

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**  
Thursday, 09/28/17 @ 8:15a.m.  
Faculty Senate Office, C2

1) Call to Order:

2) Attendance:

Name:	Position:	Email:	Present:
Mary Ann Aloit	Student	<a href="mailto:maryannjoyce.aloit@guamcc.edu">maryannjoyce.aloit@guamcc.edu</a>	
Kieth Nonato	Student	<a href="mailto:kiethashley.nonato@guamcc.edu">kiethashley.nonato@guamcc.edu</a>	
Joanne Blas	Staff	<a href="mailto:joannc.blas1@guamcc.edu">joannc.blas1@guamcc.edu</a>	
Carol Guerrero	Staff	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Ricky Tyquiengco	Faculty	<a href="mailto:ricky.tyquiengco@guamcc.edu">ricky.tyquiengco@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	

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.

3) Approval of Prior Minutes: 05/08/17

4) Old Business:

- a. Financial Report
- b. Facilities Report

5) New Business:

- a. By-Law Review

6) Open Discussion:

7) Next Meeting:

8) Adjournment:

# GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee  
Thursday, 09/28/17 @ 8:15am  
Faculty Senate Office/C2

## Meeting Minutes

1) Call to Order: @ 8:27 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Carol Guerrero	Staff	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	✓
Joanne Blas	Staff	<a href="mailto:joanne.blas1@guamcc.edu">joanne.blas1@guamcc.edu</a>	absent
Kieth Nonato	Student	<a href="mailto:kiethashley.nonato@guamcc.edu">kiethashley.nonato@guamcc.edu</a>	✓
MayAnn Aloit	Student	<a href="mailto:mayannjoyce.aloit@guamcc.edu">mayannjoyce.aloit@guamcc.edu</a>	✓
Ricky Tyquiengco	Faculty	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Guest			
Joshua Perez	Student	<a href="mailto:joshua.perez@guamcc.edu">joshua.perez@guamcc.edu</a>	✓

Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of May 08, 2017 made by L. Leon Guerrero with changes, seconded by M. Aloit. No further discussion. Motion passed unanimously.**

4) Old Business:

a. Financial Status Report – C. Santos reported the following: (See attachment)

- i. FY2017 appropriations to date, 81% of total appropriations received. DOA has indicated that GCC has a FY17 cash reserve of 10% and the FY17 allotment was last received on August 28, 2017 for \$700,000.00.
- ii. FY18 budget loads are expected to be completed no later than October 13, 2017. More than likely, budget loads will be on quarterly basis.
- iii. Forensic Lab went out to bid and Notice of Intent to award and non-awards were issued. Bid currently under protest. Bid for a/c units, fluorescent lighting system, generator bids, and enterprise resource management will have to be rebid due to vendor failure to meet bid specs. Building 300 is out to bid for the 2nd time as there were no bid submittal at the first time. Current bids awarded include A6, A7, A8 Cosmetology renovations, ADA Wheelchair Ramp and Walkway Tech Center to Building 500; Cosmetology Equipment; Allied Health Training & Laboratory equipment.
- iv. Movement from Banner 8 to Banner 9 is on schedule for September 30, 2017. No changes for non-module users and no change to MyGCC expected.
- v. Five Year Financial Resource Plan was approved at the BOT meeting this summer.
- vi. Open scholarships include BWOY deadline August 31, 2017, but extended, 1 applicant. 2017 Jeanette Sablan Tanos scholarship for Human Services majors for \$500 due September 15, 2017 @ 5:00pm; OPT3 Familia Scholarship awarded 8 @ \$250 for Fall 2017; University of Santo Tomas Alumni Org of Guam scholarship 2 @ \$500, due September 14, 2017 @ 5:00pm.
- vii. GCC received year 5 subaward, from LSAMP, no cost extension of \$18,318.

b. Facilities Report – D. Perez reported the following:

- i. CIP Updates – (See Attachments)
- ii. In February 2017 a call out was announced, there were no responses. Due to no response all projects that were not completed on CIP17 were consolidated to CIP18. The listing will be presented at the next scheduled RPF meeting.  
R. Tyqueingco questioned, "Could the strengthening of our wireless network be placed under the CIP projects?" C. Santos reported, "These issues were brought to RPF Committee last semester by P.

Terlaje. P. Terlaje met with MIS Manager, F. Camacho regarding this issue. Currently, F. Camacho is looking at updating system as soon as funding is provided. C. Santos will follow up with F. Camacho for status.

F. Tupaz requested for D. Perez to shorten CIP report because the current CIP report is too long and technical. C. Santos suggested to create a summary sheet as an attachment to the CIP update.

5) New Business:

RPF By-Laws – reviewed and discussed by committee members.

**Motion to approve the RPF By-Laws made by F. Tupaz with recommended changes, seconded by C. Guerrero. No further discussion. Motion passed unanimously.**

6) Open Discussion:

None

7) Next Meeting – Tentative Schedule for Fall 2017 and Spring 2018:

**Fall 2017;** 10/19/2017, 11/16/2017, and 12/07/2017 @ 8:15am

**Spring 2018;** 01/18/2018, 02/15/2018, 03/08/2018, 04/12/2018, and 05/03/2018

8) Adjournment: @ 9:09 a.m. Motion was made by L. Leon Guerrero, seconded by F. Tupaz. Motion passed.

**RPF**  
**FINANCIAL STATUS UPDATE**  
**September 22, 2017**

- FY2017 appropriations status below, 81% of total appropriation received. DOA has indicated that GCC has a FY17 Cash reserve of 10% and the FY17 allotment was last received on 8/28/17 for \$700,000.

<b>FY</b> <b>2017</b>	<b>9/1/2017</b>					
<b>Appropriations</b>	<b>Appropriation</b>	<b>Set Aside</b>	<b>Requested</b>	<b>Received</b>	<b>% Rec'd.</b>	<b>% Appr Rec'd.</b>
<b>General Fund</b>	17,903,072	(1,790,307)	16,411,149	13,078,649	80%	81%
<b>LPN /</b>						
<b>VocGuidance</b>	835,600	(83,560)	765,967	696,333	91%	83%
<b>MDF</b>	1,094,624	(875,699)	1,003,405	182,437	18%	17%
<b>GF -</b>						
<b>Apprenticeship</b>	374,951	(37,495)	343,705	312,459	91%	83%
<b>TAF</b>	24,154	-	24,154	24,154	100%	100%
<b>Capital Projects</b>	278,922		255,679	185,948	73%	67%
<b>First Gen Trust</b>						
<b>Fund</b>	200,000		200,000	0	0%	0%
<b>Totals</b>	20,711,323	(2,787,061)	19,004,059	14,479,980	76%	81%

- We are currently receiving FY17 allotments on a bi-weekly basis. There continues to be a 10% DOA cash reserve placed on our allotment releases. The cash flow is monitored on a daily basis.
- FY18 budget loads are expected to be completed no later than 10/13/17. More than likely, loads will be on a quarterly basis.
- Forensic Lab went out to bid and Notice of intent to award and non-awards were issued. Bid currently under protest. Bid for A/C units, fluorescent Lighting System, generator bids, and Enterprise Resource Mgmt. will have to be rebid due to vendor failure to meet bid specs. Bldg 300 is out to bid for the 2<sup>nd</sup> time as there were no bid submittals the first time. Current bids awarded include A6, A7, A8 Cosmetology renovations, ADA Wheelchair Ramp and Walkway Tech Center to Bldg 500,; Costmetology Equipment; Allied Health Training & Laboratory equipment;
- Movement from Banner 8 to Banner 9 is on schedule for 9/30/19. No changes for non-module users and no changes to MyGCC expected.
- Five year Financial Resource Plan was approved at the BOT meeting this summer.
- Open scholarships include BWOY deadline 8/31/17, but extended, 1 applicant. 2017 Jeanette Sablan Tanos scholarship for Human Services majors for \$500 due 9/15/17 @ 5pm; OPT3 Familia Scholarship awarded 8 @ \$250 for FA17; University of Santo Tomas Alumni Org of Guam scholarship 2@ \$500, due 9/14/17 @ 5pm.
- GCC received Year 5 subaward, from LSAMP, no cost extension of \$18,318.

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- Current YTD Operating Income (loss) for FY17 as of 9/21/17 are as follows:

9/21/2017	FY17					
	Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
<b>Revenues</b>						
Appropriations	\$13,799,136	\$182,437	\$312,459			\$14,294,032
Non-appropriated funds				\$7,423,312	\$2,566,785	\$ 9,990,097
Total Revenues	13,799,136	182,437	312,459	7,423,312	2,566,785	24,284,129
<b>Expenditures</b>						
Salaries - Full Time	9,209,282	258,046		1,037,656	92,112	10,597,097
Salaries - Part Time	-			944,858	67,536	1,012,394
Benefits	3,214,908	77,334		445,776	40,854	3,778,872
Travel	18,643			68,719	16,816	104,178
Contractual Services	716,483	89		1,025,887	160,236	1,902,695
Supplies and						
Materials	119,631	4,794		122,572	54,477	301,474
Equipment	17,765			54,806	22,146	94,717
Textbooks				664,596		664,596
Miscellaneous	24,742	295,060		115,062	733,946	1,168,810
Interest Expense				177,500		177,500
Power	838,820			(6,834)		831,985
Water/Sewer	22,533					22,533
Telephone	93,969					93,969
Capital Outlay	10,056			356,691		366,747
Transfer				(59,176)		(59,176)
Subtotal						
Expenditure	14,286,831	635,323	-	4,948,112	1,188,124	21,058,391
Encumbrances	194,616	9,841		258,829	64,315	527,602
Total Exp & Enc	14,481,448	645,165	-	5,206,942	1,252,439	21,585,993
<b>Operating</b>						
<b>(loss)income</b>	<u>\$ (682,312)</u>	<u>\$(462,728)</u>	<u>\$312,459</u>	<u>\$2,216,370</u>	<u>\$1,314,346</u>	<u>\$ 2,698,136</u>

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### CIP 14:

#### **14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:**

6/30/17	<ul style="list-style-type: none"><li>▪ The second scheduled inspection was postponed due to Bldg. E's recently installed faulty alarm panel that resulted in a false reading.</li><li>▪ GFD's 6/23/17 inspection was completed; GCC's fire alarm and mass notification system successfully passed the inspection.</li><li>▪ Next is to finalize G4S's LD.</li></ul>
7/30/17	<ul style="list-style-type: none"><li>▪ Environmental Health and Safety Office is scheduled to conduct a drill on Thursday, August 03, 2017.</li><li>▪ GCC is reviewing G4S's request (dated, July 26, 2017) to minimize LDs.</li></ul>
8/31/17	<ul style="list-style-type: none"><li>▪ On August 09, 2017, MMO reminded G4S that in order to accurately calculate LDs it will need to resubmit its extension letter to reflect 9/1/16 – 6/23/17.</li><li>▪ Since G4S did not respond to MMO's 8/9/17 request, GCC scheduled to meet with G4S representatives on 9/6/17.</li></ul>

### CIP 16:

- **11/10/15:** The BOT approved projects as recommended by RPF and CGC (10/14/15 meeting).
- **1/12/16:** As the Facilities Engineer Administrator's position remains vacant, P&D will initiate projects having little to no design requirements.

#### **16.02 RETROFIT OF BLDG. 500/600 OPEN YARD FOR FACILITY MAINTENANCE RELOCATION & STORAGE [GCC-FB-17-023 MANDATORY PRE-BID AND SITE VISIT-JULY 25, 2017; BID OPENING-AUGUST 2, 2017]**

6/30/17	<ul style="list-style-type: none"><li>▪ A bid will be issued in July to construct a storage space structure (design build galvanized steel corrugated). This building is earmarked for a future FEMA hardening project (6/16/17).</li></ul>
7/28/17	<ul style="list-style-type: none"><li>▪ Five vendors attended the July 25, 2017 mandatory Pre-Bid Conference and site visit (GCC-FB-17-023).</li><li>▪ Four bid packets were purchased.</li><li>▪ Bid Opening is on August 02, 2017.</li></ul>
8/31/17	<ul style="list-style-type: none"><li>▪ Bid packets, submitted by 2 contractors (GR Construction and ClayArch Inc.) were evaluated by a 3-person team (Sustainability Project Coordinator, Facility Project Manager, and Associate Instructor of Construction Trades) on August 10, 2017. As a result of the evaluation, GR construction was deemed non-responsive while clarification was needed from ClayArch, Inc.</li><li>▪ Although ClayArch's clarification was received and reviewed, the bid packets will be reevaluated to consider the quality of wire gauge (9 versus 11 wire gauge).</li></ul>

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### **16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000**

6/30/17	A new SOW was developed and RFQ was issued to multiple contractors on Friday, 06/23/17. RFQ is due July 7, 2017. On 6/28/17, six prospective vendors attended the mandatory site visit.
7/28/17	<ul style="list-style-type: none"> <li>An email was sent (7/12/17) to extend the RFQ submission deadline to from 7/7/17 to 7/14/17 since none was received.</li> <li>The SOW will be revised and RFQ issued to install an owner furnish-contractor install water pump rather. The fire pump will be excluded as RMC and G4S assessed it and concluded that it is operational.</li> </ul>
8/31/17	<ul style="list-style-type: none"> <li>Complicating the challenging task to obtain price quotations for service, vendors are also beginning to assess a "site visit" fee to look at the project.</li> <li>Since vendors did not meet the 7/14/17 deadline to provide a price quotation, FPM followed up and deemed it necessary to reissue the RFQ on 8/25/17 (submission deadline of 9/1/17).</li> <li>Two vendors (Todo Mauleg and Advanced Management) were present at the 8/30/17 site visit.</li> </ul>

### **16.04 GENERATOR FOR BUILDINGS 3000 AND A GCC-FB-17-001**

6/30/17	P&D's FPM (Facility Project Manager) is researching and modifying the current SOW. A new SOW will be drafted by July 01, 2017.
7/28/17	No change
8/31/17	FPM is updating the SOW to ensure it clearly addresses concerns previously raised during the initial SOW submission. The update will be provided Friday, September 08, 2017.

### **16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000**

6/30/17	<ul style="list-style-type: none"> <li>The interior structural cracks which require epoxy is part of the painting project (GCC-FB-17-012). TRMA evaluated one responsive bidder; seven other bidders were deemed unresponsive. The Notice of Intent to Award was issued June 19<sup>th</sup> to JRN Air Conditioning and Refrigeration for \$150,000. The PO was picked up on 6/20/17.</li> <li>The SOW for the remaining cracks has been finalized and will be issued as a separate project.</li> </ul>
7/28/17	<ul style="list-style-type: none"> <li>Four prospective bidders attended the mandatory Pre-Bid Conference and site visit for GCC-FB-17-022 on Monday, July 24, 2017. This bid will address specific cracks identified in As-Built drawings.</li> <li>Bid Opening is scheduled for Friday, August 04, 2017.</li> <li>All 4 prospective bidders bought bid packets.</li> </ul>
8/31/17	<ul style="list-style-type: none"> <li>Two vendors submitted and met the 8/4/17 Bid Opening packet submission.</li> <li>A 2-person team (FPM and Sustainability Project Coordinator) met on 8/15/17 to evaluate bid proposals. One vendor was deemed non-responsive; vendor did not conform to the requirements of the bid invitation (i.e., lacked a bid bond).</li> <li>AD, P&amp;D and FPM met (8/30/17) and requested MM to obtain clarification from ClayArch, Inc. before a final recommendation is made.</li> </ul>

### **16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000**

[GCC-FB-17-024 PRE-BID CONFERENCE-7/26/17; BID OPENING-8/3/17]

6/30/17	Pending MM's review and issuance as a formal bid.
7/28/17	<ul style="list-style-type: none"> <li>Four prospective bidders attended the July 26, 2017 (GCC-FB-17-024) mandatory Pre-Bid Conference and site visit.</li> <li>Bid Opening is scheduled for Thursday, August 03, 2017.</li> <li>All 4 vendors bought a bid packet.</li> </ul>
8/31/17	<ul style="list-style-type: none"> <li>ClayArch Inc., was the sole contractor to submit and meet the bid packet submission deadline (August 3, 2017). A three-person team (FPM, Sustainability Project Coordinator,</li> </ul>

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### **16.06** RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

[GCC-FB-17-024 PRE-BID CONFERENCE-7/26/17; BID OPENING-8/3/17]

- and Assistant Instructor, Construction Trades) met (8/10/17) to evaluate the bid.
- After reviewing the evaluation and bid cost proposal, AD, P&D transmitted a memo to recommend ClayArch, Inc. for this project
- A Notice of Intent to Award was issued to ClayArch, Inc. (Mr. Min Chul Kong, Vice President) on 8/22/17 for \$80,800.00. 120 calendar day project.

### **16.08** ACQUISITION OF AIR CONDITIONERS GCC-FB-16-008

6/30/17	Project is pending MM's review of P&D's evaluation dated May 16, 2017.
7/28/17	No Change
8/31/17	<ul style="list-style-type: none"> <li>▪ FPM, AD, P&amp;D, Maintenance Supervisor, and A/C Refrigeration Mechanic II met on 8/23/17 to discuss and update the SOW (GCC-FB-16-008).</li> <li>▪ FPM revised the SOW to reflect recommendations made on 8/23/2017.</li> <li>▪ A Notice of Cancellation (GCC-FB-17-009) was Issued 8/31/17 "it is in the best interest of the college to cancel ... the bid specification and scope of work will be revised".</li> <li>▪ Meanwhile P&amp;D asked SSS to relocate classes affected by non-functioning AC units.</li> </ul>

## CIP 17:

- **3/10/16:** P&D will compile a list of proposed CIP17 projects submitted by the campus community (2/19/16 through 3/4/16). Once compiled, proposals' appropriateness will be assessed and an estimated government cost obtained prior presenting the list to the RPF and CGC committees.
- **4/5/16:** CIPs were compiled however, obtaining government estimates etc. will be delayed or hampered primarily because a Facilities Engineer Administer has yet to be hired although Job Announcements were publicized. The position became vacant October 2015.

### **17.** RECONFIGURATION OF PARKING STRUCTURE AT BLDG. 2000: GCC-FB--

6/30/17	No change.
7/30/17	No change. This and other open CIP projects will be assessed, prioritized, and considered accordingly.
8/31/17	No change. This and other open CIP projects will be assessed, prioritized, and considered accordingly.

### **17.** REPAIR BLDG. 3000'S STRUCTURAL CRACKS: GCC-FB--

6/30/17	<ul style="list-style-type: none"> <li>▪ The interior structural cracks which require epoxy is part of the painting project (GCC-FB-17-012). TRMA evaluated one responsive bidder; seven other bidders were deemed unresponsive. The Notice of Intent to Award was issued June 19<sup>th</sup> to JRN Air Conditioning and Refrigeration for \$150,000. The PO was picked up on 6/20/17.</li> <li>▪ The SOW for the remaining cracks has been finalized and will be issued as a separate project.</li> </ul>
7/28/17	<ul style="list-style-type: none"> <li>▪ Four prospective bidders attended the July 24,, 2017 mandatory Pre-Bid Conference and site visit (GCC-FB-17-022). Bid will address specific cracks identified on As-Build plans.</li> <li>▪ Bid Opening is scheduled for Friday, August 04, 2017.</li> <li>▪ All 4 prospective bidders bought bid packets</li> </ul>
8/31/17	<ul style="list-style-type: none"> <li>▪ Two vendors submitted bid packets to MMO for the 8/4/17 Bid Opening.</li> <li>▪ A 2-person team (FPM and Sustainability Project Coordinator) met and evaluated bids on 8/15/17. One vendor was deemed non-responsive; the required bid bond was not submitted in its bid packet.</li> <li>▪ AD, P&amp;D and FPM met on 8/30/17 and concluded that a clarification was needed from</li> </ul>



# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### **17. REPAIR BLDG. 3000'S STRUCTURAL CRACKS: GCC-FB--**

**ClayArch, Inc. before a final recommendation can be made.**

### **17. GENSET FOR BLDGS. 4000, 5000, AND 6000: GCC-FB--**

**6/28/17** No change.

**7/28/17** No change. This and other open CIP projects will be assessed, prioritized, and considered accordingly.

**8/31/17** **FPM will begin to research and develop an SOP for this project.**

### **17. ASSESSMENT OF ADA REQUIREMENTS TO ADDRESS SAFETY AND COMPLIANCE:**

**[GCC-FB-17-024 MANDATORY PRE-BID CONFERENCE-7/26/17; BID OPENING- 8/3/17]**

<b>6/30/17</b>	<ul style="list-style-type: none"> <li>As CIP will address safety and compliance, an RFQ was issued for environmentally friendly benches to be situated under building A and C staircase stringers.</li> <li>FPM is a member of the Campus Safety and Security Plan Task Force. The Task Force will identify and prioritize projects in order to maximize dollars when addressing ADA requirements. The Task Force will meet mid-July.</li> </ul>
<b>7/28/17</b>	<ul style="list-style-type: none"> <li>A thorough campus assessment, to identify priority areas to install detectable/tactile warning surfaces (truncated domes), was conducted Tuesday, July 25, 2017 by EHSO, Accommodative Services Officer, and FPM.</li> <li>As required by ADA, detectable/tactile surface provides safety, security, and a clear warning of a change in the path ahead for those who are visually impaired. A campus map was used to highlight priority areas where detectable/tactile warning surfaces will be recommended.</li> <li>A requisition to Enviropros for four benches (\$3,596 or @899x4) was submitted to MM. Delivery is in 6-8 weeks.</li> <li>Four perspective bidders attended the mandatory Pre-Bid Conference and site visit (GCC-FB-17-024) on July 26, 2017. This 120-calendar day project will address the steep walkway between the Technology Center and Building 500. Bid Opening is on August 3, 2017.</li> </ul>
<b>8/31/17</b>	<ul style="list-style-type: none"> <li>The CSS Task force met on August 11, 2017 to discuss prioritize projects campus-wide.</li> <li>FPM will recommend the size of truncated domes, tiles, and color to CSS for its concurrence. Recommendation is an action item for CSS's next meeting scheduled for first week of September.</li> </ul>

### **17. ACQUISITION OF CLASSROOM COLLATERALS: GCC-FB--**

**6/30/17** No change; request for the acquisition of classroom collaterals were not received during June.

**7/30/17** No change; request for the acquisition of classroom collaterals were not received during July.

**8/31/17** **No change; request for the acquisition of classroom collaterals were not received during August.**

### **17. INSTALLATION OF DIRECTIONAL SIGNS AT ROUTE 10, CORTEN TORRES, SESAME AND WASHINGTON STREETS: GCC-FB--**

**6/30/17** Progressing

**7/30/17** FPM in process of finalizing SOW

**8/30/17** **FPM will submit a SOW to the AD, P&D by September 07, 2017.**

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### **17. INSTALLATION OF POWER-LINE CONDITIONERS AT BLDGS. D, 2000, 5000, E, AND 6000: GCC-FB--**

<b>6/30/17</b>	No change.
<b>7/30/17</b>	No change.
<b>8/31/17</b>	FPM to review and begin to develop a SOW.

### **17. INSTALLATION OF WATER BOTTLE FILLING STATIONS AT BLDGS. 1000, 2000, AND 6000: GCC-FB--**

<b>6/30/17</b>	On June 29, 2017, the Sustainability & Project Coordinator requested clarification from vendor that responded to the RFQ: (1) whether proposed model is compatible with the existing filling station on campus and (2) if the proposed model is equipped with a filtration system. A follow up email was sent since the vendor has yet to respond.
<b>7/30/17</b>	<ul style="list-style-type: none"> <li>P&amp;D staff received and considered vendors' clarification. A recommendation to award project to GR Construction LLC was recommended and approved by President.</li> <li>Requisition is with MM and is pending issuance and approval of a purchase order.</li> </ul>
<b>8/31/17</b>	This project was awarded and a purchase order was issued to JR Construction on August 17, 2017.

### **17.01 CAMPUS-WIDE PAINTING PROJECT**

- PHASE 1 GCC-FB-17-012: JRN AC & REFRIGERATION – P1701306 FOR \$150,000 – COMPLETION DATE AUGUST 24, 2017: PAINTING OF BLDGS. 3000, 4000, 5000, 6000
- PHASE 2 PAINTING OF BLDGS. 1000, 2000, A, B, C, D AND/OR 400, 500, 600, 900
- PHASE 3 PAINTING OF BLDGS.

<b>6/30/17</b>	<ul style="list-style-type: none"> <li>GCC-FB-17-012 was reissued 5/25/2016; Bid Opening was held on 06/06/2017. Of the eight bidders, TRMA evaluated the packet from JRN Air Conditioning and Refrigeration – the sole responsive bidder. The Notice of Intent to award was issued on 6/19/2017 and the award, for \$150,000, was picked up on 6/20/2017.</li> <li>A post award meeting was held on July 5, 2017 with JRN (Francis Santos, Project Engineer and Teddy) and GCC representatives (FPM, Assistant Director, Environmental Health &amp; Safety Administrator, and Procurement &amp; Inventory Administrator). FPM and JRN Project Engineer conducted a walk-thru on July 6, 2017.</li> <li>A separate bid will be issued in September to paint buildings 1000, 2000, and A, B, C, and D and/or Buildings 400, 500, 600 and 900 in November/December 2017.</li> </ul>
<b>7/30/17</b>	<ul style="list-style-type: none"> <li>While mobilization of equipment began 7/13/17, prep and actual work commenced 7/15/17.</li> <li>GCC is reviewing JRN's initial invoice. On 7/26/17, TRMA approved and submitted AIA and related forms requesting payment in the amount of \$32,304.</li> <li>JRN is behind schedule, but agreed to complete interior wall repairs to building 3000 and 4000 by Wednesday, August 02, 2017. Meeting this deadline is critical in order for F&amp;M staff to paint walls and prepare classrooms before August 11, 2017.</li> <li>Painting at buildings 3000, 4000, 5000, and 6000 are ongoing with an expected completion date of August 25, 2017.</li> </ul>
<b>8/31/17</b>	<ul style="list-style-type: none"> <li>JRN transmitted invoice #2 to TMRA (8/8/17); GCC paid JRN's invoice #1 on 8/9/17.</li> <li>On August 22, 2017, a Request for Extension letter was submitted by JRN due to unforeseen weather delays. While the project's completion date was August 26, 2017, the extension request should cover August 26, 2017 through September 08, 2017.</li> <li>GCC requested additional information from JRN to justify the extension since. TRMA is evaluating JRN's response.</li> </ul>

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### **17. CAMPUS-WIDE REPAIR OF SOLAR PV PARKING/WALKWAY LIGHTS:**

6/30/17	This project has been rescheduled as F&M staff focus on scheduled summer projects.
7/30/17	No change
8/31/17	Sustainability Project Coordinator will compile a list of projects.

### **17. CAMPUS-WIDE REPLACEMENT OF AIR CONDITIONING UNITS:**

6/30/17	Project is pending MM's review of P&D's evaluation dated May 16, 2017.
7/30/17	No change; pending MM's processing
8/31/17	<ul style="list-style-type: none"> <li>FPM, AD, P&amp;D, Maintenance Supervisor, and AC Refrigeration Mechanic II met on August 23, 2017 to discuss GCC-FB-16-008.</li> <li>FPM revised the SOW to reflect changes discussed during above meeting.</li> <li>SOW was sent to AD for review and approval</li> </ul>

### **17. CAMPUS-WIDE REPLACEMENT OF DILAPIDATED PERIMETER FENCING AND GATES:**

6/30/17	No change.
7/30/17	No change. SOW is under review.
8/31/17	FPM submitted a modified SOW on August 25, 2017 and is pending approval by AD; SOW will be finalized on Tuesday, September 05, 2017.

### **17. CAMPUS-WIDE RETROFIT OF A SELECT DILAPIDATED CLASSROOMS:**

6/30/17	Broken tiles in room (TC1107) were removed, replaced and waxed. Classroom is back online.
7/30/17	Retrofits were not conducted during the month. P&D will assess classrooms and identify classrooms to repair.
8/31/17	None was specifically brought to P&D's attention during August although F&M staff were primarily focused on completing 3127's renovation project along with scheduled "summer projects".

### **17. CAMPUS-WIDE INSTALLATION OF EMERGENCY BUTTONS OR TECHNOLOGY IN CLASSROOMS (EMERGENCY/CRISIS)**

6/30/17	FPM is a member of the Campus Safety and Security Plan Task Force. The Task Force will identify and prioritize projects in order to maximize dollars when addressing campus safety and security requirements. The Task Force will meet mid-July.
7/30/17	The Campus-wide Installation of Emergency Buttons or Technology in Classrooms will be a standing Task Force Meeting agenda. The next meeting is scheduled on August 07, 2017. Implementation of Task Force priority recommendations shall be considered.
8/31/17	This item was tabled and will be discussed at the CSS Task Force meeting scheduled for September.

### **17. ESTABLISHMENT OF GREEN SPACE AND AN ORGANIC GARDEN:**

6/30/17	No change..
7/30/17	No change. This and other open CIP projects will be assessed, prioritized, and considered accordingly.
8/31/17	No change

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### OTHER:

#### **\$5M USDA LOAN: LEGAL COUNSELS (USDA-SAN FRANCISCO & GCCF) TO REVIEW LOAN CLOSING INSTRUCTIONS.**

12/31/16 (updated since 12/20/16)	Documents identified in USDA's Letter of Conditions were electronically sent to USDA. Loan Closing documents were signed. <b>C L O S E D</b>
8/31/17	A USDA loan application for \$1,554,000 will be developed to address the Forensic DNA Lab's bid cost which exceeded the government's estimate.

#### **BLDG. 100: BID ISSUED 1/14/16. MANDATORY BID CONFERENCE – 1/21/16. BID OPENING – 2/11/16.**

AWARDED TO PROPACIFIC BUILDERS AUGUST 8, 2016 FOR \$4,516,000 EXPECTED COMPLETION DATE: NOVEMBER 1, 2017

6/30/17	<ul style="list-style-type: none"> <li>Concrete Placement for 2<sup>nd</sup> floor slab was poured; Installation of forms and rebar (2<sup>nd</sup> flr -1<sup>st</sup> Lift Wall &amp; Columns), Installation of Electrical &amp; Mechanical Rough-ins, and Concrete Placement for 1<sup>st</sup> lift wall and columns on the second floor is ongoing for the next two weeks.</li> <li>PPBC anticipates that remain H-2B visa workers will no longer be employed by the first week of August 2017.</li> </ul>
7/30/17	<ul style="list-style-type: none"> <li>Project completion as of July 20, 2017 – 43.37%</li> <li>Payment application #9 and #10 is outstanding. Although USDA has had #9(\$194,850), it continues to wait for concurrence from the Colorado State Office since the State Engineer (Brian Daily) is no longer with the agency. Payment application #10 (\$292,050) is pending GCC's review.</li> </ul>
8/31/17	<ul style="list-style-type: none"> <li>PPBC reported that four of the remaining skilled H-2B workers quit on August 04, 2017 for a higher paying employer. PPBC is vigorously seeking to replace H-2B skilled workers by placing ads in the newspaper.</li> <li>Project completion as of August 20, 2017 is at 46.5%.</li> <li>Invoice #11 was submitted to TRMA on August 15, 2017.</li> </ul>

#### **BLDG. 300: P1501750 ISSUED TO TRMA FOR A&E FOR \$272,502. TRMA/GCC MET TO DESIGN BUILDING AS A SHELL HAVING MOVABLE DIVIDERS. MAINTENANCE UNIT WILL RELOCATE TO BUILDING 600/500.**

6/30/17	<ul style="list-style-type: none"> <li>TRMA finalized and provided hard copies of the Project Manual and Bid Specifications but the updated drawings are outstanding.</li> <li>TRMA to submit government estimate.</li> </ul>
7/30/17	<ul style="list-style-type: none"> <li>Mandatory Pre-Bid Conference and site visit is on August 23, 2017; Bid Opening is on September 13, 2017.</li> </ul>
8/31/17	<ul style="list-style-type: none"> <li>The mandatory Pre-Bid Conference and site visit, held August 23, 2017, was attended by Isla Coatings, ClayArch Inc., Checkpoint, Pacific Pest Control, Core Tech International, Addison Global Interiors, Mega United Corporation, and J&amp;B Modern Tech.</li> <li>Vendors have until close of business September 13, 2017 to submit a bid packet (Bid Opening).</li> </ul>

#### **FORENSIC/DNA BUILDING: GCC-FB-17-002**

6/30/17	<ul style="list-style-type: none"> <li>Pre-bid conference and site visit was held on June 13, 2017.</li> <li>3 vendors purchased bid packets (J&amp;B Modern Tech, Triple Tech, and Pro Pacific Builders)</li> <li>Bld-opening was extended to July 19, 2017</li> </ul>
7/30/17	<ul style="list-style-type: none"> <li>Two contractors (J&amp;B Modern Tech and PPBC) submitted a bid proposal on July 19, 2017.</li> </ul>

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### FORENSIC/DNA BUILDING: GCC-FB-17-002

	<ul style="list-style-type: none"> <li>A FOIA request was submitted by J&amp;B Modern Tech</li> <li>TRMA's evaluation will be completed August 7, 2017.</li> </ul>
8/31/17	<ul style="list-style-type: none"> <li>Evaluation was completed by TRMA and sent to GCC on August 28, 2017.</li> <li>MMO will route a Memo/Recommendation to President and VP on September 01, 2017.</li> </ul>

**WELLNESS CENTER:** P1400282 ISSUED TO TRMA FOR A&E FOR \$387,593. TRMA/GCC MET AND TRMA AGREED TO COMPLETE AND PROVIDE 100% DESIGN WEEK OF 11/9/15 – STORAGE ROOMS TO BE CONSOLIDATED TO ALLOW ADDITIONAL SEATING AREA.

2/8/16-8/31/17	Placing this facility on a formal bid process is postponed due to existing number of ongoing construction projects.
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**ANNEX:** P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.

2/8/16-8/31/17	Pursuit of this facility is temporarily on hold due to existing number of ongoing construction projects.
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### ELEVATORS:

6/30/17	<ul style="list-style-type: none"> <li>Building A elevator was temporarily down due to a faulty door sensor. On 6/27 a requisition to purchase parts was processed.</li> </ul>
7/30/17	The PO to repair Building A's faulty door sensor was issued. Otis is scheduled to complete the elevator's repair by August 2, 2017.
8/31/17	Monthly PM was conducted campus-wide on all elevators on Wednesday August 30, 2017.

### SUSTAINABILITY:

6/30/17	Steep program ended on June 26, 2017
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III. Sustainability Report			
Category	QUARTER ~ 2017		
	Apr-Jun <sup>[1]</sup>	Jan-Mar <sup>[2]</sup>	%CHANGE
<b>Energy</b>			
kWh usage	703,940	935,341	-231,401
Total Quarterly Cost	\$203,734	\$225,350	-21,616
Average Cost <sup>[1]</sup>	\$101,867	\$75,117	26,750
<sup>[1]</sup> Excludes June - no billing received			
<sup>[2]</sup> Updated to include March billing			
<b>Renewable Energy (Buildings: E, LRC, AHC, Student Center &amp; Foundation)</b>			
PVs Produced	55.991	48.031	8
CO <sub>2</sub> Emissions Reduced/Savings per pound	97,040	81,060	15,980

# P&D'S FACILITY & CIP UPDATE

## CUMULATIVE

AUGUST 2017

### SUSTAINABILITY:

Savings	\$15,117.57	\$12,968.37	2,149
Average Savings	\$5,039.19	\$4,322.79	716
Waste Diversion - Recycling On & Off Campus			
Aluminum (pounds)	0	478	-478
Plastics (pounds)	676	0	676
Mixed Paper (pounds)	604	668	-64
Food Waste (pounds)	184	517	-333
Green Waste (pounds)	116	217	-101
Ink Toners/Cartridges (each)	16	0	16
Water Bottle Filling Station			
12-ounce bottles eliminated	1,412	3,514	-2,102

This report includes an adjustment made to the Energy's kWh usage and cost to include March's billing. Correspondingly, the quarter ending June excludes June's billing. In retrospect, the percent change between the two quarters (ending March and ending June 2017) will be insignificant.

Usage of the water bottle filling stations decreased by 2,102 12-ounce bottles. This decrease is directly related to students ending their spring semester (April 28).

8/31/17

- The scope of the Sustainability Office was broadened to include "sustainability of the college in the 21<sup>st</sup> century". A PCI was hired (August 28, 2017) primarily to track ISMP activities. The ISMP was last formally updated October 2014.
- With volunteers assisting, GCC will divert waste during the annual government of Guam Labor Day picnic.
- Plans are underway for the upcoming September 16 Guam International Coastal Clean-up. GCC is assigned to two locations – Pago Bay and Eagle's Field.





**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Friday, 10/19/17 @ 8:15a.m.  
Faculty Senate Office, C2

1) Call to Order:

2) Attendance:

Name:	Position:	Email:	Present:
MayAnn Aloit	Student	<a href="mailto:mayannjoyce.aloit@guamcc.edu">mayannjoyce.aloit@guamcc.edu</a>	
Kieth Nonato	Student	<a href="mailto:kiethashley.nonato@guamcc.edu">kiethashley.nonato@guamcc.edu</a>	
Peter Vaughan	Student	<a href="mailto:peter.vaughan@guamcc.edu">peter.vaughan@guamcc.edu</a>	
Joanne Blas	Staff	<a href="mailto:joanne.blas1@guamcc.edu">joanne.blas1@guamcc.edu</a>	
Carol Guerrero	Staff	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Ricky Tyquiengco	Faculty	<a href="mailto:ricky.tyquiengco@guamcc.edu">ricky.tyquiengco@guamcc.edu</a>	
Carl Torres	Faculty	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	

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.

3) Approval of Prior Minutes: 09/28/17

4) Old Business:

- a. Financial Report
- b. Facilities Report

5) New Business:

- a. FY18 CIP Projects

6) Open Discussion:

7) Next Meeting: 11/16/17 @ 8:15a.m.

8) Adjournment:



# GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee  
Thursday, 10/19/17 @ 8:15am  
Faculty Senate Office/C2

## Meeting Minutes

1) Call to Order: @ 8:23 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Carol Guerrero	Staff	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	✓
Joanne Blas	Staff	<a href="mailto:joanne.blas1@guamcc.edu">joanne.blas1@guamcc.edu</a>	absent
Kieth Nonato	Student	<a href="mailto:kiethashley.nonato@guamcc.edu">kiethashley.nonato@guamcc.edu</a>	✓
MayAnn Aloit	Student	<a href="mailto:mayannjoyce.aloit@guamcc.edu">mayannjoyce.aloit@guamcc.edu</a>	absent
Peter Vaughan	Student	<a href="mailto:peter.vaughan@guamcc.edu">peter.vaughan@guamcc.edu</a>	✓
Ricky Tyquiengco	Faculty	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carl Torres II	Faculty	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓

Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of September 28, 2017 made by L. Leon Guerrero with changes, seconded by C. Guerrero. No further discussion. Motion passed unanimously.**

4) Old Business:

a. Financial Status Report – C. Santos reported the following: (See attachment)

- FY2017 appropriations to date, 81% of total appropriations received. DOA has indicated that GCC has a FY17 cash reserve of 10% and the FY17 allotment was last received on October 18, 2017 for \$92,974.
- FY18 budgets were loaded the week of October 09, 2017. Budget loads will be on a quarterly basis.
- Forensic Lab bid is under protest. A response will be issued to vendor this week. FY18 bids that have gone out include website, replacement of a/c units, and Enterprise Resource Management, and campus painting for building 1000 and 2000 to be done during semester break. Building 300 is out to bid for the 2nd time, with 3 prospective bidders, bid opening extended to November 1, 2017; pending bids include fluorescent lighting system and generator bids.
- Movement from Banner 8 to Banner 9 scheduled for September 30, 2017 went smoothly. No changes for non-module users and no change to MyGCC expected.
- Open scholarships include (4) \$500 Supervision and Management Scholarship, due November 1, 2017; Soroptimist International, \$1500 Live Your Dream Scholarship, due November 15, 2017; Soroptimist of the Marianas \$1000 scholarship due November 15, 2017.
- Bookstore training with Department Chair's occurred on October 18, 2017, and MMO processing requisitions now for FY18.
- BOT meeting scheduled for noon October 19, 2017.

b. Facilities Report – D. Perez reported the following:

- CIP Updates – Primarily all projects are proceeding as scheduled. (See Attachments)
  - P 6.02 – has been awarded.
  - P17.01 – Painting completed at buildings 3000, 4000, 5000 and 6000. Phase II painting for buildings 1000 and 2000 is in the bid process.
  - A/C campus wide bid – 3 prospective bidders attended the 10/18/2017 session.

5) New Business:

FY18 CIP Projects Proposal – no projects were submitted when callout was announced. D. Perez gathered all projects that were not completed from FY17 CIP projects and placed them on FY18 CIP projects. (See Attachment)

**Motion to approve the proposed FY18 CIP Projects made by K. Nonato, seconded by C. Torres II. No further discussion. Motion passed unanimously.**

6) Open Discussion:

None

7) Next Meeting – 11/16/2017 @ 8:15am

8) Adjournment: @ 8:50 a.m. Motion was made by C. Guerrero, seconded by F. Tupaz. Motion passed.

**RPF**  
**FINANCIAL STATUS UPDATE**  
**October 19, 2017**

- FY2017 appropriations status below, 81% of total appropriation received. DOA has indicated that GCC has a FY17 Cash reserve of 10% and the FY17 allotment was last received on 10/18/17 for \$92,974. President met recently with DOA Director to follow up on status of FY17 allotments, based on receipts of FY17 revenues they will try to give us the remaining amount by December.

FY 2017      9/30/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	17,903,072	14,078,649	79%	87%
LPN / VocGuidance	835,600	(83,560)	835,600	696,333	83%	83%
MDF	1,094,624	(875,699)	1,094,624	182,437	17%	17%
GF -						
Apprenticeship	374,951	(37,495)	374,951	312,459	83%	83%
TAF	24,154	-	24,154	24,154	100%	100%
Capital Projects	278,922		278,922	185,948	67%	67%
First Gen Trust Fund	200,000		200,000	0	0%	0%
Totals	20,711,323	(2,787,061)	20,711,323	<del>16,470,980</del>	75%	86%

- FY2018 appropriations status below, 4% of total appropriation received. DOA has indicated that GCC has a FY18 Cash reserve of 10% and the FY18 allotment was last received on 10/17/17 for \$700,000. We are currently receiving FY18 allotments on a bi-weekly basis. The cash flow is monitored on a daily basis.

FY 2018      10/10/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,096,062	(1,809,606)	1,508,005	700,000	46%	4%
LPN / VocGuidance	835,600	(83,560)	69,633	0	0%	0%
MDF	388,337	(310,670)	32,361	0	0%	0%
GF - Apprenticeship	818,369	(81,837)	68,197	0	0%	0%
TAF	24,154	-	24,154	0	0%	0%
Capital Projects	278,922		23,244	0	0%	0%
First Gen Trust Fund	200,000		25,000	0	0%	0%
Totals	20,641,444	(2,285,673)	1,750,594	700,000	40%	4%

- FY18 budgets were loaded the week on 10/9. Budget loads will be on a quarterly basis.
- Forensic Lab bid currently under protest. A response will be issued to vendor this week. FY18 bids that have gone out include Website, Replacement of A/C units, and Enterprise Resource Mgmt., and Campus painting for Bldg 1000 & 2000 to be done during semester break. Bldg 300 is out to bid for the 2<sup>nd</sup> time, with 3 prospective bidders, bid opening extended to 11/1/17; Pending bids include fluorescent Lighting System, generator bids,
- Movement from Banner 8 to Banner 9 is on schedule for 9/30/17. No changes for non-module users and no changes to MyGCC expected.
- Open scholarships include (4) \$500 Supervision and Mgmt Scholarship, due 11/1/17; Soroptimist Int'l, \$1500 Live Your Dream Scholarship, due 11/15/17; Soroptimist of the Marianas \$1000 scholarship due 11/15/17.
- Bookstore training with DC's occurred on 10/18, and MMO processing requisitions now for FY18.
- BOT meeting scheduled for noon today.

- Current YTD Operating Income (loss) for FY18 as of 10/18/17 are as follows:

10/18/2017	FY18					
	Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
<b>Revenues</b>						
Appropriations	\$ 1,400,000					\$ 1,400,000
Non-appropriated funds				\$ 189,170	\$ 31,438	\$ 220,609
<b>Total Revenues</b>	<b>1,400,000</b>	<b>-</b>	<b>-</b>	<b>189,170</b>	<b>31,438</b>	<b>1,620,609</b>
<b>Expenditures</b>						
Salaries - Full Time	(440)					(440)
Salaries - Part Time						-
Benefits						-
Travel	(410)			18,161		17,751
Contractual Services	12,709			9,279	1,818	23,805
Supplies and Materials	1,312			1,780	990	4,082
Equipment	200			2,521		2,721
Textbooks				2,596		2,596
Miscellaneous				1,325	10,000	11,325
Interest Expense						-
Power						-
Water/Sewer						-
Telephone						-
Capital Outlay						-
Transfer						-
<b>Subtotal Expenditure</b>	<b>13,371</b>	<b>-</b>	<b>-</b>	<b>35,662</b>	<b>12,808</b>	<b>61,841</b>
Encumbrances	486,741	136		138,568	50,459	675,904
<b>Total Exp &amp; Enc</b>	<b>500,113</b>	<b>136</b>	<b>-</b>	<b>174,229</b>	<b>63,267</b>	<b>737,745</b>
<b>Operating (loss)income</b>	<b>\$ 899,887</b>	<b>\$ (136)</b>	<b>\$ -</b>	<b>\$ 14,941</b>	<b>\$ (31,828)</b>	<b>\$ 882,863</b>

# P&D'S FACILITY & CIP UPDATE

## R P F R E P O R T

O C T O B E R 2 0 1 7

### CIP 14:

#### **14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:**

- G4S will coordinate final training with Environmental Health and Safety Office

#### **16.02 RETROFIT OF BLDG. 500/600 OPEN YARD FOR FACILITY MAINTENANCE RELOCATION & STORAGE**

- GCC issued a Bid Award Letter to GR construction on 10/16/2017.
- This 60-day project will be completed December 16, 2017.
- The first Construction Coordination Meeting is on 11/03/2017

#### **16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000**

- FPM confirmed that pump is expected to arrive mid-November.
- Willy Menesis (WSM) picked up a check (50% of total payment) on 11/01/2017

#### **16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 3000 AND 4000**

- Project began 10/09/2017.
- Clayarch will repair LRC's staircase cracks (10/19 – 10/21/17) and complete repairs at buildings 3000/4000 (11/3/17).
- FPM will conduct final inspection on 11/03/2017.

#### **16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000**

- Clayarch's revised design (10/17/2017) was reviewed.
- Permitting process will begin once design is approved.

#### **17.06 INSTALLATION OF WATER BOTTLE FILLING STATIONS AT BLDGS. 1000, 2000, AND 6000: GCC-FB--**

GR Constructors began to install a Water Bottle Filling station at Allied Health Center (October 30, 2017). Installation at both sites (3000 and 2000) will be completed by mid-November.

#### **17.01 CAMPUS-WIDE PAINTING PROJECT**

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  - Pre-bid conference and site visit for Phase II Campus Painting (buildings 1000 and 2000) was held on October 16, 2017.
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- TRMA's A/E fee proposal was reviewed and approved.
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As requested by a prospective bidder MM extended the bid opening to 10A, November 7, 2017

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# P&D'S FACILITY & CIP UPDATE

## R P F R E P O R T

O C T O B E R 2 0 1 7

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**CLOSED** as CIP 17 and renumbered as CIP18.

- Assistant Director, FPM, and PIO met (10/25/17) and discussed design of campus-wide directional signs: (1) On-campus directional signage (2) Electronic (television or touch screen) maps, and (3) Building sign at Building A.
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- 50.4% complete as of 10/18/17 and 51.953% complete as of 10/31/2017. Next meeting is on November 3, 2017. Rick Meno (TRMA) replaced Roxie Reyes as Resident Inspector.

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- TRMA to evaluate and recommend accordingly
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**FORENSIC/DNA BUILDING:** GCC-FB-17-002

- No change – Procurement Stay.



**Guam Community College  
PROPOSED CIP 2018**

<b>No</b>		<b>Description</b>
<b>1</b>	<b>ADA</b>	Modify areas to ensure safety and compliance
<b>2</b>	<b>AC</b>	Replace of LRC's Water Chiller
<b>3</b>	<b>AC</b>	Replace or repair of broken AC units as prioritized
<b>4</b>	<b>Painting</b>	Phase II: Buildings 1000 and 2000
<b>5</b>	<b>Canopy</b>	Install barrel vault canopy system connecting buildings 3000, 4000, 5000, and 6000
<b>6</b>	<b>Classroom/Lab</b>	Update dilapidated rooms - A/C/D
<b>7</b>	<b>Classroom/Lab</b>	Replace dated furniture w/cable management system and/or chairs.
<b>8</b>	<b>Signage</b>	Install interior and exterior directional signs along route 10, Corten Torres, Sesame and Washington Street, campus, buildings, and rooms; to replace GCC sign on Building A; and to install electronic-interactive signs
<b>9</b>	<b>Fence</b>	Sesame Street and ponding basin
<b>10</b>	<b>Fire Suppression</b>	Repair dilapidated rotted (pipe, valve, etc.) system at buildings 500/600, 900, 1000, and 2000
<b>11</b>	<b>GenSet</b>	Install 1MW for Bldgs. 4000, 5000, and 6000
<b>12</b>	<b>GenSet</b>	Install for Bldg. 2000
<b>13</b>	<b>GenSet</b>	Install for Bldg. A and 3000
<b>14</b>	<b>Keys</b>	Install electronic exterior door keys at 3000, 4000, 5000, 1000 and 400
<b>15</b>	<b>Keys</b>	Rekey/Swap (master key, door lock, core, plus spare ...)
<b>16</b>	<b>Parking Structure</b>	Reconfigure at bldg. 2000
<b>17</b>	<b>Power Line Conditioner</b>	Install for buildings D, 2000, 5000, 6000
<b>18</b>	<b>Restroom</b>	Renovate A-Wing
<b>19</b>	<b>Restroom</b>	Renovate D-Wing
<b>20</b>	<b>Solar PVs</b>	Install/replace/repair units (e.g., supplies and equipment: batteries, charge controllers)

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**  
Friday, 11/16/17 @ 8:15a.m.  
Faculty Senate Office, C2

1) Call to Order:

2) Attendance:

Name:	Position:	Email:	Present:
MayAnn Aloit	Student	<a href="mailto:mayannjoyce.aloit@guamcc.edu">mayannjoyce.aloit@guamcc.edu</a>	
Kieth Nonato	Student	<a href="mailto:kiethashley.nonato@guamcc.edu">kiethashley.nonato@guamcc.edu</a>	
Peter Vaughan	Student	<a href="mailto:peter.vaughan@guamcc.edu">peter.vaughan@guamcc.edu</a>	
Joanne Blas	Staff	<a href="mailto:joanne.blas1@guamcc.edu">joanne.blas1@guamcc.edu</a>	
Carol Guerrero	Staff	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Ricky Tyquiengco	Faculty	<a href="mailto:ricky.tyquiengco@guamcc.edu">ricky.tyquiengco@guamcc.edu</a>	
Carl Torres	Faculty	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	

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.

3) Approval of Prior Minutes: 10/19/17

4) Old Business:

- a. Financial Report
- b. Facilities Report

5) New Business:

6) Open Discussion:

7) Next Meeting: 12/07/17 @ 8:15a.m.

8) Adjournment:



## GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee  
Thursday, 11/16/17 @ 8:15am  
Faculty Senate Office/C2

### Meeting Minutes

1) Call to Order: @ 8:19 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Carol Guerrero	Staff	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	absent
Joanne Blas	Staff	<a href="mailto:joanne.blas1@guamcc.edu">joanne.blas1@guamcc.edu</a>	✓
Kieth Nonato	Student	<a href="mailto:kiethashley.nonato@guamcc.edu">kiethashley.nonato@guamcc.edu</a>	✓
MayAnn Aloit	Student	<a href="mailto:mayannjoyce.aloit@guamcc.edu">mayannjoyce.aloit@guamcc.edu</a>	✓
Peter Vaughan	Student	<a href="mailto:peter.vaughan@guamcc.edu">peter.vaughan@guamcc.edu</a>	✓
Ricky Tyquiengco	Faculty	<a href="mailto:ricky.tyquiengco1@guamcc.edu">ricky.tyquiengco1@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carl Torres II	Faculty	<a href="mailto:carl.torresii@guamcc.edu">carl.torresii@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓

Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of October 19, 2017 made by L. Leon Guerrero, seconded by K. Nonato. No further discussion. Motion passed unanimously.**

4) Old Business:

a. Financial Status Report – C. Santos reported the following: (See attachment)

- i. FY2017 appropriations to date, 86% of total appropriations received. Based on Legislative Roundtable, DOA has acknowledged that they will release the remaining \$2.4M owed to GCC by December 2017.
- ii. FY2018 appropriations status below, 4% of total appropriation received. GCC has a FY18 cash reserve of 10% and the FY18 allotment was last received on 11/08/2017 for \$380,000. We are currently receiving FY18 allotments on a weekly or bi-weekly basis. The cash flow is monitored on a daily basis.
- iii. Forensic Lab bid currently under OPA appeal. The OPA hearing is scheduled for December 04, 2017. FY18 bids that have gone out include Website, Building 300, and Enterprise Resource Management, Replacement of A/C units, and Campus painting for Building 1000 & 2000 to be done during semester. These are currently under evaluation. Pending bids include Fluorescent Lighting System, and the generator bid.
- iv. Movement from Banner 8 to Banner 9 occurred September 30, 2017, with continued dual tracking on both systems until December 31, 2017. No changes for non-module users and no change to MyGCC expected.
- v. Open scholarships include Soroptimist International, \$1500 Live Your Dream Scholarship, due November 15, 2017; Soroptimist of the Marianas \$1000 scholarship due November 15, 2017.
- vi. FY19 budget submission to Deans/Division Heads was November 15, 2017. Budgets will be reviewed and submitted to Business Office by November 30, 2017 and compiled and presented to RPF at its January 2018 meeting. Deadline due to BOT will end of January 2018, to allow them two weeks review before their board meeting in February 2018.

b. Facilities Report – D. Perez reported (See Attachment)

5) New Business:

None

6) Open Discussion:

None

7) Next Meeting – 12/07/2017 @ 8:15am

8) Adjournment: @ 8:37 a.m. Motion was made by L. Leon Guerrero, seconded by M. Aloit. Motion passed.

**RPF**  
**FINANCIAL STATUS UPDATE**  
**November 15, 2017**

- FY2017 appropriations status below, 86% of total appropriation received. Based on Legislative Roundtable, DOA has acknowledged that they will release the remaining \$2.4M owed to GCC by December 2017.

FY 2017      11/15/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	17,903,072	14,078,649	79%	87%
LPN / VocGuidance	835,600	(83,560)	835,600	696,333	83%	83%
MDF	1,094,624	(875,699)	1,094,624	182,437	17%	17%
GF - Apprenticeship	374,951	(37,495)	374,951	312,459	83%	83%
TAF	24,154	-	24,154	24,154	100%	100%
Capital Projects	278,922		278,922	278,922	100%	100%
First Gen Trust Fund	200,000		200,000	0	0%	0%
<b>Totals</b>	<b>20,711,323</b>	<b>(2,787,061)</b>	<b>20,711,323</b>	<b>15,572,955</b>	<b>75%</b>	<b>86%</b>

- FY2018 appropriations status below, 4% of total appropriation received. DOA has indicated that GCC has a FY18 Cash reserve of 10% and the FY18 allotment was last received on 11/8/17 for \$380,000. We are currently receiving FY18 allotments on a weekly or bi-weekly basis. The cash flow is monitored on a daily basis.

FY 2018      11/15/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,096,062	(1,809,606)	3,016,010	1,642,170	54%	10%
LPN / VocGuidance	835,600	(83,560)	139,266	69,633	50%	8%
MDF	388,337	(310,670)	64,722	0	0%	0%
GF - Apprenticeship	818,369	(81,837)	136,394	68,197	50%	8%
TAF	24,154	-	24,154	0	0%	0%
Capital Projects	278,922		46,487	0	0%	0%
First Gen Trust Fund	200,000		50,000	0	0%	0%
<b>Totals</b>	<b>20,641,444</b>	<b>(2,285,673)</b>	<b>3,477,033</b>	<b>1,780,000</b>	<b>51%</b>	<b>10%</b>

**DECEMBER 04, 2017**

- Forensic Lab bid currently under OPA appeal. The OPA hearing is ~~later this month~~ <sup>9th</sup> FY18 bids that have gone out include Website, Bldg 300, and Enterprise Resource Mgmt., Replacement of A/C units, and, and Campus painting for Bldg 1000 & 2000 to be done during semester. These are currently under evaluation. Pending bids include fluorescent Lighting System, generator bids,
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# P&D'S FACILITY & CIP UPDATE

## R P F R E P O R T

O C T O B E R 2 0 1 7

### CIP 14:

#### **14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:**

- G4S will coordinate final training with Environmental Health and Safety Office

#### **16.02 RETROFIT OF BLDG. 500/600 OPEN YARD FOR FACILITY MAINTENANCE RELOCATION & STORAGE**

- GCC issued a Bid Award Letter to GR construction on 10/16/2017.
- This 60-day project will be completed December 16, 2017.
- The first Construction Coordination Meeting is on 11/03/2017

#### **16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000**

- FPM confirmed that pump is expected to arrive mid-November.
- Willy Menesis (WSM) picked up a check (50% of total payment) on 11/01/2017

#### **16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 3000 AND 4000**

- Project began 10/09/2017.
- Clayarch will repair LRC's staircase cracks (10/19 – 10/21/17) and complete repairs at buildings 3000/4000 (11/3/17).
- FPM will conduct final inspection on 11/03/2017.

#### **16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000**

- Clayarch's revised design (10/17/2017) was reviewed.
- Permitting process will begin once design is approved.

#### **17.06 INSTALLATION OF WATER BOTTLE FILLING STATIONS AT BLDGS. 1000, 2000, AND 6000: GCC-FB--**

GR Constructors began to install a Water Bottle Filling station at Allied Health Center (October 30, 2017). Installation at both sites (3000 and 2000) will be completed by mid-November.

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- Current YTD Operating Income (loss) for FY18 as of 11/15/17 are as follows:

	11/15/2017	FY18					
		Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
<b>Revenues</b>							
Appropriations		\$ 1,780,000					\$ 1,780,000
Non-appropriated funds					\$ 586,430	\$ 102,860	\$ 689,289
Total Revenues		1,780,000	-	-	586,430	102,860	2,469,289
<b>Expenditures</b>							
Salaries - Full Time		868,850	17,190		117,144	16,568	1,019,752
Salaries - Part Time					162,101	5,204	167,305
Benefits		278,477	1,272		47,915	6,829	334,492
Travel		(410)			368	991	949
Contractual Services		227,595			288,419	1,219	517,233
Supplies and Materials		2,547			907	212	3,665
Equipment		1,920			-		1,920
Textbooks					18,796		18,796
Miscellaneous					16,199	12,971	29,170
Interest Expense							-
Power		63,525					63,525
Water/Sewer		2,196					2,196
Telephone		3,714					3,714
Capital Outlay							-
Transfer					(58,016)		(58,016)
Subtotal Expenditure		1,448,413	18,461	-	593,832	43,994	2,104,701
Encumbrances		403,884	136		192,360	64,618	660,998
Total Exp & Enc		1,852,297	18,598	-	786,192	108,612	2,765,699
Operating (loss)income		\$ (72,297)	\$(18,598)	\$ -	\$(199,762)	\$ (5,752)	\$(296,410)