

Institution: Guam Community College (240745)  
User ID: P2407451

Overview

Human Resources Overview	
Welcome to the IPEDS Human Resources (HR) survey component. This survey collects important information about your institution's faculty and staff.	
<b>Recent changes</b>	
<ul style="list-style-type: none"><li>New occupational categories replaced the primary function/occupational activity categories previously used in the IPEDS HR survey. The change was required to align the IPEDS HR categories with the 2010 Standard Occupational Classification (SOC) System. For additional information on the IPEDS HR survey and how it relates to the 2010 SOC system, refer to the section of the IPEDS HR instructions called, "Reporting Staff by Occupational Category."</li><li>A few other changes were made to the IPEDS HR survey that is applicable to degree-granting institutions. These changes can be found in the section of the IPEDS HR instructions called, "Changes in Reporting."</li><li>Survey became part of the IPEDS Spring data collection.</li></ul>	
<b>Resources:</b>	
<ul style="list-style-type: none"><li>The NEW IPEDS HR/SOC Information Center can be found at the following website: <a href="http://nces.ed.gov/ipeds/resource/soc.asp">http://nces.ed.gov/ipeds/resource/soc.asp</a>. (The new center includes, but is not limited to the following links: New (2012-13) IPEDS Occupational Categories and 2010 SOC crosswalk; 2012-13 IPEDS HR survey material; Standard Occupational Classification (SOC) System material; IPEDS HR/SOC Browse Tool; and Web Tutorials.)</li><li>To download the survey materials for this component: <a href="#">Survey Materials</a></li></ul>	
<b>Data reporting reminders:</b>	
<ul style="list-style-type: none"><li>Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen.</li><li>Report staff members difficult to categorize in the “Human Resources Survey Evaluation” box at the end of the survey.</li></ul>	
You must enter data on each displayed screen. If a screen is not applicable, you must enter at least one zero in a field on the screen.	
To access your prior year data submission for this component: <a href="#">Reported Data</a>	
If you have questions about completing this survey, please contact the <b>IPEDS Help Desk at 1-877-225-2568</b> .	

Human Resources Screening Questions

Does your institution have any part-time staff?

If you answer **Yes** to this question, you will be provided the screens to report part-time staff.

	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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Does your institution have 15 or more full-time staff?

	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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Do ALL of the instructional staff at your institution fall into any of the following categories?

If you answer **Yes** to any of the questions below, the full-time instructional staff screens of **Part G** are **NOT** applicable to your institution and you will **NOT** be required to report data for the full-time instructional staff screens of **Part G**. However, Part G will still be required for reporting data for full-time non-instructional staff.

<input checked="" type="radio"/>	No	<input type="radio"/>	Yes	Are ALL of the instructional staff military personnel?
<input checked="" type="radio"/>	No	<input type="radio"/>	Yes	Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
<input checked="" type="radio"/>	No	<input type="radio"/>	Yes	Do ALL of the instructional staff teach pre-clinical or clinical medicine?

The reporting of data by gender AND race/ethnicity is optional this year as it is in even-numbered years.

Do you wish to report data by gender AND race/ethnicity this year?  
If you answer **No**, screens to report data by employment status (full-time and part-time) and occupational category will be displayed.  
If you answer **Yes**, screens to report data by employment status (full-time and part-time), occupational category, and gender AND race/ethnicity will be displayed and you must complete all applicable screens.

<input checked="" type="radio"/>	No, I will not report data by gender and race/ethnicity this year
<input type="radio"/>	Yes, I will report data by gender and race/ethnicity this year

You may use the space below to provide context for the data you've reported above.

Human Resources Screening Questions

Does your institution have a tenure system?

If you answer **Yes** to this question, you will be provided the screens to report some data by tenure status.

<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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Does your institution have graduate assistants?

If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.

<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
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Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2012 either for the *first time* (new to the institution) or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2012? (Exclude persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.)

If you answer **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in **Part H**.

<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
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Part A - Full-time instructional staff by Rank and Tenure status

Number of full-time instructional staff by academic rank and tenure status

As of November 1, 2012

	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Tenured	5	11	11	19	2	0	48
On Tenure Track	0	0	0	1	1	0	2
Not on Tenure Track							
Multi-year contract	0	0	0	0	0	0	0
Annual contract	0	0	1	4	0	0	5
Less-than-annual contract	0	0	0	0	0	0	0
Without Faculty status							0
Total	5	11	12	24	3	0	55

Part A - Full-time instructional staff

Number of full-time instructional staff by tenure status, and function							
As of November 1, 2012							
	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Total carried forward from previous screens	48	2	0	5	0	0	55
Instruction	48	2	0	5	0	0	55
Exclusively credit	48	2	0	5	0	0	55
Exclusively not-for-credit	0	0	0	0	0	0	0
Combined credit/not-for-credit	0	0	0	0	0	0	0
Instruction/research/public service	0	0	0	0	0	0	0

Part B - Full-time non-instructional staff

Number of full-time non-instructional staff by tenure status and occupational category							
As of November 1, 2012							
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers - Research	0	0	0	0	0	0	0
Postsecondary Teachers - Public Service	8	0	0	1	0	0	9
Archivists, Curators, and Museum Technicians	0	0	0	0	0	0	0
Librarians	2	0	0	0	0	0	2
Library Technicians	0	0	0	0	0	0	0
Other Teachers and Instructional Support Staff	38	1	0	7	1	1	48
Management Occupations	0	0	0	0	0	33	33
Business and Financial Operations Occupations	0	0	0	0	0	23	23
Computer, Engineering, and Science Occupations	0	0	0	0	0	9	9
Community Service, Legal, Arts, and Media Occupations	0	0	0	0	0	0	0
Healthcare Practitioners and Technical Occupations	2	0	0	0	0	0	2

Part B - Full-time non-instructional staff






Number of full-time non-instructional staff by occupational category	
As of November 1, 2012	
Occupational category	Number of staff
<u>Service Occupations</u>	<div>0</div>
<u>Sales and Related Occupations</u>	<div>2</div>
<u>Office and Administrative Support Occupations</u>	<div>46</div>
<u>Natural Resources, Construction, and Maintenance Occupations</u>	<div>6</div>
<u>Production, Transportation, and Material Moving Occupations</u>	<div>2</div>

Part C - Full-time summary non-medical


Summary of full-time, non-medical school, staff by tenure status and occupational category							
As of November 1, 2012							
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	56	2	0	6	0	0	64
Instruction	48	2	0	5	0	0	55
Exclusively credit	48	2	0	5	0	0	55
Exclusively not-for-credit	0	0	0	0	0	0	0
Combined credit/not-for-credit	0	0	0	0	0	0	0
Instruction/research/public service	0	0	0	0	0	0	0
Research	0	0	0	0	0	0	0
Public Service	8	0	0	1	0	0	9
Archivists, Curators, and Museum Technicians	0	0	0	0	0	0	0
Librarians	2	0	0	0	0	0	2
Library Technicians	0	0	0	0	0	0	0
Other Teachers and Instructional Support Staff	38	1	0	7	1	1	48
Management Occupations	0	0	0	0	0	33	33
Business and Financial Operations Occupations	0	0	0	0	0	23	23
Computer, Engineering, and Science Occupations	0	0	0	0	0	9	9
Community Service, Legal, Arts, and Media Occupations	0	0	0	0	0	0	0
Healthcare Practitioners and Technical Occupations	2	0	0	0	0	0	2
Service Occupations							0
Sales and Related Occupations							2
Office and Administrative Support Occupations							46
Natural Resources, Construction, and Maintenance Occupations							6
Production, Transportation, and Material Moving Occupations							2
Total							237





Part G - Salary Worksheet

Number of full-time, non-medical, instructional staff for calculation of total number of months								
As of November 1, 2012								
Gender and academic rank	 9-Month Contract or Employment agreement	 10-Month Contract or Employment agreement	 11-Month Contract or Employment agreement	 12-Month Contract or Employment agreement	Total employees for Salary reporting	Total Number of Months	Total full-time, non-medical, instructional staff from Part A	 Balance
Men								
Professors	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0		
Associate professors	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	4	38		
Assistant professors	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	7	67		
Instructors	<input type="text" value="13"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	14	127		
Lecturers	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	2	19		
No academic rank	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0		
Total men	21	5	0	1	27	251		
Women								
Professors	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	5	47		
Associate professors	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	7	63		
Assistant professors	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	5	45		
Instructors	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	10	90		
Lecturers	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1	9		
No academic rank	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0		
Total women	26	2	0	0	28	254		
Total (men + women)	47	7	0	1	55	505	55	0

Part G - Salary outlays for full-time instructional staff

Salary outlays for full-time, non-medical, instructional staff by gender and academic rank				
As of November 1, 2012				
Gender and academic rank	Headcount (from Part G, screen 1) OR Total employees for Salary reporting	Total Number of Months (from Part G, screen 1)	 Salary Outlays	Weighted average Salaries per month
Men				
Professors	0	0	<div><div></div><div>0</div></div>	6,755
Associate professors	4	38	<div><div></div><div>256,696</div></div>	
Assistant professors	7	67	<div><div></div><div>390,432</div></div>	5,827
Instructors	14	127	<div><div></div><div>661,101</div></div>	5,206
Lecturers	2	19	<div><div></div><div>83,800</div></div>	4,411
No academic rank	0	0	<div><div></div><div>0</div></div>	5,546
Total men	27	251	1,392,029	
Women				
Professors	5	47	<div><div></div><div>377,897</div></div>	8,040
Associate professors	7	63	<div><div></div><div>447,608</div></div>	7,105
Assistant professors	5	45	<div><div></div><div>264,484</div></div>	5,877
Instructors	10	90	<div><div></div><div>444,330</div></div>	4,937
Lecturers	1	9	<div><div></div><div>38,287</div></div>	4,254
No academic rank	0	0	<div><div></div><div>0</div></div>	6,191
Total women	28	254	1,572,606	
Total (men + women)	55	505	2,964,635	5,871

Part G - Salary outlays for full-time non-instructional staff

Salary outlays for full-time, non-medical, non-instructional staff by occupational category		
As of November 1, 2012		
Occupational category	 Number of full-time staff	 Total salary outlays
<u>Postsecondary Teachers - Research</u>	0	<input type="text" value="0"/>
<u>Postsecondary Teachers - Public Service</u>	9	<input type="text" value="545,612"/>
<u>Library and Instructional Support Occupations</u>	50	<input type="text" value="2,356,781"/>
<u>Management Occupations</u>	33	<input type="text" value="2,293,013"/>
<u>Business and Financial Operations Occupations</u>	23	<input type="text" value="882,378"/>
<u>Computer, Engineering, and Science Occupations</u>	9	<input type="text" value="334,838"/>
<u>Community Service, Legal, Arts, and Media Occupations</u>	0	<input type="text" value="0"/>
<u>Healthcare Practitioners and Technical Occupations</u>	2	<input type="text" value="127,896"/>
<u>Service Occupations</u>	0	<input type="text" value="0"/>
<u>Sales and Related Occupations</u>	2	<input type="text" value="45,905"/>
<u>Office and Administrative Support Occupations</u>	46	<input type="text" value="1,409,949"/>
<u>Natural Resources, Construction, and Maintenance Occupations</u>	6	<input type="text" value="161,574"/>
<u>Production, Transportation, and Material Moving Occupations</u>	2	<input type="text" value="56,930"/>

Part E - Part-time staff

Number of part-time staff by tenure status and occupational category							
As of November 1, 2012							
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	0	0	0	0	82	0	82
Instruction	0	0	0	0	82	0	82
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit					82		82
Instruction/research/public service							0
Research							0
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff							0
Management Occupations							0
Business and Financial Operations Occupations							0
Computer, Engineering, and Science Occupations							0
Community Service, Legal, Arts, and Media Occupations							0
Healthcare Practitioners and Technical Occupations							0

Part E - Part-time staff

Number of part-time staff by occupational category	
As of November 1, 2012	
Occupational category	Number of staff
<u>Service Occupations</u>	<div>0</div>
<u>Sales and Related Occupations</u>	<div></div>
<u>Office and Administrative Support Occupations</u>	<div></div>
<u>Natural Resources, Construction, and Maintenance Occupations</u>	<div></div>
<u>Production, Transportation, and Material Moving Occupations</u>	<div></div>

Part F - Part-time summary non-medical

Summary of part-time staff by tenure status and occupational category							
As of November 1, 2012							
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	0	0	0	0	82	0	82
Instruction	0	0	0	0	82	0	82
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit					82		82
Instruction/research/public service							0
Research							0
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff							0
Management Occupations							0
Business and Financial Operations Occupations							0
Computer, Engineering, and Science Occupations							0
Community Service, Legal, Arts, and Media Occupations							0
Healthcare Practitioners and Technical Occupations							0
Service Occupations							0
Sales and Related Occupations							
Office and Administrative Support Occupations							
Natural Resources, Construction, and Maintenance Occupations							
Production, Transportation, and Material Moving Occupations							
Total							82

Human Resources Survey Evaluation

Were any staff members difficult to categorize? If so, please explain in the box below.

No. the categories were explained well.

Prepared by

This survey component was prepared by:

Keyholder

SFA Contact

HR Contact

Finance Contact

Other

Name:

Joann Muna

Email:

joann.muna@guamcc.

How long did it take to prepare this survey component?

12

hours

30

minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.  
The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.  
Thank you for your assistance.



Summary

Human Resources Component Summary

(Applicable to Degree-granting institutions and Related Administrative Offices)

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution’s Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution’s CEO in November 2013.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org).

Number of staff by employment status and occupational category: Fall 2012			
Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	237	82	264
Postsecondary Teachers	64	82	91
Instructional Staff	55	82	82
Instruction	55	82	82
Exclusively credit	55	0	55
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	82	27
Instruction/research/public service	0	0	0
Research	0	0	0
Public Service	9	0	9
Library and Instructional Support Occupations	50	0	50
Librarians, Curators, and Archivists	2	0	2
Archivists, Curators, and Museum Technicians	0	0	0
Librarians	2	0	2
Library Technicians	0	0	0
Other Teachers and Instructional Support Staff	48	0	48
Management Occupations	33	0	33
Business and Financial Operations Occupations	23	0	23
Computer, Engineering, and Science Occupations	9	0	9
Community Service, Legal, Arts, and Media Occupations	0	0	0
Healthcare Practitioners and Technical Occupations	2	0	2

**Number of staff by employment status and occupational category:  
Fall 2012**

Service Occupations	0	0	0
Sales and Related Occupations	2		2
Office and Administrative Support Occupations	46		46
Natural Resources, Construction, and Maintenance Occupations	6		6
Production, Transportation, and Material Moving Occupations	2		2

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff and adding one-third of the total number of part-time staff. Graduate assistants are not included in the above figures. Many of the FTE figures may be included in the DFR.

**Salaries of full-time instructional staff by contract length and academic rank:  
Academic year 2012-13**

Academic rank	Full-time instructional staff				Total employees for Salary reporting	Total Number of Months	Salary Outlays	Weighted average Salaries per month
	9-month contracts	10-month contracts	11-month contracts	12-month contracts				
All Ranks	47	7		1	55	505	\$2,964,635	\$5,871
Professor	3	2			5	47	\$377,897	\$8,040
Associate professor	9	2			11	101	\$704,304	\$6,973
Assistant professor	10	1		1	12	112	\$654,916	\$5,847
Instructor	23	1			24	217	\$1,105,431	\$5,094
Lecturer	2	1			3	28	\$122,087	\$4,360
No academic rank								

NOTE: The above data are based on the Salary outlays part of the IPEDS HR component. The Weighted average salaries per month of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank [reported on the Part G, Salary outlays screen] then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank [calculated from data reported on the Part G, Salary Worksheet screen]. Salaries of full-time instructional staff on less-than-9-month contracts are not collected. Also, salaries of medical school staff are not collected. The weighted average salaries per month may be included in the DFR.

Human Resources

Guam Community College (240745)

There are no errors for the selected survey and institution.