 6, 2014**  
**Resolution 9-2014**

**Amended & Adopted: November 4, 2009**  
**Resolution 3-2010**

**Amended & Adopted: November 17, 2008**  
**Resolution 40-2008**

**Adopted: December 11, 2007**  
**Resolution 3-2008**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS  
(Wire & Credit Card Payment Transactions)**

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

**WHEREAS**, in order to save time, the Guam Community College ("College") has the need to periodically make credit card payments towards vendor accounts, or wire transfers to vendor accounts at off-island banks in payment of College obligations; and

**WHEREAS**, the College has a General Fund checking account and a Priority Rewards Business Credit Card with First Hawaiian Bank in Guam, a ~~Priority Rewards Business Credit Card with First Hawaiian Bank,~~ and a Payroll checking account with Bank of Guam; and

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

**WHEREAS**, the College requires two signatures (manual or digital) on all bank transactions including requests for payment or transfer made by email/electronic transfer, with the exception of the Priority Rewards Business Credit Card from First Hawaiian Bank ~~Business Credit Card~~ which requires only one signature.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request credit card payments, or wire payment transactions from the College's General Fund Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam, or against the Priority Rewards Business Credit Card.

**TITLE**

**President**

**Vice President for Academic Affairs**

**Vice President for Finance & Administration**

**BE IT FURTHER RESOLVED**, that one of the above authorized signatories may use the Priority Rewards Business Credit Card from First Hawaiian Bank with an upper limit of \$100,000 to pay for ~~GCC~~ College obligations as needed.

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(Wire & Credit Card Payment Transactions)**

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**Amended & Adopted: \_\_\_\_\_, 2023**  
**Resolution -2023**

**Amended & Adopted: December 23, 2021**  
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**Resolution 3-2010**

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**Resolution 40-2008**

**Adopted: December 11, 2007**  
**Resolution 3-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GUAM COMMUNITY COLLEGE STUDENT HANDBOOK**

**WHEREAS**, the Guam Community College (“College”) administers postsecondary programs, including Career and Technical Education (CTE) and Adult Education programs; and

**WHEREAS**, the Board of Trustees is committed to providing a safe, healthy, equitable, and meaningful educational environment; and

**WHEREAS**, policies which ensure the provision and protection of said responsibilities and services are clearly described and expressed in the Guam Community College Student Handbook; and

**WHEREAS**, the policies contained in the aforementioned Student Handbook are established in the broad categories of student affairs.

**NOW, THEREFORE, BE IT RESOLVED**, that provisions which are directed at or govern the behavior and relationships of students with and within the College community and environment fall into the broad category of student affairs; and

**BE IT FURTHER RESOLVED**, that the provisions contained in the Student Handbook shall be reviewed, updated, and published annually.

**Amended and Adopted: \_\_\_\_\_, 2023  
Resolution \_\_\_\_\_**

**Reviewed with no changes: August 11, 2017  
Amended & Adopted: January 13, 2015  
Resolution 5-2015**

**Amended & Adopted: January 8, 2009  
Resolution 11-2009**

**Adopted: April 6, 1994  
Resolution 32-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**POSTSECONDARY-GUAM COMMUNITY**

**COLLEGE STUDENT HANDBOOK**

**WHEREAS**, the Guam Community College ("College") administers postsecondary programs, including eCareer- and tTechnical eEducation (CTE) programs and Adult Education programs; and

**WHEREAS**, the Board of Trustees is committed to providing a safe, healthy, equitable, and meaningful educational environment; and

**WHEREAS**, policies which ensure the provision and protection of said responsibilities and services are clearly described and expressed in the Guam Community College Postsecondary-Student Handbook; and

**WHEREAS**, the policies contained in the aforementioned Student Handbook are established in the broad categories of student affairs.

**NOW, THEREFORE, BE IT RESOLVED**, that provisions which are directed at or govern the behavior and relationships of students with and within the College community and environment fall into the broad category of student affairs; and

**BE IT FURTHER RESOLVED**, that the provisions contained in the Postsecondary-Student Handbook shall be reviewed, updated, and published annually.

**Amended and Adopted:** \_\_\_\_\_, 2023  
**Resolution**

**Reviewed with no changes: August 11, 2017**  
**Amended & Adopted: January 13, 2015**  
**Resolution 5-2015**

**Amended & Adopted: January 8, 2009**  
**Resolution 11-2009**

**Adopted: April 6, 1994**  
**Resolution 32-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT CO-CURRICULAR ACTIVITIES**

**WHEREAS**, students derive many values through their participation in structured, well-defined student co-curricular activities; and

**WHEREAS**, these support activities are an integral part of a student's total educational experience; and

**WHEREAS**, co-curricular activities allow students to participate in diverse, multicultural educational experiences that promote leadership, ethical values, and social skills among other essential skills.

**NOW, THEREFORE, BE IT RESOLVED**, that it is the belief of the Board of Trustees of Guam Community College that students derive many values through active participation in structured, well-defined student co-curricular activities associated with attending college and participating in student campus life activities administered by the College; and

**BE IT FURTHER RESOLVED**, that the administration will direct efforts towards properly promoting, supporting and directing such student activities as an integral part of the education program and diversity, equity and inclusion; and

**BE IT FURTHER RESOLVED**, that use of College facilities and resources may be provided by the administration in support of campus activities and organizations as appropriate. Such use shall in no way interfere with the educational functions of the College.

**Amended and Adopted: \_\_\_\_\_, 2023**  
**Resolution \_\_\_\_\_**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 8, 2009**  
**Resolution 12-2009**

**Adopted: April 6, 1994**  
**Resolution 33-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STUDENT CO-CURRICULAR ACTIVITIES**

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**NOW, THEREFORE, BE IT RESOLVED**, that it is the belief of the Board of Trustees of Guam Community College that students derive many values through active participation in structured, well-defined student co-curricular activities associated with attending college and participating in student campus life activities administered by the College; and

**BE IT FURTHER RESOLVED**, that the administration will direct efforts towards properly promoting, supporting and directing such student activities as an integral part of the education program and diversity, equity and inclusion; and

**BE IT FURTHER RESOLVED**, that use of College facilities and resources may be provided by the administration in support of campus activities and organizations as appropriate. Such use shall in no way interfere with the educational functions of the College.

**Amended and Adopted: \_\_\_\_\_, 2023**  
**Resolution \_\_\_\_\_**

**Reviewed with no changes: August 11, 2017**  
**Amended & Adopted: January 8, 2009**  
**Resolution 12-2009**

**Adopted: April 6, 1994**  
**Resolution 33-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS**

**WHEREAS**, Guam Community College believes that each and every individual should have an opportunity for education regardless of past academic or judicial record; and

**WHEREAS**, the College's adult/postsecondary educational programs frequently serve as a component of community rehabilitation efforts for criminal offenders; and

**WHEREAS**, it is the College's responsibility to provide a secure learning environment for all students attending classes on College premises, the College enrolls in on-campus adult/postsecondary educational programs only those incarcerated students who, in accordance with law, executive order, judicial order, or other official mandate, have been determined eligible for participation in off-compound educational programs by the incarcerating institution; and

**WHEREAS**, incarcerated students remain under the supervision and security of the institution that is assigned their custody during attendance on College premises.

**NOW, THEREFORE, BE IT RESOLVED**, that levels of on-campus supervision and security for all incarcerated students shall be in accordance with law, executive or judicial order, or other official mandate, and shall comply with established inter-institutional agreements which specify the conditions under which incarcerated students shall attend educational programs on College premises; and

**BE IT FURTHER RESOLVED**, that failure of the incarcerating institution to provide required levels of supervision and/or security for any incarcerated student(s) under its custody during any semester of term, or to comply with requirements or conditions contained in established inter-institutional agreements, or with other College policies or regulations, may result in the College denying admission or revoking attendance privileges for such incarcerated student(s).

**Reviewed with no changes: \_\_\_\_\_, 2023**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 8, 2009  
Resolution 13-2009**

**Adopted: April 6, 1994  
Resolution 34-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PACIFIC ISLANDS STUDENT ENDOWMENT FUND**

**WHEREAS**, the Guam Community College initially received funds from Section 1204(c) of the Higher Education Act annually; and

**WHEREAS**, the Board of Trustees established the **Pacific Islands Student Endowment Fund**.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby authorizes the annual use of the earnings from the Pacific Islands Endowment Fund for the continued support of Pacific Island Students and all students who are new to Guam's culture and the GCC campus; and

**BE IT FURTHER RESOLVED**, that the President annually submit a budget for the operation of a program or programs to assist students with understanding and becoming better prepared to deal with the diversity of our community at the College and on the island of Guam.

**Amended and Adopted: \_\_\_\_\_, 2023**  
**Resolution \_\_\_\_\_**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 13, 2015**  
**Resolution 6-2015**

**Amended & Adopted: January 8, 2009**  
**Resolution 14-2009**

**Adopted: December 15, 1993**  
**Amended: January 4, 1995**  
**Resolution 3-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PACIFIC ISLANDS STUDENT ENDOWMENT FUND**

**WHEREAS**, the Guam Community College initially received funds from Section 1204(c) of the Higher Education Act annually; and

**WHEREAS**, the Board of Trustees established the **Pacific Islands Student Endowment Fund**.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees does hereby authorizes the annual use of the earnings from the Pacific Islands Endowment Fund for the continued support of Pacific Island Students and all students who are new to Guam's culture and the GCC campus.

**BE IT FURTHER RESOLVED**, that the President annually submit a budget for the operation of a program or programs to assist students with understanding and becoming better prepared to deal with the diversity of our community at the College and on the island of Guam.

**Amended and Adopted:** \_\_\_\_\_, 2023  
Resolution

**Reviewed with no changes: August 11, 2017**  
**Amended & Adopted: January 13, 2015**  
**Resolution 6-2015**

**Amended & Adopted: January 8, 2009**  
**Resolution 14-2009**

**Adopted: December 15, 1993**  
**Amended: January 4, 1995**  
**Resolution 3-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**“ENRICHMENT STUDENT” CATEGORY**

**WHEREAS**, 17 GCA, Section 31107, mandates Guam Community College (“GCC”) “to establish career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers for Guam and Micronesia;” and

**WHEREAS**, pursuant to 17 GCA, Section 31108, one of the Board of Trustees’ duties is “to coordinate and recommend improvements in career and technical educational programs in order to match career and technical education programs with current and existing job needs;” and

**WHEREAS**, students who decide to register for classes at GCC have various educational objectives ranging from seeking a degree to enrolling into courses for job advancement; and

**WHEREAS**, the General Education Committee recommends that GCC establish a formal category of “Enrichment Student” to identify students who do not intend to declare a major or pursue a degree program, but who plan to complete more than 18 credit hours of postsecondary work; and

**WHEREAS**, an enrichment student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student.

**NOW, THEREFORE, BE IT RESOLVED**, that a formal category of “enrichment student” be created in order to accommodate the needs of students who do not intend to seek a degree at GCC; and

**BE IT FURTHER RESOLVED**, that should individuals enrolled as enrichment students subsequently decide to pursue a Certificate or Associate degree program, they would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

**Amended and Adopted:** \_\_\_\_\_, 2023  
**Resolution** \_\_\_\_\_

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 13, 2015**  
**Resolution 7-2015**

**Adopted: May 8, 2008**  
**Resolution 8-2008**

**Guam Community College  
Board of Trustees**

**“ENRICHMENT STUDENT” CATEGORY**

**WHEREAS**, 17 GCA, Section 31107, mandates Guam Community College (“GCC”) “to establish career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers for Guam and Micronesia;” and

**WHEREAS**, pursuant to 17 GCA, Section 31108, one of the Board of Trustees’s duties is “to coordinate and recommend improvements in career and technical educational programs in order to match career and technical education programs with current and existing job needs; ~~...career and technical educational programs in order to match career and technical education programs with current and existing job needs;~~” and

**WHEREAS**, students who decide to register for classes at GCC have various educational objectives ranging from seeking a degree to enrolling into courses for job advancement; and

**WHEREAS**, the General Education Committee recommends that GCC establish a formal category of “Enrichment Student” to identify students who do not intend to declare a major or pursue a degree program, but who plan to complete more than 18 credit hours of postsecondary work; and

**WHEREAS**, an enrichment student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student.

**NOW, THEREFORE, BE IT RESOLVED**, that a formal category of “enrichment student” be created in order to accommodate the needs of students who do not intend to seek a degree at GCC; and

**BE IT FURTHER RESOLVED**, that should individuals enrolled as enrichment students subsequently decide to pursue a Certificate or Associate degree program, they would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

**Amended and Adopted:** \_\_\_\_\_, 2023  
**Resolution** \_\_\_\_\_

**Reviewed with no changes: August 11, 2017**  
**Amended & Adopted: January 13, 2015**  
**Resolution 7-2015**

**Adopted: May 8, 2008**  
**Resolution 8-2008**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GCC APPRENTICESHIP TRAINING PROGRAM**

**WHEREAS**, the Community College Act of 1977 (as amended by Public Law 31-99 in 2011) mandates the development of local skills in the various crafts and trades and developing a program of Apprenticeship Training and Apprenticeship standards in accordance with standards established by and acceptable for registration with the Office of Apprenticeship, United States Department of Labor - Employment and Training Administration (ETA); and

**WHEREAS**, there is an eminent need to address the growing concerns of our community in matters relating to workforce development; and

**WHEREAS**, the Board of Trustees is committed to making progressive and innovative improvements in the Apprenticeship Training Program of the College; and

**WHEREAS**, the evolution of the Apprenticeship process in the territory of Guam allows for broader participation of new program providers that complies with Title 29 C.F.R. Parts 29 and 30 and the Apprenticeship Training Standards of USDOL, Office of Apprenticeship (P.L. 28- 142).

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Guam Community College fully supports the Apprenticeship Training Program; and reaffirms its commitment to provide the requisite academic instruction and training necessary to the fulfillment of Journeyworker Certificates endorsed by the Secretary, U.S. Department of Labor.

**Amended and Adopted: \_\_\_\_\_, 2023  
Resolution \_\_\_\_\_**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 13, 2015  
Resolution 8-2015**

**Adopted: October 7, 2009  
Resolution 1-2010**

**Note: Policy 711 replaces Board Policies 700, 702, 705, and 710**



**Guam Community College  
Board of Trustees**

**GCC APPRENTICESHIP TRAINING PROGRAM**

**WHEREAS**, the Community College Act of 1977 (as amended by Public Law 31-99 in 2011) mandates the development of local skills in the various crafts and trades and developing a program of Apprenticeship Training and Apprenticeship standards in accordance with standards established by and acceptable for registration with the Office of Apprenticeship, United States Department of Labor- Employment and Training Administration (ETA); and

**WHEREAS**, there is an eminent need to address the growing concerns of our community in matters relating to workforce development; and

**WHEREAS**, the Board of Trustees is committed to making progressive and innovative improvements in the Apprenticeship Training Program of the College; and

**WHEREAS**, the evolution of the Apprenticeship process in the territory of Guam allows for broader participations of new program providers that complies with Title 29 C.F.R. Parts 29 and 30 and the Apprenticeship Training Standards of USDOL, Office of Apprenticeship (P.L. 28-142).

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Guam Community College fully supports the Apprenticeship Training Program; and reaffirms its commitment to provide the requisite academic instruction and training necessary to the fulfillment of Journeyworker Certificates endorsed by the Secretary, U.S. Department of Labor.

**Amended and Adopted:** \_\_\_\_\_, 2023  
**Resolution** \_\_\_\_\_

**Reviewed with no changes: August 11, 2017**  
**Amended & Adopted: January 13, 2015**  
**Resolution 8-2015**

**Adopted: October 7, 2009**  
**Resolution 1-2010**

**Note: Policy 711 replaces Board Policies 700, 702, 705, and 710**

**Guam Community College**  
**FIVE-YEAR ACADEMIC CALENDAR AY2023-AY2024 - AY2027-AY2028 REVISED**

| FALL TERM                                       | 2023                  | 2024                | 2025                | 2026                    | 2027                    |
|---|-----------------------|---------------------|---------------------|-------------------------|-------------------------|
| Faculty Start Date                              | 8/14/2023             | 8/12/2024           | 8/11/2025           | 8/10/2026               | 8/9/2027                |
| First Day of Monday-Wednesday Classes           | 8/16/2023             | 8/14/2024           | 8/13/2025           | 8/12/2026               | 8/11/2027               |
| First Day of Tuesday-Thursday Classes           | 8/17/2023             | 8/15/2024           | 8/14/2025           | 8/13/2026               | 8/12/2027               |
| First Day of Friday Classes                     | 8/18/2023             | 8/16/2024           | 8/15/2025           | 8/14/2026               | 8/13/2027               |
| First Day of Saturday Classes                   | 8/19/2023             | 8/17/2024           | 8/16/2025           | 8/15/2026               | 8/14/2027               |
| Labor Day Holiday (Observed)                    | 9/4/2023              | 9/2/2024            | 9/1/2025            | 9/7/2026                | 9/6/2027                |
| All Soul's Day Holiday (Observed)               | 11/2/2023             | 11/1/2024           | 11/3/2025           | 11/2/2026               | 11/2/2027               |
| Veteran's Day Holiday (Observed)                | 11/10/2023-11/11/2023 | 11/11/2024          | 11/11/2025          | 11/11/2026              | 11/11/2027              |
| Thanksgiving Break                              | 11/23/23-11/26/23     | 11/28/24-12/01/24   | 11/27/2025-11/30/25 | 11/26/2026 - 11/29/2026 | 11/25/2027 - 11/28/2027 |
| Our Lady of Camarin Day (Observed)              | 12/8/2023             | 12/9/2024           | 12/8/2025           | 12/8/2026               | 12/8/2027               |
| Last Day of Monday-Wednesday Classes            | 11/29/2023            | 12/2/2024           | 12/1/2025           | 12/2/2026               | 11/24/2027              |
| Last Day of Tuesday-Thursday Classes            | 12/5/2023             | 11/26/2024          | 12/2/2025           | 11/24/2026              | 12/2/2027               |
| Last Day of Friday Classes                      | 12/15/2023            | 12/6/2024           | 11/21/2025          | 11/20/2026              | 11/19/2027              |
| Last Day of Saturday Classes                    | 12/9/2023             | 12/7/2024           | 11/22/2025          | 11/21/2026              | 11/20/2027              |
| Grades Due                                      | 12/18/2023            | 12/10/2024          | 12/5/2025           | 12/7/2026               | 12/6/2027               |
| Potential Make-up Days                          | 11/03, 11/17, 12/01   | 11/08, 11/15, 11/22 | 11/7, 11/14, 11/21  | 11/6, 11/13, 11/20      | 11/5, 11/12, 11/19      |
| SPRING TERM                                     | 2024                  | 2025                | 2026                | 2027                    | 2028                    |
| Faculty Start Date                              | 1/8/2024              | 1/6/2025            | 1/5/2026            | 1/4/2027                | 1/3/2028                |
| First Day of Monday-Wednesday Classes           | 1/10/2024             | 1/8/2025            | 1/7/2026            | 1/6/2027                | 1/5/2028                |
| First Day of Tuesday-Thursday Classes           | 1/11/2024             | 1/9/2025            | 1/8/2026            | 1/7/2027                | 1/6/2028                |
| First Day of Friday Classes                     | 1/12/2024             | 1/10/2025           | 1/9/2026            | 1/8/2027                | 1/7/2028                |
| First Day of Saturday Classes                   | 1/13/2024             | 1/11/2025           | 1/10/2026           | 1/9/2027                | 1/8/2028                |
| Martin Luther King Jr. (Observed)               | 1/15/2024             | 1/20/2025           | 1/19/2026           | 1/18/2027               | 1/17/2028               |
| Guam History & Chamorro Heritage Day (Observed) | 3/4/2024              | 3/3/2025            | 3/2/2026            | 3/1/2027                | 3/6/2028                |
| Spring Break                                    | 3/25/24-3/31/24       | 04/14/25-04/20/25   | 3/30/2026-4/5/2026  | 3/22/2027 - 3/28/2027   | 4/10/2028 - 4/16/2028   |
| Last Day of Monday-Wednesday Classes            | 5/6/2024              | 5/5/2025            | 5/4/2026            | 5/3/2027                | 5/1/2028                |
| Last Day of Tuesday-Thursday Classes            | 4/30/2024             | 4/29/2025           | 4/28/2026           | 4/27/2027               | 4/25/2028               |
| Last Day of Friday Classes                      | 4/26/2024             | 4/25/2025           | 4/24/2026           | 4/23/2027               | 4/21/2028               |
| Last Day of Saturday Classes                    | 4/27/2024             | 4/26/2025           | 4/25/2026           | 4/24/2027               | 4/22/2028               |
| Grades Due                                      | 5/9/2024              | 5/8/2025            | 5/7/2026            | 5/6/2027                | 5/4/2028                |
| Commencement Exercise                           | 5/17/2024             | 5/16/2025           | 5/15/2026           | 5/14/2027               | 5/19/2028               |
| Memorial Day Holiday (Observed)                 | 5/27/2024             | 5/26/2025           | 5/25/2026           | 5/31/2027               | 5/29/2028               |
| Potential Make-up Days                          | 4/12, 4/19, 4/26      | 04/04, 04/11, 04/25 | 4/10, 4/17, 4/24    | 4/09, 4/16, 4/23        | 4/07, 4/21, 4/28        |
| SUMMER TERM                                     | 2024                  | 2025                | 2026                | 2027                    | 2028                    |
| Faculty Start Date / 1st Day of Classes         | 5/31/2024             | 5/30/2025           | 5/29/2026           | 6/4/2027                | 6/2/2028                |
| Independence Day Holiday (Observed)             | 7/4/2024              | 7/4/2025            | 7/3/2026            | 7/5/2027                | 7/4/2028                |
| Last Day of Classes                             | 7/12/2024             | 7/11/2025           | 7/10/2026           | 7/16/2027               | 7/14/2028               |
| Liberation Day Holiday (Observed)               | 7/22/2024             | 7/21/2025           | 7/21/2026           | 7/21/2027               | 7/21/2028               |
| Grades Due (except Saturday classes)            | 7/17/2024             | 7/16/2025           | 7/15/2026           | 7/16/2027               | 7/19/2028               |
| Potential Make-up Days                          | 06/28, 07/05, 07/12   | 06/20, 06/27, 07/11 | 6/19, 6/26, 7/10    | 6/18, 6/25, 7/02        | 6/16, 6/23, 6/30        |


**NOTES:**

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

**Mission Statement**

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

**Approved:**

  
 Frank P. Arriola, Chairperson  
 Board of Trustees

Date: 4.14.23

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, March 10, 2023, 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 February 10, 2023

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center
  - Student Center Concrete Canopy

**VII.           NEW BUSINESS**

1. Updated Budget Approval for FY2024
2. President's Travel Request (April-June 2023)

**VIII.           EXECUTIVE SESSION**

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

**IX.           ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of February 10, 2023**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held February 10, 2023, was called to order at 12:04 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Gina Y. Ramos; and Mr. Kenly Magwili, Student Trustee. Ms. Rose P. Grino, Secretary (off-island); Richard P. Sablan, Treasurer (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Michael Chan, Dean, TSS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Attorney Rawlen Mantanona.

**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 – December 23, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVES THE MEETING MINUTES OF DECEMBER 23, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

**Financial Status:** The President provided the Board with a current financial status of the

College as follows:

**FY2023:** To date, for FY2023, the College has received a total of \$7,789,516.00. \$5,539,950.00 for the General Fund; \$2,134,125.00 for MDF; \$34,675.00 for the POST Commission; and \$80,766.00 for the First-Generation Trust Fund Initiative. Based on the amount billed, this amounts to 85% of the total requested.

**Capital Improvement Projects and other activities:** The following is a report from the President.

Ongoing CIP Projects:

There are outstanding FY2021 CIP projects, which rolled into FY2022 that are being finished off such as the air-conditioning replacement for the Tech Center; the Building 2000 emergency generator project is still approximately 42% complete and working on finalizing the strip walls, the inspection and pour slab on grade, and installing conduits; all water leaks that were identified have been repaired and as last reported there is still a significance in savings for water with repairs done by the GCC maintenance.

The FY2023 CIP projects were reviewed by the College Governing Council and the Resource Planning & Facilities Committee. Funding for this was previously approved by the Board in 2022 and are now listed as follows: continuation of air-conditioning unit repairs and replacement; fire pump replacement adjacent to Building 400; fire alarm system and integration for the mass notification system to be replaced to meet the NPFA standards; increase CCTV surveillance system for Buildings A, C, D, 3000 (1<sup>st</sup> floor, Allied Health) and 2000 (Administration) due to break-ins; Building 2000 bathroom renovations; backup generator to support fire pump during a power outage for Building 3000; perimeter fencing on the backside towards the cliffside fencing from the firing range to the GPD DNA Forensic lab; columbine locks campus wide for classrooms and office doors for protection from an active shooter; removal and replacement of awning and rollup doors and bathroom renovations for Building 900.

The President further reported that Building 900 (welding) is one of the last Butler buildings remaining for renovations to include Buildings 500 (carpentry) and 600 (automotive).

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

January 6, 2023, Fri.: COPSA held GCC campus tours at 10:00 a.m. and 2:00 p.m.

January 9, 2023, Mon.: COPSA hosted Spring 2023 Student Orientation at 10:00 a.m. and was well attended.



***BOT - Meeting of February 10, 2023***

***Page 3 of 8***

Trustee Magwili assisted with the Reach for College campus tours with a total of approximately 60-70 students attending with GCC counselors providing a presentation with the following schools:

January 13, 2023, Fri., Father Duenas Memorial School;

January 17, 2023, Tues., Tiyan High School;

January 18, 2023, Wed., JP Torres Success Academy/George Washington High School;

January 19, 2023, Thurs., Okkodo High School;

January 23, 2023, Mon., Notre Dame;

January 24, 2023, Tues., John F. Kennedy High School.

January 25, 2023, Wed., Trustee Magwili attended the DNA Lab ribbon cutting ceremony at 8:30 a.m.; and Engagement + Empowerment+ Equity = Diversity & Inclusion event located at MPA from 11:00 a.m. - 1:00 p.m. and also received a scholarship at this event.

January 25, 2023, Wed., GCC SART & GPD DART presentation was attended by Trustee Magwili, "Justice Begins with Trauma Informed Approach" located at the Student Center Training Room 5108, 4:00 p.m.- 6:00 p.m.

Fri., January 27, 2023: first COPSA General Membership meeting, Student Center Training Room 5108, 1:00 p.m.

Friday, February 3, 2023: Student Organization Officer & Advisor Training at 1:00 p.m.

Monday, February 6, 2023, the sign up for the EDGE Conference has opened and some students have already signed up. (EDGE Conference is scheduled on Friday, March 3, 2023, 8:30 a.m.-3:30 p.m.

Fri., February 10, 2023: second COPSA General Membership meeting, Student Center Training Room 5108, 1:00 p.m.

**Faculty Advisory Member:** Ms. Simone Bollinger was not in attendance for today's Board meeting but was represented by Ms. Jonita Kerr who reported the following.

Ms. Bollinger is attending an Indigenous Summit today representing the GCC CHamoru Education and Culture Track program and provided updates to Ms. Kerr to present to the Board.

Final updates/edits are being made to the BOT/Faculty Union Agreement bringing it closer for a ratification vote sometime this month. Initial presentation was made to faculty members on November 8, 2022 and a PowerPoint with some revisions will be circulated for faculty.

Overall, the semester is going well such as student surveys, classes and schedules.

The 5th Annual Marianas Terrestrial Conservation Conference & Workshop is scheduled on February 21-23, 2023, at the MPA. There is no fee and this is open to the public which

features scientific and cultural research across the Mariana Islands. This conference will be in person as well as live streamed. A field trip is scheduled for the second day.

The Chairman thanked Ms. Kerr for stepping in to help coordinate this event.

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

**Support staff are finishing up the semester.**

**Staff he has encountered are looking forward to the 22% raise which will help with the increase in the cost of living.**

**Attended the January 25, 2023 E3 (Engagement + Empowerment + Equity = Diversity & Inclusion) event in the MPA, which was very informational.**

**Board of Trustees Community Outreach Report:**

Trustee Gina Ramos reported she attended the January 2023 meeting of the National Association of Women in Construction. This was her first meeting and introduced herself as a new member as well as a member of the GCC Board of Trustees.

January 7, 2023, Tues., Trustees Leon Guerrero, Sablan and Ramos attended the FY2024 budget review via Zoom.

January 25, 2023, Wed., Trustees Arriola, Leon Guerrero, Grino, and Magwili attended the DNA Lab ribbon cutting ceremony at 8:30 a.m.

January 25, 2023, Wed., 11:00 a.m.-1:00p.m.: Trustees Arriola, Leon Guerrero, Grino and Magwili attended the Engagement + Empowerment + Equity = Diversity & Inclusion event located at the MPA.

January 25, 2023, Wed., Trustee Magwili attended the GCC SART & GPD DART presentation, "Justice Begins with Trauma Informed Approach" in the Student Center Training Room 5108 from 4:00 p.m.-6:00 p.m.

Trustee Arriola recently was in Hawaii this past weekend and visited the University of Hawaii and the Kapi'olani Community College in Hawaii. In comparison, the Chairman shared his observation that GCC is a busier college with all the construction and improvements. That he is happy with the progress going on at GCC with everyone working together as a group and praised everyone's good work.

**VI. UNFINISHED BUSINESS**

**1. Proposed Policy: "Diversity, Equity, and Inclusion" (2nd Reading).**



At the previous Board meeting, the Board was presented with a proposed policy, "Diversity, Equity, and Inclusion" (DEI), which has gone through the College Governing Council. This proposed policy has gone through a first reading and today will be a second reading. The Board also requested for counsel review at the last meeting.

The President reported that Attorney Wrightson reviewed this proposed policy and did not see any issues/concerns. That this is in line with DEI policies with other colleges and universities as presented. This proposed policy will be recorded as Resolution 1-2023 and Policy 161. A motion was then made, as follows:

### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD ADOPT THE PROPOSED POLICY, "DIVERSITY, EQUITY, AND INCLUSION" AND RECORDED AS POLICY 161 THROUGH RESOLUTION NUMBER 1-2023. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. Construction Projects Updates.** President Okada reported on the following:

Forensic Lab/DNA Building.

This project is 99.90% complete. The ribbon cutting ceremony was held on January 25, 2023. As last reported there are a few items still pending before the final occupancy.

Building 300.

To date, this project is 99.65% complete and is near completion. Working on some items under the punch list with minor issues to include touch up of the paint.

The Architect is working on a new paint scheme being considered for the whole campus. This is in preparation for accreditation and will be presented to the Board for funding.

Wellness Center.

Anticipate the financial feasibility study to be completed soon as well as an environmental report. The College is still working on the USDA loan with funding for this project.

Building B.

As last reported and to date, this project is 32% complete and is progressing. The old building has been demolished and now removing the asphalt, sidewalks and manholes.

Workforce Development Center (Barrigada property).

The U.S. Economic Development Authority (EDA) has accepted quarterly reports from the College and still pending updated documents from the Architects in order for the College to submit the full bid packet for review by EDA to move forward on the bid.

Student Center Concrete Canopy.

This project is now at 71% complete. Progress to date is the stripping of framework and scaffolding for roof slab and the beams and installing of electrical rough-ins, conduits and boxes. This project is CARES funded.

At the next meeting the Culinary Arts & Baking Center will be added as part of the construction projects in progress. To date, the College is pending one final document that the U.S. DOE has requested an update on. The project is a request to U.S. DOE to utilize the remaining \$1.9 million the College currently has in CARES funding. As last reported, this project is converting the Culinary Kitchen and the current MPA into the Baking Center. The Dean and the department are searching for an alternate venue off campus for the Culinary Arts program for the duration of the construction.

**VII. NEW BUSINESS.**

**1. FY2024 Budget (proposed).** The Board was presented with the GCC budget request for FY2024. This has been reviewed by the College Governing Council and College Resource & Facilities Committee, as well as a budget review with Trustees Leon Guerrero, Sablan and Ramos. This budget request includes all the NAF and Special Projects. This does not include the proposed 22% raise due to the budget already being finalized before notice was received. After discussions, a motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE BUDGET REQUEST FOR FISCAL YEAR 2024 TO INCLUDE THE NAF BUDGET. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. President's Travel Request (February 2023).** The following is the President's travel: Air Force University, February 14-15, 2023, San Antonio, Texas, reimbursable by the Air Force University.



**MOTION**

**IT WAS MOVED BY TRUSTEE GINA Y. RAMOS, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY 2023, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At 12:40 p.m., the meeting convened into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:01 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 CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, the Chairman and the Board congratulated Trustee Magwili for recently receiving a scholarship during the E3 forum and congratulated the College for all the improvements and for returning back to business as usual. The Chairman further mentioned that on behalf of the Board, they are there to continue and support the growth of College.

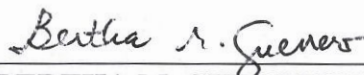
**IX. ADJOURNMENT.** A motion was made to adjourn the meeting, as follows:

**MOTION**

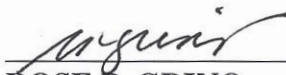
**IT WAS MOVED BY TRUSTEE KENLY MAGWILL, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING OF FEBRUARY 10, 2023, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussion, the meeting of February 10, 2023, adjourned at 1:02 p.m.


**SUBMITTED BY:**

 **MAR 10 2023**  
**BERTHA M. GUÉRRERO**  
Recording Secretary

**ATTESTED BY:**

 **MAR 10 2023**  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

 **MAR 10 2023**  
**FRANK P. ARRIOLA**  
Chairperson



Guam Community College  
Fiscal Year 2024  
Budget Digest

Function:  
Department:  
Program:

| AS400 Account Code | Appropriation Classification                | GENERAL FUND                        |                          |                            |                                     | FEDERAL MATCH            |                            |                                     |                          | GRAND TOTAL (ALL FUNDS)    |                                     |                          |                            |
|--------------------|---|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|
|                    |   | A                                   | B                        | C                          | D                                   | E                        | F                          | G                                   | H                        | I                          | J                                   | K                        | L                          |
|                    |   | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request |
|                    |   |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |
|                    |   |                                     | MDF / CIF / FGTF 1/      |                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |
|                    | <b>PERSONNEL SERVICES</b>                   |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |
| 111                | Regular Salaries/Increments/Special Pay:    | 10,543,599                          | 10,731,011               | 11,709,770                 | 113,468                             | 157,224                  | 182,246                    | 0                                   | 0                        | 0                          | 10,657,067                          | 10,888,235               | 11,892,016                 |
| 112                | Overtime:                                   | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          |
| 113                | Benefits:                                   | 4,023,030                           | 4,248,545                | 4,606,457                  | 54,282                              | 62,392                   | 69,868                     | 0                                   | 0                        | 0                          | 4,077,312                           | 4,310,937                | 4,676,325                  |
|                    | <b>TOTAL PERSONNEL SERVICES</b>             | \$14,566,629                        | \$14,979,556             | \$16,316,227               | \$167,750                           | \$219,616                | \$252,114                  | \$0                                 | \$0                      | \$0                        | \$14,734,379                        | \$15,199,172             | \$16,568,341               |
|                    | <b>OPERATIONS</b>                           |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |
| 220                | TRAVEL - Off-Island/Local Mileage Reimburs: | 2,575                               | 2,500                    | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 2,575                               | 2,500                    | 0                          |
| 230                | CONTRACTUAL SERVICES:                       | 136,148                             | 805,058                  | 493,878                    | 932,677                             | 476,097                  | 954,204                    | 0                                   | 0                        | 0                          | 1,068,825                           | 1,281,155                | 1,448,082                  |
| 233                | OFFICE SPACE RENTAL:                        | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          |
| 240                | SUPPLIES & MATERIALS:                       | 20,000                              | 137,000                  | 61,000                     | 67,500                              | 22,000                   | 165,856                    | 0                                   | 0                        | 0                          | 87,500                              | 159,000                  | 226,856                    |
| 250                | EQUIPMENT:                                  | 20,000                              | 31,265                   | 52,647                     | 103,387                             | 17,909                   | 56,939                     | 0                                   | 0                        | 0                          | 123,387                             | 49,174                   | 109,586                    |
| 270                | WORKERS COMPENSATION:                       | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          |
| 271                | DRUG TESTING:                               | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          |
| 280                | SUB-RECIPIENT/SUBGRANT:                     | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          |
| 290                | MISCELLANEOUS:                              | 86,117                              | 121,033                  | 52,994                     | 3,053,566                           | 4,155,729                | 3,013,713                  | 0                                   | 0                        | 0                          | 3,139,683                           | 4,276,762                | 3,066,707                  |
|                    | <b>TOTAL OPERATIONS</b>                     | \$264,840                           | \$1,096,856              | \$660,519                  | \$4,157,130                         | \$4,671,735              | \$4,190,712                | \$0                                 | \$0                      | \$0                        | \$4,421,970                         | \$5,768,591              | \$4,951,231                |
|                    | <b>UTILITIES</b>                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |
| 361                | Power:                                      | 897,756                             | 0                        | 0                          | 0                                   | 897,751                  | 1,375,048                  | 0                                   | 0                        | 0                          | 897,756                             | 897,751                  | 1,375,048                  |
| 362                | Water/ Sewer:                               | 88,364                              | 0                        | 0                          | 0                                   | 88,364                   | 59,592                     | 0                                   | 0                        | 0                          | 88,364                              | 88,364                   | 59,592                     |
| 363                | Telephone/ Toll:                            | 86,542                              | 0                        | 0                          | 0                                   | 56,854                   | 56,854                     | 0                                   | 0                        | 0                          | 86,542                              | 56,854                   | 56,854                     |
|                    | <b>TOTAL UTILITIES</b>                      | \$1,072,662                         | \$0                      | \$0                        | \$0                                 | \$1,042,969              | \$1,491,494                | \$0                                 | \$0                      | \$0                        | \$1,072,662                         | \$1,042,969              | \$1,491,494                |
| 450                | CAPITAL OUTLAY                              | \$0                                 | \$0                      | \$0                        | \$0                                 | \$0                      | \$0                        | \$0                                 | \$0                      | \$0                        | \$0                                 | \$0                      | \$0                        |
|                    | <b>TOTAL APPROPRIATIONS</b>                 | \$15,904,131                        | \$16,076,412             | \$16,976,746               | \$4,324,860                         | \$5,934,320              | \$5,934,320                | \$0                                 | \$0                      | \$0                        | \$20,229,011                        | \$22,010,732             | \$22,911,066               |
|                    | 1/ Specify Fund Source(s)                   |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |
|                    | <b>FULL TIME EQUIVALENCIES (FTEs)</b>       |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |
|                    | UNCLASSIFIED:                               | 2                                   | 2                        | 2                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 2                                   | 2                        | 2                          |
|                    | CLASSIFIED:                                 | 198                                 | 194                      | 194                        | 2                                   | 4                        | 4                          | 0                                   | 0                        | 0                          | 200                                 | 198                      | 198                        |
|                    | <b>TOTAL FTEs</b>                           | 200                                 | 196                      | 196                        | 2                                   | 4                        | 4                          | 0                                   | 0                        | 0                          | 202                                 | 200                      | 200                        |

**PRESIDENT'S TRAVEL SCHEDULE**

**April-June 2023**

| <b>Conference Title/Sponsor</b>                  | <b>Date</b>              | <b>Location</b>        |
|--|--------------------------|------------------------|
| <b>Executive Leadership Development Program*</b> | <b>April 17-22, 2023</b> | <b>Pohnpei</b>         |
| <b>ACCJC Commission Meeting**</b>                | <b>June 7-9, 2023</b>    | <b>Sta. Monica, CA</b> |

*Funding Source(s): \*100% funded by EDLP, \*\*100% funded by ACCJC*

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, February 10, 2023, 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 December 23, 2022

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

1. Proposed Policy: "Diversity, Equity, and Inclusion" (2<sup>nd</sup> Reading)
2. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center
  - Student Center Concrete Canopy

**VII.           NEW BUSINESS**

1.     FY2024 Budget (proposed)
2.     President's Travel Request (February 2023)

**VIII.          EXECUTIVE SESSION**

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

**IX.            ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of December 23, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held December 23, 2022, was called to order at 12:12 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Swearing In and Administration of the Oath of Office for the reappointment of GCC Board of Trustees Member, Ms. Gina Y. Ramos.** Ms. Ramos was sworn in by Chairman Arriola and was congratulated on her reappointment. Ms. Ramos had a previous meeting and had to leave but will attend the next Board meeting.

**2. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer and Mr. Kenly Magwili, Student Trustee.

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia Tudela, Vice President, Academic Affairs Division; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Ms. Pilar Williams, Dean, TPS; Dr. Michael Chan, Dean, TSS; Ms. Apolline San Nicolas, Chief Human Resources Officer; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Former Board member, Mr. Eloy Hara; Mr. Jonah Benavente from the Guam Daily Post; Attorney Rebecca Wrightson.

**3. 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 10, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF NOVEMBER 10, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

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

**FY2023:** To date, for FY2023, the College has received a total of \$4,412,392.00. \$3,693,300.00 for the General Fund; \$645,516.00 for MDF; \$23,578.00 for the POST Commission; and \$49,998.00 for the First-Generation Trust Fund Initiative.

**Capital Improvement Projects and other activities:** The following is a report from the President.

**Ongoing CIP Projects:** The College put out another bid for the air-conditioning unit replacement and the contractor has identified these units in Building 3000 and 5000; the Building 2000 emergency generator project is 42.4% complete; and the underground water leak detection requested by Planning & Development has resulted in costs savings for the College with the repairs made.

**Other activities:**

The College has been in communication with its partners regarding various activities on Guam such as the Military Sealift Command Ship Repair summit on December 7, 2022, which the President provided some information regarding the multiple Ship Repair boot camps being conducted on campus.

The College is working with Guam EPA and the Department of Public Health & Social Services to get interested individuals into the Environmental Technician tracks. Senator Sabina Perez called for a roundtable discussion regarding a pre-apprenticeship program as early as the high school level. Also included in the discussions were Department of Labor and GDOE. GEPA recognizes there is a need to recruit Environmental Technicians as well as Inspectors. Trustee Grino asked will this include the need for Environmental Technicians for the Dept. of PH&SS and was informed it does and that the College anticipates these boot camps to begin during the first quarter of 2023.

The President mentioned that there is a Government of Guam backlog with its procurement and those related to federal funding. There are discussions regarding procurement personnel certification to be updated, plus offer more classes to personnel in the buying positions. The College would have to offer classes for the whole module and recertification for those who have completed all of the modules. This is another initiative by Senator Sabina Perez.



The Guam Election Commission requested for college information for nineteen (19) interns they currently have. The Reach for College made a presentation and also discussed employment opportunities with the College's literacy project with the Literacy Navigators.

The College is currently in Winter break and tutoring services are continually being offered for students to assist in taking the developmental classes for English and Math. These students will then transition into post-secondary education and register for the Spring semester. This is through the CARES Act funding.

During November 2022, there were two (2) scholarship donors. They are the Camacho Foundation to support students and the Atilana Rambayon scholarship to support single parents.

As part of the College Assembly on November 8, 2022, the employees had an opportunity to receive information and ask questions directly from the Retirement Office. There are three (3) different types of retirement plans currently available, which are the Defined Benefit, Defined Contribution, and the Hybrid Defined Benefit 1.75.

During the College Assembly, staff and administrators had the option to attend the Cybersecurity and Requisition training; and faculty were in discussion with Alan Searle regarding the Compensation Plan recently adopted by the Board; the Shooter on Campus training was also concluded during the College Assembly on Nov. 8, 2022; the College is going through transition with the Assistant Director for Institutional Research transitioning to UOG. The College will be recruiting for this position and at the same time will be finalizing the Fall 2022 Factbook and preparing for the accreditation self-evaluation report.

The Board will be provided with a lot of information regarding accreditation such as the stats and an overview of what the report will contain. The College has requested to be a part of the pilot program with the new standards and process and will be transitioning into this. The President is confident that the College is able to go forward once implemented by ACCJC.

The appraisal for the adjacent property should be available during the upcoming weeks and will be presented to the Board once it is available; the wireless Internet project is near completion by the end of December 2022.

The President reported regarding her recent PREL trip in December 2022. PREL has a lot of activities within the region and a lot of interest and research as to what PREL provides. GCC has some projects with PREL and one project that the College was contracted to assist with is the revamping of the Career and Technical Education being offered in the CNMI. GCC has lead authors for curriculum development and has been provided to CNMI in several occupational areas such as Nursing, Entrepreneurship, Construction Trades, which are just

some of the areas. A team came for a site visit to see the GCC Culinary program. CNMI is beginning work on the revamping of their CTE to also start in high school. GCC is a resource for PREL in our region based on the great work the GCC faculty are doing in terms of secondary into post-secondary and the dual credit. With this, there may be additional work that GCC may have an opportunity to engage with PREL.

GCC enrollment is currently approximately 1,100 for Spring 2023 semester in comparison to the Fall 2022 semester with 1,600. Classes start the third week of January 2023 and there is still an opportunity for students to enroll.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

Ending of Semester:

December 1, 2022, is the last day for Tuesday and Thursday classes; December 3, 2022, is the last day for Saturday classes; December 5, 2022, is the last day for Monday and Wednesday classes; December 9, 2022, is the last day for Friday classes; and December 14, 2022, grades are due.

Friday, December 2, 2022, Student Trustee attended the Employee Association Christmas party.

Free Developmental Courses starts December 12, 2022 and January 6, 2023. These are the following:

MA098-05: Intermediate Algebra (Monday - Friday, 9:00 a.m. - 12:00 p.m.); and  
EN097-09: Basic English Level II (Monday - Friday, 8:30 a.m. - 11:50 a.m.).

APIA Scholars:

Wednesday, January 4, 2023, Trustee Magwili was invited to the APIA Scholars luncheon at 12:00 p.m., at the MPA. COPSA and Trustee Magwili are leading a campus tour after the luncheon.

COPSA:

Friday, November 18, 2022, at 1:00 p.m., in the Student Center Training Room, was the last scheduled General Membership meeting.

Tuesday, December 6, 2022 and Wednesday, December 7, 2022, COPSA held a Winter training to prepare for the Spring 2023 events.

Friday, January 6, 2023, COPSA is having a Spring 2023 campus tour at 10:00 a.m. and 2:00 p.m.

Monday, January 9, 2023, will be the Spring 2023 Student Orientation at 10:00 a.m.



***BOT - Meeting of December 23, 2022***

***Page 5 of 9***

Trustee Magwili also submitted a Student Activities Calendar for Spring 2023.

**Faculty Advisory Member:** Ms. Simone Bollinger was not in attendance for today's Board meeting.

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

**Support staff are preparing for the Spring 2023 semester.**

**Mr. Bautista wished everyone a "Merry Christmas!" and is looking forward to a new year with more students enrolling.**

**Board of Trustees Community Outreach Report:**

November 12, 2022 (Sat.): Trustee Leon Guerrero attended GCC's 9<sup>th</sup> Annual Global Cardboard Challenge on campus in Building E.

November 14-18, 2022: Trustees Arriola, Leon Guerrero, and Grino along with the President, attended the 2022 Asia Pacific Association for Fiduciary Studies (APAFS) Conference in Manila, Philippines.

November 18, 2022, 1:00 p.m., Student Center Training Room: Trustee Magwili attended the last scheduled COPSA General Membership meeting for 2022.

December 2, 2022 (Fri.): Trustees Leon Guerrero, Sablan and Magwili attended the Employee Association Christmas party at Leo Palace.

December 6-7, 2022: Trustee Magwili attended the COPSA Winter training to prepare for the Spring 2023 events.

Trustee Grino attended the Nursing Leadership Summit in D.C. on December 6-9, 2022. This is a meeting of all presidents and executive directors of all the Nurses Association across the nation. Some topics discussed included Diversity, Equity and Inclusion. Trustee Grino mentioned that even in nursing there is a push for inclusion such as work safety and healthcare policies, especially with the violence with nurses and in school systems. That this is nationwide and will be working with these issues for Guam. Trustee Grino also mentioned we should be proactive especially with safety for everyone, for all healthcare workers and within the school systems such as faculty.

**VI. UNFINISHED BUSINESS**

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

**Forensic Lab/DNA Building.**

This project remains at 99.40% complete. Currently working on obtaining conditional occupancy for a January 2023 ribbon cutting to coincide with the visit of the Assistant Secretary of the Department of Interior. Aside from the punch list items still pending are the installation of the fume hoods and some DNA equipment, and especially the generator for the conditional occupancy.

Building 300.

To date, this project is 99.25% complete and should be near completion soon. The barricade around the site was removed and have a better view of the building; the pavement has been restored; working with GPA and with some other documents with GPA; activated the PVs; additional work was done with the fire suppressant and were being monitored and tested; including working on the water line.

Wellness Center.

The College is waiting on the updated financial feasibility study due to some changes with regards to the percentages, completion time and estimated costs. In the meantime, while waiting for that study, forms and reports are being updated.

Building B.

This project is now 32% complete and is progressing well. Work is being done on the underground and utility to include the relocation of the fire alarm, Telecom lines, and the water and power line infrastructure.

Workforce Development Center (Barrigada property).

This is the U.S. Economic Development Authority (EDA) grant and have uploaded and submitted documents from Legal Counsel and from the Architect regarding a three-part form relating to the facility and the title to the property. Receipt has been acknowledged since mid-December and now finalizing documents to obtain approval for the bid.

Student Center Concrete Canopy.

This project is now at 32% complete. Contractors are fabricating and installing rebars for footings, beam, and columns; also excavating and compacting the base; and setting up of scaffoldings.

As last reported, the College submitted a request to U.S. DOE to use some of the CARES funding available for the renovation of the Culinary & Baking Center known as Building 400 and is under preliminary review. This project is converting the Culinary Kitchen and the current MPA into the Baking Center. The request was submitted on time but were not the updated forms. Clarification is pending whether we need to resubmit with the new forms. The bid documents are complete and awaiting now for the final approval to use these funds.

**VII. NEW BUSINESS.**

**1. Resolution re Eloy Hara (Commendation for BOT service).** Former Board of Trustee member Mr. Eloy P. Hara was in attendance and was presented by Chairman Frank Arriola with Resolution 22-2022, "Commendation for Service as Trustee". Mr. Hara was recognized for his "seven (7) years of dedicated service and leadership" for his outstanding



contribution and support to the College community and most especially the students in his capacity as a Trustee. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD ADOPT RESOLUTION 22-2022, "COMMENDATION FOR SERVICE AS TRUSTEE" FOR MR. ELOY P. HARA. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. Proposed Policy: "Diversity, Equity, and Inclusion" (1<sup>st</sup> Reading).** The Board was presented with a proposed policy, "Diversity, Equity, and Inclusion." The President explained this has gone through the College Governing Council and that other organizations have been updating their policies with regard to the same. That this is in line with other colleges and universities and have adopted the same type of policy and as previously mentioned by Trustee Grino with the National Nurses Association, which she is a member of. There were some discussions and Legal Counsel will provide a final review at the next Board of Trustees meeting for the second reading. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD MOVE THE PROPOSED POLICY, "DIVERSITY, EQUITY, AND INCLUSION" INTO SECOND READING. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**3. BOT Fiscal Calendar (updated).** The Board was presented with a proposed Board of Trustees Annual Fiscal Year Calendar from October 2022 through September 2023. This fiscal calendar is submitted annually, which consists of schedules of proposed Board meetings, reporting requirements, conferences, and policy review reminders such as the Board of Trustees Policy Series 500-700 and a reminder for any outstanding policies that are due for review, as well as other important dates relating to the Board of Trustees. Other dates include the next Board election and a reminder for Board members to be in compliant with the "Ethics in Government Program" training. After discussions, a motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ANNUAL FISCAL YEAR CALENDAR FROM OCTOBER 2022 THROUGH SEPTEMBER 2023. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**4. President's Travel Request (Spring 2023).** The following is the President's travel: WestCare Annual Foundation Board of Directors Retreat, February 1-4, 2023, Henderson, Nevada, paid by WestCare.

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR SPRING 2023, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 1:03 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 to reconvene into open session:

At 1:21 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 ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, another motion was made, as follows:



**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S PERFORMANCE EVALUATION REPORT IS HEREBY ACCEPTED AND APPROVED FOR THE PERIOD JUNE 16, 2021 TO JUNE 15, 2022. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the Chairman thanked the Board for their continued service and for supporting the Board and requested for Trustee Magwili to help transition the next Student Trustee in April 2023.

At this time Trustee Grino requested to be informed through the accreditation process. The President informed the Board that they will be provided with updates.

Everyone was wished a "Merry Christmas!"

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

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE MEETING OF DECEMBER 23, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of December 23, 2022, adjourned at 1:26 p.m.


**SUBMITTED BY:**

  
**BERTHA M. GUERRERO** FEB 10 2023  
Recording Secretary

**ATTESTED BY:**

  
**ROSE P. GRINO** FEB 21 2023  
Secretary

**APPROVED BY:**

  
**FRANK P. ARRIOLA** FEB 10 2023  
Chairperson

**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Resolution 1-2023**

**DIVERSITY, EQUITY, AND INCLUSION**

**WHEREAS**, Guam Community College (“the College”) is committed to diversity, equity, and inclusion and is dedicated to maintaining an environment that supports the diversity of people and ideas; and

**WHEREAS**, the College is committed to achieving and honoring diversity in all its operations by ensuring that the educational and working environment promotes respect of all individuals, regardless of differences; and

**WHEREAS**, the College provides quality, student-centered educational programs and services that are accessible and flexible to meet the educational needs of the community we serve; and

**WHEREAS**, the College is committed to developing strategies to ensure its organizational climate reflects the highest commitment to diversity and respect for individual differences; and


**WHEREAS**, the College is committed to ensuring equal opportunity for all persons as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and other applicable laws.

**NOW, THEREFORE, BE IT RESOLVED**, the College will continue to promote diversity, cultural sensitivity, and equal opportunity in employment; and

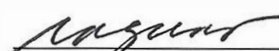
**BE IT FURTHER RESOLVED**, the College will systematically assess the needs of students and employees and address any gaps in diversity, equity, and inclusion; and

**BE IT FURTHER RESOLVED**, all College community members will embrace and practice diversity, equity and inclusion in their interactions.

**ADOPTED** the 10th day of February 2023.

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Chairperson

**ATTESTED BY:**

  
\_\_\_\_\_  
**ROSE P. GRINO**  
Secretary

**PRESIDENT'S TRAVEL SCHEDULE**  
**February 2023**

| <b>Conference Title/Sponsor</b> | <b>Date</b>       | <b>Location</b> |
|---------------------------------|-------------------|-----------------|
| Air Force University            | February 13, 2023 | San Antonio, TX |

*Funding Source(s): 100% reimbursable by Air Force University*



A photograph of the Guam Community College building. The building features a prominent red vertical-slatted facade on the right side and a tan-colored facade on the left. The words "GUAM COMMUNITY COLLEGE" are engraved in large, capital letters on the tan section. A palm tree is visible on the right side of the building. The sky is a clear, bright blue.

GUAM COMMUNITY COLLEGE

**FY2024**  
**Budget**  
**Request**





**BUREAU OF BUDGET AND MANAGEMENT RESEARCH  
FISCAL YEAR 2024  
BUDGET DOCUMENT CHECKLIST**

[BBMR BDC-1]

Department/Agency: Guam Community College  
Division/Program: \_\_\_\_\_

Date Received by BBMR: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

|  | Department/Agency |    | BBMR |    |
|--|-------------------|----|------|----|
|  | Yes               | No | Yes  | No |
| <u>General</u>   |                   |    |      |    |
| Is the department/agency request within the Governor's established ceiling?  | N/A               |    |      |    |
| Does the SUMMARY digest totals equal the totals on the detail pages?   | X                 |    |      |    |
| Are the required budget forms attached?  |                   |    |      |    |
| a. Agency Budget Certification [BBMR ABC]  | X                 |    |      |    |
| b. Agency Narrative Form [BBMR AN-N1]  | X                 |    |      |    |
| c. Decision Package [BBMR DP-1]  | X                 |    |      |    |
| d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]  | X                 |    |      |    |
| e. FY 2024 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources   | X                 |    |      |    |
| f. FY 2023 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources  | X                 |    |      |    |
| g. Federal Program Inventory Form [BBMR FP-1]  | X                 |    |      |    |
| h. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]  | X                 |    |      |    |
| i. Prior Year Obligation Form [BBMR PYO-1]   | X                 |    |      |    |
| Are the E-Files attached for all budget forms?   | X                 |    |      |    |
| <b>I. Agency Budget Certification [BBMR ABC]</b>   |                   |    |      |    |
| 1. Is the budget certified as to its accuracy and BBMR requirements.   | X                 |    |      |    |
| <b>II. Agency Narrative Form [BBMR AN-N1]</b>  |                   |    |      |    |
| 1. Is the mission statement correct and consistent with the department/agency's enabling act?  | X                 |    |      |    |
| 2. Are the goals and objectives correct and consistent with the department/agency's mission?   | X                 |    |      |    |
| <b>III. Decision Package [BBMR DP-1]</b>   |                   |    |      |    |
| 1. Is activity description correct?  | X                 |    |      |    |
| 2. Is major objective correct?   | X                 |    |      |    |
| 3. Are short term goals correct?   | X                 |    |      |    |
| 4. Is workload output reflected correctly?   | X                 |    |      |    |
| <b>IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]</b>  |                   |    |      |    |
| <b>A.) Budget Digest Form [BBMR BD-1]</b>  |                   |    |      |    |
| <u>Personnel Services</u>  |                   |    |      |    |
| 1. Are figures reflected consistent with the attached staffing pattern(s)?   | X                 |    |      |    |
| 2. Are amounts reflected in each column accurate?  | X                 |    |      |    |
| 3. Are computations correct?   | X                 |    |      |    |
| <u>Operations</u>  |                   |    |      |    |
| 1. Are the amounts reflected under columns, "Governor's Request," for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A - REVISED)? | X                 |    |      |    |
| 2. Are amounts reflected in each column accurate?  | X                 |    |      |    |
| 3. Are computations correct?   | X                 |    |      |    |
| <u>Utilities</u>   |                   |    |      |    |
| Are amounts reflected in each column correct?  | X                 |    |      |    |
| <u>Capital Outlay</u>  |                   |    |      |    |
| Are amounts reflected under columns, "Governor's Request," consistent with schedule F as detailed in the budget digest subform, [BBMR 96A - REVISED]?  | X                 |    |      |    |
| <u>Full Time Equivalencies (FTEs)</u>  |                   |    |      |    |
| Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?  | X                 |    |      |    |
| <b>B.) Off-Island Travel Form [BBMR TA-1] (Schedule A)</b>   |                   |    |      |    |
| 1. Is the purpose/justification for travel defined?  | X                 |    |      |    |
| 2. Is/Are the travel date(s) and number of travelers reflected?  | X                 |    |      |    |
| 3. Is/Are the position title(s) of the traveler(s) reflected?  | X                 |    |      |    |
| 4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?  | X                 |    |      |    |
| <b>C.) Operations Schedules Form [BBMR 96A - REVISED] (Schedules B-F)</b>  |                   |    |      |    |
| 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 items?  | N/A               |    |      |    |
| 3. Are corresponding FY 2023 Authorized levels under schedules B - F indicated?  | N/A               |    |      |    |

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH  
FISCAL YEAR 2024  
BUDGET DOCUMENT CHECKLIST**

[BBMR BDC-1]

Department/Agency: Guam Community College  
Division/Program: \_\_\_\_\_

Date Received by BBMR: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

|  | Department/Agency |    | BBMR |    |
|--|-------------------|----|------|----|
|  | Yes               | No | Yes  | No |
| <b>V. Agency Staffing Pattern Forms [BBMR SP-1]</b>  |                   |    |      |    |
| 1. Are position titles correct?  | x                 |    |      |    |
| 2. Are all LTA and Temp. positions properly identified?  | x                 |    |      |    |
| 3. Are position numbers reflected?   | x                 |    |      |    |
| 4. Are the salary levels consistent with the Government of Guam Competitive Wage Act of 2014 and/or 2021 Law Enforcement / Public Safety Compensation Pay Plan (LEPP)? | x                 |    |      |    |
| 5. Are filled positions funded?  | x                 |    |      |    |
| 6. Are increment amounts reflected?  | x                 |    |      |    |
| 7. Are rates reflected under "Benefits" correct?   | x                 |    |      |    |
| 8. Are computations correct?   | x                 |    |      |    |
| <b>VI. Federal Program Inventory Form [BBMR FP-1]</b>  |                   |    |      |    |
| Is the form complete and accurate?   | x                 |    |      |    |
| <b>VII. Equipment/Capital Listing &amp; Space Requirement Form [BBMR EL-1]</b>   |                   |    |      |    |
| 1. Is the description of the equipment and/or capital item(s) detail?  | x                 |    |      |    |
| 2. Is the "quantity" and "percentage of use" reflected?  | x                 |    |      |    |
| 3. Are space requirements descriptive and total space reflected and accurate?  | x                 |    |      |    |
| <b>VIII. Prior Year Obligation Form [BBMR PYO-1]</b>   |                   |    |      |    |
|  | x                 |    |      |    |

| CERTIFIED AS TO COMPLETENESS AND ACCURACY   |  |
|---|--|
| <p><b>DEPARTMENT:</b></p> <p>Prepared By: <u><i>R. Magennis</i></u><br/>                     Rodalyn Gerardo, CPA, CFGM, CIA<br/>                     Vice President, Finance &amp; Administration<br/> <u>02/10/2023</u><br/>                     Date</p> <p>Approved By: <u><i>Mary A. Y. Okada</i></u><br/>                     Mary A. Y. Okada, Ed.D.<br/>                     President<br/> <u>02/10/2023</u><br/>                     Date</p> | <p><b>BBMR ACTION:</b><br/>Recommendation</p> <p><input checked="" type="checkbox"/> Approval<br/> <input type="checkbox"/> Disapproval</p> <p>_____<br/>Analyst</p> <p>_____<br/>Date</p> |

**Government of Guam  
Fiscal Year 2024**

Agency Budget Certification

Agency: Guam Community College

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

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

Agency Head:

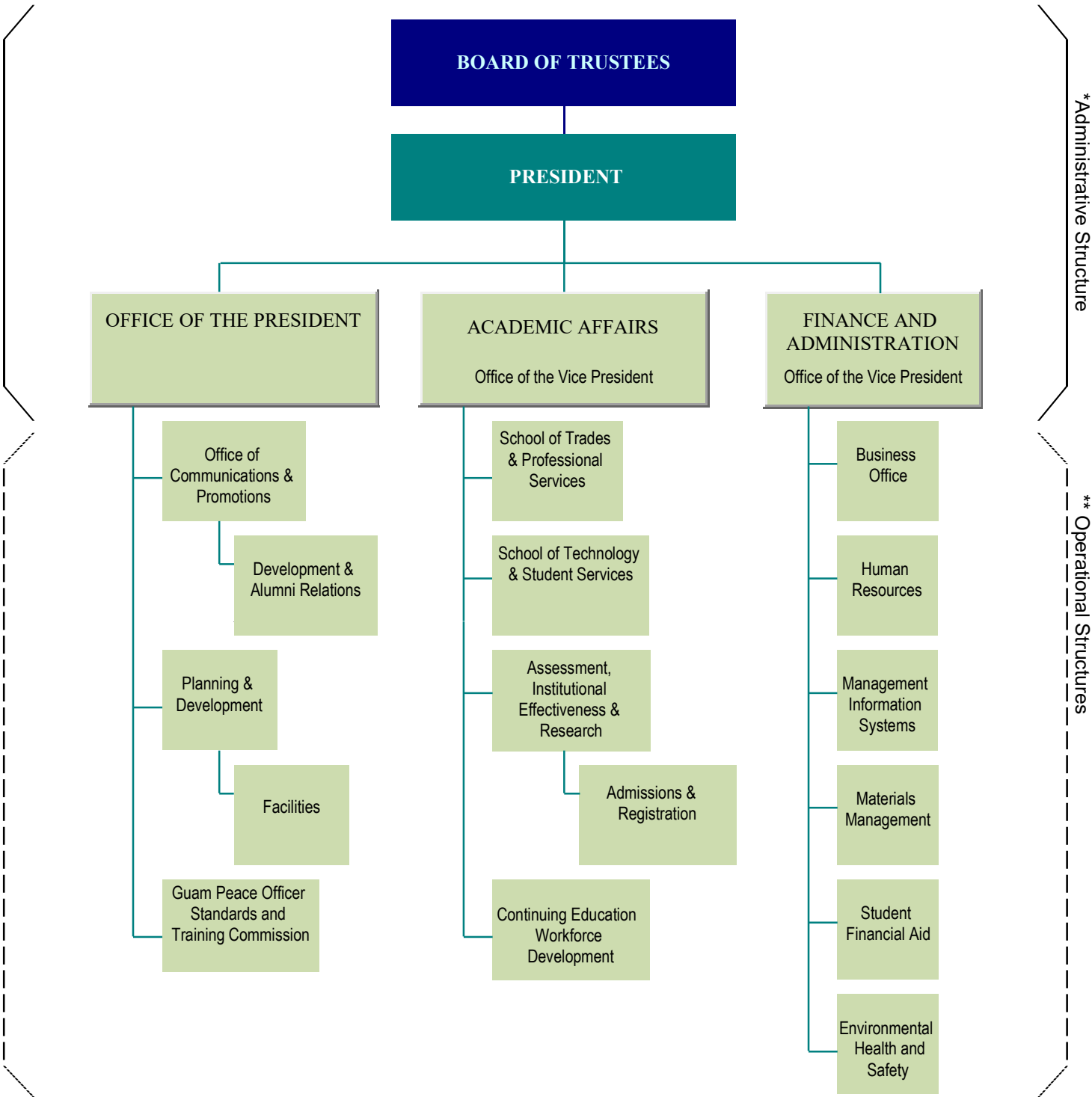
Mary A.Y. Okada  
(Signature)

Date:

09.10.2023



# Guam Community College Organizational Chart



Government of Guam  
*Fiscal Year 2024 Budget*  
 Department/Agency Narrative

Function: Education and Culture

Agency: GUAM COMMUNITY COLLEGE

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**MISSION STATEMENT:**

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

***Sinangan Misi3n (Chamorro translation):***

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

**GOALS AND OBJECTIVES:**

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

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

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

Department/Agency      GUAM COMMUNITY COLLEGE      Division/Section

**ACTIVITY DESCRIPTION:**

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

**MAJOR OBJECTIVES:**

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

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

**Leveraging Transformational Engagement and Governance:** GCC is committed to a policy of participatory governance wherein all stakeholders have opportunities to share



Department/Agency      GUAM COMMUNITY COLLEGE      Division/Section

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

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

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

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

**SHORT TERM GOALS::**

| <b>Workload Indicator</b>                    | <b>FY2022 Accomplished Level</b>  | <b>FY2023 Anticipated Level</b>   | <b>FY2024 Projected Level</b>  |
|--|---|---|--|
| Advancing Workforce Development and Training | The Continuing Education and Workforce Development (CEWD) Office Offered several boot camps, work keys assessment programs, apprenticeship programs, and continuing education programs throughout the year, in response to local and regional occupational needs (ISMP Objective 1.1), as well as to cultivate meaningful partnerships (ISMP Objective 1.2) with the Guam Department of Education, University of Guam, businesses, and other organizations. | GCC intends to host similar boot camps throughout the year so the College can continue to respond to local and regional occupational needs (ISMP Objective 1.1).<br><br>These boot camps provide a means to cultivate meaningful and strategic partnerships (ISMP Objective 1.2).   | GCC will review its progress from FY 2023 and FY 2024 to determine whether to offering boot camps, apprenticeships, and other continuing education opportunities in response to enhancing the College's workforce development and training initiatives.<br><br>Areas for improvement will then be integrated into plans for the next assessment cycle.   |
| Fostering 100% Student-Centered Success      | Majority of GCC's course offerings in 2022 were face-to-face, yet the College remained flexible and accommodated students' who needed to take a portion of their courses online as a result of Covid-related circumstances.<br><br>The College support services also provided online resources to support mental health and safety.<br><br>GCC provided opportunities for professional development for all its employees (ISMP Objective 2.1).              | GCC will provide opportunities for professional development for all its employees (ISMP Objective 2.1), including offering various in-house training for employees on sexual harassment awareness, procurement and online requisition processes, etc.<br><br>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), and although GCC's primary delivery of educational instruction is intended for face to face, | GCC will continue to provide opportunities for professional development for all its employees in response to ISMP Objective 2.1.<br><br>In addition, the College will offer courses in the online platform, in addition to face-to-face instruction.<br><br>GCC will assess its success in fostering 100% student-centered success in FY 2023 and FY 2024. Areas for improvement will then be integrated into plans for the next assessment cycle. |

DECISION PACKAGE  
Fiscal Year 2024

[BBMR DP-1]

Department/Agency      GUAM COMMUNITY COLLEGE      Division/Section

| Workload Indicator   | FY2022<br>Accomplished Level   | FY2023<br>Anticipated Level  | FY2024<br>Projected Level   |
|--|--|--|---|
|  |  | <p>the College will continue to offer certain courses on the online platform. GCC will also explore other innovative strategies to meet the students' educational needs.</p>   |   |
| <p>Leveraging Transformational Engagement and Governance</p> | <p>GCC held virtual Fall 2021 and Spring 2022 College Assemblies in November 2021 and April 2022. The College Assemblies offered various sessions on health and safety, Ethics in Government, etc.</p> <p>The College strengthened stakeholder opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1).</p> <p>In response to ISMP Objective 3.2, GCC fostered an organizational culture that empowers and facilitates transformational engagement and rewards collaboration. The College also hosted a Transformational Leadership training.</p> <p>The annual Fall Convocation to open up the academic year and provide faculty with the information needed to support student success, was held in-person for the first time since the pandemic.</p> | <p>The College intends to offer another Transformational Leadership training during FY 2023 for GCC's new employees.</p> <p>GCC will continue to strengthen stakeholder opportunities to engage in the transformational process, governance and institutional decision making (ISMP Objective 3.1),</p> <p>In addition, GCC will continue to foster an organizational culture that empowers and facilitates transformational engagement and rewards collaboration.</p> | <p>GCC will review its success in leveraging transformational engagement and governance in FY 2023 and FY 2024. Areas for improvement will then be integrated into plans for the next assessment cycle.</p> |

DECISION PACKAGE  
Fiscal Year 2024

[BBMR DP-1]

Department/Agency      GUAM COMMUNITY COLLEGE      Division/Section

| Workload Indicator                                      | FY2022<br>Accomplished Level  | FY2023<br>Anticipated Level   | FY2024<br>Projected Level  |
|---|---|---|--|
| Optimizing Resources                                    | <p>In response to ISMP Objective 4.1 (diversify revenue streams) and Objective 4.2 (integrate Return on Investment (ROI) and Total Cost of Ownership (TCO)), the College encourages all administrators, faculty, and staff to bring forth any potential revenue streams, as well as considers all potential ROI and TCO.</p> <p>GCC received CARES funding, which assisted in the purchase of laptops for employees and students (available for rent), procure personal protective equipment in response against the Covid-19 pandemic, etc.</p> <p>Under ISMP Objective 4.3 (provide employee professional development), Objective 4.4 (develop and implement succession planning), and Objective 4.5 (cultivate team building), the College provides opportunities for employee professional development, succession planning, and team building.</p> | <p>GCC will continue to ensure that its financial, people, and student resources are adequately managed to ensure the optimal ROI.</p> <p>GCC continues to look for opportunities to optimize its resources, such as applying for grants and establishing partnerships for the benefit of the students.</p> | <p>The College will continue to look for opportunities to optimize its resources.</p> <p>GCC will review its success in optimizing its resources during FY 2023 and FY 2024. Areas for improvement will then be integrated into plans for the next assessment cycle.</p> |
| Modernizing and Expanding Infrastructure and Technology | <p>In response to ISMP Objectives 5.1 (expand educational footprint), Objective 5.2 (ensure robust technology), and Objective 5.3 (provide access to sustainable facilities), GCC continued to provide laptop and MiFi rentals in support of the</p>  | <p>GCC has several projects underway to modernize and expand its current infrastructure and technology.</p> <p>For example, GCC will complete the upgrade of its wireless campus area network, which will provide better wireless</p>   | <p>GCC will implement necessary processes and projects in support of expanding the College's technology and infrastructure based on the result of the Technology Audit and the update to the Physical Master Plan for FY 2024 and beyond.</p>                            |



DECISION PACKAGE  
Fiscal Year 2024

[BBMR DP-1]

Department/Agency      GUAM COMMUNITY COLLEGE      Division/Section

| Workload Indicator | FY2022<br>Accomplished Level  | FY2023<br>Anticipated Level  | FY2024<br>Projected Level |
|--------------------|---|--|---------------------------|
|                    | <p>students' successful completion of their classes.</p> <p>The College completed the Technology Audit in March 2022, which assessed GCC's current technology infrastructure and enterprise architecture, and made specific recommendations to modernize and expand GCC's current technology.</p> <p>The College also completed a part of its campus-wide wireless upgrade project, with the remaining parts slated to be completed in FY 2023.</p> | <p>access for its students, employees, and visitors.</p> <p>GCC will continue to offer laptop rentals in support of our students' successful completion of their classes.</p> <p>The institution is also in the process of updating its Physical Master Plan to ensure the college is technologically sound, with adequate space for growing student population while providing sustainable facilities that will last for generations.</p> |                           |

Guam Community College  
Fiscal Year 2024  
Budget Digest

[BBMR BD-1]

Function:  
Department:  
Program:

| AS400 Account Code | Appropriation Classification               | GENERAL FUND                        |                          |                            | MDF / CIPF / FGTF / SPECIAL FUND 1/ |                          |                            | FEDERAL MATCH                       |                          |                            | GRAND TOTAL (ALL FUNDS)                        |                                      |  |
|--------------------|--|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|--|--------------------------------------|--|
|                    |  | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditure & Encumbrances (A + D + G) | FY 2023 Authorized Level (B + E + H) | FY 2024 Governor's Request (C + F + I) |
|                    | <b>PERSONNEL SERVICES</b>                  |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 111                | Regular Salaries/Increments/Special Pay:   | 10,543,599                          | 10,731,011               | 11,103,509                 | 113,468                             | 157,224                  | 161,065                    | 0                                   | 0                        | 0                          | 10,657,067                                     | 10,888,235                           | 11,264,574                             |
| 112                | Overtime:                                  | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 113                | Benefits:                                  | 4,023,030                           | 4,248,545                | 4,433,146                  | 54,282                              | 62,392                   | 63,539                     | 0                                   | 0                        | 0                          | 4,077,312                                      | 4,310,937                            | 4,496,685                              |
|                    | <b>TOTAL PERSONNEL SERVICES</b>            | <b>\$14,566,629</b>                 | <b>\$14,979,556</b>      | <b>\$15,536,655</b>        | <b>\$167,750</b>                    | <b>\$219,616</b>         | <b>\$224,604</b>           | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$14,734,379</b>                            | <b>\$15,199,172</b>                  | <b>\$15,761,259</b>                    |
|                    | <b>OPERATIONS</b>                          |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 220                | TRAVEL- Off-Island/Local Mileage Reimburs: | 2,575                               | 2,500                    | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 2,575  | 2,500                                | 0                                      |
| 230                | CONTRACTUAL SERVICES:                      | 136,148                             | 805,058                  | 1,436,332                  | 932,677                             | 476,097                  | 11,750                     | 0                                   | 0                        | 0                          | 1,068,825                                      | 1,281,155                            | 1,448,082                              |
| 233                | OFFICE SPACE RENTAL:                       | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 240                | SUPPLIES & MATERIALS:                      | 20,000                              | 137,000                  | 155,856                    | 67,500                              | 22,000                   | 71,000                     | 0                                   | 0                        | 0                          | 87,500   | 159,000                              | 226,856                                |
| 250                | EQUIPMENT:                                 | 20,000                              | 31,265                   | 90,286                     | 103,387                             | 17,909                   | 19,300                     | 0                                   | 0                        | 0                          | 123,387  | 49,174                               | 109,586                                |
| 270                | WORKERS COMPENSATION:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 271                | DRUG TESTING:                              | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 280                | SUB-RECIPIENT/SUBGRANT:                    | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 290                | MISCELLANEOUS:                             | 7,617                               | 121,033                  | 52,994                     | 3,053,566                           | 4,155,729                | 3,073,746                  | 0                                   | 0                        | 0                          | 3,061,183                                      | 4,276,762                            | 3,126,740                              |
|                    | <b>TOTAL OPERATIONS</b>                    | <b>\$186,340</b>                    | <b>\$1,096,856</b>       | <b>\$1,735,468</b>         | <b>\$4,157,130</b>                  | <b>\$4,671,735</b>       | <b>\$3,175,796</b>         | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$4,343,470</b>                             | <b>\$5,768,591</b>                   | <b>\$4,911,264</b>                     |
|                    | <b>UTILITIES</b>                           |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 361                | Power:                                     | 897,756                             | 0                        | 1,375,048                  | 0                                   | 897,751                  | 0                          | 0                                   | 0                        | 0                          | 897,756  | 897,751                              | 1,375,048                              |
| 362                | Water/ Sewer:                              | 88,364                              | 0                        | 59,592                     | 0                                   | 88,364                   | 0                          | 0                                   | 0                        | 0                          | 88,364   | 88,364                               | 59,592                                 |
| 363                | Telephone/ Toll:                           | 86,542                              | 0                        | 56,854                     | 0                                   | 56,854                   | 0                          | 0                                   | 0                        | 0                          | 86,542   | 56,854                               | 56,854                                 |
|                    | <b>TOTAL UTILITIES</b>                     | <b>\$1,072,662</b>                  | <b>\$0</b>               | <b>\$1,491,494</b>         | <b>\$0</b>                          | <b>\$1,042,969</b>       | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$1,072,662</b>                             | <b>\$1,042,969</b>                   | <b>\$1,491,494</b>                     |
| 450                | <b>CAPITAL OUTLAY</b>                      | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                     | <b>\$0</b>                           | <b>\$0</b>                             |
|                    | <b>TOTAL APPROPRIATIONS</b>                | <b>\$15,825,631</b>                 | <b>\$16,076,412</b>      | <b>\$18,763,617</b>        | <b>\$4,324,880</b>                  | <b>\$5,934,320</b>       | <b>\$3,400,400</b>         | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$20,150,511.00</b>                         | <b>\$22,010,732</b>                  | <b>\$22,164,017</b>                    |
|                    | 1/ Specify Fund Source(s)                  |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
|                    | <b>FULL TIME EQUIVALENCIES (FTEs)</b>      |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
|                    | UNCLASSIFIED:                              | 3                                   | 3                        | 2                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 3  | 3                                    | 2                                      |
|                    | CLASSIFIED:                                | 197                                 | 193                      | 194                        | 2                                   | 4                        | 4                          | 0                                   | 0                        | 0                          | 199  | 197                                  | 198                                    |
|                    | <b>TOTAL FTEs</b>                          | <b>200</b>                          | <b>196</b>               | <b>196</b>                 | <b>2</b>                            | <b>4</b>                 | <b>4</b>                   | <b>0</b>                            | <b>0</b>                 | <b>0</b>                   | <b>202</b>                                     | <b>200</b>                           | <b>200</b>                             |

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Function:  
Department:  
Program:  
Acct. No.:

| AS400 Account Code | Appropriation Classification               | A                                   | B                        | C                          | D                                   | E                        | F                          | G                                   | H                        | I                          | J   | K                                    | L                                      |
|--------------------|--|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|---|--------------------------------------|--|
|                    |  | GENERAL FUND                        |                          |                            | MANPOWER DEVELOPMENT FUND 1/        |                          |                            | FEDERAL MATCH                       |                          |                            | GRAND TOTAL (ALL FUNDS)                         |                                      |  |
|                    |  | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditurea & Encumbrances (A + D + G) | FY 2023 Authorized Level (B + E + H) | FY 2024 Governor's Request (C + F + I) |
|                    | <b>PERSONNEL SERVICES</b>                  |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |   |                                      |  |
| 111                | Regular Salaries/Increments/Special Pay:   | 10,543,599                          | 10,731,011               | 11,103,509                 | 113,468                             | 157,224                  | 161,065                    | 0                                   | 0                        | 0                          | 10,657,067                                      | 10,888,235                           | 11,264,574                             |
| 112                | Overtime:                                  | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0   | 0                                    | 0                                      |
| 113                | Benefits:                                  | 4,023,030                           | 4,248,545                | 4,433,146                  | 54,282                              | 62,392                   | 63,539                     | 0                                   | 0                        | 0                          | 4,077,312                                       | 4,310,937                            | 4,496,685                              |
|                    | <b>TOTAL PERSONNEL SERVICES</b>            | <b>\$14,566,629</b>                 | <b>\$14,979,556</b>      | <b>\$15,536,655</b>        | <b>\$167,750</b>                    | <b>\$219,616</b>         | <b>\$224,604</b>           | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$14,734,379</b>                             | <b>\$15,199,172</b>                  | <b>\$15,761,259</b>                    |
|                    | <b>OPERATIONS</b>                          |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |   |                                      |  |
| 220                | TRAVEL- Off-Island/Local Mileage Reimburs: | 2,575                               | 2,500                    | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 2,575   | 2,500                                | 0                                      |
| 230                | CONTRACTUAL SERVICES:                      | 136,148                             | 805,058                  | 1,436,332                  | 932,677                             | 476,097                  | 11,750                     | 0                                   | 0                        | 0                          | 1,068,825                                       | 1,281,155                            | 1,448,082                              |
| 233                | OFFICE SPACE RENTAL:                       | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0   | 0                                    | 0                                      |
| 240                | SUPPLIES & MATERIALS:                      | 20,000                              | 137,000                  | 155,856                    | 67,500                              | 22,000                   | 71,000                     | 0                                   | 0                        | 0                          | 87,500  | 159,000                              | 226,856                                |
| 250                | EQUIPMENT:                                 | 20,000                              | 31,265                   | 90,286                     | 103,387                             | 17,909                   | 19,300                     | 0                                   | 0                        | 0                          | 123,387   | 49,174                               | 109,586                                |
| 270                | WORKERS COMPENSATION:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0   | 0                                    | 0                                      |
| 271                | DRUG TESTING:                              | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0   | 0                                    | 0                                      |
| 280                | SUB-RECIPIENT/SUBGRANT:                    | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0   | 0                                    | 0                                      |
| 290                | MISCELLANEOUS:                             | 7,617                               | 121,033                  | 52,994                     | 2,653,166                           | 3,755,329                | 2,673,346                  | 0                                   | 0                        | 0                          | 2,660,783                                       | 3,876,362                            | 2,726,340                              |
|                    | <b>TOTAL OPERATIONS</b>                    | <b>\$186,340</b>                    | <b>\$1,096,856</b>       | <b>\$1,735,468</b>         | <b>\$3,756,730</b>                  | <b>\$4,271,335</b>       | <b>\$2,775,396</b>         | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$3,943,070</b>                              | <b>\$5,368,191</b>                   | <b>\$4,510,864</b>                     |
|                    | <b>UTILITIES</b>                           |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |   |                                      |  |
| 361                | Power:                                     | 897,756                             | 0                        | 1,375,048                  | 0                                   | 897,751                  | 0                          | 0                                   | 0                        | 0                          | 897,756   | 897,751                              | 1,375,048                              |
| 362                | Water/ Sewer:                              | 88,364                              | 0                        | 59,592                     | 0                                   | 88,364                   | 0                          | 0                                   | 0                        | 0                          | 88,364  | 88,364                               | 59,592                                 |
| 363                | Telephone/ Toll:                           | 86,542                              | 0                        | 56,854                     | 0                                   | 56,854                   | 0                          | 0                                   | 0                        | 0                          | 86,542  | 56,854                               | 56,854                                 |
|                    | <b>TOTAL UTILITIES</b>                     | <b>\$1,072,662</b>                  | <b>\$0</b>               | <b>\$1,491,494</b>         | <b>\$0</b>                          | <b>\$1,042,969</b>       | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$1,072,662</b>                              | <b>\$1,042,969</b>                   | <b>\$1,491,494</b>                     |
| 450                | <b>CAPITAL OUTLAY</b>                      | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                      | <b>\$0</b>                           | <b>\$0</b>                             |
|                    | <b>TOTAL APPROPRIATIONS</b>                | <b>\$15,825,631</b>                 | <b>\$16,076,412</b>      | <b>\$18,763,617</b>        | <b>\$3,924,480</b>                  | <b>\$5,533,920</b>       | <b>\$3,000,000</b>         | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$19,750,111</b>                             | <b>\$21,610,332</b>                  | <b>\$21,763,617</b>                    |
|                    | 1/ Specify Fund Source(s)                  |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |   |                                      |  |
|                    | <b>FULL TIME EQUIVALENCIES (FTEs)</b>      |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |   |                                      |  |
|                    | UNCLASSIFIED:                              | 3                                   | 3                        | 2                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 3   | 3                                    | 2                                      |
|                    | CLASSIFIED:                                | 197                                 | 193                      | 194                        | 2                                   | 4                        | 4                          | 0                                   | 0                        | 0                          | 199   | 197                                  | 198                                    |
|                    | <b>TOTAL FTEs</b>                          | <b>200</b>                          | <b>196</b>               | <b>196</b>                 | <b>2</b>                            | <b>4</b>                 | <b>4</b>                   | <b>0</b>                            | <b>0</b>                 | <b>0</b>                   | <b>202</b>                                      | <b>200</b>                           | <b>200</b>                             |

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|--------------------|--|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|--|--------------------------------------|--|
|                    |  | GENERAL FUND                        |                          |                            | CAPITAL IMPROVEMENT FUND 1/         |                          |                            | FEDERAL MATCH                       |                          |                            | GRAND TOTAL (ALL FUNDS)                        |                                      |  |
|                    |  | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditure & Encumbrances (A + D + G) | FY 2023 Authorized Level (B + E + H) | FY 2024 Governor's Request (C + F + I) |
|                    | <b>PERSONNEL SERVICES</b>                  |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 111                | Regular Salaries/Increments/Special Pay:   | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 112                | Overtime:                                  | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 113                | Benefits:                                  | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
|                    | <b>TOTAL PERSONNEL SERVICES</b>            | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                     | <b>\$0</b>                           | <b>\$0</b>                             |
|                    | <b>OPERATIONS</b>                          |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 220                | TRAVEL- Off-Island/Local Mileage Reimburs: | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 230                | CONTRACTUAL SERVICES:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 233                | OFFICE SPACE RENTAL:                       | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 240                | SUPPLIES & MATERIALS:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 250                | EQUIPMENT:                                 | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 270                | WORKERS COMPENSATION:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 271                | DRUG TESTING:                              | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 280                | SUB-RECIPIENT/SUBGRANT:                    | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 290                | MISCELLANEOUS:                             | 0                                   | 0                        | 0                          | 200,400                             | 200,400                  | 200,400                    | 0                                   | 0                        | 0                          | 200,400  | 200,400                              | 200,400                                |
|                    | <b>TOTAL OPERATIONS</b>                    | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,400</b>                    | <b>\$200,400</b>         | <b>\$200,400</b>           | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,400</b>                               | <b>\$200,400</b>                     | <b>\$200,400</b>                       |
|                    | <b>UTILITIES</b>                           |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 361                | Power:                                     | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 362                | Water/ Sewer:                              | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 363                | Telephone/ Toll:                           | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
|                    | <b>TOTAL UTILITIES</b>                     | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                     | <b>\$0</b>                           | <b>\$0</b>                             |
| 450                | <b>CAPITAL OUTLAY</b>                      | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                     | <b>\$0</b>                           | <b>\$0</b>                             |
|                    | <b>TOTAL APPROPRIATIONS</b>                | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,400</b>                    | <b>\$200,400</b>         | <b>\$200,400</b>           | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,400</b>                               | <b>\$200,400</b>                     | <b>\$200,400</b>                       |
|                    | <i>1/ Specify Fund Source(s)</i>           |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
|                    | <b>FULL TIME EQUIVALENCIES (FTEs)</b>      |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
|                    | 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                                      |
|                    | <b>TOTAL FTEs</b>                          | <b>0.00</b>                         | <b>0.00</b>              | <b>0.00</b>                | <b>0.00</b>                         | <b>0.00</b>              | <b>0.00</b>                | <b>0.00</b>                         | <b>0.00</b>              | <b>0.00</b>                | <b>0.00</b>                                    | <b>0.00</b>                          | <b>0.00</b>                            |



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|--------------------|--|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|--|--------------------------------------|--|
|                    |  | GENERAL FUND                        |                          |                            | FIRST GENERATION TRUST FUND 1/      |                          |                            | FEDERAL MATCH                       |                          |                            | GRAND TOTAL (ALL FUNDS)                        |                                      |  |
|                    |  | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditures & Encumbrances | FY 2023 Authorized Level | FY 2024 Governor's Request | FY 2022 Expenditure & Encumbrances (A + D + G) | FY 2023 Authorized Level (B + E + H) | FY 2024 Governor's Request (C + F + I) |
|                    | <b>PERSONNEL SERVICES</b>                  |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 111                | Regular Salaries/Increments/Special Pay:   | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 112                | Overtime:                                  | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 113                | Benefits:                                  | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
|                    | <b>TOTAL PERSONNEL SERVICES</b>            | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                     | <b>\$0</b>                           | <b>\$0</b>                             |
|                    | <b>OPERATIONS</b>                          |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 220                | TRAVEL- Off-Island/Local Mileage Reimburs: | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 230                | CONTRACTUAL SERVICES:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 233                | OFFICE SPACE RENTAL:                       | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 240                | SUPPLIES & MATERIALS:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 250                | EQUIPMENT:                                 | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 270                | WORKERS COMPENSATION:                      | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 271                | DRUG TESTING:                              | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 280                | SUB-RECIPIENT/SUBGRANT:                    | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 290                | MISCELLANEOUS:                             | 0                                   | 0                        | 0                          | 200,000                             | 200,000                  | 200,000                    | 0                                   | 0                        | 0                          | 200,000  | 200,000                              | 200,000                                |
|                    | <b>TOTAL OPERATIONS</b>                    | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,000</b>                    | <b>\$200,000</b>         | <b>\$200,000</b>           | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,000</b>                               | <b>\$200,000</b>                     | <b>\$200,000</b>                       |
|                    | <b>UTILITIES</b>                           |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
| 361                | Power:                                     | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 362                | Water/ Sewer:                              | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
| 363                | Telephone/ Toll:                           | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0                                   | 0                        | 0                          | 0  | 0                                    | 0                                      |
|                    | <b>TOTAL UTILITIES</b>                     | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                     | <b>\$0</b>                           | <b>\$0</b>                             |
| 450                | <b>CAPITAL OUTLAY</b>                      | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$0</b>                                     | <b>\$0</b>                           | <b>\$0</b>                             |
|                    | <b>TOTAL APPROPRIATIONS</b>                | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,000</b>                    | <b>\$200,000</b>         | <b>\$200,000</b>           | <b>\$0</b>                          | <b>\$0</b>               | <b>\$0</b>                 | <b>\$200,000</b>                               | <b>\$200,000</b>                     | <b>\$200,000</b>                       |
|                    | <i>1/ Specify Fund Source(s)</i>           |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
|                    | <b>FULL TIME EQUIVALENCIES (FTEs)</b>      |                                     |                          |                            |                                     |                          |                            |                                     |                          |                            |  |                                      |  |
|                    | 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                                      |
|                    | <b>TOTAL FTEs</b>                          | <b>0.00</b>                         | <b>0.00</b>              | <b>0.00</b>                | <b>0.00</b>                         | <b>0.00</b>              | <b>0.00</b>                | <b>0.00</b>                         | <b>0.00</b>              | <b>0.00</b>                | <b>0.00</b>                                    | <b>0.00</b>                          | <b>0.00</b>                            |

Schedule A - Off-Island Travel

Department/Agency: **Guam Community College**  
 Division: **Institutional**

| <b>Purpose / Justification for Travel</b> |          |             |                            |            |
|---|----------|-------------|----------------------------|------------|
| N/A                                       |          |             |                            |            |
| Travel Date: _____                        |          |             | No. of Travelers: _____ 1/ |            |
| Position Title of Traveler(s)             | Air Fare | Per diem 2/ | Registration               | Total Cost |
|   | \$ -     | \$ -        | \$ -                       | \$ -       |
|   | \$ -     | \$ -        | \$ -                       | \$ -       |

| <b>Purpose / Justification for Travel</b> |          |             |                            |            |
|---|----------|-------------|----------------------------|------------|
| N/A                                       |          |             |                            |            |
| Travel Date: _____                        |          |             | No. of Travelers: _____ 1/ |            |
| Position Title of Traveler(s)             | Air Fare | Per diem 2/ | Registration               | Total Cost |
|   | \$ -     | \$ -        | \$ -                       | \$ -       |
|   | \$ -     | \$ -        | \$ -                       | \$ -       |

| <b>Purpose / Justification for Travel</b> |          |             |                            |            |
|---|----------|-------------|----------------------------|------------|
| N/A                                       |          |             |                            |            |
| Travel Date: _____                        |          |             | No. of Travelers: _____ 1/ |            |
| Position Title of Traveler(s)             | Air Fare | Per diem 2/ | Registration               | Total Cost |
|   | \$ -     | \$ -        | \$ -                       | \$ -       |
|   | \$ -     | \$ -        | \$ -                       | \$ -       |

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Proposed)

FUNCTIONAL AREA: Education 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 2024 GovGuam contribution for Life Insurance is \$187 per annum

| Input by Department |                           |      |   |                                      |                              |                       |               |                 |                 | Increment   |             |                             |                                   |  | Benefits                  |                               |                   |                                 |                                | Input by Department                    |                       |  |  |  |
|---------------------|---------------------------|------|---|--------------------------------------|------------------------------|-----------------------|---------------|-----------------|-----------------|-------------|-------------|-----------------------------|-----------------------------------|--|---------------------------|-------------------------------|-------------------|---------------------------------|--------------------------------|--|-----------------------|--|--|--|
| No.                 | (A)<br>Position<br>Number | Home | Organization                              | (B)<br>Position<br>Title 1/          | (C)<br>Name of<br>Incumbent  | (D)<br>Grade/<br>Step | (E)<br>Salary | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E++G+I)<br>Subtotal | (K)<br>Retirement<br>(J * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*2<br>6PP) | (M)<br>Social<br>Security | (N)<br>Medicare<br>(6.2% * J) | (O)<br>Life<br>Z/ | (P)<br>Medical<br>(Premiu<br>m) | (Q)<br>Dental<br>(Premiu<br>m) | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>(J+R)<br>TOTAL |  |  |  |
| 1                   | PRE004                    | 1010 | Office of the President                   | Administrative Secretary II          | Guerrero, Bertha M.          | I-11                  | 40,501        | 0               | 0               | 09/19/25    | 0           | 40,501                      | 11,514                            | 495  | 0                         | 587                           | 187               | 5,395                           | 273                            | 18,452                                 | 58,953                |  |  |  |
| 2                   | PRE005                    | 1010 | Office of the President                   | President                            | Okada, Mary A.               | 5-5-a                 | 209,820       | 0               | 0               | 01/01/24    | 5,508       | 215,328                     | 61,218                            | 0  | 3,122                     | 187                           | 0                 | 1,346                           | 65,873                         | 281,200                                |                       |  |  |  |
| 3                   | PRE006                    | 1010 | Office of the President                   | Private Secretary                    | Muna, Esther A.              | I-14                  | 44,480        | 0               | 0               | 04/01/25    | 0           | 44,480                      | 12,646                            | 0  | 645                       | 187                           | 0                 | 0                               | 13,478                         | 57,958                                 |                       |  |  |  |
| 4                   | PRS030                    | 1015 | Office of the President- Special Programs | Personnel Specialist II              | Leon Guerrero, Gina G.       | M-5                   | 0             | 0               | 0               | -           | 0           | 0                           | 0                                 | 0  | 0                         | 0                             | 187               | 0                               | 0                              | 187                                    | 187                   |  |  |  |
| 5                   | PRE010                    | 1030 | Communications and Promotions             | Graphic Artist Technician III        | Cabrera, Angela S.           | I-7                   | 35,744        | 0               | 0               | 07/27/24    | 284         | 36,028                      | 10,243                            | 495  | 0                         | 522                           | 187               | 5,395                           | 273                            | 17,115                                 | 53,143                |  |  |  |
| 6                   | PRE002                    | 1030 | Communications and Promotions             | Assistant Director                   | Dela Rosa, John K.           | O-2-d                 | 82,579        | 0               | 0               | 01/01/24    | 2,168       | 84,747                      | 24,093                            | 495  | 0                         | 1,229                         | 187               | 12,784                          | 0                              | 38,788                                 | 123,535               |  |  |  |
| 7                   | ASD001                    | 1060 | Planning and Development                  | Administrative Assistant             | Arceo, Josephine T.          | J-18                  | 54,771        | 0               | 0               | 08/14/25    | 0           | 54,771                      | 15,571                            | 495  | 0                         | 794                           | 187               | 10,215                          | 359                            | 27,622                                 | 82,393                |  |  |  |
| 8                   | ASD004                    | 1060 | Planning and Development                  | Program Coordinator I                | Rios, Theda R.               | K-9                   | 45,122        | 0               | 0               | 08/05/24    | 239         | 45,361                      | 12,896                            | 495  | 0                         | 658                           | 187               | 8,128                           | 297                            | 22,661                                 | 68,021                |  |  |  |
| 9                   | ASD016                    | 1060 | Planning and Development                  | Program Coordinator II               | Aquinde, Rosemarie C.        | M-4                   | 45,574        | 0               | 0               | 12/16/23    | 1,439       | 47,013                      | 13,366                            | 0  | 682                       | 187                           | 2,819             | 297                             | 17,351                         | 64,364                                 |                       |  |  |  |
| 10                  | ASD021                    | 1060 | Planning and Development                  | Assistant Director                   | Ulloa-Heath, Julie           | O-3-d                 | 85,932        | 0               | 0               | 01/01/24    | 2,256       | 88,188                      | 25,072                            | 495  | 0                         | 1,279                         | 187               | 8,128                           | 297                            | 35,457                                 | 123,645               |  |  |  |
| 11                  | PRE009                    | 1060 | Planning and Development                  | Sustainability & Project Coordinator | Palacios, Francisco E.       | L-8-a                 | 71,301        | 0               | 0               | 01/01/24    | 1,872       | 73,173                      | 20,803                            | 495  | 0                         | 1,061                         | 187               | 8,128                           | 297                            | 30,971                                 | 104,144               |  |  |  |
| 12                  | ASD009                    | 1065 | Facilities                                | Refrigeration Mechanic I             | Aquino, Jeric M.             | H-1                   | 26,520        | 0               | 0               | 12/05/23    | 838         | 27,358                      | 7,778                             | 495  | 0                         | 397                           | 187               | 2,819                           | 273                            | 11,948                                 | 39,306                |  |  |  |
| 13                  | ASD022                    | 1065 | Facilities                                | Maintenance Worker                   | Toves, III, Albert S.        | H-9                   | 35,287        | 0               | 0               | 12/27/23    | 933         | 36,220                      | 10,297                            | 495  | 0                         | 525                           | 187               | 5,583                           | 485                            | 17,573                                 | 53,793                |  |  |  |
| 14                  | ASD033                    | 1065 | Facilities                                | Maintenance Supervisor               | **Vacant-Barque, R.          | L-1                   | 37,100        | 0               | 0               | -           | 0           | 37,100                      | 10,548                            | 495  | 0                         | 538                           | 187               | 8,128                           | 359                            | 20,254                                 | 57,354                |  |  |  |
| 15                  | ASD036                    | 1065 | Facilities                                | Maintenance Worker                   | Bias, Jerome F.              | H-10                  | 36,407        | 0               | 0               | 03/20/24    | 674         | 37,081                      | 10,542                            | 0  | 538                       | 187                           | 3,775             | 297                             | 15,339                         | 52,419                                 |                       |  |  |  |
| 16                  | ASD037                    | 1065 | Facilities                                | Maintenance Specialist               | Roberto, Joey C.             | I-9                   | 38,048        | 0               | 0               | 06/27/24    | 402         | 38,450                      | 10,931                            | 495  | 0                         | 558                           | 187               | 5,248                           | 273                            | 17,692                                 | 56,142                |  |  |  |
| 17                  | ASD041                    | 1065 | Facilities                                | Maintenance Worker                   | Tellu, Morgan                | H-3                   | 28,568        | 0               | 0               | 09/27/24    | 90          | 28,658                      | 8,148                             | 495  | 0                         | 416                           | 187               | 3,775                           | 297                            | 13,317                                 | 41,975                |  |  |  |
| 18                  | ASD048                    | 1065 | Facilities                                | Electrician II                       | Quichocho, Patrick U.        | J-4                   | 34,744        | 0               | 0               | 11/25/23    | 1,207       | 35,951                      | 10,221                            | 495  | 0                         | 521                           | 187               | 4,604                           | 359                            | 16,387                                 | 52,338                |  |  |  |
| 19                  | ASD206                    | 1065 | Facilities                                | Refrigeration Mechanic II            | Pingol, Edsel A.             | I-2                   | 29,679        | 0               | 0               | 05/30/24    | 468         | 30,147                      | 8,571                             | 495  | 0                         | 437                           | 187               | 4,604                           | 359                            | 14,655                                 | 44,800                |  |  |  |
| 20                  | BFD013                    | 3000 | VP Finance and Administration             | Administrative Assistant             | Okada, Roma P.               | J-5                   | 36,061        | 0               | 0               | 02/18/24    | 911         | 36,972                      | 10,511                            | 495  | 0                         | 536                           | 187               | 6,096                           | 485                            | 18,310                                 | 55,282                |  |  |  |
| 21                  | BFD022                    | 3000 | VP Finance and Administration             | Vice President                       | Gerardo, Rodalyn A.          | Q-1-c                 | 114,085       | 0               | 0               | 01/01/24    | 2,995       | 117,080                     | 33,286                            | 0  | 1,698                     | 187                           | 2,819             | 273                             | 38,262                         | 155,342                                |                       |  |  |  |
| 22                  | ASD017                    | 3000 | VP Finance and Administration             | Messenger Clerk                      | August, Shirley              | D-4                   | 21,287        | 0               | 0               | 03/16/24    | 471         | 21,758                      | 6,186                             | 495  | 0                         | 315                           | 187               | 5,395                           | 273                            | 12,851                                 | 34,609                |  |  |  |
| 23                  | BFD003                    | 3010 | Business Office                           | Accountant I                         | Mayo, Lucille A.             | L-6                   | 44,682        | 0               | 0               | 11/09/23    | 1,552       | 46,234                      | 13,144                            | 0  | 670                       | 187                           | 0                 | 0                               | 14,002                         | 60,236                                 |                       |  |  |  |
| 24                  | BFD004                    | 3010 | Business Office                           | Accountant II                        | Ibanez, Gina D.              | M-2                   | 42,307        | 0               | 0               | 02/14/24    | 1,069       | 43,376                      | 12,332                            | 495  | 0                         | 629                           | 187               | 2,819                           | 0                              | 16,462                                 | 59,837                |  |  |  |
| 25                  | BFD005                    | 3010 | Business Office                           | Accountant II                        | Guerrero, Carol A.           | M-13                  | 61,456        | 0               | 0               | 09/29/25    | 0           | 61,456                      | 17,472                            | 0  | 891                       | 187                           | 5,395             | 273                             | 24,218                         | 85,674                                 |                       |  |  |  |
| 26                  | BFD008                    | 3010 | Business Office                           | Cashier II                           | Valino, Franklin H.          | F-2                   | 24,049        | 0               | 0               | 04/25/24    | 456         | 24,505                      | 6,967                             | 495  | 0                         | 355                           | 187               | 0                               | 0                              | 8,004                                  | 32,508                |  |  |  |
| 27                  | BFD009                    | 3010 | Business Office                           | Accounting Technician I              | Mesa, Catherine S.           | H-9                   | 35,287        | 0               | 0               | 12/03/23    | 933         | 36,220                      | 10,297                            | 495  | 0                         | 525                           | 187               | 5,395                           | 297                            | 17,197                                 | 53,417                |  |  |  |
| 28                  | BFD010                    | 3010 | Business Office                           | Accountant II                        | Santos Torres, Linda         | M-12                  | 59,566        | 0               | 0               | 02/10/25    | 0           | 59,566                      | 16,935                            | 0  | 864                       | 187                           | 5,395             | 273                             | 23,653                         | 83,219                                 |                       |  |  |  |
| 29                  | BFD012                    | 3010 | Business Office                           | General Accounting Supervisor        | San Nicolas, Cheryl B.       | P-10                  | 76,174        | 0               | 0               | 08/18/25    | 0           | 76,174                      | 21,656                            | 0  | 1,105                     | 187                           | 7,798             | 0                               | 30,746                         | 106,920                                |                       |  |  |  |
| 30                  | BFD015                    | 3010 | Business Office                           | Accounting Technician II             | Borja, Leovonne G.           | I-8                   | 36,878        | 0               | 0               | 01/04/25    | 0           | 36,878                      | 10,484                            | 495  | 0                         | 535                           | 187               | 10,215                          | 359                            | 22,775                                 | 59,153                |  |  |  |
| 31                  | BFD029                    | 3010 | Business Office                           | Controller                           | Limtuaco, Edwin E.           | N-8-b                 | 95,173        | 0               | 0               | 01/01/24    | 2,498       | 97,671                      | 27,768                            | 495  | 0                         | 1,416                         | 187               | 3,775                           | 297                            | 33,938                                 | 131,609               |  |  |  |
| 32                  | BFD030                    | 3010 | Business Office                           | Accounting Technician I              | Saban, Darlynn T.            | H-10                  | 36,407        | 0               | 0               | 09/23/25    | 0           | 36,407                      | 10,351                            | 495  | 0                         | 528                           | 187               | 3,444                           | 297                            | 15,301                                 | 51,708                |  |  |  |
| 33                  | BFD037                    | 3010 | Business Office                           | Accountant II                        | **Vacant-Growth              | M-1                   | 40,762        | 0               | 0               | -           | 0           | 40,762                      | 11,589                            | 495  | 0                         | 591                           | 187               | 8,128                           | 359                            | 21,349                                 | 62,111                |  |  |  |
| 34                  | ASD002                    | 3020 | Management Information Systems            | Systems Programmer                   | Bautista, Kenneth C.         | N-13                  | 64,866        | 0               | 0               | 06/06/24    | 1,718       | 66,584                      | 18,930                            | 0  | 965                       | 187                           | 2,819             | 273                             | 23,174                         | 89,758                                 |                       |  |  |  |
| 35                  | ASD005                    | 3020 | Management Information Systems            | Computer Technician Supervisor       | De Roca, Victor F.           | M-4                   | 45,574        | 0               | 0               | 09/28/24    | 144         | 45,718                      | 12,998                            | 495  | 0                         | 663                           | 187               | 3,775                           | 485                            | 18,603                                 | 64,320                |  |  |  |
| 36                  | ASD006                    | 3020 | Management Information Systems            | Computer Technician II               | Santos, James S.             | J-3                   | 33,467        | 0               | 0               | 10/01/23    | 1,277       | 34,744                      | 9,878                             | 495  | 0                         | 504                           | 187               | 2,819                           | 273                            | 14,156                                 | 48,900                |  |  |  |
| 37                  | ASD007                    | 3020 | Management Information Systems            | Teleprocessing Network Coordinator   | Reyes, Richard J.            | K-9                   | 45,122        | 0               | 0               | 01/29/24    | 954         | 46,076                      | 13,099                            | 0  | 668                       | 187                           | 5,395             | 0                               | 19,350                         | 65,426                                 |                       |  |  |  |
| 38                  | ASD008                    | 3020 | Management Information Systems            | Computer Systems Analyst II          | Marquez, Andrew C.           | M-7                   | 50,953        | 0               | 0               | 09/06/24    | 135         | 51,088                      | 14,524                            | 0  | 741                       | 187                           | 2,819             | 273                             | 18,544                         | 69,632                                 |                       |  |  |  |
| 39                  | ASD011                    | 3020 | Management Information Systems            | Teleprocessing Netwk Coord           | Camacho, Christopher J.      | K-10                  | 46,553        | 0               | 0               | 03/17/24    | 862         | 47,415                      | 13,480                            | 0  | 688                       | 187                           | 8,128             | 297                             | 22,779                         | 70,194                                 |                       |  |  |  |
| 40                  | ASD025                    | 3020 | Management Information Systems            | Computer Technician II               | Eblacas, Morris E.           | J-6                   | 37,427        | 0               | 0               | 03/04/24    | 473         | 37,900                      | 10,775                            | 495  | 0                         | 550                           | 187               | 6,096                           | 485                            | 18,587                                 | 56,487                |  |  |  |
| 41                  | ASD027                    | 3020 | Management Information Systems            | Computer Systems Analyst II          | Dacanay, Gerard L.           | M-16                  | 67,493        | 0               | 0               | 06/04/25    | 0           | 67,493                      | 19,188                            | 0  | 979                       | 187                           | 3,775             | 297                             | 24,426                         | 91,919                                 |                       |  |  |  |
| 42                  | ASD039                    | 3020 | Management Information Systems            | Systems Programmer                   | **Vacant-Solidum, C.         | N-8                   | 58,053        | 0               | 0               | -           | 0           | 58,053                      | 16,504                            | 495  | 0                         | 842                           | 187               | 8,128                           | 359                            | 26,515                                 | 84,568                |  |  |  |
| 43                  | BFD034                    | 3020 | Management Information Systems            | Chief Info Tech Officer              | Atalig, Adrian M.            | N-3-c                 | 78,779        | 0               | 0               | LTA         | 0           | 78,779                      | 22,397                            | 494  | 0                         | 1,142                         | 187               | 2,672                           | 0                              | 26,892                                 | 105,671               |  |  |  |
| 44                  | BFD007                    | 3030 | Human Resources                           | Personnel Specialist II              | **Vacant-Camacho, L.         | M-5                   | 47,301        | 0               | 0               | -           | 0           | 47,301                      | 13,448                            | 495  | 0                         | 686                           | 187               | 8,128                           | 359                            | 23,303                                 | 70,604                |  |  |  |
| 45                  | BFD023                    | 3030 | Human Resources                           | Personnel Specialist I               | Torres, Jamie Lyn M.         | L-2                   | 38,506        | 0               | 0               | 02/28/24    | 973         | 39,479                      | 11,224                            | 495  | 0                         | 572                           | 187               | 2,819                           | 273                            | 15,570                                 | 55,049                |  |  |  |
| 46                  | BFD025                    | 3030 | Human Resources                           | Personnel Specialist II              | **Vacant-Leon Guerrero, G.   | M-5                   | 47,301        | 0               | 0               | -           | 0           | 47,301                      | 13,448                            | 495  | 0                         | 686                           | 187               | 8,128                           | 359                            | 23,303                                 | 70,604                |  |  |  |
| 47                  | BFD031                    | 3030 | Human Resources                           | Personnel Assistant I                | Manosa, Katarina Fern S.     | H-2                   | 27,525        | 0               | 0               | 04/25/24    | 522         | 28,047                      | 7,974                             | 495  | 0                         | 407                           | 187               | 2,672                           | 273                            | 12,007                                 | 40,054                |  |  |  |
| 48                  | BFD035                    | 3030 | Human Resources                           | Chief Human Resources Officer        | San Nicolas, Apolline C.     | N-6-c                 | 88,770        | 0               | 0               | 01/01/24    | 2,330       | 91,100                      | 25,900                            | 0  | 1,321                     | 187                           | 0                 | 0                               | 27,408                         | 118,508                                |                       |  |  |  |
| 49                  | BFD011                    | 3040 | Materials Management                      | Proc & Inventory Administrator       | Evangalista, Joleen M.       | M-10-a                | 86,473        | 0               | 0               | 01/01/24    | 2,270       | 88,743                      | 25,230                            | 0  | 1,287                     | 187                           | 2,672             | 297                             | 29,672                         | 118,415                                |                       |  |  |  |
| 50                  | BFD016                    | 3040 | Materials Management                      | Buyer II                             | Mendiola, Tanya Rose C.      | I-1                   | 28,595        | 0               | 0               | 10/17/23    | 1,084       | 29,679                      | 8,438                             | 494  | 0                         | 430                           | 187               | 2,819                           | 273                            | 12,641                                 | 42,320                |  |  |  |
| 51                  | BFD017                    | 3040 | Materials Management                      | Inventory Management Officer         | **Vacant-Williams, I.        | J-4                   | 34,744        | 0               | 0               | -           | 0           | 34,744                      | 9,878                             | 495  | 0                         | 504                           | 187               | 8,128                           | 359                            | 19,551                                 | 54,295                |  |  |  |
| 52                  | BFD018                    | 3040 | Materials Management                      | Supply Expediter                     | Naputi, Ethan R.             | E-2                   | 21,895        | 0               | 0               | 01/03/24    | 622         | 22,517                      | 6,402                             | 495  | 0                         | 326                           | 187               | 5,395                           | 273                            | 13,078                                 | 35,595                |  |  |  |
| 53                  | BFD032                    | 3040 | Materials Management                      | Buyer I                              | **Vacant-Mendiola, T         | H-1                   | 26,520        | 0               | 0               | -           | 0           | 26,520                      | 7,540                             | 495  | 0                         | 385                           | 187               | 8,128                           | 359                            | 17,093                                 | 43,613                |  |  |  |
| 54                  | BFD001                    | 3045 | Bookstore                                 | Bookstore Manager                    | Mangiona, Roland M.          | L-2                   | 38,506        | 0               | 0               | 12/06/23    | 1,216       | 39,722                      | 11,293                            | 0  | 576                       | 187                           | 8,128             | 297                             | 20,481                         | 60,203                                 |                       |  |  |  |
| 55                  | BFD014                    | 3060 | Student Financial Aid                     | Program Coordinator I                | Fernandez, II Victor Paul M. | K-4                   | 37,914        | 0               | 0               | 05/11/25    | 598         | 38,512                      | 10,949                            | 495  | 0                         | 578                           | 187               | 2,819                           | 485                            | 15,493                                 | 54,006                |  |  |  |
| 56                  | BFD026                    | 3060 | Student Financial Aid                     | Coordinator, Financial Aid           | **Vacant-Belzer, C.          | L-2-c                 | 57,283        | 0               | 0               | -           | 0           | 57,283                      | 16,286                            | 495  | 0                         | 831                           | 187               | 8,128                           | 359                            | 26,285                                 | 83,568                |  |  |  |
| 57                  | BFD027                    | 3060 | Student Financial Aid                     | Program Coordinator II               | Guerrero, Vivian C.          | M-11                  | 57,734        | 0               | 0               | 06/30/24    | 611         | 58,345                      | 16,587                            | 0  | 846                       | 187                           | 5,395             | 273                             | 23,288                         | 81,633                                 |                       |  |  |  |
| 58                  | BFD036                    | 3060 | Student Financial Aid                     | Program Coordinator IV               | Santos, Therese              | O-1                   | 49,897        | 0               | 0               | LTA         | 0           | 49,897                      | 14,186                            | 495  | 0                         | 724                           | 187               | 6,096                           | 485                            | 22,172                                 | 72,069                |  |  |  |
| 59                  | ASD020                    | 3070 | Environmental Health and Safety           | Safety Inspector I                   | Diaz, John L.                | I-10                  | 39,255        | 0               | 0               | 10/24/24    | 0           | 39,255                      | 11,160                            | 0  | 569                       | 187                           | 10,215            | 359                             | 22,490                         | 61,745                                 |                       |  |  |  |
| 60                  | BFD033                    | 3070 | Environmental Health and Safety           | Enviro Health & Safety Officer       | Hosei, Huan F.               | H-6-c                 | 67,168        | 0               | 0               | 01/01/24    | 1,763       | 68,931                      | 19,597                            | 0  | 1,000                     | 187                           | 5,583             | 48                              |                                |  |                       |  |  |  |

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Proposed)

| Input by Department |                           |      |                                     |                                |                                   |                       |               |                 |                 | Increment   |             |                              |                                   |  | Benefits                                |                                |                   |                                 |                                | Input by Department                    |                       |  |  |  |
|---------------------|---------------------------|------|-------------------------------------|--------------------------------|-----------------------------------|-----------------------|---------------|-----------------|-----------------|-------------|-------------|------------------------------|-----------------------------------|--|---|--------------------------------|-------------------|---------------------------------|--------------------------------|--|-----------------------|--|--|--|
| No.                 | (A)<br>Position<br>Number | Home | Organization                        | (B)<br>Position<br>Title 1/    | (C)<br>Name of<br>Incumbent       | (D)<br>Grade/<br>Step | (E)<br>Salary | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E+F+G+H)<br>Subtotal | (K)<br>Retirement<br>(I * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*2<br>6PP) | (M)<br>Social<br>Security<br>(6.2% * J) | (N)<br>Medicare<br>(1.45% * J) | (O)<br>Life<br>2/ | (P)<br>Medical<br>(Premiu<br>m) | (Q)<br>Dental<br>(Premiu<br>m) | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>(J+R)<br>TOTAL |  |  |  |
| 63                  | AAD003                    | 5020 | Admissions                          | Coordinator, Admissions & Reg. | Garcia, Ava M.                    | M-2-a                 | 62,893        | 0               | 0               | 01/01/24    | 1,651       | 64,544                       | 18,350                            | 494  | 0                                       | 936                            | 187               | 6,096                           | 485                            | 26,548                                 | 91,092                |  |  |  |
| 64                  | AAD005                    | 5020 | Admissions                          | Records & Registration Tech    | Paulus, Vincent K.                | H-10                  | 36,407        | 0               | 0               | 10/02/23    | 1,155       | 37,562                       | 10,679                            | 0  | 0                                       | 545                            | 187               | 6,096                           | 485                            | 17,992                                 | 55,554                |  |  |  |
| 65                  | AAD008                    | 5020 | Admissions                          | Records & Registration Tech    | Masanayon, Edgar C.               | H-11                  | 37,562        | 0               | 0               | 03/19/24    | 695         | 38,257                       | 10,876                            | 0  | 0                                       | 555                            | 187               | 2,819                           | 273                            | 14,710                                 | 52,967                |  |  |  |
| 66                  | AAD184                    | 5020 | Admissions                          | Records & Registration Superv  | Concepcion, Marilyn L.            | J-13                  | 46,852        | 0               | 0               | 07/10/25    | 0           | 46,852                       | 13,320                            | 0  | 0                                       | 679                            | 187               | 2,819                           | 273                            | 17,278                                 | 64,130                |  |  |  |
| 67                  | AAD007                    | 5030 | Assessment, Ins Effect and Research | Institutional Researcher       | Solidum, Catherine M.             | M-2-a                 | 62,893        | 0               | 0               | 01/01/24    | 1,651       | 64,544                       | 18,350                            | 494  | 0                                       | 936                            | 187               | 5,395                           | 273                            | 25,635                                 | 90,179                |  |  |  |
| 68                  | AAD106                    | 5030 | Assessment, Ins Effect & Research   | Assistant Director             | **Vacant-Pangelinan, M.           | O-1-b                 | 77,793        | 0               | 0               | -           | 0           | 77,793                       | 22,117                            | 495  | 0                                       | 1,128                          | 187               | 8,128                           | 359                            | 32,414                                 | 110,207               |  |  |  |
| 69                  | AAD039                    | 5030 | Assessment, Ins Effect & Research   | Program Coordinator II         | Atoque, Ana Mari C.               | M-9                   | 54,238        | 0               | 0               | 06/22/24    | 573         | 54,811                       | 15,583                            | 0  | 0                                       | 795                            | 187               | 0                               | 0                              | 16,565                                 | 71,376                |  |  |  |
| 70                  | AAD213                    | 5030 | Assessment, Ins Effect & Research   | Administrative Aide            | Crane, Atsue H.                   | F-3                   | 24,960        | 0               | 0               | 02/01/24    | 631         | 25,591                       | 7,275                             | 495  | 0                                       | 371                            | 187               | 2,819                           | 273                            | 11,420                                 | 37,016                |  |  |  |
| 71                  | AAD079                    | 5050 | Continuing Education                | Test Examiner                  | Cruz, Evangeline P.               | I-12                  | 41,786        | 0               | 0               | 12/10/23    | 1,105       | 42,891                       | 12,194                            | 0  | 0                                       | 622                            | 187               | 9,925                           | 359                            | 23,287                                 | 66,178                |  |  |  |
| 72                  | AAD038                    | 5050 | Continuing Education                | Assistant Director             | Mendiola, Denise M.               | O-2-b                 | 80,952        | 0               | 0               | 01/01/24    | 2,125       | 83,077                       | 23,619                            | 495  | 0                                       | 1,205                          | 187               | 2,819                           | 273                            | 28,597                                 | 111,674               |  |  |  |
| 73                  | AAD040                    | 6000 | Dean's Office - TPS                 | Dean                           | Williams, Pilar A.                | O-7-c                 | 99,764        | 0               | 0               | 01/01/24    | 2,619       | 102,383                      | 29,107                            | 0  | 0                                       | 1,485                          | 187               | 2,672                           | 273                            | 33,724                                 | 136,107               |  |  |  |
| 74                  | AAD091                    | 6000 | Dean's Office - TPS                 | Associate Dean                 | Sison, Christine B.               | N-2-d                 | 76,462        | 0               | 0               | 01/01/24    | 2,007       | 78,469                       | 22,309                            | 0  | 0                                       | 1,138                          | 187               | 5,583                           | 485                            | 29,702                                 | 108,171               |  |  |  |
| 75                  | AAD116                    | 6000 | Dean's Office - TPS                 | Administrative Assistant       | Bias, Barbara J.                  | J-7                   | 38,845        | 0               | 0               | 04/01/24    | 616         | 39,461                       | 11,219                            | 0  | 0                                       | 572                            | 187               | 2,819                           | 273                            | 15,070                                 | 54,531                |  |  |  |
| 76                  | AAD204                    | 6000 | Dean's Office - TPS                 | Associate Dean                 | Roberto, Joachim P.               | N-3-c                 | 78,779        | 0               | 0               | 01/01/24    | 2,068       | 80,847                       | 22,985                            | 0  | 0                                       | 1,172                          | 187               | 2,819                           | 273                            | 27,436                                 | 108,283               |  |  |  |
| 77                  | AAD054                    | 6000 | Dean's Office - TPS                 | Associate Dean                 | Cruz-San Nicolas, Mariessa J.     | N-2-b                 | 74,955        | 0               | 0               | 01/01/24    | 1,968       | 76,923                       | 21,869                            | 494  | 0                                       | 1,115                          | 187               | 13,296                          | 485                            | 37,446                                 | 114,369               |  |  |  |
| 78                  | AAD081                    | 6130 | Reach for College                   | Program Coordinator II         | Damian, Eleanor A.                | M-4                   | 45,574        | 0               | 0               | 11/08/23    | 1,583       | 47,157                       | 13,407                            | 495  | 0                                       | 684                            | 187               | 13,296                          | 485                            | 28,553                                 | 75,710                |  |  |  |
| 79                  | AAD187                    | 6130 | Reach for College                   | Program Specialist             | Bias, Esther A.                   | K-9-a                 | 65,660        | 0               | 0               | 01/01/24    | 1,724       | 67,384                       | 19,157                            | 0  | 0                                       | 977                            | 187               | 5,395                           | 273                            | 25,989                                 | 93,373                |  |  |  |
| 80                  | AAD015                    | 6110 | Automotive Technology               | Assistant Instructor           | Cruz, Jesse Q.                    | I-6-d                 | 45,072        | 0               | 0               | 08/01/24    | 263         | 45,335                       | 12,889                            | 495  | 0                                       | 657                            | 187               | 12,784                          | 485                            | 27,497                                 | 72,832                |  |  |  |
| 81                  | AAD032                    | 6110 | Automotive Technology               | Instructor                     | Bias, Josey E.                    | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                       | 12,231                            | 495  | 0                                       | 624                            | 187               | 3,774                           | 297                            | 17,608                                 | 60,630                |  |  |  |
| 82                  | AAD041                    | 6110 | Automotive Technology               | Instructor                     | Pajarillo, Lyndon B.              | J-9-c                 | 60,342        | 0               | 0               | 08/01/24    | 1,829       | 62,171                       | 17,155                            | 0  | 0                                       | 901                            | 187               | 5,248                           | 273                            | 23,765                                 | 85,936                |  |  |  |
| 83                  | AAD141                    | 6110 | Automotive Technology               | Instructor                     | **Vacant-Bias, J.                 | J-1-a                 | 43,022        | 0               | 0               | -           | 0           | 43,022                       | 12,231                            | 495  | 0                                       | 624                            | 187               | 8,128                           | 359                            | 22,024                                 | 65,046                |  |  |  |
| 84                  | AAD144                    | 6110 | Automotive Technology               | Instructor                     | Tabunar, James M.                 | J-8-a                 | 56,845        | 0               | 0               | 08/01/24    | 332         | 57,177                       | 16,255                            | 0  | 0                                       | 829                            | 187               | 3,444                           | 297                            | 21,012                                 | 78,189                |  |  |  |
| 85                  | AAD150                    | 6110 | Automotive Technology               | Instructor                     | Perez, Jonathan J.                | J-2-d                 | 46,126        | 0               | 0               | 08/01/24    | 269         | 46,395                       | 13,190                            | 0  | 0                                       | 673                            | 187               | 2,672                           | 273                            | 16,995                                 | 63,390                |  |  |  |
| 86                  | AAD152                    | 6110 | Automotive Technology               | Instructor                     | Fadhel, Jamal                     | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                       | 12,231                            | 494  | 0                                       | 624                            | 187               | 5,395                           | 273                            | 19,204                                 | 62,226                |  |  |  |
| 87                  | AAD153                    | 6110 | Automotive Technology               | Instructor                     | Tudela, Erwin F.                  | J-12-c                | 67,995        | 0               | 0               | 08/01/24    | 2,060       | 70,055                       | 19,917                            | 0  | 0                                       | 1,016                          | 187               | 0                               | 0                              | 21,119                                 | 91,174                |  |  |  |
| 88                  | AAD154                    | 6110 | Automotive Technology               | Instructor                     | Egana, Joel E.                    | J-7-b                 | 55,173        | 0               | 0               | 08/01/24    | 322         | 55,495                       | 15,777                            | 495  | 0                                       | 805                            | 187               | 13,296                          | 485                            | 31,045                                 | 86,540                |  |  |  |
| 89                  | AAD155                    | 6110 | Automotive Technology               | Tool Mechanic                  | Joshua, Golder C.                 | F-9                   | 30,831        | 0               | 0               | 08/10/24    | 163         | 30,994                       | 8,812                             | 495  | 0                                       | 449                            | 187               | 6,096                           | 485                            | 16,524                                 | 47,518                |  |  |  |
| 90                  | AAD151                    | 6150 | Education - Cosmetology             | Instructor                     | Abrahamson, Loren L.              | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                       | 12,231                            | 494  | 0                                       | 624                            | 187               | 2,819                           | 273                            | 16,628                                 | 59,650                |  |  |  |
| 91                  | AAD182                    | 6150 | Education - Cosmetology             | Instructor                     | Galo, Francine N.                 | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 495  | 0                                       | 646                            | 187               | 7,798                           | 297                            | 22,099                                 | 66,683                |  |  |  |
| 92                  | AAD183                    | 6150 | Education - Cosmetology             | Assistant Professor            | Aguon, Janice T.                  | K-1-a                 | 47,755        | 0               | 0               | 08/01/24    | 279         | 48,034                       | 13,656                            | 495  | 0                                       | 696                            | 187               | 3,775                           | 297                            | 19,106                                 | 67,140                |  |  |  |
| 93                  | AAD057                    | 6210 | Education                           | Associate Professor            | Schrage, Marivic C.               | L-15-b                | 97,064        | 0               | 0               | 08/01/24    | 2,941       | 100,005                      | 27,595                            | 495  | 0                                       | 1,450                          | 187               | 2,672                           | 0                              | 32,399                                 | 132,404               |  |  |  |
| 94                  | AAD010                    | 6220 | Education - Early Childhood Educ    | Assistant Professor            | Palomo, Melissa L.                | K-6-b                 | 58,853        | 0               | 0               | 08/01/24    | 343         | 59,196                       | 16,830                            | 0  | 0                                       | 858                            | 187               | 5,395                           | 273                            | 23,543                                 | 82,739                |  |  |  |
| 95                  | AAD185                    | 6220 | Education - Early Childhood Educ    | Professor                      | Postrozny-Torres, Marsha M.       | M-14-b                | 102,411       | 0               | 0               | 08/01/24    | 4,158       | 106,569                      | 29,115                            | 0  | 0                                       | 1,545                          | 187               | 3,775                           | 297                            | 34,920                                 | 141,489               |  |  |  |
| 96                  | AAD207                    | 6220 | Education - Early Childhood Educ    | Administrative Assistant       | Quichocho, Jermaine D.            | J-3                   | 33,476        | 0               | 0               | 01/10/24    | 951         | 34,427                       | 9,788                             | 495  | 0                                       | 499                            | 187               | 2,819                           | 273                            | 14,061                                 | 48,488                |  |  |  |
| 97                  | AAD176                    | 6410 | Criminal Justice Social Science CJ  | Professor                      | Cruz, Donna M.                    | M-16-b                | 110,896       | 0               | 0               | 08/01/24    | 4,503       | 115,399                      | 31,528                            | 0  | 0                                       | 1,673                          | 187               | 2,672                           | 273                            | 36,333                                 | 151,732               |  |  |  |
| 98                  | AAD186                    | 6410 | Criminal Justice Social Science CJ  | Administrative Assistant       | Aguilar, Marina C.                | J-10                  | 42,661        | 0               | 0               | 01/24/25    | 0           | 42,661                       | 12,129                            | 495  | 0                                       | 619                            | 187               | 5,395                           | 273                            | 19,097                                 | 61,758                |  |  |  |
| 99                  | AAD051                    | 6420 | Criminal Justice Social Science SS  | Associate Professor            | Concepcion, Jonah M.              | L-5-c                 | 64,548        | 0               | 0               | 08/01/24    | 377         | 64,925                       | 18,458                            | 0  | 0                                       | 941                            | 187               | 3,444                           | 297                            | 23,227                                 | 88,252                |  |  |  |
| 100                 | AAD053                    | 6420 | Criminal Justice Social Science SS  | Associate Professor            | Munoz, Jose U.                    | L-12-b                | 84,442        | 0               | 0               | 08/01/24    | 2,558       | 87,000                       | 24,007                            | 0  | 0                                       | 1,262                          | 187               | 5,395                           | 273                            | 31,123                                 | 118,123               |  |  |  |
| 101                 | AAD109                    | 6420 | Criminal Justice Social Science SS  | Instructor                     | Franeque, Arwen A.                | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 495  | 0                                       | 646                            | 187               | 2,819                           | 273                            | 17,096                                 | 61,680                |  |  |  |
| 102                 | AAD188                    | 6610 | Adult Basic Education               | Program Coordinator I          | Joker, Darwin K.                  | K-9                   | 45,122        | 0               | 0               | 05/15/24    | 596         | 45,718                       | 12,998                            | 0  | 0                                       | 663                            | 187               | 6,096                           | 297                            | 20,241                                 | 65,959                |  |  |  |
| 103                 | AAD056                    | 6710 | Nursing and Allied Health           | Instructor                     | Uchima, Katsuyoshi                | J-13-a                | 69,362        | 0               | 0               | 08/01/24    | 2,101       | 71,463                       | 19,720                            | 0  | 0                                       | 1,036                          | 187               | 7,798                           | 297                            | 29,038                                 | 100,501               |  |  |  |
| 104                 | AAD156                    | 6710 | Nursing and Allied Health           | Instructor                     | Mui, Eva Marie L.                 | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 0  | 0                                       | 646                            | 187               | 13,296                          | 485                            | 27,290                                 | 71,874                |  |  |  |
| 105                 | AAD157                    | 6710 | Nursing and Allied Health           | Assistant Instructor           | Tyquengco, Rolland R.             | I-6-c                 | 44,625        | 0               | 0               | 08/01/24    | 260         | 44,885                       | 12,761                            | 495  | 0                                       | 651                            | 187               | 5,395                           | 273                            | 19,762                                 | 64,647                |  |  |  |
| 106                 | AAD158                    | 6710 | Nursing and Allied Health           | Assistant Instructor           | Chua, John Patrick c.             | I-4-c                 | 41,211        | 0               | 0               | 08/01/24    | 240         | 41,451                       | 11,785                            | 495  | 0                                       | 601                            | 187               | 2,819                           | 0                              | 15,887                                 | 57,338                |  |  |  |
| 107                 | AAD159                    | 6710 | Nursing and Allied Health           | Assistant Professor            | Mafnas, Barbara C.                | K-15-d                | 85,897        | 0               | 0               | 08/01/24    | 2,603       | 88,500                       | 24,421                            | 0  | 0                                       | 1,283                          | 187               | 0                               | 0                              | 25,891                                 | 114,391               |  |  |  |
| 108                 | AAD196                    | 6710 | Nursing and Allied Health           | Instructor                     | Wegner, Cheri L.                  | J-2-a                 | 44,769        | 0               | 0               | 08/01/24    | 261         | 45,030                       | 12,802                            | 495  | 0                                       | 653                            | 187               | 7,798                           | 297                            | 22,232                                 | 67,262                |  |  |  |
| 109                 | AAD024                    | 6730 | Nursing and Allied Health - PN      | Instructor                     | Lee, William E.                   | J-1-d                 | 44,326        | 0               | 0               | LTA-Cond.   | 0           | 44,326                       | 12,602                            | 399  | 0                                       | 643                            | 187               | 2,819                           | 273                            | 16,923                                 | 61,249                |  |  |  |
| 110                 | AAD045                    | 6730 | Nursing and Allied Health - PN      | Nursing & Allied Health Admini | Duenas, Dorothy-Lou M.            | M-10-c                | 88,212        | 0               | 0               | 01/01/24    | 2,316       | 90,528                       | 25,737                            | 0  | 0                                       | 1,313                          | 187               | 13,296                          | 0                              | 40,533                                 | 131,060               |  |  |  |
| 111                 | AAD058                    | 6730 | Nursing and Allied Health - PN      | Administrative Assistant       | Mafnas, Tasi Marina B.            | J-4                   | 34,774        | 0               | 0               | 01/27/24    | 965         | 35,739                       | 10,161                            | 495  | 0                                       | 518                            | 187               | 4,604                           | 359                            | 16,324                                 | 52,063                |  |  |  |
| 112                 | AAD083                    | 6730 | Nursing and Allied Health - PN      | Assistant Professor            | **Vacant-Loverde, R.              | K-11-c                | 72,529        | 0               | 0               | -           | 0           | 72,529                       | 20,620                            | 495  | 0                                       | 1,052                          | 187               | 8,128                           | 359                            | 30,841                                 | 103,370               |  |  |  |
| 113                 | AAD162                    | 6730 | Nursing and Allied Health - PN      | Instructor                     | Melegrito, Loresa M.              | J-2-c                 | 45,669        | 0               | 0               | 08/01/24    | 266         | 45,935                       | 13,059                            | 495  | 0                                       | 666                            | 187               | 8,128                           | 297                            | 22,832                                 | 68,768                |  |  |  |
| 114                 | AAD055                    | 6810 | Hospitality and Tourism             | Emergency Instructor           | Zapanta-Acquaviva, Micangelica R. | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                       | 9,065                             | 495  | 0                                       | 462                            | 187               | 4,314                           | 0                              | 14,524                                 | 46,411                |  |  |  |
| 115                 | AAD062                    | 6810 | Hospitality and Tourism             | Assistant Professor            | Aguilar, Norman L.                | K-12-c                | 75,474        | 0               | 0               | 08/01/24    | 2,287       | 77,761                       | 21,457                            | 0  | 0                                       | 1,128                          | 187               | 5,248                           | 273                            | 28,293                                 | 106,054               |  |  |  |
| 116                 | AAD063                    | 6810 | Hospitality and Tourism             | Professor                      | Chong, Eric K.                    | M-16-b                | 110,896       | 0               | 0               | 08/01/24    | 4,503       | 115,399                      | 31,528                            | 0  | 0                                       | 1,673                          | 187               | 4,314                           | 359                            | 38,061                                 | 153,460               |  |  |  |
| 117                 | AAD066                    | 6810 | Hospitality and Tourism             | Instructor                     | JJ, Minhee                        | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 0  | 0                                       | 646                            | 187               | 2,819                           | 273                            | 16,601                                 | 61,185                |  |  |  |
| 118                 | AAD067                    | 6810 | Hospitality and Tourism             | Instructor                     | Dingcong, David John P.           | J-2-c                 | 45,669        | 0               | 0               | 08/01/24    | 266         | 45,935                       | 13,059                            | 495  | 0                                       | 666                            | 187               | 12,647                          | 359                            | 27,413                                 | 73,349                |  |  |  |
| 119                 | AAD068                    | 6810 | Hospitality and Tourism             | Associate Professor            | Cruz, Carol R.                    | L-13-a                | 87,000        | 0               | 0               | 08/01/24    | 2,637       | 89,637                       | 24,734                            | 0  | 0                                       | 1,300                          | 187               | 13,296                          | 485                            | 40,002                                 | 129,639               |  |  |  |
| 120                 | AAD069                    | 6810 | Hospitality and Tourism             | Instructor                     | Cosco, Narciso H.                 | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 495  | 0                                       | 646                            | 187               | 2,819                           | 273                            | 17,096                                 | 61,680                |  |  |  |
| 121                 | AAD070                    | 6810 | Hospitality and Tourism             | Administrative Aide            | Pinaula, Liberty Anne             | F-1                   | 23,171        | 0               | 0               | 01/03/24    | 659         | 23,830                       | 6,775                             | 495  | 0                                       | 364                            | 187               | 0                               | 0                              | 7,802                                  | 31,632                |  |  |  |
| 122                 |                           |      |                                     |                                |                                   |                       |               |                 |                 |             |             |                              |                                   |  |   |                                |                   |                                 |                                |  |                       |  |  |  |



Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Proposed)

| Input by Department |                           |      |                                |                               |                               |                       |               |                 |                 | Increment   |             |                              |                                   | Benefits                                    |   |                                |                   | Input by Department             |                                |  |                       |
|---------------------|---------------------------|------|--------------------------------|-------------------------------|-------------------------------|-----------------------|---------------|-----------------|-----------------|-------------|-------------|------------------------------|-----------------------------------|---|---|--------------------------------|-------------------|---------------------------------|--------------------------------|--|-----------------------|
| No.                 | (A)<br>Position<br>Number | Home | Organization                   | (B)<br>Position<br>Title 1/   | (C)<br>Name of<br>Incumbent   | (D)<br>Grade/<br>Step | (E)<br>Salary | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E+F+G+H)<br>Subtotal | (K)<br>Retirement<br>(I * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*<br>6PP) | (M)<br>Social<br>Security<br>(6.2% * J) | (N)<br>Medicare<br>(1.45% * J) | (O)<br>Life<br>2/ | (P)<br>Medical<br>(Premiu<br>m) | (Q)<br>Dental<br>(Premiu<br>m) | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>(I+R)<br>TOTAL |
| 133                 | AAD135                    | 6950 | Construction Trades            | Instructor                    | Quinata, Keith N.             | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                       | 12,231                            | 0   | 0                                       | 624                            | 187               | 0                               | 0                              | 13,042                                 | 56,064                |
| 134                 | AAD138                    | 6950 | Construction Trades            | Assistant Instructor          | Santos, David T.              | I-9-c                 | 50,285        | 0               | 0               | 08/01/24    | 293         | 50,578                       | 14,379                            | 0   | 0                                       | 733                            | 187               | 2,672                           | 0                              | 17,772                                 | 68,550                |
| 135                 | AAD142                    | 6950 | Construction Trades            | Instructor                    | Zilian, John E.               | J-9-a                 | 59,153        | 0               | 0               | 08/01/24    | 1,793       | 60,946                       | 16,817                            | 495   | 0                                       | 884                            | 187               | 5,395                           | 273                            | 24,051                                 | 84,997                |
| 136                 | AAD160                    | 6950 | Construction Trades            | Emergency Instructor          | **Vacant-Miranda, K.R.        | H-2-a                 | 31,887        | 0               | 0               | -           | 0           | 31,887                       | 9,065                             | 495   | 0                                       | 462                            | 187               | 8,128                           | 359                            | 18,697                                 | 50,584                |
| 137                 | AAD006                    | 7000 | Dean's Office - TSS            | Administrative Aide           | Bautista, Kimberly C.         | F-10                  | 31,809        | 0               | 0               | 11/16/23    | 926         | 32,735                       | 9,307                             | 0   | 0                                       | 475                            | 187               | 8,128                           | 297                            | 18,393                                 | 51,128                |
| 138                 | AAD036                    | 7000 | Dean's Office - TSS            | Instructional Designer        | Soliva, Jason G.              | M-2-a                 | 62,893        | 0               | 0               | 01/01/24    | 1,651       | 64,544                       | 18,350                            | 494   | 0                                       | 936                            | 187               | 2,819                           | 273                            | 23,059                                 | 87,603                |
| 139                 | AAD042                    | 7000 | Dean's Office - TSS            | Word Processing Secretary II  | Cabatic, Antonia M.           | H-25                  | 57,879        | 0               | 0               | 12/03/23    | 1,447       | 59,326                       | 16,866                            | 0   | 0                                       | 860                            | 187               | 8,128                           | 297                            | 26,339                                 | 85,664                |
| 140                 | AAD110                    | 7000 | Dean's Office - TSS            | Dean                          | Chan, Michael L.              | O-8-a                 | 101,770       | 0               | 0               | 01/01/24    | 2,671       | 104,441                      | 29,693                            | 0   | 0                                       | 1,514                          | 187               | 3,444                           | 297                            | 35,135                                 | 139,577               |
| 141                 | AAD121                    | 7000 | Dean's Office - TSS            | Administrative Assistant      | Bias, Joanne M.               | J-6                   | 37,427        | 0               | 0               | 04/29/24    | 709         | 38,136                       | 10,842                            | 0   | 0                                       | 553                            | 187               | 2,672                           | 273                            | 14,527                                 | 52,663                |
| 142                 | AAD149                    | 7000 | Dean's Office - TSS            | Associate Dean                | Cruz, Gerald A.               | N-1-d                 | 73,478        | 0               | 0               | 01/01/24    | 1,929       | 75,407                       | 21,438                            | 0   | 0                                       | 1,093                          | 187               | 5,395                           | 273                            | 28,387                                 | 103,793               |
| 143                 | AAD101                    | 7110 | Math and Science - Math        | Assistant Professor           | Torres, Il, Carl E.           | K-8-a                 | 63,098        | 0               | 0               | 08/01/24    | 368         | 63,466                       | 18,043                            | 0   | 0                                       | 920                            | 187               | 3,775                           | 297                            | 23,223                                 | 86,689                |
| 144                 | AAD171                    | 7110 | Math and Science - Math        | Instructor                    | Roden, Wendell M.             | J-5-a                 | 50,447        | 0               | 0               | 08/01/24    | 294         | 50,741                       | 14,426                            | 495   | 0                                       | 736                            | 187               | 2,672                           | 273                            | 18,788                                 | 69,530                |
| 145                 | AAD175                    | 7110 | Math and Science - Math        | Professor                     | Datun, Theresa Ann H.         | M-10-d                | 89,094        | 0               | 0               | 08/01/24    | 520         | 89,614                       | 25,477                            | 495   | 0                                       | 1,299                          | 187               | 2,819                           | 273                            | 30,551                                 | 120,164               |
| 146                 | AAD048                    | 7120 | Math and Science - Science     | Professor                     | Sung, Anthony Jay J.          | M-11-b                | 90,884        | 0               | 0               | 08/01/24    | 530         | 91,414                       | 25,989                            | 0   | 0                                       | 1,326                          | 187               | 6,096                           | 485                            | 34,083                                 | 125,497               |
| 147                 | AAD179                    | 7120 | Math and Science - Science     | Associate Professor           | Kerr, Jo Nita Q.              | L-12-c                | 85,286        | 0               | 0               | 08/01/24    | 2,584       | 87,870                       | 24,247                            | 0   | 0                                       | 1,274                          | 187               | 0                               | 0                              | 25,708                                 | 113,578               |
| 148                 | AAD180                    | 7120 | Math and Science - Science     | Assistant Professor           | Jocson, John Michael U.       | K-10-a                | 68,326        | 0               | 0               | 08/01/24    | 2,070       | 70,396                       | 19,425                            | 0   | 0                                       | 1,021                          | 187               | 2,672                           | 485                            | 23,790                                 | 94,186                |
| 149                 | AAD114                    | 7210 | Student Support Services       | Administrative Aide           | Rojas, Megann R.              | F-3                   | 24,960        | 0               | 0               | 08/01/24    | 158         | 25,118                       | 7,141                             | 495   | 0                                       | 364                            | 187               | 2,819                           | 0                              | 11,006                                 | 36,124                |
| 150                 | AAD117                    | 7210 | Student Support Services       | School Aide II                | Bamba, Joseph W.              | G-6                   | 29,783        | 0               | 0               | 04/01/24    | 564         | 30,347                       | 8,628                             | 495   | 0                                       | 440                            | 187               | 5,248                           | 273                            | 15,271                                 | 45,618                |
| 151                 | AAD193                    | 7210 | Student Support Services       | School Aide I                 | Quichocho, Corey J.           | G-1                   | 24,729        | 0               | 0               | 01/09/24    | 703         | 25,432                       | 7,230                             | 495   | 0                                       | 369                            | 187               | 13,296                          | 485                            | 22,062                                 | 47,494                |
| 152                 | AAD093                    | 7210 | Student Support Services       | Administrative Aide           | Esteban, Reimar C.            | F-2                   | 24,049        | 0               | 0               | 03/14/24    | 531         | 24,580                       | 6,988                             | 495   | 0                                       | 356                            | 187               | 2,819                           | 273                            | 11,119                                 | 35,699                |
| 153                 | AAD165                    | 7211 | Night Administration           | Program Specialist            | Reyes, Arjay A.               | K-3-b                 | 52,229        | 0               | 0               | LTA         | 0           | 52,229                       | 14,849                            | 495   | 0                                       | 757                            | 187               | 2,672                           | 273                            | 19,233                                 | 71,462                |
| 154                 | AAD108                    | 7220 | Health Services Center         | Instructor                    | Bataclan, Emma R.             | J-11-a                | 70,160        | 0               | 0               | 08/01/24    | 2,120       | 72,280                       | 20,549                            | 0   | 0                                       | 1,048                          | 187               | 4,604                           | 0                              | 26,388                                 | 98,668                |
| 155                 | AAD080                    | 7420 | Center for Student Involvement | Program Coordinator II        | Davis, Adrian E.              | M-2                   | 42,307        | 0               | 0               | 04/25/24    | 802         | 43,109                       | 12,256                            | 495   | 0                                       | 625                            | 187               | 2,819                           | 273                            | 16,655                                 | 59,763                |
| 156                 | AAD013                    | 7420 | Center for Student Involvement | Program Coordinator I         | Pascua, Tara Rose A.          | K-8                   | 43,734        | 0               | 0               | 02/22/24    | 925         | 44,659                       | 12,697                            | 0   | 0                                       | 648                            | 187               | 5,248                           | 273                            | 19,052                                 | 63,712                |
| 157                 | AAD011                    | 7510 | Technology - Office Technology | Associate Professor           | Concepcion, Tonirose R.       | L-9-c                 | 75,687        | 0               | 0               | 08/01/24    | 2,294       | 77,981                       | 21,518                            | 0   | 0                                       | 1,131                          | 187               | 2,672                           | 273                            | 25,781                                 | 103,762               |
| 158                 | AAD019                    | 7550 | Bus and VisCom - Visual Com    | Assistant Instructor          | Rowland, Christopher D.       | I-1-d                 | 36,938        | 0               | 0               | 08/01/24    | 215         | 37,153                       | 10,563                            | 495   | 0                                       | 539                            | 187               | 0                               | 0                              | 11,783                                 | 48,937                |
| 159                 | AAD128                    | 7550 | Bus and VisCom - Visual Com    | Emergency Instructor          | Sayama-Davis, Sean-Michael T. | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                       | 9,065                             | 495   | 0                                       | 462                            | 187               | 0                               | 0                              | 10,210                                 | 42,097                |
| 160                 | AAD130                    | 7550 | Bus and VisCom - Visual Com    | Instructor                    | Lizama, Sean                  | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 495   | 0                                       | 646                            | 187               | 5,583                           | 0                              | 19,587                                 | 64,171                |
| 161                 | AAD073                    | 7610 | Assessment and Counseling      | Administrative Assistant      | Mesa, Genevieve P.            | J-9                   | 41,349        | 0               | 0               | 04/07/24    | 656         | 42,005                       | 11,942                            | 494   | 0                                       | 609                            | 187               | 13,296                          | 485                            | 27,013                                 | 69,018                |
| 162                 | AAD102                    | 7610 | Assessment and Counseling      | Associate Professor           | Sablan, Sally C.              | L-15-a                | 94,209        | 0               | 0               | 08/01/24    | 2,855       | 97,064                       | 26,784                            | 0   | 0                                       | 1,407                          | 187               | 5,583                           | 0                              | 33,961                                 | 131,025               |
| 163                 | AAD103                    | 7610 | Assessment and Counseling      | Associate Professor           | Terlaja, Patricia M.          | L-14-d                | 93,276        | 0               | 0               | 08/01/24    | 2,927       | 96,203                       | 26,518                            | 0   | 0                                       | 1,395                          | 187               | 0                               | 0                              | 28,100                                 | 124,303               |
| 164                 | AAD104                    | 7610 | Assessment and Counseling      | Associate Professor           | Lizama, Troy E.               | L-14-c                | 92,353        | 0               | 0               | 08/01/24    | 2,798       | 95,151                       | 26,256                            | 0   | 0                                       | 1,380                          | 187               | 13,296                          | 485                            | 41,604                                 | 136,755               |
| 165                 | AAD107                    | 7610 | Assessment and Counseling      | Associate Professor           | Roberto, Anthony J.           | L-14-d                | 93,276        | 0               | 0               | 08/01/24    | 2,827       | 96,103                       | 27,322                            | 0   | 0                                       | 1,393                          | 187               | 6,096                           | 485                            | 35,484                                 | 131,587               |
| 166                 | AAD049                    | 7615 | Assessment and Counseling - VG | Assistant Professor           | Oliveros, Sharon J.           | K-6-b                 | 58,853        | 0               | 0               | 08/01/24    | 343         | 59,196                       | 16,830                            | 495   | 0                                       | 858                            | 187               | 2,819                           | 273                            | 21,462                                 | 80,658                |
| 167                 | AAD163                    | 7615 | Assessment and Counseling - VG | Assistant Professor           | Analista, Hernalin R.         | K-14-a                | 80,118        | 0               | 0               | 08/01/24    | 2,427       | 82,545                       | 22,778                            | 495   | 0                                       | 1,197                          | 187               | 0                               | 0                              | 24,656                                 | 107,201               |
| 168                 | AAD170                    | 7615 | Assessment and Counseling - VG | Assistant Professor           | Rosario, Barbara A.           | K-7-a                 | 60,636        | 0               | 0               | 08/01/24    | 354         | 60,990                       | 17,339                            | 495   | 0                                       | 884                            | 187               | 2,672                           | 273                            | 21,851                                 | 82,840                |
| 169                 | AAD178                    | 7615 | Assessment and Counseling - VG | Associate Professor           | Nanpei, Rose Marie D.         | L-13-c                | 88,749        | 0               | 0               | 08/01/24    | 2,689       | 91,438                       | 25,231                            | 0   | 0                                       | 1,326                          | 187               | 13,296                          | 485                            | 40,525                                 | 131,963               |
| 170                 | AAD071                    | 7630 | Accommodative Services         | Program Specialist            | Payne, John F.                | K-10-c                | 69,699        | 0               | 0               | 01/01/24    | 2,112       | 71,811                       | 19,815                            | 0   | 0                                       | 1,041                          | 187               | 5,248                           | 273                            | 26,565                                 | 98,376                |
| 171                 | AAD014                    | 7710 | Technology - Computer Science  | Professor                     | Teng, Zhaopei                 | M-15-d                | 108,711       | 0               | 0               | 08/01/24    | 4,414       | 113,125                      | 30,907                            | 0   | 0                                       | 1,640                          | 187               | 2,819                           | 273                            | 35,826                                 | 148,951               |
| 172                 | AAD020                    | 7710 | Technology - Computer Science  | Assistant Instructor          | **Vacant-Lee, H.              | I-1-a                 | 35,852        | 0               | 0               | -           | 0           | 35,852                       | 10,193                            | 495   | 0                                       | 520                            | 187               | 8,128                           | 359                            | 19,882                                 | 55,734                |
| 173                 | AAD021                    | 7710 | Technology - Computer Science  | Assistant Instructor          | **Vacant-Lee, B.              | K-1-b                 | 48,232        | 0               | 0               | -           | 0           | 48,232                       | 13,712                            | 495   | 0                                       | 699                            | 187               | 8,128                           | 359                            | 23,581                                 | 71,813                |
| 174                 | AAD025                    | 7750 | English                        | Associate Professor           | Tam, Wilson W.                | L-10-c                | 78,760        | 0               | 0               | 08/01/24    | 2,387       | 81,147                       | 22,391                            | 0   | 0                                       | 1,177                          | 187               | 8,128                           | 297                            | 32,180                                 | 113,327               |
| 175                 | AAD146                    | 7750 | English                        | Professor                     | Tenorio, Juanita M.           | M-13-d                | 100,393       | 0               | 0               | 08/01/24    | 4,076       | 104,469                      | 28,542                            | 0   | 0                                       | 1,515                          | 187               | 7,798                           | 297                            | 38,339                                 | 142,808               |
| 176                 | AAD194                    | 7750 | English                        | Instructor                    | Lee, Christina S.             | J-1-a                 | 43,022        | 0               | 0               | LTA-Cond    | 0           | 43,022                       | 12,231                            | 0   | 0                                       | 624                            | 187               | 2,819                           | 0                              | 15,861                                 | 58,883                |
| 177                 | AAD022                    | 7810 | Technology - Electronics       | Emergency Instructor          | Quintanilla, Eian Jose V.     | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                       | 9,065                             | 495   | 0                                       | 462                            | 187               | 0                               | 0                              | 10,210                                 | 42,097                |
| 178                 | AAD037                    | 7810 | Technology - Electronics       | Instructor                    | Angay, Roderick R.            | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 495   | 0                                       | 646                            | 187               | 4,604                           | 359                            | 18,967                                 | 63,551                |
| 179                 | AAD216                    | 7810 | Technology - Electronics       | Assistant Professor           | **Vacant-Growth               | K-1-a                 | 47,755        | 0               | 0               | 0           | 0           | 47,755                       | 13,577                            | 495   | 0                                       | 692                            | 187               | 8,128                           | 359                            | 23,438                                 | 71,193                |
| 180                 | AAD131                    | 7810 | Technology - Electronics       | Assistant Professor           | Bordallo, Dolores C.          | K-1-a                 | 47,755        | 0               | 0               | LTA         | 0           | 47,755                       | 13,577                            | 495   | 0                                       | 692                            | 187               | 0                               | 0                              | 14,951                                 | 62,706                |
| 181                 | AAD161                    | 7810 | Technology - Electronics       | Instructor                    | Kuper, Terry F.               | J-13-b                | 70,055        | 0               | 0               | 08/01/24    | 2,123       | 72,178                       | 19,917                            | 0   | 0                                       | 1,047                          | 187               | 2,819                           | 273                            | 24,242                                 | 96,420                |
| 182                 | AAD164                    | 7810 | Technology - Electronics       | Instructor                    | Tyquengco, Ricky S.           | J-10-c                | 62,792        | 0               | 0               | 08/01/24    | 1,903       | 64,695                       | 17,852                            | 495   | 0                                       | 938                            | 187               | 0                               | 0                              | 19,472                                 | 84,167                |
| 183                 | AAD166                    | 7810 | Technology - Electronics       | Assistant Instructor          | Calbang, Joegines P.          | I-2-b                 | 37,681        | 0               | 0               | 08/01/24    | 220         | 37,901                       | 10,775                            | 495   | 0                                       | 550                            | 187               | 2,819                           | 273                            | 15,099                                 | 53,000                |
| 184                 | AAD172                    | 7810 | Technology - Electronics       | Emergency Instructor          | Esturas, Raniel P.            | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                       | 9,065                             | 495   | 0                                       | 462                            | 187               | 4,313                           | 359                            | 14,882                                 | 46,769                |
| 185                 | AAD095                    | 7950 | Learning Resource Center       | Assistant Professor           | Manson, Christine B.          | K-9-c                 | 73,265        | 0               | 0               | 08/01/24    | 2,317       | 75,582                       | 20,829                            | 0   | 0                                       | 1,096                          | 187               | 4,314                           | 359                            | 26,785                                 | 102,367               |
| 186                 | AAD097                    | 7950 | Learning Resource Center       | Library Technician Supervisor | Spangbelluri, Juanita I.      | J-13                  | 46,852        | 0               | 0               | 02/23/24    | 991         | 47,843                       | 13,602                            | 0   | 0                                       | 694                            | 187               | 6,096                           | 485                            | 21,063                                 | 68,906                |
| 187                 | AAD099                    | 7950 | Learning Resource Center       | Library Technician II         | Chepot, Steve S.              | H-12                  | 38,753        | 0               | 0               | 09/30/25    | 0           | 38,753                       | 11,017                            | 495   | 0                                       | 562                            | 187               | 2,819                           | 273                            | 15,353                                 | 54,106                |
| 188                 | AAD100                    | 7950 | Learning Resource Center       | Library Technician I          | Eblacas, Ruby Jean E.         | F-4                   | 25,906        | 0               | 0               | 11/25/23    | 900         | 26,806                       | 7,621                             | 495   | 0                                       | 689                            | 187               | 0                               | 0                              | 8,692                                  | 35,498                |
| 189                 | AAD012                    | 7970 | Bus and VisCom - Marketing     | Instructor                    | Manlapaz, Catherine M.        | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                       | 12,231                            | 494   | 0                                       | 324                            | 187               | 7,797                           | 297                            | 21,630                                 | 64,652                |
| 190                 | AAD023                    | 7970 | Bus and VisCom - Marketing     | Assistant Instructor          | Charguafal, Katherine M.      | I-11-d                | 54,996        | 0               | 0               | 08/01/24    | 1,667       | 56,663                       | 15,635                            | 495   | 0                                       | 822                            | 187               | 0                               | 0                              | 17,139                                 | 73,802                |
| 191                 | AAD030                    | 7970 | Bus and VisCom - Marketing     | Instructor                    | Randle, Michelle D.           | J-1-d                 | 44,326        | 0               | 0               | 08/01/24    | 259         | 44,585                       | 12,675                            | 495   | 0                                       | 646                            | 187               | 5,583                           | 0                              | 19,587                                 | 64,171                |
| 192                 | AAD031                    | 7970 | Bus and VisCom - Marketing     | Instructor                    | Cruz, Nenia P.                | J-15-b                | 75,860        | 0               | 0               |             |             |                              |                                   |   |   |                                |                   |                                 |                                |  |                       |

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Proposed)

**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 2024 GovGuam contribution for Life Insurance is \$187 per annum

| Input by Department                       |                           | Increment                   |                                  |                            |                               |                      |                 |             |               |                              |   | Benefits                                     |                                      |                                       | Input by Department |                                  |                                 |                                     |                       |
|---|---------------------------|-----------------------------|----------------------------------|----------------------------|-------------------------------|----------------------|-----------------|-------------|---------------|------------------------------|---|--|--------------------------------------|---------------------------------------|---------------------|----------------------------------|---------------------------------|-------------------------------------|-----------------------|
| No.                                       | (A)<br>Position<br>Number | (B)<br>Position<br>Title 1/ | (C)<br>Name of<br>Incumbent      | (D)<br>Grade/<br>Step      | (E)<br>Salary                 | (F)<br>Over-<br>time | (G)<br>Special* | (H)<br>Date | (I)<br>Amt.   | (J)<br>(E+F+G+H)<br>Subtotal | (K)<br>Retire-<br>ment<br>(J *<br>28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*<br>26PP) | (M)<br>Social Security<br>(6.2% * J) | (N)<br>Medicar<br>e<br>(1.45%<br>* J) | (O)<br>Life<br>2/   | (P)<br>Medical<br>(Premi-<br>um) | (Q)<br>Dental<br>(Premi-<br>um) | (R)<br>Total Benefits<br>(K thru Q) | (S)<br>(J+R)<br>TOTAL |
| 1   | PRE008                    | 1050                        | Alumni Relations and Fundraising | Program Specialist         | Maloney, Patrick F.           |                      |                 | 01/01/24    | 1,455         | 56,897                       | 16,176                                    | 495  | 0                                    | 825                                   | 187                 | 0                                | 0                               | 17,683                              | 74,580                |
| 2   | NAF044                    | 1065                        | Facilities                       | Maintenance Worker         | Werimal, John J.              |                      |                 | 07/08/24    | 292           | 31,066                       | 8,832                                     | 495  | 0                                    | 450                                   | 187                 | 6,096                            | 0                               | 16,600                              | 47,126                |
| 3   | NAF014                    | 3020                        | Management Information Systems   | Computer Technician I      | Banu, Adrian S.               |                      |                 | 01/04/24    | 812           | 29,380                       | 8,353                                     | 495  | 0                                    | 426                                   | 187                 | 2,819                            | 273                             | 12,553                              | 41,932                |
| 4   | AAD201                    | 3040                        | Materials Management             | Administrative Assistant   | Torres, Ben C.                |                      |                 | 12/05/23    | 981           | 32,057                       | 9,114                                     | 495  | 0                                    | 465                                   | 187                 | 5,395                            | 273                             | 15,929                              | 47,985                |
| 5   | AAD200                    | 3045                        | Bookstore                        | Administrative Aide        | Castro, Esther Lynn A.        |                      |                 | 06/05/24    | 306           | 29,270                       | 8,322                                     | 495  | 0                                    | 424                                   | 187                 | 6,096                            | 485                             | 16,009                              | 45,279                |
| 6   | AAD077                    | 5000                        | VP Academic Affairs              | Administrative Assistant   | Mullikin, Jadelaine A.        |                      |                 | 10/04/23    | 1,223         | 33,476                       | 9,517                                     | 495  | 0                                    | 485                                   | 187                 | 5,248                            | 273                             | 16,206                              | 49,682                |
| 7   | NAF002                    | 5050                        | Continuing Education             | Test Examiner              | Baluyut, Joan                 |                      |                 | LTA         | 0             | 26,520                       | 7,540                                     | 495  | 0                                    | 385                                   | 187                 | 2,672                            | 0                               | 11,278                              | 37,798                |
| 8   | NAF012                    | 6000                        | Dean's Office - TPS              | Administrative Assistant   | Hiura, Tamara Therese T.      |                      |                 | 06/06/24    | 437           | 41,786                       | 11,880                                    | 0  | 0                                    | 606                                   | 187                 | 9,925                            | 0                               | 22,598                              | 64,384                |
| 9   | NAF010                    | 6110                        | Automotive Technology            | Instructor                 | **Vacant-Cejoco, J.           |                      |                 | -           | 0             | 61,555                       | 17,500                                    | 495  | 0                                    | 893                                   | 187                 | 8,128                            | 359                             | 27,562                              | 89,117                |
| 10  | NAF009                    | 6210                        | Education                        | Associate Professor        | Ellen, Deborah                |                      |                 | 08/01/24    | 365           | 63,014                       | 17,915                                    | 0  | 0                                    | 914                                   | 187                 | 2,672                            | 0                               | 21,688                              | 84,702                |
| 11  | NAF048                    | 6210                        | Education                        | Instructor                 | Rosario, Kirsten L.           |                      |                 | 08/01/24    | 259           | 44,585                       | 12,675                                    | 0  | 0                                    | 646                                   | 187                 | 12,784                           | 0                               | 26,293                              | 70,877                |
| 12  | NAF026                    | 6730                        | Nursing and Allied Health - PN   | Instructor                 | **Vacant-Laulleue, E.         |                      |                 | -           | 0             | 43,022                       | 12,231                                    | 495  | 0                                    | 624                                   | 187                 | 8,128                            | 359                             | 22,024                              | 65,046                |
| 13  | NAF025                    | 6810                        | Hospitality and Tourism          | Associate Professor        | Ji, Eric Y.                   |                      |                 | 08/01/24    | 377           | 64,925                       | 18,458                                    | 0  | 0                                    | 941                                   | 187                 | 3,775                            | 297                             | 23,658                              | 88,583                |
| 14  | AAD059                    | 6820                        | Culinary and Foodservices        | Instructor                 | Kerner, Paul N.               |                      |                 | 08/01/24    | 1,829         | 62,171                       | 17,155                                    | 0  | 0                                    | 901                                   | 187                 | 2,672                            | 273                             | 21,189                              | 83,360                |
| 15  | AAD120                    | 7000                        | Dean's Office - TSS              | Administrative Aide        | Umayam, Jeffrey B.            |                      |                 | 02/14/24    | 607           | 24,656                       | 7,010                                     | 495  | 0                                    | 358                                   | 187                 | 2,672                            | 273                             | 10,994                              | 35,651                |
| 16  | NAF021                    | 7110                        | Math and Science - Math          | Assistant Professor        | Blas, Trisha D.               |                      |                 | 08/01/24    | 337           | 58,030                       | 16,498                                    | 495  | 0                                    | 841                                   | 187                 | 3,444                            | 297                             | 21,762                              | 79,792                |
| 17  | NAF024                    | 7110                        | Math and Science - Math          | Assistant Professor        | Maloney, Kathryn I.           |                      |                 | 08/01/24    | 299           | 51,499                       | 14,641                                    | 495  | 0                                    | 747                                   | 187                 | 0                                | 0                               | 16,070                              | 67,568                |
| 18  | NAF022                    | 7120                        | Math and Science - Science       | Associate Professor        | Paulino, Ronaldo M.           |                      |                 | 08/01/24    | 355           | 61,162                       | 17,388                                    | 495  | 0                                    | 887                                   | 187                 | 5,395                            | 273                             | 24,625                              | 85,787                |
| 19  | AAD002                    | 7220                        | Health Services Center           | Licensed Practical Nurse I | Aguiar, Abigail Q.            |                      |                 | 12/27/23    | 1,210         | 34,524                       | 9,815                                     | 494  | 0                                    | 501                                   | 187                 | 5,395                            | 273                             | 16,665                              | 51,189                |
| 20  | NAF020                    | 7550                        | Bus and VisCom - Visual Com      | Instructor                 | **Vacant-Healy, P.            |                      |                 | -           | 0             | 45,217                       | 12,855                                    | 495  | 0                                    | 656                                   | 187                 | 8,128                            | 359                             | 22,680                              | 67,897                |
| 21  | NAF040                    | 7550                        | Bus and VisCom - Visual Com      | Instructor                 | Cepeda, Nita Jeannette P.     |                      |                 | 08/01/24    | 264           | 45,481                       | 12,930                                    | 495  | 0                                    | 659                                   | 187                 | 12,784                           | 297                             | 27,353                              | 72,833                |
| 22  | AAD137                    | 7750                        | English                          | Associate Professor        | Bollinger, Simone E.          |                      |                 | 08/01/24    | 404           | 69,608                       | 19,789                                    | 495  | 0                                    | 1,009                                 | 187                 | 3,775                            | 297                             | 25,553                              | 95,160                |
| 23  | NAF023                    | 7750                        | English                          | Assistant Professor        | Cundiff, Tressa R.            |                      |                 | 08/01/24    | 354           | 60,990                       | 17,339                                    | 495  | 0                                    | 884                                   | 187                 | 3,775                            | 297                             | 22,978                              | 83,967                |
| 24  | NAF027                    | 7750                        | English                          | Instructor                 | Pereda, John V.               |                      |                 | 08/01/24    | 259           | 44,585                       | 12,675                                    | 495  | 0                                    | 646                                   | 187                 | 4,604                            | 359                             | 18,967                              | 63,551                |
| 25  | NAF043                    | 7970                        | Bus and VisCom - Marketing       | Associate Professor        | Tam, Yvonne                   |                      |                 | 08/01/24    | 2,912         | 99,015                       | 27,322                                    | 495  | 0                                    | 1,436                                 | 187                 | 2,819                            | 273                             | 32,532                              | 131,547               |
| <b>Total Non-Appropriated Funds (11):</b> |                           |                             |                                  |                            | <b>1,199,154</b>              | <b>0</b>             | <b>0</b>        |             | <b>15,334</b> | <b>1,214,488</b>             | <b>343,931</b>                            | <b>9,899</b>                                 | <b>0</b>                             | <b>17,610</b>                         | <b>4,675</b>        | <b>129,201</b>                   | <b>5,590</b>                    | <b>510,907</b>                      | <b>1,725,395</b>      |
| 26  | NAF003                    | 5050                        | Continuing Education             | Administrative Aide        | Belga, Jaden Rose G.          |                      |                 | LTA         | 0             | 23,171                       | 6,588                                     | 494  | 0                                    | 336                                   | 187                 | 2,819                            | 273                             | 10,696                              | 33,867                |
| 27  | NAF013                    | 5050                        | Continuing Education             | Test Examiner              | **Vacant-Castro               |                      |                 | -           | 0             | 26,520                       | 7,540                                     | 495  | 0                                    | 385                                   | 187                 | 8,128                            | 359                             | 17,093                              | 43,613                |
| 28  | AAD126                    | 5050                        | Continuing Education             | Program Specialist         | Taitano, Kimberly Ann L.      |                      |                 | 01/01/24    | 1,499         | 58,621                       | 16,666                                    | 0  | 0                                    | 850                                   | 187                 | 13,296                           | 485                             | 31,484                              | 90,105                |
| 29  | NAF039                    | 5050                        | Continuing Education             | Program Coordinator I      | Sarmiento, Laurie Danielle N. |                      |                 | 10/11/23    | 1,334         | 36,530                       | 10,385                                    | 495  | 0                                    | 530                                   | 187                 | 6,096                            | 485                             | 18,178                              | 54,708                |
| 30  | NAF056                    | 5050                        | Continuing Education             | Administrative Aide        | **Vacant-Meresbang, V.        |                      |                 | -           | 0             | 23,171                       | 6,588                                     | 495  | 0                                    | 336                                   | 187                 | 8,128                            | 359                             | 16,092                              | 39,263                |
| 31  | NAF058                    | 5050                        | Continuing Education             | Program Coordinator II     | Young, Amanda W.              |                      |                 | LTA         | 0             | 40,762                       | 11,589                                    | 495  | 0                                    | 591                                   | 187                 | 13,296                           | 0                               | 26,158                              | 66,920                |
| 32  | NAF054                    | 6000                        | Dean's Office - TPS              | Administrative Aide        | Pinaula, Liberty Anne         |                      |                 | LTA         | 0             | 23,171                       | 6,588                                     | 495  | 0                                    | 336                                   | 187                 | 0                                | 0                               | 7,605                               | 30,776                |
| 33  | NAF059                    | 6710                        | Nursing and Allied Health        | Assistant Instructor       | Repli, Mercy L.               |                      |                 | LTA         | 0             | 39,999                       | 11,372                                    | 495  | 0                                    | 580                                   | 187                 | 0                                | 0                               | 12,634                              | 52,633                |
| 34  | NAF060                    | 6820                        | Culinary and Foodservices        | Assistant Instructor       | Kuranami, Natsumi S.          |                      |                 | LTA         | 0             | 35,852                       | 10,193                                    | 495  | 0                                    | 520                                   | 187                 | 5,248                            | 273                             | 16,916                              | 52,768                |
| 35  | NAF042                    | 6950                        | Construction Trades              | Instructor                 | **Vacant-Camacho, E.          |                      |                 | -           | 0             | 43,022                       | 12,231                                    | 495  | 0                                    | 624                                   | 187                 | 8,128                            | 359                             | 22,024                              | 65,046                |
| 36  | NAF057                    | 6000                        | Dean's Office - TPS              | Program Coordinator II     | Young, Amanda W.              |                      |                 | LTA         | 0             | 40,762                       | 11,589                                    | 495  | 0                                    | 591                                   | 187                 | 2,819                            | 273                             | 15,954                              | 56,716                |
| <b>Total Non-Appropriated Funds (12):</b> |                           |                             |                                  |                            | <b>347,986</b>                | <b>0</b>             | <b>0</b>        |             | <b>2,833</b>  | <b>350,819</b>               | <b>99,738</b>                             | <b>4,454</b>                                 | <b>0</b>                             | <b>5,087</b>                          | <b>1,870</b>        | <b>65,139</b>                    | <b>2,593</b>                    | <b>178,881</b>                      | <b>529,700</b>        |
| 37  | NAF055                    | 1030                        | Communications and Promotions    | Program Coordinator I      | San Agustin, Trina A.         |                      |                 | 12/12/23    | 1,071         | 34,982                       | 9,945                                     | 495  | 0                                    | 507                                   | 187                 | 8,128                            | 297                             | 19,560                              | 54,541                |
| 38  | NAF004                    | 1050                        | Alumni Relations and Fundraising | Program Specialist         | Datuin, Bonnie Mae M.         |                      |                 | 01/01/24    | 1,690         | 66,056                       | 18,780                                    | 0  | 0                                    | 958                                   | 187                 | 12,784                           | 485                             | 33,193                              | 99,249                |
| <b>Total Non-Appropriated Funds (13):</b> |                           |                             |                                  |                            | <b>98,277</b>                 | <b>0</b>             | <b>0</b>        |             | <b>2,760</b>  | <b>101,037</b>               | <b>28,725</b>                             | <b>495</b>                                   | <b>0</b>                             | <b>1,465</b>                          | <b>374</b>          | <b>20,912</b>                    | <b>782</b>                      | <b>52,753</b>                       | <b>153,790</b>        |
| 39  | AAD195                    | 6610                        | Adult Basic Education            | Instructor                 | Topasna, Francine             |                      |                 | LTA         | 0             | 43,022                       | 12,231                                    | 495  | 0                                    | 624                                   | 187                 | 8,128                            | 297                             | 21,962                              | 64,984                |
| 40  | FED045                    | 6610                        | Adult Basic Education            | Instructor                 | Ventura, Leonard              |                      |                 | LTA         | 0             | 43,022                       | 12,231                                    | 495  | 0                                    | 624                                   | 187                 | 8,128                            | 297                             | 21,962                              | 64,984                |
| 41  | FED011                    | 6610                        | Adult Basic Education            | Assistant Instructor       | Quitugua, Kiana C.            |                      |                 | LTA         | 0             | 35,852                       | 10,193                                    | 495  | 0                                    | 520                                   | 187                 | 8,128                            | 297                             | 19,820                              | 59,621                |
| 42  | FED016                    | 6610                        | Adult Basic Education            | Instructor                 | Pereda, Jaclyn L.             |                      |                 | LTA-Cond.   | 0             | 43,022                       | 12,231                                    | 495  | 0                                    | 624                                   | 187                 | 2,819                            | 273                             | 16,629                              | 59,651                |
| 43  | FED024                    | 6610                        | Adult Basic Education            | Test Examiner              | **Vacant-Borja, K.            |                      |                 | LTA         | 0             | 26,520                       | 7,540                                     | 495  | 0                                    | 385                                   | 187                 | 2,819                            | 273                             | 11,698                              | 38,218                |
| 44  | FED043                    | 6610                        | Adult Basic Education            | Program Specialist         | Topasna, Yolonda              |                      |                 | LTA         | 0             | 52,229                       | 14,849                                    | 495  | 0                                    | 757                                   | 187                 | 0                                | 0                               | 16,288                              | 68,517                |
| 45  | FED039                    | 1060                        | Planning and Development         | Administrative Aide        | Mendiola, Coreen Ann G.       |                      |                 | LTA         | 0             | 23,171                       | 6,588                                     | 495  | 0                                    | 336                                   | 187                 | 4,604                            | 359                             | 12,568                              | 35,739                |
| 46  | FED038                    | 6610                        | Adult Basic Education            | Program Coordinator I      | Serafico, Angelenne P.        |                      |                 | LTA         | 0             | 33,911                       | 9,641                                     | 495  | 0                                    | 492                                   | 187                 | 2,819                            | 273                             | 13,907                              | 47,818                |
| 47  | FED018                    | 5050                        | Continuing Education             | Program Coordinator I      | Hosej, Shaun M.               |                      |                 | LTA         | 0             | 33,911                       | 9,641                                     | 495  | 0                                    | 492                                   | 187                 | 0                                | 485                             | 11,300                              | 45,211                |
| <b>Total Federal Funds:</b>               |                           |                             |                                  |                            | <b>334,660</b>                | <b>0</b>             | <b>0</b>        |             | <b>0</b>      | <b>334,660</b>               | <b>95,144</b>                             | <b>4,455</b>                                 | <b>0</b>                             | <b>4,853</b>                          | <b>1,683</b>        | <b>37,445</b>                    | <b>2,554</b>                    | <b>146,133</b>                      | <b>480,793</b>        |
| <b>Grand Total:</b>                       |                           |                             |                                  |                            | <b>1,980,077</b>              | <b>0</b>             | <b>0</b>        |             | <b>20,928</b> | <b>2,001,005</b>             | <b>567,538</b>                            | <b>19,303</b>                                | <b>0</b>                             | <b>29,015</b>                         | <b>8,602</b>        | <b>252,697</b>                   | <b>11,519</b>                   | <b>888,674</b>                      | <b>2,889,679</b>      |

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Current)

FUNCTIONAL AREA: Education 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 2024 GovGuam contribution for Life Insurance is \$187 per annum

| Input by Department |                           |      |   | Increment                            |                              |                       |               |                 |                 |             |             |                              |                                   | Benefits                                     |  |                                   |                   |                                  | Input by Department             |  |                       |  |  |
|---------------------|---------------------------|------|---|--------------------------------------|------------------------------|-----------------------|---------------|-----------------|-----------------|-------------|-------------|------------------------------|-----------------------------------|--|--|-----------------------------------|-------------------|----------------------------------|---------------------------------|--|-----------------------|--|--|
| No.                 | (A)<br>Position<br>Number | Home | Organization                              | (B)<br>Position<br>Title 1/          | (C)<br>Name of<br>Incumbent  | (D)<br>Grade/<br>Step | (E)<br>Salary | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E+F+G+I)<br>Subtotal | (K)<br>Retirement<br>(J * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*2<br>GPP) | (M)<br>Social<br>Security<br>(6.2% *<br>J) | (N)<br>Medicare<br>(1.45% *<br>J) | (O)<br>Life<br>2/ | (P)<br>Medical<br>(Premium<br>m) | (Q)<br>Dental<br>(Premium<br>m) | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>TOTAL<br>(J+R) |  |  |
| 1                   | PRE004                    | 1010 | Office of the President                   | Administrative Secretary II          | Guerrero, Bertha M.          | I-10                  | 39,255        | 0               | 0               | 09/19/23    | 0           | 39,255                       | 11,160                            | 495  | 0  | 569                               | 187               | 5,395                            | 273                             | 18,079                                 | 57,334                |  |  |
| 2                   | PRE005                    | 1010 | Office of the President                   | President                            | Okada, Mary A.               | S-5-a                 | 209,820       | 0               | 0               | 01/01/24    | 0           | 209,820                      | 59,652                            | 0  | 0  | 3,042                             | 187               | 0                                | 1,346                           | 64,227                                 | 274,047               |  |  |
| 3                   | PRE006                    | 1010 | Office of the President                   | Private Secretary                    | Muna, Esther A.              | I-13                  | 43,112        | 0               | 0               | 04/01/23    | 0           | 43,112                       | 12,257                            | 0  | 0  | 625                               | 187               | 0                                | 0                               | 13,069                                 | 56,181                |  |  |
| 4                   | PRS030                    | 1015 | Office of the President- Special Programs | Personnel Specialist II              | Leon Guerrero, Gina G.       | M-5                   | 0             | 0               | 0               | -           | 0           | 0                            | 0                                 | 0  | 0  | 0                                 | 187               | 0                                | 0                               | 187                                    | 187                   |  |  |
| 5                   | AAD191                    | 1030 | Communications and Promotions             | Graphic Artist Technician III        | Cabrera, Angela S.           | I-6                   | 34,439        | 0               | 0               | 01/27/23    | 0           | 34,439                       | 9,791                             | 495  | 0  | 499                               | 187               | 5,395                            | 273                             | 16,640                                 | 51,079                |  |  |
| 6                   | PRE002                    | 1030 | Communications and Promotions             | Assistant Director                   | Dela Rosa, John K.           | O-2-d                 | 82,579        | 0               | 0               | 01/01/24    | 0           | 82,579                       | 23,477                            | 495  | 0  | 1,197                             | 187               | 12,784                           | 0                               | 38,141                                 | 120,720               |  |  |
| 7                   | ASD001                    | 1060 | Planning and Development                  | Administrative Assistant             | Arceo, Josephine T.          | J-17                  | 53,087        | 0               | 0               | 08/14/23    | 0           | 53,087                       | 15,093                            | 495  | 0  | 770                               | 187               | 10,215                           | 359                             | 27,118                                 | 80,205                |  |  |
| 8                   | ASD004                    | 1060 | Planning and Development                  | Program Coordinator I                | Rios, Theda R.               | K-8                   | 43,734        | 0               | 0               | 02/05/23    | 0           | 43,734                       | 12,434                            | 495  | 0  | 634                               | 187               | 8,128                            | 297                             | 22,175                                 | 65,909                |  |  |
| 9                   | ASD016                    | 1060 | Planning and Development                  | Program Coordinator II               | Aquino, Rosemarie C.         | M-4                   | 45,574        | 0               | 0               | 12/16/23    | 0           | 45,574                       | 12,957                            | 0  | 0  | 661                               | 187               | 2,819                            | 297                             | 16,921                                 | 62,495                |  |  |
| 10                  | ASD021                    | 1060 | Planning and Development                  | Assistant Director                   | Ulloa-Heath, Julie           | O-3-d                 | 85,932        | 0               | 0               | 01/01/24    | 0           | 85,932                       | 24,430                            | 495  | 0  | 1,246                             | 187               | 8,128                            | 297                             | 34,783                                 | 120,715               |  |  |
| 11                  | PRE009                    | 1060 | Planning and Development                  | Sustainability & Project Coordinator | Palacios, Francisco E.       | L-8-a                 | 17,301        | 0               | 0               | 01/01/24    | 0           | 17,301                       | 20,271                            | 495  | 0  | 1,034                             | 187               | 8,128                            | 297                             | 30,412                                 | 101,713               |  |  |
| 12                  | ASD009                    | 1065 | Facilities                                | Refrigeration Mechanic I             | Aquino, Jeric M.             | H-10                  | 26,520        | 0               | 0               | 12/05/23    | 0           | 26,520                       | 7,540                             | 495  | 0  | 385                               | 187               | 2,819                            | 273                             | 11,698                                 | 38,218                |  |  |
| 13                  | ASD022                    | 1065 | Facilities                                | Maintenance Worker                   | Toves, III, Albert S.        | H-9                   | 35,287        | 0               | 0               | 12/27/23    | 0           | 35,287                       | 10,032                            | 495  | 0  | 512                               | 187               | 5,583                            | 485                             | 17,294                                 | 52,581                |  |  |
| 14                  | ASD033                    | 1065 | Facilities                                | Maintenance Supervisor               | **Vacant-Barque, R.          | L-1                   | 37,100        | 0               | 0               | -           | 0           | 37,100                       | 10,548                            | 495  | 0  | 538                               | 187               | 2,819                            | 273                             | 14,859                                 | 51,959                |  |  |
| 15                  | ASD034                    | 1065 | Facilities                                | Trades Helper                        | **Vacant-Aquino, J.          | D-3                   | 20,510        | 0               | 0               | -           | 0           | 20,510                       | 5,831                             | 495  | 0  | 297                               | 187               | 0                                | 0                               | 6,810                                  | 27,320                |  |  |
| 16                  | ASD036                    | 1065 | Facilities                                | Maintenance Worker                   | Blas, Jerome F.              | H-10                  | 36,407        | 0               | 0               | 03/20/24    | 0           | 36,407                       | 10,351                            | 0  | 0  | 528                               | 187               | 3,775                            | 297                             | 15,137                                 | 51,544                |  |  |
| 17                  | ASD037                    | 1065 | Facilities                                | Maintenance Specialist               | Roberto, Joey C.             | I-9                   | 38,048        | 0               | 0               | 06/27/24    | 0           | 38,048                       | 10,817                            | 495  | 0  | 552                               | 187               | 5,248                            | 273                             | 17,572                                 | 55,620                |  |  |
| 18                  | ASD041                    | 1065 | Facilities                                | Maintenance Worker                   | Tellu, Morgan                | H-2                   | 27,525        | 0               | 0               | 09/27/23    | 0           | 27,525                       | 7,825                             | 495  | 0  | 399                               | 187               | 3,775                            | 297                             | 12,978                                 | 40,503                |  |  |
| 19                  | ASD048                    | 1065 | Facilities                                | Electrician II                       | Quichocho, Patrick U.        | J-4                   | 34,744        | 0               | 0               | 11/25/23    | 0           | 34,744                       | 9,878                             | 495  | 0  | 504                               | 187               | 4,604                            | 359                             | 16,027                                 | 50,771                |  |  |
| 20                  | ASD206                    | 1065 | Facilities                                | Refrigeration Mechanic II            | Pingol, Edsel A.             | I-1                   | 28,595        | 0               | 0               | 05/30/23    | 0           | 28,595                       | 8,130                             | 495  | 0  | 415                               | 187               | 4,604                            | 359                             | 14,189                                 | 42,784                |  |  |
| 21                  | BFD013                    | 3000 | VP Finance and Administration             | Administrative Assistant             | Okada, Roma P.               | J-4                   | 34,744        | 0               | 0               | 02/18/23    | 0           | 34,744                       | 9,878                             | 495  | 0  | 504                               | 187               | 6,096                            | 485                             | 17,645                                 | 52,389                |  |  |
| 22                  | BFD022                    | 3000 | VP Finance and Administration             | Vice President                       | Gerardo, Rodalyn A.          | Q-1-c                 | 114,085       | 0               | 0               | 01/01/24    | 0           | 114,085                      | 32,434                            | 0  | 0  | 1,654                             | 187               | 2,819                            | 273                             | 37,368                                 | 151,453               |  |  |
| 23                  | ASD017                    | 3000 | VP Finance and Administration             | Messenger Clerk                      | August, Shirley              | D-3                   | 20,510        | 0               | 0               | 03/16/23    | 0           | 20,510                       | 5,831                             | 495  | 0  | 297                               | 187               | 5,395                            | 273                             | 12,478                                 | 32,988                |  |  |
| 24                  | BFD003                    | 3010 | Business Office                           | Accountant I                         | Mayo, Lucille A.             | L-6                   | 44,682        | 0               | 0               | 11/09/23    | 0           | 44,682                       | 12,703                            | 0  | 0  | 648                               | 187               | 0                                | 0                               | 13,538                                 | 58,220                |  |  |
| 25                  | BFD004                    | 3010 | Business Office                           | Accountant II                        | Ibanez, Gina D.              | M-1                   | 40,762        | 0               | 0               | 02/14/23    | 0           | 40,762                       | 11,589                            | 495  | 0  | 591                               | 187               | 2,819                            | 0                               | 15,681                                 | 56,443                |  |  |
| 26                  | BFD005                    | 3010 | Business Office                           | Accountant II                        | Guerrero, Carol A.           | M-12                  | 59,566        | 0               | 0               | 09/29/23    | 0           | 59,566                       | 16,935                            | 0  | 0  | 864                               | 187               | 5,395                            | 273                             | 23,653                                 | 83,219                |  |  |
| 27                  | BFD008                    | 3010 | Business Office                           | Cashier II                           | Valino, Franklin H.          | F-1                   | 23,171        | 0               | 0               | 04/25/23    | 0           | 23,171                       | 6,588                             | 495  | 0  | 336                               | 187               | 0                                | 0                               | 7,605                                  | 30,776                |  |  |
| 28                  | BFD009                    | 3010 | Business Office                           | Accounting Technician I              | Mesa, Catherine S.           | H-9                   | 35,287        | 0               | 0               | 12/03/23    | 0           | 35,287                       | 10,032                            | 495  | 0  | 512                               | 187               | 5,395                            | 297                             | 16,918                                 | 52,205                |  |  |
| 29                  | BFD010                    | 3010 | Business Office                           | Accountant II                        | Santos Torres, Linda         | M-11                  | 57,734        | 0               | 0               | 02/10/23    | 0           | 57,734                       | 16,414                            | 0  | 0  | 837                               | 187               | 5,395                            | 273                             | 23,106                                 | 80,840                |  |  |
| 30                  | BFD012                    | 3010 | Business Office                           | General Accounting Supervisor        | San Nicolas, Cheryl B.       | P-9                   | 73,831        | 0               | 0               | 08/18/23    | 0           | 73,831                       | 20,990                            | 0  | 0  | 1,071                             | 187               | 7,798                            | 0                               | 30,046                                 | 103,877               |  |  |
| 31                  | BFD015                    | 3010 | Business Office                           | Accounting Technician II             | Borja, Levonne G.            | I-7                   | 35,744        | 0               | 0               | 07/04/23    | 0           | 35,744                       | 10,162                            | 495  | 0  | 518                               | 187               | 10,215                           | 359                             | 21,936                                 | 57,680                |  |  |
| 32                  | BFD029                    | 3010 | Business Office                           | Controller                           | Limtuaco, Edwin E.           | N-8-b                 | 95,173        | 0               | 0               | 01/01/24    | 0           | 95,173                       | 27,058                            | 495  | 0  | 1,380                             | 187               | 3,775                            | 297                             | 33,192                                 | 128,365               |  |  |
| 33                  | BFD030                    | 3010 | Business Office                           | Accounting Technician I              | Sablan, Darlynn T.           | H-9                   | 35,287        | 0               | 0               | 09/23/23    | 0           | 35,287                       | 10,032                            | 495  | 0  | 512                               | 187               | 3,444                            | 297                             | 14,967                                 | 50,254                |  |  |
| 34                  | ASD002                    | 3020 | Management Information Systems            | Systems Programmer                   | Bautista, Kenneth C.         | N-13                  | 64,866        | 0               | 0               | 06/06/24    | 0           | 64,866                       | 18,441                            | 0  | 0  | 941                               | 187               | 2,819                            | 273                             | 22,661                                 | 87,527                |  |  |
| 35                  | ASD005                    | 3020 | Management Information Systems            | Computer Technician Supervisor       | De Roca, Victor F.           | M-3                   | 43,910        | 0               | 0               | 09/28/23    | 0           | 43,910                       | 12,484                            | 495  | 0  | 637                               | 187               | 3,775                            | 485                             | 18,062                                 | 61,972                |  |  |
| 36                  | ASD006                    | 3020 | Management Information Systems            | Computer Technician II               | Santos, James S.             | J-3                   | 33,467        | 0               | 0               | 10/01/23    | 0           | 33,467                       | 9,515                             | 495  | 0  | 485                               | 187               | 2,819                            | 273                             | 13,774                                 | 47,241                |  |  |
| 37                  | ASD007                    | 3020 | Management Information Systems            | Teleprocessing Network Coordinator   | Reyes, Richard J.            | K-9                   | 45,122        | 0               | 0               | 01/29/24    | 0           | 45,122                       | 12,828                            | 0  | 0  | 654                               | 187               | 5,395                            | 0                               | 19,064                                 | 64,186                |  |  |
| 38                  | ASD008                    | 3020 | Management Information Systems            | Computer Systems Analyst II          | Marquez, Andrew C.           | M-6                   | 49,093        | 0               | 0               | 03/06/23    | 0           | 49,093                       | 13,957                            | 0  | 0  | 712                               | 187               | 2,819                            | 273                             | 17,948                                 | 67,041                |  |  |
| 39                  | ASD011                    | 3020 | Management Information Systems            | Teleprocessing Netwk Coord           | Camacho, Christopher J.      | K-10                  | 46,553        | 0               | 0               | 03/17/24    | 0           | 46,553                       | 13,235                            | 0  | 0  | 675                               | 187               | 8,128                            | 297                             | 22,522                                 | 69,075                |  |  |
| 40                  | ASD025                    | 3020 | Management Information Systems            | Computer Technician II               | Eblacas, Morris E.           | J-5                   | 36,061        | 0               | 0               | 03/04/23    | 0           | 36,061                       | 10,252                            | 495  | 0  | 523                               | 187               | 6,096                            | 485                             | 18,038                                 | 54,099                |  |  |
| 41                  | ASD027                    | 3020 | Management Information Systems            | Computer Systems Analyst II          | Dacanay, Gerard L.           | M-15                  | 65,417        | 0               | 0               | 06/04/23    | 0           | 65,417                       | 18,598                            | 0  | 0  | 949                               | 187               | 3,775                            | 297                             | 23,806                                 | 89,223                |  |  |
| 42                  | ASD039                    | 3020 | Management Information Systems            | Systems Programmer                   | **Vacant-Solidum, C.         | N-8                   | 58,053        | 0               | 0               | -           | 0           | 58,053                       | 16,504                            | 495  | 0  | 842                               | 187               | 5,248                            | 273                             | 23,549                                 | 81,602                |  |  |
| 43                  | BFD034                    | 3020 | Management Information Systems            | Chief Info Tech Officer              | Atalig, Adrian M.            | N-3-c                 | 78,779        | 0               | 0               | LTA         | 0           | 78,779                       | 22,397                            | 494  | 0  | 1,142                             | 187               | 2,672                            | 0                               | 26,892                                 | 105,671               |  |  |
| 44                  | BFD007                    | 3030 | Human Resources                           | Personnel Specialist II              | **Vacant-Camacho, L.         | M-5                   | 47,301        | 0               | 0               | -           | 0           | 47,301                       | 13,448                            | 0  | 0  | 686                               | 187               | 0                                | 0                               | 14,321                                 | 61,622                |  |  |
| 45                  | BFD023                    | 3030 | Human Resources                           | Personnel Specialist I               | Torres, Jamie Lyn M.         | L-1                   | 37,100        | 0               | 0               | 02/28/23    | 0           | 37,100                       | 10,548                            | 495  | 0  | 538                               | 187               | 2,819                            | 273                             | 14,859                                 | 51,959                |  |  |
| 46                  | BFD025                    | 3030 | Human Resources                           | Personnel Specialist II              | **Vacant-Leon Guerrero, G.   | M-5                   | 47,301        | 0               | 0               | -           | 0           | 47,301                       | 13,448                            | 495  | 0  | 686                               | 187               | 13,296                           | 485                             | 28,597                                 | 75,898                |  |  |
| 47                  | BFD031                    | 3030 | Human Resources                           | Personnel Assistant I                | Manosa, Katarina Fern S.     | H-1                   | 26,520        | 0               | 0               | 04/25/23    | 0           | 26,520                       | 7,540                             | 495  | 0  | 385                               | 187               | 2,672                            | 273                             | 11,551                                 | 38,071                |  |  |
| 48                  | BFD035                    | 3030 | Human Resources                           | Chief Human Resources Officer        | San Nicolas, Apolline C.     | N-6-c                 | 88,770        | 0               | 0               | 01/01/24    | 0           | 88,770                       | 25,237                            | 0  | 0  | 1,287                             | 187               | 0                                | 0                               | 26,711                                 | 115,481               |  |  |
| 49                  | BFD011                    | 3040 | Materials Management                      | Proc & Inventory Administrator       | Evangelista, Joleen M.       | M-10-a                | 86,473        | 0               | 0               | 01/01/24    | 0           | 86,473                       | 24,584                            | 0  | 0  | 1,254                             | 187               | 2,672                            | 297                             | 28,994                                 | 115,467               |  |  |
| 50                  | BFD016                    | 3040 | Materials Management                      | Buyer II                             | Mendiola, Tanya Rose C.      | I-1                   | 28,595        | 0               | 0               | 10/17/23    | 0           | 28,595                       | 8,130                             | 494  | 0  | 415                               | 183               | 2,819                            | 273                             | 12,313                                 | 40,908                |  |  |
| 51                  | BFD017                    | 3040 | Materials Management                      | Inventory Management Officer         | Williams, Isaac K.           | J-4                   | 34,744        | 0               | 0               | 11/04/23    | 0           | 34,744                       | 9,878                             | 0  | 0  | 504                               | 187               | 5,395                            | 273                             | 16,237                                 | 50,981                |  |  |
| 52                  | BFD018                    | 3040 | Materials Management                      | Supply Expediter                     | Naputi, Ethan R.             | E-1                   | 21,095        | 0               | 0               | 01/03/23    | 0           | 21,095                       | 5,997                             | 495  | 0  | 306                               | 187               | 5,395                            | 273                             | 12,653                                 | 33,748                |  |  |
| 53                  | BFD032                    | 3040 | Materials Management                      | Buyer I                              | **Vacant-Mendiola, T         | H-1                   | 26,520        | 0               | 0               | -           | 0           | 26,520                       | 7,540                             | 495  | 0  | 385                               | 187               | 13,296                           | 485                             | 22,387                                 | 48,907                |  |  |
| 54                  | BFD001                    | 3045 | Bookstore                                 | Bookstore Manager                    | Manglona, Roland M.          | L-2                   | 38,506        | 0               | 0               | 12/06/23    | 0           | 38,506                       | 10,947                            | 0  | 0  | 558                               | 187               | 8,128                            | 297                             | 20,118                                 | 58,624                |  |  |
| 55                  | BFD014                    | 3060 | Student Financial Aid                     | Program Coordinator I                | Fernandez, II Victor Paul M. | K-3                   | 36,530        | 0               | 0               | 05/11/23    | 0           | 36,530                       | 10,385                            | 495  | 0  | 530                               | 187               | 2,819                            | 485                             | 14,901                                 | 51,431                |  |  |
| 56                  | BFD026                    | 3060 | Student Financial Aid                     | Coordinator, Financial Aid           | **Vacant-Belzer, C.          | L-2-c                 | 57,283        | 0               | 0               | -           | 0           | 57,283                       | 16,286                            | 495  | 0  | 831                               | 187               | 6,096                            | 485                             | 24,379                                 | 81,662                |  |  |
| 57                  | BFD027                    | 3060 | Student Financial Aid                     | Program Coordinator II               | Guerrero, Vivian C.          | M-11                  | 57,734        | 0               | 0               | 06/30/24    | 0           | 57,734                       | 16,414                            | 0  | 0  | 837                               | 187               | 5,395                            | 273                             | 23,106                                 | 80,840                |  |  |
| 58                  | BFD036                    | 3060 | Student Financial Aid                     | Program Coordinator IV               | **Vacant-New                 | O-1                   | 49,897        | 0               | 0               | LTA         | 0           | 49,897                       | 14,186                            | 495  | 0  | 724                               | 187               | 6,096                            | 485                             | 22,172                                 | 72,069                |  |  |
| 59                  | ASD020                    | 3070 | Environmental Health and Safety           | Safety Inspector I                   | Diaz, John L.                | I-10                  | 39,255        | 0               | 0               | 10/24/24    | 0           | 39,255                       | 11,160                            | 0  | 0  | 569                               | 187               | 10,215                           | 359                             | 22,490                                 | 61,745                |  |  |

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Current)

| Input by Department |                           |      |                                     |   |                             |                       |               |                 |                 |             | Increment   |                             |                                   |  |  | Benefits                          |  |   | Input by Department                      |  |                       |  |  |
|---------------------|---------------------------|------|-------------------------------------|---|-----------------------------|-----------------------|---------------|-----------------|-----------------|-------------|-------------|-----------------------------|-----------------------------------|--|--|-----------------------------------|--|---|--|--|-----------------------|--|--|
| No.                 | (A)<br>Position<br>Number | Home | Organization                        | (B)<br>Position<br>Title 1/<br>Organization | (C)<br>Name of<br>Incumbent | (D)<br>Grade/<br>Step | (E)<br>Salary | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E++G+I)<br>Subtotal | (K)<br>Retirement<br>(J * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*2<br>6PP) | (M)<br>Social<br>Security<br>(6.2% *<br>J) | (N)<br>Medicare<br>(1.45% *<br>J) | (O)<br>Life<br>2/<br>(Premi)<br>(Premi<br>m) | (P)<br>Medical<br>(Premi)<br>(Premi<br>m) | (Q)<br>Dental<br>(Premi)<br>(Premi<br>m) | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>TOTAL<br>(J+R) |  |  |
| 60                  | BFD033                    | 3070 | Environmental Health and Safety     | Enviro Health & Safety Officer              | Hosel, Huan F.              | L-6-c                 | 67,168        | 0               | 0               | 01/01/24    | 0           | 67,168                      | 19,096                            | 0  | 0  | 974                               | 187  | 5,583                                     | 485                                      | 26,325                                 | 93,493                |  |  |
| 61                  | AAD078                    | 5000 | VP Academic Affairs                 | Vice President                              | Tudela, Virginia C.         | Q-5-d                 | 135,111       | 0               | 0               | 01/01/24    | 0           | 135,111                     | 38,412                            | 0  | 0  | 1,959                             | 187  | 12,784                                    | 485                                      | 53,827                                 | 188,938               |  |  |
| 62                  | AAD001                    | 5020 | Admissions                          | Administrative Aide                         | Untalan, Frances E.         | F-9                   | 30,831        | 0               | 0               | 02/08/24    | 0           | 30,831                      | 8,765                             | 495  | 0  | 447                               | 187  | 2,672                                     | 273                                      | 12,839                                 | 43,670                |  |  |
| 63                  | AAD003                    | 5020 | Admissions                          | Coordinator, Admissions & Reg.              | Garcia, Ava M.              | M-2-a                 | 62,893        | 0               | 0               | 01/01/24    | 0           | 62,893                      | 17,880                            | 494  | 0  | 912                               | 187  | 6,096                                     | 485                                      | 26,055                                 | 88,948                |  |  |
| 64                  | AAD005                    | 5020 | Admissions                          | Records & Registration Tech                 | Paulus, Vincent K.          | H-10                  | 36,407        | 0               | 0               | 10/02/23    | 0           | 36,407                      | 10,351                            | 0  | 0  | 528                               | 187  | 6,096                                     | 485                                      | 17,646                                 | 54,053                |  |  |
| 65                  | AAD008                    | 5020 | Admissions                          | Records & Registration Tech                 | Masayon, Edgar C.           | H-11                  | 37,562        | 0               | 0               | 03/19/24    | 0           | 37,562                      | 10,679                            | 0  | 0  | 545                               | 187  | 2,819                                     | 273                                      | 14,503                                 | 52,065                |  |  |
| 66                  | AAD184                    | 5020 | Admissions                          | Records & Registration Superv               | Concepcion, Marilyn L.      | J-12                  | 45,411        | 0               | 0               | 07/10/23    | 0           | 45,411                      | 12,910                            | 0  | 0  | 658                               | 187  | 2,819                                     | 273                                      | 16,848                                 | 62,259                |  |  |
| 67                  | AAD007                    | 5030 | Assessment, Ins Effect and Research | Institutional Researcher                    | Solidum, Catherine M.       | M-1-b                 | 61,043        | 0               | 0               | 09/26/23    | 0           | 61,043                      | 17,355                            | 494  | 0  | 885                               | 187  | 5,395                                     | 273                                      | 24,589                                 | 85,632                |  |  |
| 68                  | AAD016                    | 5030 | Assessment, Ins Effect & Research   | Assistant Director                          | **Vacant-Pangellinan, M.    | O-7-a                 | 97,798        | 0               | 0               | 01/01/24    | 0           | 97,798                      | 27,804                            | 0  | 0  | 1,418                             | 187  | 2,672                                     | 273                                      | 32,354                                 | 130,152               |  |  |
| 69                  | AAD039                    | 5030 | Assessment, Ins Effect & Research   | Program Coordinator II                      | Atoigue, Ana Mari C.        | M-9                   | 54,238        | 0               | 0               | 06/22/24    | 0           | 54,238                      | 15,420                            | 0  | 0  | 786                               | 187  | 0   | 0  | 16,393                                 | 70,631                |  |  |
| 70                  | AAD213                    | 5030 | Assessment, Ins Effect & Research   | Administrative Aide                         | Crane, Atsue H.             | F-2                   | 24,049        | 0               | 0               | 02/01/23    | 0           | 24,049                      | 6,837                             | 495  | 0  | 349                               | 187  | 2,819                                     | 273                                      | 10,960                                 | 35,009                |  |  |
| 71                  | AAD079                    | 5050 | Continuing Education                | Test Examiner                               | Cruz, Evangeline P.         | I-12                  | 41,786        | 0               | 0               | 12/10/23    | 0           | 41,786                      | 11,880                            | 0  | 0  | 606                               | 187  | 9,925                                     | 359                                      | 22,957                                 | 64,743                |  |  |
| 72                  | AAD038                    | 5050 | Continuing Education                | Assistant Director                          | Mendiola, Denise M.         | O-2-b                 | 80,952        | 0               | 0               | 02/03/23    | 0           | 80,952                      | 23,015                            | 495  | 0  | 1,174                             | 187  | 2,819                                     | 273                                      | 27,962                                 | 108,914               |  |  |
| 73                  | AAD040                    | 6000 | Dean's Office - TPS                 | Dean  | Williams, Pilar A.          | O-7-c                 | 99,764        | 0               | 0               | 01/01/24    | 0           | 99,764                      | 28,363                            | 0  | 0  | 1,447                             | 187  | 2,672                                     | 273                                      | 32,941                                 | 132,705               |  |  |
| 74                  | AAD091                    | 6000 | Dean's Office - TPS                 | Associate Dean                              | Sison, Christine B.         | N-2-d                 | 76,462        | 0               | 0               | 01/01/24    | 0           | 76,462                      | 21,738                            | 0  | 0  | 1,109                             | 187  | 5,583                                     | 485                                      | 29,102                                 | 105,564               |  |  |
| 75                  | AAD116                    | 6000 | Dean's Office - TPS                 | Administrative Assistant                    | Blas, Barbara J.            | J-7                   | 38,845        | 0               | 0               | 04/01/24    | 0           | 38,845                      | 11,044                            | 0  | 0  | 563                               | 187  | 2,819                                     | 273                                      | 14,886                                 | 53,731                |  |  |
| 76                  | AAD204                    | 6000 | Dean's Office - TPS                 | Associate Dean                              | Roberto, Joachim P.         | N-3-c                 | 78,779        | 0               | 0               | 01/01/24    | 0           | 78,779                      | 22,397                            | 0  | 0  | 1,142                             | 187  | 2,819                                     | 273                                      | 26,818                                 | 105,597               |  |  |
| 77                  | AAD081                    | 6000 | Dean's Office - TPS                 | Program Coordinator II                      | Damian, Eleanor A.          | M-4                   | 45,574        | 0               | 0               | 11/08/23    | 0           | 45,574                      | 12,957                            | 495  | 0  | 661                               | 187  | 13,296                                    | 485                                      | 28,080                                 | 73,654                |  |  |
| 78                  | AAD187                    | 6000 | Dean's Office - TPS                 | Program Specialist                          | Rios, Esther A.             | K-9-a                 | 65,660        | 0               | 0               | 01/01/24    | 0           | 65,660                      | 18,667                            | 0  | 0  | 952                               | 187  | 5,395                                     | 273                                      | 25,474                                 | 91,134                |  |  |
| 79                  | AAD015                    | 6110 | Automotive Technology               | Assistant Instructor                        | Cruz, Jesse Q.              | I-6-a                 | 43,746        | 0               | 0               | 08/01/23    | 0           | 43,746                      | 12,437                            | 495  | 0  | 634                               | 187  | 12,784                                    | 485                                      | 27,022                                 | 70,768                |  |  |
| 80                  | AAD032                    | 6110 | Automotive Technology               | Instructor                                  | Blas, Joey E.               | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                      | 12,231                            | 495  | 0  | 624                               | 0  | 3,774                                     | 297                                      | 17,421                                 | 60,443                |  |  |
| 81                  | AAD041                    | 6110 | Automotive Technology               | Instructor                                  | Pajarillo, Lyndon B.        | J-8-d                 | 58,567        | 0               | 0               | 08/01/23    | 0           | 58,567                      | 16,651                            | 0  | 0  | 849                               | 187  | 5,248                                     | 273                                      | 23,208                                 | 81,775                |  |  |
| 82                  | AAD141                    | 6110 | Automotive Technology               | Instructor                                  | **Vacant-Blas, J.           | J-1-a                 | 43,022        | 0               | 0               | -           | 0           | 43,022                      | 12,231                            | 495  | 0  | 624                               | 187  | 0   | 273                                      | 13,810                                 | 56,832                |  |  |
| 83                  | AAD144                    | 6110 | Automotive Technology               | Instructor                                  | Tabunar, James M.           | J-7-b                 | 55,173        | 0               | 0               | 08/01/23    | 0           | 55,173                      | 15,686                            | 0  | 0  | 800                               | 187  | 3,444                                     | 297                                      | 20,414                                 | 75,587                |  |  |
| 84                  | AAD150                    | 6110 | Automotive Technology               | Instructor                                  | Perez, Jonathan J.          | J-2-a                 | 44,769        | 0               | 0               | 08/01/23    | 0           | 44,769                      | 12,728                            | 0  | 0  | 649                               | 187  | 2,672                                     | 273                                      | 16,509                                 | 61,278                |  |  |
| 85                  | AAD152                    | 6110 | Automotive Technology               | Instructor                                  | Fadhel, Jamal               | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                      | 12,231                            | 494  | 0  | 624                               | 0  | 5,395                                     | 273                                      | 19,017                                 | 62,039                |  |  |
| 86                  | AAD153                    | 6110 | Automotive Technology               | Instructor                                  | Tudela, Erwin F.            | J-12-c                | 67,995        | 0               | 0               | 08/01/23    | 0           | 67,995                      | 19,331                            | 0  | 0  | 986                               | 187  | 0   | 0  | 20,504                                 | 88,499                |  |  |
| 87                  | AAD154                    | 6110 | Automotive Technology               | Instructor                                  | Egana, Joel E.              | J-6-c                 | 53,551        | 0               | 0               | 08/01/23    | 0           | 53,551                      | 15,225                            | 495  | 0  | 776                               | 187  | 13,296                                    | 485                                      | 30,464                                 | 84,015                |  |  |
| 88                  | AAD155                    | 6110 | Automotive Technology               | Tool Mechanic                               | Joshua, Golder C.           | F-8                   | 29,883        | 0               | 0               | 02/10/23    | 0           | 29,883                      | 8,496                             | 495  | 0  | 433                               | 187  | 6,096                                     | 485                                      | 16,192                                 | 46,075                |  |  |
| 89                  | AAD151                    | 6150 | Education - Cosmetology             | Instructor                                  | Abrahamsen, Loren L.        | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                      | 12,231                            | 494  | 0  | 624                               | 0  | 2,819                                     | 273                                      | 16,441                                 | 59,463                |  |  |
| 90                  | AAD182                    | 6150 | Education - Cosmetology             | Instructor                                  | Gaalo, Francine N.          | J-1-a                 | 43,022        | 0               | 0               | 08/01/23    | 0           | 43,022                      | 12,231                            | 495  | 0  | 624                               | 187  | 7,798                                     | 297                                      | 21,632                                 | 64,654                |  |  |
| 91                  | AAD183                    | 6150 | Education - Cosmetology             | Instructor                                  | Agoun, Janice T.            | J-1-a                 | 43,022        | 0               | 0               | 08/01/23    | 0           | 43,022                      | 12,231                            | 495  | 0  | 624                               | 187  | 3,775                                     | 297                                      | 17,609                                 | 60,631                |  |  |
| 92                  | AAD057                    | 6210 | Education                           | Associate Professor                         | Schrage, Marivic C.         | L-15-d                | 97,064        | 0               | 0               | 08/01/23    | 0           | 97,064                      | 27,595                            | 495  | 0  | 1,407                             | 187  | 2,672                                     | 0  | 32,357                                 | 129,421               |  |  |
| 93                  | AAD010                    | 6220 | Education - Early Childhood Educ    | Instructor                                  | Palomo, Melissa L.          | J-7-b                 | 55,173        | 0               | 0               | 08/01/23    | 0           | 55,173                      | 15,686                            | 0  | 0  | 800                               | 187  | 5,395                                     | 273                                      | 22,341                                 | 77,514                |  |  |
| 94                  | AAD185                    | 6220 | Education - Early Childhood Educ    | Professor                                   | Postrozny-Torres, Marsha M. | M-14-b                | 102,411       | 0               | 0               | 08/01/23    | 0           | 102,411                     | 29,115                            | 0  | 0  | 1,485                             | 187  | 3,775                                     | 297                                      | 34,859                                 | 137,270               |  |  |
| 95                  | AAD207                    | 6220 | Education - Early Childhood Educ    | Administrative Assistant                    | Quichocho, Jermaine D.      | J-2                   | 32,253        | 0               | 0               | 01/10/23    | 0           | 32,253                      | 9,170                             | 495  | 0  | 468                               | 187  | 2,819                                     | 273                                      | 13,411                                 | 45,664                |  |  |
| 96                  | AAD176                    | 6410 | Criminal Justice Social Science CJ  | Professor                                   | Cruz, Donna M.              | M-16-b                | 110,896       | 0               | 0               | 08/01/23    | 0           | 110,896                     | 31,528                            | 0  | 0  | 1,608                             | 187  | 2,672                                     | 273                                      | 36,268                                 | 147,164               |  |  |
| 97                  | AAD186                    | 6410 | Criminal Justice Social Science CJ  | Administrative Assistant                    | Aguilar, Marina C.          | J-9                   | 41,349        | 0               | 0               | 01/24/23    | 0           | 41,349                      | 11,756                            | 495  | 0  | 600                               | 187  | 5,395                                     | 273                                      | 18,705                                 | 60,054                |  |  |
| 98                  | AAD051                    | 6420 | Criminal Justice Social Science SS  | Assistant Professor                         | Concepcion, Jonah M.        | K-6-b                 | 58,853        | 0               | 0               | 08/01/23    | 0           | 58,853                      | 16,732                            | 0  | 0  | 853                               | 187  | 3,444                                     | 297                                      | 21,513                                 | 80,366                |  |  |
| 99                  | AAD053                    | 6420 | Criminal Justice Social Science SS  | Associate Professor                         | Munoz, Jose U.              | L-12-b                | 84,442        | 0               | 0               | 08/01/23    | 0           | 84,442                      | 24,007                            | 0  | 0  | 1,224                             | 187  | 5,395                                     | 273                                      | 31,086                                 | 115,528               |  |  |
| 100                 | AAD109                    | 6420 | Criminal Justice Social Science SS  | Instructor                                  | Franequez, Arwen A.         | J-1-a                 | 43,022        | 0               | 0               | 08/01/23    | 0           | 43,022                      | 12,231                            | 495  | 0  | 624                               | 187  | 2,819                                     | 273                                      | 16,629                                 | 59,651                |  |  |
| 101                 | AAD188                    | 6610 | Adult Basic Education               | Program Coordinator I                       | Ioker, Darwin K.            | K-9                   | 45,122        | 0               | 0               | 05/15/24    | 0           | 45,122                      | 12,828                            | 0  | 0  | 654                               | 187  | 6,096                                     | 297                                      | 20,062                                 | 65,184                |  |  |
| 102                 | AAD056                    | 6710 | Nursing and Allied Health           | Instructor                                  | Uchima, Katsuyoshi          | J-13-a                | 69,362        | 0               | 0               | 08/01/23    | 0           | 69,362                      | 19,720                            | 0  | 0  | 1,006                             | 187  | 7,798                                     | 297                                      | 29,007                                 | 98,369                |  |  |
| 103                 | AAD156                    | 6710 | Nursing and Allied Health           | Instructor                                  | Mui, Eva Marie L.           | J-1-a                 | 43,022        | 0               | 0               | 08/01/23    | 0           | 43,022                      | 12,231                            | 0  | 0  | 624                               | 187  | 13,296                                    | 485                                      | 26,823                                 | 69,845                |  |  |
| 104                 | AAD157                    | 6710 | Nursing and Allied Health           | Assistant Instructor                        | Tyquengco, Rolland R.       | I-5-d                 | 43,313        | 0               | 0               | 08/01/23    | 0           | 43,313                      | 12,314                            | 495  | 0  | 628                               | 187  | 5,395                                     | 273                                      | 19,292                                 | 62,605                |  |  |
| 105                 | AAD158                    | 6710 | Nursing and Allied Health           | Assistant Instructor                        | Chua, John Patrick c.       | I-3-d                 | 39,999        | 0               | 0               | 08/01/23    | 0           | 39,999                      | 11,372                            | 495  | 0  | 580                               | 187  | 2,819                                     | 0  | 15,453                                 | 55,452                |  |  |
| 106                 | AAD159                    | 6710 | Nursing and Allied Health           | Assistant Professor                         | Mafnas, Barbara C.          | K-15-a                | 83,371        | 0               | 0               | 08/01/23    | 0           | 83,371                      | 23,702                            | 0  | 0  | 1,209                             | 187  | 0   | 0  | 25,098                                 | 108,469               |  |  |
| 107                 | AAD196                    | 6710 | Nursing and Allied Health           | Instructor                                  | Wegner, Cheri L.            | J-1-b                 | 43,453        | 0               | 0               | 08/01/23    | 0           | 43,453                      | 12,354                            | 495  | 0  | 630                               | 187  | 7,798                                     | 297                                      | 21,761                                 | 65,214                |  |  |
| 108                 | AAD024                    | 6730 | Nursing and Allied Health - PN      | Instructor                                  | Lee, William E.             | J-1-d                 | 44,326        | 0               | 0               | LTA-Cond.   | 0           | 44,326                      | 12,602                            | 399  | 0  | 643                               | 183  | 2,819                                     | 273                                      | 16,919                                 | 61,245                |  |  |
| 109                 | AAD045                    | 6730 | Nursing and Allied Health - PN      | Nursing & Allied Health Admini              | Duenas, Dorothy-Lou M.      | M-10-c                | 88,212        | 0               | 0               | 01/01/24    | 0           | 88,212                      | 25,079                            | 0  | 0  | 1,279                             | 187  | 13,296                                    | 0  | 39,841                                 | 128,053               |  |  |
| 110                 | AAD058                    | 6730 | Nursing and Allied Health - PN      | Administrative Assistant                    | Mafnas, Tasi Marina B.      | J-3                   | 33,476        | 0               | 0               | 01/27/23    | 0           | 33,476                      | 9,517                             | 495  | 0  | 485                               | 187  | 4,604                                     | 359                                      | 15,648                                 | 49,124                |  |  |
| 111                 | AAD083                    | 6730 | Nursing and Allied Health - PN      | Assistant Professor                         | **Vacant-Loveridge, R.      | K-11-c                | 72,529        | 0               | 0               | -           | 0           | 72,529                      | 20,620                            | 0  | 0  | 1,052                             | 187  | 2,819                                     | 273                                      | 24,951                                 | 97,480                |  |  |
| 112                 | AAD162                    | 6730 | Nursing and Allied Health - PN      | Instructor                                  | Melegrito, Loresa M.        | J-1-d                 | 44,326        | 0               | 0               | 08/01/23    | 0           | 44,326                      | 12,602                            | 495  | 0  | 643                               | 187  | 8,128                                     | 297                                      | 22,352                                 | 66,678                |  |  |
| 113                 | AAD055                    | 6810 | Hospitality and Tourism             | Emergency                                   |                             |                       |               |                 |                 |             |             |                             |                                   |  |  |                                   |  |   |  |  |                       |  |  |



Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Current)

| Input by Department |                           |      |                                |   |                               |                       |               |                 |                 |             |             |                             | Increment                         |  |  |                                   | Benefits          |                             |                            | Input by Department                    |                       |        |  |  |
|---------------------|---------------------------|------|--------------------------------|---|-------------------------------|-----------------------|---------------|-----------------|-----------------|-------------|-------------|-----------------------------|-----------------------------------|--|--|-----------------------------------|-------------------|-----------------------------|----------------------------|--|-----------------------|--------|--|--|
| No.                 | (A)<br>Position<br>Number | Home | Organization                   | (B)<br>Position<br>Title 1/<br>Organization | (C)<br>Name of<br>Incumbent   | (D)<br>Grade/<br>Step | (E)<br>Salary | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E++G+I)<br>Subtotal | (K)<br>Retirement<br>(J * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*2<br>6PP) | (M)<br>Social<br>Security<br>(6.2% *<br>J) | (N)<br>Medicare<br>(1.45% *<br>J) | (O)<br>Life<br>2/ | (P)<br>Medical<br>(Premium) | (Q)<br>Dental<br>(Premium) | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>TOTAL<br>(J+R) |        |  |  |
| 128                 | AAD017                    | 6950 | Construction Trades            | Emergency Instructor                        | Tenorio, Leonard A.           | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                      | 9,065                             | 0  | 0  | 462                               | 0                 | 0                           | 0                          | 0                                      | 9,528                 | 41,415 |  |  |
| 129                 | AAD035                    | 6950 | Construction Trades            | Assistant Instructor                        | Guerrero, Jermaine H.         | I-1-a                 | 35,852        | 0               | 0               | LTA         | 0           | 35,852                      | 10,193                            | 495  | 0  | 520                               | 0                 | 8,128                       | 297                        | 19,633                                 | 55,485                |        |  |  |
| 130                 | AAD132                    | 6950 | Construction Trades            | Associate Professor                         | Leon Guerrero, Catherine U.   | L-12-a                | 83,606        | 0               | 0               | 08/01/23    | 0           | 83,606                      | 23,769                            | 0  | 0  | 1,212                             | 187               | 5,395                       | 273                        | 30,836                                 | 114,442               |        |  |  |
| 131                 | AAD134                    | 6950 | Construction Trades            | Assistant Instructor                        | Yanger, Gil T.                | I-10-b                | 51,809        | 0               | 0               | 08/01/23    | 0           | 51,809                      | 14,729                            | 495  | 0  | 751                               | 187               | 5,248                       | 0                          | 21,411                                 | 73,220                |        |  |  |
| 132                 | AAD135                    | 6950 | Construction Trades            | Instructor                                  | Quinata, Keith N.             | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                      | 12,231                            | 0  | 0  | 624                               | 0                 | 0                           | 0                          | 0                                      | 12,855                | 55,877 |  |  |
| 133                 | AAD138                    | 6950 | Construction Trades            | Assistant Instructor                        | Santos, David T.              | I-8-d                 | 48,806        | 0               | 0               | 08/01/23    | 0           | 48,806                      | 13,876                            | 0  | 0  | 708                               | 187               | 2,672                       | 0                          | 17,442                                 | 66,248                |        |  |  |
| 134                 | AAD142                    | 6950 | Construction Trades            | Instructor                                  | Zillan, John E.               | J-8-b                 | 57,413        | 0               | 0               | 08/01/23    | 0           | 57,413                      | 16,323                            | 495  | 0  | 832                               | 187               | 5,395                       | 273                        | 23,505                                 | 80,918                |        |  |  |
| 135                 | AAD160                    | 6950 | Construction Trades            | Emergency Instructor                        | **Vacant-Miranda, K.R.        | H-2-a                 | 31,887        | 0               | 0               | -           | 0           | 31,887                      | 9,065                             | 495  | 0  | 462                               | 0                 | 0                           | 0                          | 10,023                                 | 41,910                |        |  |  |
| 136                 | AAD006                    | 7000 | Dean's Office - TSS            | Administrative Aide                         | Bautista, Kimberly C.         | F-10                  | 31,809        | 0               | 0               | 11/16/23    | 0           | 31,809                      | 9,043                             | 0  | 0  | 461                               | 187               | 8,128                       | 297                        | 18,117                                 | 49,926                |        |  |  |
| 137                 | AAD036                    | 7000 | Dean's Office - TSS            | Instructional Designer                      | Soliva, Jason G.              | M-1-b                 | 61,043        | 0               | 0               | 10/03/23    | 0           | 61,043                      | 17,355                            | 494  | 0  | 885                               | 0                 | 2,819                       | 273                        | 21,826                                 | 82,869                |        |  |  |
| 138                 | AAD042                    | 7000 | Dean's Office - TSS            | Word Processing Secretary II                | Cabatic, Antonia M.           | H-25                  | 57,879        | 0               | 0               | 12/03/23    | 0           | 57,879                      | 16,455                            | 0  | 0  | 839                               | 187               | 8,128                       | 297                        | 25,906                                 | 83,785                |        |  |  |
| 139                 | AAD110                    | 7000 | Dean's Office - TSS            | Dean  | Chan, Michael L.              | O-8-a                 | 101,770       | 0               | 0               | 01/01/24    | 0           | 101,770                     | 28,933                            | 0  | 0  | 1,476                             | 187               | 3,444                       | 297                        | 34,337                                 | 136,107               |        |  |  |
| 140                 | AAD121                    | 7000 | Dean's Office - TSS            | Administrative Assistant                    | Blas, Joanne M.               | J-5                   | 36,061        | 0               | 0               | 04/29/23    | 0           | 36,061                      | 10,252                            | 0  | 0  | 523                               | 187               | 2,672                       | 273                        | 13,907                                 | 49,968                |        |  |  |
| 141                 | AAD149                    | 7000 | Dean's Office - TSS            | Associate Dean                              | Cruz, Gerald A.               | N-1-d                 | 73,478        | 0               | 0               | 01/01/24    | 0           | 73,478                      | 20,890                            | 0  | 0  | 1,065                             | 187               | 5,395                       | 273                        | 27,810                                 | 101,288               |        |  |  |
| 142                 | AAD101                    | 7110 | Math and Science - Math        | Instructor                                  | Torres, II, Carl E.           | J-8-b                 | 57,413        | 0               | 0               | 08/01/23    | 0           | 57,413                      | 16,323                            | 0  | 0  | 832                               | 187               | 3,775                       | 297                        | 21,414                                 | 78,827                |        |  |  |
| 143                 | AAD171                    | 7110 | Math and Science - Math        | Instructor                                  | Roden, Wendell M.             | J-4-b                 | 48,963        | 0               | 0               | 08/01/23    | 0           | 48,963                      | 13,920                            | 495  | 0  | 710                               | 187               | 2,672                       | 273                        | 18,257                                 | 67,220                |        |  |  |
| 144                 | AAD175                    | 7110 | Math and Science - Math        | Professor                                   | Datuin, Theresa Ann H.        | M-10-a                | 86,473        | 0               | 0               | 08/01/23    | 0           | 86,473                      | 24,584                            | 495  | 0  | 1,254                             | 187               | 2,819                       | 273                        | 29,612                                 | 116,085               |        |  |  |
| 145                 | AAD048                    | 7120 | Math and Science - Science     | Professor                                   | Sunga, Anthony Jay J.         | M-10-c                | 88,212        | 0               | 0               | 08/01/23    | 0           | 88,212                      | 25,079                            | 0  | 0  | 1,279                             | 187               | 6,096                       | 485                        | 33,126                                 | 121,338               |        |  |  |
| 146                 | AAD179                    | 7120 | Math and Science - Science     | Associate Professor                         | Kerr, Jo Nita Q.              | L-12-c                | 85,286        | 0               | 0               | 08/01/23    | 0           | 85,286                      | 24,247                            | 0  | 0  | 1,237                             | 187               | 0                           | 0                          | 25,670                                 | 110,956               |        |  |  |
| 147                 | AAD180                    | 7120 | Math and Science - Science     | Assistant Professor                         | Jocson, John Michael U.       | K-9-b                 | 66,317        | 0               | 0               | 08/01/23    | 0           | 66,317                      | 18,854                            | 0  | 0  | 962                               | 187               | 2,672                       | 485                        | 23,160                                 | 89,477                |        |  |  |
| 148                 | AAD114                    | 7210 | Student Support Services       | Administrative Aide                         | Rojas, Megann R.              | F-2                   | 24,049        | 0               | 0               | 08/01/23    | 0           | 24,049                      | 6,837                             | 495  | 0  | 349                               | 187               | 2,819                       | 0                          | 10,687                                 | 34,736                |        |  |  |
| 149                 | AAD117                    | 7210 | Student Support Services       | School Aide II                              | Bambaj, Joseph W.             | G-5                   | 28,695        | 0               | 0               | 04/01/23    | 0           | 28,695                      | 8,158                             | 495  | 0  | 416                               | 187               | 5,248                       | 273                        | 14,777                                 | 43,472                |        |  |  |
| 150                 | AAD193                    | 7210 | Student Support Services       | School Aide II                              | **Vacant-Delori, A.           | G-1                   | 24,729        | 0               | 0               | -           | 0           | 24,729                      | 7,030                             | 495  | 0  | 359                               | 187               | 13,296                      | 485                        | 21,852                                 | 46,581                |        |  |  |
| 151                 | AAD093                    | 7210 | Student Support Services       | Administrative Aide                         | Esteban, Reimar C.            | F-1                   | 23,171        | 0               | 0               | 03/14/23    | 0           | 23,171                      | 6,588                             | 495  | 0  | 336                               | 0                 | 2,819                       | 273                        | 10,510                                 | 33,681                |        |  |  |
| 152                 | AAD165                    | 7211 | Night Administration           | Program Specialist                          | Reyes, Arjay A.               | K-3-b                 | 52,229        | 0               | 0               | LTA         | 0           | 52,229                      | 14,849                            | 495  | 0  | 757                               | 187               | 2,672                       | 273                        | 19,233                                 | 71,462                |        |  |  |
| 153                 | AAD108                    | 7220 | Health Services Center         | Instructor                                  | Bataclan, Emma R.             | J-11-a                | 70,160        | 0               | 0               | 08/01/23    | 0           | 70,160                      | 19,946                            | 0  | 0  | 1,017                             | 187               | 4,604                       | 0                          | 25,755                                 | 95,915                |        |  |  |
| 154                 | AAD080                    | 7420 | Center for Student Involvement | Program Coordinator II                      | Mesa, Adrian E.               | M-1                   | 40,762        | 0               | 0               | 04/25/23    | 0           | 40,762                      | 11,589                            | 495  | 0  | 591                               | 187               | 2,819                       | 273                        | 15,954                                 | 56,716                |        |  |  |
| 155                 | AAD013                    | 7420 | Center for Student Involvement | Program Coordinator I                       | Pascua, Tara Rose A.          | K-8                   | 43,734        | 0               | 0               | 02/22/24    | 0           | 43,734                      | 12,434                            | 0  | 0  | 634                               | 187               | 5,248                       | 273                        | 18,776                                 | 62,510                |        |  |  |
| 156                 | AAD011                    | 7510 | Technology - Office Technology | Associate Professor                         | Concepcion, Tonirose R.       | L-8-d                 | 73,461        | 0               | 0               | 08/01/23    | 0           | 73,461                      | 20,885                            | 0  | 0  | 1,065                             | 187               | 2,672                       | 273                        | 25,082                                 | 98,543                |        |  |  |
| 157                 | AAD019                    | 7550 | Bus and VisCom - Visual Com    | Assistant Instructor                        | Rowland, Christopher D.       | I-1-a                 | 35,852        | 0               | 0               | 08/01/23    | 0           | 35,852                      | 10,193                            | 495  | 0  | 520                               | 187               | 0                           | 0                          | 11,395                                 | 47,247                |        |  |  |
| 158                 | AAD128                    | 7550 | Bus and VisCom - Visual Com    | Emergency Instructor                        | Sayama-Davis, Sean-Michael T. | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                      | 9,065                             | 495  | 0  | 462                               | 0                 | 0                           | 0                          | 10,023                                 | 41,910                |        |  |  |
| 159                 | AAD130                    | 7550 | Bus and VisCom - Visual Com    | Instructor                                  | Lizama, Sean                  | J-1-a                 | 43,022        | 0               | 0               | 08/01/23    | 0           | 43,022                      | 12,231                            | 495  | 0  | 624                               | 187               | 5,583                       | 0                          | 19,120                                 | 62,142                |        |  |  |
| 160                 | AAD073                    | 7610 | Assessment and Counseling      | Administrative Assistant                    | Mesa, Genevieve P.            | J-9                   | 41,349        | 0               | 0               | 04/07/24    | 0           | 41,349                      | 11,756                            | 494  | 0  | 600                               | 183               | 13,296                      | 485                        | 26,813                                 | 68,162                |        |  |  |
| 161                 | AAD102                    | 7610 | Assessment and Counseling      | Associate Professor                         | Sablan, Sally C.              | L-15-a                | 94,209        | 0               | 0               | 08/01/23    | 0           | 94,209                      | 26,784                            | 0  | 0  | 1,366                             | 187               | 5,583                       | 0                          | 33,920                                 | 128,129               |        |  |  |
| 162                 | AAD103                    | 7610 | Assessment and Counseling      | Associate Professor                         | Terlaja, Patricia M.          | L-14-d                | 93,276        | 0               | 0               | 08/01/23    | 0           | 93,276                      | 26,518                            | 0  | 0  | 1,353                             | 187               | 0                           | 0                          | 28,058                                 | 121,334               |        |  |  |
| 163                 | AAD104                    | 7610 | Assessment and Counseling      | Associate Professor                         | Lizama, Troy E.               | L-14-c                | 92,353        | 0               | 0               | 08/01/23    | 0           | 92,353                      | 26,256                            | 0  | 0  | 1,339                             | 187               | 13,296                      | 485                        | 41,563                                 | 133,916               |        |  |  |
| 164                 | AAD107                    | 7610 | Assessment and Counseling      | Associate Professor                         | Roberto, Anthony J.           | L-14-d                | 93,276        | 0               | 0               | 08/01/23    | 0           | 93,276                      | 26,518                            | 0  | 0  | 1,353                             | 187               | 6,096                       | 485                        | 34,639                                 | 127,915               |        |  |  |
| 165                 | AAD049                    | 7615 | Assessment and Counseling - VG | Assistant Professor                         | Oliveros, Sharon J.           | K-5-c                 | 57,122        | 0               | 0               | 08/01/23    | 0           | 57,122                      | 16,240                            | 495  | 0  | 828                               | 187               | 2,819                       | 273                        | 20,842                                 | 77,964                |        |  |  |
| 166                 | AAD163                    | 7615 | Assessment and Counseling - VG | Assistant Professor                         | Analista, Hernalin R.         | K-13-b                | 77,761        | 0               | 0               | 08/01/23    | 0           | 77,761                      | 22,107                            | 495  | 0  | 1,128                             | 187               | 0                           | 0                          | 23,917                                 | 101,678               |        |  |  |
| 167                 | AAD170                    | 7615 | Assessment and Counseling - VG | Assistant Professor                         | Rosario, Barbara A.           | K-6-b                 | 58,853        | 0               | 0               | 08/01/23    | 0           | 58,853                      | 16,732                            | 495  | 0  | 853                               | 187               | 2,672                       | 273                        | 21,212                                 | 80,065                |        |  |  |
| 168                 | AAD178                    | 7615 | Assessment and Counseling - VG | Associate Professor                         | Nanpei, Rose Marie D.         | L-13-c                | 88,749        | 0               | 0               | 08/01/23    | 0           | 88,749                      | 25,231                            | 0  | 0  | 1,287                             | 187               | 13,296                      | 485                        | 40,486                                 | 129,235               |        |  |  |
| 169                 | AAD071                    | 7630 | Accommodative Services         | Program Specialist                          | Payne, John F.                | M-10-c                | 69,699        | 0               | 0               | 01/01/24    | 0           | 69,699                      | 19,815                            | 0  | 0  | 1,011                             | 187               | 5,248                       | 273                        | 26,534                                 | 96,233                |        |  |  |
| 170                 | AAD014                    | 7710 | Technology - Computer Science  | Professor                                   | Teng, Zhaopei                 | M-15-d                | 108,711       | 0               | 0               | 08/01/23    | 0           | 108,711                     | 30,907                            | 0  | 0  | 1,576                             | 187               | 2,819                       | 273                        | 35,762                                 | 144,473               |        |  |  |
| 171                 | AAD020                    | 7710 | Technology - Computer Science  | Assistant Professor                         | **Vacant-Lee, H.              | K-11-a                | 71,100        | 0               | 0               | 08/01/23    | 0           | 71,100                      | 20,214                            | 495  | 0  | 1,031                             | 187               | 2,819                       | 0                          | 24,746                                 | 95,846                |        |  |  |
| 172                 | AAD021                    | 7710 | Technology - Computer Science  | Assistant Instructor                        | **Vacant-Lee, B.              | J-1-a                 | 35,852        | 0               | 0               | 08/01/23    | 0           | 35,852                      | 10,193                            | 495  | 0  | 520                               | 187               | 6,096                       | 0                          | 17,491                                 | 53,343                |        |  |  |
| 173                 | AAD025                    | 7750 | English                        | Associate Professor                         | Tam, Wilson W.                | L-10-c                | 78,760        | 0               | 0               | 08/01/23    | 0           | 78,760                      | 22,991                            | 0  | 0  | 1,142                             | 187               | 8,128                       | 297                        | 32,145                                 | 110,905               |        |  |  |
| 174                 | AAD146                    | 7750 | English                        | Professor                                   | Tenorio, Juanita M.           | M-13-d                | 100,393       | 0               | 0               | 08/01/23    | 0           | 100,393                     | 28,542                            | 0  | 0  | 1,456                             | 187               | 7,798                       | 297                        | 38,279                                 | 138,672               |        |  |  |
| 175                 | AAD194                    | 7750 | English                        | Instructor                                  | Lee, Christina S.             | J-1-a                 | 43,022        | 0               | 0               | LTA-Cond.   | 0           | 43,022                      | 12,231                            | 0  | 0  | 624                               | 0                 | 2,819                       | 0                          | 15,674                                 | 58,696                |        |  |  |
| 176                 | AAD022                    | 7810 | Technology - Electronics       | Emergency Instructor                        | Quintanilla, Eian Jose V.     | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                      | 9,065                             | 495  | 0  | 462                               | 0                 | 0                           | 0                          | 10,023                                 | 41,910                |        |  |  |
| 177                 | AAD037                    | 7810 | Technology - Electronics       | Instructor                                  | Angay, Roderick R.            | J-1-a                 | 43,022        | 0               | 0               | 08/01/23    | 0           | 43,022                      | 12,231                            | 495  | 0  | 624                               | 187               | 4,604                       | 359                        | 18,500                                 | 61,522                |        |  |  |
| 178                 | AAD131                    | 7810 | Technology - Electronics       | Assistant Professor                         | Bordallo, Dolores C.          | K-1-a                 | 47,755        | 0               | 0               | LTA         | 0           | 47,755                      | 13,577                            | 495  | 0  | 692                               | 0                 | 0                           | 0                          | 14,764                                 | 62,519                |        |  |  |
| 179                 | AAD161                    | 7810 | Technology - Electronics       | Instructor                                  | Kuper, Terry F.               | J-13-b                | 70,055        | 0               | 0               | 08/01/23    | 0           | 70,055                      | 19,177                            | 0  | 0  | 1,016                             | 187               | 2,819                       | 273                        | 24,211                                 | 94,266                |        |  |  |
| 180                 | AAD164                    | 7810 | Technology - Electronics       | Instructor                                  | Tyulengco, Ricky S.           | J-10-c                | 62,792        | 0               | 0               | 08/01/23    | 0           | 62,792                      | 17,852                            | 495  | 0  | 910                               | 187               | 0                           | 0                          | 19,444                                 | 82,236                |        |  |  |
| 181                 | AAD166                    | 7810 | Technology - Electronics       | Assistant Instructor                        | Calbang, Joegines P.          | I-1-c                 | 36,573        | 0               | 0               | 08/01/23    | 0           | 36,573                      | 10,398                            | 495  | 0  | 530                               | 187               | 2,819                       | 273                        | 14,702                                 | 51,275                |        |  |  |
| 182                 | AAD172                    | 7810 | Technology - Electronics       | Emergency Instructor                        | Esturas, Raniel P.            | H-2-a                 | 31,887        | 0               | 0               | LTA         | 0           | 31,887                      | 9,065                             | 495  | 0  | 462                               | 0                 | 4,313                       | 359                        | 14,695                                 | 46,582                |        |  |  |
| 183                 | AAD095                    | 7950 | Learning Resource Center       | Assistant Professor                         | Matson, Christine B.          | K-8-d                 | 71,208        | 0               | 0               | 08/01/23    | 0           | 71,208                      | 20,244                            | 0  | 0  | 1,033                             | 187               | 4,314                       | 359                        | 26,137                                 | 97,345                |        |  |  |
| 184                 | AAD097                    | 7950 | Learning Resource Center       | Library Technician Supervisor               | Sgambelluri, Juanita I.       | J-13                  | 46,852        | 0               | 0               | 02/23/24    | 0           | 46,852                      | 13,320                            | 0  | 0  | 679                               | 187               | 6,096                       | 485                        | 20,767                                 | 67,619                |        |  |  |
| 185                 | AAD099                    | 7950 | Learning Resource Center       | Library Technician II                       | Cheipot, Steve S.             | H-11                  | 37,562        | 0               | 0               | 09/30/23    | 0           | 37,562                      | 10,679                            | 495  | 0  | 545                               | 187               | 2,819                       | 273                        | 14,998                                 | 52,560                |        |  |  |
| 186                 | AAD100                    | 7950 | Learning Resource Center       | Library Technician I                        | Eblacas, Ruby Jean E.         | F-4                   | 25,906        | 0               | 0               | 11/25/23    | 0           | 25,906                      | 7,365                             | 495  | 0  | 376                               | 187               | 0                           | 0                          | 8,423                                  | 34,329                |        |  |  |
| 187                 | AAD012                    | 7970 | Bus and VisCom - Marketing     | Instructor                                  | Manlapaz, Catherine M.        | J-1-a                 | 43,022        | 0               | 0               | LTA         | 0           | 43,022                      | 12,231                            | 494  | 0  | 624                               | 0                 | 7,797                       | 297                        | 21,443                                 | 64,465                |        |  |  |
| 188                 | AAD023                    | 7970 | Bus and VisCom - Marketing     | Assistant Instructor                        | Chargualaf, Katherine M       |                       |               |                 |                 |             |             |                             |                                   |  |  |                                   |                   |                             |                            |  |                       |        |  |  |

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Current)

| Input by Department                            |                           |      |                      |   |                             |                       |                   |                 |                 |             |             |                              | Increment                         |  | Benefits                                   |                                   |                         |                                 | Input by Department            |  |                       |  |  |
|--|---------------------------|------|----------------------|---|-----------------------------|-----------------------|-------------------|-----------------|-----------------|-------------|-------------|------------------------------|-----------------------------------|--|--|-----------------------------------|-------------------------|---------------------------------|--------------------------------|--|-----------------------|--|--|
| No.  | (A)<br>Position<br>Number | Home | Organization         | (B)<br>Position<br>Title 1/<br>Title 1/ | (C)<br>Name of<br>Incumbent | (D)<br>Grade/<br>Step | (E)<br>Salary     | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E+F+G+I)<br>Subtotal | (K)<br>Retirement<br>(J * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*2<br>6PP) | (M)<br>Social<br>Security<br>(6.2% *<br>J) | (N)<br>Medicare<br>(1.45% *<br>J) | (O)<br>Life<br>2/<br>2/ | (P)<br>Medical<br>(Premiu<br>m) | (Q)<br>Dental<br>(Premiu<br>m) | (R)<br>Total<br>Benefits<br>(K thru Q<br>) | (S)<br>(J+R)<br>TOTAL |  |  |
| 195  | AAD112                    | 5050 | Continuing Education | Administrative Aide                     | Kim, David H.               | F-4                   | 25,906            | 0               | 0               | 12/10/23    | 0           | 25,906                       | 7,365                             | 495  | 0  | 376                               | 187                     | 0                               | 0                              | 8,423                                      | 34,329                |  |  |
| 196  | AAD169                    | 5050 | Continuing Education | Program Coordinator I                   | Smith, Tishawna P.          | K-6                   | 40,851            | 0               | 0               | 10/11/23    | 0           | 40,851                       | 11,614                            | 495  | 0  | 592                               | 187                     | 3,775                           | 297                            | 16,960                                     | 57,812                |  |  |
| 197  | AAD205                    | 5050 | Continuing Education | Program Coordinator I                   | **Vacant-New                | K-1                   | 33,911            | 0               | 0               | LTA         | 0           | 33,911                       | 9,641                             | 495  | 0  | 492                               | 187                     | 2,672                           | 273                            | 13,760                                     | 47,671                |  |  |
| 198  | ASD012                    | 5050 | Continuing Education | Program Specialist                      | Cruz, Melvin D.             | K-5-b                 | 56,556            | 0               | 0               | 01/01/24    | 0           | 56,556                       | 16,079                            | 495  | 0  | 820                               | 187                     | 5,395                           | 273                            | 23,249                                     | 79,805                |  |  |
| <b>Total Man Power Development Funds (04):</b> |                           |      |                      |   |                             |                       | <b>157,224</b>    | <b>0</b>        | <b>0</b>        |             | <b>0</b>    | <b>157,224</b>               | <b>44,699</b>                     | <b>1,980</b>                                 | <b>0</b>                                   | <b>2,280</b>                      | <b>748</b>              | <b>11,842</b>                   | <b>843</b>                     | <b>62,392</b>                              | <b>219,616</b>        |  |  |
| <b>Grand Total:</b>                            |                           |      |                      |   |                             |                       | <b>10,808,388</b> | <b>0</b>        | <b>0</b>        |             | <b>0</b>    | <b>10,808,388</b>            | <b>3,072,825</b>                  | <b>54,347</b>                                | <b>0</b>                                   | <b>156,722</b>                    | <b>33,647</b>           | <b>939,063</b>                  | <b>50,003</b>                  | <b>4,306,606</b>                           | <b>15,114,994</b>     |  |  |

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Current)

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 2024 GovGuam contribution for Life Insurance is \$187 per annum

| Input by Department                       |                           |                             |                                  |                            |                               |                 |                 |             |                  |                              |                                   |  | Increment                               |                                |                |                             | Benefits                   |             |  |                       | Input by Department |        |         |  |
|---|---------------------------|-----------------------------|----------------------------------|----------------------------|-------------------------------|-----------------|-----------------|-------------|------------------|------------------------------|-----------------------------------|--|---|--------------------------------|----------------|-----------------------------|----------------------------|-------------|--|-----------------------|---------------------|--------|---------|--|
| No.                                       | (A)<br>Position<br>Number | (B)<br>Position<br>Title 1/ | (C)<br>Name of<br>Incumbent      | (D)<br>Grade/<br>Step      | (E)<br>Salary                 | (F)<br>Overtime | (G)<br>Special* | (H)<br>Date | (I)<br>Amt.      | (J)<br>(E+F+G+I)<br>Subtotal | (K)<br>Retirement<br>(J * 28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01 * 26PP) | (M)<br>Social<br>Security<br>(6.2% * J) | (N)<br>Medicare<br>(1.45% * J) | (O)<br>Life 2/ | (P)<br>Medical<br>(Premium) | (Q)<br>Dental<br>(Premium) | Pay<br>Stat | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>(J+R)<br>TOTAL |                     |        |         |  |
| 1   | PRE008                    | 1050                        | Alumni Relations and Fundraising | Program Specialist         | Maloney, Patrick F.           | K-4-d           |                 |             | 55,442           | 0                            | 01/01/24                          | 0  | 55,442                                  | 15,762                         | 495            | 0                           | 804                        | 187         | 0                                      | 26                    | 17,248              | 72,690 |         |  |
| 2   | NAF044                    | 1065                        | Facilities                       | Maintenance Worker         | Werimai, John J.              | H-4             |                 |             | 29,650           | 0                            | 07/08/23                          | 0  | 29,650                                  | 8,429                          | 495            | 0                           | 430                        | 187         | 6,096                                  | 0                     | 26                  | 15,637 | 45,287  |  |
| 3   | NAF014                    | 3020                        | Management Information Systems   | Computer Technician I      | Banu, Adrian S.               | H-2             |                 |             | 27,525           | 0                            | 01/04/23                          | 0  | 27,525                                  | 7,825                          | 495            | 0                           | 399                        | 187         | 2,819                                  | 273                   | 26                  | 11,998 | 39,523  |  |
| 4   | AAD201                    | 3040                        | Materials Management             | Administrative Assistant   | Torres, Ben C.                | J-1             |                 |             | 31,076           | 0                            | 12/05/23                          | 0  | 31,076                                  | 8,835                          | 495            | 0                           | 451                        | 187         | 5,395                                  | 273                   | 26                  | 15,636 | 46,712  |  |
| 5   | AAD200                    | 3045                        | Bookstore                        | Administrative Aide        | Castro, Esther Lynn A.        | F-7             |                 |             | 28,964           | 0                            | 06/05/24                          | 0  | 28,964                                  | 8,234                          | 495            | 0                           | 420                        | 187         | 6,096                                  | 485                   | 26                  | 15,917 | 44,881  |  |
| 6   | AAD077                    | 5000                        | VP Academic Affairs              | Administrative Assistant   | Mullikin, Jadelina A.         | J-2             |                 |             | 32,253           | 0                            | 10/04/23                          | 0  | 32,253                                  | 9,170                          | 495            | 0                           | 468                        | 187         | 5,248                                  | 273                   | 26                  | 15,840 | 48,093  |  |
| 7   | NAF002                    | 5050                        | Continuing Education             | Test Examiner              | Baluyut, Joan                 | H-1             |                 | LTA         | 26,520           | 0                            |                                   | 0  | 26,520                                  | 7,540                          | 495            | 0                           | 385                        | 187         | 2,672                                  | 0                     | 26                  | 11,278 | 37,798  |  |
| 8   | AAD054                    | 6000                        | Dean's Office - TPS              | Associate Dean             | Cruz-San Nicolas, Mariesha J. | N-1-c           |                 |             | 72,751           | 0                            | 08/29/23                          | 0  | 72,751                                  | 20,683                         | 494            | 0                           | 1,055                      | 0           | 13,296                                 | 485                   | 26                  | 36,013 | 108,764 |  |
| 9   | NAF012                    | 6000                        | Dean's Office - TPS              | Administrative Assistant   | Hiura, Tamara Therese T.      | J-9             |                 |             | 41,349           | 0                            | 06/06/24                          | 0  | 41,349                                  | 11,756                         | 0              | 0                           | 600                        | 187         | 9,925                                  | 0                     | 26                  | 22,467 | 63,816  |  |
| 10  | NAF052                    | 6000                        | Dean's Office - TPS              | Program Coordinator I      | **Vacant-Damian, E.           | K-5             |                 |             | 39,350           | 0                            |                                   | 0  | 39,350                                  | 11,187                         | 0              | 0                           | 571                        |             | 6,096                                  | 485                   | 26                  | 18,339 | 57,689  |  |
| 11  | NAF010                    | 6110                        | Automotive Technology            | Instructor                 | **Vacant-Cejoco, J.           | J-10-a          |                 |             | 61,555           | 0                            |                                   | 0  | 61,555                                  | 17,500                         | 495            | 0                           | 893                        | 187         | 13,296                                 | 485                   | 26                  | 32,856 | 94,411  |  |
| 12  | NAF009                    | 6210                        | Education                        | Associate Professor        | Ellen, Deborah                | L-4-a           |                 |             | 60,807           | 0                            | 08/01/23                          | 0  | 60,807                                  | 17,287                         | 0              | 0                           | 882                        | 187         | 2,672                                  | 0                     | 26                  | 21,028 | 81,835  |  |
| 13  | NAF048                    | 6210                        | Education                        | Instructor                 | Rosario, Kirsten L.           | J-1-a           |                 |             | 43,022           | 0                            | 08/01/23                          | 0  | 43,022                                  | 12,231                         | 0              | 0                           | 624                        | 187         | 12,784                                 | 0                     | 26                  | 25,826 | 68,848  |  |
| 14  | NAF026                    | 6730                        | Nursing and Allied Health - PN   | Instructor                 | **Vacant-Laulefue, E.         | J-1-a           |                 |             | 43,022           | 0                            |                                   | 0  | 43,022                                  | 12,231                         | 0              | 0                           | 624                        |             | 12,784                                 | 485                   | 26                  | 26,124 | 69,146  |  |
| 15  | NAF025                    | 6810                        | Hospitality and Tourism          | Assistant Professor        | Ji, Eric Y.                   | K-6-b           |                 |             | 58,853           | 0                            | 08/01/23                          | 0  | 58,853                                  | 16,732                         | 0              | 0                           | 853                        | 187         | 3,775                                  | 297                   | 26                  | 21,844 | 80,697  |  |
| 16  | AAD059                    | 6820                        | Culinary and Foodservices        | Instructor                 | Kerner, Paul N.               | J-9-c           |                 |             | 60,342           | 0                            | 08/01/23                          | 0  | 60,342                                  | 17,155                         | 0              | 0                           | 875                        | 187         | 2,672                                  | 273                   | 26                  | 21,162 | 81,504  |  |
| 17  | AAD120                    | 7000                        | Dean's Office - TSS              | Administrative Aide        | Umayang, Jeffrey B.           | F-1             |                 |             | 23,171           | 0                            | 02/14/23                          | 0  | 23,171                                  | 6,588                          | 495            | 0                           | 336                        | 187         | 2,672                                  | 273                   | 26                  | 10,550 | 33,721  |  |
| 18  | NAF021                    | 7110                        | Math and Science - Math          | Assistant Professor        | Blas, Trisha D.               | K-5-a           |                 |             | 55,996           | 0                            | 08/01/23                          | 0  | 55,996                                  | 15,920                         | 495            | 0                           | 812                        | 187         | 3,444                                  | 297                   | 26                  | 21,155 | 77,151  |  |
| 19  | NAF024                    | 7110                        | Math and Science - Math          | Instructor                 | Maloney, Kathryn I.           | J-3-a           |                 |             | 46,587           | 0                            | 08/01/23                          | 0  | 46,587                                  | 13,245                         | 495            | 0                           | 676                        | 187         | 0                                      | 0                     | 26                  | 14,602 | 61,189  |  |
| 20  | NAF022                    | 7120                        | Math and Science - Science       | Assistant Professor        | Paulino, Ronaldo M.           | K-4-d           |                 |             | 55,442           | 0                            | 08/01/23                          | 0  | 55,442                                  | 15,762                         | 495            | 0                           | 804                        | 187         | 5,395                                  | 273                   | 26                  | 22,916 | 78,358  |  |
| 21  | AAD084                    | 7550                        | Bus and VisCom - Visual Com      | Emergency Instructor       | **Vacant-Young, A.            | J-1-a           |                 |             | 43,022           | 0                            |                                   | 0  | 43,022                                  | 12,231                         | 495            | 0                           | 624                        | 187         | 13,296                                 | 485                   | 21                  | 27,318 | 70,340  |  |
| 22  | NAF020                    | 7550                        | Bus and VisCom - Visual Com      | Instructor                 | **Vacant-Healy, P.            | J-2-b           |                 |             | 45,217           | 0                            | 08/01/23                          | 0  | 45,217                                  | 12,855                         | 0              | 0                           | 656                        | 187         | 5,248                                  | 273                   | 26                  | 19,219 | 64,436  |  |
| 23  | NAF040                    | 7550                        | Bus and VisCom - Visual Com      | Instructor                 | Cepeda, Nita Jeannette P.     | J-1-b           |                 |             | 43,453           | 0                            | 08/01/23                          | 0  | 43,453                                  | 12,354                         | 495            | 0                           | 630                        | 187         | 12,784                                 | 297                   | 26                  | 26,747 | 70,200  |  |
| 24  | AAD137                    | 7750                        | English                          | Assistant Professor        | Bolling, Simone E.            | K-8-a           |                 |             | 63,098           | 0                            | 08/01/23                          | 0  | 63,098                                  | 17,939                         | 495            | 0                           | 915                        | 187         | 3,775                                  | 297                   | 26                  | 23,608 | 86,706  |  |
| 25  | NAF023                    | 7750                        | English                          | Assistant Professor        | Cundiff, Tressa R.            | K-6-b           |                 |             | 58,853           | 0                            | 08/01/23                          | 0  | 58,853                                  | 16,732                         | 495            | 0                           | 853                        | 187         | 3,775                                  | 297                   | 26                  | 22,339 | 81,192  |  |
| 26  | NAF027                    | 7750                        | English                          | Instructor                 | Pereda, John V.               | J-1-a           |                 |             | 43,022           | 0                            | 08/01/23                          | 0  | 43,022                                  | 12,231                         | 495            | 0                           | 624                        | 187         | 4,604                                  | 359                   | 26                  | 18,500 | 61,522  |  |
| 27  | NAF043                    | 7970                        | Bus and VisCom - Marketing       | Associate Professor        | Tam, Yvonne                   | L-14-d          |                 |             | 93,276           | 0                            | 08/01/23                          | 0  | 93,276                                  | 26,518                         | 495            | 0                           | 1,353                      | 187         | 2,819                                  | 273                   | 26                  | 31,645 | 124,921 |  |
| <b>Total Non-Appropriated Funds (11):</b> |                           |                             |                                  |                            | <b>1,283,618</b>              | <b>0</b>        | <b>0</b>        |             | <b>1,283,618</b> | <b>364,933</b>               | <b>9,404</b>                      | <b>0</b>                                   | <b>18,612</b>                           | <b>4,488</b>                   | <b>163,438</b> | <b>6,938</b>                |                            |             | <b>567,813</b>                         | <b>1,851,431</b>      |                     |        |         |  |
| 28  | NAF003                    | 5050                        | Continuing Education             | Administrative Aide        | Belga, Jaden Rose G.          | F-1             |                 | LTA         | 23,171           | 0                            |                                   | 0  | 23,171                                  | 6,588                          | 494            | 0                           | 336                        | 0           | 2,819                                  | 273                   | 26                  | 10,509 | 33,680  |  |
| 29  | NAF013                    | 5050                        | Continuing Education             | Test Examiner              | **Vacant-Castro               | H-1             |                 |             | 26,520           | 0                            |                                   | 0  | 26,520                                  | 7,540                          | 495            | 0                           | 385                        | 187         | 13,296                                 | 485                   | 26                  | 22,387 | 48,907  |  |
| 30  | AAD126                    | 5050                        | Continuing Education             | Program Specialist         | Taitano, Kimberly Ann L.      | K-5-c           |                 |             | 57,122           | 0                            | 01/01/24                          | 0  | 57,122                                  | 16,240                         | 0              | 0                           | 828                        | 187         | 13,296                                 | 485                   | 26                  | 31,036 | 88,158  |  |
| 31  | NAF039                    | 5050                        | Continuing Education             | Program Coordinator I      | Sarmiento, Laurie Danielle N. | K-2             |                 |             | 35,196           | 0                            | 10/11/23                          | 0  | 35,196                                  | 10,006                         | 495            | 0                           | 510                        | 187         | 6,096                                  | 485                   | 26                  | 17,780 | 52,976  |  |
| 32  | NAF056                    | 5050                        | Continuing Education             | Administrative Aide        | **Vacant-Meresbang, V.        | F-1             |                 |             | 23,171           | 0                            |                                   | 0  | 23,171                                  | 6,588                          | 495            | 0                           | 336                        | 0           | 2,819                                  | 273                   | 26                  | 10,510 | 33,681  |  |
| 33  | NAF058                    | 5050                        | Continuing Education             | Program Coordinator II     | Young, Amanda W.              | M-1             |                 | LTA         | 40,762           | 0                            |                                   | 0  | 40,762                                  | 11,589                         | 495            | 0                           | 591                        | 0           | 13,296                                 | 0                     | 26                  | 25,971 | 66,733  |  |
| 34  | NAF054                    | 6000                        | Dean's Office - TPS              | Administrative Aide        | Pinault, Liberty Anne         | F-1             |                 | LTA         | 23,171           | 0                            |                                   | 0  | 23,171                                  | 6,588                          | 495            | 0                           | 336                        | 0           | 0                                      | 0                     | 26                  | 7,418  | 30,589  |  |
| 35  | NAF059                    | 6710                        | Nursing and Allied Health        | Assistant Instructor       | Repil, Mercy L.               | I-3-d           |                 | LTA         | 39,999           | 0                            |                                   | 0  | 39,999                                  | 11,372                         | 495            | 0                           | 580                        | 187         | 0                                      | 0                     | 21                  | 12,634 | 52,633  |  |
| 36  | NAF060                    | 6820                        | Culinary and Foodservices        | Assistant Instructor       | Kuranami, Natsumi S.          | I-1-a           |                 | LTA         | 35,852           | 0                            |                                   | 0  | 35,852                                  | 10,193                         | 495            | 0                           | 520                        | 0           | 5,248                                  | 273                   | 21                  | 16,729 | 52,581  |  |
| 37  | NAF042                    | 6950                        | Construction Trades              | Instructor                 | **Vacant-Camacho, E.          | J-1-a           |                 |             | 43,022           | 0                            |                                   | 0  | 43,022                                  | 12,231                         | 0              | 0                           | 624                        | 0           | 0                                      | 0                     | 21                  | 12,855 | 55,877  |  |
| <b>Total Non-Appropriated Funds (12):</b> |                           |                             |                                  |                            | <b>347,986</b>                | <b>0</b>        | <b>0</b>        |             | <b>347,986</b>   | <b>98,932</b>                | <b>3,959</b>                      | <b>0</b>                                   | <b>5,046</b>                            | <b>748</b>                     | <b>56,870</b>  | <b>2,274</b>                |                            |             | <b>167,829</b>                         | <b>515,815</b>        |                     |        |         |  |
| 38  | NAF055                    | 1030                        | Communications and Promotions    | Program Coordinator I      | San Agustin, Trina A.         | K-1             |                 |             | 33,911           | 0                            | 12/12/23                          | 0  | 33,911                                  | 9,641                          | 495            | 0                           | 492                        | 187         | 8,128                                  | 297                   | 26                  | 19,240 | 53,151  |  |
| 39  | NAF004                    | 1050                        | Alumni Relations and Fundraising | Program Specialist         | Datuin, Bonnie Mae M.         | K-8-c           |                 |             | 64,366           | 0                            | 01/01/24                          | 0  | 64,366                                  | 18,299                         | 0              | 0                           | 933                        | 187         | 12,784                                 | 485                   | 26                  | 32,689 | 97,055  |  |
| <b>Total Non-Appropriated Funds (13):</b> |                           |                             |                                  |                            | <b>98,277</b>                 | <b>0</b>        | <b>0</b>        |             | <b>98,277</b>    | <b>27,940</b>                | <b>495</b>                        | <b>0</b>                                   | <b>1,425</b>                            | <b>374</b>                     | <b>20,912</b>  | <b>782</b>                  |                            |             | <b>51,928</b>                          | <b>150,205</b>        |                     |        |         |  |
| 40  | AAD195                    | 6610                        | Adult Basic Education            | Instructor                 | **Vacant-Muna-Barnes, K.      | J-1-a           |                 | LTA         | 43,022           | 0                            |                                   | 0  | 43,022                                  | 12,231                         | 495            | 0                           | 624                        | 187         | 0                                      | 0                     | 21                  | 13,537 | 56,559  |  |
| 41  | FED045                    | 6610                        | Adult Basic Education            | Instructor                 | **Vacant-New                  | J-1-a           |                 | LTA         | 43,022           | 0                            |                                   | 0  | 43,022                                  | 12,231                         | 495            | 0                           | 624                        | 187         | 0                                      | 0                     | 21                  | 13,537 | 56,559  |  |
| 42  | FED011                    | 6610                        | Adult Basic Education            | Assistant Instructor       | Quitugua, Kiana C.            | I-1-a           |                 | LTA         | 35,852           | 0                            |                                   | 0  | 35,852                                  | 10,193                         | 495            | 0                           | 520                        | 0           | 8,128                                  | 297                   | 21                  | 19,633 | 55,485  |  |
| 43  | FED016                    | 6610                        | Adult Basic Education            | Instructor                 | Pereda, Jaelyn L.             | J-1-a           |                 | LTA-Cond.   | 43,022           | 0                            |                                   | 0  | 43,022                                  | 12,231                         | 495            | 0                           | 624                        | 187         | 2,819                                  | 273                   | 26                  | 16,629 | 59,651  |  |
| 44  | FED024                    | 6610                        | Adult Basic Education            | Test Examiner              | Borja, Kimberly May C.        | H-1             |                 |             | 26,520           | 0                            |                                   | 0  | 26,520                                  | 7,540                          | 495            | 0                           | 385                        | 187         | 2,819                                  | 273                   | 26                  | 11,698 | 38,218  |  |
| 45  | FED043                    | 6610                        | Adult Basic Education            | Program Specialist         | Topasna, Yolonda              | K-3-b           |                 | LTA         | 52,229           | 0                            |                                   | 0  | 52,229                                  | 14,849                         | 495            | 0                           | 757                        | 187         | 0                                      | 0                     | 26                  | 16,288 | 68,517  |  |
| 46  | FED039                    | 1060                        | Planning and Development         | Administrative Aide        | Mendiola, Coreen Ann G.       | F-1             |                 | LTA         | 23,171           | 0                            |                                   | 0  | 23,171                                  | 6,588                          | 495            | 0                           | 336                        | 187         | 4,604                                  | 359                   | 26                  | 12,568 | 35,739  |  |
| 47  | FED038                    | 6610                        | Adult Basic Education            | Program Coordinator I      | Serafico, Angelene P.         | K-1             |                 | LTA         | 33,911           | 0                            |                                   | 0  | 33,911                                  | 9,641                          | 495            | 0                           | 492                        | 187         | 2,819                                  | 273                   | 26                  | 13,907 | 47,818  |  |
| 48  | AAD002                    | 7220                        | Health Services Center           | Licensed Practical Nurse I | Aguilar, Abegail Q.           | NH-2            |                 |             | 33,314           | 0                            | 12/27/23                          | 0  | 33,314                                  | 9,471                          | 494            | 0                           | 483                        | 187         | 5,395                                  | 273                   | 26                  | 16,303 | 49,617  |  |
| 49  | FED004                    | 6000                        |                                  |                            |                               |                 |                 |             |                  |                              |                                   |  |   |                                |                |                             |                            |             |  |                       |                     |        |         |  |

Government of Guam  
Fiscal Year 2024  
Agency Staffing Pattern  
(Current)

| Input by Department         |                           |      |                             |                             |                       |                  |                     |                 |             | Increment   |                              | Benefits                                 |  |   |                                       | Input by Department |                                 |                                |             |  |                       |
|-----------------------------|---------------------------|------|-----------------------------|-----------------------------|-----------------------|------------------|---------------------|-----------------|-------------|-------------|------------------------------|--|--|---|---------------------------------------|---------------------|---------------------------------|--------------------------------|-------------|--|-----------------------|
| No.                         | (A)<br>Position<br>Number |      | (B)<br>Position<br>Title 1/ | (C)<br>Name of<br>Incumbent | (D)<br>Grade/<br>Step | (E)<br>Salary    | (F)<br>Overti<br>me | (G)<br>Special* | (H)<br>Date | (I)<br>Amt. | (J)<br>(E+F+G+I)<br>Subtotal | (K)<br>Retiremen<br>t<br>(J *<br>28.43%) | (L)<br>Retire<br>(DDI)<br>(\$19.01*<br>26PP) | (M)<br>Socia<br>l Secur<br>ity<br>(6.2%<br>* J) | (N)<br>Medicar<br>e<br>(1.45%<br>* J) | (O)<br>Life<br>Z/   | (P)<br>Medical<br>(Premiu<br>m) | (Q)<br>Dental<br>(Premiu<br>m) | Pay<br>Stat | (R)<br>Total<br>Benefits<br>(K thru Q) | (S)<br>TOTAL<br>(J+R) |
| 52                          | FED040                    | 6000 | Dean's Office - TPS         | Program Coordinator I       | Dela Cruz, Krizel J.  | 33,911           | 0                   | 0               | LTA         | 0           | 33,911                       | 9,641                                    | 494  | 0   | 492                                   | 0                   | 2,819                           | 0                              | 26          | 13,446                                 | 47,357                |
| 53                          | FED018                    | 5050 | Continuing Education        | Program Coordinator I       | Hosei, Shaun M.       | 33,911           | 0                   | 0               | LTA         | 0           | 33,911                       | 9,641                                    | 495  | 0   | 492                                   | 187                 | 0                               | 485                            | 26          | 11,300                                 | 45,211                |
| <b>Total Federal Funds:</b> |                           |      |                             |                             |                       | <b>503,618</b>   | <b>0</b>            | <b>0</b>        |             | <b>0</b>    | <b>503,618</b>               | <b>143,179</b>                           | <b>6,926</b>                                 | <b>0</b>  | <b>7,302</b>                          | <b>1,683</b>        | <b>40,436</b>                   | <b>2,506</b>                   |             | <b>202,032</b>                         | <b>705,650</b>        |
| <b>Grand Total:</b>         |                           |      |                             |                             |                       | <b>2,233,499</b> | <b>0</b>            | <b>0</b>        |             | <b>0</b>    | <b>2,233,499</b>             | <b>634,984</b>                           | <b>20,784</b>                                | <b>0</b>  | <b>32,386</b>                         | <b>7,293</b>        | <b>281,656</b>                  | <b>12,500</b>                  | <b>0</b>    | <b>989,602</b>                         | <b>3,223,101</b>      |



**Government of Guam  
Federal Program Inventory  
FY 2023 (Current) / FY 2024 (Estimated) Funding**

[BBMR FP-1]

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

| Federal Grantor Agency / Federal Project Title | A   | B                     | C                                  | D                       | E                    | F                       | G                         | H                      | I                       |
|--|---|-----------------------|------------------------------------|-------------------------|----------------------|-------------------------|---------------------------|------------------------|-------------------------|
|  | C.F.D.A./ SAM No. /<br>Enabling Authority | Grant Award<br>Number | Match Ratio<br>Federal /<br>Local: | FY23                    | FY 2024              |                         |                           |                        | Grant Period            |
|  |   |                       |                                    | Received /<br>Projected | Estimated<br>Funding | Local Matching<br>Funds | Federal Matching<br>Funds | 100% Federal<br>Grants |                         |
| Workforce Investment Act                       | 84.002A                                   | V002A220061           | 12%                                | 553,782                 |                      |                         |                           |                        | 07/01/2022 - 09/30/2023 |
| Supplemental Educational Opportunity Grant     | 84.007                                    | P007A226132           |                                    | 63,645                  |                      |                         |                           |                        | 07/01/2022 - 06/30/2023 |
| Federal Work Study Program                     | 84.033                                    | P0033A226132          |                                    | 79,182                  |                      |                         |                           |                        | 07/01/2022 - 06/30/2023 |
| Pell Grant Program                             | 84.063                                    | P063P223640           |                                    | 2,008,616               |                      |                         |                           |                        | 07/01/2022 - 06/30/2023 |
|  |   |                       |                                    |                         |                      |                         |                           |                        |                         |
| Workforce Investment Act                       | 84.002A                                   | V002A230061           |                                    |                         | 553,782              | 12%                     |                           |                        | 07/01/2023 - 09/30/2024 |
| Supplemental Educational Opportunity Grant     | 84.007                                    | P007A236132           |                                    |                         | 63,645               |                         |                           |                        | 07/01/2023 - 06/30/2024 |
| Federal Work Study Program                     | 84.033                                    | P0033A236132          |                                    |                         | 79,182               |                         |                           |                        | 07/01/2023 - 06/30/2024 |
| Pell Grant Program                             | 84.063                                    | P063P233640           |                                    |                         | 2,008,616            |                         |                           |                        | 07/01/2023 - 06/30/2024 |
|  |   |                       |                                    |                         |                      |                         |                           |                        |                         |
|  |   |                       |                                    |                         |                      |                         |                           |                        |                         |
|  |   |                       |                                    |                         |                      |                         |                           |                        |                         |



Bureau of Budget Management Research  
 Prior Year Obligations (FY 2023 and Prior FYs)

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

- Notes:**
- Column A: Completion date of transaction or event prior to October 1, 2023.
  - Column B: Transaction Type such as personnel action, contracts, etc.
  - Column C: Vendor or Party owed
  - Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.
  - Column G: Note item of concern.

# GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

## FY2024 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2  
ALL Departments

### GENERAL FUND - 01

| OBJECT CODE / CATEGORY                   | DEPARTMENT   | AMOUNT REQUESTED    |
|--|--|---------------------|
| <b>110 Regular Salaries/Increments</b>   | 1010 Office of the President                         | 300,309             |
|  | 1030 Office of Communications & Promotions           | 120,774             |
|  | 1060 Planning and Development                        | 308,505             |
|  | 1065 Facilities                                      | 270,966             |
|  | 3000 Office of the Vice President (FAD)              | 175,809             |
|  | 3010 Business Office                                 | 559,249             |
|  | 3020 Management Information Systems                  | 533,849             |
|  | 3030 Human Resources                                 | 253,227             |
|  | 3040 Materials Management                            | 202,203             |
|  | 3045 Bookstore                                       | 39,722              |
|  | 3060 Student Financial Aid                           | 204,037             |
|  | 3070 Environmental Health & Safety                   | 108,186             |
|  | 5000 Vice President for Academic Affairs             | 138,658             |
|  | 5020 Admissions and Registration                     | 218,698             |
|  | 5030 Assessment Institutional Effectiveness Research | 222,739             |
|  | 5050 High School Equivalency                         | 287,033             |
|  | 6000 Dean's Office - TPS                             | 378,082             |
|  | 6110 Automotive Technology                           | 496,687             |
|  | 6130 Reach for College                               | 114,541             |
|  | 6150 Education - Cosmetology                         | 135,640             |
|  | 6210 Education                                       | 100,005             |
|  | 6220 Early Childhood Education (ECE)                 | 200,192             |
|  | 6410 Criminal Justice                                | 158,060             |
|  | 6420 Social Science                                  | 196,509             |
|  | 6610 Adult Basic Education                           | 45,718              |
|  | 6710 Allied Health                                   | 335,914             |
|  | 6730 Practical Nursing                               | 289,057             |
|  | 6810 Hospitality and Tourism                         | 473,618             |
|  | 6820 Culinary & Food Services                        | 305,022             |
|  | 6950 Construction Trades                             | 395,307             |
|  | 7000 Dean's Office - TSS                             | 374,589             |
|  | 7110 Math  | 203,821             |
|  | 7120 Science   | 249,680             |
|  | 7210 Student Support Services                        | 105,477             |
|  | 7211 Night Administration                            | 52,229              |
|  | 7220 Health Services Center                          | 72,280              |
|  | 7420 Center for Student Involvement                  | 87,768              |
|  | 7510 Office Technology                               | 77,981              |
|  | 7550 Visual Communications                           | 113,625             |
| 7610 Assessment & counseling             | 426,526  |                     |
| 7615 Vocational Guidance                 | 294,169  |                     |
| 7630 Office of Accommodative Services    | 71,811   |                     |
| 7710 Computer Science                    | 197,209  |                     |
| 7750 English                             | 228,638  |                     |
| 7810 Technology - Electronics            | 378,642  |                     |
| 7950 Learning Resource Center            | 188,984  |                     |
| 7970 Marketing                           | 395,471  |                     |
| 7980 Accounting                          | 109,798  |                     |
| 7990 Supervision and Management          | 67,560   |                     |
| <b>TOTAL REGULAR SALARIES/INCREMENTS</b> |  | <b>\$11,264,574</b> |
| <b>120 Benefits-Full Time</b>            | 1010 Office of the President                         | 97,802              |



# GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

## FY2024 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2  
ALL Departments

### GENERAL FUND - 01

| OBJECT CODE / CATEGORY          | DEPARTMENT   | AMOUNT REQUESTED   |
|---------------------------------|--|--------------------|
| <b>120 Benefits-Full Time</b>   | 1015 Office of the President - Special Programs      | 187                |
|                                 | 1030 Office of Communications & Promotions           | 55,903             |
|                                 | 1060 Planning and Development                        | 134,061            |
|                                 | 1065 Facilities                                      | 127,164            |
|                                 | 3000 Office of the Vice President (FAD)              | 69,424             |
|                                 | 3010 Business Office                                 | 227,145            |
|                                 | 3020 Management Information Systems                  | 213,026            |
|                                 | 3030 Human Resources                                 | 101,590            |
|                                 | 3040 Materials Management                            | 92,035             |
|                                 | 3045 Bookstore                                       | 20,481             |
|                                 | 3060 Student Financial Aid                           | 87,239             |
|                                 | 3070 Environmental Health & Safety                   | 49,342             |
|                                 | 5000 Vice President for Academic Affairs             | 54,887             |
|                                 | 5020 Admissions and Registration                     | 89,562             |
|                                 | 5030 Assessment Institutional Effectiveness Research | 86,034             |
|                                 | 5050 High School Equivalency                         | 115,423            |
|                                 | 6000 Dean's Office - TPS                             | 143,378            |
|                                 | 6110 Automotive Technology                           | 216,793            |
|                                 | 6130 Reach for College                               | 54,543             |
|                                 | 6150 Education - Cosmetology                         | 57,834             |
|                                 | 6210 Education                                       | 32,399             |
|                                 | 6220 Early Childhood Education (ECE)                 | 72,523             |
|                                 | 6410 Criminal Justice                                | 55,430             |
|                                 | 6420 Social Science                                  | 71,547             |
|                                 | 6610 Adult Basic Education                           | 20,241             |
|                                 | 6710 Allied Health                                   | 140,099            |
|                                 | 6730 Practical Nursing                               | 127,452            |
|                                 | 6810 Hospitality and Tourism                         | 189,792            |
|                                 | 6820 Culinary & Food Services                        | 131,380            |
|                                 | 6950 Construction Trades                             | 156,072            |
|                                 | 7000 Dean's Office - TSS                             | 145,839            |
|                                 | 7110 Math  | 72,562             |
|                                 | 7120 Science   | 83,580             |
|                                 | 7210 Student Support Services                        | 59,457             |
|                                 | 7211 Night Administration                            | 19,233             |
|                                 | 7220 Health Services Center                          | 26,388             |
|                                 | 7420 Center for Student Involvement                  | 35,707             |
|                                 | 7510 Office Technology                               | 25,781             |
|                                 | 7550 Visual Communications                           | 41,580             |
|                                 | 7610 Assessment & counseling                         | 166,162            |
|                                 | 7615 Vocational Guidance                             | 108,494            |
|                                 | 7630 Office of Accommodative Services                | 26,565             |
|                                 | 7710 Computer Science                                | 79,288             |
|                                 | 7750 English   | 86,380             |
|                                 | 7810 Technology - Electronics                        | 141,261            |
|                                 | 7950 Learning Resource Center                        | 71,894             |
|                                 | 7970 Marketing                                       | 146,990            |
|                                 | 7980 Accounting                                      | 35,084             |
|                                 | 7990 Supervision and Management                      | 33,653             |
|                                 | <b>TOTAL BENEFITS-FULL TIME</b>                      | <b>\$4,496,686</b> |
| <b>230 Contractual Services</b> | 1000 Board of Trustees                               | 3,640              |

# GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

## FY2024 Budget Request by Object (Departmental Level)

**Includes: Priority 1 & 2**  
**ALL Departments**

### GENERAL FUND - 01

| OBJECT CODE / CATEGORY              | DEPARTMENT   | AMOUNT REQUESTED   |
|-------------------------------------|--|--------------------|
| <b>230 Contractual Services</b>     | 1010 Office of the President                         | 50,000             |
|                                     | 1030 Office of Communications & Promotions           | 25,488             |
|                                     | 1062 Sustainability                                  | 25,250             |
|                                     | 1065 Facilities                                      | 238,980            |
|                                     | 3000 Office of the Vice President (FAD)              | 4,000              |
|                                     | 3010 Business Office                                 | 49,512             |
|                                     | 3020 Management Information Systems                  | 201,028            |
|                                     | 3030 Human Resources                                 | 7,234              |
|                                     | 3040 Materials Management                            | 362,000            |
|                                     | 3060 Student Financial Aid                           | 2,200              |
|                                     | 3070 Environmental Health & Safety                   | 309,205            |
|                                     | 3080 Administrative Support Services                 | 49,252             |
|                                     | 5000 Vice President for Academic Affairs             | 4,000              |
|                                     | 5020 Admissions and Registration                     | 7,600              |
|                                     | 5030 Assessment Institutional Effectiveness Research | 29,950             |
|                                     | 5050 High School Equivalency                         | 100                |
|                                     | 6430 Emergency Medical Technician (EMT)              | 1,000              |
|                                     | 6710 Allied Health                                   | 2,300              |
|                                     | 6730 Practical Nursing                               | 17,700             |
|                                     | 6810 Hospitality and Tourism                         | 1,500              |
|                                     | 6820 Culinary & Food Services                        | 9,004              |
|                                     | 7000 Dean's Office - TSS                             | 700                |
|                                     | 7210 Student Support Services                        | 1,500              |
|                                     | 7220 Health Services Center                          | 4,000              |
|                                     | 7510 Office Technology                               | 500                |
|                                     | 7610 Assessment & counseling                         | 5,194              |
|                                     | 7615 Vocational Guidance                             | 2,400              |
|                                     | 7630 Office of Accommodative Services                | 500                |
|                                     | 7750 English   | 3,000              |
|                                     | 7950 Learning Resource Center                        | 17,595             |
| <b>TOTAL CONTRACTUAL SERVICES</b>   |  | <b>\$1,436,332</b> |
| <b>240 Supplies &amp; Materials</b> | 1030 Office of Communications & Promotions           | 3,500              |
|                                     | 1062 Sustainability                                  | 1,000              |
|                                     | 1065 Facilities                                      | 47,856             |
|                                     | 3000 Office of the Vice President (FAD)              | 500                |
|                                     | 3010 Business Office                                 | 1,500              |
|                                     | 3020 Management Information Systems                  | 10,000             |
|                                     | 3030 Human Resources                                 | 1,000              |
|                                     | 3040 Materials Management                            | 6,000              |
|                                     | 3060 Student Financial Aid                           | 1,500              |
|                                     | 3070 Environmental Health & Safety                   | 1,000              |
|                                     | 3080 Administrative Support Services                 | 14,000             |
|                                     | 5000 Vice President for Academic Affairs             | 1,000              |
|                                     | 5020 Admissions and Registration                     | 7,000              |
|                                     | 5030 Assessment Institutional Effectiveness Research | 500                |
|                                     | 6000 Dean's Office - TPS                             | 2,500              |
|                                     | 6210 Education                                       | 2,000              |
|                                     | 6220 Early Childhood Education (ECE)                 | 1,000              |
| 6230 American Sign Language (ASL)   | 500  |                    |
| 6410 Criminal Justice               | 3,000  |                    |
| 6420 Social Science                 | 500  |                    |

# GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

## FY2024 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2  
ALL Departments

*GENERAL FUND - 01*

| OBJECT CODE / CATEGORY              | DEPARTMENT                            | AMOUNT REQUESTED                   |                  |
|-------------------------------------|---------------------------------------|------------------------------------|------------------|
| <b>240 Supplies &amp; Materials</b> | 6430                                  | Emergency Medical Technician (EMT) | 2,000            |
|                                     | 6440                                  | Human Services                     | 500              |
|                                     | 6610                                  | Adult Basic Education              | 500              |
|                                     | 6620                                  | Adult High School                  | 500              |
|                                     | 6640                                  | English-As-A-Second Language       | 500              |
|                                     | 6710                                  | Allied Health                      | 2,000            |
|                                     | 6730                                  | Practical Nursing                  | 500              |
|                                     | 6810                                  | Hospitality and Tourism            | 1,500            |
|                                     | 6820                                  | Culinary & Food Services           | 5,500            |
|                                     | 7000                                  | Dean's Office - TSS                | 1,000            |
|                                     | 7110                                  | Math                               | 1,500            |
|                                     | 7120                                  | Science                            | 4,500            |
|                                     | 7210                                  | Student Support Services           | 6,000            |
|                                     | 7220                                  | Health Services Center             | 10,000           |
|                                     | 7420                                  | Center for Student Involvement     | 500              |
|                                     | 7510                                  | Office Technology                  | 500              |
|                                     | 7550                                  | Visual Communications              | 500              |
|                                     | 7610                                  | Assessment & counseling            | 2,000            |
|                                     | 7615                                  | Vocational Guidance                | 3,000            |
|                                     | 7630                                  | Office of Accommodative Services   | 500              |
|                                     | 7710                                  | Computer Science                   | 500              |
|                                     | 7750                                  | English                            | 500              |
|                                     | 7760                                  | CHamoru                            | 1,000            |
|                                     | 7950                                  | Learning Resource Center           | 1,500            |
|                                     | 7970                                  | Marketing                          | 1,000            |
|                                     | 7980                                  | Accounting                         | 1,500            |
|                                     | 7990                                  | Supervision and Management         | 500              |
|                                     | <b>TOTAL SUPPLIES &amp; MATERIALS</b> |                                    | <b>\$155,856</b> |
|                                     | <b>250 Equipment</b>                  | 1062                               | Sustainability   |
| 1065                                |                                       | Facilities                         | 12,278           |
| 3010                                |                                       | Business Office                    | 2,600            |
| 3020                                |                                       | Management Information Systems     | 19,276           |
| 3040                                |                                       | Materials Management               | 6,000            |
| 6000                                |                                       | Dean's Office - TPS                | 1,000            |
| 6410                                |                                       | Criminal Justice                   | 2,000            |
| 6430                                |                                       | Emergency Medical Technician (EMT) | 2,500            |
| 6810                                |                                       | Hospitality and Tourism            | 2,000            |
| 6820                                |                                       | Culinary & Food Services           | 4,000            |
| 7110                                |                                       | Math                               | 500              |
| 7630                                |                                       | Office of Accommodative Services   | 500              |
| 7750                                |                                       | English                            | 1,000            |
| 7760                                | CHamoru                               | 1,000                              |                  |
| 7950                                | Learning Resource Center              | 10,382                             |                  |
| <b>TOTAL EQUIPMENT</b>              |                                       | <b>\$90,286</b>                    |                  |
| <b>290 Miscellaneous Expense</b>    | 1000                                  | Board of Trustees                  | 4,200            |
|                                     | 3060                                  | Student Financial Aid              | 1,000            |
|                                     | 6410                                  | Criminal Justice                   | 3,000            |
|                                     | 6620                                  | Adult High School                  | 43,394           |
|                                     | 7110                                  | Math                               | 1,000            |
|                                     | 7120                                  | Science                            | 400              |

**GUAM COMMUNITY COLLEGE**  
**FY2024 Budget Request by Object (Departmental Level)**

[GCC-DEPT1]

Includes: Priority 1 & 2  
 ALL Departments

*GENERAL FUND - 01*

| OBJECT CODE / CATEGORY    | DEPARTMENT                         | AMOUNT REQUESTED    |
|---------------------------|------------------------------------|---------------------|
|                           | <b>TOTAL MISCELLANEOUS EXPENSE</b> | <b>\$52,994</b>     |
| <b>361 Power</b>          | 1065 Facilities                    | 1,375,048           |
|                           | <b>TOTAL POWER</b>                 | <b>\$1,375,048</b>  |
| <b>362 Water/Sewer</b>    | 1065 Facilities                    | 59,592              |
|                           | <b>TOTAL WATER/SEWER</b>           | <b>\$59,592</b>     |
| <b>363 Telephone/Toll</b> | 1065 Facilities                    | 56,688              |
|                           | <b>TOTAL TELEPHONE/TOLL</b>        | <b>\$56,688</b>     |
| <b>364 TELEPHONE/FAX</b>  | 1065 Facilities                    | 166                 |
|                           | <b>TOTAL TELEPHONE/FAX</b>         | <b>\$166</b>        |
|                           | <b>TOTAL GENERAL FUND</b>          | <b>\$18,988,222</b> |



[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**BOARD OF TRUSTEES**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. IMPLEMENT A SCHEDULE TO PERIODICALLY EVALUATE BOARD POLICIES, INCLUDING THE MISSION STATEMENT, BOT MEMBERSHIP HANDBOOK & BY-LAWS.
2. IMPLEMENT REGULAR SCHEDULE FOR BOARD ASSESSMENT TRAINING TO INCREASE & DEEPEN MEMBERS' KNOWLEDGE OF ASSESSMENT/ACCREDITATION FOR ACCOUNTABILITY & IMPROVEMENT; INCL INPUT/PARTICIPATION OF MANAGEMENT TEAM, FACULTY/STAFF SENATE & COPSA IN THE GBAQ PROCESS.
3. ACTIVELY PARTICIPATE IN THE CAMPUS-WIDE GOVERNANCE SURVEY.

**PROPOSED OUTCOMES:**

1. PERIODIC EVALUATION AND REVISION OF BOT POLICIES TO INCLUDE UPDATES OF MISSION STATEMENT AND BY-LAWS.
2. ASSESSMENT PROVIDES VALIDATION OF ENGAGEMENT WITH STAKEHOLDERS AND CONTINUED COMMITMENT OF THE BOARD OF TRUSTEES.
3. EVIDENCE OF INPUT BY THE MANAGEMENT TEAM, FACULTY, STAFF AND STUDENT REPRESENTATIVES PRESENT AT BOARD MEETINGS WILL REFLECT THEIR CLOSE CONNECTION WITH THE PARTICIPATORY GOVERNANCE PROCESS.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**BOARD OF TRUSTEES**

[GCC-DEPT3]

| REQ#                          | FUND | DESCRIPTION  | QTY      | UNIT  | COST           | JUSTIFICATION         |
|-------------------------------|------|--|----------|-------|----------------|-----------------------|
| <b>CONTRACTUAL SERVICES</b>   |      |  |          |       |                |                       |
| 1                             | 01   | ANNUAL MEMBERSHIP DUES-<br>ASSOCIATION OF COMMUNITY<br>COLLEGE TRUSTEES (ACCT) | 1        | 3,640 | \$3,640        | MEMBERSHIP RENEWAL    |
|                               |      |  | <b>1</b> |       | <b>\$3,640</b> | <b>1 line item(s)</b> |
| <b>MISCELLANEOUS EXPENSE</b>  |      |  |          |       |                |                       |
| 2                             | 01   | BOARD OF TRUSTEES  | 7        | 600   | \$4,200        | STIPENDS              |
|                               |      |  | <b>7</b> |       | <b>\$4,200</b> | <b>1 line item(s)</b> |
| <b>TOTAL BUDGET REQUESTED</b> |      |  | <b>8</b> |       | <b>\$7,840</b> | <b>2 line item(s)</b> |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**OFFICE OF THE PRESIDENT**

**GOALS AND OBJECTIVES:**

1. PROVIDE LEADERSHIP AND DIRECTION FOR THE ACTIVITIES OF THE INSTITUTION TO CARRY OUT ITS MISSION.
2. RETAIN ESSENTIAL CHARACTERISTICS OF RESPONSIVENESS, ACCESSIBILITY, ACCOUNTABILITY, FLEXIBILITY, RELEVANCE, EXCELLENCE, AND TECHNOLOGICAL ADVANCEMENT TO ENSURE STUDENT SUCCESS.
3. 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 AND 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 COMMITTEES HAVE INPUT ON CURRICULUM.
3. DECISIONS REFLECT THE ALIGNMENT OF RESOURCES WITH STRATEGIC PLANNING.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**OFFICE OF THE PRESIDENT**

[GCC-DEPT3]

| REQ#                          | FUND | DESCRIPTION                                   | QTY      | UNIT   | COST            | JUSTIFICATION               |
|-------------------------------|------|---|----------|--------|-----------------|-----------------------------|
| <b>CONTRACTUAL SERVICES</b>   |      |   |          |        |                 |                             |
| 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 |
|                               |      |   | <b>5</b> |        | <b>\$50,000</b> | <b>5 line item(s)</b>       |
| <b>TOTAL BUDGET REQUESTED</b> |      |   | <b>5</b> |        | <b>\$50,000</b> | <b>5 line item(s)</b>       |



[GCC-DEPT3]

**Guam Community College**  
***FY 2024 Budget Request by Department***  
**OFFICE OF COMMUNICATIONS & PROMOTIONS**

**GOALS AND OBJECTIVES:**

1. INCREASE RELEVANT REACH. STRATEGICALLY DISSEMINATE RELEVANT INFORMATION AND MESSAGING THAT HIGHLIGHTS GCC'S INVOLVEMENT IN ECONOMIC DEVELOPMENT, JOB CREATION AND EMPLOYMENT, & 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 ENV. TO ENGAGE GCC STAKEHOLDERS IN MORE RELEVANT & ACCESSIBLE WAYS. MOBILE FIRST ALLOWS US TO PUSH RELEVANT (TARGETED) INFORMATION.
3. MODERNIZE MEDIA AND COMMUNICATION TOOLS. ENHANCE, UPGRADE AND REPLACE CURRENT MULTIMEDIA EQUIPMENT USED TO DEVELOP VARIOUS CAMPAIGNS TO ENHANCE GCC'S IMAGE, ENROLLMENT AND FUNDING OPPORTUNITIES.

**PERFORMANCE INDICATORS:**

1. INCREASED COMMUNITY AWARENESS AND PARTICIPATION IN TRADITIONAL AND NON-TRADITIONAL PROGRAMS, RESULTING IN MORE OPPORTUNITIES FOR INCREASED ENROLLMENT AND PROGRAM PARTICIPATION.
2. INCREASED ENGAGEMENT BETWEEN STAKEHOLDERS AND GCC COMMUNITY.
3. WELL-PRODUCED MEDIA RESULTING IN INCREASED AND BETTER ENGAGEMENT ON VARIOUS MEDIA/SOCIAL MEDIA CHANNELS.

**PROPOSED OUTCOMES:**

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

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**OFFICE OF COMMUNICATIONS & PROMOTIONS**

| REQ#                            | FUND | DESCRIPTION  | QTY       | UNIT   | COST            | JUSTIFICATION  |
|---------------------------------|------|--|-----------|--------|-----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |  |           |        |                 |  |
| 12                              | 01   | WEBSITE HOSTING, BACKUP AND MAINTENANCE  | 12        | 1,025  | \$12,300        | MAINTAIN AND ENHANCE WEB SERVICES  |
| 11                              | 01   | ADVERTISING MEDIA CONTRACTS: SPRING/FALL 2022. POSTERS. MISC ADS AND PROMOS  | 1         | 10,188 | \$10,188        | ADVERTISE FALL & SPRING REGISTRATION   |
| 10                              | 01   | PRINTING: ANNUAL REPORT, MISCELLANEOUS COLLATERALS   | 1         | 1,100  | \$1,100         | ADVERTISE GCC ACCOMPLISHMENTS AND PROGRAMS   |
| 9                               | 01   | NCMPR DUES   | 1         | 700    | \$700           | PROFESSIONAL DEVELOPMENT, REESTABLISH MEMBERSHIP   |
| 8                               | 01   | SOCIAL MEDIA MANAGEMENT AND ADVERTISING (FACEBOOK, GOOGLE ADS, CRM)  | 1         | 1,200  | \$1,200         | INCREASE REACH AND ENGAGEMENT FROM STUDENTS, POTENTIAL STUDENTS, COMMUNITY PARTNERS TO INCREASE ENROLLMENT AND DONATIONS                             |
|                                 |      |  | <b>16</b> |        | <b>\$25,488</b> | <b>5 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |  |           |        |                 |  |
| 13                              | 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 |
|                                 |      |  | <b>1</b>  |        | <b>\$3,500</b>  | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |  | <b>17</b> |        | <b>\$28,988</b> | <b>6 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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. REDUCE WASTE ON CAMPUS VIA EFFECTIVE EDUCATION AND PROMOTION.
3. INCREASE SUSTAINABILITY AWARENESS THROUGH THE DEVELOPMENT AND EXECUTION OF A SUSTAINABILITY SUMMER PROGRAM.

**PERFORMANCE INDICATORS:**

1. AT LEAST 10% IN ENERGY REDUCTION WILL BE EXPECTED IN SPECIFIED BUILDINGS INTEGRATING RENEWABLE ENERGY SYSTEMS.
2. REDUCE WASTE ON CAMPUS.
3. AT LEAST 30 SECONDARY LEVEL STUDENTS WILL COMPLETE THE SUMMER PROGRAM.

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**SUSTAINABILITY**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION          | QTY      | UNIT   | COST            | JUSTIFICATION  |
|---------------------------------|------|----------------------|----------|--------|-----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                      |          |        |                 |  |
| 14                              | 01   | CONTRACTUAL          | 1        | 25,250 | \$25,250        | SUSTAINABILITY SERVICE - UPDATE AND REVITALIZE GCC SUSTAINABILITY CONTROL SYSTEMS, PROGRAMS, SOFTWARE AND TO SUPPORT EDUCATIONAL PROJECTS ACTIVITIES |
|                                 |      |                      | <b>1</b> |        | <b>\$25,250</b> | <b>1 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                      |          |        |                 |  |
| 15                              | 01   | SUPPLIES & MATERIALS | 2        | 500    | \$1,000         | SUSTAINABILITY - EDUCATIONAL PROJECTS AND ACTIVITIES   |
|                                 |      |                      | <b>2</b> |        | <b>\$1,000</b>  | <b>1 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |                      |          |        |                 |  |
| 16                              | 01   | EQUIPMENT            | 1        | 25,250 | \$25,250        | SUSTAINABILITY - INTEGRATION OF MORE SOLAR TECHNOLOGY AND WATER BOTTLE FILLING STATIONS THROUGHOUT CAMPUS  |
|                                 |      |                      | <b>1</b> |        | <b>\$25,250</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                      | <b>4</b> |        | <b>\$51,500</b> | <b>3 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**FACILITIES**

**GOALS AND OBJECTIVES:**

1. TO DEVELOP, IMPLEMENT, AND EVALUATE A VIABLE PREVENTIVE MAINTENANCE PROGRAM.
2. TO EFFICIENTLY AND EFFECTIVELY ADDRESS WORK ORDERS WITHIN THREE (3 ) BUSINESS DAYS.
3. TO ENSURE TIMELY AWARDING AND COMPLETION OF SPECIFIED ANNUAL CAPITAL IMPROVEMENTS PROJECTS (CIPS).

**PERFORMANCE INDICATORS:**

1. 80% OF THE BUILDINGS WOULD HAVE A PREVENTIVE MAINTENANCE PLAN.
2. 80% OF THE WORK ORDER ADDRESSED WILL BE CLOSED NO MORE THAN 5 BUSINESS DAYS.
3. 80% OF THE PROJECTS WILL BE COMPLETED BY SEPTEMBER ANNUALLY.

**PROPOSED OUTCOMES:**

1. EMAINT IS LEVERAGED FOR PREVENTIVE MAINTENANCE WORK ORDERS.
2. DEFERRED MAINTENANCE ADDRESSED AND DECREASED.
3. SUCCESSFUL COMPLETION OF PROJECTS WITHIN ESTABLISHED TIMELINES.



[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**FACILITIES**

| REQ#                            | FUND | DESCRIPTION          | QTY       | UNIT    | COST               | JUSTIFICATION   |
|---------------------------------|------|----------------------|-----------|---------|--------------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |                      |           |         |                    |   |
| 18                              | 01   | CONTRACTUAL          | 12        | 2,732   | \$32,784           | TRASH COLLECTION  |
| 17                              | 01   | CONTRACTUAL          | 12        | 17,183  | \$206,196          | CUSTODIAL   |
|                                 |      |                      | <b>24</b> |         | <b>\$238,980</b>   | <b>2 line item(s)</b>                                   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                      |           |         |                    |   |
| 20                              | 01   | SUPPLIES & MATERIALS | 12        | 1,600   | \$19,200           | CUSTODIAL   |
| 19                              | 01   | SUPPLIES & MATERIALS | 6         | 4,776   | \$28,656           | AIR CONDITIONING, CARPENTRY, ELECTRICAL, FUEL, PLUMBING |
|                                 |      |                      | <b>18</b> |         | <b>\$47,856</b>    | <b>2 line item(s)</b>                                   |
| <b>EQUIPMENT</b>                |      |                      |           |         |                    |   |
| 21                              | 01   | EQUIPMENT            | 12        | 1,023   | \$12,278           | REPLACE BROKEN EQUIPMENT                                |
|                                 |      |                      | <b>12</b> |         | <b>\$12,278</b>    | <b>1 line item(s)</b>                                   |
| <b>POWER</b>                    |      |                      |           |         |                    |   |
| 22                              | 01   | UTILITIES            | 12        | 114,587 | \$1,375,048        | POWER   |
|                                 |      |                      | <b>12</b> |         | <b>\$1,375,048</b> | <b>1 line item(s)</b>                                   |
| <b>WATER/SEWER</b>              |      |                      |           |         |                    |   |
| 23                              | 01   | UTILITIES            | 12        | 4,966   | \$59,592           | WATER/SEWER   |
|                                 |      |                      | <b>12</b> |         | <b>\$59,592</b>    | <b>1 line item(s)</b>                                   |
| <b>TELEPHONE/TOLL</b>           |      |                      |           |         |                    |   |
| 24                              | 01   | UTILITIES            | 12        | 4,724   | \$56,688           | TELEPHONE - GTA (DSL & VOIP) & PDS                      |
|                                 |      |                      | <b>12</b> |         | <b>\$56,688</b>    | <b>1 line item(s)</b>                                   |
| <b>TELEPHONE/FAX</b>            |      |                      |           |         |                    |   |
| 25                              | 01   | UTILITIES            | 1         | 166     | \$166              | TELEPHONE - FAX & LONG DISTANCE                         |
|                                 |      |                      | <b>1</b>  |         | <b>\$166</b>       | <b>1 line item(s)</b>                                   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                      | <b>91</b> |         | <b>\$1,790,608</b> | <b>9 line item(s)</b>                                   |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**OFFICE OF THE VICE PRESIDENT (FAD)**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**OFFICE OF THE VICE PRESIDENT (FAD)**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION     | QTY      | UNIT  | COST           | JUSTIFICATION                               |
|---------------------------------|------|-----------------|----------|-------|----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |                 |          |       |                |   |
| 26                              | 01   | MEMBERSHIP      | 1        | 4,000 | \$4,000        | ANNUAL MEMBERSHIP (AGA, CCBO, FI360, AICPA) |
|                                 |      |                 | <b>1</b> |       | <b>\$4,000</b> | <b>1 line item(s)</b>                       |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                 |          |       |                |   |
| 27                              | 01   | OFFICE SUPPLIES | 1        | 500   | \$500          | DAILY OPERATIONS                            |
|                                 |      |                 | <b>1</b> |       | <b>\$500</b>   | <b>1 line item(s)</b>                       |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                 | <b>2</b> |       | <b>\$4,500</b> | <b>2 line item(s)</b>                       |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**BUSINESS OFFICE**

**GOALS AND OBJECTIVES:**

1. PROVIDE FINANCIAL INFORMATION TO GCC DEPARTMENTS TO SUPPORT STUDENT LEARNING PROGRAMS AND SERVICES THROUGH BUDGET MONITORING AND PERFORMANCE.
2. SUBMIT MONTHLY FINANCIALS TO MANAGEMENT, LEGISLATURE AND POSTED TO MYGCC COMMUNITY WEBSITE TO BETTER INFORM OF GCC'S FINANCIAL POSITION AND RESOURCES.
3. ACCURATELY ACCOUNT FOR COLLEGE'S ACTIVITY THROUGH KEEPING FINANCIAL RECORDS IN COMPLIANCE W/ GAAP & US OMB CIRCULAR REQUIREMENTS TO ENSURE FINANCIAL INFO ARE CONSISTENT WITH THE COLLEGE'S MISSION & GOALS.

**PERFORMANCE INDICATORS:**

1. BUDGETS ARE LOADED PRIOR TO START OF NEW FISCAL YEAR AND EACH RESPECTIVE DEPARTMENT IS INFORMED.
2. PREPARATION OF THE MONTHLY FINANCIAL STATEMENTS. THE GENERAL ACCOUNTING SUPERVISOR AND CONTROLLER WILL REVIEW THE F/S PRIOR TO MONTHLY SUBMITTAL AND WEB POSTING.
3. PREPARATION OF THE AUDIT SCHEDULE AND DOCUMENTS FOR ANNUAL F/S AND COMPLIANCE AUDIT. THE CONTROLLER WILL PREPARE THE PRELIMINARY F/S FOR AUDIT.

**PROPOSED OUTCOMES:**

1. ENSURE BUDGET LOADS ARE COMPILED AND APPROVED BY THE MANAGEMENT, BOT AND LEGISLATURE IN A TIMELY MANNER; BUDGETS ARE LOADED WITHIN TWO WEEKS OF NEW FISCAL YEAR TO SUPPORT COLLEGE OPERATIONS.
2. THE COLLEGE COMMUNITIES ARE AWARE OF COLLEGE FINANCIAL STABILITY AND AVAILABLE FINANCIAL RESOURCES.
3. BETTER-INFORM THE STAKEHOLDERS OF THE FINANCIAL STATUS OF THE COLLEGE AND AVAILABLE RESOURCES ON MYGCC WEBSITE.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**BUSINESS OFFICE**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                      | QTY       | UNIT   | COST            | JUSTIFICATION  |
|---------------------------------|------|----------------------------------|-----------|--------|-----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                                  |           |        |                 |  |
| 31                              | 01   | CONTRACTUAL - PRINTING           | 2         | 500    | \$1,000         | PRINTING OF ENVELOPES WITH WINDOW  |
| 30                              | 01   | CONTRACTUAL - POSTAGE            | 2         | 500    | \$1,000         | POSTAGE STAMP - ACCT STATEMENT, 1099, 1098, W-2                              |
| 29                              | 01   | CONTRACTUAL - SPREADSHEET SERVER | 1         | 2,512  | \$2,512         | ANNUAL FEE/MAINTENANCE SUPPORT   |
| 28                              | 01   | CONTRACTUAL - AUDIT FIRM         | 1         | 45,000 | \$45,000        | AUDIT SERVICES FY 2023   |
|                                 |      |                                  | <b>6</b>  |        | <b>\$49,512</b> | <b>4 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                  |           |        |                 |  |
| 32                              | 01   | SUPPLIES & MATERIALS             | 3         | 500    | \$1,500         | OFFICE SUPPLIES (TONERS, BANKER BOXES, COLORED PAPERS, DEPOSIT BAGS, CHECKS) |
|                                 |      |                                  | <b>3</b>  |        | <b>\$1,500</b>  | <b>1 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |                                  |           |        |                 |  |
| 34                              | 01   | EQUIPMENT - IT NON CAPITAL       | 2         | 300    | \$600           | EXTERNAL DRIVES  |
| 33                              | 01   | EQUIPMENT - IT NON CAPITAL       | 2         | 1,000  | \$2,000         | PRINTERS   |
|                                 |      |                                  | <b>4</b>  |        | <b>\$2,600</b>  | <b>2 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                  | <b>13</b> |        | <b>\$53,612</b> | <b>7 line item(s)</b>  |



[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**MANAGEMENT INFORMATION SYSTEMS**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. EVERY SEMESTER, MAINTAIN 95% AVAILABILITY OF LAB AND OFFICE COMPUTERS, THE INTERNET, MYGCC PORTAL, AND RELATED TECHNOLOGY.
2. IN 7 DAYS OR LESS, MAINTAIN AN AVERAGE OF 90% COMPLETION OF ALL WORK ORDERS FOR COMPUTER TECHNOLOGY AND ERP SYSTEMS-RELATED WORK.
3. 99% OF ALL CURRENT AND FUTURE UPGRADE NEEDS OF ON-PREMISE AND CLOUD-BASED SYSTEMS ARE OPTIMALLY AND SUFFICIENTLY CONFIGURED.

**PROPOSED OUTCOMES:**

1. ALLIGNED WITH ITSP TRANSITION PLAN #4, MIS WILL PROVIDE SUFFICIENT BANDWIDTH TO ACCOMMODATE ON-PREMISE AND CLOUD-BASED SYSTEMS, AND ANY OTHER FUTURE PROJECTS AS NEEDED AND PLANNED.
2. ENSURE COLLEGE-WIDE RESOURCES ARE SUFFICIENT AND OPTIMAL TO MEET THE NEEDS OF LEARNING, TEACHING, COLLEGE-WIDE COMMUNICATIONS, RESEARCH, AND OPERATIONS IN SUPPORT OF SLO'S, AUO'S, & SSUO'S.
3. ON-PREMISE AND CLOUD-BASED SYSTEMS WILL BE UPGRADED IN SYSTEM CAPACITY AND CAPABILITIES TO MEET INSTITUTIONAL AND USER DEMANDS.

[GCC-DEPT3]

# Guam Community College

## FY 2024 Budget Request by Department

### MANAGEMENT INFORMATION SYSTEMS

| REQ#                            | FUND | DESCRIPTION   | QTY       | UNIT   | COST             | JUSTIFICATION  |
|---------------------------------|------|---|-----------|--------|------------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |   |           |        |                  |  |
| 41                              | 01   | NETCOBOL WITH GTSOFTWARE  | 4         | 1,875  | \$7,500          | BANNER SYSTEM COBOL COMPILER FOR SOFTWARE PATCHES  |
| 40                              | 01   | ACI OFFICIAL PAYMENTS   | 1         | 2,400  | \$2,400          | STUDENT PAYMENT PORTAL FEES AS PART OF ACI CONTRACT  |
| 39                              | 01   | EVISION FORMFUSION INTELLECHECK   | 1         | 20,828 | \$20,828         | REQUIREMENTS AS PART OF CONTRACT FOR EVISION   |
| 38                              | 01   | ORACLE LICENSING  | 1         | 56,314 | \$56,314         | REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN  |
| 37                              | 01   | MAINTENANCE OF BANNER PERPETUAL SOFTWARE RENEWAL (BDMS, XTENDER, & LUMINIS) | 1         | 64,208 | \$64,208         | REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN  |
| 36                              | 01   | SUBSCRIPTION FEE FOR HOSTED SUBSCRIPTION SOFTWARE AND CLOUD                 | 1         | 34,778 | \$34,778         | REQUIREMENTS AS PART OF CONTRACT FOR ELLUCIAN  |
| 35                              | 01   | NETWORK SYSTEMS PENETRATION TESTING SERVICES                                | 1         | 15,000 | \$15,000         | SECURITY IMP & VULNERABILITY ASSESSMENT  |
|                                 |      |   | <b>10</b> |        | <b>\$201,028</b> | <b>7 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |           |        |                  |  |
| 47                              | 01   | OFFICE SUPPLIES & MATERIALS   | 2         | 500    | \$1,000          | ANNUAL OFFICE SUPPLIES   |
| 46                              | 01   | SAFETY GEAR WEAR & SUPPLIES   | 2         | 500    | \$1,000          | ANNUAL SAFETY GEAR & SUPPLIES  |
| 45                              | 01   | SYSTEM PREVENTIVE MAINTENANCE   | 10        | 500    | \$5,000          | PREVENTIVE MAINTENANCE (PARTS, SUPPLIES, MATERIALS)  |
| 43                              | 01   | TECHNICAL LEARNING / TRAINING MANUALS / BOOKS / SUBSCRIPTIONS               | 1         | 500    | \$500            | EDUCATIONAL / TRAINING SUPPLIES  |
| 42                              | 01   | UPS BACKUP BATTERY REPLACEMENT  | 5         | 500    | \$2,500          | BACKUP BATTERIES FOR SERVERS' UPS  |
|                                 |      |   | <b>20</b> |        | <b>\$10,000</b>  | <b>5 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |   |           |        |                  |  |
| 49                              | 01   | MISCELLANEOUS IT EQUIPMENT  | 2         | 4,613  | \$9,226          | NON-CAPITAL PCS AND LEGACY SERVER PARTS, POWER COMPONENTS, MONITORS, KEYBOARDS, MICE, SCANNERS, ETC. |
| 48                              | 01   | NETWORK DIAGNOSTIC FIELD EQUIPMENT / TOOLS                                  | 1         | 1,050  | \$1,050          | FOR NETWORK MAINTENANCE, TROUBLESHOOTING & REPAIR  |
| 44                              | 01   | BROADBAND BONDING NETWORK WITH DYNAMIC FAILOVER PROTECTION                  | 1         | 9,000  | \$9,000          | APPLIANCES FOR BROADBAND BONDING SOLUTION FOR THE NETWORK WITH DYNAMIC FAILOVER PROTECTION           |
|                                 |      |   | <b>4</b>  |        | <b>\$19,276</b>  | <b>3 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>34</b> |        | <b>\$230,304</b> | <b>15 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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 MANAGEMENT WITH 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. SUPERVISOR AND EMPLOYEE TRAINING CONDUCTED THROUGHOUT THE FISCAL YEAR.
2. REVIEW PERSONNEL RULES & REGULATIONS.
3. POST AND NOTIFY EMPLOYEES ON MYGCC PORTAL UPDATES ON LAWS, POLICIES AND PROCEDURES.

**PROPOSED OUTCOMES:**

1. COORDINATE AND/OR CONDUCT QUARTERLY SUPERVISOR AND EMPLOYEE TRAINING.
2. UPDATED & APPROVED PERSONNEL RULES & REGULATIONS.
3. MINIMIZE THE NUMBER OF GRIEVANCES, ADVERSE ACTIONS AND CONFLICT RESOLUTIONS.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**HUMAN RESOURCES**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                       | QTY       | UNIT  | COST           | JUSTIFICATION  |
|---------------------------------|------|-----------------------------------|-----------|-------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                                   |           |       |                |  |
| 54                              | 01   | CUPA-HR DATAONDEMAND SUBSCRIPTION | 1         | 1,305 | \$1,305        | REQUIRED FOR FACULTY PAY ADJUSTMENT                    |
| 53                              | 01   | ETHICS IN GOVERNMENT              | 50        | 80    | \$4,000        | REQUIRED TRAINING FOR ALL GOVERNMENT OF GUAM EMPLOYEES |
| 52                              | 01   | SHRM MEMBERSHIP                   | 1         | 229   | \$229          | REFERENCE MATERIALS & ON-LINE SERVICES                 |
| 51                              | 01   | CUPA MEMBERSHIP                   | 1         | 1,200 | \$1,200        | REFERENCE MATERIALS & ON-LINE SERVICES                 |
| 50                              | 01   | ADVERTISEMENTS                    | 1         | 500   | \$500          | JOB ANNOUNCEMENTS                                      |
|                                 |      |                                   | <b>54</b> |       | <b>\$7,234</b> | <b>5 line item(s)</b>                                  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                   |           |       |                |  |
| 50                              | 01   | OFFICE SUPPLIES                   | 2         | 500   | \$1,000        | GENERAL OFFICE SUPPLIES                                |
|                                 |      |                                   | <b>2</b>  |       | <b>\$1,000</b> | <b>1 line item(s)</b>                                  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                   | <b>56</b> |       | <b>\$8,234</b> | <b>6 line item(s)</b>                                  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**MATERIALS MANAGEMENT**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. MMO WILL CONTINUE TO CONDUCT A MONTHLY REVIEW OF THE REQUISITIONS RECEIVED AND PROCESSED INTO PURCHASE ORDERS BY REVIEWING AND UPDATING THE REQUISITION LOG.
2. MMO WILL CONDUCT PROCUREMENT & INVENTORY MANAGEMENT TRAINING FOR ALL DEPT CHAIRPERSONS, ADMIN ASSISTANTS, ADMIN AIDES, FACULTY, ADMINISTRATORS & OTHER EMPLOYEES WHO PREPARE REQUISITIONS, TRAVEL AUTHORIZATIONS & MANAGE INVENTORY FOR THEIR DEPT.
3. PHYSICAL INVENTORY WILL BE TAKEN BEFORE THE START OF EACH SEM TO DETERMINE THE QTY NEEDED FOR EACH COURSE BASED ON THE TEXTBOOK ORDERS PLACED BY THE DEPT CHAIRPERSON, SPECIAL PROJECTS COORDINATOR, APPRENTICESHIP, ADULT ED & OTHER DEPTS.

**PROPOSED OUTCOMES:**

1. 90% OF REQUISITIONS WILL BE PROCESSED INTO 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 ONLINE REQUISITIONS.
3. 95% OF THE REQUIRED TEXTBOOKS, SUPPLIES, UNIFORMS, AND OTHER ITEMS REQUIRED FOR STUDENTS TO SUCCEED WILL BE AVAILABLE FOR STUDENTS AND OTHER CUSTOMERS TO PURCHASE, BEFORE THE START OF EACH SEMESTER.



**Guam Community College**  
**FY 2024 Budget Request by Department**  
**MATERIALS MANAGEMENT**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION  | QTY       | UNIT    | COST             | JUSTIFICATION   |
|---------------------------------|------|--|-----------|---------|------------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |  |           |         |                  |   |
| 59                              | 01   | ADVERTISEMENTS                                     | 2         | 2,000   | \$4,000          | IFB, RFP, RFQ, RFI ADVERTISEMENTS   |
| 58                              | 01   | PRINTING SERVICES (BUILDING PLANS)                 | 2         | 2,000   | \$4,000          | PRINTING PLANS  |
| 57                              | 01   | BROKERS FEE & SURPLUS LINES                        | 1         | 19,000  | \$19,000         | FEE CHARGED FOR UE COVERAGE   |
| 56                              | 01   | EDUCATORS INSURANCE PREMIUMS-<br>PGL, ELL, UL, LPL | 1         | 205,000 | \$205,000        | UNITED EDUCATOR COVERAGE  |
| 55                              | 01   | PROPERTY, AUTO, CRIME & INSURANCE<br>PREMIUMS      | 1         | 130,000 | \$130,000        | INSURANCE COVERAGE FOR COLLEGE PROPERTY   |
|                                 |      |  | <b>7</b>  |         | <b>\$362,000</b> | <b>5 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |  |           |         |                  |   |
| 61                              | 01   | LABELS FOR TAGGING                                 | 4         | 500     | \$2,000          | SUPPLIES FOR TAGGING EQUIPMENT  |
| 60                              | 01   | OFFICE SUPPLIES                                    | 8         | 500     | \$4,000          | PO PAPER, FLASH DRIVES FOR BIDS, TAGS, LABELS,<br>TONER, & OTHER SUPPLIES FOR OFFICE OPERATIONS |
|                                 |      |  | <b>12</b> |         | <b>\$6,000</b>   | <b>2 line item(s)</b>   |
| <b>EQUIPMENT</b>                |      |  |           |         |                  |   |
| 62                              | 01   | EQUIPMENT  | 1         | 6,000   | \$6,000          | PURCHASE TAGGING EQUIPMENT  |
|                                 |      |  | <b>1</b>  |         | <b>\$6,000</b>   | <b>1 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |  | <b>20</b> |         | <b>\$374,000</b> | <b>8 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**STUDENT FINANCIAL AID**

**GOALS AND OBJECTIVES:**

1. PROVIDE A STUDENT EXPERIENCE THAT IS POSITIVE, FAIR, CONSISTENT, EFFICIENT, AND ACCURATE BY REVIEWING AND UPDATING THE CURRENT POLICIES AND PROCEDURES.
2. ENSURE THAT NEW STUDENTS AND THEIR PARENTS AND/OR SUPPORT MEMBERS WILL BE EDUCATED WITH THE FINANCIAL AID PROCESS IN COLLABORATION WITH THE HIGH SCHOOL COUNSELORS, TEACHERS, REACH FOR COLLEGE, AND OTHER DEPARTMENTS/ORGANIZATIONS.
3. INCREASE EFFICIENCY IN FAO SVCS PROVIDED TO STUDENTS BY EVALUATING THE CURRENT DELIVERY METHODS PROCESS. (1) TIME SPENT W/ THE STUDENT, (2) TIME SPENT TO ANSWER PHONE CALLS MADE TO THE FAO LINE, (3) TIME SPENT TO REPLY BACK TO STUDENTS VIA EMAIL.

**PERFORMANCE INDICATORS:**

1. STAYING UP TO DATE AND REVIEWING THE CURRENT POLICIES AND PROCEDURES WITH THE U.S. DEPARTMENT OF EDUCATION, VETERAN AFFAIRS, AND ACCREDITING BODIES. ENSURING THAT FINANCIAL AID TEAM MEMBERS ARE TRAINED AND EDUCATED WITH ALL POLICIES AND PROCEDURES.
2. NEW STUDENTS AND THEIR PARENTS AND/OR SUPPORT MEMBERS WILL BE SURVEYED AFTER PRESENTATIONS/WORKSHOPS AND/OR THEY WILL REPORT THEIR UNDERSTANDING OF THEIR KNOWLEDGE OF THE FINANCIAL AID PROCESS.
3. BASED ON THE EVALUATION OF CURRENT PROCESSES AND PROCEDURES, NECESSARY UPDATES TO THE CURRENT PROCESSES AND PROCEDURES WILL BE ADDRESSED.

**PROPOSED OUTCOMES:**

1. SERVICE PROVIDED TO STUDENTS WILL RESULT IN A SATISFACTORY RATING WHICH WILL ENHANCE THE OVERALL STUDENT EXPERIENCE AT GCC. IN ADDITION, COMPLIANCE AND REGULATIONS WILL BE SATISFIED RESULTING IN CONTINUED FUNDING FROM THE DEPARTMENT OF EDUCATION AND VA.
2. NEW INCOMING STUDENTS WILL RECEIVE THE NECESSARY KNOWLEDGE AND RESOURCES NEEDED TO HELP THEM TRANSITION INTO HIGHER EDUCATION.
3. INCREASED EFFICIENCY AND IMPROVEMENTS IN STUDENT SERVICES FOR ENHANCED STUDENT EXPERIENCE.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**STUDENT FINANCIAL AID**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                             | QTY      | UNIT  | COST           | JUSTIFICATION   |
|---------------------------------|------|---|----------|-------|----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |   |          |       |                |   |
| 63                              | 01   | KAHOOT 360 PRO MAX PROGRAM - ANNUAL FEE | 1        | 1,200 | \$1,200        | TRAINING/OUTREACH MATERIALS   |
| 62                              | 01   | MEMBERSHIP RENEWAL                      | 1        | 1,000 | \$1,000        | ANNUAL MEMBERSHIP DUES- NATIONAL ASSOCIATION OF STUDENT AID ADMINISTRATORS (NASFAA)                                     |
|                                 |      |   | <b>2</b> |       | <b>\$2,200</b> | <b>2 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |          |       |                |   |
| 64                              | 01   | OFFICE SUPPLIES                         | 3        | 500   | \$1,500        | MAINTAIN OFFICE FUNCTIONS   |
|                                 |      |   | <b>3</b> |       | <b>\$1,500</b> | <b>1 line item(s)</b>   |
| <b>MISCELLANEOUS EXPENSE</b>    |      |   |          |       |                |   |
| 65                              | 01   | OUTREACH/PROMOTIONAL ITEMS              | 2        | 500   | \$1,000        | FINANCIAL AID OUTREACH/PROMOTIONAL ITEMS - TABLE CLOTH, DEPARTMENT BUSINESS CARDS, FINANCIAL AID MATERIALS, AND SIGNAGE |
|                                 |      |   | <b>2</b> |       | <b>\$1,000</b> | <b>1 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>7</b> |       | <b>\$4,700</b> | <b>4 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ENVIRONMENTAL HEALTH & SAFETY**

**GOALS AND OBJECTIVES:**

1. TO PROVIDE SAFETY TRAINING AT ORIENTATIONS FOR NEW EMPLOYEES AND ADJUNCT FACULTY IN COLLABORATION WITH THE HUMAN RESOURCES OFFICE.
2. TO CONDUCT ENVIRONMENTAL HEALTH & SAFETY INSPECTIONS TO ENSURE SAFETY IN THE WORKPLACE ON CAMPUS AND SATELLITE SCHOOLS.
3. CONDUCT MONTHLY SAFETY AND SECURITY TASK FORCE MEETINGS TO ADDRESS SAFETY, COMPLIANCE, AWARENESS, AND PROCEDURE CONCERNS.

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. AT LEAST 95% OF NEW EMPLOYEES AND ADJUNCT FACULTY WILL BE PROVIDED WORKPLACE SAFETY TRAINING WITHIN THE FIRST MONTH OF EMPLOYMENT.
2. SAFE WORKPLACE ON CAMPUS AND AT SATELLITE SCHOOLS.
3. IMPROVED INSTITUTIONAL SAFETY COMPLIANCE, AWARENESS, AND PROCEDURES.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ENVIRONMENTAL HEALTH & SAFETY**

| REQ#                            | FUND | DESCRIPTION          | QTY      | UNIT    | COST             | JUSTIFICATION  |
|---------------------------------|------|----------------------|----------|---------|------------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                      |          |         |                  |  |
| 70                              | 01   | CONTRACTUAL          | 1        | 288,150 | \$288,150        | SECURITY GUARD SERVICES  |
| 69                              | 01   | CONTRACTUAL          | 1        | 786     | \$786            | CELL PHONE SERVICES  |
| 68                              | 01   | CONTRACTUAL          | 1        | 2,500   | \$2,500          | FIRE EXTINGUISHER MAINTENANCE/NFPA STANDARDS                       |
| 67                              | 01   | CONTRACTUAL          | 1        | 3,369   | \$3,369          | PHOENIX PACIFIC ANNUAL FIRE ALARM SERVICE/MAINTENANCE- E200        |
| 66                              | 01   | CONTRACTUAL          | 1        | 14,400  | \$14,400         | FALCON FIRE PROTECTION FIRE ALARM & MNS ANNUAL SERVICE MAINTENANCE |
|                                 |      |                      | <b>5</b> |         | <b>\$309,205</b> | <b>5 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                      |          |         |                  |  |
| 71                              | 01   | SUPPLIES & MATERIALS | 2        | 500     | \$1,000          | PERSONAL PROTECTIVE EQUIPMENT (PPE)                                |
|                                 |      |                      | <b>2</b> |         | <b>\$1,000</b>   | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                      | <b>7</b> |         | <b>\$310,205</b> | <b>6 line item(s)</b>  |



[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**ADMINISTRATIVE SUPPORT SERVICES**

**GOALS AND OBJECTIVES:**

1. TO PROVIDE ADMINISTRATIVE SUPPORT SERVICES EFFICIENTLY AND COST EFFECTIVELY.
2. TO PROVIDE QUALITY AND PROMPT COPYING SERVICES TO SUPPORT TEACHING & LEARNING.

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ADMINISTRATIVE SUPPORT SERVICES**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                     | QTY       | UNIT  | COST            | JUSTIFICATION               |
|---------------------------------|------|---------------------------------|-----------|-------|-----------------|-----------------------------|
| <b>CONTRACTUAL SERVICES</b>     |      |                                 |           |       |                 |                             |
| 76                              | 01   | VEHICLE MAINTENANCE             | 1         | 1,500 | \$1,500         |                             |
| 75                              | 01   | VEHICLE INSPECTION REGISTRATION | 2         | 30    | \$60            |                             |
| 74                              | 01   | POSTAL BOX RENTAL               | 1         | 900   | \$900           |                             |
| 73                              | 01   | POSTAL METER RENTAL             | 1         | 792   | \$792           | PITNEY BOWES                |
| 72                              | 01   | COPIER LEASE                    | 12        | 3,833 | \$46,000        |                             |
|                                 |      |                                 | <b>17</b> |       | <b>\$49,252</b> | <b>5 line item(s)</b>       |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                 |           |       |                 |                             |
| 79                              | 01   | OFFICE SUPPLIES                 | 12        | 500   | \$6,000         | PITNEY BOWES POSTAGE REFILL |
| 78                              | 01   | OFFICE SUPPLIES                 | 7         | 500   | \$3,500         | FUEL                        |
| 77                              | 01   | OFFICE SUPPLIES                 | 9         | 500   | \$4,500         | PAPER SUPPLIES              |
|                                 |      |                                 | <b>28</b> |       | <b>\$14,000</b> | <b>3 line item(s)</b>       |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                 | <b>45</b> |       | <b>\$63,252</b> | <b>8 line item(s)</b>       |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**VICE PRESIDENT FOR ACADEMIC AFFAIRS**

**GOALS AND OBJECTIVES:**

1. TO APPLY QUALITY ASSURANCE TO ALL COURSES AND PROGRAMS UNDER AAD TO ENSURE THAT STUDENTS EARN THEIR CREDENTIALS IN A TIMELY MANNER.
2. TO MAINTAIN CURRENCY AND RELEVANCE OF CURRICULUM THROUGH LOCAL INDUSTRY PARTNERSHIPS THAT STRENGTHEN STUDENT'S WORK-READINESS AND EMPLOYABILITY SKILLS.
3. TO ENSURE COMPLIANCE WITH ACCREDITATION STANDARDS AND RELATED FEDERAL POLICIES.

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. ENSURE THAT CURRICULUM REVISIONS ARE IMPLEMENTED AS APPROVED.
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 2024 Budget Request by Department**  
**VICE PRESIDENT FOR ACADEMIC AFFAIRS**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION            | QTY      | UNIT  | COST           | JUSTIFICATION                                      |
|---------------------------------|------|------------------------|----------|-------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                        |          |       |                |  |
| 80                              | 01   | CONTRACTUAL SERVICES   | 1        | 4,000 | \$4,000        | PRINTING SERVICES                                  |
|                                 |      |                        | <b>1</b> |       | <b>\$4,000</b> | <b>1 line item(s)</b>                              |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                        |          |       |                |  |
| 81                              | 01   | SUPPLIES AND MATERIALS | 2        | 500   | \$1,000        | OFFICE SUPPLIES REPLENISHMENT FOR DAILY OPERATIONS |
|                                 |      |                        | <b>2</b> |       | <b>\$1,000</b> | <b>1 line item(s)</b>                              |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                        | <b>3</b> |       | <b>\$5,000</b> | <b>2 line item(s)</b>                              |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ADMISSIONS AND REGISTRATION**

**GOALS AND OBJECTIVES:**

1. DATA SECURITY: ASSURE THAT STUDENT RECORDS ARE CENTRALIZED, MAINTAINED, SECURED AND DIGITIZED IN COMPLIANCE WITH LOCAL, FEDERAL, AND GCC POLICIES GOVERNING THESE RECORDS.
2. QUALITY ASSURANCE: MAINTAIN ACCURATE STUDENT RECORDS, DEGREE COMPLETION AUDITS AND EFFECTIVE TRACKING OF STUDENTS' PROGRESS TOWARDS GRADUATION.
3. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) TRAINING: CONDUCT TRAINING TO EDUCATE FACULTY, ADMINISTRATORS AND STAFF ABOUT FERPA AND PROVIDE RESOURCES VIA THE ADMISSIONS & REGISTRATION WEBPAGE FOR EASY ACCESSIBILITY.

**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. DATA INPUT INTO BANNER WILL MATCH THOSE LISTED ON HARD COPY/DIGITIZED DOCUMENTS.
3. CREATE RESOURCES REGARDING FERPA WHICH IS EASILY ACCESSIBLE TO FACULTY, STAFF, ADMINISTRATORS, AND STUDENTS.

**PROPOSED OUTCOMES:**

1. AT LEAST 60% OF ALL STUDENT RECORDS WILL BE DIGITIZED, ELECTRONICALLY CATEGORIZED, AND SECURELY STORED.
2. CONTINUE TO REVIEW DEGREEWORKS AUDITS TO ENSURE THAT INFORMATION ACCURATELY REFLECTS THOSE OUTLINED IN THE CATALOG AND CURRICULUM DOCUMENTS.
3. TO ENSURE CONTINUED COMPLIANCE WITH FERPA AND THUS IN COMPLIANCE WITH FEDERALLY MANDATED POLICIES.



**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ADMISSIONS AND REGISTRATION**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION   | QTY       | UNIT  | COST            | JUSTIFICATION  |
|---------------------------------|------|---|-----------|-------|-----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |   |           |       |                 |  |
| 84                              | 01   | SEVIS - ANNUAL MEMBERSHIP DUES  | 1         | 800   | \$800           | MEMBERSHIPS  |
| 83                              | 01   | DIPLOMA PAPER AND DIPLOMA COVERS (JOSTENS)  | 1         | 6,000 | \$6,000         | DIPLOMAS. DEGREES/CERTIFICATES   |
| 82                              | 01   | AACRAO - BI-ANNUAL MEMBERSHIP DUES  | 1         | 800   | \$800           | MEMBERSHIPS  |
|                                 |      |   | <b>3</b>  |       | <b>\$7,600</b>  | <b>3 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |           |       |                 |  |
| 88                              | 01   | SHREDDER MAINTENANCE AND SUPPLIES   | 2         | 500   | \$1,000         | EQUIPMENT MAINTENANCE AND SHREDDER BAGS FOR DOCUMENT DESTRUCTION INITIATIVE  |
| 87                              | 01   | OFFICE SUPPLIES, POSTAGE, OFFICIAL LETTERHEAD & ENVELOPES, TRANSCRIPT PAPER, BUSINESS CARDS | 7         | 500   | \$3,500         | FOR DAILY OPERATIONS   |
| 86                              | 01   | LASER PRINTER AND SCANNER MAINTENANCE   | 2         | 500   | \$1,000         | EQUIPMENT MAINTENANCE  |
| 85                              | 01   | HP LASERJET TONER   | 3         | 500   | \$1,500         | FRONT DESK PRINTER, STAFF PRINT SCHEDULES, TRANSCRIPTS, CERTIFICATIONS, ETC. |
|                                 |      |   | <b>14</b> |       | <b>\$7,000</b>  | <b>4 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>17</b> |       | <b>\$14,600</b> | <b>7 line item(s)</b>  |

**ASSESSMENT INSTITUTIONAL EFFECTIVENESS RESEARCH**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**

[GCC-DEPT3]

**ASSESSMENT INSTITUTIONAL EFFECTIVENESS RESEARCH**

| REQ#                            | FUND | DESCRIPTION   | QTY      | UNIT   | COST            | JUSTIFICATION  |
|---------------------------------|------|---|----------|--------|-----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |   |          |        |                 |  |
| 93                              | 01   | ANNUAL SURVEY MONKEY SUBSCRIPTION   | 1        | 384    | \$384           | ANNUAL FEE   |
| 92                              | 01   | NUVENTIVE, IMPROVE / ANNUAL MAINTENANCE   | 1        | 7,500  | \$7,500         | TO MAINTAIN THE AUTOMATED NUVENTIVE, IMPROVE ASSESSMENT SYSTEM.  |
| 91                              | 01   | ANNUAL NUVENTIVE IMPROVE HOSTED SUBSCRIPTION  | 1        | 13,100 | \$13,100        | MAINTAIN THE ONLINE HOSTED ASSESSMENT SYSTEM   |
| 90                              | 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. |
| 89                              | 01   | FACT BOOK, PRESIDENT'S ASSESSMENT, BOARD ASSESSMENT, MISSION, GOVERNANCE ASSESSMENT REPORTS | 1        | 500    | \$500           | PROFESSIONAL PRINTING OF AIER REPORTS AND POSTERS.   |
|                                 |      |   | <b>5</b> |        | <b>\$29,950</b> | <b>5 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |          |        |                 |  |
| 94                              | 01   | SUPPLIES  | 1        | 500    | \$500           | TO REPLENISH OFFICE SUPPLIES.  |
|                                 |      |   | <b>1</b> |        | <b>\$500</b>    | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>6</b> |        | <b>\$30,450</b> | <b>6 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**HIGH SCHOOL EQUIVALENCY**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. INCREASE THE NUMBER OF TEST TAKERS FROM PREVIOUS YEAR BY 20%.
2. ONE HUNDRED PERCENT (100%) OF HSE RECIPIENTS' NAMES WILL BE SUBMITTED TO THE DEAN'S MONTHLY, TO IDENTIFY POTENTIAL NEW POST SECONDARY STUDENTS.
3. NINETY PERCENT (90%) OF HSE RECIPIENTS WILL RECEIVE A TRANSCRIPT AND/OR DIPLOMA WITHIN 5 AND 21 BUSINESS DAYS RESPECTIVELY OF REQUEST.

**PROPOSED OUTCOMES:**

1. INCREASE IN HSE RECIPIENTS.
2. INCREASE IN HSE RECIPIENTS TRANSITIONING TO POST SECONDARY EDUCATION.
3. HSE RECIPIENTS ABLE TO PROVIDE PROOF OF HSE DIPLOMA TO FURTHER THEIR EDUCATION AND/OR SEEK EMPLOYMENT.

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**HIGH SCHOOL EQUIVALENCY**

[GCC-DEPT3]

| REQ#                          | FUND | DESCRIPTION | QTY      | UNIT | COST         | JUSTIFICATION         |
|-------------------------------|------|-------------|----------|------|--------------|-----------------------|
| <b>CONTRACTUAL SERVICES</b>   |      |             |          |      |              |                       |
| 95                            | 01   | CONTRACTUAL | 1        | 100  | \$100        | BOOKLETS/PAMPHLETS    |
|                               |      |             | <b>1</b> |      | <b>\$100</b> | <b>1 line item(s)</b> |
| <b>TOTAL BUDGET REQUESTED</b> |      |             | <b>1</b> |      | <b>\$100</b> | <b>1 line item(s)</b> |



[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**DEAN'S OFFICE - TPS**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION      | QTY      | UNIT  | COST           | JUSTIFICATION  |
|---------------------------------|------|------------------|----------|-------|----------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                  |          |       |                |  |
| 96                              | 01   | OFFICE SUPPLIES  | 5        | 500   | \$2,500        | COLLECT, ORGANIZE, PROCESS, AND RESPOND TO REQUISITIONS, CURRICULUM DOCUMENTS, AND CORRESPONDENCES.                  |
|                                 |      |                  | <b>5</b> |       | <b>\$2,500</b> | <b>1 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |                  |          |       |                |  |
| 97                              | 01   | OFFICE EQUIPMENT | 1        | 1,000 | \$1,000        | EFFECTIVELY STORE AND LOCATE ARCHIVED AND CURRENT RELEVANT MATERIALS SUBMITTED TO AND PREPARED BY THE DEAN'S OFFICE. |
|                                 |      |                  | <b>1</b> |       | <b>\$1,000</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                  | <b>6</b> |       | <b>\$3,500</b> | <b>2 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**EDUCATION**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**EDUCATION**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION | QTY      | UNIT | COST           | JUSTIFICATION            |
|---------------------------------|------|-------------|----------|------|----------------|--------------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |             |          |      |                |                          |
| 99                              | 01   | SUPPLIES    | 4        | 500  | \$2,000        | OFFICE AND INSTRUCTIONAL |
|                                 |      |             | <b>4</b> |      | <b>\$2,000</b> | <b>1 line item(s)</b>    |
| <b>TOTAL BUDGET REQUESTED</b>   |      |             | <b>4</b> |      | <b>\$2,000</b> | <b>1 line item(s)</b>    |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**EARLY CHILDHOOD EDUCATION (ECE)**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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



**Guam Community College**  
**FY 2024 Budget Request by Department**  
**EARLY CHILDHOOD EDUCATION (ECE)**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION | QTY      | UNIT | COST           | JUSTIFICATION            |
|---------------------------------|------|-------------|----------|------|----------------|--------------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |             |          |      |                |                          |
| 100                             | 01   | SUPPLIES    | 2        | 500  | \$1,000        | OFFICE AND INSTRUCTIONAL |
|                                 |      |             | <b>2</b> |      | <b>\$1,000</b> | <b>1 line item(s)</b>    |
| <b>TOTAL BUDGET REQUESTED</b>   |      |             | <b>2</b> |      | <b>\$1,000</b> | <b>1 line item(s)</b>    |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**AMERICAN SIGN LANGUAGE (ASL)**

**GOALS AND OBJECTIVES:**

1. EXPLORE THE DEVELOPMENT OF NEW COURSES/PROGRAMS AND IMPROVEMENT OF EXISTING CURRICULA ( SIGN LANGUAGE AND PROFESSIONAL INTERPRETING PROGRAM)
2. PREPARE AND GRADUATE STUDENTS WHO POSSESS THE SKILLS NEEDED IN THEIR RESPECTIVE CAREERS OF SIGN LANGUAGE INTERPRETING AND/OR RELATED FIELD.
3. DEPARTMENT FACULTY WILL ACTIVELY RECRUIT STUDENTS AND MARKET PROGRAMS AND COURSES THROUGH ACTIVITIES/EVENTS.

**PERFORMANCE INDICATORS:**

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS.
2. STUDENT SUCCESS COMPLETING COURSES AND GRADUATING FROM PROGRAM.
3. NUMBER OF SLO-RELATED AND SERVICE LEARNING ACTIVITIES OFFERED TO STUDENTS WITHIN THE ASL AND IN COURSES THAT ADDRESS DISABILITY AWARENESS WITH REGARDS TO THE DEAF AND DHH AND NUMBER ENROLLED.

**PROPOSED OUTCOMES:**

1. CURRICULUM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES, PROGRAM REVISION/ADOPTION, AND/OR NEW OFFERING).
2. PERCENT OF STUDENTS WHO PASS/COMPLETE PROGRAM WILL BE MAINTAINED AND/OR INCREASE DEPENDING ON COMMUNITY NEEDS AND JOB MARKET.
3. NUMBER OF SLO-RELATED AND SERVICE LEARNING ACTIVITIES WILL RESULT IN INCREASED ENROLLMENT.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**AMERICAN SIGN LANGUAGE (ASL)**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION | QTY      | UNIT | COST         | JUSTIFICATION            |
|---------------------------------|------|-------------|----------|------|--------------|--------------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |             |          |      |              |                          |
| 101                             | 01   | SUPPLIES    | 1        | 500  | \$500        | OFFICE AND INSTRUCTIONAL |
|                                 |      |             | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>    |
| <b>TOTAL BUDGET REQUESTED</b>   |      |             | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>    |

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**CRIMINAL JUSTICE**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**CRIMINAL JUSTICE**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                          | QTY       | UNIT | COST           | JUSTIFICATION  |
|---------------------------------|------|--------------------------------------|-----------|------|----------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                      |           |      |                |  |
| 102                             | 01   | INSTRUCTIONAL MATERIALS AND SUPPLIES | 6         | 500  | \$3,000        | PAPER, PENS, MARKERS, LAW ENFORCEMENT ACADEMY SUPPLIES                       |
|                                 |      |                                      | <b>6</b>  |      | <b>\$3,000</b> | <b>1 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |                                      |           |      |                |  |
| 103                             | 01   | INSTRUCTIONAL EQUIPMENT              | 4         | 500  | \$2,000        | HDMI CORDS, MAC PROJECTOR ADAPTER CORD, CJ/LAW ENFORCEMENT INSTRUCTIONAL DVD |
|                                 |      |                                      | <b>4</b>  |      | <b>\$2,000</b> | <b>1 line item(s)</b>  |
| <b>MISCELLANEOUS EXPENSE</b>    |      |                                      |           |      |                |  |
| 104                             | 01   | MISCELLANEOUS                        | 6         | 500  | \$3,000        |  |
|                                 |      |                                      | <b>6</b>  |      | <b>\$3,000</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                      | <b>16</b> |      | <b>\$8,000</b> | <b>3 line item(s)</b>  |

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**SOCIAL SCIENCE**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. INSTRUCTIONAL RESOURCES ARE AVAILABLE TO ENHANCE COURSE LECTURE AND LAB.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS AND DEGREE AUDITS TO DETERMINE NECESSARY COURSE OFFERINGS.

**PROPOSED OUTCOMES:**

1. STUDENT LEARNING OUTCOMES ARE MET THROUGH ASSESSMENT SURVEY 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 2024 Budget Request by Department**  
**SOCIAL SCIENCE**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                          | QTY      | UNIT | COST         | JUSTIFICATION                  |
|---------------------------------|------|--------------------------------------|----------|------|--------------|--------------------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                      |          |      |              |                                |
| 105                             | 01   | INSTRUCTIONAL MATERIALS AND SUPPLIES | 1        | 500  | \$500        | SUPPLIES FOR INSTRUCTIONAL USE |
|                                 |      |                                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>          |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>          |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**EMERGENCY MEDICAL TECHNICIAN (EMT)**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**EMERGENCY MEDICAL TECHNICIAN (EMT)**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION         | QTY       | UNIT | COST           | JUSTIFICATION                              |
|---------------------------------|------|---------------------|-----------|------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                     |           |      |                |  |
| 106                             | 01   | ADMINISTRATIVE FEES | 2         | 500  | \$1,000        | MEDICAL DIRECTOR, DR. LUIS CRUZ            |
|                                 |      |                     | <b>2</b>  |      | <b>\$1,000</b> | <b>1 line item(s)</b>                      |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                     |           |      |                |  |
| 108                             | 01   | SUPPLIES            | 4         | 500  | \$2,000        | FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES |
|                                 |      |                     | <b>4</b>  |      | <b>\$2,000</b> | <b>1 line item(s)</b>                      |
| <b>EQUIPMENT</b>                |      |                     |           |      |                |  |
| 107                             | 01   | EQUIPMENT           | 5         | 500  | \$2,500        | FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES |
|                                 |      |                     | <b>5</b>  |      | <b>\$2,500</b> | <b>1 line item(s)</b>                      |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                     | <b>11</b> |      | <b>\$5,500</b> | <b>3 line item(s)</b>                      |

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**HUMAN SERVICES**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. INCORPORATE SUBSTANCE ABUSE AND PREVENTION SPECIALIST COURSES INTO THE HUMAN SERVICES PROGRAM.
2. PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.
3. IMPROVE STUDENT ADVISEMENT.

**PERFORMANCE INDICATORS:**

1. REVISED PROGRAM & CERTIFICATION PUBLISHED IN 2024-2025 CATALOG.
2. CONDUCT STUDENT SURVEYS TO DETERMINE NECESSARY COURSE OFFERINGS.
3. NUMBER OF STUDENTS MEETING WITH ADVISORS.

**PROPOSED OUTCOMES:**

1. INCREASED ENROLLMENT IN HUMAN SERVICES PROGRAM.
2. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.
3. IMPROVED RETENTION AND COMPLETION RATES.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**HUMAN SERVICES**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION          | QTY      | UNIT | COST         | JUSTIFICATION         |
|---------------------------------|------|----------------------|----------|------|--------------|-----------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                      |          |      |              |                       |
| 109                             | 01   | SUPPLIES & MATERIALS | 1        | 500  | \$500        | SUPPORT INSTRUCTION   |
|                                 |      |                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b> |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b> |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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 TO COMPLETE A BASIC SKILLS COURSE WITH 12 OR MORE HOURS OF INSTRUCTION.
3. DEVELOP A GED PREPARATION PROGRAM TO INCLUDE A GED EXAM PREPARATION COURSE.

**PROPOSED OUTCOMES:**

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



**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ADULT BASIC EDUCATION**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION            | QTY      | UNIT | COST         | JUSTIFICATION  |
|---------------------------------|------|------------------------|----------|------|--------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                        |          |      |              |  |
| 110                             | 01   | INSTRUCTIONAL SUPPLIES | 1        | 500  | \$500        | ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES |
|                                 |      |                        | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                        | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**ADULT HIGH SCHOOL**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POST-TEST.
2. AT LEAST 10% INCREASE IN THE NUMBER OF GRADUATES TRANSITIONING INTO THE COLLEGE.
3. APPROVAL OF WHITEPAPER CONCEPT AND IMPLEMENTATION IN FALL 2023.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ADULT HIGH SCHOOL**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION               | QTY        | UNIT | COST            | JUSTIFICATION  |
|---------------------------------|------|---------------------------|------------|------|-----------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                           |            |      |                 |  |
| 111                             | 01   | INSTRUCTIONAL SUPPLIES    | 1          | 500  | \$500           | ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES |
|                                 |      |                           | <b>1</b>   |      | <b>\$500</b>    | <b>1 line item(s)</b>  |
| <b>MISCELLANEOUS EXPENSE</b>    |      |                           |            |      |                 |  |
| 113                             | 01   | TUITION & FEES, CTE BOOKS | 197        | 162  | \$31,914        | SUPPORT STUDENTS' EFFORT TO COMPLETE AHS GRADUATION REQUIREMENTS                               |
| 112                             | 01   | STUDENT REGISTRATION FEE  | 20         | 574  | \$11,480        | SUPPORT STUDENTS' EFFORT TO COMPLETE AHS GRADUATION REQUIREMENTS                               |
|                                 |      |                           | <b>217</b> |      | <b>\$43,394</b> | <b>2 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                           | <b>218</b> |      | <b>\$43,894</b> | <b>3 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 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 TO COMPLETE A ESL COURSE WITH 12 OR MORE HOURS OF INSTRUCTION.
3. CONDUCT COMMUNITY OUTREACH AND EDUCATE INDIVIDUALS OF GCC ESL PROGRAMS.

**PROPOSED OUTCOMES:**

1. AT LEAST 10% OF STUDENTS WILL DEMONSTRATE AN INCREASE IN THEIR LEARNING GAINS THROUGH THEIR CASAS POST-TEST 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. ENROLLMENT IN THE ESL COURSES WILL INCREASE BY 10%.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ENGLISH-AS-A-SECOND LANGUAGE**

| REQ#                            | FUND | DESCRIPTION            | QTY      | UNIT | COST         | JUSTIFICATION  |
|---------------------------------|------|------------------------|----------|------|--------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                        |          |      |              |  |
| 114                             | 01   | INSTRUCTIONAL SUPPLIES | 1        | 500  | \$500        | ENSURE ADJUNCT FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES |
|                                 |      |                        | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                        | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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 CURRICULA REFLECT CURRENT EVIDENCE BASED PRACTICE TO REMAIN CURRENT WITH WORKFORCE SKILLS AND STANDARDS.
3. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO EFFECTIVELY MEET 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 MA PROGRAM.
2. A COMPILATION OF RESEARCH FROM INDUSTRY, ACCREDITATION GUIDELINES, AND ADVISORY FEEDBACK TO GUIDE CURRICULUM CHANGES.
3. ASSESSMENT OF CURRICULUM OUTCOMES AND STUDENT SURVEYS TO DETERMINE COURSE NEEDS.

**PROPOSED OUTCOMES:**

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



**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ALLIED HEALTH**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                             | QTY      | UNIT | COST           | JUSTIFICATION  |
|---------------------------------|------|---|----------|------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |   |          |      |                |  |
| 117                             | 01   | HENRY SCHIEN EMR LICENSING/SUPPORT FEES | 2        | 500  | \$1,000        | FEES TO MAINTAIN HENRY SCHEIN EMR PROGRAM, MEDICAL ASSISTING PROGRAM |
| 116                             | 01   | ADMINISTRATIVE FEES                     | 2        | 500  | \$1,000        | MEDICAL DIRECTOR, DR. LUIS CRUZ                                      |
| 115                             | 01   | BIOHAZARD WASTE DISPOSAL                | 1        | 300  | \$300          | TO DISPOSE OF MEDICAL SHARPS SUPPLIES PER JACHO REQUIREMENT          |
|                                 |      |   | <b>5</b> |      | <b>\$2,300</b> | <b>3 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |          |      |                |  |
| 118                             | 01   | SUPPLIES                                | 4        | 500  | \$2,000        | FOR INSTRUCTIONAL AND OPERATIONAL COSTS                              |
|                                 |      |   | <b>4</b> |      | <b>\$2,000</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>9</b> |      | <b>\$4,300</b> | <b>4 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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 FOR LICENSED PRACTICAL NURSES.
3. TO ENSURE FACULTY HAVE THE NECESSARY RESOURCES TO SUCCESSFULLY MEET INTENDED STUDENT LEARNING OUTCOMES.

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**PRACTICAL NURSING**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION         | QTY       | UNIT | COST            | JUSTIFICATION  |
|---------------------------------|------|---------------------|-----------|------|-----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                     |           |      |                 |  |
| 122                             | 01   | ADMINISTRATIVE FEES | 2         | 500  | \$1,000         | MEDICAL DIRECTOR, DR. LUIS CRUZ  |
| 121                             | 01   | EQUIPMENT           | 1         | 500  | \$500           | REPLACE OR REPAIR INSTRUCTIONAL EQUIPMENT (I.E.: MANIKINS, LABORATORY EQUIP, MULTIMEDIA)         |
| 120                             | 01   | ONLINE RESOURCES    | 30        | 500  | \$15,000        | DIAGNOSTIC READINESS TEST TO PREPARE STUDENTS TO TAKE NCLEX EXAM                                 |
| 119                             | 01   | EXAMINATION FEES    | 30        | 40   | \$1,200         | FOR NATIONAL LEAGUE OF NURSING PRE-ADMISSION EXAM FOR APPLICANTS SEEKING ENTRY INTO THE PROGRAM. |
|                                 |      |                     | <b>63</b> |      | <b>\$17,700</b> | <b>4 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                     |           |      |                 |  |
| 123                             | 01   | SUPPLIES            | 1         | 500  | \$500           | FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES   |
|                                 |      |                     | <b>1</b>  |      | <b>\$500</b>    | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                     | <b>64</b> |      | <b>\$18,200</b> | <b>5 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**HOSPITALITY AND TOURISM**

**GOALS AND OBJECTIVES:**

1. IMPLEMENT THE DISTANCE EDUCATION - IHM PROGRAM.
2. ESTABLISH A COHORT SCHEDULE FOR AY24-25.
3. INCREASE PROGRAM PRESENCE IN THE HOSPITALITY INDUSTRY.

**PERFORMANCE INDICATORS:**

1. NUMBER OF FACULTY TO BE ONLINE CERTIFIED.
2. NUMBER OF STUDENTS ENROLLED IN COURSES SCHEDULED FOR THE ACADEMIC YEAR.
3. NUMBER OF INDUSTRY MEMBERSHIPS.

**PROPOSED OUTCOMES:**

1. INCREASE THE NUMBER OF FACULTY BY UP TO 10% THAT ARE TEACHING AN ONLINE CLASS.
2. IDENTIFY 10% FROM LMP GRADUATES TO BE ENROLLED IN AN H&T DEPARTMENT PROGRAM.
3. INCREASE THE NUMBER OF FACULTY BY UP TO 10% THAT ARE ACTIVELY PARTICIPATING IN INDUSTRY PROGRAM DEVELOPMENT.

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**HOSPITALITY AND TOURISM**

| REQ#                            | FUND | DESCRIPTION  | QTY       | UNIT | COST           | JUSTIFICATION   |
|---------------------------------|------|--|-----------|------|----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |  |           |      |                |   |
| 128                             | 01   | ANNUAL MEMBERSHIP DUES - GUAM VISITORS BUREAU OR GUAM TOURISM AND TRAVEL ASSOCIATION | 1         | 100  | \$100          | TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM                    |
| 127                             | 01   | ANNUAL MEMBERSHIP DUES - SKAL  | 1         | 175  | \$175          | TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM                    |
| 126                             | 01   | ANNUAL MEMBERSHIP DUES - PATA/STUDENT CHAPTER  | 1         | 225  | \$225          | INDUSTRY MEMBERSHIP FOR GUAM AND MICRONESIA                   |
| 124                             | 01   | SIGNAGE, BANNERS AND MARKETING MATERIALS   | 2         | 500  | \$1,000        | PURCHASE MATERIALS TO PROMOTE DEPARTMENT'S DE-IHM PROGRAM     |
|                                 |      |  | <b>5</b>  |      | <b>\$1,500</b> | <b>4 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |  |           |      |                |   |
| 131                             | 01   | INSTRUCTIONAL MATERIALS AND SUPPLIES   | 2         | 500  | \$1,000        | SUPPLIES NEEDED FOR INSTRUCTIONAL USE                         |
| 129                             | 01   | INSTRUCTIONAL MATERIALS AND SUPPLIES   | 1         | 500  | \$500          | TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM                    |
|                                 |      |  | <b>3</b>  |      | <b>\$1,500</b> | <b>2 line item(s)</b>   |
| <b>EQUIPMENT</b>                |      |  |           |      |                |   |
| 130                             | 01   | INSTRUCTIONAL TOOLS AND MODULES  | 2         | 500  | \$1,000        | TO SUPPORT THE DEPARTMENT'S DE-IHM PROGRAM                    |
| 125                             | 01   | COMPUTER STORAGE EQUIPMENT   | 2         | 500  | \$1,000        | PROVIDE EQUIPMENT SUPPORT FOR THE DEPARTMENT'S DE-IHM PROGRAM |
|                                 |      |  | <b>4</b>  |      | <b>\$2,000</b> | <b>2 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |  | <b>12</b> |      | <b>\$5,000</b> | <b>8 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**CULINARY & FOOD SERVICES**

**GOALS AND OBJECTIVES:**

1. INCREASE ACFEF PROGRAM ACCREDITATION STANDARDS FOR CULINARY ARTS AND EXPLORE ACFEF PROGRAM ACCREDITATION FOR THE BAKING TRACK.
2. EXPLORE THE FEASIBILITY IN ESTABLISHING A SUSTAINABLE FOOD PRODUCTION SYSTEM THAT WILL REDUCE ENVIRONMENTAL IMPACT AND COSTS OF PROCURING FRESH INGREDIENTS FOR THE CULINARY ARTS PROGRAM.
3. OBTAIN ACF AND MANAGE FIRST PROFESSIONAL INDUSTRY CERTIFICATIONS FOR FACULTY.

**PERFORMANCE INDICATORS:**

1. 3-5 YEAR INITIAL APPROVAL OF ACF ACCREDITATION FOR BAKING TRACK.
2. RESULTS OF FACT FINDING AND RESEARCH.
3. FACULTY ACF AND MANAGE FIRST PROFESSIONAL INDUSTRY CERTIFICATIONS.

**PROPOSED OUTCOMES:**

1. AA IN CULINARY ARTS PROGRAM BAKING TRACK WILL RECEIVE CONDITIONAL APPROVAL OF PROGRAM ACCREDITATION.
2. PLAN OF ACTION FOR IMPLEMENTATION.
3. 30% OF FACULTY WILL BE CERTIFIED BY THE NEW FISCAL YEAR.



[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**CULINARY & FOOD SERVICES**

| REQ#                            | FUND | DESCRIPTION   | QTY       | UNIT  | COST            | JUSTIFICATION   |
|---------------------------------|------|---|-----------|-------|-----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |   |           |       |                 |   |
| 133                             | 01   | AMERICAN CULINARY FEDERATION MEMBERSHIP                               | 8         | 240   | \$1,920         | MEET PROGRAM ACCREDITATION                                |
| 134                             | 01   | ANSUL SYSTEM RECERTIFICATION  | 2         | 580   | \$1,160         | MEET FIRE CODE REQUIREMENTS                               |
| 144                             | 01   | CLEANING AND SANITATION   | 2         | 1,337 | \$2,674         | MEET PUBLIC HEALTH STANDARDS                              |
| 143                             | 01   | MANAGE FIRST EXAMS & ACF CERTIFICATION APPLICATION - COURIER SERVICES | 1         | 500   | \$500           | SUPPORT CULINARY, BAKING, AND FSM CERTIFICATIONS          |
| 142                             | 01   | KITCHEN REF & EQUIP PREVENTIVE MAINTENANCE                            | 2         | 500   | \$1,000         | SUPPORT CULINARY AND BAKING INSTRUCTION                   |
| 135                             | 01   | DRY CLEANING  | 1         | 500   | \$500           | MAINTAIN CULINARY LINENS                                  |
| 132                             | 01   | AMERICAN CULINARY FEDERATION ANNUAL DUES                              | 1         | 1,250 | \$1,250         | MEET PROGRAM ACCREDITATION                                |
|                                 |      |   | <b>17</b> |       | <b>\$9,004</b>  | <b>7 line item(s)</b>                                     |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |           |       |                 |   |
| 139                             | 01   | KITCHEN EQUIPMENT MAINTENANCE   | 1         | 500   | \$500           | MEET ACFEF ACCREDITATION                                  |
| 137                             | 01   | OFFICE SUPPLIES   | 2         | 500   | \$1,000         | SUPPORT THE PROGRAMS                                      |
| 138                             | 01   | INSTRUCTIONAL MATERIALS   | 2         | 500   | \$1,000         | SUPPORT TEACHING AND LEARNING                             |
| 147                             | 01   | CLEANING & SANTATION KITCHEN CLEANING SUPPLIES                        | 2         | 500   | \$1,000         | MAINTAIN KITCHEN AND MEET PUBLIC HEALTH STANDARDS         |
| 145                             | 01   | INSTRUCTIONAL MATERIALS   | 2         | 500   | \$1,000         | SUPPORT TEACHING AND LEARNING                             |
| 146                             | 01   | CULINARY KITCHEN LAB LP GAS   | 2         | 500   | \$1,000         | SUPPORT CULINARY & BAKING INSTRUCTIONS                    |
|                                 |      |   | <b>11</b> |       | <b>\$5,500</b>  | <b>6 line item(s)</b>                                     |
| <b>EQUIPMENT</b>                |      |   |           |       |                 |   |
| 136                             | 01   | INSTRUCTIONAL EQUIPMENT   | 2         | 500   | \$1,000         | MEET ACFEF ACCREDITATION                                  |
| 141                             | 01   | CLASSROOM LAB SMALLWARE   | 2         | 500   | \$1,000         | MEET ACFEF ACCREDITATION                                  |
| 140                             | 01   | CLASSROOM FURNITURE   | 2         | 1,000 | \$2,000         | UPDATE CLASSROOM FURNITURE & SUPPORT PROGRAM INSTRUCTIONS |
|                                 |      |   | <b>6</b>  |       | <b>\$4,000</b>  | <b>3 line item(s)</b>                                     |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>34</b> |       | <b>\$18,504</b> | <b>16 line item(s)</b>                                    |

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**DEAN'S OFFICE - TSS**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. TO PROVIDE APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY, PROGRAMS, AND STAFF.
2. TO PROVIDE ADEQUATE ASSISTANCE TO PROGRAM GROWTH VIA THE CURRICULUM PROCESS AT BOTH THE COURSE AND PROGRAM LEVEL.
3. TO DELIVER ASSISTANCE FOR STUDENTS TO MEET THE INSTITUTIONAL LEARNING OUTCOMES (ILO) BY PROVIDING A VARIETY OF STUDENT SERVICES.

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. TIMELY PROCESSING AND ROUTING OF DOCUMENTS, NOT EXCEEDING THREE DAYS; DOCUMENTS PROCESSED THROUGH WILL BE LOGGED INTO THE SYSTEM.
2. CURRICULUM DOCUMENTS TO REMAIN CURRENT WITHIN THE FIVE-YEAR CYCLE.
3. INCREASED OPPORTUNITIES FOR STUDENTS TO DEMONSTRATE ACHIEVEMENT OF ILOS THROUGH PROGRAM COMPLETION.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**DEAN'S OFFICE - TSS**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION  | QTY      | UNIT | COST           | JUSTIFICATION  |
|---------------------------------|------|--|----------|------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |  |          |      |                |  |
| 148                             | 01   | CONTRACTUAL  | 1        | 700  | \$700          | MEMBERSHIP FEES / BUSINESS CARDS                     |
|                                 |      |  | <b>1</b> |      | <b>\$700</b>   | <b>1 line item(s)</b>                                |
| <b>SUPPLIES &amp; MATERIALS</b> |      |  |          |      |                |  |
| 149                             | 01   | OFFICE SUPPLIES FOR DEAN'S OFFICE AND INSTRUCTIONAL DESIGNER | 2        | 500  | \$1,000        | TO SUPPORT ADMINISTRATIVE WORK FOR TSS DEAN'S OFFICE |
|                                 |      |  | <b>2</b> |      | <b>\$1,000</b> | <b>1 line item(s)</b>                                |
| <b>TOTAL BUDGET REQUESTED</b>   |      |  | <b>3</b> |      | <b>\$1,700</b> | <b>2 line item(s)</b>                                |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**MATH**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. EACH OF THE MATH COURSE SLO'S WILL SHOW THAT AT LEAST 70% OF THE STUDENTS WHO ENROLL WILL COMPLETE WITH A GRADE OF AT LEAST A 70%.
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 2024 Budget Request by Department**  
**MATH**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                          | QTY      | UNIT | COST           | JUSTIFICATION   |
|---------------------------------|------|--------------------------------------|----------|------|----------------|---|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                      |          |      |                |   |
| 150                             | 01   | INSTRUCTIONAL & OPERATIONAL SUPPLIES | 3        | 500  | \$1,500        | CLASSROOM AND FACULTY OFFICE SUPPLIES FOR USE IN INSTRUCTION.       |
|                                 |      |                                      | <b>3</b> |      | <b>\$1,500</b> | <b>1 line item(s)</b>   |
| <b>EQUIPMENT</b>                |      |                                      |          |      |                |   |
| 151                             | 01   | TECHNOLOGY DEVICES                   | 1        | 500  | \$500          | UPGRADE TECHNOLOGICAL DEVICES TO BE USED DURING INSTRUCTION.        |
|                                 |      |                                      | <b>1</b> |      | <b>\$500</b>   | <b>1 line item(s)</b>   |
| <b>MISCELLANEOUS EXPENSE</b>    |      |                                      |          |      |                |   |
| 152                             | 01   | PROMOTIONAL ACTIVITIES               | 2        | 500  | \$1,000        | ACTIVITIES TO PROMOTE MATH DEPARTMENT AND ENVIRONMENTAL TECH. CERT. |
|                                 |      |                                      | <b>2</b> |      | <b>\$1,000</b> | <b>1 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                      | <b>6</b> |      | <b>\$3,000</b> | <b>3 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**SCIENCE**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. EACH OF THE SCIENCE COURSE SLO'S WILL SHOW THAT AT LEAST 70% OF THE STUDENTS WHO ENROLL WILL COMPLETE WITH A GRADE OF AT LEAST A 70%.
2. THE CHANGES IN 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 2024 Budget Request by Department**  
**SCIENCE**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                          | QTY       | UNIT | COST           | JUSTIFICATION  |
|---------------------------------|------|--------------------------------------|-----------|------|----------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                      |           |      |                |  |
| 153                             | 01   | INSTRUCTIONAL & OPERATIONAL SUPPLIES | 9         | 500  | \$4,500        | CLASSROOM, FACULTY OFFICES, AND LABS SUPPLIES FOR CLASSES AND LABS.    |
|                                 |      |                                      | <b>9</b>  |      | <b>\$4,500</b> | <b>1 line item(s)</b>  |
| <b>MISCELLANEOUS EXPENSE</b>    |      |                                      |           |      |                |  |
| 154                             | 01   | PROMOTIONAL ACTIVITIES               | 1         | 400  | \$400          | ACTIVITIES TO PROMOTE SCIENCE DEPARTMENT AND ENVIRONMENTAL TECH. CERT. |
|                                 |      |                                      | <b>1</b>  |      | <b>\$400</b>   | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                      | <b>10</b> |      | <b>\$4,900</b> | <b>2 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**STUDENT SUPPORT SERVICES**

**GOALS AND OBJECTIVES:**

1. PROVIDE ACCURATE TRACKING OF KEYS BEING SIGNED OUT.
2. PROVIDE OUTSTANDING CUSTOMER SERVICE WHEN ISSUING ID CARDS WITH A FOCUS ON COST-SAVING MEASURES AND OPTIMIZING RESOURCES.
3. PROVIDE ROOM UTILIZATION ASSIGNMENTS TO ENSURE CONDUCIVE LEARNING ENVIRONMENTS FOR STUDENTS.

**PERFORMANCE INDICATORS:**

1. 100% OF HARD COPY KEY LOG WILL BE DOCUMENTED ELECTRONICALLY FOR TWO-WAY VERIFICATION.
2. AT LEAST 80% OF STUDENTS WHO COMPLETE THE SURVEY WILL BE SATISFIED WITH THE QUALITY OF THE SERVICE AND THE USE OF ID CARDS.
3. 100% OF ROOM UTILIZATION REQUESTS WILL BE ADDRESSED WITHIN TWO BUSINESS DAYS.

**PROPOSED OUTCOMES:**

1. ELECTRONIC DATA SHEETS WILL IMPROVE THE ACCURACY OF KEY LOG AND OVERALL OFFICE PRODUCTIVITY.
2. REDUCTION IN WAIT TIME FOR ID SERVICE TO LESS THAN 10 MINUTES FOR STUDENTS, EMPLOYEES AND CONTRACTORS.
3. TIMELY AND EFFICIENT ROOM UTILIZATION ASSIGNMENTS ARE MADE. ROOM ASSIGNMENTS ARE INPUTTED IN BANNER AND GOOGLE CALENDAR.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**STUDENT SUPPORT SERVICES**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                                   | QTY       | UNIT | COST           | JUSTIFICATION   |
|---------------------------------|------|---|-----------|------|----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |   |           |      |                |   |
| 155                             | 01   | RADIO/CELLULAR FOR SECURITY AND SSS PERSONNEL | 12        | 125  | \$1,500        | RADIO/CELLULAR UNITS FOR CAMPUS SAFETY AND EMERGENCY DURING REGULAR AND AFTER HOURS FOR SECURITY GUARDS AND SSS PERSONNEL                       |
|                                 |      |   | <b>12</b> |      | <b>\$1,500</b> | <b>1 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |           |      |                |   |
| 158                             | 01   | FACULTY WORKROOM OFFICE SUPPLIES              | 2         | 500  | \$1,000        | PROVIDE INSTRUCTIONAL MATERIALS AND RESOURCES FOR FACULTY WORKROOM  |
| 157                             | 01   | OFFICE SUPPLIES FOR OPERATION                 | 1         | 500  | \$500          | GENERAL OFFICE OPERATIONS SUPPLIES (PENS, PENCIL NOTEPADS, LABEL STICKERS, FOLDERS, KEY LABELS, KEY BOXES, KEY RINGS, STAPLES, US & GUAM FLAGS) |
| 156                             | 01   | ID SUPPLIES                                   | 9         | 500  | \$4,500        | TO PROVIDE STUDENTS, EMPLOYEES, & CONTRACTORS CARDS FOR SECURITY AND SAFETY   |
|                                 |      |   | <b>12</b> |      | <b>\$6,000</b> | <b>3 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>24</b> |      | <b>\$7,500</b> | <b>4 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**HEALTH SERVICES CENTER**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. HEALTH SERVICES CENTER'S SURVEYS ON ACCIDENT AND EMERGENCY ASSESSMENT INDICATE SATISFACTION WITH THE QUALITY OF NURSING CARE PROVIDED.
2. AFTER HEALTH TEACHING PROVISIONS AND HEALTH SERVICES CENTER'S SURVEY INPUT ON BRIEF TOBACCO INTERVENTION/SMOKING CESSATION PROGRAM, CLIENT'S INTAKE AND BEHAVIOR SHOW 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 2024 Budget Request by Department**  
**HEALTH SERVICES CENTER**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION              | QTY       | UNIT  | COST            | JUSTIFICATION   |
|---------------------------------|------|--------------------------|-----------|-------|-----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |                          |           |       |                 |   |
| 160                             | 01   | MEDICAL DIRECTOR FEES    | 1         | 3,500 | \$3,500         | MEDICAL DIRECTOR FEES   |
| 159                             | 01   | MEDICAL WASTE MANAGEMENT | 1         | 500   | \$500           | CONTRACTUAL SERVICES TO FACILITATE PATIENT CARE   |
|                                 |      |                          | <b>2</b>  |       | <b>\$4,000</b>  | <b>2 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                          |           |       |                 |   |
| 161                             | 01   | SUPPLIES & MATERIALS     | 20        | 500   | \$10,000        | PURCHASE OF MEDICAL/NURSING SUPPLIES & OTHER MATERIALS TO FACILITATE PATIENT CARE, MEET HEALTH REQUIREMENT, AND HEALTH TEACHINGS. |
|                                 |      |                          | <b>20</b> |       | <b>\$10,000</b> | <b>1 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                          | <b>22</b> |       | <b>\$14,000</b> | <b>3 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**CENTER FOR STUDENT INVOLVEMENT**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. COPSA OFFICERS WILL SERVE ON COLLEGE COMMITTEES TO ENSURE STUDENT REPRESENTATION AND CAMPUS-WIDE ACTIVITIES WILL BE OFFERED TO STUDENTS, IN LINE WITH COPSA'S PLAN OF ACTION.
2. TRAINING AND DOCUMENTS AVAILABLE FOR STUDENTS ORGANIZATIONS.
3. REGULAR OFFERING OF WORKSHOPS/TRAINING SESSIONS FOR STUDENTS TO DEVELOP AND APPLY THEIR LEADERSHIP AND EMPLOYABILITY SKILLS.

**PROPOSED OUTCOMES:**

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



**Guam Community College**  
**FY 2024 Budget Request by Department**  
**CENTER FOR STUDENT INVOLVEMENT**

| REQ#                            | FUND | DESCRIPTION                          | QTY      | UNIT | COST         | JUSTIFICATION  |
|---------------------------------|------|--------------------------------------|----------|------|--------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                      |          |      |              |  |
| 162                             | 01   | INSTRUCTIONAL MATERIALS AND SUPPLIES | 1        | 500  | \$500        | DEPARTMENT IS EXHAUSTING SUPPLIES. ADDITIONAL SUPPLIES ARE NEEDED. |
|                                 |      |                                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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. 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.
2. APPROVED COURSE GUIDES FOR THE DEPARTMENT.
3. NUMBER OF INSTITUTIONAL OUTREACH ACTIVITIES SUPPORTED EACH YEAR THAT PROVIDE FEEDBACK AND INPUT ON CURRENT STANDARDS AND PRACTICES.

**PROPOSED OUTCOMES:**

1. TO PROVIDE SUPPORT FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLOS FOR EACH COURSE.
2. REVIEW AND UPDATE 100% OF THE COURSE GUIDES THAT ARE OVER FIVE (5) YEARS OLD OR AS NEEDED, WITH INPUT FROM THE ADVISORY COMMITTEE.
3. INCREASED NUMBER OF PROGRAM COMPLETERS PREPARED FOR THE WORK FORCE WITH ALL OF THE NECESSARY KNOWLEDGE AND SKILLS TO SUCCEED.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**OFFICE TECHNOLOGY**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                        | QTY      | UNIT | COST           | JUSTIFICATION   |
|---------------------------------|------|------------------------------------|----------|------|----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |                                    |          |      |                |   |
| 163                             | 01   | ANNUAL MEMBERSHIP DUES             | 1        | 500  | \$500          | INSTRUCTIONAL - INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS |
|                                 |      |                                    | <b>1</b> |      | <b>\$500</b>   | <b>1 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                    |          |      |                |   |
| 164                             | 01   | INSTRUCTIONAL MATERIALS & SUPPLIES | 1        | 500  | \$500          | INSTRUCTIONAL   |
|                                 |      |                                    | <b>1</b> |      | <b>\$500</b>   | <b>1 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                    | <b>2</b> |      | <b>\$1,000</b> | <b>2 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**VISUAL COMMUNICATIONS**

**GOALS AND OBJECTIVES:**

1. EVALUATE THE TECHNOLOGICAL EQUIPMENT NEEDS BASED ON THE ASSESSMENT PLAN.
2. RESEARCH THE LATEST INDUSTRY- STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. ENSURE CURRICULUM DOCUMENTS ARE ALIGNING TO THE INDUSTRY- STANDARD.

**PERFORMANCE INDICATORS:**

1. COLLABORATE WITH THE ADVISORY COMMITTEE MEMBERS' INPUT IN UPDATING THE PROGRAM TECHNOLOGICAL NEEDS.
2. INTEGRATE FEEDBACK FROM THE ADVISORY COMMITTEE IN THE LATEST INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. REVISE THE CURRICULUM DOCUMENTS WITH THE INPUT FROM THE ADVISORY COMMITTEE.

**PROPOSED OUTCOMES:**

1. PROCURE TECHNOLOGY EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. APPLY INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. REVISED CURRICULUM DOCUMENTS THAT ALIGN WITH INDUSTRY-STANDARD SOFTWARE.

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**VISUAL COMMUNICATIONS**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION          | QTY      | UNIT | COST         | JUSTIFICATION         |
|---------------------------------|------|----------------------|----------|------|--------------|-----------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                      |          |      |              |                       |
| 165                             | 01   | SUPPLIES & MATERIALS | 1        | 500  | \$500        | SUPPORT INSTRUCTION   |
|                                 |      |                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b> |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                      | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b> |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**ASSESSMENT & COUNSELING**

**GOALS AND OBJECTIVES:**

1. IMPLEMENT INNOVATIVE STRATEGIES TO ENHANCE STUDENT SUCCESS.
2. REVIEW ENGLISH AND MATH PLACEMENT MEASURES.
3. DISCOVER SELF-KNOWLEDGE ATTRIBUTES.

**PERFORMANCE INDICATORS:**

1. STUDENTS WHO PARTICIPATE IN CAREER DEVELOPMENT WORKSHOPS ONLINE AND FACE TO FACE WILL GAIN KNOWLEDGE AND SKILLS THAT WILL HELP THEM MEET THEIR ACADEMIC, CAREER AND/OR PERSONAL GOALS.
2. ASSESS THE NEED FOR AN INCREASE OR DECREASE OF PLACEMENT TEST UNITS. ACD WILL CONTINUE TO USE OTHER MEASURES SUCH AS CLYMER AND WORK KEYS.
3. IDENTIFICATION OF FUNDAMENTAL ATTRIBUTES IN STUDENTS WILL FOSTER GREATER AWARENESS IN CAREER CHOICES.

**PROPOSED OUTCOMES:**

1. AT LEAST 70% OF STUDENTS WHO PARTICIPATE IN ONLINE CAREER DEVELOPMENT WORKSHOPS WILL AGREE THAT THEY HAVE GAINED KNOWLEDGE AND SKILLS THAT WILL HELP THEM MEET THEIR ACADEMIC, CAREER AND/OR PERSONAL GOALS.
2. OF ALL THE PLACEMENT MEASURES, 75% OF THE STUDENTS WILL BE PLACED BASED ON ACCUPLACER TEST ADMINISTRATION.
3. AFTER PARTICIPATING IN A CAREER EXPLORATION RELATED ACTIVITY, 65% OF THE STUDENTS WILL BE ABLE TO IDENTIFY AT LEAST ONE ATTRIBUTION AND ITS RELATED OCCUPATIONS.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ASSESSMENT & COUNSELING**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                   | QTY      | UNIT  | COST           | JUSTIFICATION  |
|---------------------------------|------|-------------------------------|----------|-------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                               |          |       |                |  |
| 167                             | 01   | PLACEMENT TEST ADMINISTRATION | 1        | 4,534 | \$4,534        | 2060 UNITS FOR MATH & ENGLISH PLACEMENT TEST               |
| 166                             | 01   | MEMBERSHIP DUES               | 3        | 220   | \$660          | PROFESSIONAL ASSOCIATIONS: AMERICAN COUNSELING ASSOCIATION |
|                                 |      |                               | <b>4</b> |       | <b>\$5,194</b> | <b>2 line item(s)</b>                                      |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                               |          |       |                |  |
| 168                             | 01   | SUPPLIES & MATERIALS          | 4        | 500   | \$2,000        | SUPPLIES & MATERIALS TO SUPPORT ACD OPERATIONS             |
|                                 |      |                               | <b>4</b> |       | <b>\$2,000</b> | <b>1 line item(s)</b>                                      |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                               | <b>8</b> |       | <b>\$7,194</b> | <b>3 line item(s)</b>                                      |



[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**VOCATIONAL GUIDANCE**

**GOALS AND OBJECTIVES:**

1. FOSTERING 100% STUDENT-CENTERED SUCCESS.
2. DEVELOP CAREER CONCEPTS AND STRATEGIES
3. INCREASE INTEREST IN GCC SECONDARY PROGRAMS.

**PERFORMANCE INDICATORS:**

1. IMPLEMENT INNOVATIVE STRATEGIES AND PRACTICE FLEXIBILITY IN MEETING STUDENT NEEDS THROUGH THE CREATION OF A SECONDARY CTE WEBSITE TO OFFER A DIRECTORY OF RESOURCES TO SUPPORT CTE STUDENTS' RETENTION, COMPLETION, AND TRANSITION TO POSTSECONDARY EDUCATION.
2. INFUSE CAREER DEVELOPMENT CONCEPTS AND STRATEGIES FOR PROSPECTIVE CTE STUDENTS TO IDENTIFY AND SELECT A CAREER PATHWAY OF THEIR CHOICE.
3. COUNSELORS WILL FACILITATE PARTICIPATION OF SECONDARY CTE PROGRAMS IN SITE SCHOOL CAREER/ELECTIVE FAIRS TO PROMOTE SECONDARY CTE INTEREST AND DISSEMINATE INTEREST SURVEYS TO STUDENTS.

**PROPOSED OUTCOMES:**

1. 60% OF STUDENTS WHO VISIT THE SECONDARY CTE RESOURCE DIRECTORY WEBSITE WILL REPORT (SURVEY RESULTS) THAT THE WEBSITE WAS HELPFUL, USER FRIENDLY, AND PROVIDED THEM WITH ACCESS TO GCC RESOURCES.
2. 65% OF STUDENTS WHO TAKE PART IN THESE CLASSROOM PRESENTATIONS AND/OR GUIDANCE ACTIVITIES WILL REPORT (VIA SURVEY) THAT THE LESSONS PRESENTED HELPED THEM MAKE BETTER INFORMED DECISIONS ABOUT THEIR FUTURE.
3. 60% OF STUDENTS WHO PARTICIPATE IN THE FAIRS WILL (THROUGH THE INTEREST SURVEY RESULTS) IDENTIFY A CTE PROGRAM THAT BEST ALIGNS WITH THEIR INTEREST (S) AND USE THAT INFORMATION TO GUIDE THEIR DECISION ON SELECTING AN APPROPRIATE CAREER PATHWAY.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**VOCATIONAL GUIDANCE**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION           | QTY       | UNIT | COST           | JUSTIFICATION  |
|---------------------------------|------|-----------------------|-----------|------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                       |           |      |                |  |
| 170                             | 01   | PAMPHLETS & BROCHURES | 4         | 400  | \$1,600        | SUPPORT CTE PROGRAMMATIC ACTIVITIES AT H.S. SITES & OTHER VENUES   |
| 169                             | 01   | MEMBERSHIP DUES       | 4         | 200  | \$800          | PROFESSIONAL ASSOCIATION MEMBERSHIP: AMERICAN SCHOOL COUNSELING ASSOCIATION, GUAM ASSOCIATION OF SCHOOL COUNSELORS & ASSOCIATION OF CAREER & TECHNICAL EDUCATION |
|                                 |      |                       | <b>8</b>  |      | <b>\$2,400</b> | <b>2 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                       |           |      |                |  |
| 171                             | 01   | SUPPLIES & MATERIALS  | 6         | 500  | \$3,000        | SUPPLIES & PROMOTIONAL ITEMS TO SUPPORT CTE ACTIVITIES   |
|                                 |      |                       | <b>6</b>  |      | <b>\$3,000</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                       | <b>14</b> |      | <b>\$5,400</b> | <b>3 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**OFFICE OF ACCOMMODATIVE SERVICES**

**GOALS AND OBJECTIVES:**

1. IMPROVE STUDENT OUTCOMES BY PROVIDING TRAINING OPPORTUNITIES TO FACULTY.
2. IMPROVE STUDENT OUTCOMES BY PROVIDING ADDITIONAL SUPPORT SERVICES (I.E., TUTORING) AND ACCESS TO COMPUTERS.
3. STUDENTS WITH DISABILITIES WILL EXPERIENCE GREATER SATISFACTION THROUGH BETTER ACCESS TO ASSISTIVE TECHNOLOGY, LEARNING SOFTWARE, AND AUXILIARY AIDS, RESOURCES, AND SERVICES TO ADDRESS LEARNING BARRIERS.

**PERFORMANCE INDICATORS:**

1. FACULTY, INSTRUCTING STUDENTS WITH DISABILITIES, WILL INDICATE A BETTER UNDERSTANDING OF A STUDENT'S DISABILITY AND THEIR NEEDS AFTER PARTICIPATING IN TRAINING. FACULTY MAY RECEIVE CERTIFICATES FROM TRAINING SESSIONS.
2. OAS WILL MONITOR STUDENT PROGRESS BY REVIEWING MONTHLY AND MID-TERM PROGRESS REPORTS FROM INSTRUCTORS. PROGRESS REPORTS WILL BE USED TO GUIDE OAS IN SCHEDULING AND MEETING W/ STUDENTS AND FACULTY TO ADDRESS DEFICIENCIES & TO IMPROVE SLOS.
3. STUDENTS WITH DISABILITIES RECEIVING SERVICES WILL REPORT IMPROVED SATISFACTION AS INDICATED THROUGH SURVEYS ADMINISTERED AT THE END OF EVERY SEMESTER AND AT TRAINING SESSIONS THAT STUDENTS MAY ATTEND.

**PROPOSED OUTCOMES:**

1. FACULTY WILL REPORT BEING BETTER ABLE TO RESPOND TO THE NEEDS OF STUDENTS REGISTERED WITH THE OFFICE OF ACCOMMODATIVE SERVICES. FACULTY WILL ALSO REPORT MORE CONFIDENCE AND AWARENESS IN PROVIDING SERVICES TO STUDENTS.
2. 60% OF STUDENTS RECEIVING REASONABLE ACADEMIC ACCOMMODATIONS WILL RECEIVE OR MAINTAIN A GPA OF 2.0 OR BETTER BY THE END OF EACH SEMESTER. THIS WILL INCREASE THE RATES OF RETENTION, COMPLETION, GRADUATION, AND OVERALL STUDENT SUCCESS.
3. 60% OF STUDENTS REGISTERED W/ OAS WILL REPORT BEING VERY SATISFIED W/ SVCS PROVIDED BY OAS THROUGH ACCESS TO ASSISTIVE TECHNOLOGY, LEARNING SOFTWARE, AUXILIARY AIDS & SVCS WHICH ENHANCE THEIR LEARNING & ACCESS TO SVCS, EDUCATIONAL INFO, & RESOURCES.

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**OFFICE OF ACCOMMODATIVE SERVICES**

| REQ#                            | FUND | DESCRIPTION                                       | QTY      | UNIT | COST           | JUSTIFICATION   |
|---------------------------------|------|---|----------|------|----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |   |          |      |                |   |
| 172                             | 01   | SERVICE PROVIDERS FOR STUDENTS WITH DISABILITIES. | 1        | 500  | \$500          | CONTRACTS FOR INTERPRETERS FOR THE DEAF/HEARING IMPAIRED                              |
|                                 |      |   | <b>1</b> |      | <b>\$500</b>   | <b>1 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |          |      |                |   |
| 173                             | 01   | SUPPLIES  | 1        | 500  | \$500          | MAINTAIN SUPPLIES FOR DAILY OPERATIONS FOR THE OFFICE OF ACCOMMODATIVE SERVICES       |
|                                 |      |   | <b>1</b> |      | <b>\$500</b>   | <b>1 line item(s)</b>   |
| <b>EQUIPMENT</b>                |      |   |          |      |                |   |
| 174                             | 01   | EQUIPMENT   | 1        | 500  | \$500          | ASSISTIVE DEVICES FOR STUDENTS WITH DISABILITIES IN SUPPORT OF THEIR ACADEMIC SUCCESS |
|                                 |      |   | <b>1</b> |      | <b>\$500</b>   | <b>1 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>3</b> |      | <b>\$1,500</b> | <b>3 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**COMPUTER SCIENCE**

**GOALS AND OBJECTIVES:**

1. TO PROVIDE SUPPORT FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLOS FOR EACH COURSE.
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. INCREASE IN THE NUMBER OF STUDENTS GRADUATING WITH COMPUTER SCIENCE ASSOCIATE DEGREES.
3. COMPUTER SCIENCE ADVISORY COMMITTEE MEETINGS ARE CONDUCTED AND DOCUMENTED.

**PROPOSED OUTCOMES:**

1. COURSES WITHIN THE COMPUTER SCIENCE PROGRAM ARE UPDATED TO KEEP UP WITH THE FAST PACE OF CHANGES IN TECHNOLOGY.
2. INCREASED NUMBER OF STUDENTS GRADUATING FROM THE COMPUTER SCIENCE PROGRAM ANNUALLY.
3. THE NEEDS/CONCERNS IDENTIFIED IN THE ADVISORY COMMITTEE MEETING MINUTES ARE ADDRESSED.

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**COMPUTER SCIENCE**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION            | QTY      | UNIT | COST         | JUSTIFICATION                    |
|---------------------------------|------|------------------------|----------|------|--------------|----------------------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                        |          |      |              |                                  |
| 175                             | 01   | SUPPLIES AND MATERIALS | 1        | 500  | \$500        | TO SUPPORT TEACHING AND LEARNING |
|                                 |      |                        | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>            |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                        | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b>            |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**ENGLISH**

**GOALS AND OBJECTIVES:**

1. TO OPTIMIZE ADVISEMENT OF LIBERAL STUDIES STUDENTS.
2. TO IMPROVE COMPLETION RATES BY PREPARING STUDENTS FOR COLLEGE-LEVEL COURSES IN A TIMELY MANNER.
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 MEET WITH ADVISOR.
2. STUDENT COMPLETION RATES.
3. GCC ASSESSMENT CYCLE RESULTS.

**PROPOSED OUTCOMES:**

1. UP-TO-DATE ELECTRONIC RECORDS OF LIBERAL STUDIES STUDENTS EASILY ACCESSIBLE BY ADVISORS AND DEPARTMENT FOR EFFECTIVE ADVISING AND PROGRAM ASSESSMENT.
2. PERCENTAGE OF STUDENTS WHO PASS/COMPLETE THE DEVELOPMENTAL EDUCATION COURSES WILL INCREASE.
3. COURSES WILL BE REVISED TO REFLECT ASSESSMENT RESULTS AND BEST PRACTICES FOR LITERACY INSTRUCTION.



**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ENGLISH**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION            | QTY      | UNIT  | COST           | JUSTIFICATION  |
|---------------------------------|------|------------------------|----------|-------|----------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                        |          |       |                |  |
| 176                             | 01   | PLAGIARISM SOFTWARE    | 1        | 3,000 | \$3,000        | TO SUPPORT ATTAINMENT OF SLOS  |
|                                 |      |                        | <b>1</b> |       | <b>\$3,000</b> | <b>1 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                        |          |       |                |  |
| 177                             | 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 SHOWCASE. |
|                                 |      |                        | <b>1</b> |       | <b>\$500</b>   | <b>1 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |                        |          |       |                |  |
| 178                             | 01   | EQUIPMENT/NON-CAPITAL  | 1        | 1,000 | \$1,000        | TO PURCHASE SUPPLEMENTAL INSTRUCTIONAL MATERIALS   |
|                                 |      |                        | <b>1</b> |       | <b>\$1,000</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                        | <b>3</b> |       | <b>\$4,500</b> | <b>3 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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 INCREASE PARTNERSHIPS WITH OTHER STAKEHOLDERS.

**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. MEETINGS, MOAS, ARTICULATION AGREEMENTS.

**PROPOSED OUTCOMES:**

1. STUDENTS WILL HAVE COURSES TO CHOOSE FROM THAT MEET THE REQUIREMENTS OF CERTIFICATION AND PREPARE THEM FOR THE CLASSROOM.
2. THE NUMBER OF STUDENTS IN THE TRACK WILL INCREASE EACH YEAR AND MARKETING EFFORTS WILL BE INCREASED.
3. STAKEHOLDERS WILL GIVE INPUT IN THE DEVELOPMENT OF NEW COURSES AND ARTICULATION AGREEMENTS.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**CHAMORU**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION           | QTY      | UNIT | COST           | JUSTIFICATION  |
|---------------------------------|------|-----------------------|----------|------|----------------|--|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                       |          |      |                |  |
| 179                             | 01   | SUPPLIES & MATERIALS  | 2        | 500  | \$1,000        | TO SUPPORT TEACHING & LEARNING   |
|                                 |      |                       | <b>2</b> |      | <b>\$1,000</b> | <b>1 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |                       |          |      |                |  |
| 180                             | 01   | EQUIPMENT/NON-CAPITAL | 2        | 500  | \$1,000        | TO PURCHASE INSTRUCTIONAL MATERIALS SUCH AS BOOKS, DVDS, AND OTHER SUPPLEMENTAL INSTRUCTIONAL MATERIALS. |
|                                 |      |                       | <b>2</b> |      | <b>\$1,000</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                       | <b>4</b> |      | <b>\$2,000</b> | <b>2 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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. OPTIMIZE THE USE OF CURRENT LRC ELECTRONIC RESOURCES.
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 LRC HAS SUFFICIENT ELECTRONIC RESOURCES.
3. 80% OF STUDENTS WILL REPORT SUCCESS IN DEMONSTRATING THE NECESSARY INFORMATION LITERACY SKILLS.

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**LEARNING RESOURCE CENTER**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION   | QTY       | UNIT  | COST            | JUSTIFICATION   |
|---------------------------------|------|---|-----------|-------|-----------------|---|
| <b>CONTRACTUAL SERVICES</b>     |      |   |           |       |                 |   |
| 185                             | 01   | EBSCO ACADEMIC E-BOOK SUBSCRIPTION                              | 1         | 5,290 | \$5,290         | RESOURCES FOR STUDENT LEARNING  |
| 184                             | 01   | PRINT SUBSCRIPTIONS   | 1         | 1,035 | \$1,035         | RESOURCES FOR STUDENT LEARNING  |
| 183                             | 01   | SIRSIDYNIX REMOTE ACCESS  | 1         | 115   | \$115           | ALLOWS LIBRARIAN REMOTE ACCESS TO SIRSIDYNIX OFF CAMPUS TO PROVIDE LRC SERVICES TO STUDENTS |
| 182                             | 01   | EBSCO FULL TEXT PERIODICAL DATABASE                             | 1         | 8,970 | \$8,970         | RESOURCES FOR STUDENT LEARNING  |
| 181                             | 01   | LOCAL SUBSCRIPTIONS   | 1         | 2,185 | \$2,185         | GUAM AND MICRONESIAN PERIODICALS TO SUPPORT STUDENT LEARNING                                |
|                                 |      |   | <b>5</b>  |       | <b>\$17,595</b> | <b>5 line item(s)</b>   |
| <b>SUPPLIES &amp; MATERIALS</b> |      |   |           |       |                 |   |
| 186                             | 01   | SUPPLIES - COPIER PAPER, OFFICE AND LIBRARY MATERIAL PROCESSING | 3         | 500   | \$1,500         | TO SUPPORT LEARNING RESOURCES FOR STUDENTS  |
|                                 |      |   | <b>3</b>  |       | <b>\$1,500</b>  | <b>1 line item(s)</b>   |
| <b>EQUIPMENT</b>                |      |   |           |       |                 |   |
| 189                             | 01   | LAPTOP COMPUTERS  | 2         | 1,441 | \$2,882         | RESOURCES TO SUPPORT SERVICES TO STUDENTS & TO SUPPORT STUDENT LEARNING                     |
| 188                             | 01   | DESKTOP COMPUTERS   | 4         | 1,375 | \$5,500         | RESOURCES TO SUPPORT SERVICES TO STUDENTS & TO SUPPORT STUDENT LEARNING                     |
| 187                             | 01   | BOOKS/DVDS  | 4         | 500   | \$2,000         | RESOURCES FOR STUDENT LEARNING  |
|                                 |      |   | <b>10</b> |       | <b>\$10,382</b> | <b>3 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |   | <b>18</b> |       | <b>\$29,477</b> | <b>9 line item(s)</b>   |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**MARKETING**

**GOALS AND OBJECTIVES:**

1. EVALUATE THE TECHNOLOGICAL EQUIPMENT NEEDS BASED ON THE ASSESSMENT PLAN.
2. IDENTIFY THE LATEST INDUSTRY- STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. ENSURE CURRICULUM DOCUMENTS ARE ALIGNING TO THE INDUSTRY- STANDARD.

**PERFORMANCE INDICATORS:**

1. COLLABORATION WITH THE ADVISORY COMMITTEE TO DETERMINE PROGRAM TECHNOLOGICAL NEEDS.
2. FEEDBACK FROM THE ADVISORY COMMITTEE REGARDING THE LATEST INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. INPUT FROM THE ADVISORY COMMITTEE INCORPORATED INTO THE CURRICULUM.

**PROPOSED OUTCOMES:**

1. PROCUREMENT OF TECHNOLOGY EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. ENSURE THAT INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES ARE AVAILABLE FOR FACULTY & STUDENT USE.
3. UPDATED AND/OR REVISED CURRICULUM DOCUMENTS.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**MARKETING**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                        | QTY      | UNIT | COST           | JUSTIFICATION         |
|---------------------------------|------|------------------------------------|----------|------|----------------|-----------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                    |          |      |                |                       |
| 191                             | 01   | OFFICE SUPPLIES                    | 1        | 500  | \$500          | SUPPORT INSTRUCTION   |
| 190                             | 01   | INSTRUCTIONAL MATERIALS & SUPPLIES | 1        | 500  | \$500          | SUPPORT INSTRUCTION   |
|                                 |      |                                    | <b>2</b> |      | <b>\$1,000</b> | <b>2 line item(s)</b> |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                    | <b>2</b> |      | <b>\$1,000</b> | <b>2 line item(s)</b> |



[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**ACCOUNTING**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**ACCOUNTING**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION            | QTY      | UNIT | COST           | JUSTIFICATION         |
|---------------------------------|------|------------------------|----------|------|----------------|-----------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                        |          |      |                |                       |
| 193                             | 01   | SUPPLIES AND MATERIALS | 2        | 500  | \$1,000        | SUPPORT INSTRUCTION   |
| 192                             | 01   | SOFTWARE               | 1        | 500  | \$500          | SUPPORT INSTRUCTION   |
|                                 |      |                        | <b>3</b> |      | <b>\$1,500</b> | <b>2 line item(s)</b> |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                        | <b>3</b> |      | <b>\$1,500</b> | <b>2 line item(s)</b> |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department**  
**SUPERVISION AND MANAGEMENT**

**GOALS AND OBJECTIVES:**

1. IDENTIFY TECHNOLOGICAL EQUIPMENT NEEDS BASED ON THE ASSESSMENT PLAN.
2. RESEARCH THE LATEST INDUSTRY- STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. ENSURE CURRICULUM DOCUMENTS ARE ALIGNING TO INDUSTRY- STANDARDS.

**PERFORMANCE INDICATORS:**

1. COLLABORATION WITH THE ADVISORY COMMITTEE MEMBERS' INPUT IN UPDATING THE PROGRAM TECHNOLOGICAL NEEDS.
2. INTEGRATE FEEDBACK FROM THE ADVISORY COMMITTEE IN THE LATEST INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. REVISED CURRICULUM DOCUMENTS.

**PROPOSED OUTCOMES:**

1. PROCURE TECHNOLOGY EQUIPMENT BASED ON ASSESSMENT RESULTS AND INDUSTRY STANDARDS.
2. APPLY INDUSTRY-STANDARD INSTRUCTIONAL MATERIALS AND RESOURCES.
3. UPDATED AND/OR REVISED CURRICULUM DOCUMENTS.

**Guam Community College**  
**FY 2024 Budget Request by Department**  
**SUPERVISION AND MANAGEMENT**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                        | QTY      | UNIT | COST         | JUSTIFICATION         |
|---------------------------------|------|------------------------------------|----------|------|--------------|-----------------------|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                    |          |      |              |                       |
| 194                             | 01   | INSTRUCTIONAL MATERIALS & SUPPLIES | 1        | 500  | \$500        | SUPPORT INSTRUCTION   |
|                                 |      |                                    | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b> |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                    | <b>1</b> |      | <b>\$500</b> | <b>1 line item(s)</b> |

# GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

## FY2024 Budget Request by Object (Departmental Level)

### MANPOWER DEVELOPMENT FUND - 04

Includes: Priority 1 & 2  
ALL Departments

| OBJECT CODE / CATEGORY                 | DEPARTMENT |                       | AMOUNT REQUESTED   |
|--|------------|-----------------------|--------------------|
| <b>230 Contractual Services</b>        | 6110       | Automotive Technology | 7,650              |
|  | 6910       | Apprenticeship        | 4,100              |
| <b>TOTAL CONTRACTUAL SERVICES</b>      |            |                       | <b>\$11,750</b>    |
| <b>240 Supplies &amp; Materials</b>    | 6110       | Automotive Technology | 2,500              |
|  | 6910       | Apprenticeship        | 6,500              |
|  | 6950       | Construction Trades   | 62,000             |
| <b>TOTAL SUPPLIES &amp; MATERIALS</b>  |            |                       | <b>\$71,000</b>    |
| <b>250 Equipment</b>                   | 6110       | Automotive Technology | 9,300              |
|  | 6950       | Construction Trades   | 10,000             |
| <b>TOTAL EQUIPMENT</b>                 |            |                       | <b>\$19,300</b>    |
| <b>290 Miscellaneous Expense</b>       | 6910       | Apprenticeship        | 2,673,346          |
| <b>TOTAL MISCELLANEOUS EXPENSE</b>     |            |                       | <b>\$2,673,346</b> |
| <b>TOTAL MANPOWER DEVELOPMENT FUND</b> |            |                       | <b>\$2,775,396</b> |

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department (MDF)**  
**AUTOMOTIVE TECHNOLOGY**

**GOALS AND OBJECTIVES:**

1. TO RECRUIT STUDENTS FROM SECONDARY PROGRAMS INTO POST-SECONDARY.
2. MEET INDUSTRY NEEDS FOR AUTOMOTIVE, COLLISION & REPAIR AND HYBRID ELECTRICAL VEHICLES THROUGH REGULAR PROGRAM STUDENTS, APPRENTICESHIP AND BOOTCAMP.
3. ENSURE THE CURRENT INVENTORY MEETS NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) REQUIRED TOOLS & EQUIPMENT STANDARDS.

**PERFORMANCE INDICATORS:**

1. NUMBER OF STUDENTS FROM SECONDARY PROGRAM ENROLLING IN POST-SECONDARY PROGRAM.
2. INDUSTRY NEED SURVEY RESULTS, SIGNED MOA, DOCUMENT MEETINGS MINUTES WITH ADVISORY COMMITTEE / STAKEHOLDERS.
3. IDENTIFICATION OF CURRENT INVENTORY NOT MEETING NATEF STANDARDS.

**PROPOSED OUTCOMES:**

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

[GCC-DEPT3]

**Guam Community College**  
**FY 2024 Budget Request by Department (MDF)**  
**AUTOMOTIVE TECHNOLOGY**

| REQ#                            | FUND | DESCRIPTION                            | QTY       | UNIT  | COST            | JUSTIFICATION          |
|---------------------------------|------|--|-----------|-------|-----------------|------------------------|
| <b>CONTRACTUAL SERVICES</b>     |      |  |           |       |                 |                        |
| 4                               | 04   | WASTE DISPOSAL                         | 1         | 1,250 | \$1,250         | TO DISPOSE WASTE       |
| 3                               | 04   | CALIBRATION OF METERS AND A/C          | 1         | 200   | \$200           | TO SUPPORT SLO'S       |
| 2                               | 04   | ANNUAL SUBSCRIPTION DUES FOR ALLDATA   | 1         | 1,000 | \$1,000         | TO SUPPORT SLO'S       |
| 16                              | 04   | VEHICLE SCAN TOOL SUBSCRIPTION RENEWAL | 2         | 2,600 | \$5,200         | TO SUPPORT SLO'S       |
|                                 |      |  | <b>5</b>  |       | <b>\$7,650</b>  | <b>4 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |  |           |       |                 |                        |
| 5                               | 04   | AUTOMOTIVE SUPPLIES                    | 5         | 500   | \$2,500         | TO SUPPORT SLO'S       |
|                                 |      |  | <b>5</b>  |       | <b>\$2,500</b>  | <b>1 line item(s)</b>  |
| <b>EQUIPMENT</b>                |      |  |           |       |                 |                        |
| 15                              | 04   | HYBRID ELECTRIC                        | 1         | 2,000 | \$2,000         | TO SUPPORT SLO'S       |
| 13                              | 04   | AUTO BODY SERVICE TOOLS                | 1         | 2,000 | \$2,000         | TO SUPPORT SLO'S       |
| 12                              | 04   | MIG WELDER REPLACEMENT PARTS           | 1         | 500   | \$500           | TO SUPPORT SLO'S       |
| 11                              | 04   | TRANSMISSION SERVICE TOOLS             | 1         | 900   | \$900           | TO SUPPORT SLO'S       |
| 10                              | 04   | ENGINE SERVICE TOOLS                   | 1         | 1,000 | \$1,000         | TO SUPPORT SLO'S       |
| 9                               | 04   | HVAC SERVICE TOOLS                     | 1         | 1,000 | \$1,000         | TO SUPPORT SLO'S       |
| 8                               | 04   | STEERING AND SUSPENSION SERVICE TOOLS  | 2         | 450   | \$900           | TO SUPPORT SLO'S       |
| 7                               | 04   | REPLACEMENT OF BROKEN TOOLS            | 1         | 1,000 | \$1,000         | TO SUPPORT SLO'S       |
|                                 |      |  | <b>9</b>  |       | <b>\$9,300</b>  | <b>8 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |  | <b>19</b> |       | <b>\$19,450</b> | <b>13 line item(s)</b> |



[GCC-DEPT3]

**Guam Community College**  
***FY 2024* Budget Request by Department (MDF)**  
**APPRENTICESHIP**

**GOALS AND OBJECTIVES:**

1. INCREASE RAP EMPLOYER/SPONSOR PARTICIPATION IN THE GCC APPRENTICESHIP PROGRAM.
2. INCREASE THE NUMBER OF ACTIVE APPRENTICES IN THE GCC APPRENTICESHIP PROGRAM.
3. INCREASE THE NUMBER OF COMPLETERS IN THE GCC APPRENTICESHIP PROGRAM.

**PERFORMANCE INDICATORS:**

1. PERIODIC PRESENTATIONS, OUTREACH AND TECHNICAL ASSISTANCE TO RAP EMPLOYERS/SPONSORS REGARDING THEIR ROLE.
2. ORIENTATIONS FOR NEW AND INCUMBENT APPRENTICES AT THE EMPLOYER/SPONSOR JOB SITE OR VIRTUALLY.
3. PERIODIC ADVISEMENT WITH APPRENTICES ON THEIR RTI COMPLETION STATUS; WORK CLOSELY WITH THE DEPARTMENT CHAIRS TO OFFER NEEDED COURSES.

**PROPOSED OUTCOMES:**

1. 21% INCREASE IN THE NUMBER OF ACTIVE EMPLOYERS/SPONSORS REGISTERED WITH THE GCC APPRENTICESHIP PROGRAM.
2. 17% INCREASE IN THE NUMBER OF ACTIVE APPRENTICES IN THE GCC APPRENTICESHIP PROGRAM.
3. 28% INCREASE IN THE NUMBER OF APPRENTICES WHO RECEIVE THEIR COMPLETION CERTIFICATES.

**Guam Community College**  
**FY 2024 Budget Request by Department (MDF)**  
**APPRENTICESHIP**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                     | QTY       | UNIT      | COST               | JUSTIFICATION  |
|---------------------------------|------|---------------------------------|-----------|-----------|--------------------|--|
| <b>CONTRACTUAL SERVICES</b>     |      |                                 |           |           |                    |  |
| 15                              | 04   | GCC PLACEMENT TEST              | 50        | 22        | \$1,100            | PLACEMENT REQUIREMENT FOR ADVISEMENT (\$22.00 PER PLACEMENT TESTING) |
| 14                              | 04   | CONTRACTUAL SERVICES            | 1         | 3,000     | \$3,000            | SUPPORT CURRICULUM FOR PROGRAMS                                      |
|                                 |      |                                 | <b>51</b> |           | <b>\$4,100</b>     | <b>2 line item(s)</b>  |
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                 |           |           |                    |  |
| 23                              | 04   | OFFICIAL VEHICLE MAINTENANCE    | 1         | 500       | \$500              | MAINTENANCE (OIL CHANGE, SAFETY INSPECTION, ETC.)                    |
| 22                              | 04   | APPRENTICE GRADUATION PROMOTION | 12        | 500       | \$6,000            | GOWNS, T-SHIRTS, TASSEL AND SASHES                                   |
|                                 |      |                                 | <b>13</b> |           | <b>\$6,500</b>     | <b>2 line item(s)</b>  |
| <b>MISCELLANEOUS EXPENSE</b>    |      |                                 |           |           |                    |  |
| 27                              | 04   | MISCELLANEOUS                   | 1         | 2,673,346 | \$2,673,346        | TUITION & FEES AND BOOKS   |
|                                 |      |                                 | <b>1</b>  |           | <b>\$2,673,346</b> | <b>1 line item(s)</b>  |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                 | <b>65</b> |           | <b>\$2,683,946</b> | <b>5 line item(s)</b>  |

[GCC-DEPT3]

**Guam Community College**  
***FY 2024* 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. COMPLIANCE AND SAFETY CHECKLIST WILL BE UTILIZED

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2024 Budget Request by Department (MDF)**  
**CONSTRUCTION TRADES**

[GCC-DEPT3]

| REQ#                            | FUND | DESCRIPTION                        | QTY        | UNIT  | COST            | JUSTIFICATION   |
|---------------------------------|------|------------------------------------|------------|-------|-----------------|---|
| <b>SUPPLIES &amp; MATERIALS</b> |      |                                    |            |       |                 |   |
| 30                              | 04   | INSTRUCTIONAL SUPPLIES & MATERIALS | 4          | 500   | \$2,000         | SUPPORT PREARCHITECTURAL DRAFTING PROGRAM- MAINTAIN OR REPLACE DRAWING MATS.  |
| 29                              | 04   | INSTRUCTIONAL SUPPLIES & MATERIALS | 40         | 500   | \$20,000        | SUPPORT CIVIL ENGINEERING/SURVEYING PROGRAMS- MAINTAIN OR REPLACE FOIF TOTAL STATION SURVEYING, PRISM STATION TARGET, PRISMS, MINI PRISM TRIANGLES, MAPPING EQUIPMENT LEVELS, TRIMBLE DGPS, OPTICAL PLUMMETS, TRIMBLE DATA COLLECTOR.                     |
| 28                              | 04   | INSTRUCTIONAL SUPPLIES & MATERIALS | 80         | 500   | \$40,000        | SUPPORT CONSTRUCTION TRADES PROGRAM-MAINTAIN OR REPLACE TABLE SAWS, VERTICAL DRILL PRESSES, BENCH PLANNERS, SLIDING COMPOUND MITER, SAWS, GRINDERS, COMPRESSORS, CORDLESS DRILLS' IMPACT DRIVERS, PNEUMATIC AND CORDLESS FINISHING NAIL GUNS, AIR MOVERS. |
|                                 |      |                                    | <b>124</b> |       | <b>\$62,000</b> | <b>3 line item(s)</b>   |
| <b>EQUIPMENT</b>                |      |                                    |            |       |                 |   |
| 31                              | 04   | INSTRUCTIONAL SUPPLIES & MATERIALS | 4          | 2,500 | \$10,000        | SUPPORT COMPUTER AIDED DESIGN AND DRAFTING PROGRAM-MAINTAIN OR REPLACE DIGITAL PRESENTERS, PLOTTER, AND PRINTER.  |
|                                 |      |                                    | <b>4</b>   |       | <b>\$10,000</b> | <b>1 line item(s)</b>   |
| <b>TOTAL BUDGET REQUESTED</b>   |      |                                    | <b>128</b> |       | <b>\$72,000</b> | <b>4 line item(s)</b>   |

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, December 23, 2022, 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 the reappointment of GCC Board of Trustees Member, Ms. Gina Y. Ramos.**
2. Roll Call
3. 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 10, 2022

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center
  - Student Center Concrete Canopy

**VII.           NEW BUSINESS**

1.     Resolution re Eloy Hara (Commendation for BOT service)
2.     Proposed Policy: “Diversity, Equity, and Inclusion” (1<sup>st</sup> Reading)
3.     BOT Fiscal Calendar (updated)
4.     President’s Travel Request (Spring 2023)

**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 10, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held November 10, 2022, was called to order at 12:12 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Richard P. Sablan, Treasurer (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President, Finance & Administration; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Simone Bollinger, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and Promotions.

**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 7, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 7, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

**VI.**

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

**Financial Status:** The President provided the Board with a current financial status of the



College as follows:

**FY2022:** The audit for FY2022 has started.

**FY2023:** To date, for FY2023, the College has received \$1,846,650.00 for the General Fund; \$16,644.00 for the POST Commission; and \$30,768.00 for the First-Generation Trust Fund Initiative. This is 52% based on what is requested per the DOA allotment schedule which amounts to a total of \$1,894,062.00.

**Capital Improvement Projects and other activities:** The following is a report from the President.

Ongoing CIP Projects: The bid is out for the new air-conditioning unit replacement support Building 1000 and Building 5000; the Building 2000 emergency generator project is 40% complete as of Nov. 8, 2022; and the campus underground water leak detection repairs are ongoing.

Other activities:

The College recently entered into an agreement with the Guam Army National Guard to support individuals obtain a high school diploma or GED with the College in order to enlist with the Guard, including preparing for the ASVAB; a new initiative with the College is working with the University of Hawaii at Hilo to develop a pathway program to their Pharmacy program; the College currently has an agreement with GRMC so that high school students can now participate in work experience at its facilities; the College also is in an educational alliance agreement with Grand Canyon University in which they are offering 10% off in tuition to GCC graduates or employees who wish to pursue a higher degree at its college; the College is in the process of working through the equipment requirements to expand the JFK telecom project which will add another high school program for telecom that leads into the GCC articulation 2+2 with the University of Guam; for the new academic year, the College was able to secure approximately \$1.2 million through a consolidated grant that helps to support high school programs such as for the faculty, staff and equipment needed; a briefing was held with Governor Leon Guerrero regarding a Jobs for America graduate training program, an initiative started through the National Governor's Association and also an initiative included as part of the consolidated grant; the College recently signed a contract with WestCare for social, emotional and health services for the remainder of this academic year; the College recently received \$50,000 for scholarships from a Guam real estate agent.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

Fri., 10/21/2022: 1:00pm, in the Student Center Training Room was a general membership meeting.

Thurs., 10/27/2022: 4:00pm to 8:00pm, behind the LRC, a face-to-face Fall Festival and "Tour

***BOT - Meeting of November 10, 2022***

***Page 3 of 7***

of the Pacific” was held. 303 GCC students received their free 5 COPSA dollars. For the record, the last face-to-face festival was held in 2019.

Mon, 10/31/2022: 11:30am-2:30pm, in front of the Allied Health, a student recreational activity was held and students passed out spooky bags to GCC students.

Fri., 11/4/2022: 1:00pm, in the Student Center Training Room was a general membership meeting.

11/9/2022 and 11/10/2022, 9:00am-1:00pm, located at the Technology Center, the Digital Arts Society in collaboration with Business Organization for Student Success are hosting the “Pave Your Way” open house. 11/9<sup>th</sup> was open to the public and 11/10<sup>th</sup> is for the high school students.

11/10/2022: 9:00am, Building E, Trustee Magwili attended the Diesel Mechanic II Boot Camp completion ceremony with 9 graduates.

11/10/2022: 9:00am-11:45am, in the MPA, the Hospitality & Tourism Society is hosting the “We are the Future” conference for GCC students.

11/10/2022: 2:00pm-4:00pm, in E117/118, the Criminal Justice & Social Science Department in collaboration with the Criminal Justice Student Association & PDRC are hosting a presentation on “Fentanyl, Violence Against Children, and the latest “Trends in Cybercrimes”

11/10/2022: 11:00am-2:00pm, at the Foundation Building in the Veterans Lounge is a bake sale hosted by the Veterans.

Sat., 11/12/2022: 9:00am-3:00pm, is the GCC 9th Annual Cardboard Challenge and the Education department will be utilizing the classrooms in Building E for this event.

Fri., 11/18/2022: 1:00pm, at the Student Center Training Room will be the last scheduled general membership meeting for this semester.

**Faculty Advisory Member:** Ms. Simone Bollinger reported the following:

Final projects and different initiatives within classrooms are happening.

One of the projects students are working on is the Harvest House for foster families Christmas toiletry donation drive.

50 of \$5 gas cards for “Students Helping Students” were given to GCC students by our students.

Nov. 10, 2022, is the “We are the Future” conference hosted by the Hospitality and Tourism department; the VisCom “Pave your Way” event, which Ms. Simone noticed administrators were present for support; and the Veteran’s bake sale in the Foundation Building.

The annual Cardboard Challenge is Nov. 12, 2022, and Education department will be part of the judging.

Department chairs recently submitted their budgets to the Deans.

Nov. 8, 2022, was the College Assembly on campus that included a “Shooter on Campus” training and concluded with a Faculty Union meeting.

The Negotiations meeting was completed in under two weeks and everyone seemed happy about this. The faculty was presented with the Faculty/BOT Agreement at a glance and there was good reception. Anticipate the new Agreement will be passed in January 2023.



**Staff Advisory Member:**

Mr. Kenneth Bautista reported the following:

Staff are continuing work for the Fall semester.

11/8/2022: Mr. Bautista and other GCC staff, attended the College Assembly. This included a hands-on “Shooter on Campus” and a “First Aid Basics” training. A Thanksgiving on-the-go lunch was provided.

**Board of Trustees Community Outreach Report:**

Trustee Magwili reported the following:

11/10/2022: 9:00am, Building E, Trustee Magwili attended the Diesel Mechanic II Boot Camp completion ceremony.

Trustee Leon Guerrero has been attending the Negotiations meeting for the Faculty/BOT Agreement and reported that from a Trustee’s standpoint he was able to see the different perspective of both sides and being involved was very impactful for him as a Board member.

At this time Trustee Hara informed the Board that his term as an appointed member of the GCC Board of Trustees will expire and due to personal reasons will not be submitting for reappointment. Trustee Hara thanked everyone for their camaraderie and support and wished everyone a “Happy Thanksgiving.”

Each Board member expressed their “thank you” and appreciation to Mr. Hara for his support through the years, to the College and most especially to the students.

**VII. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building.

As last reported and to date, this project remains at 99.40% complete and is almost complete. Currently working with the Guam Fire Department on some testing and confirmation operations with the fire alarm system; fume hood to be installed for testing and balancing; including additional smoke detectors and finishing the building signage.

Building 300.

To date, this project is 98.98% complete. There is still work left to be done such as the leak and the fire suppressant issues are being monitored and tested; cold water line tapping to the water tank; waiting to connect the solar panel; finalizing the audio conduits and the storage, plus the gate between Building 300 and Building 400.

Wellness Center.

The College met with USDA who did an initial review of the pre-application submitted. The College is now updating some forms and providing modifications with regard to percentages per the feasibility study. Once this goes out to bid, anticipate this project to be estimated at \$9 million but request for the USDA loan will be \$7 million.

Building B.

This project is now 25.82% complete and progressing.

Workforce Development Center (Barrigada property).

The bi-weekly meeting is continuing with the College and the U.S. Economic Development Authority (EDA). Anticipate this project to go out to bid soon upon final review of the bid documents.

Student Center Concrete Canopy.

This project is now at 17% complete. Demolition of the concrete structure and digging has started as well as the footing and column rebars.

At this time, the President reported that the College submitted a request to U.S. DOE to use some of the funds received. This will be for the renovation of the Culinary & Baking Center known as Building 400. The bids documents are complete and awaiting now for the final approval to use these funds.

**VII. NEW BUSINESS.**

**1. President's Travel Request (Fall 2022-Spring 2023).** The following is the President's travel:

PREL meeting, December 8-9, 2022, Honolulu, Hawaii, funds are 100% reimbursable.

ACCJC Commissioner meeting, January 11-13, 2023, Sacramento, California, funds are 100% reimbursable.

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR FALL 2022 THROUGH SPRING 2023. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**



**IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:43 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 to reconvene into open session:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:49 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 ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, the Chairman mentioned to Trustee Hara how valuable he has been to the Board and as also expressed by Trustee Leon Guerrero, Trustee Grino and Dr. Okada, Trustee Hara will be very difficult to be replaced and that the Board anticipate meeting Trustee Hara at future GCC events. The Chairman further expressed his thank you to Trustee Hara for filling in when needed especially testifying before the Guam Legislature during the budget hearings and for representing the Board at special events.

The Student Trustee was informed that the CARES Act checks for students are being printed today.

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

**MOTION**

**IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF NOVEMBER 10, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

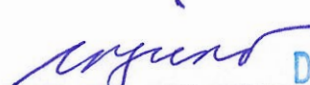
There being no further discussion, the meeting of November 10, 2022, adjourned at 12:51 p.m.

**SUBMITTED BY:**

  
\_\_\_\_\_  
**BERTHA M. GUERRERO**  
Recording Secretary


DEC 23 2022

**ATTESTED BY:**

  
\_\_\_\_\_  
**ROSE P. GRINO**  
Secretary

DEC 23 2022

**APPROVED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Chairperson

DEC 23 2022



BOARD OF TRUSTEES

GUAM COMMUNITY COLLEGE  
Board of Trustees  
Resolution 22-2022

**COMMENDATION FOR SERVICE AS TRUSTEE**

**WHEREAS**, Mr. Eloy P. Hara served on the Board of Trustees since his initial appointment in 2015 and reappointed from 2017 until 2022; and

**WHEREAS**, Mr. Eloy P. Hara also served as a Treasurer during his tenure and in that capacity faithfully and honorably represented the students, faculty and staff of the College in a commendable fashion; and

**WHEREAS**, Mr. Eloy P. Hara demonstrated outstanding leadership and commitment to education for the students, faculty and administration of the College, to our community and neighboring islands; and

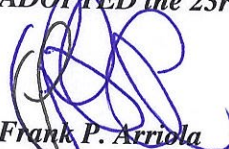
**WHEREAS**, for seven (7) years, Mr. Eloy P. Hara has been an advocate of the Guam Community College as “a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia” by responding effectively to the diverse needs of the community in his role as a Trustee.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees commends and recognizes Mr. Eloy P. Hara for his seven (7) years of dedicated service and leadership; for providing guidance to the administration of the College; and for his commitment to the mission of the College; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees further commends Mr. Eloy P. Hara for his 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 Mr. Eloy P. Hara for his outstanding contribution to the people of Guam throughout the years in his role as a member of the Guam Community College Board of Trustees as he completes his tenure.

**ADOPTED** the 23rd day of December 2022.

  
Frank P. Arriola  
Chairperson

  
Carlo M. Leon Guerrero  
Vice Chairperson

  
Richard P. Sablan  
Treasurer

  
Rose P. Grino  
Secretary

  
Kenly Magwili  
Student Trustee

  
Gina Y. Ramos  
Member



(1<sup>st</sup> Reading)

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**DIVERSITY, EQUITY, AND INCLUSION**

**WHEREAS**, Guam Community College (“the College”) is committed to diversity, equity, and inclusion and is dedicated to maintaining an environment that supports the diversity of people and ideas; and

**WHEREAS**, the College is committed to achieving and honoring diversity in all its operations by ensuring that the educational and working environment promotes respect of all individuals, regardless of differences; and

**WHEREAS**, the College provides quality, student-centered educational programs and services that are accessible and flexible to meet the educational needs of the community we serve; and

**WHEREAS**, the College is committed to developing strategies to ensure its organizational climate reflects the highest commitment to diversity and respect for individual differences; and

**WHEREAS**, the College is committed to ensuring equal opportunity for all persons as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and other applicable laws.

**NOW, THEREFORE, BE IT RESOLVED**, the College will continue to promote diversity, cultural sensitivity, and equal opportunity in employment; and

**BE IT FURTHER RESOLVED**, the College will systematically assess the needs of students and employees and address any gaps in diversity, equity, and inclusion; and

**BE IT FURTHER RESOLVED**, all College community members will embrace and practice diversity, equity and inclusion in their interactions.

**ADOPTED** the \_\_\_ day of December 2022.

---

**FRANK P. ARRIOLA**  
Chairperson

**ATTESTED BY:**

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**ROSE P. GRINO**  
Secretary

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Annual Fiscal Year Calendar, October 2022 thru September 2023**

Approved by GCC Board of Trustees: \_\_\_\_\_

| OCTOBER 2022  | NOVEMBER 2022   | DECEMBER 2022   | JANUARY 2023   |
|---|---|---|--|
| <p>07- <u>Fri.</u>, BOT monthly meeting (12pm) campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>PRESIDENT:</u><br/>           Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council (AA), Legislature, 22 GCA, Chapter 7, §7120.2</p> | <p>05- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>08- <u>Tues.</u>, College Assembly (8am-3pm)</p> <p>11- <u>GCC 45<sup>th</sup> Anniversary</u></p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><b>Reminders:</b></p> <p>BOT Reappointments</p> | <p>05- <u>Mon.</u>, Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>23- <u>Fri.</u>, BOT monthly meeting (12pm) (12/23<sup>rd</sup>; Dec.2022/Jan. 2023 reporting)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>PRESIDENT:</u><br/>           31- GCC's Annual Report to the Governor</p> <p>*Update BOT training: Boards and Commissions Educational Programs, 5GCA, §43116 (d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission <i>shall</i>, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.</p> | <p>21- <u>Fri.</u>, Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>BOT monthly meeting (Dec. 2022/ Jan. 2023 combined reporting during 12/2022 mtg.)</p> <p>NOTE: (*update BOT training) BOARDS &amp; COMMISSION EDUCATIONAL REQUIREMENT, 5GCA, §43116</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107</p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>PRESIDENT:</u><br/>           Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p> <p><b>Public Law 28-76 Ethics in Government Training every 4 years due 2025 (4 GCA, Article 4, Chapter 15, §15409)</b></p> |

**PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Annual Fiscal Year Calendar, October 2022 thru September 2023**

Approved by GCC Board of Trustees: \_\_\_\_\_

| FEBRUARY 2023   | MARCH 2023   | APRIL 2023  | MAY 2023  |
|---|--|---|---|
| <p>10- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>18- <u>Fri.</u>, Foundation Board of Governors mtg., 12pm, GCC campus)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>BOARD:</u><br/>           No later than the 15<sup>th</sup> of February, submittal of GCCs annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p> <p><b>BOT POLICY REVIEW, SERIES 500-700. OUTSTANDING POLICIES FOR REVIEW.</b></p> | <p>03- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>17- <u>Fri.</u>, Foundation Board of Governors mtg. <b>Quarterly mtg.</b>, 12pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><b>BOT POLICY REVIEW, SERIES 500-700. OUTSTANDING POLICIES FOR REVIEW</b></p> | <p>07- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>10- <b>Tues., College Assembly (8am-3pm)</b></p> <p>21- <u>Fri.</u>, Foundation Board of Governors mtg., 12pm, GCC campus</p> <p><b>New Student Trustee elected</b></p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107<br/>           BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><u>PRESIDENT:</u><br/>           Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.<br/>           Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2</p> | <p>05- <u>Fri.</u>, BOT monthly meeting (12pm)<br/>           (New Student Trustee sworn in)</p> <p>19- <b><u>Fri., GCC COMMENCEMENT, (Time TBA)</u></b></p> <p>26- <u>Fri.</u>, Foundation Board of Governors mtg., 12pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u><br/>           BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> |

**PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.**

**GUAM COMMUNITY COLLEGE**

Board of Trustees

**Annual Fiscal Year Calendar, October 2022 thru September 2023**

Approved by GCC Board of Trustees: \_\_\_\_\_

| JUNE 2023   | JULY 2023   | AUGUST 2023   | SEPTEMBER 2023  |
|---|---|---|---|
| <p>02- Fri., BOT monthly meeting (12pm)<br/>16- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p><b>Reports Due:</b><br/>BOT CHAIR<br/>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><b>PRESIDENT:</b><br/>June 30<sup>th</sup> - Graduate Employment Report</p> <p><b>OUTSTANDING POLICIES FOR REVIEW.</b></p> | <p>14- Fri., BOT monthly meeting (12pm)<br/>21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p><b>Reports Due:</b><br/>BOT CHAIR<br/>Quarterly BOT Attendance Report to Governor, 5GCA, Chapter 43, §43107<br/>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1<br/>Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.<br/>Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council, Legislature, 22 GCA, Chapter 7, §7120.2</p> | <p>04- Fri., BOT monthly meeting<br/>18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p><b>TBA - Convocation</b></p> <p><b>Reports Due:</b><br/>BOT CHAIR<br/>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1<br/>BOT Annual Educational Requirements, 5 GCA, Chapter 43, §43116</p> | <p>08- Fri., BOT monthly meeting (12pm)<br/>22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p><b>Reports Due:</b><br/>BOT CHAIR<br/>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, 5 GCA, Chapter 8, §8113.1</p> <p><b>REMINDERS:</b><br/><b>TBA - 2023 ACCT Leadership Congress</b><br/><b>TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT</b><br/><b>(Scheduled in Sept. or Oct. 2023)</b></p> <p><b>** REMINDER: 2023 BOT ELECTION</b></p> |

Adopted by the GCC Board of Trustees: \_\_\_\_\_

Date: \_\_\_\_\_

FRANK P. ARRIOLA, Chairperson

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

**PRESIDENT'S TRAVEL SCHEDULE**  
**Spring 2023**

| <b>Conference Title/Sponsor</b>                                  | <b>Date</b>               | <b>Location</b>      |
|--|---------------------------|----------------------|
| <b>WestCare Annual Foundation Board<br/>of Directors Retreat</b> | <b>February 1-4, 2023</b> | <b>Henderson, NV</b> |

*Funding Source(s): 100% reimbursable by WestCare*

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Thursday, November 10, 2022, 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 7, 2022

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Forensic Lab
  - Building 300
  - Wellness Center
  - Building B
  - Workforce Development Center
  - Student Center Concrete Canopy

**VII.           NEW BUSINESS**

1. President's Travel Request (Fall 2022-Spring 2023)

**VIII.           EXECUTIVE SESSION**

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

**IX.             ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of October 7, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held October 7, 2022, was called to order at 12:04 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Mr. Frank P. Arriola, Chairperson (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; Ms. Pilar Williams, Dean, TPS; Dr. Michael Chan, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Simone Bollinger, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and 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 – September 9, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF SEPTEMBER 9, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

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

**FY2022:** All funds appropriated for the College for FY2022 has been received, which is 100%.

**FY2023:** To date, for FY2023, the College has received \$307,775.00 for the General Fund; \$5,548.00 for the POST Commission; and \$15,384.00 for the First-Generation Trust Fund Initiative.

**Capital Improvement Projects and other activities:** The following is a report from the President.

One of the 2021 CIP projects that is outstanding is a one 10 ton air-conditioning unit, pending installation; the emergency generator for Building 2000 is 36% complete and pending the second compaction test for the concrete footing; the campus underground water leak detection is done and repairs are next; the barrel vault building canopy from Building A to Building 5000 is on hold due to the estimated cost exceeding the amount anticipated but once additional funds are identified the project will restart; the College is considering a FEMA grant for the refurbishment of Building 900; the 30,000 gallon water tank refurbishment project is now complete and the final invoice has been processed closing out this project; 25 benches were procured with CARES funding to support social distancing for students and are located near the Student Center and in the PV walkways; still working on the Culinary and Baking Center design and will proceed with the bid once complete.

Other activities:

Inquiries from GMH and Public Health relating to Medical Interpreting and is a project currently working on; met with representatives from Worksite Labs that want to set up additional laboratories on Guam and anticipating launching in November 2022. The College will be assisting with their initial staffing requirements with boot camps and followed by individual training. Trustee Grino recommended using the CNA cohort and was noted.

The prior year expenditures for several years dealt with the merit bonuses and is being paid out. The last FY2022 GCC merit bonuses for employees will be paid out at the next payroll date. These are 3-1/2% bonuses for support staff with outstanding work performances.

The College recently received another award from the Department of Interior for a photovoltaic system for Building 2000, which is the administration building; the FY2023 budget was recently passed as Public Law 36-107 with a slight increase in GCC funding primarily through the MDF appropriations.

**2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

Wed., 9/14/2022, 11:00am at the MPA, attended the Cybersecurity Boot Camp completion ceremony with 8 students completing.

Fri. 9/23/2022, 1:00pm, at the Student Center Training Room, attended General Membership meeting.

Fri. 9/23/2022, 2:00pm, at the MPA, attended the Health Certificate Training Workshop for student requiring Health Certificates for fundraisers with 50 students participating and all passing.

Fri., 9/23/2022: Attended the PAR Excellence golf tournament. The GCC Foundation awarded 10 individual \$1,000 scholarships to eligible students with proceeds from said tournament. Trustee Magwili was one of the recipients.

Fri., 9/30/2022, from 8:30am to 3:30pm, at the Westin Resort, students had the first face-to-face "Need to Lead" conference after being online due to COVID-19. Approximately 100 students attended and there were 6 skill shops, as follows:

- ▶ Personal Discovery and Career Exploration
- ▶ Time Flies but You're the Pilot,
- ▶ Tips to Prevent, Manage, and Resolve Conflict
- ▶ Communication is the Key to Effective Leadership and Teamwork
- ▶ Managing Stress: Self-care Strategies
- ▶ *Tohge yan Sangan:* Stand and Deliver powerful presentations

After lunch, there were Student Leadership activities that were led by Trustee Magwili and the COPSA officers with the help of their advisors.

Tues., 10/4/2022 and Wed., 10/5/2022, 4:00pm in the MPA, was the Meet the President.

Today, Fri., 10/7/2022, 1:00pm in the Student Center Training Room is a scheduled General Membership meeting.

**Faculty Advisory Member:**

Ms. Simone Bollinger reported the following:

Wed., 9/14/2022, 11:00am at the MPA, attended the Cybersecurity Boot Camp completion ceremony.

Faculty attended the Active Shooter training, which was a refresher but with updated information.

From faculty, outside of class activities:

Supervision & Management class are working on a gift drive similar to an Angel Tree. Faculty are helping to organize students supporting students in need from a wish list but in a gift form;



Supervision & Management class are also working on a toy drive for foster children; E-Commerce students are working with community-based organizations to create, update or redesign their organizational websites; “Need to Lead” conference was a success, this was an opportunity for faculty to share with students in a workshop format outside of a classroom setting; the *Fanhita Manhoben* youth conference three-day workshop was coordinated by the Commission on Decolonization in which faculty member Joni Kerr organized the participation of two GCC students; faculty were involved with students in a recent coastal cleanup which included the EcoWarriors and was also a success.

The negotiations team are preparing the upcoming negotiations and are looking forward to addressing areas for a continued student-centered teaching and success.

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

**8/15/2022:** Mr. Bautista attended the Convocation held in the MPA with other staff.

**8/24/2022:** Attended the Student Center Canopy groundbreaking ceremony on campus.

**Staff are continuing working with students for the Fall semester.**

**9/4/2022:** Labor Day picnic recently held was a success.

**9/9/2022:** Staff attended an Active Shooter refresher training.

**Board of Trustees Community Outreach Report:**

**9/9/2022:** Trustee Leon Guerrero attended the Guam Hotel and Restaurant Association Gala event.

**9/14/2022:** Trustees Hara and Magwili attended the Cybersecurity Boot Camp completion ceremony.

**9/16/2022:** Trustees Leon Guerrero and Grino attended the “*Fanachu Famalao'an*” conference with Dr. Okada.

**9/23/2022:** Trustees Leon Guerrero and Sablan attended the GCC Golf Tournament at Leo Palace. The Vice Chairperson mentioned they enjoyed food prepared by the Culinary team.

**9/24/2022:** Trustee Leon Guerrero participated in the Chamber of Commerce Gala.

**VI. UNFINISHED BUSINESS**

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

**Forensic Lab/DNA Building.**

To date, this project remains at 99.40% complete. A Department of Interior representative may be on island in December 2022. If this visit is confirmed, the College will schedule the ribbon cutting to coincide with that visit.

**Building 300.**

This project completion rate is at 98.85% and there are a few things left to be done. The fire alarm system testing is ongoing for this building as well as the Forensic Lab and anticipate this project to finish soon.

**Wellness Center.**

As last reported a pre-application has been submitted to USDA due to some recent changes in the requirements and to date, there has been no response from USDA.

**Building B.**

This project is now 10.3% complete and the contractor is setting up the staging area and installing framing to begin the demolition of the building.

**Workforce Development Center (Barrigada property).**

The College is continually working with the U.S. Economic Development Authority (EDA) for the finalization of specifications and the breakdown of the costs estimates in order to move forward in putting the bid out. The meetings with the EDA Engineers are still being held on a bi-weekly basis.

**VII. NEW BUSINESS.**

**1. Advisory Committee.** The President explained that as part of the Guam Community College enabling legislation, namely, Public Law 14-77, a section in the public law refers to establishing advisory committees for the institution. The President further explained that through Dean Pilar Williams and approved by Dr. Gina Tudela, Vice President for the Academics Affairs Division, the Board was provided with a comprehensive list of all individuals who serve on the various advisory committees to support Career and Technical Education. The advisory members were listed under Automotive, Cosmetology, Construction Technology, Criminal Justice & Social Sciences, Human Services, Culinary Arts, Education, Hospitality & Tourism, and Nursing & Allied Health. Committee members will serve a two-year period. After consideration, the Board made a motion, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE COMPREHENSIVE LIST OF**

**ADVISORY COMMITTEES AND ADVISORY COMMITTEE MEMBERS, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:28 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 to reconvene into open session:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:41 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 ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

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



**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF OCTOBER 7, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of October 7, 2022, adjourned at 12:42 p.m.

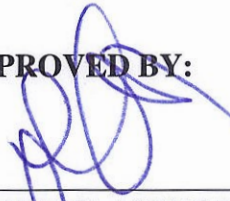
**SUBMITTED BY:**

 **NOV 10 2022**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **NOV 10 2022**  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

 **NOV 10 2022**  
**FRANK P. ARRIOLA**  
Chairperson



**PRESIDENT'S TRAVEL SCHEDULE**  
**Fall 2022 – Spring 2023**

| <b>Conference Title/Sponsor</b>   | <b>Date</b>                | <b>Location</b>       |
|-----------------------------------|----------------------------|-----------------------|
| <b>PREL Meeting</b>               | <b>December 8-9, 2022</b>  | <b>Honolulu, HI</b>   |
| <b>ACCJC Commissioner Meeting</b> | <b>January 11-13, 2023</b> | <b>Sacramento, CA</b> |

*Funding Source(s): @ PREL 100% reimbursable. @ ACCJC 100% reimbursable*

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, October 7, 2022, 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 September 9, 2022

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

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

**VII.           NEW BUSINESS**

1. Approval of Advisory Committees

**VIII.           EXECUTIVE SESSION**

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

**IX.           ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of September 9, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held September 9, 2022, was called to order at 12:09 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Richard P. Sablan, Treasurer (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Apolline San Nicolas, Chief Human Resources Officer; Ms. Simone Bollinger, Faculty Advisory Member; Ms. Mariesha Cruz-San Nicolas, Associate Dean, TPS; Mr. John Dela Rosa, Assistant Director, Communications and 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 – August 12, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF August 12, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

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

***BOT - Meeting of September 9, 2022***

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FY2022: As of September 9, 2022, the College received a total of approximately \$18,361,035.00, as follows: \$14,238,744.00 for the General Fund; \$78,500.00 for establishment of the scholarship office under Financial Aid; \$3,597,440.00 for MDF; \$65,189.00 for the POST Commission; \$200,400.00 for the Capital Improvement Fund for the repayment for the USDA loan; and \$180,762.00 for the First-Generation Trust Fund Initiative. This equates to 91% of the amount requested per the allotment schedule.

**Capital Improvement Projects and other activities:** The following is a report from the President.

The refurbishment of the 30,000 water tank is 100% complete; a replacement of a 10 ton air conditioning unit was installed in Building 1000 with another 10 ton unit still pending; the emergency generator for Building 2000 is 30% complete, which was funded through the Higher Education Emergency Relief Fund (HEERF); Facilities and Maintenance is continuing with the underground water leak detection beginning with this weekend.

Other activities:

Trustee Grino, Dean Pilar and the President met with Governor Lou Leon Guerrero regarding assistance with GBNE for the GCC CNA students to ensure they complete their certification. Because there was a delay in testing, the students are at risk, if they do not complete their CNA licensure once the pandemic is over. As a result of this meeting, testing dates have been provided so students are able to take the exam.

The CNA and Childcare Bootcamps have been completed and many of the students have gained successful employment; Dr. Michael Chan and his team are working with the Port Authority for a data cable installation training; the College received a request from the CNMI regarding programs under NMTI and visited the campus especially for programs in automotive, culinary and cosmetology something they want to offer in CNMI; GCC employees were provided with a refresher training in procurement for individuals responsible for procuring goods and services for various departments at the College; the GCC College Fair on August 7, 2022, as mentioned during the last meeting was a success and the preliminary numbers for enrollment for this semester has exceeded the enrollment for last Fall, as numbers for last Fall was at 1,692; the FY2023 budget was passed by the 36th Guam Legislature pending the Governor's approval, which indicates an increase for GCC under the Manpower Development Fund; through the support of GRMC's qualifying certificate, GEDA has provided an additional \$100,000.00 to support the allied health programs which was received after the College submitted an application; the College will also be submitting an additional application to GEDA to support students that have completed an LPN program and to also receive an Associate's Degree in Nursing; during a recent new employee orientation, Cybersecurity Awareness was one of the topics presented; Chairman Arriola and Vice Chairman are assisting the College with the offer for a potential property purchase, which will provide program expansion for the College and will be obtaining an appraisal of the property; the College hired a new Instructional Designer to begin in October 2022 that will help expand

the Distance Education program; 3 additional electric vehicle charging stations were installed on campus in August 2022 and the College will be receiving 2 more electric vehicles at the end of September 2022.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

8/15/2022: Attended the Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m. in the MPA. A total of 148 students attended.

8/16/2022: Attended the CNA & Childcare Boot Camp Completion ceremony in the MPA. 16 completed the Childcare and 19 completed the CNA and it was also the 2020 Practical Nursing Cohort recognition with 19 completing the course and are now all officially licensed.

8/29/2022: Attended the Ship Repair Boot Camp VI Completion Ceremony in the MPA and there were 17 completers.

9/9/2022: Attended the new student organization officer and advisor induction ceremony at 12:00 p.m. today.

9/9/2022: The first COPSA general membership meeting will be at 2:00 p.m. today.

The registration for the “Need to Lead” Conference to be held on September 30, 2022, is now open and has been posted on the Center for Student Involvement (CSI) website, MyGCC and in various social media platforms.

Trustee Magwili also provided the Board with copies of the CSI calendar for Fall 2022 consisting of student general membership meetings, trainings, holidays and other events.

### **Faculty Advisory Member:**

Ms. Simone Bollinger reported the following:

The new semester began and Convocation was held at the beginning of the semester.

The campus feels much more as it did before the pandemic.

The flu has been going around and some medical issues prevent her students to meet face to face but after the pandemic are better equipped to deal with this and have allowed students to attend via Google Meet, which is working out.

Attended the Active Threat training this morning, September 9, 2022, conducted by the Guam Airport Police.

Spring schedule is due to the Registrar by September 30, 2022 and departments are actively working on preparing for this.

The “Cardboard Challenge” is anticipated to be held in October 2022 by the Education department in the MPA. This event involves students making different types of games out of cardboards and children will be invited for hands-on fun activities.

**Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance for today’s meeting.

### **Board of Trustees Community Outreach Report:**

7/28/2022: Trustee Hara attended the Building B groundbreaking ceremony on campus.



***BOT - Meeting of September 9, 2022***  
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8/15/2022: Trustee Magwili attended the Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m., held in the MPA. A total of 148 students attended.

8/15/2022: Trustee Leon Guerrero attended Convocation held in the MPA and also provided the Welcoming Remarks on behalf of the Board. At this time Trustee Leon Guerrero congratulated the GCC Team for the 2nd place award for the Labor Day picnic decorating contest, which he was able to see pictures of online.

8/16/2022: Trustee Magwili attended the CNA & Childcare Boot Camp Completion ceremony in the MPA.

8/24/2022: Trustees Leon Guerrero, Hara and Magwili attended the Student Center Canopy groundbreaking ceremony on campus.

8/29/2022: Trustees Hara and Magwili attended the Ship Repair Boot Camp VI Completion Ceremony in the MPA.

8/30/2022: Trustee Sablan attended the Board of Trustees policy review for Policies 340, 345 and 350; and Series 400.

9/4/2022, Sunday: Trustee Hara attended the Labor Day picnic at Ypao and mentioned it was a huge event and was a success.

9/9/2022: Trustee Magwili attended the new student organization officer and advisor induction ceremony at 12:00 p.m. today.

Trustee Grino reported that the College is part of the alliance to end TB on Guam and that Ms. Dorothy “Dee” Duenas from GCC presented during this conference in August 2022 along with a Dept. of Public Health & Social Services nurse regarding testing and evaluation. GCC students also attended, which is a good opportunity for LPN students who are interested in community health nursing. Trustee Grino further reported that this public private partnership and with GCC’s involvement will continue in moving forward with these initiatives.

**VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building.

To date, this project remains at 99.39% complete. The contractor is still working on the installation of fire alarm devices; testing and balancing and with additional smoke detectors and fire alarm devices. Anticipate this facility to be completed soon, however, there is a different timeline for the generator, which is expected to arrive October 3, 2022.

The President confirmed that the generator is for the building. The Chairman explained that a conditional occupancy could be allowed if needed but would have to ensure certain things are in place such as a fire watch with security or maybe a backup water tank truck. The Chairman informed the President that if there are further delays with the occupancy, to let him know whether he can be of assistance.

Building 300.

This project completion rate is at 98.10% and anticipate will be done soon. Have completed the fire alarm system and working with G4S to finalize; and is now pending the wet tapping for the water supply.

Wellness Center.

A resolution will be submitted regarding this project authorizing the College to enter into an agreement with the Foundation for a USDA loan of up to \$7 million for the GCC Wellness & Maintenance Center. A pre-application has been submitted to USDA due to some recent changes in the requirements. This is on today's agenda for the Board's consideration.

Building B.

As previously reported the groundbreaking was held July 28, 2022, at 10:00 a.m. onsite. This project is now 4.32% complete. This project is pending the Dept. of Public Works to release the permits and the mobilization of construction materials and equipment are ongoing.

Workforce Development Center (Barrigada property).

Funding for this project will be with the U.S. Economic Development Authority (EDA). The College is in continued communication with EDA regarding the College to submit a series of documents required to obtain prior approval before the bid is issued. Documents pending are the Certificate of Title from Land Management; the appraisal; and bid specifications by Materials Management for EDA's approval. Meeting with EDA Engineers are held on a bi-weekly basis.

**VII. NEW BUSINESS.**

**1. GCC Maintenance & Wellness Center.** The Board was presented with a resolution for consideration regarding this project, namely, "Request to Enter into a Loan for the Construction of the Guam Community College Wellness & Maintenance Center." The President explained that this resolution authorizes the College to enter into a formal application for a loan with USDA to support the GCC Wellness & Maintenance Center. The construction is based on an estimate of a little over \$9 million. The loan request will be with the GCC Foundation Board for \$7 million with a lease/leaseback agreement with the College with a rate of 3.5% per year. This loan is similar with the funding for Building 200, which has since been paid. A resolution will also be presented to the GCC Foundation Board. After consideration, the Board made a motion, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE RESOLUTION, "REQUEST TO ENTER INTO A LOAN FOR THE CONSTRUCTION OF THE GUAM COMMUNITY COLLEGE WELLNESS & MAINTENANCE CENTER." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

2. **BOT Policy Updates (Policies 340, 345 & 350; and Series 400).** The President informed the Board that a Board of Trustees policy review was held on August 30, 2022 in which Trustee Sablan also attended. Those reviewed were the Board of Trustees Policies 340, 345, 350; and the whole Series of Policies 400. As part of the accreditation requirement, board policy reviews are required for updates and should be noted on the resolution that although there were no changes, that it was reviewed. The recommended updates with track changes and finalized versions were presented to the Board. After consideration, a motion was made, as follow:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD OF TRUSTEES POLICIES ARE HEREBY APPROVED, AS FOLLOWS: POLICY 340, “DISTANCE EDUCATION”; “GUAM COMMUNITY COLLEGE GUIDELINES TO DISTANCE EDUCATION POLICY 340”; POLICY 345, “CREDIT HOUR POLICY”; POLICY 350, “PRIOR LEARNING ASSESSMENT”; POLICY 410, “STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL”; POLICY 420, “RECRUITMENT ABOVE THE MINIMUM STEP”; POLICY 425, “PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS”; POLICY 430, “VOLUNTEER POLICY, FOR INSTRUCTIONAL/NON-INSTRUCTIONAL SERVICES”; POLICY 440, “APPEALS TO THE CIVIL SERVICE COMMISSION”; POLICY 460, “ACADEMIC FREEDOM”; POLICY 470, “CODE OF ETHICS”; POLICY 475, “GCC’S MERIT BONUS POLICY”; AND THAT POLICY 415, “APPEAL HEARINGS” IS HEREBY DELETED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:40 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 to reconvene into open session:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:58 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 ROSE GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**


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

**MOTION**

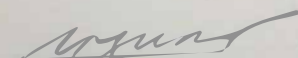
**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF SEPTEMBER 9, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of September 9, 2022, adjourned at 1:02 p.m.

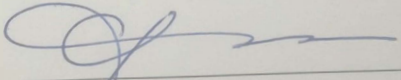
**SUBMITTED BY:**

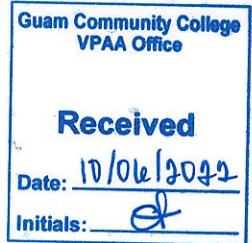
  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

  
**FRANK P. ARRIOLA**  
Chairperson  
*for*



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**MEMORANDUM**

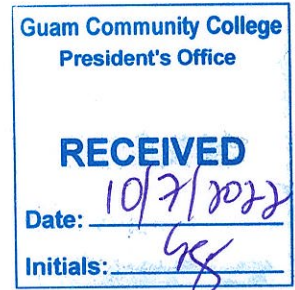
**TO:** Mary A. Y. Okada, Ed.D.  
President

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

**FROM:** Pilar Perez Williams  
Dean, TPS

**SUBJECT:** Workforce Advisory Committees

**DATE:** October 6, 2022



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Attached you will find recommended Advisory Committee Member listings by Department for Board review. In addition, the Purpose, Composition, and Appointment Process SOP is also attached for your perusal.

Thank you.

## AUTOMOTIVE ADVISORY COMMITTEE MEMBERS

| Member Names       | Position        | Department/Business                     | Contact                 | Address   | Email   |
|--------------------|-----------------|---|-------------------------|---|---|
| Beltran, Journey   | Service Manager | Nissan Auto                             | 671-647-0519            | 1012 North Marine Corps Dr, Route 1, Tamuning, GU 96913 | jbeltran@nissanguam.com                             |
| Butcher, Adam      | Service Manager | Triple J Ford                           | 671-685-6617            | 470 North, Marine Corps Dr, Tamuning, GU 96913,         | abutcher@triplejguam.com                            |
| Egana, Joel        | Faculty         | GCC                                     | 671-864-6906            | GCC   | joel.egana@guamcc.edu                               |
| Gajo, Kenrick      | Owner           | Gajo and Son's Auto Body Repair Service | 671-637-7571            |   |   |
| Limtiaco, Lawrence | Vice President  | Pacific Unlimited Inc.                  | 671-473-4374<br>press 4 | 17-3311, Corsair Ave, Barrigada, Guam                   | llimtiaco@pacificunlimitedguam.com                  |
| Manosa, Jaime L.   | Owner           | Manosa's AutoBody Repair                | 671-989-0227            | Harmon Industrial Park                                  | jaimeguam@gmail.com<br>autoservicesguahan@gmail.com |
| Maomay, Eduardo    | Owner           | Automotive Specialist                   | 671-648-1968            | 370 E Harmon Industrial Park Rd, Tamuning, GU 96931     | automotivespecialist2011@yahoo.com                  |
| Parajillo, Lyndon  | Faculty         | GCC                                     | 671-929-6700            | GCC   | lyndon.pajarillo@guamcc.edu                         |
| Perez, Jonathan    | Faculty         | GCC                                     | 671-929-0925            | GCC   | jonathan.perez1@guamcc.edu                          |



## COSMETOLOGY ADVISORY MEMBERS

| Member Name      | Department/Agency              | Mailing Address   | Contact Information      | Email                               |
|------------------|--------------------------------|---|--------------------------|-------------------------------------|
| Andrew Hernandez | Salon En Vogue                 | 541 S. Marine Corps Dr.<br>Cam5 Plaza Ste. 208B<br>Tamuning, Guam 96913 | 688-4558                 | amh671@gmail.com                    |
| Dion Lizama      | Couture Hair Boutique<br>& Spa | PO Box 11524<br>Yigo, Guam 96929  | 483-3466/<br>647-8772    | hairpimp671@gmail.com               |
| Francine Tamam   | Salon Fusion & GCC             | PMB 153 136D Kayen<br>Chando Dededo Guam<br>96929z                      | 488-1209/<br>477-2411/12 | francine.taman@guamcc.edu           |
| Ines Bukikosa    | GCC                            | PO Box 1842<br>Hagatna, Guam 96932                                      | 488-7150                 | inesbuki@gmail.com (not<br>working) |
| Janice Augon     | Salon En Vogue & GCC           | 541 S Marine Corps Dr., Cam5<br>Plaza Ste. 208B Tamuning<br>96913       | 697-0994/<br>647-2888    | janice.augon@guamcc.edu             |
| Jolas Deveas     | Crème and Butter               | 655 Harmon Loop Rd Palm<br>Village Suite 105, Dededo<br>96929           | 787-0036                 | jolasdeveas@yahoo.com               |
| Loren Abrahamsen | Salon Fusion & GCC             | 302 South Rt. 4 O'Brien Dr.<br>Hagatna, Guam 96910                      | 482-2411/<br>477-2411/12 | loren.abrahamsen@guamcc.edu         |
| Rena Chang       | Oceans Salon Guam              | Pale San Vistores Rd, 2nd Fl<br>Tumon, Guam 96913                       | 688-3277/<br>646-0188    | rena.oceans@gmail.com               |
| Renee Perez      | Studio 2-11                    | 1088 W. Marine Dr. Ste. C 234<br>Dededo, Guam 96929                     | 637-4537                 | studio2112004@yahoo.com             |



## CONSTRUCTION TECHNOLOGY ADVISORY MEMBERS

| Member Name  | Department/Agency  | Mailing Address                                       | Contact Information        | Email                                       |
|--|--|---|----------------------------|---|
| Robert Balajadia<br>(Commercial and Industrial Welding)  | GCC Adjunct  | P.O. Box 3<br>Hagatna, GU 96932                       | 486-9391                   | robert.balajadia@guamcc.edu                 |
| Bruce Thorson<br>(Civil and Mechanical Engineering)  | GCC Adjunct  | P.O.Box 1355<br>Hagatna, GU 96932                     | 989-2521                   | bruce.thorson@guamcc.edu                    |
| Raymond Meno<br>(Commercial, Residential, and Industrial Heating, Ventilation, and Air Conditioning (HVAC); Electricity; Industrial Electricity) | Guam Department Education  | HC1 Box 17146,<br>Inarajan, GU 96915                  | 487-6158                   | raymond.meno1@guamcc.edu<br>rrmeno@gdoe.net |
| Tommy Tyquiengco<br>(Industrial and Commercial Electricity)  | Substation Electrician<br>Leader, Guam Power Authority   | P.O. Box 21868, GMF<br>Barrigada, Guam, 96921         | 647-5787/88/89<br>727-6562 | tstyqueingco@gpagwa.com                     |
| Paul Santos  | Head Surveyor-Guam<br>Department of Land<br>Management/GCC<br>Adjunct  | P.O. Box 2950. Hagatna,<br>Guam 96932                 | 747-7639                   | paul.santos9@guamcc.edu                     |
| Victor Torres  | Operations Supervisor,<br>Transportation and<br>Industrial<br>Operations, South Pacific<br>Petroleum Corporation,<br>76/Circle K | 816 N Marine Corps Dr Ste<br>2, Tamuning, GU<br>96913 | 588-7311<br>482-5344       | vtorres@sppcorp.com                         |

## CRIMINAL JUSTICE & SOCIAL SCIENCES ADVISORY MEMBERS

| Member Name     | Position             | Department/Agency                    | Mailing Address                                 | Contact Information | Email                        |
|-----------------|----------------------|--------------------------------------|---|---------------------|------------------------------|
| Andrew Quitugua | Major                | Guam Police Department               | 13-16 Mariner Avenue<br>Tiyan, GU 96913         | 671-898-3249        | andrew.quitugua@gpd.guam.gov |
| Vincent Naputi  | Chief Airport Police | Guam International<br>Airport Police | P.O. Box 8770<br>Tamuning, GU 96931             | 671-487-9095        | vince.naputi@guamairport.net |
| John Roberto    | Customs Officer II   | Guam Customs & Quarantine            | 770 E. Sunset Blvd. Ste. 240<br>Tiyan, GU 96913 | 671-727-9098        | john.roberto@cqa.guam.gov    |
| Paul Sayama     | Captain              | Guam Department of<br>Agriculture    | 13-16 Mariner Avenue<br>Tiyan, GU 96913         | 671-482-7327        | paul.sayama@gpd.guam.gov     |

## HUMAN SERVICES ADVISORY COMMITTEE MEMBERS

| Member Name         | Position                                | Department/Agency                                       | Mailing Address                                      | Contact Information | Email                          |
|---------------------|---|---|--|---------------------|--------------------------------|
| Ms. Therese Arriola | Executive Director                      | Guam Behavioral Health<br>and Wellness Center           | 790 Gov. Carlos G. Camacho Rd.<br>Tamuning, GU 96913 | 671-647-1949        | theresa.arriola@gbhwc.guam.gov |
| Ms. Athena Duenas   | Supervisor,<br>Drug & Alcohol<br>Branch | Guam Behavioral Health<br>and Wellness Center           | 790 Gov. Carlos G. Camacho Rd.<br>Tamuning, GU 96913 | 671-475-5443        | athena.duenas@gbhwc.guam.gov   |
| Mr. Terry Aguon     | Deputy Director                         | Guam Department of Public<br>Health and Social Services | 155 Hesler Place, Hagatna, GU<br>96910               | 671-922-2504        | terry.aguon@dphss.guam.gov     |



## CULINARY/FSM ADVISORY MEMBERS

| Member Name   | Position                               | Department/Agency                           | Mailing Address                                       | Contact Information             | Email Address                      |
|---|--|---|---|---------------------------------|------------------------------------|
| Matthew Siegel, CFBE<br>(Certified Food & Beverage Executive) | Director of Food and Beverage          | Hilton Guam Resort & Spa                    | 202 Hilton Road<br>Tumon Bay, GU 96913                | 671-646-1835                    | matthew.siegel@guamcc.edu          |
| Edwar R.A. Bianca, CHE<br>(Certified Hospitality Educator)    | Restaurant Manager                     | Guam Plaza Hotel/Food & Beverage Department | 1328 Pale San Vitores Road<br>Tumon, GU 96913         | 671-646-7803<br>c: 671-487-6001 | edward.biacan@guamcc.edu           |
| Patsy Borja, CHE (Certified Hospitality Educator)             | Human Resources Director               | RHIGA Royal Laguna Guam Resort              | 470 Farenholt Ave<br>Tamuning, GU 96913               | 671 646-2222                    | patsy.borja@rhigalagunaguam.com    |
| Maria Teresa Burrier  | Hospitality Marketing Consultant       |   | P.O 5848<br>Hagatna, GU 96932                         | 671-687-8525                    | mariateresa@guamcc.edu             |
| Lucia L. Yabut, CDM, CFPP                                     | Foodservice Production Supervisor      | Guam Memorial Hospital Authority            | 850 Gov. Carlos Camacho Rd. Oka<br>Tamuning, GU 96913 | 671-647-2330                    | lucia.yabut@ghma.org               |
| Xela Marie Olivario   | Pastry Sous Chef                       | Dusit Thani Guam Resort                     | 1227 Pale San Vitores Rd.,<br>Tamuning, GU 96913      | 671-648-8000                    | xelaolivario@gmail.com             |
| John Jones  | Senior Sales & Marketing Executive     | Quality Distributors Guam                   | P.O. Box 8780<br>Tamuning, GU 96913                   | 671-649-9788<br>ext 103         | john.jones@qualitydistributors.biz |
| Raymone Barnes  | Camp Kitchen Manager                   | Black Construction Barracks 2 Harmon        | GR27+G47, J. L. Baker St,<br>Tamuning, 96913, Guam    | 671-747-3630                    | raydbarnes5527@gmail.com           |
| Mirko Agostini  | Executive Chef                         | Hyatt Regency Guam Hotel                    | 1155 Pale San Vitores Rd,<br>Tamuning, GU 96913       | 671-647-1234                    | mirko.agostini@hyatt.com           |
| Mark Ledesma  | Executive Sous Chef                    | Crown Hotel Guam                            | 801 Pale San Vitores Rd.,<br>Tamuning, GU 96913       | 671-649-7827                    | mark.ledesma@ihg.com               |
| Aira Basilio  | GCC Culinar Art Student/Chef De Partie | Hyatt Regency Guam Hotel                    | 1155 Pale San Vitores Rd,<br>Tamuning, GU 96913       | 671-647-1234                    | aira.basilio@guamcc.edu            |

|   |   |   |   |              |                            |
|---|---|---|---|--------------|----------------------------|
| Eya Salandandan, CC<br>(Certified Culinarian) | GCC Culinary<br>Arts/FSM<br>Graduate<br>2022/Pastry Cook    | Hilton Guam Resort &<br>Spa               | 202 Hilton Road<br>Tumon Bay, GU 96913              | 671-646-1835 | eya.salandandan@guamcc.edu |
| Maria Olivarez, CC<br>(Certified Culinarian)  | GCC Culinary<br>Arts/FSM<br>Graduate 2021,<br>Dietary Clerk | Guam Regional<br>Medical Center<br>(GRMC) | 1333 Dededo, GU 96929                               | 671-967-9936 | maria.olivarez@guamcc.edu  |
| Marivic Capati, CC (Certified<br>Culinarian)  | Pastry Chef   | Dusit Thani Guam<br>Resort                | 1227 Pale San Vitores<br>Rd., Tamuning, GU<br>96913 | 671-967-6313 | marivic.capati@dusit.com   |
|   |   |   |   |              |                            |

### EDUCATION ADVISORY MEMBERS

| Name            | Position/Agency   | Address  | Contact#                    | Email  |
|-----------------|---|--|-----------------------------|--|
| Alicia Aguon    | UOG SOE   | School of Education Building<br>UOG Station<br>Mangilao<br>GU, 96923   | 735-2444                    | aliciaaguon@triton.uog.edu   |
| Cathy Schroeder | Headstart Program   | Guam Department of Education<br>Attn: Guam Head Start Program<br>500 Mariner Avenue<br>Barrigada, Guam 96913 | 300-1590                    | cmschroeder@gdoe.net<br>rsdelacruz@gdoe.net<br>rsdelacruz@gdoe.net |
| Cathy Tydingco  | GDOE, SPED, Early Intervention  | Guam Department of Education<br>Division of Special Education<br>500 Mariner Avenue<br>Barrigada, Guam 96913 | 300-1329                    | cbtydingco@gdoe.net  |
| Sylvia Calvo    | Senior School Program<br>Consultant,<br>Division of Curriculum and<br>Instructional Improvement | Guam Department of Education<br>500 Mariner Avenue<br>Barrigada, Guam 96913                                  | 300-1388                    | stcalvo@gdoe.net   |
| Kenneth Perez   | GCEC Executive Director   | Guam Commission for Educator<br>Certification<br>303 University Drive, SOE Building Rm:<br>105, Mangilao, GU | 735-2554                    | 1kennethperez@gmail.com  |
| Myra Aguon      | Instructor of ASL<br>Professional Interpreter/ASL   |  | 671-688-1715<br>(text only) | myra.aguon@guamcc.edu  |



|   |  |  |               |   |
|---|--|--|---------------|---|
| Rowena Dela Cruz & Tina Lorenzo                 | Headstart Program<br>Education Coordinators                            | Guam Department of Education<br>Attn: Guam Head Start Program<br>500 Mariner Avenue<br>Barrigada, Guam 96913 | 300-1590      | rsdelacruz@gdoe.net<br>cblorenzo@gdoe.net |
| Jimmy Santos Teria *<br>Replace Rufina Mendiola | Acting Administrator<br>Chamoru Studies & Special<br>Projects Division | Guam Department of Education<br>500 Mariner Avenue<br>Barrigada, Guam 96913                                  | 300-5055/5048 | rfmendiola@gdoe.net                       |
| Simone Bollinger                                | GCC Assistant Professor<br>English Department<br>Chairperson           | Guam Community College<br>PO Box 23069 GMF<br>Barrigada, Guam 96921  | 735-0268      | simone.bollinger@guamcc.edu               |

## HOSPITALITY AND TOURISM DEPARTMENT ADVISORY MEMBERS

| Member Name                       | Position   | Department/Agency  | Mailing Address   | Contact Information                            | Email Address                        |
|-----------------------------------|--|--|---|--|--------------------------------------|
| William Shinozaki,<br>Chairperson | Acting General<br>Manager                                | Hotel Niikko Guam  | 245 Gun Beach Rd, Tamuning,<br>96913, Guam  | 671.649.8815<br>671.646.0031                   | yusuke.shinozaki@nikk<br>o-guam.com  |
| Claire Garcia                     | Director of Human<br>Resources                           | HYATT REGENCY<br>GUAM RESORT   | 1155 Pale San Vitores Road,<br>Tamuning, Guam 96913-4206,<br>USA                  | T: 671.647.1234<br>F: 671.647.1236             | claire.garcia@hyatt.com              |
| Vincent "Ben" Cruz                | Military/Corporat<br>e<br>Sales/Community<br>PR Manager  | The Tsubaki Tower  | 241 Gun Beach Rd, Tamuning,<br>96913, Guam  | 671.969.5200<br>extension 5154<br>671.685.8521 | vincent.cruz@thetsubak<br>itower.com |
| Ma. Teresa Burrier                | Adjunct Instructor                                       | Guam Community<br>College  | POB 23069, Barrigada, Guam<br>96921   | 671.687.8525                                   | tes.reyes-<br>burrier@outlook.com    |
| Connie Moral-Mayers               | Sales Manager  | Goodwind Travel and<br>Tour Corp., Inc. (GSA<br>for Philippine Airlines) | 1088 W. Marine Corps Dr.<br>Ste. 177 Micronesia Mall<br>Dededo, Guam 96929        | Tel: 671.632.1615<br>Cell: 671.488.6660        | conniemayers.gsa.gtt@<br>gmail.com   |
| Missy Ngiraklang                  | Project Manager,<br>Alumna, GCC<br>Tourism and<br>Travel | Market Research and<br>Development, Inc.                                 | 674 Harmon Loop Road<br>Suite 216, Guam Finance Center<br>Dededo, Guam 96929-6535 | Office: 671.635.1122<br>Fax: 671.637.3850      | ngiraklangmissy@yahoo<br>.com        |
| David B. Tydingco                 | Managing Director  | Valley of the Latte  | P.O. Box 1647 Hagatna Guam<br>96932   | 671.789.3342<br>671.488.7187                   | david@valleyofthelatte.<br>com       |
| Marte Hara Parr                   | Owner/CEO  | Discover Guam  | P.O. Box 2860, Hagatna, Guam<br>96932   | 671.686.8687                                   | marte.discoverguam@g<br>mail.com     |
| Raquel Maminta                    | Partner/Director<br>of Client Services                   | Digital Kitchen  | 177B Mail St A305, Tamuning,<br>Guam 96913  | 671.488-0427                                   | raquel@digitalkitcheng<br>uam.com    |

## NURSING & ALLIED HEALTH ADVISORY COMMITTEE MEMBERS

| Member Name                               | Position   | Department/Agency                    | Mailing Address   | Contact Information      | Email Address                 |
|---|--|--------------------------------------|---|--------------------------|-------------------------------|
| Margaret Hattori-Uchima, Ph.D., RN, FAAN. | Dean/ Assistant Professor of Nursing                           | UOG                                  | HS138 UOG Station, Mangilao, Guam 96923   | 671-735-2653/0           | muchima@triton.uog.edu        |
| Rose Grino, RN, BSN,                      | Healthcare Delivery Administrator                              | TakeCare                             | 415 Chalan San Antonio Street, Baltej Pavilion, Suite 108<br>Tamuning, Guam 96913       | 671-300-8719             | rose.grino@fhphealth.com      |
| Julietta Quinene, RN, MBA,                | Community Health & Nursing Services Administrator, Chief Nurse | GDOE                                 | 501 Mariner Ave.<br>Barrigada, GU 96913   | 671-300-1536             | jcquinene@gdoe.net            |
| Laurent S.F. Duenas, MPH, RN, BSN,        | Deputy Director  | DPHSS                                | 194 Hernan Cortez Ave, Suite 100<br>Hagatna, GU 96910                                   | 671- 922-2503/04         | Laurent.Duenas@dphss.guam.gov |
| Dr. Luis Cruz, MD -                       | Medical Director   | AMC/GCC                              | AMC, 263 Vietnam Veterans Memorial Hwy, Mangilao, GU 96913                              | 671-648-9200             | luisguam@gmail.com            |
| Liezl Concepcion, RN, BSN,                | Acting Deputy Assistant Administrator                          | GMHA                                 | 850 Gov Carlos G Camacho Rd,<br>Tamuning, GU 96913                                      | 671-647-2555             | liezl.concepcion@gmha.org     |
| Daren D. Burrier                          | Assistant Fire Chief   | GFD                                  | Ste. 807, PNB 238 AFC Flores St., Hagåtña, GU   | 478-3474                 | daren.burrier@gfd.guam.gov    |
| Breanna Sablan                            | PCIV,EMS/EMSC Program Manager                                  | Health Professional Licensing Office | 194 Hernan Cortez Avenue, Terlaje Professional Building, Suite 213, Hagatna, Guam 96910 | (671) 735-7404 thru 7411 | Breanna.Sablan@dphss.guam.gov |



## **WORKFORCE ADVISORY COMMITTEES**

### ***Purpose, Composition, Appointment Process***

#### **Public Law 14-77, Fourteenth Guam Legislature (Bill 499), Section 11964 Advisory Committee**

The Board shall establish Advisory Committees for each of the different career programs or levels of instruction and appoint committee members from among people in the community who can best advise the Board in their area of expertise or on matters pertaining to the Board's responsibilities as established by law.

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The Advisory Committee serves to strengthen the Career and Technical (CTE) programs. They are advisory and have no legislative, administrative, or programmatic authority. The committees work cooperatively with college officials in planning and carrying out their work.

An Advisory Committee is established to perform the following:

**Advise** - The Advisory Committee assesses specific areas of the CTE program. Recommendations made by the committee are designed to improve particular content areas;

**Assist** - The Advisory Committee may help instructors and/or administrators carry out specific activities;

**Support** - The Advisory Committee provides support for the CTE program it serves;

**Advocate** - The Advisory Committee promotes the CTE programs throughout the community.

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#### **Purpose:**

The primary purpose of the Advisory Committee is to help the College ensure that the program is relevant to the community, address current industry standards and workforce needs, and has appropriate resources to support high quality student outcomes.

#### **Composition:**

Individuals who comprise the committee are volunteers who have expert knowledge and experience in the career tasks and competency requirements in the occupational field the program serves. To be effective, members should have a clear sense of trends in the field. They moreover, should be able to identify skills that will ensure employability of the program's graduates, and be able to identify jobs that don't exist but are likely to in the near future. Having this ability ensures that the program is kept on the cutting edge. Thus, the role of the committee is to offer recommendations for improvements that will ensure growth and expansion of the program. Balanced representation in an Advisory Committee is important to its success.

The membership should reflect a cross section of business and industry served by the program such as parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of the entities participating in CTE activities, labor organizations, representatives of special populations, and other interested individuals involved in the development, implementation, and evaluation of career and technical education programs.

**Size of Committee:**

The number of members will vary with the nature and size of the program. On one hand, a committee that is too small may result in limited perspective, inadequate information on career fields, and too little diversity. On the other, one that is too large may prove to be unmanageable. It is recommended that there be a minimum of six members and no more than 15 active representatives from business and industry.

**Submission of Meeting Minutes:**

After each Advisory Committee meeting, please submit meeting agenda and minutes to AIER and to the Associate Dean.

Recommendation for Meetings - one meeting in October and the other in March; however Committees should meet more frequently as members deem necessary to address program needs. It is encouraged to invite Associate Dean to Advisory Meetings.

**Appointment Process:**

1. The Department nominates/recommends individuals and submits their names to the appropriate Dean.
2. The Dean submits the names of individuals recommended by the Department to the President via the Academic Vice President.
3. The President recommends the members to the Board of Trustees.
4. The Board of Trustees formally appoint Advisory Committee members.

**Term of Appointment:**

Members are appointed to serve in an Advisory Committee for a two-year term.

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**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of October 7, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held October 7, 2022, was called to order at 12:04 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Mr. Frank P. Arriola, Chairperson (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; Ms. Pilar Williams, Dean, TPS; Dr. Michael Chan, Dean, TSS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Simone Bollinger, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. John Dela Rosa, Assistant Director, Communications and 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 – September 9, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF SEPTEMBER 9, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**



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

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

**FY2022:** All funds appropriated for the College for FY2022 has been received, which is 100%.

**FY2023:** To date, for FY2023, the College has received \$307,775.00 for the General Fund; \$5,548.00 for the POST Commission; and \$15,384.00 for the First-Generation Trust Fund Initiative.

**Capital Improvement Projects and other activities:** The following is a report from the President.

One of the 2021 CIP projects that is outstanding is a one 10 ton air-conditioning unit, pending installation; the emergency generator for Building 2000 is 36% complete and pending the second compaction test for the concrete footing; the campus underground water leak detection is done and repairs are next; the barrel vault building canopy from Building A to Building 5000 is on hold due to the estimated cost exceeding the amount anticipated but once additional funds are identified the project will restart; the College is considering a FEMA grant for the refurbishment of Building 900; the 30,000 gallon water tank refurbishment project is now complete and the final invoice has been processed closing out this project; 25 benches were procured with CARES funding to support social distancing for students and are located near the Student Center and in the PV walkways; still working on the Culinary and Baking Center design and will proceed with the bid once complete.

Other activities:

Inquiries from GMH and Public Health relating to Medical Interpreting and is a project currently working on; met with representatives from Worksite Labs that want to set up additional laboratories on Guam and anticipating launching in November 2022. The College will be assisting with their initial staffing requirements with boot camps and followed by individual training. Trustee Grino recommended using the CNA cohort and was noted.

The prior year expenditures for several years dealt with the merit bonuses and is being paid out. The last FY2022 GCC merit bonuses for employees will be paid out at the next payroll date. These are 3-1/2% bonuses for support staff with outstanding work performances.

The College recently received another award from the Department of Interior for a photovoltaic system for Building 2000, which is the administration building; the FY2023 budget was recently passed as Public Law 36-107 with a slight increase in GCC funding primarily through the MDF appropriations.

**2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

Wed., 9/14/2022, 11:00am at the MPA, attended the Cybersecurity Boot Camp completion ceremony with 8 students completing.

Fri. 9/23/2022, 1:00pm, at the Student Center Training Room, attended General Membership meeting.

Fri. 9/23/2022, 2:00pm, at the MPA, attended the Health Certificate Training Workshop for student requiring Health Certificates for fundraisers with 50 students participating and all passing.

Fri., 9/23/2022: Attended the PAR Excellence golf tournament. The GCC Foundation awarded 10 individual \$1,000 scholarships to eligible students with proceeds from said tournament. Trustee Magwili was one of the recipients.

Fri., 9/30/2022, from 8:30am to 3:30pm, at the Westin Resort, students had the first face-to-face "Need to Lead" conference after being online due to COVID-19. Approximately 100 students attended and there were 6 skill shops, as follows:

- ▶ Personal Discovery and Career Exploration
- ▶ Time Flies but You're the Pilot,
- ▶ Tips to Prevent, Manage, and Resolve Conflict
- ▶ Communication is the Key to Effective Leadership and Teamwork
- ▶ Managing Stress: Self-care Strategies
- ▶ *Tohge yan Sangan:* Stand and Deliver powerful presentations

After lunch, there were Student Leadership activities that were led by Trustee Magwili and the COPSA officers with the help of their advisors.

Tues., 10/4/2022 and Wed., 10/5/2022, 4:00pm in the MPA, was the Meet the President.

Today, Fri., 10/7/2022, 1:00pm in the Student Center Training Room is a scheduled General Membership meeting.

**Faculty Advisory Member:**

Ms. Simone Bollinger reported the following:

Wed., 9/14/2022, 11:00am at the MPA, attended the Cybersecurity Boot Camp completion ceremony.

Faculty attended the Active Shooter training, which was a refresher but with updated information.

From faculty, outside of class activities:

Supervision & Management class are working on a gift drive similar to an Angel Tree. Faculty are helping to organize students supporting students in need from a wish list but in a gift form;



Supervision & Management class are also working on a toy drive for foster children; E-Commerce students are working with community-based organizations to create, update or redesign their organizational websites; “Need to Lead” conference was a success, this was an opportunity for faculty to share with students in a workshop format outside of a classroom setting; the *Fanhita Manhoben* youth conference three-day workshop was coordinated by the Commission on Decolonization in which faculty member Joni Kerr organized the participation of two GCC students; faculty were involved with students in a recent coastal cleanup which included the EcoWarriors and was also a success.

The negotiations team are preparing the upcoming negotiations and are looking forward to addressing areas for a continued student-centered teaching and success.

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

8/15/2022: Mr. Bautista attended the Convocation held in the MPA with other staff.

8/24/2022: Attended the Student Center Canopy groundbreaking ceremony on campus.

Staff are continuing working with students for the Fall semester.

9/4/2022: Labor Day picnic recently held was a success.

9/9/2022: Staff attended an Active Shooter refresher training.

**Board of Trustees Community Outreach Report:**

9/9/2022: Trustee Leon Guerrero attended the Guam Hotel and Restaurant Association Gala event.

9/14/2022: Trustees Hara and Magwili attended the Cybersecurity Boot Camp completion ceremony.

9/16/2022: Trustees Leon Guerrero and Grino attended the “*Fanachu Famalao'an*” conference with Dr. Okada.

9/23/2022: Trustees Leon Guerrero and Sablan attended the GCC Golf Tournament at Leo Palace. The Vice Chairperson mentioned they enjoyed food prepared by the Culinary team.

9/24/2022: Trustee Leon Guerrero participated in the Chamber of Commerce Gala.

## **VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building.



To date, this project remains at 99.40% complete. A Department of Interior representative may be on island in December 2022. If this visit is confirmed, the College will schedule the ribbon cutting to coincide with that visit.

**Building 300.**

This project completion rate is at 98.85% and there are a few things left to be done. The fire alarm system testing is ongoing for this building as well as the Forensic Lab and anticipate this project to finish soon.

**Wellness Center.**

As last reported a pre-application has been submitted to USDA due to some recent changes in the requirements and to date, there has been no response from USDA.

**Building B.**

This project is now 10.3% complete and the contractor is setting up the staging area and installing framing to begin the demolition of the building.

**Workforce Development Center (Barrigada property).**

The College is continually working with the U.S. Economic Development Authority (EDA) for the finalization of specifications and the breakdown of the costs estimates in order to move forward in putting the bid out. The meetings with the EDA Engineers are still being held on a bi-weekly basis.

**VII. NEW BUSINESS.**

**1. Advisory Committee.** The President explained that as part of the Guam Community College enabling legislation, namely, Public Law 14-77, a section in the public law refers to establishing advisory committees for the institution. The President further explained that through Dean Pilar Williams and approved by Dr. Gina Tudela, Vice President for the Academics Affairs Division, the Board was provided with a comprehensive list of all individuals who serve on the various advisory committees to support Career and Technical Education. The advisory members were listed under Automotive, Cosmetology, Construction Technology, Criminal Justice & Social Sciences, Human Services, Culinary Arts, Education, Hospitality & Tourism, and Nursing & Allied Health. Committee members will serve a two-year period. After consideration, the Board made a motion, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD APPROVE THE COMPREHENSIVE LIST OF**

**ADVISORY COMMITTEES AND ADVISORY COMMITTEE MEMBERS, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:28 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 to reconvene into open session:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:41 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 ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

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

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF OCTOBER 7, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of October 7, 2022, adjourned at 12:42 p.m.

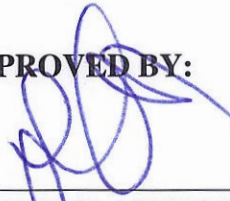
**SUBMITTED BY:**

 **NOV 10 2022**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **NOV 10 2022**  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

 **NOV 10 2022**  
**FRANK P. ARRIOLA**  
Chairperson

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, September 9, 2022, 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 August 12, 2022

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

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

**VII. NEW BUSINESS**

1. GCC Maintenance & Wellness Center
2. BOT Policy Updates (Policies 340, 345 & 350; and Series 400)

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of August 12, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held August 12, 2022, was called to order at 12:35 p.m., by Vice Chairperson Carlo Leon Guerrero in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Mr. Frank P. Arriola, Chairperson (schedule conflict); Richard P. Sablan, Treasurer (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President for Finance & Administration Division; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Apolline San Nicolas, Chief Human Resources Officer; Mr. John Dela Rosa, Assistant Director, Communications and Promotions; Mr. Kenneth Bautista, Support 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 – July 8, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF JULY 8, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

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



FY2022: As of August 5, 2022, the College received a total of approximately \$17,452,179.00, as follows: \$13,329,888.00 for the General Fund; \$78,500.00 for establishment of the scholarship office under Financial Aid; \$3,597,440.00 for MDF; \$65,189.00 for the POST Commission; \$200,400.00 for the Capital Improvement Fund for the lease payment for USDA; and \$180,762.00 for the First-Generation Trust Fund Initiative. This equates to 94% of the total amount requested based on the allotment schedule for the fiscal year.

**Capital Improvement Projects and other activities:** The following is a report from the President.

The College is continuing with the replacement and upgrade of the air-conditioning. A new bid will also go out soon for additional units; status of the Building 2000 generator is trenching is continuing for the concrete footing in the back area of the building at 23% complete; the underground water leak detection is ongoing and based on the initial assessment there will be some repairs and should be done before additional assessment is conducted; the status for the water source redesign for Building 6000 is that the pump has been ordered and is expected to arrive in November 2022 due to delays from the manufacturer and now waiting for more updates.

Other activities: All the cohorts for the paramedic students that have gone to Tyler, Texas, passed their psychomotor exam and their next step is to take the NREMT certification on island; registration is ongoing and employees have been very supportive in providing services on Saturday, 8am-12pm, to accommodate prospective students. Aside from Admissions and Registration Office, this includes the Cashier, Health Center and Advisement services.

The College participated in the DYA Summer Youth employment program with 10 participants placed throughout the campus; the College received notice of an additional \$500,000 from the U.S. Department of Education to support students for the Fall and Spring semesters. This is as a result of additional funding the College requested based on the percentage of students under the Pell grant for these particular semesters.

As a highlight, the College enrollment increased this summer to 504 students. This is basically due to the boot camps during the summer.

Representatives participated in the 2022 Relay for Life in Hagatna and with fundraising activities on campus coordinated by Ms. Tamara Hiura and Ms. Barbara Blas; the College continued and renewed its contract with Ethink in order to continue and support online learning platform; the groundbreaking ceremony for the expansion and renovation of Building B was held on July 28, 2022 onsite; several activities will be coming up with completion of the boot camps; another groundbreaking will be held in two weeks for the Student Center concrete canopy.

**2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

8/7/2022: GCC College Fair, Micronesia Mall, Trustee Magwili attended the fair and also participated in the Macy's fashion show with other students, and GCC employees, who participated as well.

8/11/2022: COPSA held its final meeting and training for the summer.

8/12/2022: Today is the GCC Campus Tour at 9:00 a.m. and 12:00 p.m.

8/15/2022: Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m.

8/17/2022: First day of classes beginning with Mon./Wed. classes.

8/18/2022: First day of Tues./Thurs. classes.

8/19/2022: First day of Fri. classes.

8/20/2022: First day of Sat. Classes.

**Faculty Advisory Member:**

Ms. Simone Bollinger was not in attendance for today's meeting.

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

Employees are busy preparing the campus for the Fall semester classes.

Staff coming in on Saturday to help with registration and for those needing further assistance with other services.

Attended the GCC College Fair at the Micronesia Mall on August 7, 2022, along with other departments who came out to assist.

Attended the July 28, 2022 Building B groundbreaking ceremony.

At this time, the Vice Chairperson expressed his thank you to the GCC team and their families for taking the extra time and hours in supporting students back to school and for GCC's continued efforts with enrollment.

Trustee Grino also expressed her thank you for GCC's participation during the Liberation Day parade and for GCC's collaboration with UOG in preparing the float.

With regards to the College Fair held at the Micronesia Mall on Saturday, August 7, 2022, Trustee Grino has received good feedback from the public of how it is a great opportunity for College exposure and for community awareness of services the College has to offer. Trustee Grino further expressed her thank you to the team who participated in this and knowing it was a weekend.

Trustee Grino informed the Board that she and Ms. Dee Duenas are part of the planning committee for a conference on infectious diseases such as COVID and Tuberculosis on August 27-28, 2022. GCC students were also invited to be a part of this.



**Board of Trustees Community Outreach Report:**

7/28/2022: Trustees Leon Guerrero and Magwili attended the Building B groundbreaking ceremony.

7/29/2022: Trustees Leon Guerrero and Grino attended the Burgers & Beer fundraiser.

**VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building.

To date, this project remains at 99.36% complete. The generator is expected to arrive 10/3/2022; and contractor is still working on addressing the delays for the fire alarm system.

Building 300.

This project completion rate is at 97%. The new fire alarm system has been completed. The College is waiting on G4S to deactivate the old system in order for the new system to be activated; currently working on tapping the water supply for the sprinkler system.

Wellness Center.

The College recently met with USDA representatives and are now working on the pre-application for submission at the end of August 2022.

Building B.

As previously reported the groundbreaking was held July 28, 2022, at 10:00 a.m. onsite. This project is now 2.9% complete and currently waiting on Dept. of Public Health clearances to get DPW's approval.

Workforce Development Center (Barrigada property).

As part of launching this project with certain requirements needed, meetings were held with the Engineer from the U.S. Economic Development Authority (EDA) with the College team consisting of the Vice President for Finance & Administration, the Assistant Director for Planning & Development, the Sustainability Coordinator, GCC Comptroller, GCC Accountant and the President. At the same time, working with the Materials Management Administrator for the scope of work for this project to go out to bid.

**VII. NEW BUSINESS.**

**1. Chairman's Travel (2022 APAFS).** The Asia Pacific Association for Fiduciary Studies (APAFS) conference will be held November 2022 in Manila, Philippines. The BOT Chairman is also a member of the GCC Foundation Board of Governors and members attend this conference as part of their fiduciary responsibility.

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE CHAIRMAN'S TRAVEL REQUEST FOR THE 2022 APAFS CONFERENCE IN MANILA, PHILIPPINES, NOVEMBER 2022, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. President's Travel Request (Fall 2022.)** The following is the President's Travel Request for Fall 2022:

AANAPISI Week/PPEC convening, September 25-29, 2022, Washington, DC, funds reimbursable up to \$4,000.

Commission Development Workshop, October 26-28, 2022, Honolulu, Hawaii, funds 100% reimbursable.

APAFS Pacific Region Investment Conference, November 14-18, 2022, Manila, Philippines, 100% promo funding.

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE PRESIDENT'S TRAVEL REQUEST FOR FALL 2022, AS PRESENTED, IS HEREBY APPROVED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At 12:56 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 to reconvene into open session:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At 1:08 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 KENLY MAGWILI, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

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

**MOTION**

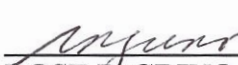
**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE KENLY MAGWILI, THAT THE MEETING OF AUGUST 12, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussion, the meeting of August 12, 2022, adjourned at 1:08 p.m.


**SUBMITTED BY:**

  
SEP 09 2022  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
SEP 09 2022  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

  
SEP 09 2022  
**FRANK P. ARRIOLA**  
Chairperson



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Resolution 10-2022**

**REQUEST TO ENTER INTO A LOAN FOR THE  
CONSTRUCTION OF THE GUAM COMMUNITY COLLEGE  
WELLNESS & MAINTENANCE CENTER**

**WHEREAS**, the Guam Community College (“GCC” or “College”) is a leader in career and technical workforce development, providing the highest quality student-centered education and job training for Micronesia; and

**WHEREAS**, as a “leader in career and technical workforce development,” the College believes that any improvements and expansion of its programs are important for the growth and continued support of academic and career technical programs at Guam Community College for Guam and the region; and

**WHEREAS**, the governance of the College is vested in the Board of Trustees; and

**WHEREAS**, the College has developed an Institutional Strategic Master Plan (ISMP), which has currently been updated for 2020-2026, and regarded as the central planning document for the College to address the needs of our students and consistent with the College’s Mission Statement; and

**WHEREAS**, the Guam Community College Foundation (“GCC Foundation”) is a non-profit corporation whose primary purpose is to support activities, goals, plans, projects and programs at GCC that are not funded or inadequately funded by the government or traditional resources, including the funding for capital improvement projects; and

**WHEREAS**, GCC has initiated several capital improvement projects requiring the construction, renovation, modernization, and Leadership in Energy and Engineering Design (LEED) buildings throughout the campus and satellite locations; and

**WHEREAS**, GCC is in the process of updating its 2015-2020 Physical Master Plan; and

**WHEREAS**, our Architectural and Engineering Consultants, Taniguchi Ruth Makio Architects (TRMA), provided the architectural and engineering design for the GCC Wellness & Maintenance Center; and

**WHEREAS**, the cost of construction of the GCC Wellness & Maintenance Center has been estimated by TRMA and GCC, at \$9,242,671; and



**WHEREAS**, the College and GCC Foundation completed a Financial Feasibility Study in July 2021; and

**WHEREAS**, a loan through the United States Department of Agriculture (USDA) Rural Development Community Facilities (RD CF), which is expected to be at a rate of 3.5% per year, is necessary to partially or fully fund the construction of the GCC Wellness & Maintenance Center; and

**WHEREAS**, the intent of the College is to enter into a lease and leaseback arrangement with the GCC Foundation and the lease will bear interest at the same rate as the USDA RD CF loan.

**NOW, THEREFORE, BE IT RESOLVED**, that the College requests that the Board of Trustees authorizes the College to enter into a United States Department of Agriculture Rural Development Community Facilities (USDA RD CF) loan of up to \$7,000,000 for the construction of the GCC Wellness & Maintenance Center; and

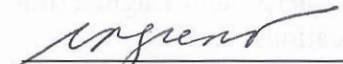
**BE IT FURTHER RESOLVED**, that the GCC Board of Trustees authorizes the College to enter into a lease and leaseback arrangement with the GCC Foundation upon the successful approval of the USDA RD CF loan.

**BE IT FURTHER RESOLVED**, that the Board Chairperson and the President shall be duly authorized to execute any and all documents necessary and appropriate for said loan; and lease and leaseback documents as authorized herein.

**ADOPTED** the 9<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Chairperson

**ATTESTED BY:**

  
\_\_\_\_\_  
**ROSE P. GRINO**  
Secretary

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**DISTANCE EDUCATION POLICY**

**WHEREAS**, distance education (hereinafter referred to as DE) refers to the practice of providing educational services – either instruction or support services – to students who are physically separated from the individuals providing the service. DE includes the use of computer and Internet-based educational services as well as video and audio services to accomplish the instruction. Institutions use Internet technologies to bring students educational programming in either synchronous (students and the service provider are interacting simultaneously) or asynchronous modes (students and the service provider are interacting without any simultaneous requirement). Educational interactions delivered through these means may occur on campus as well as off campus; and

**WHEREAS**, DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, reducing the use of gas and decreasing related emissions into the environment; and

**WHEREAS**, DE can be a convenient, flexible, and effective means of providing education. Nearly half of all college students in the United States are of the age group once thought of as nontraditional. They are older working adults or adults seeking initial educational credentials or retraining. Many working adult students with multiple demands on their time find that DE can meet their needs better than campus-based education; and

**WHEREAS**, in addition to working adults, the traditional-aged college students come to campus with extensive experience through the use of digital technologies in their personal lives and at school. For these students, DE that involves the use of Internet, webcasts, text messaging, and other digital media is comfortable and familiar; however, the College acknowledges that all students, traditional and nontraditional, will benefit from measures put in place to prepare them for structured, academic tasks and an online learning environment; and

**WHEREAS**, as technology continues to expand worldwide, participation in DE prepares students for future employment; and

**WHEREAS**, the College has completed a Distance Education Strategic Plan.

**NOW, THEREFORE, BE IT RESOLVED**, that this document serves as a policy for the College to support the Policy on Distance Education and Correspondence Education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised August 2012); and

**Page 2: GCC Board of Trustees Policy 340 – Distance Education Policy**

**BE IT FURTHER RESOLVED**, that a manual will be developed based on this policy. Discussions will be held with stakeholders during the development of the manual and will include an assessment of student preparedness for DE and a consequent approach to meeting student training needs that is applicable to the current times. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

**Amended & Adopted: September 9, 2022**  
**Resolution 2022**

**Amended & Adopted: February 16, 2018**  
**Resolution 1-2018**

**Adopted: July 7, 2010**  
**Resolution 7-2010**



~~Guam Community College~~ GUAM COMMUNITY COLLEGE  
Board of Trustees

~~Distance Education Policy~~ DISTANCE EDUCATION POLICY

**WHEREAS**, distance education (hereinafter referred to as DE) refers to the practice of ~~providing~~offering educational services – either instruction or support services – to students who are physically separated from~~not physically co-located with~~ the individuals providing the service. DE includes the use of computer and Internet-based educational services as well as video and audio services to accomplish the instruction. Institutions use Internet technologies to bring students educational programming in either synchronous (students and the service provider are interacting simultaneously on-line at the same time) or asynchronous modes (students and the service provider are interacting without any simultaneous requirement~~not interacting on-line at the same time~~). Educational interactions delivered through these means may occur on campus as well as off campus; and

**WHEREAS**, DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, reducing the use of gas and decreasing related emissions into the environment; and

**WHEREAS**, DE can be a convenient, flexible, and effective means of providing education. Nearly half of all the college students in the United States~~country~~ are of the age group once thought of as nontraditional. They are older working adults or adults seeking initial~~first~~ educational credentials or retraining. Many working adult students with multiple demands on their time find that DE can~~to~~ meet their needs better than campus-based education; and

~~**WHEREAS**, DE is also an opportunity for the College and the students to contribute to environmentally friendly practices. Courses that run through DE reduce the use of paper and copying, as resources are available digitally. In addition, students commute to campus less frequently than traditional courses, lessening the use of gas and related emissions into the environment; and~~

**WHEREAS**, in addition to working adults, the traditional-aged college students come to campus with extensive experience through the use of using digital technologies in their personal lives and at school~~lives~~. For these students, DE that involves the use of Internet, webcasts~~web-casts~~, text messaging, and other digital media is comfortable and familiar; however, the College acknowledges that all students, traditional and nontraditional, will benefit from measures put in place to prepare them for structured, academic tasks and an online learning environment; and

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**Page 2: GCC Board of Trustees Policy 340 – Distance Education Policy**

**WHEREAS,** ~~As~~ technology continues to expand ~~worldwide~~world-wide, participation in DE ~~prepares students for future employment~~ ~~assists students in preparing for the workforce;~~ and

**WHEREAS,** the College has developed ~~and is currently implementing~~completed a Distance Education ~~s~~Strategic ~~p~~Plan.

**NOW, THEREFORE, BE IT RESOLVED,** that this document serves as a policy for the College to support the Policy on Distance Education and Correspondence Education of the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) (Revised August 2012); and

**BE IT FURTHER RESOLVED,** that a manual will be developed based on this policy. Discussions will be held with stakeholders during the development of the manual and will include an assessment of student preparedness for DE and a consequent approach to meeting student training needs that is applicable to the current times. The manual will include specific forms, and other detailed processes that are necessary to ensure the policy is implemented.

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**Resolution No. 7-2010**



**GUAM COMMUNITY COLLEGE**  
**GUIDELINES TO DISTANCE EDUCATION POLICY 340**

**Definitions**

- An online course is defined as one in which all regularly scheduled classroom time is replaced by required activities completed at a distance and managed online. Online courses allow students to take courses from geographically remote locations, without any need to come to campus (for instance, while deployed in the military).
- Hybrid courses are taught using two instructional formats: in-person and online, combining traditional in-person classroom instruction with computer-based DE (e.g., 50% of the course work is electronically delivered). In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.
- Web-Enhanced courses are traditional in-person classes that are augmented with course web sites. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus. Web-enhanced courses are NOT distance education courses.

**Requirements**

- The College will adhere to all ACCJC policies regarding DE.
- All credited courses and programs that include, or will include components of DE,(online or hybrid) must be approved through the curriculum approval substantive change process. These will include courses offered through the regular semester, special projects, or Continuing Education, for as long as they include DE components.
- As per the WASC Distance Learning Policy, the College is expected to give the ACCJC advance notice of intent to offer a program in which 50% or more of the courses are electronically-delivered, through the Substantive Change process. Any request for ACCJC's approval of a DE program, must be coursed through the Office of the Academic Vice President.
- All courses and programs delivered through electronic means must have clearly defined and appropriate program/course student learning outcomes (SLOs).
- Students are responsible for accessing resources to complete all course requirements and resolving any technical difficulties outside of Guam Community College.
- All DE courses must be clearly identified as either online or hybrid courses in the annually-published college catalog and in the class schedule published every semester.
- Online courses can only be taught when there is another section of online course taught in a traditional (in-person) format, with the exception of continuing education courses. All DE courses must be electronically delivered by the course management system agreed upon by the College (in order to ensure consistency and uniformity in course delivery and eventual assessment of these courses.)<sup>1</sup>

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<sup>1</sup> The platform the College currently utilizes is the Moodle Course Management System.



- Prior to teaching a DE course, individual faculty members are responsible for acquiring sufficient skills by acquiring a teaching online certificate recognized by the College.
- Faculty must be able to provide minimal technical assistance to students (e.g., course enrollment into course management systems, access to online course materials, access to online examinations, etc.). The College will identify an individual person or department to provide further assistance for students and faculty.
- As per the WASC Distance Learning Policy, the College must ensure that the student enrolling in course is the same student who completes the course. Therefore, students enrolling in DE courses must present photo identification during the orientation procedure. Only those enrolled students should receive the enrollment key or password to enter the course. Students enrolled must agree, in writing, to be solely responsible for the completion of the course.
- Faculty and staff involved in DE courses will be provided with training opportunities specific to online learning.

### Resources

- *Copyright.* Faculty and students must refrain from using copyrighted materials illegally and seek permission from the respective author or publisher to use copyrighted material. For more information on the U.S. Copyright Law, visit the U.S. Copyright Office's web site.

### Privacy/Security

- In accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), the College is committed to protecting the privacy of all faculty and students enrolled in DE courses. The information collected will only be visible to the instructor, system managers, technical support team and other pertinent personnel. In order to ensure privacy, posting personal information such as phone numbers and addresses are discouraged and should be kept confidential. Sole access to DE courses should be limited to the registered student to maintain integrity of privacy and academic integrity as well.

### Support

- *Basic Student Support Services.* Each student enrolled in a DE course shall have access to all the academic support services, instructional equipment, and campus events and other non-academic activities provided to other students. Support services may include, but are not limited to, academic advising, counseling, library services, computer access, tutoring services and financial aid.
- *Library Support.* The Library shall provide equivalent, effective and appropriate support for DE courses. Library support may include, but is not limited to, access to over 7,000 different periodicals (majority of which are available full-text) and online public access of the library catalog (through the GCC Library web page) and other strategies that emphasize access to these resources.



- *Technology Support.* In order to maximize instruction in DE courses, appropriate training and support is needed in the use of DE tools, applications and systems, the design and delivery of DE courses, the development and production of online materials, and ongoing collaboration with instructional technology staff.
- *Pedagogy Support.* In order to provide appropriate instruction in DE courses, faculty should have ongoing access to pedagogy support from other faculty, staff, administrators and instructional technology personnel. Periodic training opportunities will be offered to develop and improve teaching skills and methods for DE courses.

### Assessment Strategies for Distance Learning

- The Office of Assessment, Institutional Effectiveness and Research (AIER), shall provide a report on the effectiveness of DE courses to ensure comparability to campus-based courses. Distance education must also be evaluated through an institutionally standardized evaluation procedure which includes faculty self-evaluation, evaluation of online instruction by students, student retention, student satisfaction and evaluation of faculty member by the appropriate supervisor and when appropriate, determine comparability to campus-based programs. This process shall also be used to assure the conformity of DE courses and programs to prevailing quality standards in the field of DE. DE courses and programs shall be consistent with the educational mission and strategic plans of the Department and College. DE courses will follow the regular assessment cycle and will conform to established assessment groupings.
- DE courses must be of the same quality and rigor as those offered in-person. The course syllabi should demonstrate this equity of quality. All course syllabi must be submitted to the respective Dean of each school, as stipulated in the Guam Community College Board of Trustees Agreement. DE faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others (See the TEACH Act). Instructors must demonstrate how student work is monitored to assure integrity.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the various methods used to collect and analyze data. These methods include direct observation, interviews, and the use of specialized software tools. Each method has its own strengths and limitations, and they are often used in combination to provide a comprehensive view of the data.

3. The third part of the document describes the process of data analysis and the interpretation of the results. This involves identifying patterns, trends, and anomalies in the data, and then relating these findings back to the research objectives and hypotheses.

4. The fourth part of the document discusses the ethical considerations that must be taken into account when conducting research. This includes issues such as informed consent, confidentiality, and the potential for harm to participants.

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12. The twelfth part of the document describes the process of data analysis and the interpretation of the results. This involves identifying patterns, trends, and anomalies in the data, and then relating these findings back to the research objectives and hypotheses.

13. The thirteenth part of the document discusses the ethical considerations that must be taken into account when conducting research. This includes issues such as informed consent, confidentiality, and the potential for harm to participants.

14. The fourteenth part of the document outlines the various methods used to collect and analyze data. These methods include direct observation, interviews, and the use of specialized software tools. Each method has its own strengths and limitations, and they are often used in combination to provide a comprehensive view of the data.

15. The fifteenth part of the document describes the process of data analysis and the interpretation of the results. This involves identifying patterns, trends, and anomalies in the data, and then relating these findings back to the research objectives and hypotheses.



**GUAM COMMUNITY COLLEGE**  
**GUIDELINES TO DISTANCE EDUCATION POLICY 340**

**Definitions**

- An Online course is defined as one in which all regularly scheduled classroom time is replaced by required activities completed at a distance and managed online. Online courses allow students to take courses from geographically remote locations, without any need to come to campus (for instance, while deployed in the military).
- Hybrid ~~online~~ courses are taught using two instructional formats: ~~on-campus~~ in-person and online, combining traditional ~~face-to-face~~ in-person classroom instruction with computer-based DE (e.g., 50% of the course work is electronically delivered). In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.
- Web-Enhanced courses are traditional ~~face-to-face~~ in-person classes that are augmented with course web sites. However, unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus. Web-enhanced courses are NOT distance education courses.

**Requirements**

- The College will adhere to all ACCJC policies regarding DE.
- All credited courses and programs that include, or will include components of DE, (online or hybrid-~~online~~) must be approved through the curriculum approval substantive change process. These will include courses offered through the regular semester-~~cycle~~, special projects, or Continuing Education-~~cycle~~, for as long as they include DE components.
- As per the WASC Distance Learning Policy, the College is expected to give the ACCJC advance notice of intent to offer a program in which 50% or more of the courses are electronically-delivered, through the Substantive Change process. Any request for ACCJC's approval of a DE program, must be coursed through the Office of the Academic Vice President.
- All courses and programs delivered through electronic means must have clearly defined and appropriate program/course student learning outcomes (SLOs).
- Students are responsible for accessing resources to complete all course requirements and resolving any technical difficulties outside of Guam Community College.
- All DE courses must be clearly identified as either online or hybrid-~~online~~ courses in the annually-published college catalog and in the class schedule published every semester.
- ~~All~~ Online courses can only be taught ~~during academic years where traditional courses are also offered as an alternative course, when there is another section of~~ online course taught in a traditional (in-person) format, with the exception of continuing education courses. All DE courses must be electronically delivered by the course management system agreed upon by the College (in order to ensure



consistency and uniformity in course delivery and eventual assessment of these courses.)<sup>1</sup>

- Prior to teaching a DE course, individual faculty members are responsible for acquiring sufficient skills by acquiring a teaching online certificate recognized by the College, completing at a minimum a 3-credit course (must be verified through official college transcripts) on building an online course, minor troubleshooting, and features of a course management system.
- Faculty must be able to provide minimal technical assistance to students (e.g., course enrollment into course management systems, access to online course materials, access to online examinations, etc.). The College will identify an individual person or department to provide further assistance for students and faculty.
- As per the WASC Distance Learning Policy, the College must ensure that the student enrolling in course is the same student who completes the course. Therefore, students enrolling in DE courses must present photo identification during the orientation procedure. Only those enrolled students should receive the enrollment key or password to enter the course. Students enrolled must agree, in writing, to be solely responsible for the completion of the course.
- Faculty and staff involved in DE courses will be provided with training opportunities specific to online learning.

### Resources

- *Copyright.* Faculty and students must refrain from using copyrighted materials illegally and seek permission from the respective author or publisher to use copyrighted material. For more information on the U.S. Copyright Law, visit the U.S. Copyright Office's web site.

### Privacy/Security

- In accordance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), the College is committed to protecting the privacy of all faculty and students enrolled in DE courses. The information collected will only be visible to the instructor, system managers, technical support team and other pertinent personnel. In order to ensure privacy, posting personal information such as phone numbers and addresses are discouraged and should be kept confidential. Sole access to DE courses should be limited to the registered student to maintain integrity of privacy and academic integrity as well.

### Support

- *Basic Student Support Services.* Each student enrolled in a DE course shall have access to all the academic support services, instructional equipment, and campus events and other non-academic activities provided to other students. Support services may include, but are not limited to, academic advising, counseling, library services, computer access, tutoring services and financial aid.

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<sup>1</sup> The platform the College currently utilizes is the Moodle Course Management System.



- *Library Support.* The Library shall provide equivalent, effective and appropriate support for DE courses. Library support may include, but is not limited to, access to over 7,000 different periodicals (majority of which are available full-text) and online public access of the library catalog (through the GCC Library web page) and other strategies that emphasize access to these resources.
- *Technology Support.* In order to maximize instruction in DE courses, appropriate training and support is needed in the use of DE tools, applications and systems, the design and delivery of DE courses, the development and production of online materials, and ongoing collaboration with instructional technology staff.
- *Pedagogy Support.* In order to provide appropriate instruction in DE courses, faculty should have ongoing access to pedagogy support from other faculty, staff, administrators and instructional technology personnel. Periodic training opportunities will be offered to develop and improve teaching skills and methods for DE courses.

### Assessment Strategies for Distance Learning

- The Office of Assessment, ~~and~~ Institutional Effectiveness and Research (AIER), shall provide a report on the effectiveness of DE courses to ensure comparability to campus-based courses. Distance education must also be evaluated through an institutionally standardized evaluation procedure which includes faculty self-evaluation, evaluation of online instruction by students, student retention, student satisfaction and evaluation of faculty member by the appropriate supervisor and when appropriate, determine comparability to campus-based programs. This process shall also be used to assure the conformity of DE courses and programs to prevailing quality standards in the field of DE. DE courses and programs shall be consistent with the educational missions and strategic plans of the Department and College. DE courses will follow the regular assessment cycles and will conform to established assessment groupings.
- DE courses must be of the same quality and rigor as those offered in-person, ~~presented face-to-face~~. The course syllabi should demonstrate this equity of quality. All course syllabi must be submitted to the respective Dean of each school, as stipulated in the ~~Guam Federation of Teachers and~~ Guam Community College Board of Trustees Agreement. DE faculty members must deliver accurate and current information. Faculty shall not include in the content or delivery of a course any information which he or she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of others (See the TEACH Act). Instructors must demonstrate how student work is monitored to assure integrity.



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CREDIT HOUR POLICY**

**WHEREAS**, the Guam Community College provides undergraduate level credit courses under a semester system of approximately fifteen (15) weeks each semester per academic year (or provides equivalent courses in the summer session); and

**WHEREAS**, a credit hour policy will codify the College's requirement of course contact hours in compliance with Federal and accrediting agency guidelines; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees supports this "Credit Hour Policy" which reasonably approximates not less than (a) one hour of regular and substantive faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen (15) weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (b) a minimum of forty-five (45) hours of student work for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours. An equivalent amount of instructional time, learning time, and student work for DE courses should meet these same requirements.

**BE IT FURTHER RESOLVED**, that this Credit Hour Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

**Adopted & Amended: September 9, 2022  
Resolution \_\_\_\_, 2022**

**Reviewed with no changes: August 11, 2017**

**Adopted: June 13, 2012  
Resolution 10-2012**

**Guam Community College  
Board of Trustees**

**CREDIT HOUR POLICY**

**WHEREAS**, the Guam Community College ~~provides~~ ~~conducts~~ undergraduate level credit courses under a semester system of approximately fifteen (15) weeks each semester per academic year (or ~~its~~ ~~provides~~ equivalent courses in the summer session); and

**WHEREAS**, a credit hour policy will codify the College's requirement of course contact hours in compliance with Federal and accrediting agency guidelines; and

~~**WHEREAS**, the attached College's guidelines, as the final product of established through the work of the Learning Outcomes Committee (LOC) and the Faculty Senate, as approved by the College Governing Council, includes two years' two years' worth of study and analysis from GCC faculty and administrators as well as data and study studies about this issue from accrediting agencies and other postsecondary institutions outlining the College's minimum number of hours necessary for the award of one unit of college credit; and~~

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees supports this "Credit Hour Policy" which reasonably approximates not less than (a1) one hour of ~~classroom or direct~~ regular and substantive faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen (15) weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (b2) a minimum of forty-five (45) hours of student work for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours. An equivalent amount of instructional time, learning time, and student work for DE courses should meet these same requirements.

**BE IT ~~FINALLY~~ FURTHER RESOLVED**, that this Credit Hour Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

Adopted & Amended: \_\_\_\_\_, 2022

Resolution \_\_\_\_\_, 2022

Reviewed with no changes: August 11, 2017

Adopted: June 13, 2012

Resolution: 10-2012



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PRIOR LEARNING ASSESSMENT**

**WHEREAS**, Guam Community College (“GCC” or the “College”) recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

**WHEREAS**, PLA is defined as a structured process for colleges to assess and validate a learner’s prior learning and competencies; and

**WHEREAS**, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

**WHEREAS**, the College adheres to the following standards for assessing experience for awarding college credit:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
  - The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
  - Credit should be appropriate to the academic context in which it is accepted; and

**WHEREAS**, since 1977, GCC has officially recognized “Non-Traditional and Sponsored Learning” as a legitimate way of earning college-level credit; and

**WHEREAS**, since 1977, GCC has awarded credit to students for “Non-Traditional and Sponsored Learning” such as credit by examination, external examination, transfer credit, military education, prior learning, and work experience; and

**WHEREAS**, GCC’s institutional philosophy includes, but is not limited, to providing each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering courses and programs that are characterized by:

- Responsiveness to the educational and cultural needs of the community;
- Affirmative action for nontraditional students; and
- Currency and relevance through Continuing Education and Lifelong Learning; and

**WHEREAS**, GCC is committed to student success that leads to increased graduation rates; and

**Page 2: GCC Board of Trustees Policy 350 - Prior Learning Assessment**

**WHEREAS**, GCC believes, through established research studies, that students who receive credit via PLA have a higher chance of completing their program of study towards an industry certificate, a certificate or degree; and

**WHEREAS**, GCC needs to consolidate its PLA practices into one central policy to conform to accreditation standards and best practices.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

**Amended & Adopted: September 9, 2022**  
**Resolution \_\_\_\_\_ 2022**

**Reviewed with no changes: August 11, 2017**

**Adopted: February 6, 2014**  
**Resolution 2-2014**



**Guam Community College  
Board of Trustees**

**PRIOR LEARNING ASSESSMENT**

**WHEREAS**, Guam Community College (“GCC” or the “College”) recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

**WHEREAS**, ~~Prior Learning Assessment~~ PLA is defined as a structured process for colleges to assess and validate a learner’s prior learning and competencies; and

**WHEREAS**, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

**WHEREAS**, the College adheres to the following standards for assessing experience for awarding college credit:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
  - The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
  - Credit should be appropriate to the academic context in which it is accepted; and

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**WHEREAS**, since 1977, GCC has awarded credit to students for “Non-Traditional and Sponsored Learning” such as credit by examination, external examination, transfer credit, military education, prior learning, and work experience; and

**WHEREAS**, GCC’s institutional philosophy includes, but is not limited, to providing each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering courses and programs that are characterized by:

- Responsiveness to the educational and cultural needs of the community;
- Affirmative action for nontraditional students; and
- Currency and relevance through Continuing Education and Lifelong Learning;

and

**WHEREAS**, GCC is committed to student success that leads to increased graduation rates; and

**WHEREAS**, GCC believes, through established research studies, that students who receive credit via PLA have a higher chance of completing their program of study towards an industry certificate, a certificate or degree; and



**GCC Board of Trustees Policy 350 - Prior Learning Assessment**

**WHEREAS**, GCC needs to consolidate its PLA practices into one central policy to conform to accreditation standards and best practices.

**NOW, THEREFORE, BE IT RESOLVED**, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

Amended & Adopted: \_\_\_\_\_, 2022  
Resolution 2022

**Reviewed with no changes: August 11, 2017**

**Adopted: February 6, 2014**  
**Resolution: 2-2014**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL**

**WHEREAS**, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

**WHEREAS**, the College strives to maintain standards of behavior, performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety; and can lead to criminal prosecution and/or dismissal.

**NOW, THEREFORE, BE IT RESOLVED**, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
2. Employees or students found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. Under Guam law, a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both. Additionally, employees and students in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity.
3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may, at its discretion, offer an employee counseling or rehabilitation in lieu of, or in addition to, disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

**BE IT FURTHER RESOLVED**, that regarding alcohol:

1. Employees and students are further prohibited from reporting for duty or being on duty under the influence of alcohol.
2. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College.

**Page 2: GCC Board of Trustees Policy 410 – Standards of Conduct Regarding Drugs and Alcohol**

3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse action. The College may, at its discretion, offer employees counseling or rehabilitation in lieu of disciplinary action.

**BE IT FURTHER RESOLVED**, the Board of Trustees has charged the administration to establish a Drug and Alcohol Prevention Program (DAAPP). The DAAPP team consisting of students, staff, faculty and administrators are to meet on a regular basis to review the need for education, intervention and enforcement-related initiatives regarding alcohol and drugs. Their efforts will result in annual reports and biennial reviews of the program's effectiveness, as required by Federal law; and

**BE IT FURTHER RESOLVED**, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws/policies will be held accountable.

**Amended & Adopted: September 9, 2022**  
**Resolution \_\_\_\_\_ 2022**

**Amended & Adopted: December 23, 2021**  
**Resolution 38-2021**

**Amended & Adopted: August 11, 2017**  
**Resolution 14-2017**

**Amended & Adopted: January 8, 2009**  
**Resolution 2-2009**

**Adopted: March 16, 1994**  
**Resolution 23-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL**

**WHEREAS**, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

**WHEREAS**, the College strives to maintain standards of behavior, performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety; and can lead to criminal prosecution and/or dismissal.

**NOW, THEREFORE, BE IT RESOLVED**, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
2. Employees or students found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. (Under Guam law, a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, employees and students in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred on campus or as part of a college-sponsored activity.
3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may, at its discretion, offer an employee counseling or rehabilitation in lieu of, or in addition to, disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

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**Page 2: GCC Board of Trustees Policy 410 – Standards of Conduct Regarding Drugs and Alcohol**

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**BE IT FURTHER RESOLVED**, that the enforcement of territorial underage drinking laws is in effect, and violators of these laws/policies will be held accountable.

Amended & Adopted: \_\_\_\_\_, 2022  
Resolution 2022

**Amended & Adopted: December 23, 2021**  
**Resolution 38-2021**

**Amended & Adopted: August 11, 2017**  
**Resolution 14-2017**

**Amended & Adopted: January 8, 2009**  
**Resolution 2-2009**

**Adopted: March 16, 1994**  
**Resolution 23-94**



**APPEAL HEARINGS**

~~WHEREAS, the Rules of Procedures and Evidence In Appeal Hearing was adopted by the Board of Trustees on April 10, 1981; and~~

~~WHEREAS, said procedures do not specifically provide for rebuttals and closing statements by either appellant or respondent; and~~

~~WHEREAS, such provisions would provide both appellant and respondent an opportunity to more fully present their respective positions to the Board of Trustees;~~

~~NOW, THEREFORE, BE IT RESOLVED that the attached Amended Rules of Procedures and Evidence In Appeal Hearings is adopted and effective immediately and supersedes any previous procedures.~~

~~Adopted: October 29, 1986~~

~~Resolution 1-87~~

~~(Reviewed and recommended to delete this policy: September 9, 2022)~~

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**RECRUITMENT ABOVE THE MINIMUM STEP**

**WHEREAS**, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

**WHEREAS**, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection; qualification; classification, compensation, tenure, and promotion criteria for academic personnel; and

**WHEREAS**, the Guam Community College Personnel Rules and Regulations do not set criteria for compensation on initial employment.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees hereby adopts the following procedures on **RECRUITMENT ABOVE THE MINIMUM STEP** affecting academic personnel only:

**The minimum rate of each Pay Grade shall be the normal rate for initial employment; provided however that the President may authorize initial employment in a position up to six (6) sub-steps beyond the recruitment range maximum on the basis of six (6) years or more of creditable work experience beyond the minimum experience and training required. The President may, with the approval of the Board of Trustees, authorize recruitment at higher sub-steps beyond the recruitment range maximum, if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience.**

**BE IT FURTHER RESOLVED THAT**, the Recruitment Above the Minimum Step procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

**Amended & Adopted: September 9, 2022  
Resolution \_\_\_\_\_ 2022**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 8, 2009  
Resolution 3-2009**

**Adopted: December 21, 1994  
Resolution 5-95**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**RECRUITMENT ABOVE THE MINIMUM STEP**

**WHEREAS**, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

**WHEREAS**, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection; qualification; classification, compensation, tenure, and promotion criteria for academic personnel; and

**WHEREAS**, the Guam Community College Personnel Rules and Regulations does not set criteria for compensation on initial employment.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees hereby adopts the following procedures on RECRUITMENT ABOVE THE MINIMUM STEP affecting academic personnel only:

**The minimum rate of each Pay Grade shall be the normal rate for initial employment; provided however that the President may authorize initial employment in a position up to six (6) sub-steps beyond the recruitment range maximum Step-7 on the basis of ~~one (1) year of creditable work experience for each Pay-Step increase up to six (6) years or more of creditable work experience beyond the minimum experience and training required.~~ The President may, with the approval of the Board of Trustees, authorize recruitment at a higher ~~sub-steps~~ step not to exceed Step-10 beyond the recruitment range maximum, if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience. ~~The increment schedule consisting of Step-11 through Step-20 shall not be used for recruitment above step.~~**

**BE IT FURTHER RESOLVED THAT**, the Recruitment Above the Minimum Step procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

**Amended & Adopted:** \_\_\_\_\_, 2022  
**Resolution** 2022

**Reviewed with no changes:** August 11, 2017

**Amended & Adopted:** January 8, 2009  
**Resolution** 3-2009

**Adopted:** December 21, 1994  
**Resolution** 5-95

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS**

**WHEREAS**, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its academic personnel; and

**WHEREAS**, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection, qualification, classification, compensation, tenure, and promotion criteria for academic personnel; and

**WHEREAS**, the Guam Community College Personnel Rules and Regulations does not set criteria for pay adjustment on promotion.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees hereby adopts the following procedures on PAY ADJUSTMENT ON PROMOTION OR DEMOTION affecting academic personnel only:

**Permanent full-time employees of the Guam Community College who are promoted or demoted competitively, or by reclassification, or temporarily, to a higher Pay Grade, shall receive a salary as follows:**

**Compensation Adjustment Following a Promotion**

The pay adjustment is effectuated by initially increasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is:

- a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range.
- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the high side) of the new grade.
- c) The President, with approval from the Board, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or College as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing.

If it is not possible to increase the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the high side) of the grade they are being promoted to and then increase this by a further six (6) sub-steps.



**Page 2: GCC Board of Trustees Policy 425 – Pay Adjustment on Promotion or Demotion**

**Compensation Adjustment Following a Demotion**

With a demotion, the pay adjustment is effectuated by initially decreasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is:

- a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range.
- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the low side) of the new grade.

If it is not possible to decrease the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the low side) of the grade they are being demoted to and then decrease this by a further six (6) sub-steps.

**BE IT FURTHER RESOLVED**, that the Pay Adjustment on Promotion procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

**Amended & Adopted: September 9, 2022**  
**Resolution \_\_\_\_\_ 2022**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 8, 2009**  
**Resolution 4-2009**

**Adopted: January 4, 1995**  
**Resolution 6-95**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS**

**WHEREAS**, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

**WHEREAS**, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection, qualification, classification, compensation, tenure, and promotion criteria for academic personnel; and

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- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the low side) of the new grade.

If it is not possible to decrease the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the low side) of the grade they are being demoted to and then decrease this by a further six (6) sub-steps.

**BE IT FURTHER RESOLVED** ~~THAT~~, that the Pay Adjustment on Promotion procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

**Amended & Adopted:** \_\_\_\_\_, 2022  
**Resolution** 2022

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 8, 2009**  
**Resolution 4-2009**

**Adopted: January 4, 1995**  
**-Resolution 6-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VOLUNTEER POLICY  
For Instructional/Non-Instructional Services**

**WHEREAS**, the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional/non-instructional services to Guam Community College; and

**WHEREAS**, the College welcomes qualified individuals to provide instructional/non-instructional services on a part-time and voluntary basis to support its mission; and

**WHEREAS**, the College has a volunteer policy that will uphold the minimum qualification requirements for instructional/non-instructional positions provided in the Personnel Rules & Regulations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby readopted and effective immediately.

**Amended & Adopted: September 9, 2022  
Resolution \_\_\_\_\_ 2022**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 13, 2015  
Resolution 2-2015**

**Amended & Adopted: January 8, 2009  
Resolution 5-2009**

**Adopted: July 5, 1995  
Resolution 10-95**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VOLUNTEER POLICY  
For Instructional/Non-Instructional Services**

\_\_\_\_\_ **WHEREAS**, the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional/non-instructional services to Guam Community College; and

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\_\_\_\_\_ **NOW, THEREFORE, BE IT RESOLVED**, that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby readopted and effective immediately.

Amended & Adopted: \_\_\_\_\_, 2022  
Resolution 2022

**Reviewed with no changes: August 11, 2017**

**-Amended & Adopted: January 13, 2015**  
**Resolution 2-2015**

**Amended & Adopted: January 8, 2009**  
**Resolution 5-2009**

**Adopted: July 5, 1995**  
**Resolution 10-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**APPEALS TO THE CIVIL SERVICE COMMISSION**

**WHEREAS**, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

**WHEREAS**, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

**WHEREAS**, Public Law 23-26 establishes that, with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

**WHEREAS**, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees.

**Amended & Adopted: September 9, 2022**  
**Resolution \_\_\_\_\_ 2022**

**Amended & Adopted: August 11, 2017**  
**Resolution 15- 2017**

**Reviewed with no changes: January 13, 2015**

**Amended & Adopted: January 8, 2009**  
**Resolution 7-2009**

**Adopted: July 5, 1995**  
**Resolution 12-95**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**APPEALS TO THE CIVIL SERVICE COMMISSION**

\_\_\_\_\_ **WHEREAS**, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to the academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

\_\_\_\_\_ **WHEREAS**, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

\_\_\_\_\_ **WHEREAS**, Public Law 23-26 establishes that, with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

\_\_\_\_\_ **WHEREAS**, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission;

\_\_\_\_\_ **NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees.

**Amended & Adopted:** \_\_\_\_\_, 2022  
**Resolution** \_\_\_\_\_ 2022

**Amended & Adopted: August 11, 2017**  
**Resolution 15- 2017**

**Reviewed with no changes: January 13, 2015**

**Amended & Adopted: January 8, 2009**  
**Resolution 7-2009**

**Adopted: July 5, 1995**  
**Resolution 12-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACADEMIC FREEDOM**

**WHEREAS**, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

**WHEREAS**, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

**WHEREAS**, the common good depends upon the free search for truth and its free exposition; and

**WHEREAS**, academic freedom is essential to these purposes and applies to both teaching and research; and

**WHEREAS**, freedom in research is fundamental to the advancement of truth; and

**WHEREAS**, academic freedom is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

**WHEREAS**, teaching includes, but is not limited to, method of teaching; method of presentation; materials used in teaching; presentations and all things related to the students' classroom learning; and

**WHEREAS**, it carries with it duties correlative with rights.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts, as its policy, the following statement on Academic Freedom:

(a) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties

(b) The faculty member is a citizen and a member of a learned profession of an educational institution. When the faculty member speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline. The faculty member's special position in the community imposes special obligations. As a person of learning and an educational officer, the

**Page 2: GCC Board of Trustees Policy 460 – Academic Freedom**

**faculty member should remember that the public may judge his/her profession and institution by his/her utterances. Hence the faculty member should, at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that the faculty member is not an institutional spokesperson.**

**Amended & Adopted: September 9, 2022  
Resolution \_\_\_\_\_ 2022**

**Amended & Adopted: February 3, 2017  
Resolution 7-2017**

**Amended & Adopted: January 8, 2009  
Resolution 9-2009**

**Adopted: May 17, 2000  
Resolution 9-2000**



GUAM COMMUNITY COLLEGE  
Board of Trustees

ACADEMIC FREEDOM

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and its free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

WHEREAS, teaching includes, but is not limited to, method of teaching, method of presentation, materials used in teaching, presentations and all things related to the students' classroom learning; and

WHEREAS, it carries with it duties correlative with rights.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts, as its policy, the following statement on Academic Freedom:

- (a) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties
- (b) The faculty member is a citizen and a member of a learned profession and an officer of an educational institution. When he/she the faculty member speaks or writes as a citizen, he/she the faculty member should be free from institutional censorship or discipline, ~~but his/her~~ The faculty member's special position in the community imposes special obligations. As a person of learning and an educational officer, he/she the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she the faculty member should, at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she the faculty member is not an institutional spokesperson.

Amended & Adopted: \_\_\_\_\_, 2022  
Resolution 2022

Amended & Adopted: February 3, 2017  
Resolution 7-2017

Amended & Adopted: January 8, 2009  
Resolution 9-2009

Adopted: May 17, 2000  
Resolution 9-2000

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**CODE OF ETHICS**

**WHEREAS**, in support of the College's mission, the College sets forth the ideals of scholarship, lifelong learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

**WHEREAS**, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

**WHEREAS**, as we develop close ties with government and private sector representatives, it is our responsibility, as members of the College, to act in such a way that maintains the credibility and respect for the College; and

**WHEREAS**, all employees of the Guam Community College are to be guided by these general principles; commit to a high standard of ethical behavior; conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

**NOW, THEREFORE, BE IT RESOLVED**, that members of the College must commit to these standards and promote its general principles. The Board of Trustees adopts the *Guam Community College Code of Ethics*, as developed through the College's governance process, which is on file at the President's Office.

**Amended & Adopted: September 9, 2022  
Resolution \_\_\_\_\_ 2022**

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 13, 2015  
Resolution 4-2015**

**Adopted: March 6, 2008  
Resolution 6-2008**



**GUAM COMMUNITY COLLEGE**

**Board of Trustees**

**CODE OF ETHICS**

**WHEREAS**, in support of the College's mission, the College sets forth the ideals of scholarship, lifelong learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

**WHEREAS**, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

**WHEREAS**, as we develop close ties with government and private sector representatives, it is our responsibility, as members of the College, to act in such a way that maintains the credibility and respect for the College; and

**WHEREAS**, all employees of the Guam Community College are to be guided by these general principles; commit to a high standard of ethical behavior; ~~have the responsibility to~~ conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

**NOW, THEREFORE, BE IT RESOLVED**, that ~~in the performance of each members of~~ the College member's responsibility ~~to must~~ commit to the ~~general~~ these standards and promote its general principles. ~~The~~ Board of Trustees adopts the *Guam Community College Code of Ethics*, as developed through the College's governance process, which is on file at the President's Office.

**Amended & Adopted:** \_\_\_\_\_, 2022  
**Resolution** 2022

**Reviewed with no changes: August 11, 2017**

**Amended & Adopted: January 13, 2015**  
**Resolution 4-2015**

**Adopted: March 6, 2008**  
**Resolution 6-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GCC'S MERIT BONUS POLICY**

**WHEREAS**, the Board of Trustees wishes to acknowledge the entitlement, in accordance with and pursuant to any other applicable legal authority, of qualifying employees to be awarded merit bonus payments pursuant to 4 GCA §6203, and wishes to memorialize GCC's intent to award merit bonuses in accordance with that statute.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to 4 GCA §6203, merit bonuses shall be awarded to qualifying employees by a lump sum bonus payment for up to three prior years; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees acknowledges that the College may seek an appropriation to fund the payment of merit bonuses to eligible employees; and

**BE IT FURTHER RESOLVED**, that GCC recognizes the statutory limitations imposed by the applicable law, limits the eligibility of qualifying employees to receive merit bonuses beyond this three-year period; and

**BE IT FURTHER RESOLVED**, that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

**Amended & Adopted: September 9, 2022**  
**Resolution \_\_\_\_\_ 2022**

**Reviewed with no changes: August 11, 2017**

**Adopted: August 30, 2013**  
**Resolution 8-2013**

Guam Community College  
Board of Trustees

**GCC'S MERIT BONUS POLICY**

**WHEREAS**, the Board of Trustees wishes to acknowledge the entitlement, in accordance with and pursuant to any other applicable legal authority, of qualifying employees to be awarded merit bonus payments pursuant to 4 GCA §6203, and wishes to memorialize GCC's intent to award merit bonuses in accordance with that statute.

**NOW, THEREFORE, ~~BE IT IS-RESOLVED,~~** that pursuant to 4 GCA §6203, merit bonuses shall be ~~rewarded~~ awarded to qualifying employees by a lump sum bonus payment for up to three prior years; and.

**~~IT-ISBE IT FURTHER RESOLVED,~~** that the Board of Trustees acknowledges that the College may seek an appropriation to fund the payment of merit bonuses to eligible employees; and.

**~~IT-ISBE IT FURTHER RESOLVED,~~** that GCC recognizes the statutory limitations imposed by the applicable law, limits the eligibility of qualifying employees to receive merit bonuses beyond this three-year period ~~recognized by GCC;~~ and.

**~~IT-ISBE IT FURTHER RESOLVED,~~** that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

Amended & Adopted: \_\_\_\_\_, 2022  
Resolution 2022

**Reviewed with no changes: August 11, 2017**  
**Adopted: August 30, 2013**  
**Resolution No.: 8-2013**

1942

MEMORANDUM FOR THE RECORD

DATE: 10/15/42

TO: SAC, NEW YORK

RE: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]



**GUAM COMMUNITY COLLEGE  
Board of Trustees  
Monthly Meeting of September 9, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held September 9, 2022, was called to order at 12:09 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Rose P. Grino, Secretary; Mr. Eloy P. Hara; and Mr. Kenly Magwili, Student Trustee. Richard P. Sablan, Treasurer (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Vice President, Academic Affairs Division; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Heath, Assistant Director, Planning & Development; Ms. Apolline San Nicolas, Chief Human Resources Officer; Ms. Simone Bollinger, Faculty Advisory Member; Ms. Mariesha Cruz-San Nicolas, Associate Dean, TPS; Mr. John Dela Rosa, Assistant Director, Communications and 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 – August 12, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, AND SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVES THE MEETING MINUTES OF August 12, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

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



***BOT - Meeting of September 9, 2022***  
***Page 2 of 7***

FY2022: As of September 9, 2022, the College received a total of approximately \$18,361,035.00, as follows: \$14,238,744.00 for the General Fund; \$78,500.00 for establishment of the scholarship office under Financial Aid; \$3,597,440.00 for MDF; \$65,189.00 for the POST Commission; \$200,400.00 for the Capital Improvement Fund for the repayment for the USDA loan; and \$180,762.00 for the First-Generation Trust Fund Initiative. This equates to 91% of the amount requested per the allotment schedule.

**Capital Improvement Projects and other activities:** The following is a report from the President.

The refurbishment of the 30,000 water tank is 100% complete; a replacement of a 10 ton air conditioning unit was installed in Building 1000 with another 10 ton unit still pending; the emergency generator for Building 2000 is 30% complete, which was funded through the Higher Education Emergency Relief Fund (HEERF); Facilities and Maintenance is continuing with the underground water leak detection beginning with this weekend.

Other activities:

Trustee Grino, Dean Pilar and the President met with Governor Lou Leon Guerrero regarding assistance with GBNE for the GCC CNA students to ensure they complete their certification. Because there was a delay in testing, the students are at risk, if they do not complete their CNA licensure once the pandemic is over. As a result of this meeting, testing dates have been provided so students are able to take the exam.

The CNA and Childcare Bootcamps have been completed and many of the students have gained successful employment; Dr. Michael Chan and his team are working with the Port Authority for a data cable installation training; the College received a request from the CNMI regarding programs under NMTI and visited the campus especially for programs in automotive, culinary and cosmetology something they want to offer in CNMI; GCC employees were provided with a refresher training in procurement for individuals responsible for procuring goods and services for various departments at the College; the GCC College Fair on August 7, 2022, as mentioned during the last meeting was a success and the preliminary numbers for enrollment for this semester has exceeded the enrollment for last Fall, as numbers for last Fall was at 1,692; the FY2023 budget was passed by the 36th Guam Legislature pending the Governor's approval, which indicates an increase for GCC under the Manpower Development Fund; through the support of GRMC's qualifying certificate, GEDA has provided an additional \$100,000.00 to support the allied health programs which was received after the College submitted an application; the College will also be submitting an additional application to GEDA to support students that have completed an LPN program and to also receive an Associate's Degree in Nursing; during a recent new employee orientation, Cybersecurity Awareness was one of the topics presented; Chairman Arriola and Vice Chairman are assisting the College with the offer for a potential property purchase, which will provide program expansion for the College and will be obtaining an appraisal of the property; the College hired a new Instructional Designer to begin in October 2022 that will help expand

***BOT - Meeting of September 9, 2022***  
***Page 3 of 7***

the Distance Education program; 3 additional electric vehicle charging stations were installed on campus in August 2022 and the College will be receiving 2 more electric vehicles at the end of September 2022.

**2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

8/15/2022: Attended the Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m. in the MPA. A total of 148 students attended.

8/16/2022: Attended the CNA & Childcare Boot Camp Completion ceremony in the MPA. 16 completed the Childcare and 19 completed the CNA and it was also the 2020 Practical Nursing Cohort recognition with 19 completing the course and are now all officially licensed.

8/29/2022: Attended the Ship Repair Boot Camp VI Completion Ceremony in the MPA and there were 17 completers.

9/9/2022: Attended the new student organization officer and advisor induction ceremony at 12:00 p.m. today.

9/9/2022: The first COPSA general membership meeting will be at 2:00 p.m. today.

The registration for the “Need to Lead” Conference to be held on September 30, 2022, is now open and has been posted on the Center for Student Involvement (CSI) website, MyGCC and in various social media platforms.

Trustee Magwili also provided the Board with copies of the CSI calendar for Fall 2022 consisting of student general membership meetings, trainings, holidays and other events.

**Faculty Advisory Member:**

Ms. Simone Bollinger reported the following:

The new semester began and Convocation was held at the beginning of the semester.

The campus feels much more as it did before the pandemic.

The flu has been going around and some medical issues prevent her students to meet face to face but after the pandemic are better equipped to deal with this and have allowed students to attend via Google Meet, which is working out.

Attended the Active Threat training this morning, September 9, 2022, conducted by the Guam Airport Police.

Spring schedule is due to the Registrar by September 30, 2022 and departments are actively working on preparing for this.

The “Cardboard Challenge” is anticipated to be held in October 2022 by the Education department in the MPA. This event involves students making different types of games out of cardboards and children will be invited for hands-on fun activities.

**Staff Advisory Member:** Mr. Kenneth Bautista was not in attendance for today’s meeting.

**Board of Trustees Community Outreach Report:**

7/28/2022: Trustee Hara attended the Building B groundbreaking ceremony on campus.

***BOT - Meeting of September 9, 2022***  
***Page 4 of 7***

8/15/2022: Trustee Magwili attended the Fall 2022 Student Orientation with two sessions, 9:00 a.m. and 12:00 p.m., held in the MPA. A total of 148 students attended.

8/15/2022: Trustee Leon Guerrero attended Convocation held in the MPA and also provided the Welcoming Remarks on behalf of the Board. At this time Trustee Leon Guerrero congratulated the GCC Team for the 2nd place award for the Labor Day picnic decorating contest, which he was able to see pictures of online.

8/16/2022: Trustee Magwili attended the CNA & Childcare Boot Camp Completion ceremony in the MPA.

8/24/2022: Trustees Leon Guerrero, Hara and Magwili attended the Student Center Canopy groundbreaking ceremony on campus.

8/29/2022: Trustees Hara and Magwili attended the Ship Repair Boot Camp VI Completion Ceremony in the MPA.

8/30/2022: Trustee Sablan attended the Board of Trustees policy review for Policies 340, 345 and 350; and Series 400.

9/4/2022, Sunday: Trustee Hara attended the Labor Day picnic at Ypao and mentioned it was a huge event and was a success.

9/9/2022: Trustee Magwili attended the new student organization officer and advisor induction ceremony at 12:00 p.m. today.

Trustee Grino reported that the College is part of the alliance to end TB on Guam and that Ms. Dorothy “Dee” Duenas from GCC presented during this conference in August 2022 along with a Dept. of Public Health & Social Services nurse regarding testing and evaluation. GCC students also attended, which is a good opportunity for LPN students who are interested in community health nursing. Trustee Grino further reported that this public private partnership and with GCC’s involvement will continue in moving forward with these initiatives.

**VI. UNFINISHED BUSINESS**

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

Forensic Lab/DNA Building.

To date, this project remains at 99.39% complete. The contractor is still working on the installation of fire alarm devices; testing and balancing and with additional smoke detectors and fire alarm devices. Anticipate this facility to be completed soon, however, there is a different timeline for the generator, which is expected to arrive October 3, 2022.

The President confirmed that the generator is for the building. The Chairman explained that a conditional occupancy could be allowed if needed but would have to ensure certain things are in place such as a fire watch with security or maybe a backup water tank truck. The Chairman informed the President that if there are further delays with the occupancy, to let him know whether he can be of assistance.

Building 300.

This project completion rate is at 98.10% and anticipate will be done soon. Have completed the fire alarm system and working with G4S to finalize; and is now pending the wet tapping for the water supply.

Wellness Center.

A resolution will be submitted regarding this project authorizing the College to enter into an agreement with the Foundation for a USDA loan of up to \$7 million for the GCC Wellness & Maintenance Center. A pre-application has been submitted to USDA due to some recent changes in the requirements. This is on today's agenda for the Board's consideration.

Building B.

As previously reported the groundbreaking was held July 28, 2022, at 10:00 a.m. onsite. This project is now 4.32% complete. This project is pending the Dept. of Public Works to release the permits and the mobilization of construction materials and equipment are ongoing.

Workforce Development Center (Barrigada property).

Funding for this project will be with the U.S. Economic Development Authority (EDA). The College is in continued communication with EDA regarding the College to submit a series of documents required to obtain prior approval before the bid is issued. Documents pending are the Certificate of Title from Land Management; the appraisal; and bid specifications by Materials Management for EDA's approval. Meeting with EDA Engineers are held on a bi-weekly basis.

**VII. NEW BUSINESS.**

**1. GCC Maintenance & Wellness Center.** The Board was presented with a resolution for consideration regarding this project, namely, "Request to Enter into a Loan for the Construction of the Guam Community College Wellness & Maintenance Center." The President explained that this resolution authorizes the College to enter into a formal application for a loan with USDA to support the GCC Wellness & Maintenance Center. The construction is based on an estimate of a little over \$9 million. The loan request will be with the GCC Foundation Board for \$7 million with a lease/leaseback agreement with the College with a rate of 3.5% per year. This loan is similar with the funding for Building 200, which has since been paid. A resolution will also be presented to the GCC Foundation Board. After consideration, the Board made a motion, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO, THAT THE BOARD APPROVE THE RESOLUTION, "REQUEST TO ENTER INTO A LOAN FOR THE CONSTRUCTION OF THE GUAM COMMUNITY COLLEGE WELLNESS & MAINTENANCE CENTER." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

2. **BOT Policy Updates (Policies 340, 345 & 350; and Series 400).** The President informed the Board that a Board of Trustees policy review was held on August 30, 2022 in which Trustee Sablan also attended. Those reviewed were the Board of Trustees Policies 340, 345, 350; and the whole Series of Policies 400. As part of the accreditation requirement, board policy reviews are required for updates and should be noted on the resolution that although there were no changes, that it was reviewed. The recommended updates with track changes and finalized versions were presented to the Board. After consideration, a motion was made, as follow:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE BOARD OF TRUSTEES POLICIES ARE HEREBY APPROVED, AS FOLLOWS: POLICY 340, “DISTANCE EDUCATION”; “GUAM COMMUNITY COLLEGE GUIDELINES TO DISTANCE EDUCATION POLICY 340”; POLICY 345, “CREDIT HOUR POLICY”; POLICY 350, “PRIOR LEARNING ASSESSMENT”; POLICY 410, “STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL”; POLICY 420, “RECRUITMENT ABOVE THE MINIMUM STEP”; POLICY 425, “PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS”; POLICY 430, “VOLUNTEER POLICY, FOR INSTRUCTIONAL/NON-INSTRUCTIONAL SERVICES”; POLICY 440, “APPEALS TO THE CIVIL SERVICE COMMISSION”; POLICY 460, “ACADEMIC FREEDOM”; POLICY 470, “CODE OF ETHICS”; POLICY 475, “GCC’S MERIT BONUS POLICY”; AND THAT POLICY 415, “APPEAL HEARINGS” IS HEREBY DELETED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE MEETING CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:40 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 to reconvene into open session:



**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE ROSE P. GRINO THAT THE MEETING RECONVENE INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At 12:58 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 ROSE GRINO, SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**


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

**MOTION**

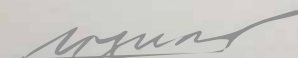
**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF SEPTEMBER 9, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussion, the meeting of September 9, 2022, adjourned at 1:02 p.m.

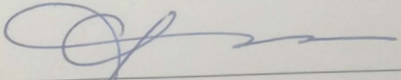
**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

  
**FRANK P. ARRIOLA**  
Chairperson  
*for*

**GUAM COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Monthly Meeting – Friday, August 12, 2022, 12:00 p.m.  
Rm. 112, Learning Resource Center (Library), Building 4000**

**AGENDA**

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of July 8, 2022

**III. COMMUNICATIONS - None**

**IV. PUBLIC DISCUSSION - No Requests**

**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
  - Board of Trustees Community Outreach Report

**VI. UNFINISHED BUSINESS**

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

***BOT - Meeting Agenda***

***August 12, 2022***

***Page 2***

**VII.           NEW BUSINESS**

1. Chairman's Travel (2022 APAFS)
2. President's Travel Request (Fall 2022)

**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 8, 2022**

**Minutes**

**I. CALL TO ORDER.** The monthly meeting of the GCC Board of Trustees held on July 8, 2022, was called to order at 12:06 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Mr. Frank P. Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Mr. Eloy P. Hara; Ms. Rose P. Grino, Secretary; Richard P. Sablan, Treasurer; and Mr. Kenly Magwili, Student Trustee.

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Rodalyn Gerardo, Vice President for Finance & Administration Division; Ms. Pilar Williams, Dean, TPS; Dr. Julie Ulloa-Health, Assistant Director, P&D; 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 10, 2022.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE CARLO LEON GUERRERO THAT THE BOARD APPROVES THE MEETING MINUTES OF JUNE 10, 2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

**III. COMMUNICATIONS.** None.

**IV. PUBLIC DISCUSSION.** No request.

**V. REPORTS**

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

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

FY2022: As of to July 6, 2022, the College received a total of approximately \$15,510,947.00, as follows: \$11,815,128.00 for the General Fund; \$3,279,400.00 for MDF; \$59,641.00 for the POST Commission; \$200,400.00 for the Capital Improvement Fund for the lease payment for



USDA; and \$165,378.00 for the First-Generation Trust Fund Initiative. This equates to 92% of the total amount received based on the allotment schedule for the fiscal year.

**Capital Improvement Projects and other activities:** The following is a report from the President.

The College received an official notification of a \$1.2 million funding from EDA to support the renovation of the Workforce Development Center in Barrigada and have met with the project officer and will begin this project soon.

The College received additional funding, as follows: \$100,000 from GEDA to support the nursing program; funding from DOI to provide grant training for non profit organizations on Guam and to purchase a donor management software for the Development and Alumni Relations (DAR) office.

The Bus Driving boot camp was completed on July 7, 2022 and all students who participated received their "D" License; the first Childcare boot camp was also completed on July 7, 2022 with 17 participants and the second boot camp is ongoing; the CEWD is working with GHURA to provide career pathways employment skills training for its housing residents; the Bureau of Women's Affairs has awarded scholarships for women to complete a GED or Adult Education class.

Ongoing projects: As last reported, the College is continuing with the air conditioning replacement project on campus using CARES funding; the vendor for the emergency generator for Building 2000 is obtaining the required permits; continuing with the campus water leak detection project; and the 30,000 gallon water tank refurbishment project is almost complete.

## **2. Monthly Activities Report.**

**Student Trustee:** Trustee Kenly Magwili reported the following:

6/13-24/2022: Reach for College hosted the Summer Bridge program.

Trustee Magwili and GCC Tutors assisted high school graduates with Fall registration, completing FAFSA and preparing for placement tests.

7/7/2022: Attended the completion ceremony for the Childcare Certification and Bus Driving boot camps.

7/8/2022: Training for the new COPSA officers is scheduled today.

Invitations for presenters were issued for the Monday, August 15, 2022, 9:00 a.m., Fall 2022 Student Orientation.



**Faculty Advisory Member:**

Ms. Simone Bollinger was not in attendance for today's meeting.

**Support Staff Advisory Member:**

**Mr. Kenneth Bautista was not in attendance for today's meeting.**

**Board of Trustees Community Outreach Report:**

6/10-11/2022: Trustee Grino attended the American Nurses Association (ANA) Membership Assembly in Washington D.C. and one of the main discussions was the nursing workforce.

6/19-22/2022; Trustee Hara attended the 2022 ACCT Governance Leadership Institute: "Pacific Island Postsecondary Institutions," in Honolulu, Hawaii. The conference was hosted by ACCT, the University of Hawaii and Windward Community College.

7/7/2022: Trustee Magwili attended the Childcare Boot Camp and Bus Driving Boot Camp completion ceremonies.

**VI. UNFINISHED BUSINESS**

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

**Forensic Lab/DNA Building.**

To date, this project remains at 99.17% complete. The contractor is still pending some of the materials such as electrical devices, window blinds and signage, including materials needed for the substantial completion in order to pass the GFD inspection.

**Building 300.**

This project completion rate is at 94.50%. The contractor is waiting on materials for the substantial completion and has repaired the damaged underground cable and conduits of the fire alarm system to Forensic Lab. A FEMA inspection is expected towards the end of July 2022.

**Wellness Center.**

Dr. Julie Ulloa-Heath is working on the USDA loan application for submission for funding for this project.

**Building B.**

This project is approximately 2% complete. Still waiting on building permits with DPW. The groundbreaking is scheduled for July 28, 2022, at 10:00 a.m.

**Workforce Development Center (Barrigada property).**

As reported earlier, the College received an official notification from the U.S. Economic Development Authority (EDA) of a \$1.2 million funding to support this project and will be moving forward on this project.

**VII. NEW BUSINESS.** None.

At this time, a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ROSE P. GRINO, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING CONVEENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

At 12:30 p.m., the meeting convened into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 12:54 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 ROSE P. GRINO, 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 Chairman thanked Trustee Hara for his notification to the Board of his last term as a Board of Trustees member.

There was also a moment of silence for the recent passing of a paramedic student, the late Gerardo Tenorio.

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

**MOTION**

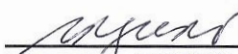
**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY P. HARA, THAT THE MEETING OF JULY 8, 2022, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)**

There being no further discussion, the meeting of July 8, 2022, adjourned at 12:56 p.m.


**SUBMITTED BY:**

 **AUG 12 2022**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **AUG 12 2022**  
**ROSE P. GRINO**  
Secretary

**APPROVED BY:**

 **AUG 12 2022**  
**FRANK P. ARRIOLA**  
Chairperson

**PRESIDENT'S TRAVEL SCHEDULE**  
**Fall 2022**

| <b>Conference Title/Sponsor</b>              | <b>Date</b>                  | <b>Location</b>       |
|--|------------------------------|-----------------------|
| <b>***AANAPISI Week/PPEC convening</b>       | <b>September 25-29, 2022</b> | <b>Washington, DC</b> |
| <b>**Commission Development Workshop</b>     | <b>October 26-28, 2022</b>   | <b>Honolulu, HI</b>   |
| <b>*Pacific Region Investment Conference</b> | <b>November 14-18, 2022</b>  | <b>Manila, PI</b>     |

*Funding Source(s): \*\*\*Reimbursable up to \$4000, \*\*100% reimbursable by ACCJC,  
\*Promotional Account*