

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Monday, February 4, 2013, 12:00pm
GCC President's Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of December 20, 2012

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Policy 195 update (*2nd Reading*)
2. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

BOT - Meeting Agenda

February 4, 2013

Page 2

VII. NEW BUSINESS

1. FY2014 GCC Budget Request
2. FY2013 CIP Projects
3. 2011-2015 Physical Master Plan
4. DCAPS Recording Fee – proposed
5. President's Travel Schedule (April 2013)
6. Write-Off of Uncollectible Receivables-FY2012

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 20, 2012

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on December 20, 2012 was called to order at 4:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Edward Untalan; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. Karen M.S. Sablan, Faculty Advisory Member.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Ms. Lolita C. Reyes, Assistant Director for Development & Alumni Relations; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning and Development; Dr. Gina Tudela, Dean, TSS; Mr. Gary Hartz, Vice President, GCC Faculty Staff Union.

3. **Recital of Mission Statement.** Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – November 28, 2012.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN THAT THE BOARD APPROVES THE MEETING MINUTES OF NOVEMBER 28, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

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

–Allotment releases. The College has received as of December 17, 2012, \$2.45 Million inclusive of the General Fund and for the LPN. It also received the final payment of approximately \$45,000.00 for the Manpower Development Fund for FY2012 but has not been received the \$2,000 from TAF.

–The College continues to receive allotment releases on a regular basis. General Fund only supports the salaries and benefits for the College.

BOT - Meeting of December 20, 2012

Page 2 of 6

Other activities: President Okada reported the following:

- GCC just completed the 1,000th tour guide training which first began in 1977. A completion ceremony was held on December 6, 2012.
- Currently working on the FY2014 budget to be submitted to the Guam Legislature by February 15, 2013. This will be presented to the Board the first week of February 2013.
- Express Registration is scheduled for January 8-11, 2013 on campus.
- Submitting a letter of support for UOG's application for an ANA grant. This grant will develop a standardized curriculum for Chamorro with Dr. Faye Untalan.
- Met with representatives from the Federal Highway Transportation. Funding is available to support a National Summer Transportation Institute program on Guam. Proposal is being developed and they are waiting for Guam's application. This is for about \$60,000.00 and would have to provide a 2-4 week training for either middle or high students who are interested in the transportation industry to be held during the summer.
- GCC SMILE's (Society of Management Industry Leaders for Excellence) organization won 1st Place for the Dr. Shieh Christmas tree decorating contest representing the Blood Drive for Kaila; and 2nd Place was awarded to the GCC EcoWarriors.
- The Tri-Board meeting is being coordinated and the President recently met with the DOE Superintendent.
- A PPEC Boardmanship training was just completed. Some of the BOT/FBOG Board Members attended. Also in attendance were 24 representatives to include CNMI, FSM, UOG and GCC. A representative from the Association of Governing Boards was on Guam to facilitate the training.
- Just signed the MOA with EPA for \$25,000 for the clean-up of the GCC firing range.
- Met with Vince Leon Guerrero and Monte Mafnas to help identify property for GCC. Vince is helping pursue the Legislative Bill to be presented to the Guam Legislature to replace the GCC property.

2. Monthly Activities Report

Student Trustee: Trustee James Pangelinan reported as follows:

- Phi Theta Kappa (PTK) National Honor Society (Beta Beta Xi Chapter) is requesting approval of GCC BOT members and GCC President to endorse the College Completion Challenge "A Call to Action." This is an initiative rendered by the Community College's Completion Corps (C4) as part of President Obama's educational initiative. Trustee Pangelinan further explained that PTK is the only student group on campus to sign this commitment and will encourage other students to this commitment to complete.
- President Okada explained that for several years Phi Theta Kappa has been given the 5 Star Award and this is part of its completion in competing for said award. The Board has supported this in the past. President Okada further explained that this supports President Obama's initiative with Post Secondary education completion with either a certificate or a degree.

Faculty Advisory Member: Dr. Karen Sablan, reported as follows:

- Recognized the faculty that participated in the Christmas decorating contest with the GCC SMILE organization, including Mr. Gary Hartz who was one of the SMILE's advisors; and Ms. Joni Kerr, the advisor for EcoWarriors and the various GCC organizations who participated in volunteering during this event.
- Recognizing faculty in assisting with the Building 200 move.
- This will be the last meeting for Dr. Karen Sablan as the BOT Faculty Advisory Member who will be resigning as President of the Union. Mr. Gary Hartz, who is the Vice President of the Union and per its By-Laws, will be the next Faculty Advisory Member.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

- Recognizing support staff for its assistance with the Building 200 move and setting up classes due to the move.
- Recognizing GCC's MIS for setting up the computer lab in replacing the older systems.
- The board was invited to the staff and kid's Christmas party on December 28, 2012 beginning at 11am~3pm.
- Recognizing staff with the year end process, especially within the financial division.
- There is a concern regarding the current key arrangements for some employees who have been locked out of their office. There are security issues with the current key arrangements, however, suggested to maybe look into establishing procedures for employees when this happens.
- Several awards were given to GCC employees during the Government of Guam MagPro Awards ceremony.

3. Board of Trustees Community Outreach Report.

- Trustee Gina Ramos attended the topping off ceremony for the Guam Regional Medical City Hospital and at this time congratulated President Okada for being named to the its Advisory Board.
- Trustees James Pangelinan and Debbie Belanger attended the Boardmanship Training.
- Trustee Belanger attended the GCC staff Christmas party.

VI. UNFINISHED BUSINESS

1. Policy 195 Update. From the previous Board meeting, the 2nd reading of Policy 195 was tabled until additional research is completed by President Okada and Student Trustee James Pangelinan. There will be a follow up meeting on January 8, 2013 to outline their presentation to the Board at the next Board meeting.

2. Construction Projects Updates.

-Building 200 (Renovation). The Architectural Engineering Design for Building 200 is 90% complete. Bid documents will be complete in January 2013 with an approximate 2 month bid process. The estimated bid award/groundbreaking will be March 29, 2013. A resolution will be presented to the Board sometime in February 2013 once the funding requirements are established. Some of the old fixtures will be reused for the new facility.

-Building 100 and Forensic Lab. As of yesterday, the GCC Foundation Board of Governors authorized a funding of up to \$350,000.00 for the Architectural and Engineering Design for Building 100. There is a grant application submitted and awaiting funding. The design has to be complete in order to apply for a federal grant.

-Forensic Lab. The Architectural and Engineering Design for the Forensic Lab is 80% complete. Final meeting was held with GPD and the architects and will probably move forward on this sometime after March 2013. This is contingent upon the \$6 Million loan with the USDA. The President and Trustee Frank Arriola will be meeting with USDA officials to follow up on this loan in February 2013.

-Café at the Foundation Building. This café is still awaiting inspection by Public Health. There was also a fire inspection. The power glitches have been burning the security system panel. Panels have had to be replaced. The problem has been identified and costs estimates have been submitted to fix this.

VII. NEW BUSINESS.

1. **Community College Completion Corps (C4) Call to Action** – As previously requested by Trustee James Pangelinan for the Board to support this initiative, a motion was then made.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE INITIATIVE OF THE COMMUNITY COLLEGE COMPLETION CORPS (C4) CALL TO ACTION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

2. **2013 Board Travel (February-ACCT Legislative Summit/March-Governance Leadership Institute).** There were some discussions. Trustee Frank Arriola will be attending the Legislative Summit in February 2013 in Washington D.C., including as a representative for the Pacific Region Nominating Council as part of the ACCT. The March 2013 conference will be held in San Antonio, Texas. Board members interested in attending the upcoming conferences may notify the President.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, TO APPROVE THE 2013 BOARD TRAVEL FOR THE FEBRUARY 2013 ACCT LEGISLATIVE SUMMIT AND THE MARCH 2013 GOVERNANCE LEADERSHIP CONFERENCES. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

3. **President's Travel Schedule (February-March 2013).** PPEC will fund the spring meeting and the President would have to review the grant documents whether it will fund the CCID conference for the four presenters.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR FEBRUARY-MARCH 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At approximately 4:32 p.m., the meeting went into Executive Session.

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

At 5:22 p.m., the meeting reconvened to open session.

A motion regarding the President's Performance Evaluation and extended her contract were made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE BOARD APPROVES PRESIDENT MARY OKADA'S PERFORMANCE EVALUATION REPORT AND TO PROVIDE THE PRESIDENT THE MAXIMUM INCREMENT ALLOTTED AS PER THE CONTRACT. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

However, the President then mentioned that in line with the Faculty and Administrator's salary increment freeze, it is appropriate to freeze her adjustment for Academic Year 2013, which would have been effective June 2012. The President voluntarily agreed to forgo the adjustment. This was noted by the Board and was recognized as a good gesture on President Okada's part.

President Okada also informed the Board that this is also in light of Bill No. 507, which was passed by the Legislature. This Bill is currently at the Governor's office for signature. This Bill is a request for all elected, appointed, autonomous, semi-autonomous, public corporation, and unclassified employees whose salary is more than \$50,000.00 to get a 10% pay cut. President Okada mentioned she will be the only GCC employee affected by this.

MOTION

IT WAS MOVED BY TRUSTEE JAMES PANGELINAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVES TO EXTEND PRESIDENT MARY OKADA'S CONTRACT WITH THE GUAM COMMUNITY COLLEGE FOR AN ADDITIONAL THREE (3) YEARS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At this time Chairwoman Belanger, on behalf of the Board, mentioned the following:

- Thanked the faculty and the staff for assisting with the move of Building 200.
- Acknowledges the new BOT Faculty Advisory representative, Mr. Gary Hartz; and also thanked Dr. Karen Sablan for her efforts in making the "college a better place" and for her involvement with the Faculty Union contract negotiations. It was noted for the record that Dr. Sablan was very fair.
- Congratulations to President Okada for being appointed a member of the NRMCA Advisory Board.
- Congratulations to the first 1,000 tour guide program participants.
- Congratulations to the SMILE organization and EcoWarrior for the Dr. Shieh Christmas tree decorating contest.
- Recognized the letter of resignation from Trustee Edward Untalan, which is effective immediately and thanked him for his service as a member of the Board.

-Also, at this time, Trustee Edward Untalan praised the GCC Board and the knowledge that he gained about the education system. He further praised the leadership of the GCC Board and President Okada and that he sees the cooperation between GCC and its staff. He further mentioned that GCC has set a standard that he believes other agencies should follow.

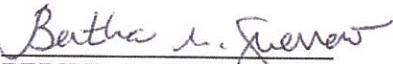
IX. ADJOURNMENT

MOTION

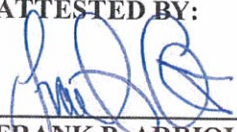
IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE EDWARD UNTALAN, THAT THE MEETING OF DECEMBER 20, 2012 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussions, the meeting of December 20, 2012 adjourned at approximately 5:30 p.m.

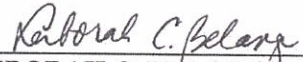
SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson



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Schools and Colleges

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SEP 27 2012

Center for Student Involvement

Guam Community College
RECEIVED
Imaging Today ... Leading Tomorrow!

OCT 02 2012

PRESIDENT'S OFFICE
Initials: [Signature]

TO: Mary A.Y. Okada, Ed.D., President
VIA: Ray D. Somera, Ph.D., Vice President, Academic Affairs
Virginia C. Tudela, Ph.D., Dean, School of Technology and Student Services
FROM: Bobbie Leon Guerrero, Program Specialist, Center for Student Involvement
SUBJECT: Recommended changes for the Election Procedures and Requirements
for the GCC Student Trustee
DATE: September 26, 2012

Attached, please find the recommended changes for the "Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee". When reviewing the attachment, UNDERLINED words indicate recommended additions and STRIKETHROUGHS indicate recommended deletions.

These recommended changes were reviewed by the 2012-2013 COPSA Officers during their summer leadership retreats and then presented at the COPSA General Membership meeting on September 7, 2012. Hard copies were distributed at this meeting and electronic copies were posted on the COPSA Groups page on MyGCC for all to review.

At the September 21, 2012, General Membership meeting, the body voted unanimously to approve the recommended changes and forward it on to the Board for their review and approval.

One of the main aspects of these recommended changes is that the BOT Student Member will now become a COPSA Officer. With the June 2011 and August 2012 resignations of the Student Trustees, special elections have had to be held to elect a new Student Member. Challenges: conducting elections every semester since 2011, but more importantly, the loss of student representation on the Board until a new student is elected.

As a COPSA Board of Trustees Officer, the COPSA President can now appoint a postsecondary student to immediately fill this vacant position and student representation on the Board can continue.

I am requesting that these recommended changes be placed on the agenda for the October 2012 Board of Trustees meeting for review and approval.

I look forward to your feedback and notification that these recommended guidelines will be on the October BOT meeting agenda. Should you have any questions, please do not hesitate to contact me.

Attachment: Election Procedures and Requirements for the COPSA Board of Trustees Officer Serving as the Student Trustee (9pgs)

P.O. Box 23069, Barrigada, GU 96921 • Tel: (671) 735-5518/9 • Fax: (671) 734-5238 • Email: barbara.leonguerrero@guamcc.edu

(2nd READING)

**GUIDELINES FOR STUDENT TRUSTEE ELIGIBILITY AND ELECTION
ELECTION PROCEDURES AND REQUIREMENTS
FOR THE COPSA BOARD OF TRUSTEES OFFICER
SERVING AS THE STUDENT TRUSTEE**

(Approved by the GCC Board of Trustees on _____)
(Effective immediately upon approval)

I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the COPSA Board of Trustees Officer who will serve as the Student Trustee. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

II. ELIGIBILITY REQUIREMENTS FOR THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the Fall and Spring semesters.)
4. Shall have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed the regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. Shall have a minimum, cumulative GPA of 2.0 or better when declaring candidacy, and must maintain a minimum 2.0 GPA throughout every regular semester of service. ~~as the Student Trustee.~~
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall deliver a campaign speech at all the scheduled Campaign Forums.
9. Shall not be convicted of a felony.
10. Shall submit a current resume, an Application for Candidate form, and a signed Declaration of Candidacy to run for election.
11. Shall not be a full-time ~~Guam Community College~~ Government of Guam employee.
12. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. Above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officers

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

IV. VOTING PROCESS

1. The Dean responsible for Student Services via the Selection Committee:
 - a. Announces the election to be held within the month of April. (Exceptions to conducting the elections in April can be made by an approved motion of the GCC Board of Trustees.)
 - b. Ensures that ballots are developed.
 - c. Ensures campaign activities are conducted in accordance with all rules.
 - d. Ensures elections are conducted in accordance with all rules.
 - e. Ensures the tabulation is conducted in accordance with all rules.
 - f. Certifies the results.
 - g. Submits the election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
2. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

V. TERM OF OFFICE, REQUIREMENTS AND DISMISSAL FOR THE COPSA BOARD OF TRUSTEES OFFICER

1. Term of office: ~~is one year.~~
 - a. Officially sworn in during the first Board of Trustees regular meeting in May;
and
 - b. Term will end after the last Board of Trustees regular meeting April.
2. Requirements:
 - a. Abide by the GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct);
 - b. Maintain all eligibility requirements throughout their term of office;
 - c. Attend all Guam Community College Board of Trustees meetings and retreats;
 - d. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student activities, concerns and needs;
 - e. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns; and
 - f. Serve as the student representative on the Committee on College Assessment.
3. Dismissal:
 - a. Student Trustee will be Dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.0 or better or does not maintain a 2.0 GPA at the end of each regular semester of service;
 - b. Student Trustee will be Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled Board of Trustees meetings;
 - c. Student Trustee will be Dismissed from the position if he or she misses has more than two unexcused absences for consecutive regularly scheduled COPSA Executive and General Membership meetings.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officers

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

VI. REPLACEMENT OF THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER

If the COPSA Board of Trustees Officer is unable to complete his or her term, the COPSA By-Law provision for vacancies amongst COPSA officers will apply.

~~If the Student Trustee is unable to complete their term, the Dean responsible for Student Services will offer the position to the Student Trustee candidate who received the second highest number of votes in the most recent election, only if that candidate received at least 20% of the total votes cast. Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Trustee pending submission of the required documents necessary to certify his/her eligibility. If either of those candidates cannot complete the term of the original Student Trustee, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election. If the vacancy occurs in the summer, a special election will occur within the first four (4) weeks of the Fall semester.~~

VII. EXPECTATIONS OF A STUDENT TRUSTEE

- ~~1. Student Trustee will abide by GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct).~~
- ~~2. Student Trustee will also abide by the duties listed in the Council On Postsecondary Student Affairs (COPSA) By-Laws:~~
 - ~~1. Attend all Guam Community College Board of Trustees meetings and activities.~~
 - ~~2. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student concerns and needs.~~
 - ~~3. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns.~~

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 733-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

RULES FOR CONDUCTING THE STUDENT TRUSTEE COPSA BOARD OF TRUSTEES OFFICER ELECTIONS

I. CAMPAIGNING

1. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
2. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
3. Posters can be placed in designated areas once approved by the Center for Student Involvement and the Student Support Services office.
4. No campaigning can occur in classrooms during scheduled instructional time.
5. On Election Day, no one can campaign closer than 25 feet from the polling area.

II. VOTING

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once ~~voter status~~ identification is verified, student voters must sign a voter registry and ~~confirm their identity~~ which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. A GCC staff member must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
8. All elections must be conducted on campus.

III. ELECTION CHALLENGES

The following process will be followed when filing challenges to the election:

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

IV. TABULATION OF VOTES

1. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the box will be secured in the Center for Student Involvement until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include total number of votes that were received, results by each candidate, number of votes that were disqualified and specific reasons for disqualification.
5. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
6. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

VI. APPLICABILITY OF RULES

The above rules are applicable to the ~~Student Trustee~~ COPSA Board of Trustees Officer elections at Guam Community College and must be followed without deviation.

**DECLARATION OF CANDIDACY FOR STUDENT TRUSTEE POSITION
THE COPSA BOARD OF TRUSTEES OFFICER**

I hereby declare that the following is true and correct:

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the Fall and Spring semesters.)
4. I have attended a minimum of one regular semester at GCC as a postsecondary student immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.0 or better.
5. I have a minimum, cumulative GPA of 2.0 or better when declaring candidacy and will maintain this minimum 2.0 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I will deliver a campaign speech at all the scheduled Campaign Forums.
9. I have not been convicted of a felony.
10. I have submitted a current resume, an Application for Candidate form, and this signed Declaration of Candidacy form.
11. I am not a full-time ~~Guam Community College~~ Government of Guam employee.
12. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with all the elected COPSA Officers, from May through April.
13. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
14. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
15. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

Print Full Name _____

Signature _____

Date _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

APPLICATION for Candidate
for the GCC COPSA Board of Trustees Officer Student Trustee

*As required by the Guidelines for Student Trustee Elections
Per the Election Procedures and Requirements, please submit a current resume.*

Name: (Last) _____ (First) _____ (Middle) _____

How would you like your name to be printed on the ballot? _____

Address:
(Home) _____

(Mailing) _____

(E-mail) _____

Contact Numbers:

(Home) _____ (Work) _____ (Cell) _____ (Pager) _____

GCC Student Identification Number: _____ Date of Birth: _____

Guam Community College Enrollment Status: ☐ Full-Time ☐ Part-Time

Number of Credits attempted this semester: _____

Major (Program of Study): _____

Other College / University attending: _____

Names of Student Organizations / Membership -- Positions Held: _____

Approved at COPSA General Membership Meeting on Sept. 21, 2012
Center for Student Involvement Tel. 735-531879
COPSA Board of Trustees Officer
Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

GUAM COMMUNITY COLLEGE
Board of Trustees

CODE OF TRUSTEE ETHICS AND CONDUCT

WHEREAS, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

WHEREAS, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.
13. Maintain confidentiality of all board discussions held in closed sessions and recognize that deliberations of the board in closed sessions are not to be released or discussed in public without the prior approval of the board by majority vote.

Reviewed & Adopted: September 5, 2008
Resolution 17-2008

Adopted: March 16, 1994
Resolution 12-94

Approved at COPSA General Membership Meeting on Sept. 21, 2012

Center for Student Involvement Tel: 735-5518/9

COPSA Board of Trustees Officer:

Election Procedures & Requirements, Rules, Declaration, Application, and Code of Conduct

Proposed, Capital Improvement Projects for FY2013

1/30/2013

PROJECT			COSTS
Number	Title	Description	Estimated
P13.1	Fire Alarm System	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff	\$100,000.00
P13.2	ADA Electronic Door	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities	\$4,480.00
P13.3	Energy Audit - ACs	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011"	\$97,584.00
P13.4	Energy Audit - Lights	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011"	\$66,561.00
P13.5	Electrical Panel	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches	\$38,000.00
P13.6	Typhoon Shutters	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering	\$67,375.00
P13.7	Security	Installation of campus-wide security system ... Toward eliminating graffiti & pilfering; providing a safe learning & working environment; securing facilities & equipment; and doing so within a 2-year, priority phasing of Buildings 1000, 3000, 4000, 2000 & 400	\$150,000.00
P13.8	Weathering of Buildings	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011"	\$1,000.00
P13.9	Room Maintenance	Annual prioritization-renovation-cleaning of Classrooms for a more-conducive learning & working environment ... 1st priorities are Buildings A, C & D	\$4,500.00
P13.10	Restroom Renovation	Renovation of restrooms at Building 400	\$69,000.00
P13.11	Fence	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	\$19,500.00
GRAND TOTAL:			\$618,000.00

PRESIDENT'S TRAVEL SCHEDULE
April 2013

Conference Title	Date	Location	Sponsor:
93 rd AACC Annual Convention	April 20-23, 2013	San Francisco, CA	American Association of Community Colleges (AACC)

Funding Source:
**100% President's Promo Account*

GUAM COMMUNITY COLLEGE
Board of Trustees

WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES
FISCAL YEAR 2012

WHEREAS, the appropriate fiscal statement of receivables requires periodic write-off of uncollectible accounts; and

WHEREAS, the College has drawn up a list of uncollected accounts receivable included in this document; and

WHEREAS, the accounts receivable balances originated from the NIAS system conversion to Banner back in September 2007; and

WHEREAS, attempts have been made to collect these amounts and students accounts will remain on hold and students will not be allowed to receive transcripts or register for future classes; and

WHEREAS, these amounts were recorded as bad debt expense in FY2010 and were allowed for; and

WHEREAS, College procedures call for the write-off of these amounts after an appropriate period of time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorize the write-off of student accounts receivable balances of \$790,914.16 in the Fiscal Year 2012 Financial Statements.

Resolution _____

Adopted: _____

MEMORANDUM

Mr. John Rios
Director
Bureau of Budget & Management Research
Office of the Governor
P.O. Box 2980
Hagatna, GU 96932

SUBJECT: FY 2014 Budget Submission

Attached is the budget submission for FY 2014 as per your request.

If there are any questions, please contact me at 735-5700.

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

CKS:vdc

Attachment

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2014
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
General				
Is the department/agency request within the Governor's established ceiling?	N/A			
Is the summary digest consistent with detail pages?	x			
Are the required budget forms attached?	x			
a. Agency Budget Certification [BBMR ABC]	x			
b. Agency Narrative Form [BBMR AN-N1]	x			
c. Decision Package [BBMR DP-1]	x			
d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A]	x			
e. FY 2014 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	x			
f. FY 2013 (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	N/A			
I. Agency Budget Certification [BBMR ABC]				
1. Is the budget certified as to its accuracy and BBMR requirements.	x			
II. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/agency's enabling act?	x			
2. Are the goals and objectives correct and consistent with the department/agency's mission?	x			
III. Decision Package [BBMR DP-1]				
1. Is activity description correct?	x			
2. Is major objective correct?	x			
3. Are short term goals correct?	x			
4. Is workload output reflected correctly?	x			
IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A]				
A.) [BBMR BD-1]				
<u>Personnel Services</u>				
1. Are figures reflected consistent with the attached staffing pattern(s)?	x			
2. Are amounts reflected in each column accurate?	x			
3. Are computations correct?	x			
<u>Operations</u>				
1. Are the amounts reflected under columns, "Governor's Request", for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A)?	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]?	x			
<u>Full Time Equivalencies (FTEs)</u>				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	x			
B.) [BBMR TA-1]				
1. Is the purpose/justification for travel defined?	x			
2. Is/Are the travel date(s) and number of travelers reflected?	x			
3. Is/Are the position title(s) of the traveler(s) reflected?	x			
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	x			
C.) [BBMR 96A]				
1. Are "Items" under schedules B - F listed in detail?	x			
2. Is the "Quantity" under schedules B - F reflected for respective items?	x			
3. Is the "Unit Price" and "Total Price" accurate for each item under schedules B - F?	x			

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2014
BUDGET DOCUMENT CHECKLIST**

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

Date Received by BBMR: _____
Date Reviewed: _____

	Department/Agency		BBMR	
	Yes	No	Yes	No
V. Agency Staffing Pattern Forms [BBMR SP-1]				
1. Are position titles correct?	<u>X</u>	_____	_____	_____
2. Are position numbers reflected?	<u>X</u>	_____	_____	_____
3. Are the salary levels consistent with the Civil Service Commission, Classification and Pay Plan?	<u>X</u>	_____	_____	_____
4. Are filled positions funded?	<u>X</u>	_____	_____	_____
5. Are increment amounts reflected (not applicable in FY 2014)?	_____	<u>X</u>	_____	_____
6. Are rates reflected under "Benefits" correct?	<u>X</u>	_____	_____	_____
7. Are computations correct?	<u>X</u>	_____	_____	_____
VI. Federal Program Inventory Form [BBMR FP-1]				
Is the form complete and accurate?	<u>X</u>	_____	_____	_____
VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	<u>X</u>	_____	_____	_____
2. Is the "quantity" and "percentage of use" reflected?	<u>X</u>	_____	_____	_____
3. Are space requirements descriptive and total space reflected and accurate?	<u>X</u>	_____	_____	_____
VIII. Prior Year Obligation [BBMR PYO-1]	<u>X</u>	_____	_____	_____

DEPARTMENT:

Prepared By: _____

Date

Approved By: _____

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

Date

BBMR ACTION:

Recommendation

☐

Approval

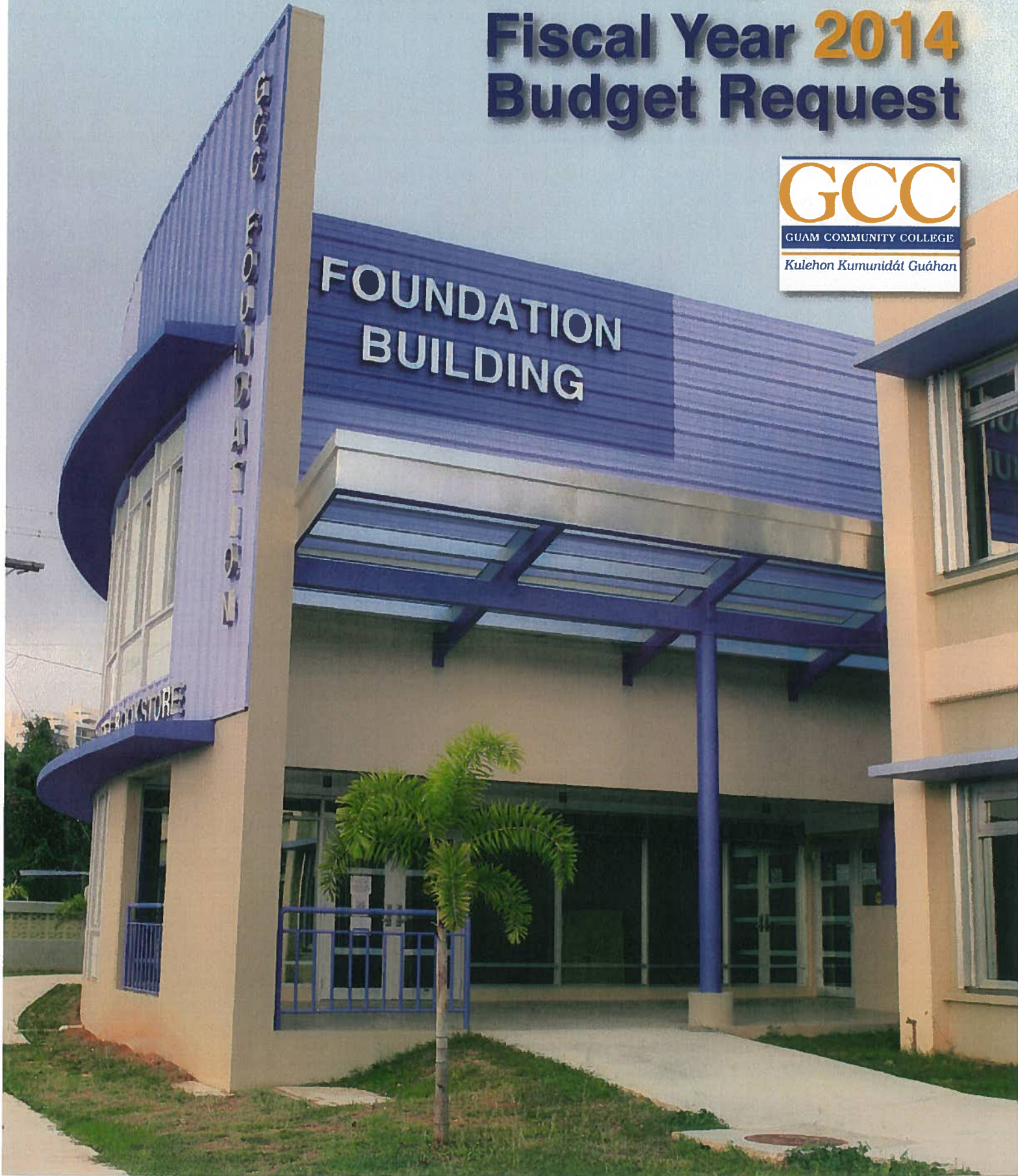
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Disapproval

Analyst

Date

Guam Community College Fiscal Year **2014** Budget Request



Government of Guam

Fiscal Year 2014

Agency Budget Certification

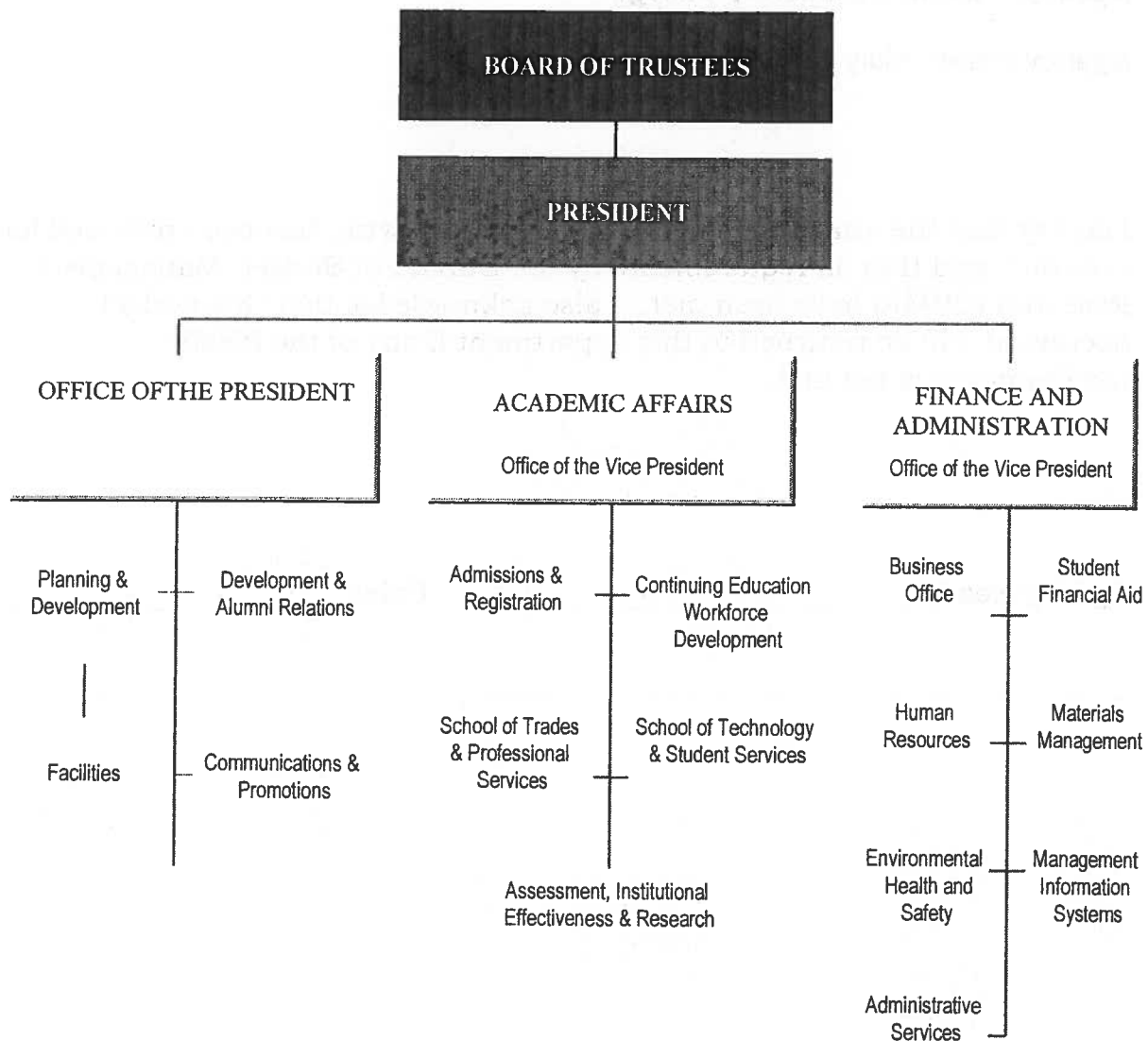
Agency: Guam Community College

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.

Agency Head: _____ **Date:** _____

Guam Community College Organizational Chart



* Administrative Structure

** Operational Structures

Version 1.0 Revised 12/20/10

Modification approved by the BOT: 09/02/10

Government of Guam
Fiscal Year 2014 Budget
Agency Narrative

Function: Education and Culture

Agency: GUAM COMMUNITY COLLEGE

MISSION STATEMENT:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

GOALS AND OBJECTIVES:

To meet the mandates of our mission and the enabling act "The Community College Act of 1977", Public Law 14-77, and now updated through Public Law 31-99, we are submitting our Fiscal Year 2014 budget request. This FY2014 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 the education 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 provide the necessary courses to meet these demands.

As outlined in our Institutional Strategic Master Plan (ISMP), below are the goals of the ISMP:

Pioneering: The combination of identifying the community's career and technical as well as basic educational skill requirements and then coordinating the development of a periodic employer's needs assessment survey is what constitutes this strategic initiative to be a pioneer and offers an example to other islands in the Micronesia region as it attempts to improve the skill levels and productivity of its own workforce.

Educational Excellence: Educational excellence at GCC will be defined by its ability to demonstrate that student learning outcomes are being attained. Improvements in program effectiveness and the determination of the institution's overall effectiveness will be derived from GCC's success in meeting student-learning outcomes.

Community Interaction: To improve awareness of the College and increase public support for its vision. Such actions are intended to reduce GCC's financial dependence on the Government of Guam.

Dedicated Planning: To develop a process of providing a means to measure progress towards attaining the vision for the College each year through a systematic review.

DECISION PACKAGE
Fiscal Year 2014

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

ACTIVITY DESCRIPTION:

GCC will continue to pioneer labor force development within the Western Pacific, best understanding and meeting the educational, career and technical training needs of the economy. It will be Guam's premier career and technical institution and finest secondary and post secondary basic educational institution serving the island's adult community. Its excellence will continue to be recognized; because of its service to employers, employees and the community at large.

MAJOR OBJECTIVES:

To impart knowledge and skills that would enable students to successfully compete for high-wage or high-demand careers in a technologically global economy.

Pioneering: A process to identify regional workforce needs; establish educational standards that link to local and national industry standards; leveraging of public and private resources; a coordinated approach to improve career and technical training services.

Educational Excellence: Reaffirmation of GCC's accreditation status; quality courses and programs; increase enrichment and general education programs; maintain an assessment model to evaluate and make programmatic changes.

Community Interaction: Community awareness and affinity for GCC; public and private support for GCC's vision; diverse financial resources; formal recruitment campaign.

Dedicated Planning: Develop metrics of performance for strategic initiatives; establish a standardized measurement technique.

SHORT TERM GOALS:

Workload Indicator	FY2012 Level of Accomplishment	FY2013 Anticipated Level	FY2014 Projected Level
Pioneering – To coordinate the development of an employer needs assessment focused on training and educational services.	Survey employers annually. Involve business related individuals from local community to participate in departmental advisory groups.	Conduct survey and compile results. Distribution of results campus wide and community wide.	Analyze results to determine changes in curriculum adaptation. Surveys will be reviewed and updated as needed.
Pioneering – To develop a program to partner with private workforce training providers	Implementation of Standard Operating Procedures used to establish private industry training relationships.	Development of relevant training and partnership opportunities. Review and update SOP as needed.	Implement and continue to implement MOU/MOA's in future contracts with private partners. Review and update SOP as needed.

DECISION PACKAGE
Fiscal Year 2014

[BBMR DP-1]

Department/Agency

GUAM COMMUNITY COLLEGE

Division/Section

Educational Excellence – To sustain accreditation through improved training programs and an enhanced participatory governance process.	Fully undertake the process of developing student learning outcomes at the course, program, and institutional level. Annual update of published course guides, SLO and Curriculum Map Booklet.	Evaluation tool for evaluating non-credit courses, workshops and training sessions for content and effectiveness showing participants' feedback and results is developed. Evaluation tool for governance policies and practices is developed.	Evaluation tool implemented and is aligned with the institutional assessment system schedule and requirements. Evaluation tool for governance policies and practices is implemented.
Educational Excellence – Link program review and assessment, institutional planning, and resource allocation to student learning outcomes.	Devise and maintain the consistent and accurate application of a measurement rubric linking SLOs to program performance, to institutional effectiveness, to resource allocation and attainment of GCC's vision.	Provide standards for grading and awarding of credit by strengthening language in the course guide Curriculum Manual. Review resource allocation to ensure that there are sufficient funds to provide training, maintenance, equipment and software support and implement the college's technology plan.	Standards for grading and awarding of credits are written and forwarded through governance process. Implementation of technology plans. Continue to review courses and programs to ensure that they are not over five years old and are current with community and industry standards. Evaluate safety and security of physical records.
Community Interaction – To develop a marketing plan which helps to enhance GCC's brand identity	Electronic surveys conducted to assess effectiveness of marketing campaigns and strategies.	Branding campaign using student, graduate, and apprentice testimonials is ongoing graduates and apprentices.	Use survey results, enrollment data, and other information to develop testimonials and a branding campaign.
Community interaction – To increase enrollment and improve student retention at GCC.	Work with programs to advertise events, launch advertising campaigns and free media publicity.	Develop survey to measure effectiveness of advertisements.	Compile and analyze data from advertisements, to determine effective campaigns.
Dedicated Planning – Create a dedicated planning taskforce to develop a measurement orientation program.	Established a dedicated planning taskforce.	Develop qualitative assessments for each plan identified by task force.	Recommendations made during focus groups will be incorporated into the plan. Task force to finalize tool.
Dedicated Planning – Utilize the existing two-year assessment planning cycle.	Publish schedule timetable which follows the cycle.	Develop a template to report institutional effectiveness.	Finalize 2-Year measure of institutional effectiveness.

Government of Guam
 Fiscal Year 2014
 Budget Digest

[BBMR BD-1]

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			MDF & SPECIAL FUNDS			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances (A + D + G)	FY 2013 Authorized Level (B + E + H)	FY 2014 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	8,598,003	10,010,745	10,263,791	296,357	305,900	265,430	0	0	0	8,894,360	10,316,645	10,529,221
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	2,503,280	3,224,296	3,403,374	89,409	98,955	88,163	0	0	0	2,592,689	3,323,251	3,491,537
114	Insurance Benefits (Medical / Dental / Life):	560,994	538,896	550,889	8,842	9,832	10,022	0	0	0	569,836	548,728	560,911
	TOTAL PERSONNEL SERVICES	\$11,662,277	\$13,773,937	\$14,218,054	\$394,608	\$414,687	\$363,615	\$0	\$0	\$0	\$12,056,885	\$14,188,624	\$14,581,669
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	20,749	24,154	5,155	963	1,000	0	0	0	0	21,712	25,154	5,155
230	CONTRACTUAL SERVICES:	7,350	0	1,617,887	753,005	143,500	27,000	0	0	0	760,355	143,500	1,644,887
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	1,519	0	6,754	19,320	152,919	114,826	0	0	0	20,839	152,919	121,580
250	EQUIPMENT:	0	0	0	28,638	150,672	99,964	0	0	0	28,638	150,672	99,964
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:	50,615	0	46,176	436,275	808,511	1,183,083	0	0	0	486,890	808,511	1,229,259
	TOTAL OPERATIONS	\$80,233	\$24,154	\$1,675,972	\$1,238,200	\$1,256,602	\$1,424,873	\$0	\$0	\$0	\$1,318,434	\$1,280,756	\$3,100,845
	UTILITIES												
361	Power:	1,264,336	232,732	1,578,000	0	0	0	0	0	0	1,264,336	232,732	1,578,000
362	Water/ Sewer:	39,872	0	48,000	9,211	0	0	0	0	0	49,082	0	48,000
363	Telephone/ Toll:	0	0	56,429	106,361	0	0	0	0	0	106,361	0	56,429
	TOTAL UTILITIES	\$1,304,207	\$232,732	\$1,682,429	\$115,572	\$0	\$0	\$0	\$0	\$0	\$1,419,779	\$232,732	\$1,682,429
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$31,473	\$17,199	\$0	\$0	\$0	\$0	\$31,473	\$17,199	\$0
	TOTAL APPROPRIATIONS	\$13,046,718	\$14,030,823	\$17,576,455	\$1,779,853	\$1,688,488	\$1,788,488	\$0	\$0	\$0	\$14,826,571	\$15,719,311	\$19,364,943
	1/ Specify Fund Source												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	CLASSIFIED:	213	208	208	6	6	5	0	0	0	219	214	213
	TOTAL FTEs	215.00	210.00	210.00	6.00	6.00	5.00	0.00	0.00	0.00	221.00	216.00	215.00

Government of Guam

[BBMR BD-1]

Function: Education
 Department/Agency: Guam Community College
 Program: Operations / MDF

Fiscal Year 2014

Budget Digest

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			Manpower Development Fund			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances (A + D + G)	FY 2013 Authorized Level (B + E + H)	FY 2014 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	8,123,492	9,499,502	9,696,989	296,357	305,900	265,430	0	0	0	8,419,849	9,805,402	9,962,419
112	Overtime:	0	0	0		0	0	0	0	0	0	0	0
113	Benefits:	2,346,183	3,058,949	3,213,397	89,409	98,955	88,163	0	0	0	2,435,592	3,157,904	3,301,560
114	Insurance Benefits (Medical / Dental / Life):	536,898	510,428	524,742	8,842	9,832	10,022	0	0	0	545,740	520,260	534,764
	TOTAL PERSONNEL SERVICES	\$11,006,573	\$13,068,879	\$13,435,128	\$394,608	\$414,687	\$363,615	\$0	\$0	\$0	\$11,401,181	\$13,483,566	\$13,798,743
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	20,749	24,154	5,155	963	1,000	0	0	0	0	21,712	25,154	5,155
230	CONTRACTUAL SERVICES:	7,350	0	1,604,617	753,005	143,500	27,000	0	0	0	760,355	143,500	1,631,617
233	OFFICE SPACE RENTAL:	0	0	0	0	0		0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	1,519	0	6,754	19,320	152,919	114,826	0	0	0	20,839	152,919	121,580
250	EQUIPMENT:	0	0	0	28,638	150,672	99,964	0	0	0	28,638	150,672	99,964
270	WORKERS COMPENSATION:	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
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0		0	0	0	0	0	0
290	MISCELLANEOUS:	50,615	0	46,176	436,275	808,511	1,083,083	0	0	0	486,890	808,511	1,129,259
	TOTAL OPERATIONS	\$80,233	\$24,154	\$1,662,702	\$1,238,200	\$1,256,602	\$1,324,873	\$0	\$0	\$0	\$1,318,434	\$1,280,756	\$2,987,575
	UTILITIES												
361	Power:	1,264,336	232,732	1,578,000	0	0	0	0	0	0	1,264,336	232,732	1,578,000
362	Water/ Sewer:	39,872	0	48,000	9,211	0	0	0	0	0	49,082	0	48,000
363	Telephone/ Toll:	0	0	56,429	106,361	0	0	0	0	0	106,361	0	56,429
	TOTAL UTILITIES	\$1,304,207	\$232,732	\$1,682,429	\$115,572	\$0	\$0	\$0	\$0	\$0	\$1,419,779	\$232,732	\$1,682,429
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$31,473	\$17,199	\$0	\$0	\$0	\$0	\$31,473	\$17,199	\$0
	TOTAL APPROPRIATIONS	\$12,391,014	\$13,325,765	\$16,780,259	\$1,779,853	\$1,688,488	\$1,688,488	\$0	\$0	\$0	\$14,170,867	\$15,014,253	\$18,468,747
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	CLASSIFIED:	201	196	196	6	6	5	0	0	0	207	202	201
	TOTAL FTEs	203.00	198.00	198.00	6.00	6.00	5.00	0.00	0.00	0.00	209.00	204.00	203.00

Government of Guam
Fiscal Year 2014
Budget Digest

[BBMR BD-1]

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND(LP/Voc Guid)			Special Fund			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances (A + D + G)	FY 2013 Authorized Level (B + E + H)	FY 2014 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	474,511	511,243	566,802	0	0	0	0	0	0	474,511	511,243	566,802
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	157,097	165,347	189,977	0	0	0	0	0	0	157,097	165,347	189,977
114	Insurance Benefits (Medical / Dental / Life):	24,096	28,468	26,147	0	0	0	0	0	0	24,096	28,468	26,147
	TOTAL PERSONNEL SERVICES	\$655,704	\$705,058	\$782,926	\$0	\$0	\$0	\$0	\$0	\$0	\$655,704	\$705,058	\$782,926
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	13,270	0	0	0	0	0	0	0	0	13,270
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	0	0	100,000	0	0	0	0	0	100,000
	TOTAL OPERATIONS	\$0	\$0	\$13,270	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$113,270
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$655,704	\$705,058	\$796,196	\$0	\$0	\$100,000	\$0	\$0	\$0	\$655,704	\$705,058	\$896,196
	1/ Specify Fund Source	*Per PL 31-229 USDA Loan Repayment Liquid Fuel Tax											
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	12	12	12	0	0	0	0	0	0	12	12	12
	TOTAL FTEs	12.00	12.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	12.00	12.00

Government of Guam

[BBMR TA-1]

Schedule A - Off Island Travel

Department/Agency: Guam Community College

Division:

Program:

Purpose / Justification for Travel

CALEA Accreditation for educational institution.

Travel Date: Spring 2014

*** No. of Travelers: 1**

Position Title of Traveler(s)	Air Fare	Per Diem	Registration	Total Cost
POST- Program Specialist	2,500	1,500	1,000	5,000

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

Government of Guam

[BBMR96A]

SCHEDULE B - Contractual Executive Office

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
ANNUAL MEMBERSHIP DUES	1	2,475	2,475		X
ANNUAL MEMBERSHIP DUES	1	2,440	2,440		X
CONTRACT - BOARD OF TRUSTEES	7	600	4,200		X
INSTITUTIONAL MEMBERSHIP DUES (ACCJC, AACC, PPEC, ETC) & SUBSCRIPTIONS, COST FOR LEGAL SERVICES FOR THE COLLEGE'S ATTORNEY	1	33,725	33,725		X
CONTRACTUAL SERVICES	1	20,000	20,000		X
GCC ANNUAL REPORT	72	25	1,800		X
ADVERTISING: RADIO, PRINT - FALL 2013	1	4,500	4,500		X
WEB SITE HOSTING & MAINTENANCE CONTRACT	12	1,225	14,700		X
ANNUAL REPORT PRINTING	100	11	1,100		X
CONTRACTUAL	1	500	500		X
CONTRACTUAL	1	9,500	9,500		X
MAINTENANCE - GENERATOR	1	10,000	10,000		X
SERVICE - LOCKSMITH	1	1,000	1,000		X
SERVICE- JANITORIAL	12	16,094	193,131		X
SERVICE - GROUND MAINTENANCE	12	1,200	14,400		X
MAINTENANCE - WATER PUMP/SPRINKLER SYSTEM	1	10,000	10,000		X
SERVICE - TRASH PICK-UP	11	2,600	28,600		X
MAINTENANCE - ELEVATOR	12	696	8,356		X
INSTALLATION OF NEW PHONE LINES	1	1,000	1,000		X
SERVICE - PEST CONTROL	12	475	5,700		X
EMAINT, WORK ORDER EMAIL REQUEST, ANNUAL SUPPORT & ELEARNING PORTAL	1	2,900	2,900		X

Government of Guam

[BBMR96A]

SCHEDULE B - Contractual Executive Office

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
SERVICE - TERMITE	1	1,000	1,000		X
Total Contractual			371,028		

SCHEDULE B - Contractual Finance and Administration

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
MEMBERSHIP: CCBO	1	300	300		X
EDUCAUSE	1	510	510		X
SUBSCRIPTION: NACUBO	1	2,050	2,050		X
CONTRACTUAL - AUDIT FIRM	1	28,500	28,500		X
CONTRACTUAL - POSTAGE	12	375	4,500		X
CONTRACTUAL - PRINTING	3	375	1,125		X
DLT SOLUTIONS - REDHAT ENTERPRISE SOFTWARE SUBSCRIPTION SUPPORT	1	1,150	1,150		X
ARCSERVE BACKUP SOFTWARE RENEWAL WITH CREATION ENGINE INC.	2	2,511	5,023		X
SECURE SOCKET LAYER (SSL) CERTIFICATES	4	1,721	6,884		X
SYMANTEC - GHOST LICENSE FOR SYSTEM IMAGING	1	2,100	2,100		X
OFFICIAL SERVICE VEHICLE MAINTENANCE	1	1,050	1,050		X
INTERNET, INTRANET, EXTRANET & UNIX TECHNICAL SERVICES	1	2,100	2,100		X
ELLUCIAN ENTERPRISE SOFTWARE LICENSE MAINTENANCE & SUPPORT RENEWAL	1	182,702	182,702		X
APC UPS LEGACY SERVERS UPS	1	1,313	1,313		X
MAINTENANCE AGREEMENT	10	500	5,000		X
MICRO FOCUS	1	2,273	2,273		X
REMOTE ERP PROFESSIONAL TECHNICAL SERVICES	12	14,963	179,556		X
UPS IT EQUIPMENT SERVICE FOR BANNER SERVERS	1	4,568	4,568		X
COGNOS SOFTWARE MAINTENANCE	1	7,718	7,718		X
ELLUCIAN SUPPORT INC. FOR ORACLE	1	69,575	69,575		X
EVISIONS INC. FOR BANNER PRINTING	1	8,623	8,623		X
TOUCHNET HOSTING, MAINTENANCE, AND	1	30,808	30,808		X

SCHEDULE B - Contractual Finance and Administration

				Funded in FY 2013?	
Item	Quantity	Unit Price	Total Price	Yes	No
SUBSCRIPTION SERVICES					
CUPA MEMBERSHIP	1	1,000	1,000		X
ADVERTISEMENT	4	500	2,000		X
PRINTED WINDOW ENVELOPES	1	500	500		X
SHRM MEMBERSHIP/SUBSCRIPTION	1	1,000	1,000		X
RISK MANAGEMENT SERVICES	1	2,000	2,000		X
BROKERS FEE & SURPLUS LINES	1	15,000	15,000		X
PROPERTY, AUTO, CRIME INSURANCE PREMIUMS	1	96,000	96,000		X
EDUCATORS INSURANCE PREMIUMS- PGL, ELL, UL, LPL	1	135,000	135,000		X
ADVERTISEMENTS	1	1,000	1,000		X
PRINTING SERVICES (BUILDING PLANS)	1	1,500	1,500		X
TRAINING MATERIALS	1	700	700		X
DUES AND SUBSCRIPTIONS	1	1,000	1,000		X
FIRE ALARM MAINTENANCE	5	5,000	25,000		X
POSTAL BOX RENTAL	1	664	664		X
VEHICLE MAINTENANCE	1	3,200	3,200		X
SECURITY SERVICES	12	9,829	117,948		X
COMMUNICATION SYSTEMS	1	2,784	2,784		X
COPIER LEASE	12	13,821	165,852		X
POSTAL METER RENTAL	1	720	720		X
VEHICLE INSPECTION REGISTRATION	5	30	150		X

SCHEDULE B - Contractual Finance and Administration

[illegible]

SCHEDULE B - Contractual Academic Affairs Division

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
COLLEGE CATALOGS	1	1,200	1,200		X
CALIFORNIA COMMUNITY COLLEGES DIRECTORY	2	200	400		X
STUDENT LEARNING OUTCOMES & CURRICULUM MAPPING BOOKLET	1	1,500	1,500		X
SURVEYS FOR ANNUAL SELF EVALUATION REPORT (E.G. INSTITUTIONAL EFFECTIVENESS SURVEY, ETC.)	1	1,000	1,000		X
HIGHER EDUCATION DIRECTORY	3	500	1,500		X
SEVIS - ANNUAL MEMBERSHIP DUES	1	600	600		X
LRP PUBLICATIONS (FERPA ANSWER BOOK)	1	200	200		X
HIGHER EDUCATION DIRECTORY PUBLICATION (ONLINE EDITION)	1	150	150		X
AACRAO - BI-ANNUAL MEMBERSHIP DUES	1	800	800		X
DIGITAL ARCHITECTURE ANNUAL MAINTENANCE FEES	1	4,140	4,140		X
FACES OF THE FUTURE SURVEY	1	4,500	4,500		X
ASSESSMENT AWARDS	6	100	600		X
FACT BOOK, PRESIDENT'S REPORT, BOT REPORT AND FOUNDATION REPORT	1	2,000	2,000		X
IDEA STUDENT SURVEY & PROCESSING	1	4,500	4,500		X
PROF. ORG. MEMBERSHIP/ASSOCIATION FOR INSTITUTIONAL RESEARCHER	1	150	150		X
NATIONAL STUDENT CLEARINGHOUSE	1	300	300		X
ANNUAL ONLINE SURVEY/SURVEY MONKEY	1	500	500		X
TRACDAT MAINTENANCE	1	7,500	7,500		X

Government of Guam

[BBMR96A]

SCHEDULE B - Contractual Academic Affairs Division

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
Total Contractual			31,540		

**SCHEDULE B - Contractual
Trades and Professional Services**

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
PRINTING OF CERTIFICATES	1	300	300		X
MAINTENANCE OF OFFICE EQUIPMENT	1	300	300		X
CALIBRATION OF METERS AND A/C	1	200	200		X
WASTE OIL DISPOSAL	1	700	700		X
LOCAL TRAVEL MILEAGE	2	300	600		X
LOCAL TRAVEL-MILEAGE	2	300	600		X
PRINTING	1	2,000	2,000		X
EMT MEDICAL DIRECTOR BRING PROGRAM TO NATIONAL STANDARDS	1	4,500	4,500		X
BLS CARDS	1	800	800		X
COMPUTER REPAIR & MAINTENANCE	1	500	500		X
FACULTY DEVELOPMENT SUPPORT	1	500	500		X
FACULTY DEVELOPMENT SUPPORT	1	500	500		X
ANNUAL MEMBERSHIP TESOL	1	500	500		X
BIOHAZARD WASTE DISPOSAL	1	300	300		X
ACCREDITATION FEE	1	1,700	1,700		X
NCLEX-PRACTIUM EXAM	1	1,600	1,600		X
MEDICAL DIRECTOR	1	3,000	3,000		X
EQUIPMENT REPAIR	1	3,500	3,500		X
NATIONAL NURSING LEAGUE MEMBERSHIP	1	1,075	1,075		X
RODENT AND PEST CONTROL	1	2,500	2,500		X
BUS RENTAL	4	500	2,000		X
INDUSTRY MEMBERSHIPS: PATA,GVB, GHRA,MCA, ASIA CHRIE	1	2,000	2,000		X

SCHEDULE B - Contractual Trades and Professional Services

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
VIRUS PROTECTION SOFTWARE (NORTON)	6	500	3,000		X
CULINARY EQUIPMENT PREVENTIVE MAINTENANCE, REPAIRS, AND PARTS	1	12,000	12,000		X
ANSUL RECERTIFICATION	1	2,500	2,500		X
CLASSROOM MAINTENANCE	2	280	560		X
MEMBERSHIP DUES	1	200	200		X
SOFTWARE LICENSES	1	1,950	1,950		X
SOFTWARE LICENSES	1	1,400	1,400		X
Total Contractual			51,285		

SCHEDULE B - Contractual Technology and Student Services

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
BUSINESS CARD	8	25	200		X
RADIO SERVICE AND MAINTENANCE	10	320	3,200		X
CONTRACTUAL -MEDICAL ADVISOR FEE & MEDICAL WASTE MANAGEMENT	1	1,550	1,550		X
CHOICES LICENSE RENEWAL	1	1,095	1,095		X
COMPASS ADMINISTRATION UNITS	1	3,960	3,960		X
MEMBERSHIP DUES (ACA)	5	220	1,100		X
UNLIMITED EVDO SERVICE (5 SCHOOLS)	5	599	2,995		X
SERVICE PROVIDERS FOR STUDENTS	1	14,000	14,000		X
EBSCO PRINT PERIODICAL SUBSCRIPTION	1	2,500	2,500		X
EBSCO ACADEMIC E-BOOKS SUBSCRIPTION	1	3,000	3,000		X
LOCAL SUBSCRIPTIONS	1	1,000	1,000		X
EBSCO FULL TEXT PERIODICAL DATABASE	1	5,000	5,000		X
3M SERVICE CONTRACT FOR SECURITY GATE	1	3,991	3,991		X
Total Contractual			43,591		

Government of Guam

[BBMR96A]

SCHEDULE C - Supplies and Materials Executive Office

Item	Quantity	Unit Price	Total Price	Funded in FY2013?	
				Yes	No
EQUIPMENT	1	4,754	4,754		X
SUPPLIES & MATERIALS	4	500	2,000		X
Total Supplies Materials			6,754		

Government of Guam

[BBMR96A]

SCHEDULE E - Miscellaneous Trades and Professional Services

Item	Quantity	Unit Price	Total Price	Funded in FY 2013?	
				Yes	No
AHS REGISTRATION FEE	100	162	16,200		X
AHS REGISTRATION FEE	100	162	16,200		X
AHS TUITION & FEE (OA101)	12	574	6,888		X
AHS TUITION & FEE (OA101)	12	574	6,888		X
Total Miscellaneous			46,176		

Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern

No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment		(E+F+G+I)	Retirement 31.02%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Total Benefits (K thru Q)	(J+R) Total
								Date	AMT										
1	PRE004	Administrative Secretary	Guerrero, Bertha M.	I-6	28,875	0	0	0	-	28,875	8,958	495	0	419	153	2,170	223	12,416	41,291
2	PRE005	President	Okada, Mary A.	I-5	139,243	0	0	0	-	139,243	43,193	-	0	2,019	153	5,304	1,248	51,917	191,160
3	PRE006	Private Secretary	Muna, Esther A.	I-12	34,368	0	0	0	-	34,368	10,661	495	0	498	153	-	-	11,807	46,175
4	PRE007	Program Specialist	Santo Tomas, Dennis	K-5-d	51,272	0	0	0	-	51,272	15,905	495	0	743	153	6,517	375	24,188	75,460
5	PRE002	Assistant Director	Flores, Jayne T.	O-2-b	74,917	0	0	0	-	74,917	23,239	495	0	1,086	153	-	-	24,973	99,891
6	AAD095	Assistant Professor 11m	Matson, Christine B.	K-7-b	64,143	0	0	0	-	64,143	19,897	495	0	930	153	6,517	374	28,366	92,509
7	AAD096	Associate Professor 11m	Neff, Bernard R.	L-8-a	74,596	0	0	0	-	74,596	23,140	495	0	1,082	153	2,401	226	27,496	102,092
8	ASD012	Program Specialist	Bilong, Danilo Philibert C.	K-6-d	51,272	0	0	0	-	51,272	15,905	495	0	743	153	-	-	17,296	68,568
9	ASD001	Administrative Assistant	Arceo, Josephine T.	J-16	43,784	0	0	0	-	43,784	13,582	495	0	635	153	4,808	277	19,950	63,734
10	ASD021	Assistant Director	Perez, Doris C.	O-5-a	83,208	0	0	0	-	83,208	25,811	-	0	1,207	153	3,780	223	31,174	114,382
11	AAD079	Test Examiner	Cruz, Evangeline P.	I-11	34,368	0	0	0	-	34,368	10,661	-	0	498	153	4,808	277	16,398	50,766
12	AAD041	Program Specialist	*Vacant-Quitugua, Jose		51,272	0	0	0	-	51,272	15,905	495	0	743	153	6,517	375	24,188	75,460
13	AAD206	Maintenance Worker	*Vacant-Muna R.		21,216	0	0	0	-	21,216	6,581	495	0	308	153	2,401	226	10,163	31,379
14	ASD009	Refrigeration Mechanic II	Quichocho, Joseph R.	I-10	33,208	0	0	0	-	33,208	10,301	495	0	482	153	4,808	-	16,238	49,446
15	ASD022	Maintenance Worker	Toves, Albert S.	H-2	22,471	0	0	0	-	22,471	6,971	495	0	326	153	-	-	7,943	30,414
16	ASD034	Maintenance Worker	*Vacant-Rojas, J.		21,216	0	0	0	-	21,216	6,581	495	0	308	153	2,401	226	10,163	31,379
17	ASD036	Maintenance Worker	Roberto, Joey C.	H-1	21,216	0	0	0	-	21,216	6,581	495	0	308	153	2,401	226	10,163	31,379
18	ASD037	Maintenance Worker	Rosario, Joaquin U.	H-11	31,011	0	0	0	-	31,011	9,620	495	0	450	153	1,683	226	12,625	43,636
19	ASD048	Maintenance Leader	Toves, Calvin F.	I-5	27,805	0	0	0	-	27,805	8,625	495	0	403	153	-	-	9,675	37,480
20	AAD036	Program Specialist	Gima, Wesley T.	K-8-a	54,965	0	0	0	-	54,965	17,050	495	0	797	153	2,170	223	20,888	75,853
21	BFD013	Administrative Assistant	Cruz, Vivian D.	J-12	36,865	0	0	0	-	36,865	11,436	-	0	535	153	-	-	12,123	48,988
22	BFD022	Vice President	Santos, Carmen K.	P-6-a	99,158	0	0	0	-	99,158	30,759	495	0	1,438	153	3,607	374	36,825	135,983
23	BFD003	Accountant I	Aquino, Elizabeth J.Q.	K-3	36,984	0	0	0	-	36,984	11,472	495	0	536	153	-	-	12,656	49,640
24	BFD004	Accountant I	Lam, Pik Man	K-3	29,279	0	0	0	-	29,279	9,082	495	0	425	153	-	-	10,154	39,433
25	BFD005	Accountant II	Guerrero, Carol A.	L-16	48,900	0	0	0	-	48,900	15,169	495	0	709	153	2,401	226	19,152	68,052
26	BFD008	Cashier II	Borja, Levenne G.	E-2	18,738	0	0	0	-	18,738	5,813	495	0	272	153	-	-	6,732	25,470
27	BFD009	Accounting Technician II	Mesa, Mariene R.	I-10	32,084	0	0	0	-	32,084	9,952	495	0	465	153	-	-	11,065	43,149
28	BFD010	Accountant II	Santos Torres, Linda	L-14	47,246	0	0	0	-	47,246	14,656	495	0	685	153	2,401	226	18,615	65,861
29	BFD012	General Accounting Super	San Nicolas, Cheryl B.	O-11	52,429	0	0	0	-	52,429	16,263	-	0	760	153	3,780	223	21,180	73,609
30	BFD015	Accounting Technician II	Mayo, Lucille A.	I-3	25,399	0	0	0	-	25,399	7,879	495	0	368	153	-	-	8,895	34,294
31	BFD029	Controller	Limtuatco, Edwin E.	N-4-c	71,552	0	0	0	-	71,552	22,195	495	0	1,038	153	2,170	223	26,274	97,826
32	BFD030	Accounting Technician I	*Vacant-Anderson, Danielle	G-4	22,234	0	0	0	-	22,234	6,897	495	0	322	153	1,683	226	9,776	32,010
33	ASD002	Systems Programmer	Bautista, Kenneth C.	N-14	55,341	0	0	0	-	55,341	17,167	-	0	802	153	2,401	226	20,749	76,090
34	ASD005	Computer Operator II	David, Margarita Q.	I-18	42,247	0	0	0	-	42,247	13,105	-	0	613	153	2,579	-	16,449	58,696
35	ASD006	Computer Technician II	Fabro, Jefferson V.	I-8	31,014	0	0	0	-	31,014	9,621	495	0	449	153	1,683	226	12,614	43,589
36	ASD007	Teleprocessing Netwk Co	Ridgell, Joel E.	J-6	30,975	0	0	0	-	30,975	9,608	495	0	449	153	1,683	226	12,614	43,589
37	ASD008	Computer Systems Analy	Duque, Richard O.	L-8	37,128	0	0	0	-	37,128	11,517	495	0	538	153	2,401	226	15,330	52,458
38	ASD010	Data Processing Systems	Camacho, Francisco C.	N-5-b	73,720	0	0	0	-	73,720	22,868	-	0	1,069	153	6,517	374	30,981	104,701

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Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern

[BBMR SP-1]

A		B		C		D	E	F	G	H	I	J		K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment		(E+F+G+H)	Retirement 31.02%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental					
								Date	AMT	Sub-total												
39	ASD011	Teleprocessing Netwk Co	Camacho, Christopher J.	J-10	34,414	0	0	0	-	34,414	10,675	495	0	499	153	3,607	374	15,803		50,217		
40	ASD025	Computer Technician II	De Leon, Benedict C.	I-8	29,944	0	0	0	-	29,944	9,289	495	0	434	153	-	-	10,370		40,314		
41	ASD027	Computer Systems Analy	Dacanay, Gerard L.	M-16	54,731	0	0	0	-	54,731	16,978	-	0	794	153	1,683	226	19,833		74,564		
42	ASD039	Systems Programmer	Solidum, Catherine M.	N-2	34,947	0	0	0	-	34,947	10,841	495	0	507	153	2,401	226	14,621		49,568		
43	BFD006	Human Resources Admin	Muna, Joann W.	N-7-a	79,828	0	0	0	-	79,828	24,763	-	0	1,158	153	3,780	223	30,077		109,905		
44	BFD007	Personnel Specialist II	Rojas, Josephine T.	L-18	52,383	0	0	0	-	52,383	16,249	495	0	760	153	2,401	226	20,283		72,666		
45	BFD023	Personnel Specialist III	San Nicolas, Apolline C.	M-7	40,150	0	0	0	-	40,150	12,455	495	0	582	153	2,401	226	16,311		56,461		
46	BFD025	Personnel Specialist I	Siguenza, Rose Marie L.	K-12	41,005	0	0	0	-	41,005	12,720	495	0	595	153	3,780	223	17,965		58,970		
47	BFD011	Proc & Inventory Adminis	Evangelista, Joleen M.	M-5-c	65,966	0	0	0	-	65,966	20,463	495	0	957	153	-	-	22,067		88,033		
48	BFD016	Buyer II	Rideb, Priscilla K.	H-8	28,963	0	0	0	-	28,963	8,984	495	0	420	153	2,401	226	12,678		41,642		
49	BFD017	Inventory Management O	Rios, Theda R.	J-2	25,810	0	0	0	-	25,810	8,006	495	0	374	153	3,780	223	13,031		38,842		
50	BFD018	Supply Expediter	Blas, Jerome M.	E-11	26,763	0	0	0	-	26,763	8,302	495	0	388	153	3,780	223	13,341		40,104		
51	BFD020	Buyer I	Palacios, Patricia U.	G-7	25,276	0	0	0	-	25,276	7,841	-	0	367	153	3,780	223	12,363		37,640		
52	BFD001	Bookstore Manager	Okada, Daniel T.	I-2	24,062	0	0	0	-	24,062	7,464	495	0	349	153	-	-	8,460		32,522		
53	BFD014	Administrative Assistant	Terlaje, Kenneth C.	J-13	38,155	0	0	0	-	38,155	11,836	-	0	553	153	4,808	277	17,627		55,782		
54	BFD026	Coordinator, Financial Aid	Lonsdale, Micki L.	L-11-a	72,746	0	0	0	-	72,746	22,566	-	0	1,055	153	2,401	226	26,400		99,146		
55	BFD027	Program Coordinator II	Guerrero, Vivian C.	L-12	42,613	0	0	0	-	42,613	13,219	-	0	618	153	2,401	226	16,616		59,229		
56	ASD003	Environ Health & Safety A	Manglona, Gregorio T.	L-5-a	56,163	0	0	0	-	56,163	17,422	495	0	814	153	-	-	18,884		75,047		
57	ASD020	Safety Inspector I	Diaz, John L.	G-10	28,085	0	0	0	-	28,085	8,712	495	0	407	153	-	-	9,767		37,852		
58	ASD017	Administrative Assistant	Salas, Frank C.	J-13	38,155	0	0	0	-	38,155	11,836	-	0	553	153	-	-	12,542		50,697		
59	AAD077	Administrative Officer	Garcia, Ava M.	L-7	37,128	0	0	0	-	37,128	11,517	495	0	538	153	3,607	374	16,684		53,812		
60	AAD001	Administrative Aide	Untalan, Frances E.	F-2	19,840	0	0	0	-	19,840	6,154	495	0	288	153	2,401	226	9,716		29,556		
61	AAD003	Coordinator, Admissions	Clymer, Patrick L.	M-5-c	65,313	0	0	0	-	65,313	20,260	495	0	947	153	2,401	226	24,481		89,794		
62	AAD005	Records & Registration T	Paulus, Vincent K.	G-8	27,149	0	0	0	-	27,149	8,422	495	0	394	153	-	-	9,463		36,612		
63	AAD007	Program Coordinator II	Camacho, Johanna L.	L-8	38,454	0	0	0	-	38,454	11,928	495	0	558	153	-	-	13,134		51,588		
64	AAD008	Records & Registration T	Masnayon, Edgar C.	G-10	29,068	0	0	0	-	29,068	9,017	495	0	421	153	2,401	226	12,713		41,781		
65	AAD078	Vice President	Somera, Rene Ray D.	P-7-d	105,829	0	0	0	-	105,829	32,828	495	0	1,535	153	3,780	223	39,014		144,843		
66	AAD184	Records & Registration S	Concepcion, Marilyn L.	I-14	36,816	0	0	0	-	36,816	11,420	-	0	534	153	1,683	226	14,016		50,832		
67	AAD016	Assistant Director	Montague, Marlana O.P.	O-3-a	74,582	0	0	0	-	74,582	23,135	495	0	1,081	153	-	-	24,864		99,446		
68	AAD187	Program Specialist	*Vacant-Johns, P.		51,272	0	0	0	-	51,272	15,905	495	0	743	153	6,517	375	24,188		75,460		
69	AAD213	Administrative Assistant	Aguon, Evangeline M.	J-6	30,972	0	0	0	-	30,972	9,608	495	0	449	153	2,170	223	13,098		44,070		
70	ASD004	Planner IV	Benavente, Joseph L.	N-13	51,662	0	0	0	-	51,662	16,026	-	0	749	153	1,683	-	18,611		70,273		
71	AAD038	Assistant Director	Rodgers, Victor	O-3-c	78,386	0	0	0	-	78,386	24,315	495	0	1,137	153	2,579	277	28,955		107,341		
72	AAD128	Administrative Assistant	*Vacant-Arceo, Tania C.	J-3	25,810	0	0	0	-	25,810	8,006	495	0	374	153	1,683	226	10,937		36,747		
73	AAD040	Dean	Ridgell, Reilly A.	O-8-c	94,699	0	0	0	-	94,699	29,376	-	0	1,373	153	4,808	277	35,987		130,686		
74	AAD191	Administrative Aide	Cruz, Ana Q.	F-16	33,656	0	0	0	-	33,656	10,440	-	0	488	153	2,401	226	13,708		47,364		
75	AAD204	Associate Dean	Sablan, Karen S.		79,037	0	0	0	-	79,037	24,517	-	0	1,146	153	1,683	226	27,725		106,762		
76	*AAD047	Administrative Assistant	Guerrero, Teresita C.	J-10	34,414	0	0	0	-	34,414	10,675	495	0	499	153	3,780	223	15,825		50,239		

Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern

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	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment Date	AMT	(E+F+G+I) Sub-total	Retirement 31.02%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental		
77	*AAD152	Instructor 10monDC	Dennis, Christopher T.	J-8-d	55,500	0	0	0	-	55,500	17,216	495	0	805	153	-	-	18,668	74,168
78	AAD015	Assistant Instructor	Cruz, Jesse Q.	I-5-a	36,792	0	0	0	-	36,792	11,413	495	0	533	153	2,401	226	15,221	52,013
79	AAD032	Instructor	Flores, Joseph L.	J-7-b	46,797	0	0	0	-	46,797	14,516	495	0	679	153	6,517	374	22,734	69,531
80	AAD041	Instructor	Pajarillo, Lyndon B.	J-5-d	39,057	0	0	0	-	39,057	12,115	-	0	566	153	3,780	223	16,838	55,895
81	AAD141	Assistant Instructor	Meno, Charles Roy M.	I-9-c	44,895	0	0	0	-	44,895	13,926	-	0	651	153	-	-	14,730	59,625
82	AAD144	Instructor	Tabunar, James M.	J-6-b	44,971	0	0	0	-	44,971	13,950	495	0	652	153	3,780	223	19,253	64,224
83	AAD150	Assistant Instructor	Perez, Jonathan J.	I-2-b	32,978	0	0	0	-	32,978	10,230	495	0	478	153	2,401	226	13,982	46,960
84	AAD151	Assistant Instructor	Lawcock, Danilo J.	I-13-c	56,643	0	0	0	-	56,643	17,571	-	0	821	153	2,401	226	21,172	77,815
85	AAD153	Instructor	Tudela, Erwin F.	J-12-d	57,101	0	0	0	-	57,101	17,713	-	0	828	153	-	-	18,694	75,795
86	AAD154	Instructor	Egana, Joel E.	J-8-a	48,214	0	0	0	-	48,214	14,956	495	0	699	153	6,517	374	23,194	71,408
87	AAD155	Tool Mechanic	*Vacant-Mendiola, R.	I-20	17,635	0	0	0	-	17,635	5,470	495	0	256	153	1,683	226	8,283	25,918
88	AAD182	Assistant Instructor	Bukikosa, Ines E.	I-6-a	39,057	0	0	0	-	39,057	12,115	495	0	566	153	1,683	226	15,238	54,295
89	AAD183	Associate Professor	Abshire, Ronnie J.	L-8-c	63,919	0	0	0	-	63,919	19,828	-	0	927	153	3,780	223	24,911	88,830
90	AAD010	Instructor	Palomo, Melissa L.	J-3-a	39,909	0	0	0	-	39,909	12,380	495	0	579	153	-	-	13,606	53,515
91	AAD147	Professor	Camacho, Clare A.	M-10-	78,905	0	0	0	-	78,905	24,476	-	0	1,144	153	2,170	223	28,167	107,072
92	AAD185	Professor	Postrozny, Marsha M.	M-8-b	72,868	0	0	0	-	72,868	22,604	495	0	1,057	153	2,170	223	26,701	99,569
93	AAD198	Professor 10monDC	Leon Guerrero, Sarah S.	M-9-c	84,716	0	0	0	-	84,716	26,279	-	0	1,228	153	-	-	27,660	112,376
94	AAD207	Administrative Assistant	Leon Guerrero, Latisha Ann	J-3	27,244	0	0	0	-	27,244	8,451	495	0	395	153	1,683	226	11,403	38,647
95	AAD089	Assistant Professor	Sison, Benjamin C.	K-4-d	47,342	0	0	0	-	47,342	14,685	495	0	686	153	1,683	226	17,928	65,270
96	AAD176	Professor	Cruz, Donna M.	M-9-c	67,851	0	0	0	-	67,851	21,047	495	0	984	153	2,401	226	25,306	93,157
97	AAD186	Administrative Assistant	Quitugua, Rosita G.	J-13	38,155	0	0	0	-	38,155	11,836	-	0	553	153	3,780	223	16,545	54,700
98	AAD051	Associate Professor	Armstrong, John M.	L-7-d	62,660	0	0	0	-	62,660	19,437	-	0	909	153	1,683	226	22,408	85,068
99	AAD053	Associate Professor 10m	Munoz, Jose U.	L-8-a	67,948	0	0	0	-	67,948	21,077	495	0	985	153	2,401	226	25,337	93,285
100	AAD054	Instructor	*Vacant-San Nicolas, B.		38,741	0	0	0	-	38,741	12,017	495	0	562	153	5,264	302	18,793	57,534
101	AAD019	Instructor	Cepeda, Nita Jeannette P.	J-3-a	38,741	0	0	0	-	38,741	12,017	495	0	562	153	5,264	302	18,793	57,534
102	AAD194	Assistant Professor	De Oro, Vera S.	K-7-a	52,810	0	0	0	-	52,810	16,382	495	0	766	153	6,517	374	24,686	77,496
103	AAD056	Instructor	Uchima, Katsuyoshi	J-9-c	51,692	0	0	0	-	51,692	16,035	495	0	750	153	6,517	374	24,323	76,015
104	AAD156	Assistant Instructor	Versackas, Sarah D.	J-3-a	38,741	0	0	0	-	38,741	12,017	495	0	562	153	-	-	13,227	51,968
105	AAD157	Instructor	Sotomil, Sterlyn E.	J-5-d	43,210	0	0	0	-	43,210	13,404	495	0	627	153	6,517	374	21,569	64,779
106	AAD158	Instructor	Dumchus, Karen L.	J-10-d	53,259	0	0	0	-	53,259	16,521	495	0	772	153	1,683	226	19,850	73,109
107	AAD159	Instructor	Mafnas, Barbara C.	J-11-d	54,329	0	0	0	-	54,329	16,853	495	0	788	153	-	-	18,288	72,617
108	AAD188	Administrative Aide	Mendiola, Erlinda S.	F-2	18,737	0	0	0	-	18,737	5,812	495	0	272	153	3,607	374	10,713	29,450
109	*AAD024*	Assistant Professor	Artero, Jennifer B.	J-5-d	50,256	0	0	0	-	50,256	15,589	495	0	729	153	1,683	-	18,649	68,905
110	*AAD045*	Nursing & Allied Health A	Manglona, Dorothy-Lou	M-7-a	67,288	0	0	0	-	67,288	20,873	495	0	976	153	6,517	374	29,387	96,675
111	*AAD050*	Instructor	Bordallo, Angela T.	J-5-d	44,525	0	0	0	-	44,525	13,812	495	0	646	153	-	-	15,105	59,630
112	*AAD058*	Administrative Assistant	Hiura, Tamara Therese T.	J-3	27,244	0	0	0	-	27,244	8,451	495	0	395	153	2,401	226	12,120	39,364
113	*AAD083*	Instructor	Loveridge, Rosemary J.	J-7-d	47,737	0	0	0	-	47,737	14,808	495	0	692	153	-	-	16,148	63,885
114	*AAD162*	Instructor	Melegnito, Loresa M.	J-5-d	43,210	0	0	0	-	43,210	13,404	495	0	627	153	6,517	374	21,569	64,779

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Agency Staffing Pattern

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	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment Date	AMT	(E+F+G+I) Sub-total	Retirement 31.02%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental		
115	*AAD196*	Instructor	*Vacant-Manglona, D.		46,333	0	0	0	-	46,333	14,372	495	0	672	153	1,683	-	17,375	63,708
116	AAD029	Instructor	Korenko, William E.	J-15-c	66,292	0	0	0	-	66,292	20,564	-	0	961	153	2,401	226	24,305	90,597
117	AAD055	Associate Professor	Blas, Doreen J.	L-9-b	66,514	0	0	0	-	66,514	20,633	-	0	964	153	6,517	374	28,641	95,155
118	AAD057	Assistant Professor	Schrage, Marivic C.	K-9-d	60,114	0	0	0	-	60,114	18,647	495	0	872	153	-	-	20,167	80,281
119	AAD060	Instructor	Poliquit, Christopher D.	J-1-a	36,490	0	0	0	-	36,490	11,319	495	0	529	153	1,683	226	14,405	50,895
120	AAD061	Instructor	*Vacant-Tung, F.	M-9-d	38,741	0	0	0	-	38,741	12,017	495	0	562	153	5,264	302	18,793	57,534
121	AAD062	Associate Professor 12m	Aguilar, Norman L.	K-8-c	83,925	0	0	0	-	83,925	26,034	495	0	1,217	153	2,401	226	30,525	114,450
122	AAD063	Professor	Chong, Eric K.	M-9-d	78,124	0	0	0	-	78,124	24,234	495	0	1,133	153	1,683	226	27,923	106,047
123	AAD064	Associate Professor	Gamble, Helen L.	L-9-a	63,924	0	0	0	-	63,924	19,829	-	0	927	153	3,780	223	24,913	88,837
124	AAD065	Instructor	Evangelista, Frank F.	J-9-c	52,209	0	0	0	-	52,209	16,195	495	0	757	153	2,171	223	19,994	72,203
125	AAD066	Instructor	Yurko, Phyllis A.	J-7-d	48,214	0	0	0	-	48,214	14,956	495	0	699	153	-	-	16,303	64,517
126	AAD067	Instructor	Odoca, James A.	J-3-a	38,741	0	0	0	-	38,741	12,017	-	0	562	153	3,884	-	16,616	55,357
127	AAD068	Assistant Professor	Cruz, Carol R.	K-8-b	56,630	0	0	0	-	56,630	17,567	-	0	821	153	2,579	277	21,397	78,027
128	AAD069	Instructor	Wong, Evon	J-4-b	41,945	0	0	0	-	41,945	13,011	495	0	608	153	1,683	226	16,176	58,121
129	AAD070	Administrative Aide	Blas, Joanne M.	F-6	23,808	0	0	0	-	23,808	7,385	495	0	345	153	1,683	226	10,287	34,095
130	AAD098	Instructor	Dietrichs, Kevin J.	J-8-b	48,214	0	0	0	-	48,214	14,956	495	0	699	153	1,683	226	18,212	66,426
131	*AAD126	Program Specialist	Barnhart, Terry L.	K-16-	77,092	0	0	0	-	77,092	23,914	-	0	1,118	153	2,401	226	27,812	104,904
132	*AAD160	Assistant Instructor 10mc	Yanger, Gil T.	I-9-b	49,170	0	0	0	-	49,170	15,253	495	0	713	153	2,401	226	19,240	68,410
133	AAD017	Assistant Instructor	Limtiaco, Michael D.	I-1-d	32,323	0	0	0	-	32,323	10,027	495	0	469	153	-	-	11,143	43,466
134	AAD035	Assistant Instructor	Santos, Ronald T.	I-4-c	36,794	0	0	0	-	36,794	11,413	495	0	534	153	2,401	226	15,221	52,015
135	AAD130	Associate Professor	San Nicolas, Anthony C.	L-9-c	65,201	0	0	0	-	65,201	20,225	-	0	945	153	-	-	21,324	86,525
136	AAD132	Associate Professor	Leon Guerrero, Catherine U	L-7-d	63,286	0	0	0	-	63,286	19,631	-	0	918	153	1,683	226	22,611	85,897
137	AAD134	Instructor	Quintanilla, John J.	J-10-a	52,209	0	0	0	-	52,209	16,195	-	0	757	153	2,579	277	19,961	72,170
138	AAD135	Assistant Instructor	Olson, Todd A.	I-5-c	37,531	0	0	0	-	37,531	11,642	495	0	544	153	3,607	374	16,815	54,346
139	AAD138	Assistant Instructor	Santos, David T.	I-8-b	42,293	0	0	0	-	42,293	13,119	-	0	613	153	-	-	13,886	56,179
140	AAD142	Instructor	Zilian, John E.	J-8-d	49,675	0	0	0	-	49,675	15,409	495	0	720	153	-	-	16,777	66,452
141	AAD012	Assistant Professor	Tam, Yvonne	K-8-b	56,630	0	0	0	-	56,630	17,567	495	0	821	153	-	-	19,035	75,665
142	AAD023	Assistant Instructor	Chargualaf, Katherine M.	I-6-b	39,842	0	0	0	-	39,842	12,359	495	0	578	153	-	-	13,584	53,426
143	AAD030	Assistant Professor 10mc	Roberson, Robin P.	K-8-d	63,270	0	0	0	-	63,270	19,626	495	0	917	153	1,683	226	23,100	86,370
144	AAD031	Instructor	Perez, Nenita R.	J-10-a	51,173	0	0	0	-	51,173	15,874	495	0	742	153	-	-	17,263	68,436
145	AAD033	Associate Professor	Manzana, Amada A.	L-8-c	65,204	0	0	0	-	65,204	20,226	-	0	945	153	6,517	374	28,216	93,420
146	AAD034	Instructor	Guerrero, Norma R.	J-3-a	39,514	0	0	0	-	39,514	12,257	-	0	573	153	6,517	374	19,874	59,388
147	AAD018	Associate Professor	Pangelinan, Pilar C.	L-8-c	65,204	0	0	0	-	65,204	20,226	495	0	945	153	-	-	21,819	87,023
148	AAD027	Instructor	Tupaz, Frederick Q.	J-3-c	40,711	0	0	0	-	40,711	12,629	495	0	590	153	-	-	13,866	54,577
149	AAD006	Administrative Aide	Bautista, Kimberly C.	F-6	23,808	0	0	0	-	23,808	7,385	495	0	345	153	3,780	223	12,381	36,189
150	AAD042	Word Processing Secrets	Cabatic, Antonia M.	H-23	46,867	0	0	0	-	46,867	14,538	-	0	680	153	3,780	223	19,374	66,241
151	AAD043	Adjunct Associate Dean	Mead, Barry L.	N-11-	95,486	0	0	0	-	95,486	29,620	-	0	1,385	153	2,401	226	33,784	129,270
152	AAD091	Associate Dean	Chan, Michael L.	N-5-a	72,267	0	0	0	-	72,267	22,417	495	0	1,048	153	3,607	374	28,094	100,361

Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern

No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment		(E+F+G+I)	Retirement 31.02%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Total Benefits (K thru Q)	(J+R) Total
								Date	AMT										
153	AAD110	Dean	Tudela, Virginia C.	O-6-a	86,587	0	0	0	-	86,587	26,859	495	0	1,256	153	6,517	374	35,654	122,241
154	AAD119	Word Processing Secretary	Atoigue, Ana Mari C.	H-5	25,967	0	0	0	-	25,967	8,055	495	0	377	153	-	-	9,079	35,046
155	AAD121	Administrative Assistant	Manibusan, Doris E.	J-11	35,618	0	0	0	-	35,618	11,049	-	0	516	153	2,170	223	14,111	49,729
156	AAD101	Instructor	Torres, Carl E.	J-4-a	40,303	0	0	0	-	40,303	12,502	495	0	584	153	-	-	13,734	54,037
157	AAD164	Assistant Professor	Lopez, Jose B.	J-3-a	41,118	0	0	0	-	41,118	12,755	495	0	596	153	2,401	226	16,626	57,744
158	AAD171	Instructor	Roden, Wendell M.	J-3-a	38,741	0	0	0	-	38,741	12,017	495	0	562	153	1,683	226	15,136	53,877
159	AAD173	Instructor	Ginson, Christie Marie F.	J-3-a	38,741	0	0	0	-	38,741	12,017	495	0	562	153	3,884	224	17,335	56,076
160	AAD174	Associate Professor 10mon	Lam, Steve S.	L-7-c	67,275	0	0	0	-	67,275	20,869	495	0	975	153	3,607	374	26,473	93,748
161	AAD175	Assistant Professor	Datuin, Theresa Ann H.	K-4-b	47,344	0	0	0	-	47,344	14,686	495	0	686	153	4,808	277	21,105	68,449
162	AAD048	Assistant Professor	Sunga, Anthony Jay J.	K-4-b	47,817	0	0	0	-	47,817	14,833	495	0	693	153	2,170	223	18,568	66,385
163	AAD179	Assistant Professor	Kerr, Jo Nita Q.	K-7-a	52,820	0	0	0	-	52,820	16,385	-	0	766	153	-	-	17,304	70,124
164	AAD180	Assistant Professor	Jocson, John Michael U.	K-4-b	41,945	0	0	0	-	41,945	13,011	495	0	608	153	3,607	374	18,248	60,193
165	AAD112	Associate Dean	Ige, Joanne A.	N-5-c	73,720	0	0	0	-	73,720	22,868	-	0	1,069	153	2,170	223	26,484	100,204
166	AAD114	Clerk Typist III	Santos, Irene J.	F-16	33,656	0	0	0	-	33,656	10,440	-	0	488	153	3,780	-	14,861	48,517
167	AAD116	School Aide II	*Vacant-Diaz, J.		22,486	0	0	0	-	22,486	6,975	495	0	326	153	2,170	223	10,343	32,829
168	AAD117	School Aide II	Cruz, Harold R.	E-6	22,486	0	0	0	-	22,486	6,975	495	0	326	153	2,170	223	10,343	32,829
169	AAD193	School Aide III	Hussey, Lorainne R.	F-16	32,517	0	0	0	-	32,517	10,087	-	0	471	153	-	-	10,711	43,228
170	AAD093	Administrative Aide	Cabrito, Antonita F.	F-16	32,517	0	0	0	-	32,517	10,087	-	0	471	153	-	-	10,711	43,228
171	AAD149	Program Specialist	Sablan, Ferminia	K-7-c	50,253	0	0	0	-	50,253	15,588	495	0	729	153	2,170	223	19,358	69,611
172	AAD094	Assistant Professor 10mon	delos Santos, Maria Cecilia	K-10-	67,162	0	0	0	-	67,162	20,834	-	0	974	153	2,170	223	24,354	91,516
173	AAD108	Instructor 11monDC	Bataclan, Emma R.	J-7-d	57,398	0	0	0	-	57,398	17,805	-	0	832	153	1,683	-	20,473	77,871
174	AAD080	Program Specialist	Leon Guerrero, Barbara B.	K-8-b	56,069	0	0	0	-	56,069	17,393	495	0	813	153	6,517	374	25,744	81,813
175	AAD106	Program Coordinator II	Lizama, Donnie L.	L-4	33,150	0	0	0	-	33,150	10,283	-	0	481	153	2,401	226	13,544	46,694
176	AAD013	Program Coordinator III	Duenas, Elizabeth J.	M-13	47,695	0	0	0	-	47,695	14,795	-	0	692	153	6,517	374	22,531	70,226
177	AAD009	Associate Professor	Balbin, Sandy R.	L-7-d	60,816	0	0	0	-	60,816	18,865	-	0	882	153	1,683	226	21,809	82,625
178	AAD011	Assistant Professor	Realica, Tonirose V.	J-3-a	46,411	0	0	0	-	46,411	14,397	495	0	673	153	1,683	226	17,626	64,037
179	AAD073	Administrative Assistant	Anderson, Catherine B.	J-6	30,972	0	0	0	-	30,972	9,608	495	0	449	153	2,401	226	13,331	44,303
180	AAD102	Associate Professor 10mon	Sablan, Sally C.	L-8-c	68,632	0	0	0	-	68,632	21,290	495	0	995	153	-	-	22,932	91,564
181	AAD103	Associate Professor 10mon	Terlaje, Patricia M.	L-8-b	67,887	0	0	0	-	67,887	21,059	495	0	984	153	-	-	22,691	90,578
182	AAD104	Associate Professor 10mon	Lizama, Troy E.	L-8-a	70,007	0	0	0	-	70,007	21,716	495	0	1,015	153	1,683	286	25,348	95,355
183	AAD105	Professor 10mon	*Vacant - Sablan, K.	M-9-b	71,414	0	0	0	-	71,414	22,153	-	0	1,036	153	1,683	226	25,250	96,664
184	AAD107	Associate Professor 10mon	Roberto, Anthony J.	L-8-c	70,707	0	0	0	-	70,707	21,933	-	0	1,025	153	3,780	223	27,115	97,822
185	AAD049*	Instructor	Rios, Esther A.	J-3-a	38,741	0	0	0	-	38,741	12,017	495	0	562	153	-	-	13,227	51,968
186	AAD163*	Assistant Professor	Analista, Hermalin R.	K-7-a	53,881	0	0	0	-	53,881	16,714	495	0	781	153	-	-	18,143	72,024
187	AAD170*	Assistant Professor	Hartz, Ronald G.	K-7-c	54,965	0	0	0	-	54,965	17,050	495	0	797	153	2,401	226	21,121	76,086
188	AAD178*	Assistant Professor	Nanpei, Rose Marie D.	K-7-a	53,881	0	0	0	-	53,881	16,714	495	0	781	153	-	-	18,143	72,024
189	AAD195*	Instructor	Muna, Brian C.	J-3-a	38,741	0	0	0	-	38,741	12,017	495	0	562	153	1,683	226	15,136	53,877
190	AAD131	Instructor 10mon	Arce, Imelda D.	J-10-c	56,965	0	0	0	-	56,965	17,671	-	0	826	153	-	-	18,650	75,615

Function: Education and Culture
 Agency: Guam Community College
 Program: Institutional
 Fund: General and MDF

Government of Guam
 Proposed
 Fiscal Year 2014
 Agency Staffing Pattern

[BBMR SP-1]

No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment		(E+F+G+I)	Retirement 31.02%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Total Benefits (K thru Q)	(J+R) Total
								Date	AMT										
191	AAD071	Program Specialist	Payne, John F.	K-7-c	53,881	0	0	0	-	53,881	16,714	495	0	781	153	1,683	226	20,052	73,933
192	AAD014	Associate Professor	Teng, Zhaopei	L-9-a	66,514	0	0	0	-	66,514	20,633	495	0	964	153	1,683	226	24,154	90,668
193	AAD020	Instructor	Setzer, Michael D.	J-14-I	61,832	0	0	0	-	61,832	19,180	-	0	897	153	1,683	226	22,139	83,971
194	AAD021	Assistant Professor	Flores, Yvonne C.	K-7-b	53,348	0	0	0	-	53,348	16,549	-	0	774	153	1,683	226	19,384	72,732
195	AAD052	Instructor	*Vacant-Fejerang, Elaine C.	J-9-b	49,675	0	0	0	-	49,675	15,409	495	0	720	153	1,683	226	18,686	68,361
196	AAD109	Assistant Professor	*Vacant-Reid, C.	K-5-c	48,778	0	0	0	-	48,778	15,131	495	0	707	153	-	-	16,486	65,264
197	AAD146	Associate Professor	Tenorio, Juanita M.	L-8-c	64,558	0	0	0	-	64,558	20,026	495	0	936	153	2,401	226	24,237	88,795
198	AAD025	Assistant Professor	Tam, Wilson W.	K-7-c	53,881	0	0	0	-	53,881	16,714	-	0	781	153	2,170	223	20,042	73,923
199	AAD081	Professor 10monDC	Baza-Cruz, Lisa A.	M-9-a	82,226	0	0	0	-	82,226	25,507	-	0	1,192	153	1,683	226	28,761	110,987
200	AAD084	Assistant Professor	Huseby, Polli R.	K-11-	63,812	0	0	0	-	63,812	19,794	-	0	925	153	2,401	226	23,500	87,312
201	AAD087	Associate Professor	Toves, Rebecca T.	L-9-d	67,851	0	0	0	-	67,851	21,047	-	0	984	153	3,780	223	26,188	94,039
202	AAD088	Instructor	*Vacant-Ventura, D.	J-3-a	38,735	0	0	0	-	38,735	12,016	495	0	562	153	-	-	13,225	51,960
203	AAD205	Program Coordinator I	Joker, Darwin K.	K-2	27,738	0	0	0	-	27,738	8,604	495	0	402	153	2,170	223	12,048	39,786
204	*AAD026	Instructor 10monDC	Tyquieneco, Ricky S.	J-6-a	49,254	0	0	0	-	49,254	15,279	495	0	714	153	-	-	16,641	65,895
205	AAD022	Assistant Professor	Lee, Hee Suk	J-6-c	52,820	0	0	0	-	52,820	16,385	495	0	766	153	2,401	-	20,199	73,019
206	AAD037	Instructor	Atalig, Adrian M.	J-3-a	39,909	0	0	0	-	39,909	12,380	495	0	579	153	1,359	-	14,965	54,874
207	AAD161	Instructor 10mon	Kuper, Terry F.	J-10-	59,503	0	0	0	-	59,503	18,458	495	0	863	153	2,170	223	22,362	81,865
208	AAD166	Assistant Professor	Valenzuela, Renato F.	K-15-	75,573	0	0	0	-	75,573	23,443	-	0	1,096	153	3,607	374	28,673	104,246
209	AAD168	Assistant Professor	Limtiaco, John B.	K-11-	62,555	0	0	0	-	62,555	19,405	-	0	907	153	-	-	20,465	83,020
210	AAD169	Instructor	Valenzuela, Jovita A.	J-17-d	69,670	0	0	0	-	69,670	21,612	-	0	1,010	153	-	-	22,775	92,445
211	AAD172	Instructor	Montague, James J.	J-3-a	38,741	0	0	0	-	38,741	12,017	-	0	562	153	-	-	12,732	51,473
212	AAD097	Library Technician Super	Sgambelluri, Juanita I.	I-15	38,105	0	0	0	-	38,105	11,820	-	0	553	153	3,607	374	16,507	54,612
213	AAD099	Library Technician II	Cheipot, Steve S.	G-10	29,068	0	0	0	-	29,068	9,017	495	0	421	153	1,683	226	11,995	41,063
214	AAD100	Library Technician I	Eclavea, Mark E.	F-2	18,741	0	0	0	-	18,741	5,813	495	0	272	153	-	-	6,733	25,474
215	AAD200	Library Technician I	Blas, Peter A.	F-2	17,638	0	0	0	-	17,638	5,471	495	0	256	153	-	-	6,375	24,013
					10,529,221	-	-	-	-	10,529,221	3,265,167	72,698	-	152,678	32,895	489,097	36,919	4,052,450	14,581,673

*MDF

LPN

Vocational Guidance*

Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern

No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment Date	AMT	(E+F+G+I) Sub-total	Retirement 31.02%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental		
1	NAF004	Program Specialist	Datuin, Bonnie Mae M.	K-6-a	50,759	0	0	0		50,759	15,745	495	-	736	153	1,517	-	18,646	69,405
2	NAF017	Data Control Clerk I	*Vacant-Mendiola, M.	E-3	18,738	0	0	0		18,738	5,813	495	-	272	153	3,607	374	10,713	29,451
3	PRE001	Assistant Director	Reyes, Lolita C.	O-6-c	88,738	0	0	0		88,738	27,526	-	-	1,286	153	4,808	279	34,051	122,789
4	FED024	Administrative Assistant	Chamberlain, Antonia M.	J-15	42,304	0	0	0		42,304	13,123	-	-	613	153	1,683	226	15,798	58,102
5	FED028	Program Coordinator II	Orioste, Karlin T.	L-5	34,476	0	0	0		34,476	10,694	495	-	500	153	-	-	11,842	46,318
6	ASD033	Facilities Engineer Administrator	Perez, Lawrence P.	N-1-a	62,878	0	0	0		62,878	19,505	495	-	912	153	-	-	21,064	83,942
7	NAF024	Maintenance Supervisor	Quenga, Benny John R.	J-1	24,376	0	0	0		24,376	7,561	495	-	353	153	-	-	8,562	32,938
8	NAF029	Cashier I	*Vacant-New		15,840	0	0	0		15,840	4,914	495	-	230	153	2,503	192	8,487	24,327
9	AAD113	Office Aide	*Vacant-New	A-3	15,739	0	0	0		15,739	4,882	495	-	228	153	6,517	374	12,649	28,388
10	NAF014	Computer Technician I	*Vacant-New	I-1	21,382	0	0	0		21,382	6,633	495	-	310	153	2,503	192	10,285	31,667
11	NAF002	Word Processing Secretary II	Blas, Barbara J.	H-2	22,471	0	0	0		22,471	6,971	495	-	326	153	-	-	7,944	30,415
12	AAD039	Institutional Researcher	*Vacant-Montague, M.	L-4-d	53,972	0	0	0		53,972	16,742	495	-	783	153	-	-	18,172	72,144
13	AAD122	Program Specialist	Muna-Brecht, Chelsea D.	K-5-d	49,275	0	0	0		49,275	15,285	495	-	714	153	1,683	-	18,330	67,605
14	NAF001	Program Specialist	Perez, Rowena Ellen	K-6-a	51,266	0	0	0		51,266	15,903	-	-	743	153	2,401	226	19,426	70,692
15	NAF003	Administrative Aide	Pascua, Tara Rose A.	F-5	22,926	0	0	0		22,926	7,112	495	-	332	153	1,683	226	10,001	32,927
16	NAF018	Program Coordinator I	Quan, Jaclyn L.	K-1	24,648	0	0	0		24,648	7,646	495	-	357	153	1,683	226	10,560	35,208
17	BFD031	Personnel Assistant I	*Vacant-New	I-1	18,723	0	0	0		18,723	5,808	495	-	271	153	2,503	192	9,422	28,145
18	FED003	Administrative Assistant	*Vacant-Manalo, L.	J-1	22,942	0	0	0		22,942	7,117	495	-	333	153	1,683	226	10,006	32,948
19	FED032	Program Coordinator II	Borja, Catherine Rita B.	L-1	26,520	0	0	0		26,520	8,227	495	-	385	153	2,170	223	11,652	38,172
20	NAF012	Administrative Assistant	Aguilar, Marina C.	J-7	30,972	0	0	0		30,972	9,608	495	-	449	153	-	-	10,704	41,676
21	NAF028	Administrative Aide	*Vacant- Marketing		17,635	0	0	0		17,635	5,470	495	-	256	153	2,503	192	9,069	26,704
22	NAF010	Instructor	Cejoco, Jose L.	J-11-c	58,873	0	0	0		58,873	18,262	-	-	854	153	6,517	374	26,160	85,033
23	AAD090	Assistant Instructor	*Vacant-Baker, Janice T.	I-4-b	35,712	0	0	0		35,712	11,078	495	-	518	153	-	-	12,243	47,955
24	NAF009	Instructor	Dydasco, Gene G.	J-2-b	37,598	0	0	0		37,598	11,663	495	-	545	153	1,359	182	14,398	51,996
25	NAF019	Instructor	Roberto, Joachim P.	J-3-a	38,741	0	0	0		38,741	12,017	495	-	562	153	2,401	226	15,854	54,595
26	NAF020	Assistant Instructor	Healy, Paul J.	I-4-c	36,070	0	0	0		36,070	11,189	495	-	523	153	-	-	12,359	48,429
27	FED016	Administrative Assistant	Damian, Eleanor A.	J-1	22,942	0	0	0		22,942	7,117	495	-	333	153	3,607	374	12,078	35,020
28	FED017	Program Specialist	Johns, Priscilla C.	K-7-d	54,881	0	0	0		54,881	17,024	-	-	796	153	2,401	226	20,600	75,481
29	FED035	Office Aide	Castro, Amanda T.	A-3	15,080	0	0	0		15,080	4,678	495	-	219	153	-	-	5,544	20,624
30	FED001	Assistant Instructor	Skoog, Heather N.	I-7-a	39,850	0	0	0		39,850	12,361	495	-	578	153	2,170	223	15,981	55,831
31	AAD059	Instructor	Kerner, Paul N.	J-6-c	45,874	0	0	0		45,874	14,230	495	-	665	153	1,683	226	17,452	63,326
32	AAD002	Administrative Assistant	Mesa, Genevieve P.	J-3	27,244	0	0	0		27,244	8,451	495	-	395	153	-	-	9,494	36,738
33	FED004	Program Coordinator I	San Nicolas, Christopher H.	K-1	24,648	0	0	0		24,648	7,646	495	-	357	153	3,780	223	12,654	37,302
34	FED007	Program Coordinator II	*Vacant-Borja, Catherine Rita B.	L-1	26,520	0	0	0		26,520	8,227	495	-	385	153	2,170	223	11,652	38,172
35	FED008	Program Coordinator II	Artero, Pascual S.	L-1	26,520	0	0	0		26,520	8,227	495	-	385	153	1,683	226	11,167	37,687
36	FED013	Administrative Aide	Aguero, Michele M.	F-1	17,638	0	0	0		17,638	5,471	495	-	256	153	-	-	6,375	24,013
37	FED015	Instructor	Rosario, Barbara	J-3-a	38,735	0	0	0		38,735	12,016	495	-	562	153	1,359	182	14,766	53,501
38	FED019	Program Specialist	Sison, Christine B.	K-8-b	55,514	0	0	0		55,514	17,220	495	-	805	153	6,517	374	25,564	81,078

Function: Education and Culture
 Agency: Guam Community College
 Program: Institutional
 Fund: Federal and NAF

Government of Guam
 Proposed
 Fiscal Year 2014
 Agency Staffing Pattern

[BBMR SP-1]

No.	A Position Number	B Position Title	C Name of Incumbent	D Grade /Step	E Current Salary	F OT	G Spec	H Increment Date	I AMT	J (E+F+G+I) Sub-total	K Retirement 31.02%	L Retire(DDI) 19.02*26pp	M Soc Sec	N Medicare 1.45%	O Life \$153	P Medical	Q Dental	Total Benefits (K thru Q)	(J+R) Total
39	FED020	Administrative Assistant	Flores, Winona S.	J-1	22,942	0	0	0		22,942	7,117	-	-	333	153	2,401	226	10,229	33,171
40	FED022	Program Coordinator II	Joseph, Gaudencia N.	L-1	26,520	0	0	0		26,520	8,227	495	-	385	153	-	-	9,259	35,779
41	FED031	Office Aide	Quichocho, Tiana R.	A-3	15,080	0	0	0		15,080	4,678	495	-	219	153	-	-	5,544	20,624
42	FED034	Instructor	Sablan, Margaret I.	J-3-a	38,741	0	0	0		38,741	12,017	495	-	562	153	-	-	13,227	51,968
43	FED036	Instructor	*Vacant-NEW	J-3-a	38,735	0	0	0		38,735	12,016	495	-	562	153	-	-	13,225	51,960
44	NAF021	Instructor	*Vacant-New	J-3-a	38,735	0	0	0		38,735	12,016	495	-	562	153	2,503	192	15,920	54,655
45	NAF024	Instructor	*Vacant-New		38,735	0	0	0		38,735	12,016	495	-	562	153	2,503	192	15,920	54,655
46	NAF022	Instructor	*Vacant-New	J-3-a	38,735	0	0	0		38,735	12,016	495	-	562	153	2,503	192	15,920	54,655
47	NAF027	Instructor	*Vacant-New		38,735	0	0	0		38,735	12,016	495	-	562	153	2,503	192	15,920	54,655
48	AAD137	Instructor	Bollinger, Simone E.	J-3-a	38,741	0	0	0		38,741	12,017	495	-	562	153	1,683	-	14,910	53,651
49	NAF023	Instructor	Dela Cruz, Tressa C.	J-3-a	38,741	0	0	0		38,741	12,017	495	-	562	153	2,579	277	16,082	54,823
50	FED010	Instructor	Santiago, Dana E.	J-3-a	38,741	0	0	0		38,741	12,017	495	-	562	153	1,359	-	14,586	53,327
51	FED011	Program Specialist	Hosel, Huan F.	K-6-b	50,253	0	0	0		50,253	15,588	495	-	729	153	6,517	-	23,482	73,735
52	FED012	Administrative Assistant	Santos, Tanya-Marie T.	J-1	22,942	0	0	0		22,942	7,117	495	-	333	153	1,683	226	10,006	32,948
53	FED018	Program Coordinator II	Fathal, James	L-1	26,520	0	0	0		26,520	8,227	495	-	385	153	-	-	9,259	35,779
54	AAD201	Library Technician I	*Vacant-New		17,635	0	0	0		17,635	5,470	495	-	256	153	2,503	192	9,069	26,704
Grand Total				0	1,849,551	0	0	0		1,849,551	573,730	23,740	-	26,819	8,262	103,832	7,899	744,282	2,593,833

Function: Education and Culture
Agency: Guam Community College
Program: Institutional
Fund: General and MDF

Government of Guam
Current
Fiscal Year 2014
Agency Staffing Pattern as of 12/31/12

[BBMR SP-1]

A		B	C	D	E	F	G	H		I	J	K	L	M	N	O	P	Q	Total	(J+R)
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment		(E+F+G+I) Sub-total	Retirement 30.09%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Benefits (K thru Q)	Total	
								Date	AMT											
1	PRE004	Administrative Secretary II	Guerrero, Bertha M.	I-6	27,810	0	0	-	0	27,810	8,368	495	0	403	153	2,170	223	11,812	39,622	
2	PRE005	President	Okada, Mary A.	I-5	134,534	0	0	-	0	134,534	40,481	0	0	1,951	153	5,304	1,248	49,137	183,671	
3	PRE006	Private Secretary	Muna, Esther A.	I-12	34,362	0	0	-	0	34,362	10,340	495	0	498	153	0	0	11,486	45,848	
4	PRE007	Program Specialist	Santo Tomas, Dennis J.	K-6-d	51,272	0	0	-	0	51,272	15,428	495	0	743	153	0	0	16,819	68,091	
5	PRE002	Assistant Director	Flores, Jayne T.	O-2-b	72,384	0	0	-	0	72,384	21,780	495	0	1,050	153	0	0	23,478	95,862	
6	ASD012	Program Specialist	Bilong, Danilo Philbert C.	K-6-b	51,272	0	0	-	0	51,272	15,428	495	0	743	153	0	0	16,819	68,091	
7	ASD001	Administrative Assistant	Arceo, Josephine T.	J-16	42,307	0	0	-	0	42,307	12,730	495	0	613	153	4,808	277	19,076	61,383	
8	ASD021	Assistant Director	Perez, Doris C.	O-5-a	80,766	0	0	-	0	80,766	24,302	0	0	1,171	153	3,780	223	29,629	110,395	
9	AAD079	Test Examiner	Cruz, Evangeline P.	I-11	33,197	0	0	-	0	33,197	9,989	0	0	481	153	4,808	277	15,708	48,905	
10	ASD009	Refrigeration Mechanic II	Quichocho, Joseph R.	I-11	33,206	0	0	-	0	33,206	9,992	495	0	481	153	4,808	0	15,929	49,135	
11	ASD022	Maintenance Worker	Toves, Albert S.	H-2	21,216	0	0	-	0	21,216	6,384	495	0	308	153	0	0	7,340	28,556	
12	ASD036	Maintenance Worker	Roberto, Joey C.	H-2	21,216	0	0	-	0	21,216	6,384	495	0	308	153	2,401	226	9,967	31,183	
13	AAD206	Maintenance Worker	*Vacant-Muna R.	H-2	21,216	0	0	-	0	21,216	6,384	495	0	308	153	2,401	226	9,967	31,183	
14	ASD034	Maintenance Worker	*Vacant-Rojas,J.	H-2	21,216	0	0	-	0	21,216	6,384	495	0	308	153	2,401	226	9,967	31,183	
15	ASD037	Maintenance Worker	Rosario, Joaquin U.	H-11	31,013	0	0	-	0	31,013	9,332	495	0	450	153	1,683	226	12,339	43,352	
16	ASD048	Maintenance Leader	Toves, Calvin F.	I-5	26,728	0	0	-	0	26,728	8,042	495	0	388	153	0	0	9,078	35,806	
17	AAD041	Program Specialist	*Vacant-Quitugua,J.	K-6-d	51,272	0	0	-	0	51,272	15,428	495	0	743	153	0	0	16,819	68,091	
18	AAD036	Program Specialist	Gima, Wesley T.	K8-a	53,872	0	0	-	0	53,872	16,210	495	0	781	153	1,683	226	19,548	73,420	
19	BFD013	Administrative Assistant	Cruz, Vivian D.	J-12	36,858	0	0	-	0	36,858	11,091	0	0	534	153	0	0	11,778	48,636	
20	BFD022	Vice President	Santos, Carmen K.	P6-a	95,805	0	0	-	0	95,805	28,828	495	0	1,389	153	3,607	374	34,846	130,651	
21	BFD003	Accountant I	Aquino, Elizabeth J.	K-10	36,984	0	0	-	0	36,984	11,128	495	0	536	153	0	0	12,312	49,296	
22	BFD004	Accountant I	Lam, Pik Man	K-3	27,747	0	0	-	0	27,747	8,349	495	0	402	153	0	0	9,399	37,146	
23	BFD005	Accountant II	Guerrero, Carol A.	L-16	48,901	0	0	-	0	48,901	14,714	495	0	709	153	2,401	226	18,698	67,599	
24	BFD008	Cashier II	Borja, Levenne G.	E-2	17,701	0	0	-	0	17,701	5,326	495	0	257	153	0	0	6,231	23,932	
25	BFD009	Accounting Technician II	Mesa, Marlene R.	I-10	32,074	0	0	-	0	32,074	9,651	495	0	465	153	0	0	10,764	42,838	
26	BFD010	Accountant II	Santos Torres, Linda	L-14	45,656	0	0	-	0	45,656	13,738	495	0	662	153	2,401	226	17,675	63,331	
27	BFD012	General Accounting Supervisor	San Nicolas, Cheryl B.	O-11	52,499	0	0	-	0	52,499	15,797	0	0	761	153	3,780	223	20,714	73,213	
28	BFD015	Accounting Technician II	Mayo, Lucille A.	I-3	24,066	0	0	-	0	24,066	7,241	495	0	349	153	0	0	8,238	32,304	
29	BFD029	Controller	Limtuatco, Edwin E.	N-4-c	69,451	0	0	-	0	69,451	20,898	495	0	1,007	153	2,170	223	24,946	94,397	
30	BFD030	Accounting Technician I	*Vacant-Anderson, D.	G-4	22,234	0	0	-	0	22,234	6,690	495	0	322	153	1,683	226	9,569	31,803	
31	ASD002	Systems Programmer	Bautista, Kenneth C.	N-15	55,341	0	0	-	0	55,341	16,652	0	0	802	153	2,401	226	20,234	75,575	
32	ASD005	Computer Operator II	David, Margarita Q.	I-18	42,245	0	0	-	0	42,245	12,712	0	0	613	153	2,579	0	16,057	58,302	
33	ASD006	Computer Technician II	Fabro, Jefferson V.	I-9	31,013	0	0	-	0	31,013	9,332	495	0	450	153	6,517	374	17,321	48,334	
34	ASD007	Teleprocessing Netwk Coord	Ridgell, Joel E.	J-6	29,827	0	0	-	0	29,827	8,975	495	0	432	153	1,683	226	11,964	41,791	
35	ASD008	Computer Systems Analyst I	Duque, Richard O.	L-8	37,128	0	0	-	0	37,128	11,172	495	0	538	153	2,401	226	14,985	52,113	
36	ASD010	Data Processing Systems Admin	Camacho, Francisco C.	N-5-b	71,552	0	0	-	0	71,552	21,530	0	0	1,038	153	6,517	374	29,612	101,164	
37	ASD011	Teleprocessing Netwk Coord	Camacho, Christopher J.	J-10	34,424	0	0	-	0	34,424	10,358	495	0	499	153	3,607	374	15,486	49,910	
38	ASD025	Computer Technician II	De Leon, Benedict C.	I-8	29,952	0	0	-	0	29,952	9,013	495	0	434	153	1,683	0	11,778	41,730	
39	ASD027	Computer Systems Analyst II	Dacanay, Gerard L.	M-16	52,874	0	0	-	0	52,874	15,910	0	0	767	153	1,683	226	18,739	71,613	

Government of Guam

[BBMR SP-1]

Function: Education and Culture
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Current
 Fiscal Year 2014
 Agency Staffing Pattern as of 12/31/12

No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment Date	AMT	(E+F+G+I) Sub-total	Retirement 30.09%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental		
40	ASD039	Systems Programmer	Solidum, Catherine M.	N-2	33,010	0	0	-	0	33,010	9,933	495	0	479	153	2,401	226	13,687	46,697
41	ASD040	Computer Technician I	*Vacant-New	H-1	19,974	0	0	-	0	19,974	6,010	495	0	290	153	2,503	192	9,643	29,617
42	BFD006	Human Resources Administrator	Muna, Joann W.	N-7-a	76,710	0	0	-	0	76,710	23,082	0	0	1,112	153	3,780	223	28,350	105,060
43	BFD007	Personnel Specialist II	Rojas, Josephine T.	L-18	52,374	0	0	-	0	52,374	15,759	495	0	759	153	2,401	226	19,793	72,167
44	BFD023	Personnel Specialist III	San Nicolas, Apolline C.	M-7	38,709	0	0	-	0	38,709	11,648	495	0	561	153	2,401	226	15,484	54,193
45	BFD025	Personnel Specialist I	Siguenza, Rose Marie L.	K-12	39,624	0	0	-	0	39,624	11,923	495	0	575	153	3,780	223	17,149	56,773
46	BFD011	Proc & Inventory Administrator	Evangelista, Joleen M.	M-5-c	63,398	0	0	-	0	63,398	19,076	495	0	919	153	0	0	20,643	84,041
47	BFD016	Buyer II	Rideb, Priscilla K.	H-9	28,963	0	0	-	0	28,963	8,715	495	0	420	153	2,401	226	12,410	41,373
48	BFD017	Inventory Management Officer	Rios, Theda R.	J-3	25,813	0	0	-	0	25,813	7,767	495	0	374	153	3,780	223	12,792	38,605
49	BFD018	Supply Expediter	Blas, Jerome M.	E-11	25,854	0	0	-	0	25,854	7,779	495	0	375	153	1,683	0	10,485	36,339
50	BFD020	Buyer I	Palacios, Patricia U.	G-7	25,272	0	0	-	0	25,272	7,604	0	0	366	153	3,780	223	12,126	37,398
51	BFD001	Bookstore Manager	Okada, Daniel T.	I-2	22,734	0	0	-	0	22,734	6,841	495	0	330	153	0	0	7,819	30,553
52	BFD014	Administrative Assistant	Terlaje, Kenneth C.	J-13	38,147	0	0	-	0	38,147	11,478	0	0	553	153	4,808	277	17,269	55,416
53	BFD026	Coordinator, Financial Aid	Lonsdale, Micki L.	L-11-c	70,616	0	0	-	0	70,616	21,248	0	0	1,024	153	2,401	226	25,052	95,668
54	BFD027	Program Coordinator II	Guerrero, Vivian C.	L-12	42,619	0	0	-	0	42,619	12,824	0	0	618	153	2,401	226	16,222	58,841
55	ASD003	Environ Health & Safety Admin	Manglona, Gregorio T.	L-5-a	54,517	0	0	-	0	54,517	16,404	495	0	790	153	0	0	17,842	72,359
56	ASD020	Safety Inspector I	Diaz, John L.	G-9	27,144	0	0	-	0	27,144	8,168	495	0	394	153	0	0	9,210	36,354
57	ASD017	Administrative Assistant	Salas, Frank C.	J-13	38,147	0	0	-	0	38,147	11,478	0	0	553	153	0	0	12,184	50,331
58	AAD077	Administrative Officer	Garcia, Ava M.	L-7	35,797	0	0	-	0	35,797	10,771	495	0	519	153	3,607	374	15,919	51,716
59	AAD078	Vice President	Somera, Rene Ray D.	P-7-d	102,710	0	0	-	0	102,710	30,905	495	0	1,489	153	3,780	223	37,045	139,755
60	AAD001	Administrative Aide	Untalan, Frances E.	F-2	18,741	0	0	-	0	18,741	5,639	495	0	272	153	2,401	226	9,186	27,927
61	AAD003	Coordinator, Admissions & Reg.	Clymer, Patrick L.	M-5-d	64,022	0	0	-	0	64,022	19,264	495	0	928	153	2,401	226	23,467	87,489
62	AAD005	Records & Registration Tech	Paulus, Vincent K.	G-9	27,144	0	0	-	0	27,144	8,168	495	0	394	153	0	0	9,210	36,354
63	AAD007	Program Coordinator II	Camacho, Johanna L.	L-9	38,454	0	0	-	0	38,454	11,571	495	0	558	153	0	0	12,777	51,231
64	AAD008	Records & Registration Tech	Masnayon, Edgar C.	G-10	28,080	0	0	-	0	28,080	8,449	495	0	407	153	2,401	226	12,131	40,211
65	AAD184	Records & Registration Superv	Concepcion, Marilyn L.	I-14	36,816	0	0	-	0	36,816	11,078	0	0	534	153	1,683	226	13,674	50,490
66	AAD016	Assistant Director	Montague, Marlana O.P.	O-3-a	74,582	0	0	-	0	74,582	22,442	495	0	1,081	153	0	0	24,171	98,753
67	AAD213	Administrative Assistant	Aguon, Evangeline M.	J-7	30,972	0	0	-	0	30,972	9,319	495	0	449	153	2,170	223	12,809	43,781
68	AAD187	Program Specialist	*Vacant-Johns, P.	K-6-d	51,272	0	0	-	0	51,272	15,428	495	0	743	153	0	0	16,819	68,091
69	ASD004	Planner IV	Benavente, Joseph L.	N-13	51,667	0	0	-	0	51,667	15,547	0	0	749	153	1,683	0	18,132	69,799
70	AAD038	Assistant Director	Rodgers, Victor	O-3-c	76,086	0	0	-	0	76,086	22,894	495	0	1,103	153	2,579	277	27,501	103,587
71	AAD128	Administrative Assistant	*Vacant-Arceo, T.	J-1	22,942	0	0	-	0	22,942	6,903	495	0	333	153	1,683	226	9,793	32,735
72	AAD040	Dean	Ridgell, Reilly A.	O-8-c	92,830	0	0	-	0	92,830	27,933	0	0	1,346	153	4,808	277	34,517	127,347
73	AAD191	Administrative Aide	Cruz, Ana Q.	F-16	32,510	0	0	-	0	32,510	9,782	0	0	471	153	2,401	226	13,033	45,543
74	AAD015	Assistant Instructor	Cruz, Jesse Q.	I-5-a	36,792	0	0	-	0	36,792	11,071	495	0	533	153	2,401	226	14,879	51,671
75	AAD032	Instructor	Flores, Joseph L.	J-7-b	45,881	0	0	-	0	45,881	13,806	495	0	665	153	6,517	374	22,010	67,891
76	AAD041	Instructor	Pajarillo, Lyndon B.	J-5-d	43,210	0	0	-	0	43,210	13,002	0	0	627	153	3,780	223	17,785	60,995
77	AAD155	Tool Mechanic	*Vacant-Mendiola, R.L.	F-1	17,635	0	0	-	0	17,635	5,306	495	0	256	153	2,503	192	8,905	26,540
78	AAD141	Assistant Instructor	Meno, Charles Roy M.	I-9-c	44,016	0	0	-	0	44,016	13,244	0	0	638	153	0	0	14,035	58,051

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Government of Guam
 Current
 Fiscal Year 2014
 Agency Staffing Pattern as of 12/31/12

[BBMR SP-1]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total	(J+R)
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment		(E+F+G+I) Sub-total	Retirement 30.09%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Benefits (K thru Q)	Total
								Date	AMT										
79	AAD144	Instructor	Tabunar, James M.	J-6-b	44,083	0	0	-	0	44,083	13,265	495	0	639	153	3,780	223	18,555	62,638
80	AAD150	Assistant Instructor	Perez, Jonathan J.	I-2-b	32,978	0	0	-	0	32,978	9,923	495	0	478	153	0	0	11,049	44,027
81	AAD151	Assistant Instructor	Lawcock, Danilo J.	I-13-c	51,610	0	0	-	0	51,610	15,529	0	0	748	153	2,401	226	19,057	70,667
82	AAD153	Instructor	Tudela, Erwin F.	J-12-b	55,978	0	0	-	0	55,978	16,844	0	0	812	153	0	0	17,809	73,787
83	AAD154	Instructor	Egana, Joel E.	J-8-a	47,258	0	0	-	0	47,258	14,220	495	0	685	153	6,517	374	22,444	69,702
84	AAD152	Instructor	Dennis, Christopher T.	J-8-d	53,342	0	0	-	0	53,342	16,051	495	0	773	153	0	0	17,472	70,814
85	AAD182	Assistant Instructor	Bukikosa, Ines E.	I-6-a	38,287	0	0	-	0	38,287	11,521	495	0	555	153	1,683	226	14,633	52,920
86	AAD183	Associate Professor	Abshire, Ronnie J.	L-8-c	62,664	0	0	-	0	62,664	18,856	0	0	909	153	3,780	223	23,921	86,585
87	AAD010	Instructor	Palomo, Melissa L.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	0	0	12,867	51,608
88	AAD147	Professor	Camacho, Clare A.	M-10-a	75,818	0	0	-	0	75,818	22,814	0	0	1,099	153	2,170	223	26,459	102,277
89	AAD185	Professor	Postrozny, Marsha M.	M-8-b	70,728	0	0	-	0	70,728	21,282	495	0	1,026	153	2,170	223	25,349	96,077
90	AAD198	Professor	Leon Guerrero, Sarah S.	M-9-c	81,420	0	0	-	0	81,420	24,499	0	0	1,181	153	0	0	25,833	107,253
91	AAD207	Administrative Assistant	Leon Guerrero, Latisha Ann N.	J-3	25,813	0	0	-	0	25,813	7,767	495	0	374	153	1,683	226	10,698	36,511
92	AAD089	Assistant Professor	Sison, Benjamin C.	K-4-d	47,342	0	0	-	0	47,342	14,245	495	0	686	153	1,683	226	17,488	64,830
93	AAD176	Professor	Cruz, Donna M.	M-9-c	74,340	0	0	-	0	74,340	22,369	495	0	1,078	153	2,401	226	26,722	101,062
94	AAD186	Administrative Assistant	Quitugua, Rosita G.	J-13	38,147	0	0	-	0	38,147	11,478	0	0	553	153	3,780	223	16,187	54,334
95	AAD051	Associate Professor	Armstrong, John M.	L-7-d	60,816	0	0	-	0	60,816	18,300	0	0	882	153	1,683	226	21,244	82,060
96	AAD054	Instructor	*Vacant-San Nicolas, B.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	5,264	302	18,433	57,174
97	AAD053	Associate Professor	Munoz, Jose U.	L-8-a	67,270	0	0	-	0	67,270	20,242	495	0	975	153	2,401	226	24,492	91,762
98	AAD019	Instructor	Cepeda, Nita Jeannette P.	J-3-a	38,741	0	0	-	0	38,741	11,657	399	0	562	153	5,264	302	18,337	57,078
99	AAD188	Administrative Aide	Mendiola, Erlinda S.	F-2	18,741	0	0	-	0	18,741	5,639	495	0	272	153	3,607	374	10,540	29,281
100	AAD205	Program Coordinator I	Joker, Darwin K.	K-3	27,747	0	0	-	0	27,747	8,349	495	0	402	153	2,170	223	11,792	39,539
101	AAD056	Instructor	Uchima, Katsuyoshi	J-9-c	50,165	0	0	-	0	50,165	15,095	495	0	727	153	6,517	374	23,361	73,526
102	AAD156	Instructor	Versackas, Sarah D.	J-3-a	38,741	0	0	-	0	38,741	11,657	399	0	562	153	0	0	12,771	51,512
103	AAD157	Instructor	Sotomil, Sterlyn E.	J-5-d	43,210	0	0	-	0	43,210	13,002	495	0	627	153	6,517	374	21,168	64,378
104	AAD158	Instructor	Dumchus, Karen L.	J-10-a	51,173	0	0	-	0	51,173	15,398	495	0	742	153	2,401	226	19,415	70,588
105	AAD159	Instructor	Mafnas, Barbara C.	J-11-a	53,256	0	0	-	0	53,256	16,025	495	0	772	153	0	0	17,445	70,701
106	AAD045	Nursing & Allied Health Admini	Manglona, Dorothy-Lou	M-7-a	67,288	0	0	-	0	67,288	20,247	495	0	976	153	6,517	374	28,762	96,050
107	AAD039	Instructor	*Vacant-Manglona, D.	J-5-d	43,210	0	0	-	0	43,210	13,002	495	0	627	153	0	0	14,277	57,487
108	AAD050	Instructor	Bordallo, Angela T.	J-5-d	43,210	0	0	-	0	43,210	13,002	495	0	627	153	0	0	14,277	57,487
109	AAD058	Administrative Assistant	Hiura, Tamara Therese T.	J-4	27,244	0	0	-	0	27,244	8,198	495	0	395	153	2,401	226	11,868	39,112
110	AAD083	Instructor	Loveridge, Rosemary J.	J-7-d	46,805	0	0	-	0	46,805	14,084	495	0	679	153	0	0	15,411	62,216
111	AAD162	Instructor	Melegrito, Loressa M.	J-5-d	43,210	0	0	-	0	43,210	13,002	495	0	627	153	6,517	374	21,168	64,378
112	AAD024	Instructor	Artero, Jennifer B.	J-5-d	43,210	0	0	-	0	43,210	13,002	0	0	627	153	1,683	0	15,465	58,675
113	AAD029	Instructor	Korenko, William E.	J-15-d	64,344	0	0	-	0	64,344	19,361	0	0	933	153	2,401	226	23,074	87,418
114	AAD055	Associate Professor	Blas, Doreen J.	L-9-b	64,562	0	0	-	0	64,562	19,427	0	0	936	153	6,517	374	27,407	91,969
115	AAD057	Assistant Professor	Schrage, Marivic C.	K-9-d	57,775	0	0	-	0	57,775	17,384	495	0	838	153	0	0	18,870	76,645
116	AAD060	Instructor	Poliquit, Christopher D.	J-1-a	35,767	0	0	-	0	35,767	10,762	495	0	519	153	1,683	226	13,838	49,605
117	AAD062	Assistant Professor	Aguilar, Norman L.	K-8-c	71,448	0	0	-	0	71,448	21,499	495	0	1,036	153	2,401	226	25,810	97,258

Function: Education and Culture
Agency: Guam Community College
Program: Institutional
Fund: General and MDF

Government of Guam
Current
Fiscal Year 2014
Agency Staffing Pattern as of 12/31/12

[BBMR SP-1]

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118	AAD063	Professor	Chong, Eric K.	M-9-d	75,079	0	0	-	0		75,079	22,591	495	0	1,089	153	1,683	226	26,237	101,316
119	AAD061	Instructor	*Vacant-Tung, F.	J-3-a	38,741	0	0	-	0		38,741	11,657	495	0	562	153	5,264	302	18,433	57,174
120	AAD064	Associate Professor	Gamble, Helen L.	L-9-a	63,924	0	0	-	0		63,924	19,235	0	0	927	153	3,780	223	24,318	88,242
121	AAD065	Instructor	Evangelista, Frank F.	J-9-c	50,165	0	0	-	0		50,165	15,095	495	0	727	153	2,171	223	18,864	69,029
122	AAD066	Instructor	Yurko, Phyllis A.	J-7-d	46,805	0	0	-	0		46,805	14,084	495	0	679	153	0	0	15,411	62,216
123	AAD067	Instructor	Odoca, James A.	J-3-a	38,741	0	0	-	0		38,741	11,657	399	0	562	153	3,884	0	16,655	55,396
124	AAD068	Assistant Professor	Cruz, Carol R.	K-8-b	54,415	0	0	-	0		54,415	16,373	0	0	789	153	2,579	277	20,171	74,586
125	AAD069	Instructor	Wong, Evon	J-4-b	40,706	0	0	-	0		40,706	12,248	495	0	590	153	1,683	226	15,395	56,101
126	AAD070	Administrative Aide	Blas, Joanne M.	F-6	22,922	0	0	-	0		22,922	6,897	495	0	332	153	1,683	226	9,786	32,708
127	AAD098	Instructor	Dietrichs, Kevin J.	J-8-b	47,729	0	0	-	0		47,729	14,362	495	0	692	153	1,683	226	17,611	65,340
128	AAD122	Program Specialist	Muna-Brecht, Chelsa D.	K-5-d	49,275	0	0	-	0		49,275	14,827	495	0	714	153	1,683	0	17,872	67,147
129	AAD126	Program Specialist	Barnhart, Terry L.	K-16-a	74,090	0	0	-	0		74,090	22,294	0	0	1,074	153	2,401	226	26,148	100,238
130	AAD047	Administrative Assistant	Guerrero, Teresita C.	J-10	34,424	0	0	-	0		34,424	10,358	495	0	499	153	3,780	223	15,508	49,932
131	AAD017	Assistant Instructor	Limtiaco, Michael D.	I-1-d	32,323	0	0	-	0		32,323	9,726	399	0	469	153	0	0	10,747	43,070
132	AAD035	Assistant Instructor	Santos, Ronald T.	I-4-c	36,070	0	0	-	0		36,070	10,853	495	0	523	153	2,401	226	14,651	50,721
133	AAD130	Associate Professor	San Nicolas, Anthony C.	L-9-c	65,201	0	0	-	0		65,201	19,619	0	0	945	153	0	0	20,717	85,918
134	AAD132	Associate Professor	Leon Guerrero, Catherine U.	L-7-d	60,816	0	0	-	0		60,816	18,300	0	0	882	153	1,683	226	21,244	82,060
135	AAD134	Instructor	Quintanilla, John J.	J-10-a	51,173	0	0	-	0		51,173	15,398	0	0	742	153	3,607	374	20,274	71,447
136	AAD135	Assistant Instructor	Olson, Todd A.	I-5-c	37,531	0	0	-	0		37,531	11,293	495	0	544	153	3,607	374	16,466	53,997
137	AAD138	Assistant Instructor	Santos, David T.	I-8-b	41,882	0	0	-	0		41,882	12,602	0	0	607	153	0	0	13,362	55,244
138	AAD142	Instructor	Zilian, John E.	J-8-d	48,703	0	0	-	0		48,703	14,655	495	0	706	153	0	0	16,009	64,712
139	AAD160	Assistant Instructor	Yanger, Gil T.	I-9-b	47,730	0	0	-	0		47,730	14,362	495	0	692	153	2,401	226	18,329	66,059
140	AAD012	Assistant Professor	Tam, Yvonne	K-8-b	54,415	0	0	-	0		54,415	16,373	495	0	789	153	2,401	226	20,437	74,852
141	AAD023	Assistant Instructor	Chargualaf, Katherine M.	I-6-b	38,674	0	0	-	0		38,674	11,637	495	0	561	153	0	0	12,846	51,520
142	AAD030	Assistant Professor	Roberson, Robin P.	K-8-d	60,794	0	0	-	0		60,794	18,293	495	0	882	153	1,683	226	21,732	82,526
143	AAD031	Instructor	Perez, Nenita R.	J-10-a	51,173	0	0	-	0		51,173	15,398	495	0	742	153	1,683	226	18,697	69,870
144	AAD033	Associate Professor	Manzana, Amada A.	L-8-c	62,664	0	0	-	0		62,664	18,856	0	0	909	153	6,517	374	26,809	89,473
145	AAD034	Instructor	Guerrero, Norma R.	J-3-a	38,741	0	0	-	0		38,741	11,657	0	0	562	153	6,517	374	19,263	58,004
146	AAD018	Associate Professor	Pangelinan, Pilar C.	L-8-c	62,664	0	0	-	0		62,664	18,856	495	0	909	153	0	0	20,413	83,077
147	AAD027	Instructor	Tupaz, Frederick Q.	J-3-c	39,514	0	0	-	0		39,514	11,890	495	0	573	153	0	0	13,111	52,625
148	AAD006	Administrative Aide	Bautista, Kimberly C.	F-6	22,922	0	0	-	0		22,922	6,897	495	0	332	153	3,780	223	11,880	34,802
149	AAD042	Word Processing Secretary II	Cabatic, Antonia M.	H-23	46,862	0	0	-	0		46,862	14,101	0	0	679	153	3,780	223	18,936	65,798
150	AAD043	Adjunct Associate Dean	Mead, Barry L.	N-11-d	92,685	0	0	-	0		92,685	27,889	0	0	1,344	153	1,683	226	31,295	123,980
151	AAD091	Associate Dean	Chan, Michael L.	N-5-a	70,845	0	0	-	0		70,845	21,317	495	0	1,027	153	3,607	374	26,973	97,818
152	AAD110	Dean	Tudela, Virginia C.	O-6-a	84,032	0	0	-	0		84,032	25,285	495	0	1,218	153	6,517	374	34,042	118,074
153	AAD119	Word Processing Secretary II	Atoigue, Ana Mari C.	H-5	24,960	0	0	-	0		24,960	7,510	495	0	362	153	0	0	8,520	33,480
154	AAD121	Administrative Assistant	Manibusan, Doris E.	J-11	35,610	0	0	-	0		35,610	10,715	0	0	516	153	2,170	223	13,777	49,387
155	AAD101	Instructor	Torres, Carl E.	J-4-a	40,303	0	0	-	0		40,303	12,127	495	0	584	153	0	0	13,359	53,662
156	AAD164	Instructor	Lopez, Jose B.	J-3-a	38,741	0	0	-	0		38,741	11,657	495	0	562	153	2,401	226	15,494	54,235

Function: Education and Culture
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Program: Institutional
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Government of Guam
Current
Fiscal Year 2014
Agency Staffing Pattern as of 12/31/12

[BBMR SP-1]

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157	AAD171	Instructor	Roden, Wendell M.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	1,683	226	14,776	53,517
158	AAD173	Instructor	Ginson, Christie Marie F.	J-3-a	38,741	0	0	-	0	38,741	11,657	399	0	562	153	3,884	224	16,879	55,620
159	AAD174	Associate Professor	Lam, Steve S.	L-7-c	65,946	0	0	-	0	65,946	19,843	495	0	956	153	3,607	374	25,428	91,374
160	AAD175	Assistant Professor	Datuin, Theresa Ann H.	K-4-b	46,418	0	0	-	0	46,418	13,967	495	0	673	153	4,808	277	20,373	66,791
161	AAD048	Assistant Professor	Sunga, Anthony Jay J.	K-4-b	46,418	0	0	-	0	46,418	13,967	495	0	673	153	2,170	223	17,681	64,099
162	AAD179	Assistant Professor	Kerr, Jo Nita Q.	K-7-a	51,778	0	0	-	0	51,778	15,580	0	0	751	153	0	0	16,484	68,262
163	AAD180	Assistant Professor	Jocson, John Michael U.	K-4-b	46,418	0	0	-	0	46,418	13,967	495	0	673	153	3,607	374	19,269	65,687
164	AAD112	Associate Dean	Ige, Joanne A.	N-5-c	72,259	0	0	-	0	72,259	21,743	0	0	1,048	153	2,170	223	25,337	97,596
165	AAD114	Clerk Typist III	Santos, Irene J.	F-16	32,510	0	0	-	0	32,510	9,782	0	0	471	153	3,780	0	14,186	46,696
166	AAD116	School Aide II	*Vacant-Diaz, J.	E-7	22,485	0	0	-	0	22,485	6,766	495	0	326	153	2,170	223	10,133	32,618
167	AAD117	School Aide II	Cruz, Harold R.	E-7	22,485	0	0	-	0	22,485	6,766	495	0	326	153	2,170	223	10,133	32,618
168	AAD193	School Aide III	Hussey, Lorraine R.	F-16	32,510	0	0	-	0	32,510	9,782	0	0	471	153	0	0	10,406	42,916
169	AAD093	Administrative Aide	Cabrito, Antonita F.	F-16	32,510	0	0	-	0	32,510	9,782	0	0	471	153	0	0	10,406	42,916
170	AAD149	Program Specialist	Sablan, Fermina A.	K-6-b	50,253	0	0	-	0	50,253	15,121	495	0	729	153	2,170	223	18,891	69,144
171	AAD094	Assistant Professor	delos Santos, Maria Cecilia H.	K-10-c	65,191	0	0	-	0	65,191	19,616	0	0	945	153	2,170	223	23,107	88,298
172	AAD108	Instructor	Bataclan, Emma R.	J-7-d	55,720	0	0	-	0	55,720	16,766	0	0	808	153	1,683	0	19,410	75,130
173	AAD080	Program Specialist	Leon Guerrero, Barbara B.	K-8-b	54,413	0	0	-	0	54,413	16,373	495	0	789	153	6,517	374	24,701	79,114
174	AAD106	Program Coordinator II	Lizama, Donnie L.	L-5	33,155	0	0	-	0	33,155	9,976	0	0	481	153	2,401	226	13,237	46,392
175	AAD013	Program Coordinator III	Duenas, Elizabeth J.	M-13	47,694	0	0	-	0	47,694	14,351	0	0	692	153	6,517	374	22,087	69,781
176	AAD009	Associate Professor	Balbin, Sandy R.	L-7-d	60,816	0	0	-	0	60,816	18,300	0	0	882	153	1,683	226	21,244	82,060
177	AAD011	Instructor	Realica, Tonirose V.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	1,683	226	14,776	53,517
178	AAD073	Administrative Assistant	Anderson, Catherine B.	J-7	30,971	0	0	-	0	30,971	9,319	495	0	449	153	2,401	226	13,043	44,014
179	AAD102	Associate Professor	Sablan, Sally C.	L-8-c	68,632	0	0	-	0	68,632	20,651	495	0	995	153	0	0	22,294	90,926
180	AAD103	Associate Professor	Terlaje, Patricia M.	L-8-b	67,951	0	0	-	0	67,951	20,446	495	0	985	153	0	0	22,079	90,030
181	AAD104	Associate Professor	Lizama, Troy E.	L-8-a	67,270	0	0	-	0	67,270	20,242	495	0	975	153	1,683	226	23,774	91,044
182	AAD105	Professor	Sablan, Karen M.	M-9-b	80,610	0	0	-	0	80,610	24,256	0	0	1,169	153	1,683	226	27,487	108,097
183	AAD107	Associate Professor	Roberto, Anthony J.	L-8-c	68,632	0	0	-	0	68,632	20,651	0	0	995	153	3,780	223	25,802	94,434
184	AAD049	Instructor	Rios, Esther A.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	0	0	12,867	51,608
185	AAD163	Assistant Professor	Analista, Hemalin R.	K-7-a	51,778	0	0	-	0	51,778	15,580	495	0	751	153	0	0	16,979	68,757
186	AAD170	Assistant Professor	Hartz, Ronald G.	K-7-c	52,819	0	0	-	0	52,819	15,893	495	0	766	153	2,401	226	19,934	72,753
187	AAD178	Assistant Professor	Nanpei, Rose Marie D.	K-7-a	51,778	0	0	-	0	51,778	15,580	495	0	751	153	0	0	16,979	68,757
188	AAD195	Instructor	Muna, Brian C.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	1,683	226	14,776	53,517
189	AAD131	Instructor	Arce, Imelda D.	J-10-c	57,187	0	0	-	0	57,187	17,208	0	0	829	153	0	0	18,190	75,377
190	AAD071	Program Specialist	Payne, John F.	K-7-c	52,811	0	0	-	0	52,811	15,891	495	0	766	153	1,683	226	19,214	72,025
191	AAD014	Associate Professor	Teng, Zhaopei	L-9-a	63,924	0	0	-	0	63,924	19,235	495	0	927	153	1,683	226	22,719	86,643
192	AAD020	Instructor	Setzer, Michael D.	J-14-b	60,614	0	0	-	0	60,614	18,239	0	0	879	153	1,683	226	21,180	81,794
193	AAD021	Assistant Professor	Flores, Yvonne C.	K-7-b	52,298	0	0	-	0	52,298	15,736	0	0	758	153	1,683	226	18,556	70,854
194	AAD052	Instructor	*Vacant-Fejerang, E.	J-9-b	49,678	0	0	-	0	49,678	14,948	495	0	720	153	1,683	226	18,225	67,903
195	AAD025	Assistant Professor	Tam, Wilson W.	K-7-c	52,819	0	0	-	0	52,819	15,893	0	0	766	153	2,170	223	19,205	72,024

Government of Guam

[BBMR SP-1]

Function: Education and Culture
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Current
 Fiscal Year 2014
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196	AAD081	Professor	Baza-Cruz, Lisa A.	M-9-a	79,801	0	0	-	0	79,801	24,012	0	0	1,157	153	1,683	226	27,231	107,032
197	AAD084	Assistant Professor	Huseby, Polli R.	K-11-c	61,942	0	0	-	0	61,942	18,638	0	0	898	153	2,401	226	22,316	84,258
198	AAD087	Associate Professor	Toves, Rebecca T.	L-9-d	65,856	0	0	-	0	65,856	19,816	0	0	955	153	3,780	223	24,927	90,783
199	AAD146	Associate Professor	Tenorio, Juanita M.	L-8-c	62,664	0	0	-	0	62,664	18,856	495	0	909	153	2,401	226	23,040	85,704
200	AAD194	Assistant Professor	De Oro, Vera S.	K-7-a	51,778	0	0	-	0	51,778	15,580	495	0	751	153	6,517	374	23,870	75,648
201	AAD109	Assistant Professor	*Vacant-Reid, C.	K-5-c	48,778	0	0	-	0	48,778	14,677	495	0	707	153	0	0	16,032	64,810
202	AAD088	Instructor	*Vacant-Ventura, D.	J-3-d	39,835	0	0	-	0	39,835	11,986	495	0	578	153	0	0	13,212	53,047
203	AAD022	Instructor	Lee, Hee Suk	J-6-c	44,520	0	0	-	0	44,520	13,396	495	0	646	153	2,401	0	17,091	61,611
204	AAD037	Instructor	Atalig, Adrian M.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	1,683	0	14,550	53,291
205	AAD161	Instructor	Kuper, Terry F.	J-10-d	57,758	0	0	-	0	57,758	17,379	495	0	837	153	2,170	223	21,257	79,015
206	AAD166	Assistant Professor	Valenzuela, Renato F.	K-15-d	73,349	0	0	-	0	73,349	22,071	0	0	1,064	153	3,607	374	27,269	100,618
207	AAD168	Assistant Professor	Limtiaco, John B.	K-11-d	62,546	0	0	-	0	62,546	18,820	0	0	907	153	0	0	19,880	82,426
208	AAD169	Instructor	Valenzuela, Jovita A.	J-17-d	69,670	0	0	-	0	69,670	20,964	0	0	1,010	153	0	0	22,127	91,797
209	AAD172	Instructor	Montague, James J.	J-3-a	38,741	0	0	-	0	38,741	11,657	0	0	562	153	0	0	12,372	51,113
210	AAD026	Instructor	Tyquengco, Ricky S.	J-6-a	47,803	0	0	-	0	47,803	14,384	495	0	693	153	0	0	15,725	63,528
211	AAD095	Assistant Professor	Matson, Christine B.	K-7-b	62,260	0	0	-	0	62,260	18,734	495	0	903	153	6,517	374	27,176	89,436
212	AAD096	Associate Professor	Neff, Bernard R.	L-8-a	73,120	0	0	-	0	73,120	22,002	495	0	1,060	153	2,401	226	26,337	99,457
213	AAD097	Library Technician Supervisor	Sgambelluri, Juanita I.	I-15	38,106	0	0	-	0	38,106	11,466	0	0	553	153	3,607	374	16,153	54,259
214	AAD099	Library Technician II	Cheipot, Steve S.	G-10	28,080	0	0	-	0	28,080	8,449	495	0	407	153	1,683	226	11,413	39,493
215	AAD100	Library Technician I	Eclavea, Mark E.	F-2	18,741	0	0	-	0	18,741	5,639	495	0	272	153	0	0	6,559	25,300
216	AAD200	Library Technician I	Blas, Peter A.	F-1	17,638	0	0	-	0	17,638	5,307	495	0	256	153	1,683	226	8,120	25,758
Grand Total:					10,302,425	0	0	0	0	10,302,425	3,100,000	73,275	0	149,384	33,048	475,005	37,978	3,868,690	14,171,115

Function: Education and Culture
Agency: Guam Community College
Program: Institutional
Fund: NAF and Federal

Guam Community College
Current
Fiscal Year 2014
Agency Staffing Pattern as of 12/31/12

No.	A Position Number	B Position Title	C Name of Incumbent	D Grade /Step	E Current Salary	F OT	G Spec	H Increment Date	I AMT	J (E+F+G+I) Sub-total	K Retirement 30.09%	L Retire(DDI) 19.02*26pp	M Soc Sec	N Medicare 1.45%	O Life \$153	P Medical	Q Dental	Total Benefits (K thru Q)	(J+R) Total
1	PRE001	Assistant Director	Reyes, Lolita C.	O-6-c	42,869	0	0	-	0	42,869	12,899	0	0	622	76	2,404	139	16,140	59,009
2	ASD033	Facilities Engineer Administ	Perez, Lawrence P.	N-2-a	62,878	0	0	-	0	62,878	18,920	495	0	912	153	0	0	20,480	83,358
3	NAF024	Maintenance Supervisor	Quenga, Benny John R.	J-1	22,942	0	0	-	0	22,942	6,903	495	0	333	153	0	0	7,884	30,826
4	AAD016	Assistant Director	Montague, Marlana O.	O-3-a	74,582	0	0	-	0	74,582	22,442	495	0	1081	153	0	0	24,171	98,753
5	NAF012	Administrative Assistant	Aguilar, Marina C.	J-6	29,827	0	0	-	0	29,827	8,975	495	0	432	153	0	0	10,055	39,882
6	NAF010	Instructor	Cejoco, Jose L.	J-11-c	54,331	0	0	-	0	54,331	16,348	0	0	788	153	6,517	374	24,180	78,511
7	NAF009	Instructor	Dydasco, Gene G.	J-2-b	37,598	0	0	-	0	37,598	11,313	399	0	545	153	1,359	182	13,951	51,549
8	AAD054	Instructor	Roberto, Joachim P.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	2,401	226	15,494	54,235
9	NAF020	Assistant Instructor	Healy, Paul J.	I-4-c	36,070	0	0	-	0	36,070	10,853	495	0	523	153	3,780	223	16,027	52,097
10	AAD059	Instructor	Kerner, Paul N.	J-6-c	44,520	0	0	-	0	44,520	13,396	495	0	646	153	1,683	226	16,599	61,119
11	AAD002	Administrative Assistant	Mesa, Genevieve P.	J-4	27,248	0	0	-	0	27,248	8,199	495	0	395	153	0	0	9,242	36,490
12	AAD137	Instructor	Bollinger, Simone E.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	1,683	0	14,550	53,291
13	NAF023	Instructor	Dela Cruz, Tressa C.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	2,579	277	15,723	54,464
14	NAF028	Administrative Aide	*Vacant-New	F-1	17,635	0	0	-	0	17,635	5,306	495	0	256	153	2,503	192	8,905	26,540
15	NAF021	Instructor	*Vacant-New	J-3-a	38,735	0	0	-	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
16	NAF024	Instructor	*Vacant-New	J-3-a	38,735	0	0	-	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
17	NAF022	Instructor	*Vacant-New	J-3-a	38,735	0	0	-	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
18	NAF025	Instructor	*Vacant-New	J-3-a	38,735	0	0	-	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
19	NAF026	Instructor	*Vacant-New	J-3-a	38,735	0	0	-	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
20	AAD204	Associate Dean	*Vacant-James, G.	N-7-d	49,747	0	0	-	0	49,747	14,969	495	0	721	153	6,713	349	23,400	73,147
21	NAF027	Instructor	*Vacant-New	J-3-a	38,735	0	0	-	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
22	NAF014	Computer Technician I	*Vacant-New	H-1	19,968	0	0	-	0	19,968	6,008	495	0	290	153	2,503	192	9,641	29,609
23	BFD031	Personnel Assistant I	*Vacant-New	I-1	18,723	0	0	-	0	18,723	5,634	495	0	271	153	2,503	192	9,248	27,971
24	AAD201	Library Technician I	*Vacant-New	F-1	17,635	0	0	-	0	17,635	5,306	495	0	256	153	2,503	192	8,905	26,540
25	NAF029	Cashier I	*Vacant-New	D-1	15,840	0	0	-	0	15,840	4,766	495	0	230	153	2,503	192	8,339	24,179
26	NAF002	Word Processing Secretary	Blas, Barbara J.	H-2	21,216	0	0	-	0	21,216	6,384	495	0	308	153	0	0	7,340	28,556
27	NAF018	Program Coordinator I	Quan, Jaclyn L.	K-1	24,648	0	0	-	0	24,648	7,417	495	0	357	153	1,683	226	10,331	34,979
28	NAF001	Program Specialist	Perez, Rowena Ellen	K-6-a	49,754	0	0	-	0	49,754	14,971	0	0	721	153	2,401	226	18,472	68,226
29	NAF003	Administrative Aide	Pascua, Tara Rose A.	F-5	22,048	0	0	-	0	22,048	6,634	495	0	320	153	1,683	226	9,511	31,559
30	NAF004	Program Specialist	Datuin, Bonnie Mae M.	K-6-a	49,754	0	0	-	0	49,754	14,971	495	0	721	153	6,517	0	22,857	72,611
31	FED024	Administrative Assistant	Chamberlain, Antonia M.	J-15	40,872	0	0	-	0	40,872	12,298	0	0	593	153	1,683	226	14,953	55,825
32	FED016	Administrative Assistant	Damian, Eleanor A.	J-1	22,942	0	0	-	0	22,942	6,903	495	0	333	153	3,607	374	11,865	34,807
33	FED017	Program Specialist	Johns, Priscilla C.	K-7-d	53,352	0	0	-	0	53,352	16,054	0	0	774	153	2,401	226	19,607	72,959
34	FED035	Office Aide	Castro, Amanda T.	A-3	15,080	0	0	-	0	15,080	4,538	495	0	219	153	0	0	5,404	20,484
35	FED028	Program Coordinator II	Orioste, Karlin T.	L-5	33,155	0	0	-	0	33,155	9,976	495	0	481	153	0	0	11,105	44,260
36	FED010	Instructor	Santiago, Dana E.	J-3-a	38,741	0	0	-	0	38,741	11,657	495	0	562	153	1,359	0	14,226	52,967
37	FED011	Program Specialist	Hosei, Huan F.	K-6-b	50,253	0	0	-	0	50,253	15,121	495	0	729	153	6,517	0	23,015	73,268
38	FED012	Administrative Assistant	Santos, Tanya-Marie T.	J-1	22,942	0	0	-	0	22,942	6,903	495	0	333	153	1,683	226	9,793	32,735
39	FED018	Program Coordinator II	Fathal, James	L-1	26,520	0	0	-	0	26,520	7,980	495	0	385	153	0	0	9,012	35,532
40	FED004	Program Coordinator I	San Nicolas, Christopher H.	K-1	24,648	0	0	-	0	24,648	7,417	495	0	357	153	3,780	223	12,425	37,073
41	FED008	Program Coordinator II	Artero, Pascual S.	L-1	26,520	0	0	-	0	26,520	7,980	495	0	385	153	1,683	226	10,921	37,441
42	FED013	Administrative Aide	Aguero, Michele M.	F-1	17,638	0	0	-	0	17,638	5,307	495	0	256	153	0	0	6,211	23,849
43	FED019	Program Specialist	Sison, Christine B.	K-8-b	54,413	0	0	-	0	54,413	16,373	495	0	789	153	6,517	374	24,701	79,114

Function: Education and Culture
 Agency: Guam Community College
 Program: Institutional
 Fund: NAF and Federal

Guam Community College
 Current
 Fiscal Year 2014
 Agency Staffing Pattern as of 12/31/12

No.	A Position Number	B Position Title	C Name of Incumbent	D Grade /Step	E Current Salary	F OT	G Spec	H Increment Date	I AMT	J (E+F+G+I) Sub-total	K Retirement 30.09%	L Retire(DDI) 19.02*26pp	M Soc Sec	N Medicare 1.45%	O Life \$153	P Medical	Q Dental	Total Benefits (K thru Q)	(J+R) Total
44	FED020	Administrative Assistant	Flores, Winona S.	J-1	22,942	0	0	-	0	22,942	6,903	0	0	333	153	2,401	226	10,016	32,958
45	FED022	Program Coordinator II	Joseph, Gaudencia N.	L-1	26,520	0	0	-	0	26,520	7,980	495	0	385	153	0	0	9,012	35,532
46	FED031	Office Aide	Quichocho, Tiana R.	A-3	15,080	0	0	-	0	15,080	4,538	495	0	219	153	0	0	5,404	20,484
47	FED015	Instructor	Rosario, Barbara A.	J-3-a	38,741	0	0	-	0	38,741	11,657	399	0	562	153	1,359	182	14,312	53,053
48	FED034	Instructor	Sablan, Margaret I.	J-3-a	38,741	0	0	-	0	38,741	11,657	399	0	562	153	0	0	12,771	51,512
49	FED001	Assistant Instructor	Skoog, Heather N.	I-7-a	39,850	0	0	-	0	39,850	11,991	495	0	578	153	2,170	223	15,610	55,460
50	FED032	Program Coordinator II	Borja, Catherine R.	L-1	26,520	0	0	-	0	26,520	7,980	0	0	385	153	2,170	223	10,910	37,430
51	FED030	Computer Technician I	*Vacant-Zacarias, Z.	H-1	19,968	0	0	-	0	19,968	6,008	495	0	290	153	0	0	6,946	26,914
52	FED003	Administrative Assistant	*Vacant-Manalo, L.	J-1	22,942	0	0	-	0	22,942	6,903	495	0	333	153	1,683	226	9,793	32,735
Grand Total					1,766,846	0	0	0	0	1,766,846	531,644	21,987	0	25,619	7,879	107,949	7,741	702,819	2,469,665

**Government of Guam
Federal Program Inventory
FY2013 (Current) . FY 2014 (Estimated) Funding**

[BBMR FP-1]

FUNCTION:
DEPARTMENT/AGENCY:
PROGRAM:

Education and Culture
GUAM COMMUNITY COLLEGE
Institutional

	A	B	C	D	E	F	G	H	I
Federal Grantor Agency/Federal Project Title	C.F.D.A.No./ Enabling Authority	Grant Award Number	Match Ratio Federal / Local:	FY2013 Received / Projected	Estimated Funding	Local Matching Fund	FY2014 Federal Matching Fund	100% Federal Grants	Grant Period
Workforce Investment Act PY2013	84.002A	V002A120061	12%	434,542.00					07/01/12 - 06/30/13
College Access Challenge Grant PY2013	84.303	P378A120053		1,500,000.00					08/14/12 - 08/13/13
Federal Work Study PY2013	84.033	P033A126132		79,182.00					07/01/12 - 06/30/13
Pell Grant PY2013	84.063	P063P123640		2,946,608.00					07/01/12 - 06/30/13
Supplemental Educational Opportunity Grant PY2013	84.007	P007A126132		56,534.00					07/01/12 - 06/30/13
Student Support Services - Project Aim PY2013	84.042	P042A101084 - 13		292,340.00					09/01/12 - 08/31/13
Career Technical Education Award PY2013	84.048	V048A120053	12%	633,921.00					07/01/12 - 06/30/13
Workforce Investment Act PY2014	84.002	V002A130055	12%		434,542.00				07/01/13 - 06/30/14
Federal Work Study PY2014	84.033	P033A136132			79,182.00				07/01/13 - 06/30/14
Pell Grant PY2014	84.063	P063P133640			2,946,608.00				07/01/13 - 06/30/14
Supplemental Educational Opportunity Grant PY2014	84.007	P007A136132			56,534.00				07/01/13 - 06/30/14
Student Support Services - Project Aim PY2014	84.042	P042A131084			292,340.00				09/01/13 - 08/31/14
Career Technical Education Award PY2014	84.048	V048A130053	12%		633,921.00				07/01/13 - 06/30/14

Government of Guam

[BBMR EL-1]

New Equipment/Capital and Space Requirement

Function: N/A

Agency:

NEW EQUIPMENT / CAPITAL			
Description	Quantity	Percentage of Use	Comments

100%

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

GUAM COMMUNITY COLLEGE

FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments		
1010	OFFICE OF THE PRESIDENT	202,486
1020	PEACE OFFICER STANDARDS AND TRAININ	51,272
1030	COMMUNICATIONS & PROMOTIONS	74,917
1050	ALUMNI RELATIONS	190,011
1060	PLANNING & DEVELOPMENT	126,992
1061	GED	34,368
1065	FACILITIES	229,415
3000	OFFICE OF THE VICE PRESIDENT (FAD)	190,988
3010	BUSINESS OFFICE	384,845
3020	MANAGEMENT INFORMATION SYSTEM	424,461
3030	HUMAN RESOURCES	213,366
3040	MATERIALS MANAGEMENT	172,778
3045	BOOK STORE	24,062
3060	STUDENT FINANCIAL AID	153,514
3070	ENVIRONMENTAL SAFETY	84,248
3080	ADMINISTRATIVE SUPPORT SERVICES & SE	38,155
5000	OFFICE OF THE VICE PRESIDENT (AAD)	142,957
5020	ADMISSIONS & REGISTRATION	216,640
5030	AIER	208,488
5050	CONTINUING EDUCATION	104,196
6000	DEAN'S OFFICE-TPS	207,392
6110	AUTOMOTIVE TECHNOLOGY	425,083
6150	COSMETOLOGY	102,976
6220	EARLY CHILDHOOD EDUCATION	303,642
6410	CRIMINAL JUSTICE	153,348
6420	SOCIAL SCIENCE	169,349
6550	VISUAL COMMUNICATIONS	38,741
6610	ADULT BASIC EDUCATION	46,475
6710	MEDICAL ASSISTANT	241,231
6730	PRACTICAL NURSING	326,593
6810	TOURISM & HOSPITALITY	803,885
6950	CONSTRUCTION TRADES	379,312
6970	MARKETING	315,633
6980	ACCOUNTING	65,204
6990	SUPERVISION & MANAGEMENT	40,711
7000	DEAN'S OFFICE - TSS	386,600
7110	MATH	273,522
7120	SCIENCE	142,582
7210	STUDENT SUPPORT SERVICES	184,865
7211	NIGHT ADMINISTRATION	82,770
7220	HEALTH SERVICES CENTER	124,560
7420	CENTER FOR STUDENT INVOLVEMENT	136,914
7510	OFFICE TECHNOLOGY	107,227
7610	ASSESSMENT & COUNSELING	436,584
7615	VOCATIONAL GUIDANCE PROGRAM	240,209
7630	ACCOMODATIVE SERVICES	53,881
7710	COMPUTER SCIENCE	231,369
7750	ENGLISH	113,336
7760	DEVELOPMENTAL EDUCATION	359,315
7810	ELECTRONICS	398,771
7950	LEARNING RESOURCES CENTER	103,552

GUAM COMMUNITY COLLEGE

FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
	TOTAL REGULAR SALARIES/INCREMENTS	\$10,263,791
120 Benefits-Full Time	1010 OFFICE OF THE PRESIDENT	76,140
	1020 PEACE OFFICER STANDARDS AND TRAININ	24,188
	1030 COMMUNICATIONS & PROMOTIONS	24,973
	1050 ALUMNI RELATIONS	73,158
	1060 PLANNING & DEVELOPMENT	51,124
	1061 GED	16,398
	1065 FACILITIES	101,158
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	69,836
	3010 BUSINESS OFFICE	144,499
	3020 MANAGEMENT INFORMATION SYSTEM	174,359
	3030 HUMAN RESOURCES	84,636
	3040 MATERIALS MANAGEMENT	73,480
	3045 BOOK STORE	8,460
	3060 STUDENT FINANCIAL AID	60,643
	3070 ENVIRONMENTAL SAFETY	28,651
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	12,542
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	55,698
	5020 ADMISSIONS & REGISTRATION	83,523
	5030 AIER	80,761
	5050 CONTINUING EDUCATION	39,892
	6000 DEAN'S OFFICE-TPS	77,420
	6110 AUTOMOTIVE TECHNOLOGY	174,101
	6150 COSMETOLOGY	40,149
	6220 EARLY CHILDHOOD EDUCATION	107,537
	6410 CRIMINAL JUSTICE	59,780
	6420 SOCIAL SCIENCE	66,538
	6550 VISUAL COMMUNICATIONS	18,793
	6610 ADULT BASIC EDUCATION	22,761
	6710 MEDICAL ASSISTANT	97,257
	6730 PRACTICAL NURSING	130,353
	6810 TOURISM & HOSPITALITY	308,656
	6950 CONSTRUCTION TRADES	137,738
	6970 MARKETING	121,073
	6980 ACCOUNTING	21,819
	6990 SUPERVISION & MANAGEMENT	13,866
	7000 DEAN'S OFFICE - TSS	152,477
	7110 MATH	110,409
	7120 SCIENCE	54,120
	7210 STUDENT SUPPORT SERVICES	72,742
	7211 NIGHT ADMINISTRATION	30,069
	7220 HEALTH SERVICES CENTER	44,827
	7420 CENTER FOR STUDENT INVOLVEMENT	61,819
	7510 OFFICE TECHNOLOGY	39,435
	7610 ASSESSMENT & COUNSELING	155,317
	7615 VOCATIONAL GUIDANCE PROGRAM	85,769
	7630 ACCOMODATIVE SERVICES	20,052
	7710 COMPUTER SCIENCE	84,362
	7750 ENGLISH	40,723
	7760 DEVELOPMENTAL EDUCATION	136,402
	7810 ELECTRONICS	142,171

GUAM COMMUNITY COLLEGE
FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
 ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
120 Benefits-Full Time	7950 LEARNING RESOURCES CENTER	41,610
	TOTAL BENEFITS-FULL TIME	\$3,954,264
220 Travel: Local Mileage	1020 PEACE OFFICER STANDARDS AND TRAININ	5,155
	TOTAL TRAVEL: LOCAL MILEAGE	\$5,155
230 Contractual Services	1000 BOARD OF TRUSTEES	9,115
	1010 OFFICE OF THE PRESIDENT	33,725
	1020 PEACE OFFICER STANDARDS AND TRAININ	20,000
	1030 COMMUNICATIONS & PROMOTIONS	22,100
	1060 PLANNING & DEVELOPMENT	500
	1061 GED	9,500
	1065 FACILITIES	276,088
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	2,860
	3010 BUSINESS OFFICE	34,125
	3020 MANAGEMENT INFORMATION SYSTEM	510,440
	3030 HUMAN RESOURCES	4,500
	3040 MATERIALS MANAGEMENT	250,500
	3060 STUDENT FINANCIAL AID	1,700
	3070 ENVIRONMENTAL SAFETY	25,000
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	291,318
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	5,600
	5020 ADMISSIONS & REGISTRATION	5,890
	5030 AIER	20,050
	6000 DEAN'S OFFICE-TPS	600
	6110 AUTOMOTIVE TECHNOLOGY	900
	6210 EDUCATION	600
	6220 EARLY CHILDHOOD EDUCATION	600
	6410 CRIMINAL JUSTICE	2,000
	6430 EMT	5,300
	6550 VISUAL COMMUNICATIONS	500
	6610 ADULT BASIC EDUCATION	500
	6620 ADULT HIGH SCHOOL	500
	6640 ESL (ENGLISH AS A SECOND LANGUAGE)	500
	6710 MEDICAL ASSISTANT	2,000
	6730 PRACTICAL NURSING	9,175
	6810 TOURISM & HOSPITALITY	9,500
	6820 CULINARY	14,500
	6970 MARKETING	560
	6980 ACCOUNTING	2,150
	6990 SUPERVISION & MANAGEMENT	1,400
	7000 DEAN'S OFFICE - TSS	200
	7210 STUDENT SUPPORT SERVICES	3,200
	7220 HEALTH SERVICES CENTER	1,550
	7610 ASSESSMENT & COUNSELING	5,055
	7615 VOCATIONAL GUIDANCE PROGRAM	4,095
	7630 ACCOMODATIVE SERVICES	14,000
	7950 LEARNING RESOURCES CENTER	15,491
	TOTAL CONTRACTUAL SERVICES	\$1,617,887
240 Supplies & Materials	1020 PEACE OFFICER STANDARDS AND TRAININ	6,754
	TOTAL SUPPLIES & MATERIALS	\$6,754
290 Miscellaneous Expense	6620 ADULT HIGH SCHOOL	46,176

GUAM COMMUNITY COLLEGE

FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
	TOTAL MISCELLANEOUS EXPENSE	\$46,176
361 Power	1065 FACILITIES	1,578,000
	TOTAL POWER	\$1,578,000
362 Water/Sewer	1065 FACILITIES	48,000
	TOTAL WATER/SEWER	\$48,000
364 TELEPHONE/FAX	1065 FACILITIES	56,429
	TOTAL TELEPHONE/FAX	\$56,429
TOTAL GENERAL FUND		\$17,576,456

GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

FY2014 Budget Request by Object (Departmental Level)

MANPOWER DEVELOPMENT FUND - 04

Includes: Priority 1 & 2
ALL Departments

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments	6110 AUTOMOTIVE TECHNOLOGY	55,500
	6910 APPRENTICESHIP	111,506
	6950 CONSTRUCTION TRADES	49,170
	7810 ELECTRONICS	49,254
	TOTAL REGULAR SALARIES/INCREMENTS	\$265,430
120 Benefits-Full Time	6110 AUTOMOTIVE TECHNOLOGY	18,668
	6910 APPRENTICESHIP	43,637
	6950 CONSTRUCTION TRADES	19,240
	7810 ELECTRONICS	16,641
	TOTAL BENEFITS-FULL TIME	\$98,186
230 Contractual Services	6910 APPRENTICESHIP	27,000
	TOTAL CONTRACTUAL SERVICES	\$27,000
240 Supplies & Materials	6110 AUTOMOTIVE TECHNOLOGY	15,000
	6910 APPRENTICESHIP	59,500
	6950 CONSTRUCTION TRADES	40,326
	TOTAL SUPPLIES & MATERIALS	\$114,826
250 Equipment	6110 AUTOMOTIVE TECHNOLOGY	20,114
	6910 APPRENTICESHIP	63,500
	6950 CONSTRUCTION TRADES	16,350
	TOTAL EQUIPMENT	\$99,964
290 Miscellaneous Expense	6910 APPRENTICESHIP	1,083,083
	TOTAL MISCELLANEOUS EXPENSE	\$1,083,083
TOTAL MANPOWER DEVELOPMENT FUND		\$1,688,489

GUAM COMMUNITY COLLEGE
FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

SPECIAL FUND

OBJECT CODE / CATEGORY		DEPARTMENT	AMOUNT REQUESTED
290	Miscellaneous Expense	3010 BUSINESS OFFICE	100,000
TOTAL MISCELLANEOUS EXPENSE			\$100,000
TOTAL GENERAL FUND			\$100,000

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
BOARD OF TRUSTEES

GOALS AND OBJECTIVES:

1. POLICY REVIEW. EVALUATE AND AMEND PERIODICALLY BOARD POLICIES AND THE CODE OF ETHICS POLICY FOR ALL GCC CONSTITUENTS (INCLUDING THE BOARD) TO ALIGN PROCESSES AND PROCEDURES, AS NECESSARY AND APPROPRIATE.
2. ASSESSMENT. SET AN EXAMPLE BY ENGAGING ALL STAKEHOLDERS IN THE COLLEGE'S CONTINUOUS ASSESSMENT AND PLANNING PROCESSES SO THAT THERE IS A CLEAR UNDERSTANDING OF ROLES AND EXPECTATIONS AMONG ALL CONSTITUENTS.
3. 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. FOLLOW AND IMPLEMENT THE ESTABLISHED ANNUAL SCHEDULE FOR EVALUATION OF BOARD POLICIES; ADDRESSING 2012 ACCJC REPORT RECOMMENDATIONS.
2. IMPLEMENT REGULAR SCHEDULE FOR BOARD ASSESSMENT TRAINING TO INCREASE/DEEPEN MEMBERS' KNOWLEDGE OF ASSESSMENT/ACCREDITATION FOR ACCOUNTABILITY & IMPROVEMENT; INCLUDE INPUT/PARTICIPATION OF FACULTY SENATE IN THE GBAQ PROCESS.
3. PARTICIPATE ACTIVELY IN CAMPUS-WIDE GOVERNANCE SURVEY.

PROPOSED OUTCOMES:

1. REVISED BOT POLICIES THAT SEPARATE PROCEDURAL PORTION OF THE POLICIES INTO A COMPANION DOCUMENT OF ADMINISTRATIVE PROCEDURES IN ORDER TO CONSOLIDATE & FACILITATE ADMINISTRATIVE CHANGES.
2. BOARD OF TRUSTEES' FORUM FOR FACULTY SENATE, STAFF SENATE, AND THE COUNCIL ON POSTSECONDARY STUDENT AFFAIRS (COPSA)
3. EVIDENCE OF INPUT BY THE FACULTY, STAFF AND STUDENT REPRESENTATIVES PRESENT AT BOARD MEETINGS WILL REFLECT THEIR CLOSE CONNECTION WITH THE PARTICIPATORY GOVERNANCE PROCESS.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
BOARD OF TRUSTEES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
45	01	CONTRACT - BOARD OF TRUSTEES	7	600	\$4,200	STIPENDS
44	01	ANNUAL MEMBERSHIP DUES	1	2,440	\$2,440	MEMBERSHIP RENEWAL-ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES & COLLEGES
43	01	ANNUAL MEMBERSHIP DUES	1	2,475	\$2,475	MEMBERSHIP RENEWAL -ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
			9		\$9,115	3 line item(s)
TOTAL BUDGET REQUESTED			9		\$9,115	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
OFFICE OF THE PRESIDENT

GOALS AND OBJECTIVES:

1. TO PROVIDE LEADERSHIP AND DIRECTION FOR THE ACTIVITIES OF THE INSTITUTION TO ENSURE THAT THE COLLEGE CARRIES OUT ITS MISSION WHILE MAINTAINING ACCREDITATION.
2. TO ENSURE THAT THE COLLEGE RETAINS ITS ESSENTIAL CHARACTERISTICS OF RESPONSIVENESS, ACCESSIBILITY, ACCOUNTABILITY, FLEXIBILITY, RELEVANCE, EXCELLENCE, AND TECHNOLOGICAL ADVANCEMENT.
3. TO ENSURE THE COLLEGE ACQUIRES THE NECESSARY RESOURCES TO SUPPORT ITS MISSION.

PERFORMANCE INDICATORS:

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

PROPOSED OUTCOMES:

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

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
OFFICE OF THE PRESIDENT

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
46	01	INSTITUTIONAL MEMBERSHIP DUES (ACCJC, AACC, PPEC, ETC) & SUBSCRIPTIONS, COST FOR LEGAL SERVICES FOR THE COLLEGE'S ATTORNEY	1	33,725	\$33,725	CONTRACT
			1		\$33,725	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$33,725	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
PEACE OFFICER STANDARDS AND TRAINING (P.O.S.T.)

GOALS AND OBJECTIVES:

1. UPDATE P.O.S.T COMMISSION'S DEVELOPMENT PLAN AND POLICIES TO PROVIDE PROFESSIONAL LAW ENFORCEMENT EDUCATION & TRAINING ON GUAM AND FOR THE PACIFIC REGION.
2. P.O.S.T. COMMISSION MAKES DECISIONS AND POLICIES THAT ARE IN ACCORDANCE WITH THE GUAM CODE ANNOTATED AND DIRECTLY SUPPORT GCC'S MISSION POLICY.
3. P.O.S.T. COMMISSION POLICY DECISIONS REFLECT AND SUPPORT THE MISSION OF GCC AND THE SAFETY AND SECURITY OF GUAM BY WAY OF EFFECTIVE LAW ENFORCEMENT.

PERFORMANCE INDICATORS:

1. ESTABLISH, IMPLEMENT AND SUSTAIN SYSTEMATIC ASSESSMENT PROCESSES.
2. COMMISSION MEETS MONTHLY OR AS NEEDED TO DISCUSS ISSUES AND CORRDINATE ACTIONS.
3. ISSUES ARE RESOLVED/ADDRESSED BY THE BAORD AND COORDINATION IS SYNCHRONIZED.

PROPOSED OUTCOMES:

1. UPDATE COMMISSION PLAND & POLCIIES USING A SYSTEMATIC REVIEW PROCESS THAT REFLECTS CHANGING INSTITUTIONAL & COMMUNITY NEEDS RELATIVE TO LAW ENFORCEMENT.
2. COMMISSION MEETS WITH THE LEGISLATURE, SENATE & STUDENT LEADERSHIP ORGANIZATIONS AND LAW ENFORCEMENTS CHIEFS TO FOR CONTINIUOUS IMPROVIDEMENT TO EXISTING METHODOLOGIES.
3. SHARED IDEAS FOR PROCESS IMPROVEMENT AND MODERNIZATION ARE ADDRESSED QUICLY AND IN A TIMELY MANNER.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
PEACE OFFICER STANDARDS AND TRAINING (P.O.S.T.)

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
134	01	LOCAL TRAVEL	1	155	\$155	WORKSHOPS
82	01	OFF-ISLAND TRAVEL	1	5,000	\$5,000	PUBLIC SAFETY TRAINING
			2		\$5,155	2 line item(s)
CONTRACTUAL SERVICES						
83	01	CONTRACTUAL SERVICES	1	20,000	\$20,000	CALEA COMM; ACCREDITATION OF LAW ENFORCEMENT AGENCIES CONF; IADLEST CONF; MEMBERSHIP DUES: INT'L ASSOC OF DIRECTORS OF LAW ENFORCEMENT STANDARDS AND TRAINING (IADLEST); AND OTHER P.O.S.T. ASSOCIATED MEMBERSHIPS; PRINTING OF P.O.S.T. PUBLICATION HANDOUT
			1		\$20,000	1 line item(s)
SUPPLIES & MATERIALS						
85	01	EQUIPMENT	1	4,754	\$4,754	ACQUISITION OF OFFICE EQUIPMENT AND FURNITURE; 4 DRAWER LATERAL FILE CABINET, NEW LAPTOP, SOFTWARES AND DIGITAL VOICE RECORDER.
84	01	SUPPLIES & MATERIALS	4	500	\$2,000	OFFICE SUPPLIES
			5		\$6,754	2 line item(s)
TOTAL BUDGET REQUESTED			8		\$31,909	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
COMMUNICATIONS & PROMOTIONS

GOALS AND OBJECTIVES:

1. TO CONTINUE GCC'S BRAND RELATIONSHIP WITH THE COMMUNITY BY PROMOTING GCC PROGRAMS, EVENTS, AND STUDENT SERVICE LEARNING PROJECTS, IN ORDER TO KEEP THE COLLEGE IN THE FOREFRONT OF EDUCATION NEWS ON THE ISLAND AND IN THE REGION.
2. TO IMPROVE THE GCC WEB SITE SO THAT IT IS MORE STUDENT-CENTRIC, EASIER FOR STUDENTS AND THE PUBLIC TO NAVIGATE, AND BETTER PROMOTES COLLEGE ACTIVITIES AND EVENTS.
3. USING CACPG FUNDING, WRITE AND PRODUCE A PROMOTIONAL VIDEO THAT PROMOTES HIGHER EDUCATION GOALS FOR THE ISLAND'S MIDDLE AND HIGH SCHOOL STUDENTS.

PERFORMANCE INDICATORS:

1. MAINTAIN HIGH LEVEL OF ENROLLMENT PER SEMESTER; SUBSTANTIAL ATTENDANCE AT GCC EVENTS PUBLICIZED BY OCP; SURVEY DISSEMINATED AT EXPRESS REGISTRATION ASKING WHERE STUDENTS LEARNED ABOUT GCC AND WHY THEY ARE ENROLLING IN CLASSES.
2. INCREASED NUMBER OF HITS ON PAGES ON NEW WEB SITE ON MONTH-TO-MONTH BASIS (5%); INCREASED NUMBER OF VOTES ON FRONT PAGE POLL (5%).
3. INCREASE ENROLLMENT IN CACGP (5% PER YEAR) AND RESPONSE TO VIDEO PRESENTATIONS AT CACGP EVENTS.

PROPOSED OUTCOMES:

1. HELP TO SUSTAIN RECORD POSTSECONDARY ENROLLMENT NUMBERS.
2. NEW WEBSITE DRAWS PEOPLE TO GCC. IT BECOMES THE INFORMATION DISSEMINATION CENTER FOR THE COLLEGE. (RUN MONTHLY REPORTS INDICATING NUMBER OF HITS AND TO WHICH PAGES PEOPLE ARE NAVIGATING ON THE NEW SITE.)
3. INCREASED ENROLLMENT IN CACGP (5%)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
COMMUNICATIONS & PROMOTIONS

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
99	01	ANNUAL REPORT PRINTING	100	11	\$1,100	PRINTING OF 100 COPIES OF ANNUAL REPORT
98	01	GCC ANNUAL REPORT	72	25	\$1,800	CONTRACT DESIGN OF 2012-2013 ANNUAL REPORT PAGE
97	01	ADVERTISING: RADIO, PRINT - FALL 2013	1	4,500	\$4,500	PROMOTE FALL 2013 REGISTRATION
96	01	WEB SITE HOSTING & MAINTENANCE CONTRACT	12	1,225	\$14,700	HOST AND BACKUP WEB SITE & MAINTENANCE
			185		\$22,100	4 line item(s)
TOTAL BUDGET REQUESTED			185		\$22,100	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
PLANNING & DEVELOPMENT

GOALS AND OBJECTIVES:

1. TO DEVELOP PLANS ALIGNED TO GCC'S MISSION.
2. TO MONITOR PLANS SO THAT ACTIVITIES ALIGN WITH STATED GOALS AND OBJECTIVES.
3. TO DEVELOP REPORTS THAT ACCURATELY REFLECT ACTIVITIES DURING THE BUDGET PERIOD.

PERFORMANCE INDICATORS:

1. DEVELOP ANNUAL BUDGET TO ENSURE LINKAGE TO DEPARTMENT'S AND INSTITUTION'S ISMP.
2. REALIZE STATED GOALS.
3. REPORTS (BOT, CAR, BSR) ARE SUBMITTED WITHIN REQUIRED TIMEFRAME.

PROPOSED OUTCOMES:

1. ASSURE CONTINUED RECEIPT OF LOCAL AND FEDERAL FUNDS.
2. ASSURE CONTINUED LEVEL OF FEDERAL OR LOCAL FUNDS.
3. RECOGNIZE GCC AS PROVIDER OF QUALITY EDUCATIONAL AND JOB TRAINING.

Guam Community College
FY 2014 Budget Request by Department
PLANNING & DEVELOPMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
52	01	CONTRACTUAL	1	500	\$500	SUBSCRIPTIONS, TRAINING, MEMBERSHIP
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
GED

GOALS AND OBJECTIVES:

1. TO ENSURE HIGHEST QUALITY OF SERVICES.
2. TO MONITOR PROGRAM SCHEDULING.
3. TO PROVIDE CLIENTS WITH PROMPT AND COURTEOUS ASSISTANCE.

PERFORMANCE INDICATORS:

1. SURVEY RESPONDENTS WILL BE SATISFIED WITH SERVICES RENDERED.
2. RESOLVE CONCERNS WITHIN 5 BUSINESS DAYS.
3. SCHEDULE GED CLIENTS WITHIN A MONTH FROM RECEIPT OF PAYMENT.

PROPOSED OUTCOMES:

1. ASSURE RECEIPT OF JURISDICTIONAL MEMORANDUM OF UNDERSTANDING TO MEET THE NEEDS OF GED CLIENTS.
2. DEVELOP BASELINE DATA (CLIENT SATISFACTION)
3. INCREASE CLIENTS SERVED BY 30%

Guam Community College
FY 2014 Budget Request by Department
GED

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
135	01	CONTRACTUAL	1	9,500	\$9,500	GED TEST, OKLAHOMA SCORING, JOSTENS ACE
			1		\$9,500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$9,500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
FACILITIES

GOALS AND OBJECTIVES:

1. TO PROVIDE A CONDUCIVE WORK/LEARN ENVIRONMENT BY MAINTAINING FACILITIES.
2. TO MANAGE PROJECTS SO THAT THEY COMPLETE AS SCHEDULED.
3. TO CONDUCT PREVENTATIVE MAINTENANCE AND INSPECTION OF FACILITIES.

PERFORMANCE INDICATORS:

1. SURVEY RESPONDENTS WILL BE SATISFIED WITH SERVICES RENDERED (WORK ORDERS)
2. COMPLETE CAPITAL IMPROVEMENT PROJECTS AS SCHEDULED.
3. COMPLETE PREVENTIVE MAINTENANCE SERVICE AND INSPECTIONS AS SCHEDULED.

PROPOSED OUTCOMES:

1. TIMELY RESPONSE TO WORK ORDERS.
2. ASSURE SUFFICIENCY OF CLASSROOMS, AND OTHER FACILITIES.
3. ENHANCE ENVIRONMENT FOR THOSE WHO WORK AND LEARN AT GCC.

Guam Community College
FY 2014 Budget Request by Department
FACILITIES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
63	01	SERVICE - TRASH PICK-UP	11	2,600	\$28,600	
62	01	SERVICE - LOCKSMITH	1	1,000	\$1,000	
61	01	SERVICE - TERMITE	1	1,000	\$1,000	
60	01	SERVICE- JANITORIAL	12	16,094	\$193,131	
59	01	SERVICE - GROUND MAINTENANCE	12	1,200	\$14,400	
58	01	EMAINT, WORK ORDER EMAIL REQUEST, ANNUAL SUPPORT & EARNING PORTAL	1	2,900	\$2,900	
57	01	MAINTENANCE - WATER PUMP/SPRINKLER SYSTEM	1	10,000	\$10,000	
56	01	MAINTENANCE - GENERATOR	1	10,000	\$10,000	
55	01	MAINTENANCE - ELEVATOR	12	696	\$8,356	
54	01	INSTALLATION OF NEW PHONE LINES	1	1,000	\$1,000	
53	01	SERVICE - PEST CONTROL	12	475	\$5,700	
			65		\$276,088	11 line item(s)
POWER						
64	01	UTILITIES	12	131,500	\$1,578,000	POWER
			12		\$1,578,000	1 line item(s)
WATER/SEWER						
65	01	UTILITIES	12	4,000	\$48,000	WATER
			12		\$48,000	1 line item(s)
TELEPHONE/FAX						
133	01	TELEPHONE	12	4,702	\$56,429	
			12		\$56,429	1 line item(s)
TOTAL BUDGET REQUESTED			101		\$1,958,517	14 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 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 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 THAT 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 INSTITUTIONAL, 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.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
OFFICE OF THE VICE PRESIDENT (FAD)

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
3	01	EDUCAUSE	1	510	\$510	ANNUAL MEMBERSHIP
2	01	MEMBERSHIP: CCBO	1	300	\$300	ANNUAL MEMBERSHIP
1	01	SUBSCRIPTION: NACUBO	1	2,050	\$2,050	ANNUAL MEMBERSHIP
			3		\$2,860	3 line item(s)
TOTAL BUDGET REQUESTED			3		\$2,860	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
BUSINESS OFFICE

GOALS AND OBJECTIVES:

1. APPROPRIATE FINANCIAL INFORMATION IS PROVIDED THROUGHOUT THE INSTITUTION. THE BUSINESS OFFICE WILL PROVIDE MONTHLY FINANCIAL REPORTS TO UPHOLD EDUCATIONAL PROGRAMS BY ENHANCING AND WORKING CLOSELY WITH THE CAMPUS COMMUNITY.
2. THE BUSINESS OFFICE WILL PROVIDE FINANCIAL INFORMATION TO DEPARTMENT BASED ON FUNDS APPROPRIATED AND AVAILABLE BY THE LEGISLATURE AND THE BOT TO BETTER SUPPORT STUDENT LEARNING PROGRAMS AND SERVICES, THE APPROPRIATE ALLOCATION AND USE OF FINANCIAL INFORMATION.
3. ACCURATELY ACCOUNT FOR COLLEGE ACTIVITY THROUGH KEEPING FINANCIAL RECORDS IN COMPLIANCE WITH GAAP AND US OMB CIRCULAR REQUIREMENTS.

PERFORMANCE INDICATORS:

1. THE ACCOUNTANTS WILL PREPARE AND GENERATE MONTHLY FINANCIAL STATUS REPORTS.
2. THE APPROVED BUDGET WILL BE READILY AVAILABLE FOR USE BY THE THIRD WEEK OF THE YEAR.
3. FEDERAL REPORTS WILL BE SUBMITTED UPON THE FEDERAL REPORT DEADLINES.

PROPOSED OUTCOMES:

1. THE MONTHLY FINANCIAL STATUS REPORTS WILL BE COMPLETED AND SUBMITTED TO BOARD OF TRUSTEES LEGISLATURE AND CAMPUS COMMUNITY.
2. THE ANNUAL BUDGET WILL BE COMPLETED AND SUBMITTED TO LEGISLATURE FOR APPROVAL BY 2/15/15.
3. THE ANNUAL AUDIT REPORT WILL BE SUBMITTED TO OPA, FEDERAL AND GAAP DEADLINES.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
BUSINESS OFFICE

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
6	01	CONTRACTUAL - PRINTING	3	375	\$1,125	PRINTING OF ENVELOPES
5	01	CONTRACTUAL - POSTAGE	12	375	\$4,500	POSTAGE STAMP - INVOICE STATEMENT
4	01	CONTRACTUAL - AUDIT FIRM	1	28,500	\$28,500	AUDIT SERVICES FY 2014
			16		\$34,125	3 line item(s)
TOTAL BUDGET REQUESTED			16		\$34,125	3 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
MANAGEMENT INFORMATION SYSTEM

GOALS AND OBJECTIVES:

1. PROVIDE EFFECTIVE MANAGEMENT OF COMPUTER TECHNOLOGY AND RELATED RESOURCES IN ORDER FOR THE COLLEGE TO CARRY OUT ITS MISSION AND TO PROVIDE STUDENTS ACCESS TO TOOLS THAT WILL HELP THEM MEET THEIR EDUCATIONAL GOALS.
2. PROVIDE SUFFICIENT TECHNOLOGY SUPPORT BY HIRING, TRAINING, AND RETAINING MANAGERIAL, TECHNICAL, AND OPERATIONAL PERSONNEL, OR OUTSOURCING SERVICES, TO HELP MEET THE COMPUTER NEEDS OF STUDENTS, PROGRAMS AND SERVICE AREAS.
3. MANAGE THE ACQUISITION, INTEGRATION, DEPLOYMENT, AND MAINTENANCE OF COMPUTER HARDWARE, SOFTWARE, AND RELATED EQUIPMENT AND APPLICATIONS TO CONTINUALLY ENHANCE THE INFORMATION TECHNOLOGY INFRASTRUCTURE OF THE COLLEGE.

PERFORMANCE INDICATORS:

1. GCC FACULTY, STAFF, ADMIN, AND STUDENTS WILL NOT EXCEED 75% OF AVAILABLE INCOMING AND 75% OF AVAILABLE OUTGOING INTERNET BANDWIDTH, AS ITS DAILY AVG USE, WHILE HAVING 100% ACCESS OF ON-CAMPUS NETWORKED AND ONLINE RESOURCES TO AND FROM THE INTERNET.
2. AT LEAST 75% SURVEYED WILL BE SATISFIED WITH THE LEVEL OF COMPUTER TECHNOLOGY RESOURCES MEETING THEIR NEEDS AND EFFORTS TOWARDS SLO AND AUO GOALS.
3. FINDINGS WILL INDICATE THAT AT LEAST 60% OF ALL IDENTIFIED OPERATIONAL AND ACTION ITEMS, OR ACTIVITIES, FROM THE EA AND THE ITSP ARE IN PLACE, UPCOMING, OR IN ACTUAL PLANS.

PROPOSED OUTCOMES:

1. LAB AND OFFICE COMPUTERS, THE INTERNET, MYGCC PORTAL, AND RELATED TECHNOLOGY WILL BE AVAILABLE WHEN NEEDED BY STUDENTS AND EMPLOYEES AT LEAST 95% OF THE TIME.
2. THE WORK ORDER SYSTEM WILL REPORT THAT 90% OF ALL COMPUTER TECHNOLOGY WORK ORDERS AND RELATED PROFESSIONAL TECHNICAL SERVICES WERE COMPLETED FOR THE FISCAL YEAR.
3. IN ADDITION TO THE TWO PROPOSED OUTCOMES ABOVE, USERS WILL BE ABLE TO PURCHASE AND USE DESKTOP COMPUTER HARDWARE AND SOFTWARE IN 90 DAYS OR LESS.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
MANAGEMENT INFORMATION SYSTEM

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
35	01	MICRO FOCUS	1	2,273	\$2,273	BANNER SYSTEMS COBOL COMPILER FOR SOFTWARE PATCHES
28	01	ELLUCIAN ENTERPRISE SOFTWARE LICENSE MAINTENANCE & SUPPORT RENEWAL	1	182,702	\$182,702	BANNER AND RELATED SYSTEMS SOFTWARE MAINTENANCE AND SUPPORT
29	01	TOUCHNET HOSTING, MAINTENANCE, AND SUBSCRIPTION SERVICES	1	30,808	\$30,808	STUDENT ONLINE BILL+PAYMENT CLIENT, CREDIT CARD GATEWAY
30	01	EVISIONS INC. FOR BANNER PRINTING	1	8,623	\$8,623	FORMFUSION AND INTELCHECK SOFTWARE MAINTENANCE
31	01	ELLUCIAN SUPPORT INC. FOR ORACLE	1	69,575	\$69,575	ORACLE DATABASE SOFTWARE MAINTENANCE
32	01	COGNOS SOFTWARE MAINTENANCE	1	7,718	\$7,718	ANNUAL COGNOS SOFTWARE MAINTENANCE
27	01	INTERNET, INTRANET, EXTRANET & UNIX TECHNICAL SERVICES	1	2,100	\$2,100	PROFESSIONAL TECHNICAL SERVICES AND ASSISTANCE FOR INTERNET, INTRANET, AND EXTRANET DOMAINS
34	01	REMOTE ERP PROFESSIONAL TECHNICAL SERVICES	12	14,963	\$179,556	PROFESSIONAL TECHNICAL SERVICES FOR ERP
42	01	OFFICIAL SERVICE VEHICLE MAINTENANCE	1	1,050	\$1,050	OIL CHANGES, TIRE REPAIRS, SAFETY INSPECTION, REGISTRATION, GENERAL SERVICES, ETC.
36	01	DLT SOLUTIONS - REDHAT ENTERPRISE SOFTWARE SUBSCRIPTION SUPPORT	1	1,150	\$1,150	RED HAT LICENSE AND MAINTENANCE FOR E-PRINT
37	01	MAINTENANCE AGREEMENT	10	500	\$5,000	EMERGENCY SERVICES TO INCLUDE NECESSARY REPAIR PARTS AND SUPPLIES FROM ON-ISLAND VENDORS
38	01	ARCSERVE BACKUP SOFTWARE RENEWAL WITH CREATION ENGINE INC.	2	2,511	\$5,023	ARCSERVE BACKUP R12.5 WINDOWS SOFTWARE MAINTENANCE CONTRACT 1-YEAR WITH SHIPPING & HANDLIN
39	01	APC UPS LEGACY SERVERS UPS	1	1,313	\$1,313	LEGACY FILE SERVERS' UPS BATTERY BACKUP HARDWARE MAINTENANCE
40	01	SECURE SOCKET LAYER (SSL) CERTIFICATES	4	1,721	\$6,884	SYSTEM SECURITY FOR E-MAIL, MYGCC PORTAL, SELF-SERVICE BANNER, AND TEST MAIL
41	01	SYMANTEC - GHOST LICENSE FOR SYSTEM IMAGING	1	2,100	\$2,100	ANNUAL SOFTWARE RENEWAL & UPDATE REQUIREMENT.
33	01	UPS IT EQUIPMENT SERVICE FOR BANNER SERVERS	1	4,568	\$4,568	UPS HARDWARE MAINTENANCE
			40		\$510,440	16 line item(s)
TOTAL BUDGET REQUESTED			40		\$510,440	16 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
HUMAN RESOURCES

GOALS AND OBJECTIVES:

1. TO PROVIDED 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 PROVIDE TO MANAGEMENT RESPONSES TO QUESTIONS ABOUT HUMAN RESOURCES ISSUES AS WELL AS SUPPORT FOR THE DEVELOPMENT AND NEGOTIATIONS OF TERMS AND CONDITIONS OF EMPLOYMENT.
3. TO ENSURE THE COLLEGE HIRES AND PROMOTES BASED ON MERIT, PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO ALL: COMPLIES WITH THE PROVISIONS OF TITLE 4 AND 17 OF THE GUAM CODE: FOLLOWS EMPLOYMENT AGREEMENTS; AND FOLLOWS OTHER APPLICABLE LAWS AND REGULATIONS.

PERFORMANCE INDICATORS:

1. REVIEW AND UPDATE OF STAFF PERFORMANCE EVALUATION PROCESS AND TOOL.
2. FACULTY PERFORMANCE EVALUATION TOOL AND PERFORMANCE EVALUATION RUBRIC; UPDATE & IMPROVEMENT ON RUBIC.
3. MANAGEMENT, SECURITY AND BACK-UP OF EMPLOYMENT AND PERSONNEL FILES.

PROPOSED OUTCOMES:

1. 100% OF ADMINISTRATORS AND STAFF WILL RECEIVE TRAINING ON THE STAFF PERFORMANCE EVALUATION PROCESS.
2. 100% OF FACULTY PERFORMANCE EVALUATIONS RESULTS WILL BE COMPARED WITH AIE&R MEMO ON ASSESSMENT COMPLIANCE ON DEADLINES AND QUALITY OF REPORTS AND PLANS BASED ON THE UPDATED RUBIC (AS NEGOTIATED).
3. 80% OF ALL FULL-TIME EMPLOYEES RECORDS SHALL BE UPDATED AND CONVERTED INTO THE BANNER DOCUMENT MANAGEMENT SYSTEM.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
HUMAN RESOURCES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
10	01	PRINTED WINDOW ENVELOPES	1	500	\$500	MAILINGS
9	01	ADVERTISEMENT	4	500	\$2,000	JOB ANNOUNCEMENTS
8	01	CUPA MEMBERSHIP	1	1,000	\$1,000	REFERENCE MATERIALS & ON-LINE SERVICES
7	01	SHRM MEMBERSHIP/SUBSCRIPTION	1	1,000	\$1,000	REFERENCE MATERIALS & ON-LINE SERVICES
			7		\$4,500	4 line item(s)
TOTAL BUDGET REQUESTED			7		\$4,500	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
MATERIALS MANAGEMENT

GOALS AND OBJECTIVES:

1. TO SUPPORT EDUCATIONAL PROGRAMS BY COMMUNICATING AND WORKING CLOSELY WITH THE CAMPUS COMMUNITY .
2. TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THE TIMELY PROCUREMENT OF SUPPLIES , EQUIPMENT, AND SERVICES NEEDED IN SUPPORT OF COLLEGE PROGRAMS AND ACTIVITIES.
3. TO SUPPORT EDUCATIONAL PROGRAMS THROUGH OVERSIGHT OF THE PROCUREMENT PROCESS, MM ENSURES THAT THE COLLEGE FOLLOWS LOCAL AND FEDERAL RULES AND REGULATIONS IN PROCURING GOODS AND SERVICES, INSURING ASSETS, AND TRACKING COLLEGE INVENTORY.

PERFORMANCE INDICATORS:

1. MM WILL CONDUCT TRAINING ON THE PROCUREMENT PROCESS FOR DEPARTMENT CHAIRS, ADMINISTRATIVE ASSISTANTS, AND STAFF WHO PREPARE AND PROCESS REQUISITIONS.
2. A MONTHLY REVIEW OF THE REQUISITIONS RECEIVED AND PROCESSED INTO PURCHASE ORDERS WILL BE DONE BY MONITORING THE REQUISITION LOG MAINTAINED BY MM.
3. DEVELOP, IMPLEMENT, AND CONTINUE TO UPDATE STANDARD CONTRACTS FOR SMALL CONSTRUCTION OR CAPITAL IMPROVEMENT PROJECTS FOR THE COLLEGE TO MANAGE RISK.

PROPOSED OUTCOMES:

1. 90% OF REQUISITIONS WILL BE PROCESSED WITHIN 10 WORK DAYS. TRNG WILL ASSIST ALL WHO PREPARE AND PROCESS REQUISITIONS ON THE PROCUREMENT PROCESS. THE SUCCESS OF THIS TRNG WILL HELP REDUCE THE NUMBER OF RETURNED/UNPROCESSED REQUISITIONS (AT LEAST 2 TRNGS)
2. 90% OF REQUISITIONS WILL BE PROCESSED WITHIN 10 WORK DAYS. TRAINING WILL ASSIST FACULTY AND STAFF ON THE PROCUREMENT PROCESS. THE SUCCESS OF THIS TRAINING WILL BE MEASURED BY THE NUMBER OF SUCCESSFUL REQUISITIONS PROCESSED.
3. 100% OF THE SMALL CONSTRUCTION OR CAPITAL IMPROVEMENT PROJECTS FOR THE COLLEGE WILL HAVE A CONTRACTUAL AGREEMENT PREPARED AND APPROVED; TAGGING OF FIXED ASSETS WILL BE COMPLETED AS EQUIPMENT IS RECEIVED; MM WILL MAINTAIN INSURANCE COVERAGE FOR AUTO, CRIME

Guam Community College
FY 2014 Budget Request by Department
MATERIALS MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
16	01	ADVERTISEMENTS	1	1,000	\$1,000	IFB, RFP, RFQ, RFI ADVERTISEMENTS
15	01	RISK MANAGEMENT SERVICES	1	2,000	\$2,000	
14	01	PRINTING SERVICES (BUILDING PLANS)	1	1,500	\$1,500	
13	01	BROKERS FEE & SURPLUS LINES	1	15,000	\$15,000	
12	01	EDUCATORS INSURANCE PREMIUMS- PGL, ELL, UL, LPL	1	135,000	\$135,000	
11	01	PROPERTY, AUTO, CRIME INSURANCE PREMIUMS	1	96,000	\$96,000	
			6		\$250,500	6 line item(s)
TOTAL BUDGET REQUESTED			6		\$250,500	6 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
STUDENT FINANCIAL AID

GOALS AND OBJECTIVES:

1. REVIEW AND UPDATE OF THE EXISTING FINANCIAL AID POLICY AND PROCEDURES MANUAL TO ENSURE CONSISTENT AND FAIR TREATMENT OF STUDENTS.
2. PROVIDE TIMELY AND CONSISTENT INFORMATION TO STUDENTS ABOUT FINANCIAL AID RULES, REGULATIONS, AND PROCEDURES.
3. ENSURE STUDENT ACCESS TO EDUCATION BY MAINTAINING ACCESS TO FEDERAL AID FUNDS FROM THE TITLE IV PROGRAMS.

PERFORMANCE INDICATORS:

1. A COMPLETE, BASIC OVERARCHING POLICIES AND PROCEDURES MANUAL WILL BE COMPLETED BY AUGUST 2013.
2. STUDENTS WILL UNDERSTAND WHAT IS EXPECTED FOR THEM TO RETAIN THEIR FINANCIAL AID AND THE WORK STUDY PROGRAM WILL BE RUN EFFICIENTLY AND IN A WAY THAT BENEFITS THE STUDENTS.
3. FUNDING FOR ALL THREE TITLE IV GRANT PROGRAMS WILL BE MAINTAINED.

PROPOSED OUTCOMES:

1. SATISFIED STUDENTS ARE RETAINED AND THE SCHOOL RECEIVES THE TUITION FUNDS.
2. INFORMATION WILL HELP STUDENTS UNDERSTAND WHAT IS EXPECTED OF THEM TO RETAIN THEIR FINANCIAL AID.
3. THE COLLEGE WILL RECEIVE FUNDING AUTHORIZATIONS EACH YEAR FOR ALL THREE TITLE IV PROGRAMS IN WHICH IT PARTICIPATES.

Guam Community College
FY 2014 Budget Request by Department
STUDENT FINANCIAL AID

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
18	01	DUES AND SUBSCRIPTIONS	1	1,000	\$1,000	ENHANCE CURRENT KNOWLEDGE
17	01	TRAINING MATERIALS	1	700	\$700	PROVIDE REQUIRED INFORMATION
			2		\$1,700	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,700	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ENVIRONMENTAL SAFETY

GOALS AND OBJECTIVES:

1. TRAINING - COORDINATE THROUGH HUMAN RESOURCES DEPT. TO SCHEDULE ENVIRONMENTAL HEALTH & SAFETY TRAINING TO STUDENTS, FACULTY, AND STAFF.
2. SCHEDULE THE ENVIRONMENTAL HEALTH & SAFETY INSPECTIONS PROCEDURES FOR THE COLLEGE AND SATELLITE HIGH SCHOOLS.
3. ENVIRONMENTAL HEALTH & SAFETY AND THE ADA TASK FORCE TO IMPROVE AWARENESS OF OPERATIONAL SAFETY PROCEDURES TO CONFORM WITH LOCAL AND FEDERAL STANDARDS.

PERFORMANCE INDICATORS:

1. REVIEW ACCIDENT/INJURY REPORTS.
2. CONTINUE TO INVESTIGATE ALL FORMS OF ACCIDENT/INJURY.
3. TASK FORCE WILL MEET QUARTERLY OR AS NEEDED TO REVIEW/ADDRESS INCIDENT REPORTS.

PROPOSED OUTCOMES:

1. REDUCTION IN STUDENTS, FACULTY, AND STAFF ACCIDENT/INJURY BY 90%.
2. IMPLEMENTATION OF SAFETY INSPECTION PROGRAM 80%.
3. REDUCTION IN ACCIDENT/INJURY 90%.

Guam Community College
FY 2014 Budget Request by Department
ENVIRONMENTAL SAFETY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
19	01	FIRE ALARM MAINTENANCE	.5	5,000	\$25,000	TESTING & REMOVAL OF HAZMAT/SAFETY SIGNS/SAFETY POSTERS
			5		\$25,000	1 line item(s)
TOTAL BUDGET REQUESTED			5		\$25,000	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ADMINISTRATIVE SUPPORT SERVICES & SECURITY

GOALS AND OBJECTIVES:

1. TO PROVIDE SERVICES IN THE MOST EFFICIENT AND COST EFFECTIVE MANNER TO THE COLLEGE.
2. TO COORDINATE SECURITY SERVICES FOR THE CAMPUS TO ENSURE THAT COLLEGE PERSONNEL, STUDENTS AND PROPERTY ARE SECURE.
3. TO IMPROVE STANDARDS FOR COPYING SERVICES TO BETTER MEET CAMPUS REQUIREMENTS.

PERFORMANCE INDICATORS:

1. INCREASE SECURITY TO REDUCE THE INCIDENCE OF CRIME ON CAMPUS.
2. TO REDUCE FEWER SECURITY CONCERNS ON CAMPUS.
3. TO ATTAIN QUALITY AND PROMPT COPYING SERVICE.

PROPOSED OUTCOMES:

1. ESTABLISH SYSTEM TO REDUCE CRIME ON CAMPUS.
2. REDUCTION OF SECURITY RELATED CONCERNS.
3. ESTABLISH STANDARDS TO PRIORITIZE AND IMPROVE PROMPT AND QUALITY COPYING SERVICE.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ADMINISTRATIVE SUPPORT SERVICES & SECURITY

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
26	01	VEHICLE MAINTENANCE	1	3,200	\$3,200	
25	01	VEHICLE INSPECTION REGISTRATION	5	30	\$150	
24	01	POSTAL BOX RENTAL	1	664	\$664	
23	01	POSTAL METER RENTAL	1	720	\$720	
22	01	COPIER LEASE	12	13,821	\$165,852	WITH 8% ANTICIPATED INCREASE
21	01	COMMUNICATION SYSTEMS	1	2,784	\$2,784	
20	01	SECURITY SERVICES	12	9,829	\$117,948	
			33		\$291,318	7 line item(s)
TOTAL BUDGET REQUESTED			33		\$291,318	7 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
OFFICE OF THE VICE PRESIDENT (AAD)

GOALS AND OBJECTIVES:

1. CONDUCT THOROUGH ACALOG TRAINING WITH VARIOUS CONSTITUENTS SUCH AS; ADMIN, DCS, ADO, LOC MEMBERS, AND AO, IN EFFORTS TO IMPLEMENT ELECTRONIC SUBMISSION OF CURRICULUM DOCUMENTS IN KEEPING WITH SUSTAINABILITY ACTIVITIES THROUGHOUT THE CAMPUS.
2. MAINTAIN EDUCATIONAL EXCELLENCE THROUGH CONTINUOUS REVIEW AND UPDATE OF PROGRAMS AND COURSES TO INCREASE STUDENT SUCCESS.
3. REVIEW RECOMMENDATIONS IN THE ISER AND THE ACCJC EVALUATION REPORT TO ENSURE THAT ALL ACTIONABLE IMPROVEMENT PLANS AND RECOMMENDATIONS ARE ADDRESSED IN A TIMELY MANNER.

PERFORMANCE INDICATORS:

1. 100% TRAINING COMPLETION AND IMPLEMENTATION OF ELECTRONIC SUBMISSION OF CURRICULUM DOCUMENTS VIA ACALOG.
2. 80-100% COMPLIANCE OF AAD DEPARTMENTS AND UNITS WITH THE UPDATING OF PROGRAM AND COURSE GUIDE TO ALIGN WITH ASSESSMENT REQUIREMENTS.
3. 100% OF ACTIONABLE IMPROVEMENT PLANS AND RECOMMENDATIONS ARE INCLUDED IN A MATRIX OF ACTIONS TAKEN, EVIDENCE GATHERED, AND ANALYSIS TO MONITOR THE PROGRESS OF THE IMPLEMENTATION OF THE RECOMMENDATIONS.

PROPOSED OUTCOMES:

1. INCREASED EFFICIENCY AND GREATER ACCOUNTABILITY OF CURRICULUM AUTHORSHIP.
2. INCREASED FACULTY COMPLIANCE WITH THE UPDATING OF PROGRAM AND COURSE GUIDES WHICH LEADS TO GREATER STUDENT LEARNING AND SUCCESS VIA COURSE AND PROGRAM COMPLETION.
3. FULL IMPLEMENTATION OF RECOMMENDATIONS WHICH WILL BE REPORTED IN THE MID-TERM REPORT DUE TO ACCJC IN 2015.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
OFFICE OF THE VICE PRESIDENT (AAD)

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
51	01	HIGHER EDUCATION DIRECTORY	3	500	\$1,500	SUBSCRIPTION
50	01	CALIFORNIA COMMUNITY COLLEGES DIRECTORY	2	200	\$400	SUBSCRIPTION
49	01	COLLEGE CATALOGS	1	1,200	\$1,200	PRINTING OF CATALOG FOR ACCREDITORS, CAMPUS GUESTS DCS, COUNSELORS, DEANS, AND PRESIDENT AND FOR HISTORICAL FILES.
48	01	STUDENT LEARNING OUTCOMES & CURRICULUM MAPPING BOOKLET	1	1,500	\$1,500	TO DISTRIBUTE TO CAMPUS COMMUNITY
47	01	SURVEYS FOR ANNUAL SELF EVALUATION REPORT (E.G. INSTITUTIONAL EFFECTIVENESS SURVEY, ETC.)	1	1,000	\$1,000	TO DISTRIBUTE TO CAMPUS COMMUNITY
			8		\$5,600	5 line item(s)
TOTAL BUDGET REQUESTED			8		\$5,600	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ADMISSIONS & REGISTRATION

GOALS AND OBJECTIVES:

1. DATA SECURITY: ASSURE THAT STUDENT RECORDS ARE CENTRALIZED, MAINTAINED, AND SECURED BY ADMISSIONS & REGISTRATION OFFICE.
2. DATA QUALITY ASSURANCE: THE OFFICE WILL MAINTAIN UP-TO-DATE STUDENT DATA FILES AND MAKE THIS INFORMATION AVAILABLE AS APPROPRIATE AND IN COMPLIANCE TO FERPA REGULATIONS, LOCAL LAWS AND COLLEGE POLICIES.
3. FERPA TRAINING: THE OFFICE WILL CONDUCT TRAINING AND AN AWARENESS CAMPAIGN ON CAMPUS TO INFORM FACULTY, ADMINISTRATORS AND STAFF ABOUT THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.

PERFORMANCE INDICATORS:

1. 100% OF ALL BANNER STUDENT PINS CONFORM WITH COLLEGE POLICY REGARDING PASSWORD FORMAT AND STRENGTH.
2. OVER 80% OF RECORDS EXAMINED WILL BE FOUND TO BE ACCURATE AND COMPLETE.
3. 100% OF OFFICES AND DEPARTMENTS RESPONSIBLE FOR ENTERING OR REVIEWING PERSON, NON-PERSON, OR STUDENT DATA WILL RECEIVE TRAINING IN FERPA REGULATIONS. ALSO, 80% OF ALL PERSONS WITH ACCESS TO STUDENT INFORMATION HAVE EITHER PARTICIPATED IN FERPA TRAINING OR

PROPOSED OUTCOMES:

1. CENTRALIZED, SECURED DATABASE, WITH SOPS CONTAINED IN MEMORANDUMS THAT ASSIGN ALL SILO RECORD KEEPING TO ADMISSIONS & REGISTRATION.
2. ACCURATE AND RELIABLE DATA AS A RESULT OF UPDATED DATA ENTRY STANDARDS POLICY WHICH SHALL BE DISSEMINATED TO ALL STAKEHOLDERS. THE OFFICE WILL CONDUCT A RANDOM SAMPLING OF NEW AND EXISTING RECORDS TO DETERMINE IF RECORDS ARE ACCURATE AND COMPLETE.
3. TRAINED STAFF, FACULTY, AND ADMINISTRATORS WHO ARE KNOWLEDGEABLE ABOUT FERPA AND CONFIDENT IN ITS IMPLEMENTATION.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ADMISSIONS & REGISTRATION

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
71	01	DIGITAL ARCHITECTURE ANNUAL MAINTENANCE FEES	1	4,140	\$4,140	ELECTRONIC CATALOG (ACALOG)
69	01	AACRAO - BI-ANNUAL MEMBERSHIP DUES	1	800	\$800	MEMBERSHIPS
68	01	SEVIS - ANNUAL MEMBERSHIP DUES	1	600	\$600	MEMBERSHIPS
67	01	HIGHER EDUCATION DIRECTORY PUBLICATION (ONLINE EDITION)	1	150	\$150	SUBSCRIPTIONS
66	01	LRP PUBLICATIONS (FERPA ANSWER BOOK)	1	200	\$200	SUBSCRIPTIONS
			5		\$5,890	5 line item(s)
TOTAL BUDGET REQUESTED			5		\$5,890	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
AIER

GOALS AND OBJECTIVES:

1. DEVELOP AND IMPROVE THE PROCESSES AND SYSTEMS NECESSARY FOR THE ELECTRONIC STORAGE AND VIRTUAL ACCESSIBILITY OF INSTITUTIONAL DATA RELATED TO RESEARCH.
2. DEVELOP AND IMPROVE THE PROCESSES AND SYSTEMS NECESSARY FOR THE SYSTEMATIC AVAILABILITY AND DISSEMINATION OF AIER INSTITUTIONAL INFORMATION AND REPORTS.
3. PROVIDE ASSESSMENT AUTHORS WITH THE NECESSARY TRAINING AND/OR SUPPORT TO ENSURE THAT ASSESSMENT EVIDENCE AND REQUIREMENTS ARE COMPLETED AND AVAILABLE IN TRACDAT.

PERFORMANCE INDICATORS:

1. 80% - 100% COMPLIANCE OF ASSESSMENT REQUIREMENTS DUE TO AIER ACTIVITIES DESIGNED TO ADDRESS AND SYSTEMATIZE THE RESEARCH AND DATA NEEDS OF THE INSTITUTION.
2. HIGHLIGHTS OF 2 - 3 AIER INSTITUTIONAL REPORTS AND INFORMATION ARE DISSEMINATED TO THE CAMPUS COMMUNITY IN A WIDE VARIETY OF FORMATS AND MEDIUMS (E.G. CHACHALANI).
3. BY SPRING 2013, 100% OF ALL ASSESSMENT UNITS (GROUP 3) WILL BE IN COMPLIANCE WITH THE INSTITUTIONAL ASSESSMENT REQUIREMENTS BASED ON THE TWO-YEAR ASSESSMENT CYCLE SCHEDULE.

PROPOSED OUTCOMES:

1. COMPLETED STUDIES, PUBLISHED REPORTS, AND SPECIALIZED ANALYSES OF THE MEANING AND SIGNIFICANCE OF ASSESSMENT FINDINGS THAT ARE REPORTED TO INTERNAL AND EXTERNAL STAKEHOLDERS OF THE COLLEGE.
2. BY THE END OF SPRING 2014, INSTITUTIONAL COMMITTEES WOULD HAVE REFERENCED OR UTILIZED THE RESEARCH DATA AND INSTITUTIONAL ASSESSMENT REPORTS COMPLETED BY THE AIER OFFICE.
3. BY THE END OF SPRING 2014, ALL ADMINISTRATIVE AND STUDENT SERVICES UNITS WILL CLOSE THEIR ASSESSMENT LOOP AND IMPLEMENT INSTITUTIONAL IMPROVEMENTS BASED ON THEIR ASSESSMENT FINDINGS.

Guam Community College
FY 2014 Budget Request by Department
AIER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
81	01	ASSESSMENT AWARDS	6	100	\$600	ASSESSMENT AWARDS GIVEN AT THE END OF THE YEAR.
80	01	NATIONAL STUDENT CLEARINGHOUSE	1	300	\$300	TO ESTABLISH A METHOD OF TRACKING STUDENT PROGRESS AFTER LEAVING GCC.
79	01	FACT BOOK, PRESIDENT'S REPORT, BOT REPORT AND FOUNDATION REPORT	1	2,000	\$2,000	TO PRINT OR BIND AIER REPORTS AND POSTERS
78	01	FACES OF THE FUTURE SURVEY	1	4,500	\$4,500	TO ADMINISTER 4TH ROUND STUDENT SURVEY TO GENERATE CRITICAL ACCREDITATION DATA.
77	01	IDEA STUDENT SURVEY & PROCESSING	1	4,500	\$4,500	TO OBTAIN FEEDBACK FROM STUDENTS REGARDING THEIR EXPERIENCES AT THE COLLEGE
76	01	TRACDAT MAINTENANCE	1	7,500	\$7,500	TO MAINTAIN THE AUTOMATED TRACDAT ASSESSMENT SYSTEM.
75	01	PROF. ORG. MEMBERSHIP/ASSOCIATION FOR INSTITUTIONAL RESEARCHER	1	150	\$150	TO KEEP ABREAST WITH INSTITUTIONAL ASSESSMENT TREND & RESEARCH
74	01	ANNUAL ONLINE SURVEY/SURVEY MONKEY	1	500	\$500	TO PAY THE ANNUAL FEE IN ORDER TO UTILIZE THE SURVEY ENGINE
			13		\$20,050	8 line item(s)
TOTAL BUDGET REQUESTED			13		\$20,050	8 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
DEAN'S OFFICE-TPS

GOALS AND OBJECTIVES:

1. SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS
2. SUPPLY ADEQUATE ASSISTANCE TO PROGRAM GROWTH
3. SUPPLY ASSISTANCE FOR INSTITUTIONAL LEARNING OUTCOMES

PERFORMANCE INDICATORS:

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

PROPOSED OUTCOMES:

1. DOCUMENTS WILL BE PROCESSED IN A TIMELY MANNER AND ROUTED ACCORDINGLY, NOT EXCEEDING THREE DAYS. DOCUMENTS PROCESSED THROUGH WILL BE LOGGED INTO SYSTEM.
2. CURRICULUM DOCUMENTS WILL CONTINUE TO BE MAINTAINED AND ENSURED THAT ALL DOCUMENTS ARE WITHIN THE FIVE YEAR CYCLE.
3. MAINTAIN QUALIFIED STAFF IN ORDER TO SUPPORT FACULTY IN THEIR EFFORTS TO ASSIST STUDENTS WITH THEIR ACHIEVEMENT OF THE ILOS.

Guam Community College
FY 2014 Budget Request by Department
DEAN'S OFFICE-TPS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
125	01	MAINTENANCE OF OFFICE EQUIPMENT	1	300	\$300	MAINTAIN AND REPAIR EQUIPMENT
124	01	PRINTING OF CERTIFICATES	1	300	\$300	PRINT SECONDARY CERTIFICATES FOR CAREER TECHNICAL EDUCATION STUDENTS
			2		\$600	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$600	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
AUTOMOTIVE TECHNOLOGY

GOALS AND OBJECTIVES:

1. RECRUIT STUDENTS FROM SECONDARY PROGRAM INTO POSTSECONDARY
2. FULLFILL INDUSTRY NEEDS
3. INCREASE INVENTORY OF NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) REQUIRED TOOLS & EQUIPMENT.

PERFORMANCE INDICATORS:

1. NUMBER OF STUDENTS FROM SECONDARY PROGRAM ENROLLING IN POST-SECONDARY PROGRAM
2. THROUGH MEETINGS WITH ADVISORY COMMITTEE
3. THROUGH INVENTORY MANAGEMENT.

PROPOSED OUTCOMES:

1. 5% OF GRADUATING SENIORS WILL TRANSITION INTO POST-SECONDARY PROGRAM.
2. CONSENSUS FROM ADVISORY COMMITTEE THAT PROGRAM IS FULLFILLING INDUSTRY NEEDS.
3. 10% INCREASE IN INVENTORY OF NATEF REQUIRED TOOLS.

Guam Community College
FY 2014 Budget Request by Department
AUTOMOTIVE TECHNOLOGY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
108	01	CALIBRATION OF METERS AND A/C	1	200	\$200	TO SUPPORT AUTO SHOP
107	01	WASTE OIL DISPOSAL	1	700	\$700	TO SUPPORT AUTO SHOP
			2		\$900	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$900	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
EDUCATION

GOALS AND OBJECTIVES:

1. RECRUIT NEW STUDENTS
2. PROVIDE QUALITY SERVICES AND EDUCATION
3. PROVIDE OPPORTUNITIES FOR STUDENTS TO EXPLORE EDUCATION AS A CAREER

PERFORMANCE INDICATORS:

1. NUMBER OF NEW STUDENTS
2. NUMBER OF FACULTY AND STAFF ATTENDING PROFESSIONAL DEVELOPMENT OPPORTUNITIES
3. NUMBER OF CLASSROOM VISITS/OBSERVATIONS

PROPOSED OUTCOMES:

1. INCREASE ENROLLMENT BY 2%
2. ALL FACULTY AND STAFF TO ATTEND A MINIMUM OF 2 PROFESSIONAL DEVELOPMENT ACTIVITIES
3. PARTICIPATE IN ONE CLASSROOM VISIT

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
EDUCATION

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
116	01	LOCAL TRAVEL MILEAGE	2	300	\$600	GAS ALLOWANCE FOR PRACTICUM TEACHERS
			2		\$600	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$600	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
EARLY CHILDHOOD EDUCATION

GOALS AND OBJECTIVES:

1. RECRUIT NEW STUDENTS
2. PROVIDE QUALITY SERVICES AND EDUCATION
3. PROVIDE OPPORTUNITIES FOR STUDENTS TO EXPLORE EDUCATION AS A CAREER

PERFORMANCE INDICATORS:

1. NUMBER OF NEW STUDENTS
2. NUMBER OF FACULTY AND STAFF ATTENDING PROFESSIONAL DEVELOPMENT OPPORTUNITIES
3. NUMBER OF CLASSROOM VISITS/OBSERVATIONS

PROPOSED OUTCOMES:

1. INCREASE ENROLLMENT BY 2%
2. ALL FACULTY AND STAFF TO ATTEND A MINIMUM OF 2 PROFESSIONAL DEVELOPMENT ACTIVITIES
3. PARTICIPATE IN ONE CLASSROOM VISIT

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
EARLY CHILDHOOD EDUCATION

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
117	01	LOCAL TRAVEL-MILEAGE	2	300	\$600	GAS ALLOWANCE FOR PRACTICUM TEACHERS
			2		\$600	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$600	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
CRIMINAL JUSTICE

GOALS AND OBJECTIVES:

1. FACULTY WILL HAVE ALL NECESSARY RESOURCES TO TEACH SLOS.
2. STUDENTS WILL COMPLETE CERTIFICATE OR ASSOCIATE PROGRAMS WITHIN 3 YEARS.
3. GRADUATES WILL BE EMPLOYED IN CRIMINAL JUSTICE FIELD OR RELATIVE INDUSTRY.

PERFORMANCE INDICATORS:

1. SEVENTY PERCENT OF GRADUATES WILL BE EMPLOYED IN LAW ENFORCEMENT OR ENROLLED IN AN INSTITUTION OF HIGHER LEARNING.
2. FACULTY WILL BE SURVEYED REGARDING PROGRAM NEEDS.
3. STUDENTS WILL BE SURVEYED REGARDING APPROPRIATE AND TIMELY COURSE OFFERINGS.

PROPOSED OUTCOMES:

1. STUDENTS EMPLOYED IN LAW ENFORCEMENT OR ENROLLED IN INSTITUTIONS OF HIGHER LEARNING.
2. COURSE CURRICULA REVIEWED EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. CLASSROOMS INSPECTED REGULARLY AND DEFICIENCIES CORRECTED IN A TIMELY MANNER.

Guam Community College
FY 2014 Budget Request by Department
CRIMINAL JUSTICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
115	01	PRINTING	1	2,000	\$2,000	PRINTING CJ BROCHURES, T-SHIRTS.
			1		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$2,000	1 line item(s)

Guam Community College
FY 2014 Budget Request by Department
EMT

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. PROVIDE LEARNING EXPERIENCES FOR STUDENT THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION AS AN EMERGENCY MEDICAL TECHNICIAN.
2. ENSURE THAT CURRICULA REFLECTS NATIONAL STANDARDS AND PRACTICE IN THE EMERGENCY FIELD.
3. ENSURE THAT INSTRUCTORS ARE ACADEMICALLY PREPARED AND NATIONALLY CERTIFIED WITH KNOWLEDGE AND SKILLS IN CONTENT AREA.

PERFORMANCE INDICATORS:

1. 80% OF STUDENTS WHO COMPLETE THE COURSE WILL BE EMPLOYED AS MEDICAL TECHNICIANS.
2. 80% WILL PASS THE EMT NATIONAL STANDARDS EXAMINATION.
3. UTILIZE FUNDING THROUGH PDRC AND GRANTS TO UPDGRADE INSTRUCTORS KNOWLEDGE AND SKILLS AS WELL AS UPGRADE EQUIPMENT.

PROPOSED OUTCOMES:

1. STUDENTS WHO ARE EMPLOYED AS EMERGENCY MEDICAL TECHNICIANS WILL INDICATE THEY ARE WELL PREPARED.
2. CURRICULA WILL BE UPDATED EVERY 3-5 YEARS AS NEEDED ACCORDING TO NATIONAL STANDARDS.
3. FACULTY WILL RECEIVE INFORMATION ON PROFESSIONAL DEVELOPMENT AND SUPPORT RESOURCES AVAILABLE TO GAIN AWARENESS OF CURRENT RESOURCES IN THEIR FIELD.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
EMT

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
106	01	BLS CARDS	1	800	\$800	CPR CERTIFICATION ALL COURSES
105	01	EMT MEDICAL DIRECTOR BRING PROGRAM TO NATIONAL STANDARDS	1	4,500	\$4,500	MEDICAL OVERSIGHT OF PROGRAM IS ESSENTIAL COMPONENT FOR ALL ASPECTS OF TRAINING PROGRAM
			2		\$5,300	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$5,300	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
VISUAL COMMUNICATIONS

GOALS AND OBJECTIVES:

1. TO EQUIP ALL VISUAL COMMUNICATIONS CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. TO EQUIP ALL VISUAL COMMUNICATIONS CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. TO PROVIDE ALL VISUAL COMMUNICATIONS CLASSROOMS AND LABS WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PERFORMANCE INDICATORS:

1. VISUAL COMMUNICATIONS STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. VISUAL COMMUNICATIONS STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
3. ALL VISUAL COMMUNICATIONS CLASSROOMS AND LABS WILL BE STOCKED WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PROPOSED OUTCOMES:

1. ALL VISUAL COMMUNICATIONS CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. ALL VISUAL COMMUNICATIONS CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. ALL VISUAL COMMUNICATIONS STUDENTS WILL HAVE THE USE OF NECESSARY INSTRUCTIONAL RESOURCES, MATERIALS, AND SUPPLIES IN ORDER TO MEET COURSE SLOS.

Guam Community College
FY 2014 Budget Request by Department
VISUAL COMMUNICATIONS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
111	01	COMPUTER REPAIR & MAINTENANCE	1	500	\$500	INSTRUCTIONAL SUPPORT
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ADULT BASIC EDUCATION

GOALS AND OBJECTIVES:

1. TO ASSIST IN ENROLLMENT OF STUDENTS IN THE GCC ABE CLASSES.
2. TO SUPPORT DEVELOPMENT OF LANGUAGE ARTS TO FACULTY THROUGH ANNUAL SUBSCRIPTION AND MEMBERSHIP TO IRE.
3. TO SUPPORT DEVELOPMENT OF MATH FACULTY THROUGH SUBSCRIPTION AND MEMBERSHIP TO NCTM.

PERFORMANCE INDICATORS:

1. NUMBER OF ABE STUDENTS ENROLLED IN FALL 2013.
2. MEMBERSHIP AND ANNUAL SUBSCRIPTION CERTIFICATION TO IRE.
3. MEMBERSHIP AND ANNUAL SUBSCRIPTION CERTIFICATION TO NCTM.

PROPOSED OUTCOMES:

1. 500 ABE STUDENTS WILL BE ASSISTED IN REGISTERING FOR CLASSES IN SY 2013-2014.
2. LANGUAGE ARTS ABE FACULTY WILL HAVE THE USE OF THE IRA PROFESSIONAL SUBSCRIPTION AS RESOURCES FOR THEIR COURSES.
3. MATH ABE FACULTY WILL HAVE THE USE OF THE NCTM PROFESSIONAL SUBSCRIPTION AS RESOURCES FOR THEIR COURSES.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ADULT BASIC EDUCATION

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
126	01	FACULTY DEVELOPMENT SUPPORT	1	500	\$500	ABE FACULTY SUPPORT
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ADULT HIGH SCHOOL

GOALS AND OBJECTIVES:

1. TO ENROLL MAXIMUM OF 80 STUDENTS IN THE GCC ADULT HS CLASSES IN SY2013-2014.
2. TO ENROLL A MAXIMUM 24 STUDENTS IN GCC ADULT HS STUDENTS SUCCESS COURSES IN SY2013-2014.
3. TO PROVIDE ADMINISTRATIVE SUPPORT TO THE GCC ADULT HS PROGRAM.

PERFORMANCE INDICATORS:

1. NUMBER OF AHS STUDENTS ENROLLED CORE COURSES IN SY2013-2014.
2. NUMBER OF AHS STUDENTS ENROLLED I THE STUDENT SUCCESS COURSE IN SY2013-2014.
3. ANNUAL STUDENT PROGRAM PROGRESS THROUGH CASAS TESTING.

PROPOSED OUTCOMES:

1. 80 STUDENTS WILL BE ENROLLED IN AHS IN 2013-2014.
2. 24 STUDENTS WILL BE ENROLLED IN THE STUDENT SUCCESS COURSE IN SY2013-2014.
3. AHS STUDENTS WILL BE ASSISTED IN THEIR REGISTRATION AND REFERRED TO 3RD PARTY FOR CAREER ELECTIVES.

Guam Community College
FY 2014 Budget Request by Department
ADULT HIGH SCHOOL

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
103	01	FACULTY DEVELOPMENT SUPPORT	1	500	\$500	FACULTY SUPPORT
			1		\$500	1 line item(s)
MISCELLANEOUS EXPENSE						
245	01	AHS REGISTRATION FEE	100	162	\$16,200	REGISTRATION FEE SPRING 2014
244	01	AHS REGISTRATION FEE	100	162	\$16,200	REGISTRATION FEE FALL 2013
243	01	AHS TUITION & FEE (OA101)	12	574	\$6,888	CAREER COURSE SPRING 2014
242	01	AHS TUITION & FEE (OA101)	12	574	\$6,888	CAREER COURSE FALL 2013
			224		\$46,176	4 line item(s)
TOTAL BUDGET REQUESTED			225		\$46,676	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ESL (ENGLISH AS A SECOND LANGUAGE)

GOALS AND OBJECTIVES:

1. TO SUPPORT USE OF TECHNOLOGY IN ESL INSTRUCTION.
2. TO SUPPORT IMPLEMENTATION OF THE NEW ESL COURSE GUIDES.
3. TO SUPPORT FACULTY DEVELOPMENT OF ESL INSTRUCTORS.

PERFORMANCE INDICATORS:

1. NUMBER OF WORKORDERS FOR ESL LAB MAINTENANCE.
2. PROVISION OF MULTIMEDIA FOR INSTRUCTOR USE.
3. MEMBERSHIP AND ANNUAL SUBSCRIPTION CERTIFICATION TO TESOL.

PROPOSED OUTCOMES:

1. ESL LAB WILL BE UPKEPT THROUGH SUPERVISION OF ADULT EDUCATION OFFICE.
2. INSTRUCTOR WILL INCORPORATE USE OF MULTIMEDIA IN TEACHING METHODOLOGY.
3. ESL FACULTY WILL BE UPDATED WITH RESOURCES FROM TESOL MEMBERSHIP.

Guam Community College
FY 2014 Budget Request by Department
ESL (ENGLISH AS A SECOND LANGUAGE)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
104	01	ANNUAL MEMBERSHIP TESOL	1	500	\$500	ESL FACULTY SUPPORT
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
MEDICAL ASSISTANT

GOALS AND OBJECTIVES:

1. STUDENTS WILL BE PROVIDED LEARNING EXPERIENCES THAT WILL ENABLE THEM TO DEMONSTRATE PROFESSIONALISM AND ADHERENCE TO ETHICAL & LEGAL RESPONSIBILITIES
2. ENSURE CURRICULA REFLECT CURRENT PRACTICE AND INFORMATION IN THE MEDICAL ASSISTING FIELD
3. ENSURE THAT INSTRUCTORS ARE ACADEMICALLY PREPARED AND POSSESS CURRENT KNOWLEDGE AND SKILLS IN CONTENT AREA

PERFORMANCE INDICATORS:

1. 90% OF GRADUATES WILL RECEIVE AN AVERAGE OF 3 ON A SCALE OF 0-4 ON THEIR INTERNSHIP /CO-OP/PRACTICUM EVALUATION
2. 95% OF THE GRADUATED MEDICAL ASSISTANTS WHO TAKE THE NATIONAL EXAMINATION WILL SUCCESSFULLY ATTAIN THEIR NATIONAL CERTIFICATION
3. UTILIZE FUNDING THROUGH PDRC AND GRANTS TO UPDGRADE INSTRUCTORS KNOWLEDGE AND SKILLS AS WELL AS UPGRADE EQUIPMENT

PROPOSED OUTCOMES:

1. STUDENTS EMPLOYED AS MEDICAL ASSISTANTS WILL INDICATE THEY ARE WELL PREPARED
2. CURRICULA WILL BE UPDATED EVERY THREE TO FIVE YEARS AS NEEDED ACCORDING TO THE CERTIFICATION PROCESS ASSOCIATED WITH MEDICAL ASSISTANTS
3. FACULTY WILL RECEIVE INFORMATION ON PROFESSIONAL DEVELOPMENT AND SUPPORT RESOURCES AVAILABLE TO GAIN AWARENESS OF CURRENT RESOURCES IN THEIR FIELD

Guam Community College
FY 2014 Budget Request by Department
MEDICAL ASSISTANT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
132	01	BIOHAZARD WASTE DISPOSAL	1	300	\$300	TO DISPOSE OF MEDICAL SHARPS SUPPLIES PER JACHO REQUIREMENT
131	01	ACCREDITATION FEE	1	1,700	\$1,700	TO MAINTAIN ACCREDITATION OF MA PROGRAM
			2		\$2,000	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$2,000	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
PRACTICAL NURSING

GOALS AND OBJECTIVES:

1. PROVIDE LEARNING EXPERIENCES FOR STUDENTS THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION IN THE NURSING FIELD
2. ENSURE THAT CURRICULA REFLECT CURRENT PRACTICE AND INFORMATION IN THE PRACTICAL NURSING FIELD
3. ENSURE THAT INSTRUCTORS ARE ACADEMICALLY PREPARED AND POSSESS CURRENT KNOWLEDGE AND SKILLS IN CONTENT AREA

PERFORMANCE INDICATORS:

1. 70% OF GRADUATING STUDENTS WILL PASS THE NCLEX-PN EXAM
2. 75% OF STUDENTS WILL PASS LAB & CLINICAL SKILLS
3. UTILIZE FUNDING THROUGH PDRC AND GRANTS TO UPDGRADE INSTRUCTORS KNOWLEDGE AND SKILLS AS WELL AS UPGRADE EQUIPMENT

PROPOSED OUTCOMES:

1. STUDENTS EMPLOYED AS LPN'S WILL REFLECT THAT THEY ARE WELL PREPARED
2. CURRICULA WILL BE UPDATED EVERY TWO TO FOUR YEARS AS NEEDED ACCORDING TO THE AMERICAN NURSES ASSOCIATION STANDARDS
3. FACULTY WILL RECEIVE INFORMATION ON PROFESSIONAL DEVELOPMENT AND SUPPORT RESOURCES AVAILABLE TO GAIN AWARENESS OF CURRENT RESOURCES IN THEIR FIELD

Guam Community College
FY 2014 Budget Request by Department
PRACTICAL NURSING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
130	01	NATIONAL NURSING LEAGUE MEMBERSHIP	1	1,075	\$1,075	MEMBERSHIP PROVIDES RESOURCES THAT WILL GUIDE STUDENTS TOWARDS SUCCESSFULLY PASSING NCLEX EXAM
129	01	NCLEX-PRACTIUM EXAM	1	1,600	\$1,600	DIAGNOSTIC READINESS TEST TO PREPARE STUDENTS TO TAKE NLCEX EXAM
128	01	EQUIPMENT REPAIR	1	3,500	\$3,500	TO MAINTAIN AND REPAIR EXISTING EQUIPMENT USED BY DEPARTMENT
127	01	MEDICAL DIRECTOR	1	3,000	\$3,000	TO OVERSEA ALLIED HEALTH DEPARTMENT
			4		\$9,175	4 line item(s)
TOTAL BUDGET REQUESTED			4		\$9,175	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
TOURISM & HOSPITALITY

GOALS AND OBJECTIVES:

1. TO REVIEW, REWRITE, AND ALIGN COURSE NUMBERS AND COURSE SLO'S FOR THE TOURISM AND TRAVEL MANAGEMENT PROGRAM.
2. TO PROVIDE ADEQUATE CLASSROOM AND STORAGE FACILITIES TO FACILITATE ATTAINMENT OF NATIONAL CERTIFICATIONS FOR TRAVEL PROFESSIONAL.
3. TO ACQUIRE A TOUR AND TRAVEL LAB/CLASSROOM WITH ADEQUATE SUPPLIES AND EQUIPMENT FOR STUDENTS TO SUPPORT PROPER INSTRUCTIONAL DELIVERY.

PERFORMANCE INDICATORS:

1. STUDENTS ACHIEVE STATED GOALS AND COMPETENCIES
2. STUDENTS ACHIEVE STATED GOALS AND COMPETENCIES
3. TO ACQUIRE A TRAVEL AGENT PROFESSIONAL CERTIFICATION

PROPOSED OUTCOMES:

1. STUDENTS WILL MEET COMPETENCIES AS STATED IN SLO'S
2. STUDENTS WILL MEET COMPETENCIES AS STATED IN SLO'S
3. STUDENTS WILL MEET COMPETENCIES AS STATED IN SLO'S.

Guam Community College
FY 2014 Budget Request by Department
TOURISM & HOSPITALITY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
121	01	VIRUS PROTECTION SOFTWARE (NORTON)	6	500	\$3,000	FOR ALL CLASSROOMS
120	01	RODENT AND PEST CONTROL	1	2,500	\$2,500	FOR PROSTART KITCHENS IN ALL HIGH SCHOOLS
119	01	BUS RENTAL	4	500	\$2,000	TO SUPPORT HIGH SCHOOL ACADEMY ACTIVITIES
118	01	INDUSTRY MEMBERSHIPS: PATA,GVB, GHRA,MCA, ASIA CHRIE	1	2,000	\$2,000	ADVISORY GROUP AND INDUSTRY MEMBERSHIPS
			12		\$9,500	4 line item(s)
TOTAL BUDGET REQUESTED			12		\$9,500	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
CULINARY

GOALS AND OBJECTIVES:

1. TO REVIEW, REWRITE, AND ALIGN COURSE NUMBERS AND COURSE SLO'S WITH THE AMERICAN CULINARY FEDERATION (ACF) BEFORE THE END OF SUMMER 2013.
2. UTILIZE GRANTS TO ENHANCE THE CULINARY LAB TO PROVIDE STUDENTS WITH THE BEST OPPORTUNITY TO SUCCESSFULLY ATTAIN STUDENT LEARNING OUTCOMES .
3. TO PROVIDE ADEQUATE CLASSROOM AND STORAGE FACILITIES TO FACILITATE ATTAINMENT OF ACCREDITATION WITH THE AMERICAN CULINARY FEDERATION.

PERFORMANCE INDICATORS:

1. RECEIVE NATIONALLY RECOGNIZED ACCREDITATION FROM AMERICAN CULINARY FEDERATION.
2. IMPROVED SLO FOR CULINARY CLASSES.
3. IMPROVED SLO FOR CULINARY CLASSES.

PROPOSED OUTCOMES:

1. INCREASE ENROLLMENT BY 3%.
2. INSTRUCTIONAL ASSESSMENT UTILIZING RUBRICS.
3. EFFECTIVE USE OF SPACE TO PROVIDE A LEARNING AND SAFE ENVIRONMENT.

Guam Community College
FY 2014 Budget Request by Department
CULINARY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
123	01	ANSUL RECERTIFICATION	1	2,500	\$2,500	ANNUAL FIRE DEPT. CODE REQUIREMENT (SIX MOS)
122	01	CULINARY EQUIPMENT PREVENTIVE MAINTENANCE, REPAIRS, AND PARTS	1	12,000	\$12,000	TO PERIODICALLY PROVIDE PM'S, REPAIRS, AND PARTS
			2		\$14,500	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$14,500	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
MARKETING

GOALS AND OBJECTIVES:

1. TO EQUIP ALL MARKETING CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. TO EQUIP ALL MARKETING CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. TO PROVIDE ALL MARKETING CLASSROOMS AND LABS WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PERFORMANCE INDICATORS:

1. MARKETING STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. MARKETING STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. ALL MARKETING CLASSROOMS AND LABS WILL BE STOCKED WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PROPOSED OUTCOMES:

1. ALL MARKETING CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. ALL MARKETING CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. ALL MARKETING STUDENTS WILL HAVE THE USE OF NECESSARY INSTRUCTIONAL RESOURCES, MATERIALS, AND SUPPLIES IN ORDER TO MEET COURSE SLOS.

Guam Community College
FY 2014 Budget Request by Department
MARKETING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
112	01	CLASSROOM MAINTENANCE	2	280	\$560	STORE AND CLASSROOM MAINTENANCE
			2		\$560	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$560	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ACCOUNTING

GOALS AND OBJECTIVES:

1. TO EQUIP ALL ACCOUNTING CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. TO EQUIP ALL ACCOUNTING CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. TO PROVIDE ALL ACCOUNTING CLASSROOMS AND LABS WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PERFORMANCE INDICATORS:

1. ACCOUNTING STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. ACCOUNTING STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
3. ALL ACCOUNTING CLASSROOMS AND LABS WILL BE STOCKED WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PROPOSED OUTCOMES:

1. ALL ACCOUNTING CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. ALL ACCOUNTING CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. ALL ACCOUNTING STUDENTS WILL HAVE THE USE OF NECESSARY INSTRUCTIONAL RESOURCES, MATERIALS, AND SUPPLIES IN ORDER TO MEET COURSE SLOS.

Guam Community College
FY 2014 Budget Request by Department
ACCOUNTING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
114	01	MEMBERSHIP DUES	1	200	\$200	INSTRUCTIONAL SUPPORT
113	01	SOFTWARE LICENSES	1	1,950	\$1,950	KEEP INSTRUCTION CURRENT
			2		\$2,150	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$2,150	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
SUPERVISION & MANAGEMENT

GOALS AND OBJECTIVES:

1. TO EQUIP ALL SUPERVISION AND MANAGEMENT CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. TO EQUIP ALL SUPERVISION AND MANAGEMENT CLASSROOMS AND LABS WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. TO PROVIDE ALL SUPERVISION AND MANAGEMENT CLASSROOMS AND LABS WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PERFORMANCE INDICATORS:

1. SUPERVISION AND MANAGEMENT STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. SUPERVISION AND MANAGEMENT STUDENTS WILL RECEIVE INSTRUCTION IN CLASSROOMS AND LABS THAT ARE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
3. ALL SUPERVISION AND MANAGEMENT CLASSROOMS AND LABS WILL BE STOCKED WITH NECESSARY INSTRUCTIONAL RESOURCES, SUPPLIES, AND MATERIALS IN ORDER TO MEET COURSE SLOS.

PROPOSED OUTCOMES:

1. ALL SUPERVISION AND MANAGEMENT CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY HARDWARE.
2. ALL SUPERVISION AND MANAGEMENT CLASSROOMS AND LABS WILL BE EQUIPPED WITH UP-TO-DATE TECHNOLOGY SOFTWARE.
3. ALL SUPERVISION AND MANAGEMENT STUDENTS WILL HAVE THE USE OF NECESSARY INSTRUCTIONAL RESOURCES, MATERIALS, AND SUPPLIES IN ORDER TO MEET COURSE SLOS.

Guam Community College
FY 2014 Budget Request by Department
SUPERVISION & MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
110	01	SOFTWARE LICENSES	1	1,400	\$1,400	INSTRUCTIONAL SUPPORT
			1		\$1,400	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$1,400	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
DEAN'S OFFICE - TSS

GOALS AND OBJECTIVES:

1. PROVIDE APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL SUPPORT FOR STUDENT SERVICES AND PROGRAMS.
2. PROVIDE ADEQUATE SUPPORT OF PROGRAM GROWTH.
3. PROVIDE SUPPORT FOR INSTITUTIONAL LEARNING OUTCOMES.

PERFORMANCE INDICATORS:

1. TIMELY PROCESSING OF REQUISITIONS AND DOCUMENT SUBMISSIONS.
2. CURRICULUM AND PROGRAM DOCUMENT SUBMISSIONS AND REVIEW.
3. APPROPRIATE STAFF AND PERSONNEL TO COORDINATE ACTIVITIES FOR SERVICE LEARNING AND STUDENT SERVICES ACTIVITIES.

PROPOSED OUTCOMES:

1. DOCUMENTS WILL BE PROCESSED THROUGH THE DEAN'S OFFICE WITHIN THREE DAYS OF RECEIPT.
2. HIRING OF QUALIFIED FACULTY OR STAFF AND WILL BE IN PLACE TO ADMINISTER PROGRAMS AND COURSES.
3. HIRING AND MAINTAINING QUALIFIED STAFF TO SUPPORT FACULTY IN THEIR EFFORTS TO PROVIDE OPPORTUNITIES FOR STUDENTS TO DEMONSTRATE THE ILOS.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
DEAN'S OFFICE - TSS

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
102	01	BUSINESS CARD	8	25	\$200	NETWORKING OPPORTUNITIES
			8		\$200	1 line item(s)
TOTAL BUDGET REQUESTED			8		\$200	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
STUDENT SUPPORT SERVICES

GOALS AND OBJECTIVES:

1. TO IMPROVE THE PROCESSING TIME OF STUDENT AND EMPLOYEE IDENTIFICATION, STUDENT DISCIPLINARY ACTIONS, AND ROOM RESERVATIONS.
2. TO IMPROVE REPORTING OF CLASS POSTPONEMENTS, KEY DISTRIBUTION, AND SUBSTITUTES PROVIDED.
3. TO PROVIDE TRAINING OPPORTUNITIES FOR STUDENT SUPPORT STAFF TO ENHANCE JOB PERFORMANCE.

PERFORMANCE INDICATORS:

1. IDS AND PARKING DECALS WILL BE PROCESSED UPON REQUEST. STUDENT DISCIPLINE REFERRALS WILL BE ADDRESSED WITHIN 5 WORKING DAYS. ROOM RESERVATION REQUESTS WILL BE PROCESSED WITHIN 3 WORKING DAYS.
2. 95% OF DATA WILL BE MAINTAINED AND REPORTED ELECTRONICALLY.
3. 80% OF STAFF WILL PARTICIPATE IN TRAINING IDENTIFIED FOR JOB PERFORMANCE ENHANCEMENT.

PROPOSED OUTCOMES:

1. IMPROVED CUSTOMER SERVICE.
2. IMPROVED REPORTING.
3. IMPROVED CUSTOMER SERVICE.

Guam Community College
FY 2014 Budget Request by Department
STUDENT SUPPORT SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
101	01	RADIO SERVICE AND MAINTENANCE	10	320	\$3,200	PROVIDE EFFICIENT COMMUNICATION TO ENSURE CAMPUS SECURITY
			10		\$3,200	1 line item(s)
TOTAL BUDGET REQUESTED			10		\$3,200	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
HEALTH SERVICES CENTER

GOALS AND OBJECTIVES:

1. TO PROVIDE QUALITY NURSING CARE TO THE ILL AND INJURED ON CAMPUS.
2. TO PROVIDE PREVENTATIVE HEALTH CARE SERVICES.
3. TO PROVIDE QUALITY HEALTH EDUCATION/COUNSELING ON CAMPUS.

PERFORMANCE INDICATORS:

1. AN AUDIT OF ACCIDENT REPORTS, MEDICAL/DENTAL REFERRALS, AND HEALTH RECORDS.
2. AN AUDIT OF IMMUNIZATION AND TB CLEARANCE RECORDS.
3. AN AUDIT OF HEALTH EDUCATION/COUNSELING.

PROPOSED OUTCOMES:

1. RESULTS OF AUDIT WILL SHOW INDICATION THAT CLIENTS' HEALTH NEEDS ARE MET AND REPORTS/REFERRALS ARE COMPLETED PROPERLY.
2. RESULTS OF AUDIT WILL INDICATE 100% COMPLIANCE AMONG STUDENTS WITH TB CLEARANCE REQUIREMENTS FOR COLLEGE ENROLLMENT.
3. RESULTS OF AUDIT WILL INDICATE HEALTH COUNSELING PROVIDED TO CLIENTELLES THAT FACILITATE POSITIVE AND HEALTHY BEHAVIORAL MODIFICATIONS.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
HEALTH SERVICES CENTER

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
100	01	CONTRACTUAL -MEDICAL ADVISOR FEE & MEDICAL WASTE MANAGEMENT	1	1,550	\$1,550	CONTRACTUAL SERVICES TO FACILITATE PATIENT CARE.
			1		\$1,550	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$1,550	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ASSESSMENT & COUNSELING

GOALS AND OBJECTIVES:

1. TO INCREASE STUDENT UTILIZATION OF THE INTEREST PROFILER IN THE "CHOICES PLANNER", A CAREER INFORMATION DELIVERY SYSTEM (CIDS)
2. TO MEASURE GCC EMPLOYEES' AWARENESS OF THE ASSESSMENT & COUNSELING DEPARTMENT'S DIRECT STUDENT SERVICES.
3. TO INSURE ONGOING REVIEW AND EVALUATION OF COUNSELING SERVICES, PROGRAMS, AND INITIATIVES OCCUR.

PERFORMANCE INDICATORS:

1. THE DEPARTMENT WILL GENERATE A CHOICES PLANNER SOFTWARE REPORT OF THE PORTFOLIO EVALUATION WITH THE NUMBER OF STUDENTS UTILIZING THE INTEREST PROFILER IN SEPTEMBER 2012.
2. INSTRUMENT/TOOL NAME: GCC EMPLOYEE AWARENESS SURVEY A SURVEY OF COLLEGE EMPLOYEES WILL BE CONDUCTED TO MEASURE EMPLOYEE AWARENESS OF COUNSELING SERVICES FOR STUDENTS.
3. REGULAR REVIEWS, DISCUSSIONS, AND ANALYSIS OF DEPARTMENTAL STRATEGIC PLAN INITIATIVES AND ASSESSMENT GOALS ARE CONDUCTED VIA DEPARTMENT MEETINGS, CASE STAFFING, AND/OR RETREATS.

PROPOSED OUTCOMES:

1. AFTER ESTABLISHING A BASELINE OF CHOICES PLANNER SOFTWARE INTEREST PROFILER USERS, THE DEPARTMENT WILL INCREASE THE STUDENT USAGE BY 10%.
2. AT LEAST 75% OF THE EMPLOYEE RESPONDENTS WILL ACCURATELY IDENTIFY AT LEAST THREE DIRECT STUDENT SERVICES PROVIDED BY THE ASSESSMENT & COUNSELING DEPARTMENT POSTSECONDARY CAREER COUNSELORS FOR POSTSECONDARY PROGRAMS AND ADULT HIGH SCHOOL PROGRAM STUDENTS.
3. REVISION OF DEPARTMENT STRATEGIC PLAN AND IMPROVEMENT OF DEPARTMENT SERVICES WILL OCCUR BASED ON ANALYSIS OF DATA FROM THE REGULAR REVIEWS AND DISCUSSIONS.

Guam Community College
FY 2014 Budget Request by Department
ASSESSMENT & COUNSELING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
87	01	COMPASS ADMINISTRATION UNITS	1	3,960	\$3,960	UNITS CONSIST OF STUDENT INFORMATION, MATH, ENGLISH AND ESSAY MATERIALS STUDENTS
86	01	CHOICES LICENSE RENEWAL	1	1,095	\$1,095	SITE LICENSE RENEWAL
			2		\$5,055	2 line item(s)
TOTAL BUDGET REQUESTED			2		\$5,055	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
VOCATIONAL GUIDANCE PROGRAM

GOALS AND OBJECTIVES:

1. TO INCREASE GDOE STUDENTS' AWARENESS AND UNDERSTANDING OF GCC'S POSTSECONDARY PROGRAMS AND OF THE PROCESS OF TRANSITIONING TO POSTSECONCARY STUDIES AT GCC.
2. TO COORDINATE WITH GDOE COUNSELORS TO MAINTAIN AND/OR INCREASE THE NUMBER OF STUDENTS ENROLLED IN GCC'S SECONDARY CTE PROGRAMS AS APPROPRIATE.
3. TO ENSURE ONGOING REVIEW AND EVALUATION OF COUNSELING SERVICES, PROGRAMS, AND INITIATIVES OCCUR.

PERFORMANCE INDICATORS:

1. CONDUCT FOCUS GROUP WITH CURRENT GCC CTE PROGRAM 2ND AND 3RD YEAR STUDENTS TO IDENTIFY HIGH SCHOOL/COLLEGE TRANSITION AREAS WHERE ADDITIONAL EMPAHSIS IS NEEDED.
2. THE NUMBER OF STUDENTS CONTINUING IN THE 2ND AND 3RD YEAR OF CTE PROGRAMS.
3. REGULAR REVIEWS, DISCUSSIONS, AND ANALYSIS OF DEPARTMENT STRATEGIC PLAN INITIATIVES AND ASSESSMENT GOALS ARE CONDUCTED VIA DEPARTMENT MEETINGS, CASE STAFFING, AND/OR RETREATS.

PROPOSED OUTCOMES:

1. IDENTIFICATION OF TOP 3 TRANSITION AREAS NEEDING ADDITIONAL FOCUS.
2. 5% INCREASE OR UNTIL OPTIMAL ENROLLMENT IS ACHIEVED, IN THE NUMBER OF GDOE STUDENTS CONTINUING IN THE GCC CTE PROGRAMS.
3. REVISION OF DEPARTMENT STRATEGIC PLAN AND IMPROVEMENT OF DEPARTMENT SERVICES WILL OCCUR BASED ON ANALYSIS OF DATA FROM THE REGULAR REVIEWS AND DISCUSSIONS.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
VOCATIONAL GUIDANCE PROGRAM

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
89	01	UNLIMITED EVDO SERVICE (5 SCHOOLS)	5	599	\$2,995	BROADBAND/EVDO IS ESSENTIAL DUE TO THE UNPREDICTABILITY OF INTERNET ACCESS TO SATELLITE OFFICES.
88	01	MEMBERSHIP DUES (ACA)	5	220	\$1,100	COUNSELING RELATED PROFESSIONAL ASSOCIATION MEMBERSHIP RENEWALS FOR EACH CAREER COUNSELOR
			10		\$4,095	2 line item(s)
TOTAL BUDGET REQUESTED			10		\$4,095	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
ACCOMODATIVE SERVICES

GOALS AND OBJECTIVES:

1. TO PROVIDE SUFFICIENT FUNDS FOR INTERPRETERS AND NOTE TAKERS AS DEMAND FOR THEIR SERVICES INCREASES.
2. TO ENSURE STUDENTS WITH DISABILITIES RECEIVE APPROPRIATE ACADEMIC ACCOMMODATIONS AND SERVICES TO EMPOWER THESE STUDENTS TO SUCCEED IN THEIR ACADEMIC COURSE OF STUDY.
3. TO PROVIDE TRAINING FOR FACULTY AND STAFF TO ENSURE THEY HAVE THE REQUISITE KNOWLEDGE TO INTERACT WITH AND INSTRUCT STUDENTS WITH DISABILITIES.

PERFORMANCE INDICATORS:

1. ONGOING MEETINGS WITH STUDENTS WITH DISABILITIES TO DETERMINE THEIR NEEDS AND TO WHAT EXTENT THESE NEEDS ARE BEING MET.
2. PROVISION OF NECESSARY EDUCATIONAL AIDS AND SERVICES FOR STUDENTS WITH DISABILITIES.
3. PROVISION OF RELEVANT MATERIALS AND TRAINING SESSIONS FOR GCC FACULTY.

PROPOSED OUTCOMES:

1. ASSESSMENT THROUGH SURVEYS, FOCUS GROUPS, AND REVIEW OF SERVICES INDICATING THAT THE MAJORITY OF STUDENTS WITH DISABILITIES SEE THE OFFICE OF ACCOMMODATIVE SERVICES AS MAKING EFFORTS TO ASSIST THEM IN THEIR ACADEMIC SUCCESS.
2. ASSESSMENT THROUGH SURVEYS, FOCUS GROUPS, AND REVIEW OF SERVICES INDICATING THAT THE MAJORITY OF STUDENTS WITH DISABILITIES SEE THE OFFICE OF ACCOMMODATIVE SERVICES AS PROVIDING STUDENTS WITH EDUCATIONAL AIDS NECESSARY TO ASSIST THEM IN THEIR ACADEMIC GOAL.
3. ASSESSMENT THROUGH SURVEYS, FOCUS GROUPS, AND REVIEWS OF SERVICES INDICATING THAT THE MAJORITY OF FACULTY SEE THE OFFICE OF ACCOMMODATIVE SERVICES AS MAKING SUFFICIENT EFFORTS TO PREPARE THEM TO SERVE STUDENTS WITH DISABILITIES.

Guam Community College
FY 2014 Budget Request by Department
ACCOMODATIVE SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
90	01	SERVICE PROVIDERS FOR STUDENTS	1	14,000	\$14,000	CONTRACTS FOR INTERPRETERS FOR HEARING IMPAIRED STUDENTS & NOTE TAKERS FOR OTHER STUDENTS WITH DISABILITIES
			1		\$14,000	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$14,000	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department
LEARNING RESOURCES CENTER

GOALS AND OBJECTIVES:

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

PERFORMANCE INDICATORS:

1. 80% OF STUDENTS AND FACULTY WILL AGREE THAT THE LIBRARY MEETS THEIR CURRICULAR NEEDS.
2. 80% OF STUDENTS AND FACULTY WILL AGREE THAT LIBRARY TECHNOLOGY MEETS THEIR CURRICULAR NEEDS.
3. 80% OF STUDENTS WILL DEMONSTRATE EFFECTIVE INFORMATION LITERACY SKILLS.

PROPOSED OUTCOMES:

1. GCC LIBRARY HAS SUFFICIENT RESOURCES TO MEET FACULTY AND STUDENT NEEDS.
2. STUDENTS AND FACULTY BECOME COMPETENT USERS OF LIBRARY TECHNOLOGY.
3. STUDENTS WILL DEMONSTRATE EFFECTIVE INFORMATION LITERACY SKILLS.

Guam Community College
FY 2014 Budget Request by Department
LEARNING RESOURCES CENTER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
95	01	EBSCO PRINT PERIODICAL SUBSCRIPTION	1	2,500	\$2,500	RESOURCES FOR STUDENT LEARNING
94	01	EBSCO ACADEMIC E-BOOKS SUBSCRIPTION	1	3,000	\$3,000	RESOURCES FOR STUDENT LEARNING
93	01	LOCAL SUBSCRIPTIONS	1	1,000	\$1,000	GUAM AND MICRONESIAN PERIODICALS TO SUPPORT STUDENT LEARNING
92	01	EBSCO FULL TEXT PERIODICAL DATABASE	1	5,000	\$5,000	RESOURCES FOR STUDENT LEARNING
91	01	3M SERVICE CONTRACT FOR SECURITY GATE	1	3,991	\$3,991	SECURITY FOR LIBRARY ITEMS
			5		\$15,491	5 line item(s)
TOTAL BUDGET REQUESTED			5		\$15,491	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department (MDF)
AUTOMOTIVE TECHNOLOGY

GOALS AND OBJECTIVES:

1. RECRUIT STUDENTS FROM SECONDARY PROGRAM INTO POSTSECONDARY
2. FULLFILL INDUSTRY NEEDS
3. INCREASE INVENTORY OF NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) REQUIRED TOOLS & EQUIPMENT.

PERFORMANCE INDICATORS:

1. NUMBER OF STUDENTS FROM SECONDARY PROGRAM ENROLLING IN POST-SECONDARY PROGRAM
2. THROUGH MEETINGS WITH ADVISORY COMMITTEE
3. THROUGH INVENTORY MANAGEMENT.

PROPOSED OUTCOMES:

1. 5% OF GRADUATING SENIORS WILL TRANSITION INTO POST-SECONDARY PROGRAM.
2. CONSENSUS FROM ADVISORY COMMITTEE THAT PROGRAM IS FULLFILLING INDUSTRY NEEDS.
3. 10% INCREASE IN INVENTORY OF NATEF REQUIRED TOOLS.

Guam Community College
FY 2014 Budget Request by Department (MDF)
AUTOMOTIVE TECHNOLOGY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
1	04	AUTOMOTIVE SUPPLIES	30	500	\$15,000	TO SUPPORT AUTO SHOP
			30		\$15,000	1 line item(s)
EQUIPMENT						
9	04	CLUTCH SPRING COMPRESSOR	4	150	\$600	TO SUPPORT AUTO SHOP
2	04	WELDING GAS OUTFITS	1	1,644	\$1,644	TO SUPPORT AUTO SHOP
3	04	CYLINDER CART FOR OXYGEN	1	1,260	\$1,260	TO SUPPORT AUTO SHOP
4	04	ACETYLENE CYLINDER DEPOSIT	1	310	\$310	TO SUPPORT AUTO SHOP
5	04	TRANSMISSION SERVICE TOOLS	1	800	\$800	TO SUPPORT AUTO SHOP
6	04	ENGINE SERVICE TOOLS	5	50	\$250	TO SUPPORT AUTO SHOP
8	04	CLUTCH COMPRESSOR	2	75	\$150	TO SUPPORT AUTO SHOP
16	04	PARTS WASHER	1	1,002	\$1,002	TO SUPPORT AUTO SHOP
10	04	PARTS PULLER SET	2	450	\$900	TO SUPPORT AUTO SHOP
11	04	REPLACEMENT OF BROKEN TOOLS	1	500	\$500	TO SUPPORT AUTO SHOP
12	04	PORTABLE CLUTCH SPRING COMPRESSOR	1	100	\$100	TO SUPPORT AUTO SHOP
13	04	VALVE SEAT GRINDER	1	2,000	\$2,000	TO SUPPORT AUTO SHOP
14	04	BRAKE LATHE	1	4,999	\$4,999	TO SUPPORT AUTO SHOP
15	04	ALIGNMENT SERVICE TOOLS	1	4,999	\$4,999	TO SUPPORT AUTO SHOP
7	04	TRANSMISSION SERVICE TOOLS	4	150	\$600	TO SUPPORT AUTO SHOP
			27		\$20,114	15 line item(s)
TOTAL BUDGET REQUESTED			57		\$35,114	16 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department (MDF)
APPRENTICESHIP

GOALS AND OBJECTIVES:

1. INCREASE THE NUMBER OF ACTIVE APPRENTICES IN THE PROGRAM FROM 386 TO 391.
2. INCREASE EMPLOYER PARTICIPATION IN THE APPRENTICESHIP PROGRAM FROM 100 TO 105.
3. INCREASE THE NUMBER OF APPRENTICESHIP COMPLETERS FROM 15 TO 20.

PERFORMANCE INDICATORS:

1. 1.3 % INCREASE OF ACTIVE APPRENTICES WILL BE IN THE PROGRAM.
2. 1.3 % INCREASE OF ACTIVE EMPLOYERS WILL BE REGISTERED WITH THE PROGRAM.
3. 1.3% INCREASE OF APPRENTICES WILL RECEIVE THEIR COMPLETION CERTIFICATES.

PROPOSED OUTCOMES:

1. 391 ACTIVE APPRENTICES WILL BE INDENTURED IN THE PROGRAM BY THE BEGINNING OF AY2014-2015.
2. 105 ACTIVE EMPLOYERS WILL HAVE APPRENTICES REGISTERED BY THE PROGRAM BY THE BEGINNING OF AY 2014-2015.
3. 20 APPRENTICES WILL BECOME CERTIFIED JOURNEY WORKERS BY THE END OF AY 2014-2015.

Guam Community College
FY 2014 Budget Request by Department (MDF)
APPRENTICESHIP

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
18	04	GCC PLACEMENT TEST	350	20	\$7,000	PLACEMENT REQUIREMENT FOR ADVISEMENT (\$20.00 PER PLACEMENT TESTING)
17	04	CONTRACTUAL SERVICES	4	5,000	\$20,000	SUPPORT CURRICULUM FOR PROGRAMS
			354		\$27,000	2 line item(s)
SUPPLIES & MATERIALS						
28	04	APPRENTICE GRADUATION PROMOTION	10	500	\$5,000	GOWNS, T-SHIRTS, TASSEL AND SASHES
19	04	OFFICE SUPPLIES	10	500	\$5,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
20	04	SUPPLIES FOR COPIER, PRINTER	4	500	\$2,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
21	04	IT SCIENTIFIC/GRAPHIC CALCULATORS	15	500	\$7,500	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
22	04	AUTOMOTIVE SERVICE TECHNOLOGY SUPPLIES	10	500	\$5,000	SUPPORT AUTO COLLISION REPAIR, AUTOMOTIVE, AUTO BODY PROGRAMS (CLASSROOM USE)
23	04	CONSTRUCTION TRADES SUPPLIES	20	500	\$10,000	SUPPORT CONSTRUCTION, ELECTRICAL, ARCHITECTURAL ENGINEERING, WELDING PROGRAMS (CLASSROOM USE)
24	04	ELECTRONICS SUPPLIES	10	500	\$5,000	SUPPORT ELECTRONICS PROGRAMS (CLASSROOM USE)
25	04	MATHEMATICS SUPPLIES	10	500	\$5,000	SUPPORT MATHEMATICS PROGRAM (CLASSROOM USE)
27	04	TOURISM SUPPLIES	10	500	\$5,000	SUPPORT TOURISM, CULINARY ARTS PROGRAM (CLASSROOM USE)
29	04	OFFICIAL VEHICLE	10	500	\$5,000	MAINTENANCE (OIL CHANGE, SAFETY INSPECTION, ETC.)
26	04	OFFICE TECHNOLOGY SUPPLIES	10	500	\$5,000	SUPPORT OFFICE TECHNOLOGY PROGRAMS (CLASSROOM USE)
			119		\$59,500	11 line item(s)
EQUIPMENT						
30	04	AUTOMOTIVE SERVICE TECHNOLOGY EQUIPMENT	1	7,000	\$7,000	SUPPORT AUTO COLLISION REPAIR, AUTOMOTIVE, AUTO BODY PROGRAMS (CLASSROOM USE)
31	04	CONSTRUCTION TRADES EQUIPMENT	2	7,000	\$14,000	SUPPORT CONSTRUCTION, ELECTRICAL, ARCHITECTURAL ENGINEERING, WELDING PROGRAMS (CLASSROOM USE)
32	04	ELECTRONICS EQUIPMENT	1	7,000	\$7,000	SUPPORT ELECTRONICS PROGRAMS (CLASSROOM USE)
33	04	OFFICE TECHNOLOGY EQUIPMENT	1	7,000	\$7,000	SUPPORT OFFICE TECHNOLOGY PROGRAMS (CLASSROOM USE)
34	04	NOTEBOOK COMPUTER, PC	4	3,000	\$12,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
35	04	NOTEBOOK COMPUTER, MAC	2	3,000	\$6,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
36	04	MULTI MEDIA PROJECTOR	3	2,500	\$7,500	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
37	04	DIGITAL VIDEO CAMERA	3	1,000	\$3,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS

Guam Community College
FY 2014 Budget Request by Department (MDF)
APPRENTICESHIP

[GCC-DEPT3]

			17	\$63,500	8 line item(s)
MISCELLANEOUS EXPENSE					
38	04	MISCELLANEOUS	2	541,542,1,083,083	TUITION, BOOKS, FEES
			2	\$1,083,083	1 line item(s)
TOTAL BUDGET REQUESTED			492	\$1,233,083	22 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department (MDF)
CONSTRUCTION TRADES

GOALS AND OBJECTIVES:

1. PREPARE STUDENTS TO WORK IN THE CONSTRUCTION INDUSTRY AS SEMI-SKILLED TO SKILLS CRAFTS PEOPLE
2. PROVIDE STUDENTS WITH NATIONALLY RECOGNIZED CERTIFICATIONS
3. PROVIDE COURSES FOR ADVANCEMENT, CERTIFICATION, AND PERSONAL ENRICHMENT

PERFORMANCE INDICATORS:

1. INCREASE IN ENROLLMENT FOR ALL CERTIFICATE AND DEGREE PROGRAMS UNDER CONSTRUCTION TRADES.
2. ASSESSMENT RESULTS REPORTED IN TRACDAT.
3. NUMBER OF FACULTY RECERTIFIED.

PROPOSED OUTCOMES:

1. INCREASE ENROLLMENT IN CONSTRUCTION TRADES COURSES.
2. ALL FACULTY IN TRADES CERTIFIED AS CONTRENS INSTRUCTORS.
3. MEET ASSESSMENT OBJECTIVES.

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department (MDF)
CONSTRUCTION TRADES

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
52	04	PLUMBING SUPPLIES	1	1,000	\$1,000	TRAINING
51	04	TRAINING SUPPLIES	1	1,000	\$1,000	ELECTRICAL PROGRAM
50	04	HEAVY EQUIPMENT PROGRAM - SUPPLIES	1	5,000	\$5,000	SAFETY AND MAINTENANCE REQUIREMENT
49	04	SUPPLIES FOR TRUCK DRIVING PROGRAM	1	3,000	\$3,000	MAINTENANCE AND FUEL
47	04	STAND UP HEAVY DUTY COMPRESSOR	1	5,000	\$5,000	FOR INSTRUCTIONAL USE
46	04	HAND TOOLS	1	10,000	\$10,000	FOR INSTRUCTIONAL USE
45	04	SHOP EQUIPMENT (HVAC)	1	4,326	\$4,326	FOR INSTRUCTIONAL USE
44	04	GASES	1	500	\$500	TO SUPPORT COURSES & INSTRUCTION
43	04	OFFICE SUPPLIES	2	1,000	\$2,000	SUPPLIES FOR INSTRUCTIONAL/OFFICE USE
42	04	PROMOTIONAL ITEMS	1	1,000	\$1,000	TO SUPPORT COURSES & INSTRUCTION
41	04	CONSUMABLE WELDING SUPPLIES	2	500	\$1,000	FOR INSTRUCTIONAL USE
40	04	LUMBER	5	500	\$2,500	FOR INSTRUCTIONAL USE
39	04	WOOD LAMINATES	8	500	\$4,000	FOR INSTRUCTIONAL USE
			26		\$40,326	13 line item(s)
EQUIPMENT						
48	04	LAPTOPS	10	1,635	\$16,350	SUPPORT INSTRUCTION/TO REPLACE OLD SYSTEMS
			10		\$16,350	1 line item(s)
TOTAL BUDGET REQUESTED			36		\$56,676	14 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2014 Budget Request by Department (SF)
BUSINESS OFFICE

GOALS AND OBJECTIVES:

1. APPROPRIATE FINANCIAL INFORMATION IS PROVIDED THROUGHOUT THE INSTITUTION. THE BUSINESS OFFICE WILL PROVIDE MONTHLY FINANCIAL REPORTS TO UPHOLD EDUCATIONAL PROGRAMS BY ENHANCING AND WORKING CLOSELY WITH THE CAMPUS COMMUNITY.
2. THE BUSINESS OFFICE WILL PROVIDE FINANCIAL INFORMATION TO DEPARTMENT BASED ON FUNDS APPROPRIATED AND AVAILABLE BY THE LEGISLATURE AND THE BOT TO BETTER SUPPORT STUDENT LEARNING PROGRAMS AND SERVICES, THE APPROPRIATE ALLOCATION AND USE OF FINANCIAL INFORMATION.
3. ACCURATELY ACCOUNT FOR COLLEGE ACTIVITY THROUGH KEEPING FINANCIAL RECORDS IN COMPLIANCE WITH GAAP AND US OMB CIRCULAR REQUIREMENTS.

PERFORMANCE INDICATORS:

1. THE ACCOUNTANTS WILL PREPARE AND GENERATE MONTHLY FINANCIAL STATUS REPORTS.
2. THE APPROVED BUDGET WILL BE READILY AVAILABLE FOR USE BY THE THIRD WEEK OF THE YEAR.
3. FEDERAL REPORTS WILL BE SUBMITTED UPON THE FEDERAL REPORT DEADLINES.

PROPOSED OUTCOMES:

1. THE MONTHLY FINANCIAL STATUS REPORTS WILL BE COMPLETED AND SUBMITTED TO BOARD OF TRUSTEES, LEGISLATURE AND CAMPUS COMMUNITY.
2. THE ANNUAL BUDGET WILL BE COMPLETED AND SUBMITTED TO LEGISLATURE FOR APPROVAL BY 2/15/15.
3. THE ANNUAL AUDIT REPORT WILL BE SUBMITTED TO OPA, FEDERAL AND GAAP DEADLINES.

Guam Community College
FY 2014 Budget Request by Department (SF)
BUSINESS OFFICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
MISCELLANEOUS EXPENSE						
1	01	LOAN REPAYMENT	4	25,000	\$100,000	PER PL 31-229 USDA LOAN REPAYMENT LIQUID FUEL TAX
			4		\$100,000	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$100,000	1 line item(s)



Physical Master Plan 2011-2015



TRMA

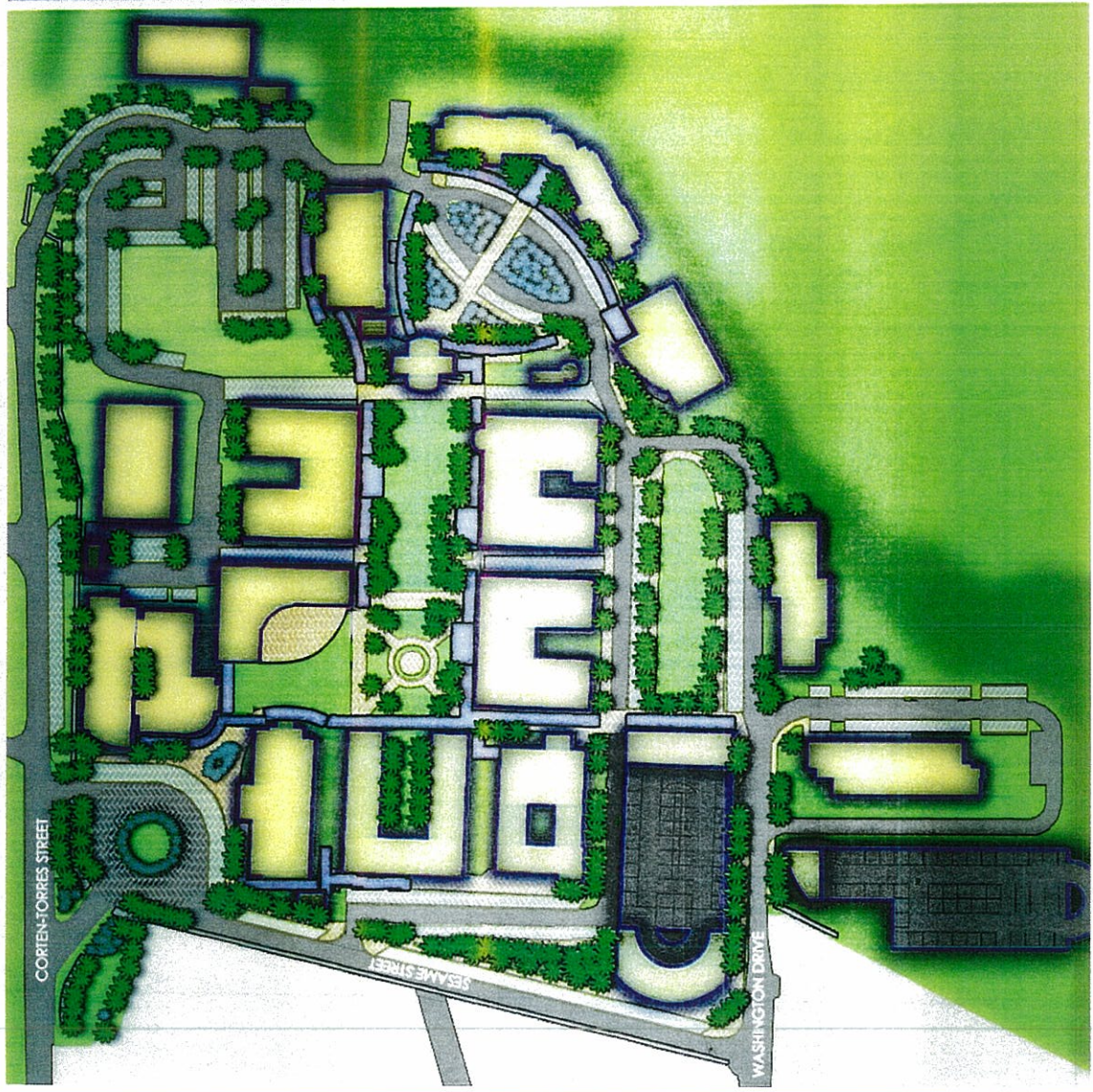


TABLE OF CONTENTS

EXECUTIVE SUMMARY	i
CAMPUS GROWTH	1
PROGRAMMING DATA	2
MASTER PLAN STATUS	5
SUSTAINABILITY	6
PARKING	7
INFRASTRUCTURE IMPROVEMENTS	9
CAMPUS SAFETY	17
CAMPUS EXPANSION	19
WORK PHASES	21

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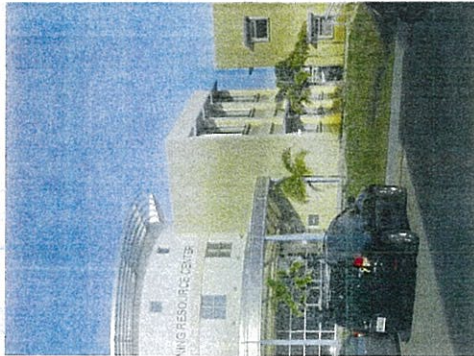
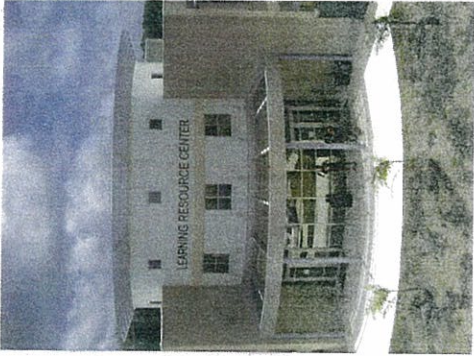
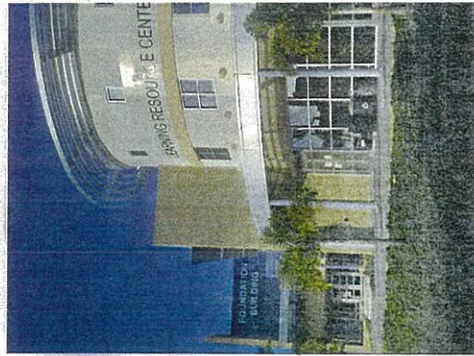
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EXECUTIVE SUMMARY

The Guam Community College has grown significantly over the last six years, necessitating continued upgrade and improvement to campus facilities and infrastructure. Student enrollment is increasing at an exciting rate—approximately 50-percent—from 1,800 students in 2006 to 2,500 students in 2011. GCC continues to maintain this momentum with new building projects to provide learning space to support quality academics and work force training. The Allied Health Center, The Learning Resource Center, the Student Center, and the Foundation Building projects are a few of the realized steps in the execution of the Physical Master Plan that address the College's needs. The 2011 Update includes plans for campus expansion and new buildings that will increase the physical capacity of the College over the next few years.

The Master Plan update is based on a projected growth rate of approximately 9-percent, which is a reasonable projection over the next five years based on the College's recent growth trend. Enrollment from 2006 to 2008 was approximately 1,800 students. Enrollment eclipsed 2,000 students in 2009. In 2011 the College reached the 2,500-student mark. While enrollment has increased at a high rate, it is reasonable to project that the rate tapers down over the next few years.



EXECUTIVE SUMMARY

The Master Plan is updated with new projects that will support the College's mission and academic goals. The College's sustainable mission is the driving force for the design of the new projects in addition to programmatic goals for academic programs that have evolved since the Master Plan. These projects include the renovation of existing buildings, the construction of new buildings, and improvements to campus infrastructure. The Master Plan also considers expansion of the campus boundary based on recent property acquisitions and the potential acquisition of other neighboring properties.

Building Renovation

- Conversion of the Building 1000 Technology Center into a Green Data Center.
- Administration Building.

Campus Infrastructure Upgrades

- Utilizing of building management systems.
- Generator Power
- Domestic Water
- Fire Protection
- Campus network
- Campus safety improvements

Campus Expansion

- Forensic Lab Acquisition
- Sesame Street Reintegration
- Government Land Acquisition
- Private Land Acquisition

New Buildings

- Forensic DNA Lab
- Multi-Level Parking Structures
- New Multi Purpose Auditorium
- GCC Clock Tower

The new projects will be done in conjunction with projects that remain part of the Master Plan from the previous update, including the new Maintenance Building and renovation of Buildings 100, 200, 300, 500 & 600.

EXECUTIVE SUMMARY

Six phases comprised of two parts outline the Master Plan work. The projects added to the Master Plan modify the work phases from the previous update.

Phase	Key Projects
Phase 1A	Building 200 Renovation; Forensic DNA Lab
Phase 1B	Founder's Square; PV Walkway Canopy
Phase 2A	LRC-Foundations Building-Student Center Generator Building
Phase 2B	Building B Renovation
Phase 3A	Maintenance Building
Phase 3B	Building 100 Renovation
Phase 4A	Building 300 Renovation
Phase 4B	Multi-Use Auditorium
Phase 5A	Buildings 500 & 600 Renovation
Phase 5B	Parking Structure A
Phase 6A	Parking Structure B

The organization of the work phases remains the same, but the components of each phase are modified to account for project completion such as the Learning Resource Center, and new projects such as the Forensic DNA Lab Facility. Modification of the phased work also reflects programmatic revisions and building project priorities--the shifting of Building 200 renovation to Phase 1 work for example.

Guam Community College's Physical Master Plan continues to map campus growth with the broad goal of maximizing the College's capability to serve the residents of Guam and the region. Improved facilities will enhance continued learning and work force training, constantly improving the caliber of the College's graduates and the high standard that can be expected of them. The College's sustainable mission will aid in Guam's effort to protect our environment and strive for improved quality of life, and this mission serves as the basis for planned campus projects. Continued realization of proposed Physical Master Plan projects will enhance the Guam Community College's standard of academic quality and the capabilities of Guam's work force.

PROJECTED ENROLLMENT

Accommodating GCC's projected student enrollment is a primary consideration for updating the Physical Master Plan. The College's total post secondary instructional hours per academic year has increased from 9,090 hours in 2008 to 12,555 hours in 2011. GCC's basis for the Physical Master Plan update is a 9-percent growth projection from the 2010 enrollment for Secondary Education, Adult Education, Associate and Certificate programs. GCC is also using 15-percent growth project for Continuing Education enrollment.

The 2005 Physical Master Plan anticipated a student population of 2253 students. The projected enrollment for the 2011 update now anticipates 3,318 students by the 2016 academic year. Continuing education enrollment is projected to be approximately 3,000 students per each bimonthly session.

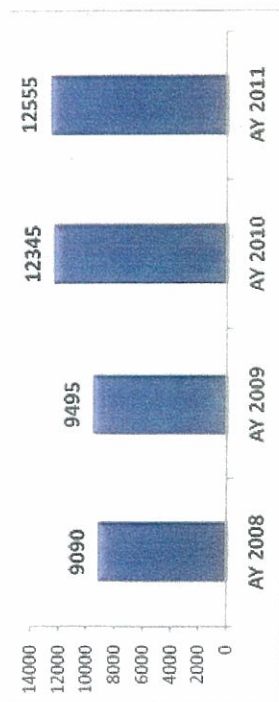
There is a notable campus population shift during a single day. A majority of the GCC population is primarily transient, i.e., on campus for a fraction of the day. A population peak usually occurs during the late afternoon through the early evening Monday through Thursday, which corresponds with the scheduling of GCC classes. The majority of GCC classes occur Monday through Thursday and class times range from 8am through 10pm, and most are scheduled for the afternoon and evenings.

ADDITIONAL CLASSROOMS

Guam Community College is focused on the continued improvement of classroom facilities. The Master Plan projects will increase the total amount of instructional space from 99,000 SF to 126,000 SF. This is an approximate 27-percent increase in campus instructional space that can be utilized as general classrooms, labs, or lecture rooms. Classrooms upgrades include provisions for smart boards, wireless and internet access. Facility design will consider the provision of informal and formal learning opportunities along with the design of interior environments to foster learning. Classrooms will be designed for increased daylight, better indoor environmental quality, and furnished to allow multiple classroom configurations. The Building 200 Renovation will serve as a model for the utilization of smart building systems that automates building functions that GCC intends to utilize for future building projects.

ADDITIONAL FACULTY & STAFF FACILITIES

The Master Plan projects are planned to meet the evolving needs of GCC faculty and staff. The provision of faculty office space is planned with each building renovation project. A new 6,000 SF building is planned to house the GCC Facilities & Maintenance Department. A new Faculty Center is planned to be housed in a second-story addition to Building B. Additional office space will be developed with the new parking structure as well that can be utilized for other GCC staff or grant-based programs. The provision of a workout room is also being considered in the planning for the Building 200 Renovation for student, faculty, and staff use.



Adult Education		Fall 2010 Enrollment (ACTUAL)	
		Total Enrolled	Total Hours
Adult Basic Education (ABE)		283	14327
Adult Secondary Education (ASE)		62	4005
English as a Second Language (ESL)		66	3277
Grand Total		411	21609
Projection		448	23554

CONTINUING EDUCATION Enrollment (ACTUAL)	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	PROJECTION (15%)
OCT-DEC	1766	1932	2074	2400	2668	3068
JAN-MAR	1814	1632	3549	3309	2797	3217
APR-JUN	2554	2033	2080	2527	2954	3397
JUL-SEP	2906	2230	2711	2441	2624	3018
GRAND TOTAL	9040	7827	10414	10677	11043	12700

TABLE 1
Existing Buildings

Existing Buildings	Classrooms
1. Foundation Building (Building 6000)	7-Type B
2. Learning Resources Center (Building 4000)	1-Type B
3. Building 900	3-Type C
4. Anthony A. Leon Guerrero Allied Health Center (Building 3000)	6-Type A 8-Type B 1-Type C
5. Student Center (Building 5000)	0
6. Building 600	3-Type C
7. Building 500	1-Type B 2-Type C
8. Technology Center (Building 1000)	3-Type A 9-Type B 1-Type C
9. Building A	10-Type A
10. Building B	0
11. Building C	10-Type A
12. Cafe	0
13. Building D	5-Type A 3-Type B
14. Building 100	6-Type A
15. Building 200	3-Type B 1-Type C
16. Building 300	3-Type B
17. Multi Purpose Auditorium (Building 400)	1-Type B
18. Administration Building (Building 2000)	0
19. Temporary Building	0
20. Forensic Lab	0

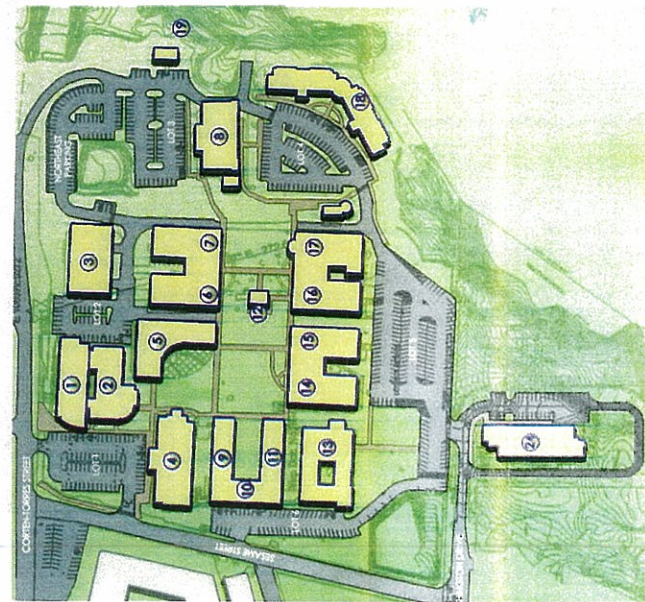


TABLE 2
Classroom Type

Classroom Type	Capacity
Type A	30 students
Type B	24 students
Type C1	16 students
Type C2	12 students

CLASSROOM SPACES

Table 1 identifies the classroom space available at each Campus building. There are three general room sizes utilized by GCC:

1. Type A 900 – 1000 SF (40 total)
2. Type B 600 – 800 SF (36 total)
3. Type C 300 – 500 SF (11 total)

The majority of GCC classrooms and labs are Type B. Type A rooms are used for classrooms, computer labs, and / or lecture halls. There are only a few Type C classrooms throughout the campus. The number of students that can be accommodated by each room type is shown in Table 2. The number of students per classroom type is derived from a typical 676 SF (26'x26') classroom prototype that can accommodate 30 students, which amounts to approximately 22 SF per student. To provide for flexible seating configurations a slightly larger area per student is used for the GCC classroom types, which is approximately 29 SF per student. The larger square foot factor also aids in the configuration of classroom layouts for GCC's building renovation projects where classroom size is dictated partly by the limitations of the existing building structure.

Based on the available classroom space, the number of general classes that can be accommodated by each building can be determined using the following factors:

- 2-hr class sessions
- 75% classroom use (8 hours use)
- Instructor to student ratio of 1:30 for classroom type A.
- Instructor to student ratio of 1:24 for classroom type B.
- Instructor to student ratio of 1:16 for classroom type C greater than or equal to 400 SF.
- Instructor to student ratio of 1:12 for classroom type C less than 400 SF.

These factors provide general criteria to guide the assignment of available classroom space.

Note: Faculty - Student Ratio is Program / Course driven.
Design ratios identified above are intended to guide classroom space assignments based on the number of students in a class.

DEPARTMENT PROJECTIONS

Programming data gathered from GCC is one consideration used in the update of the Master Plan phases. Surveys were also distributed to the various College departments and the collected data was synthesized with information from project planning discussions to outline the campus development with the goal of supporting the GCC Mission and Vision.

There was consensus for utilizing a 9-percent growth projection. Some programs deviated from this growth rate and provided projections based on alternative planning factors.

APPRENTICESHIP ENROLLMENT:

Enrollment (January - March 2012)

Apprentices	Female	Male	Total
PUBLIC	25	65	90
PRIVATE	41	232	273
Total	66	297	363

ADULT EDUCATION: ENROLLMENT AND COMPLETION BY PROGRAM

Adult Basic Education (ABE): Six-Year Trend

	FALL 2006	FALL 2007	FALL 2008	FALL 2009	FALL 2010	FALL 2011	Total
ABE							
ENROLLED	604	593	724	82	267	450	3020
COMPLETERS	235	271	204	128	79	197	1114

Adult Secondary Education (ASE): Six-Year Trend

	FALL 2006	FALL 2007	FALL 2008	FALL 2009	FALL 2010	FALL 2011	Total
ASE							
ENROLLED	327	365	306	166	22	36	1222
COMPLETERS	111	145	110	5	12	20	403

English as a Second Language (ESL): Six-Year Trend

	FALL 2006	FALL 2007	FALL 2008	FALL 2009	FALL 2010	FALL 2011	Total
ESL							
ENROLLED	182	121	124	85	41	100	653
COMPLETERS	92	64	73	21	20	68	338

PROGRAM ENROLLMENT-Associates & Certificates	Fall 2010 Enrollm ent	Projection-9% or estimate
Accounting	99	108
Automotive Service Technology	92	100
Computer Aided Design & Drafting	2	*20
Computer Networking	40	44
Computer Science	100	109
Construction Technology	18	20
Cosmetology	40	44
Criminal Justice	186	203
Culinary Arts	92	100
Early Childhood Education	140	153
Education	132	144
Emergency Management	7	*15
Fire Science	27	*75
Food & Beverage Management	14	*50
Hotel Operations & Management	148	161
Liberal Arts	28	30
Marketing	107	117
Medical Assisting	0	*50
Medium/Heavy Truck Diesel Technology	35	38
Office Technology	37	40
Practical Nursing	7	8
Pre-Architectural Drafting	148	161
Pre-Nursing	78	85
Supervision and Management	3	*20
Surveying Technology	58	75
Tourism & Travel Management	48	52
Visual Communications		

* Estimate provided by Department

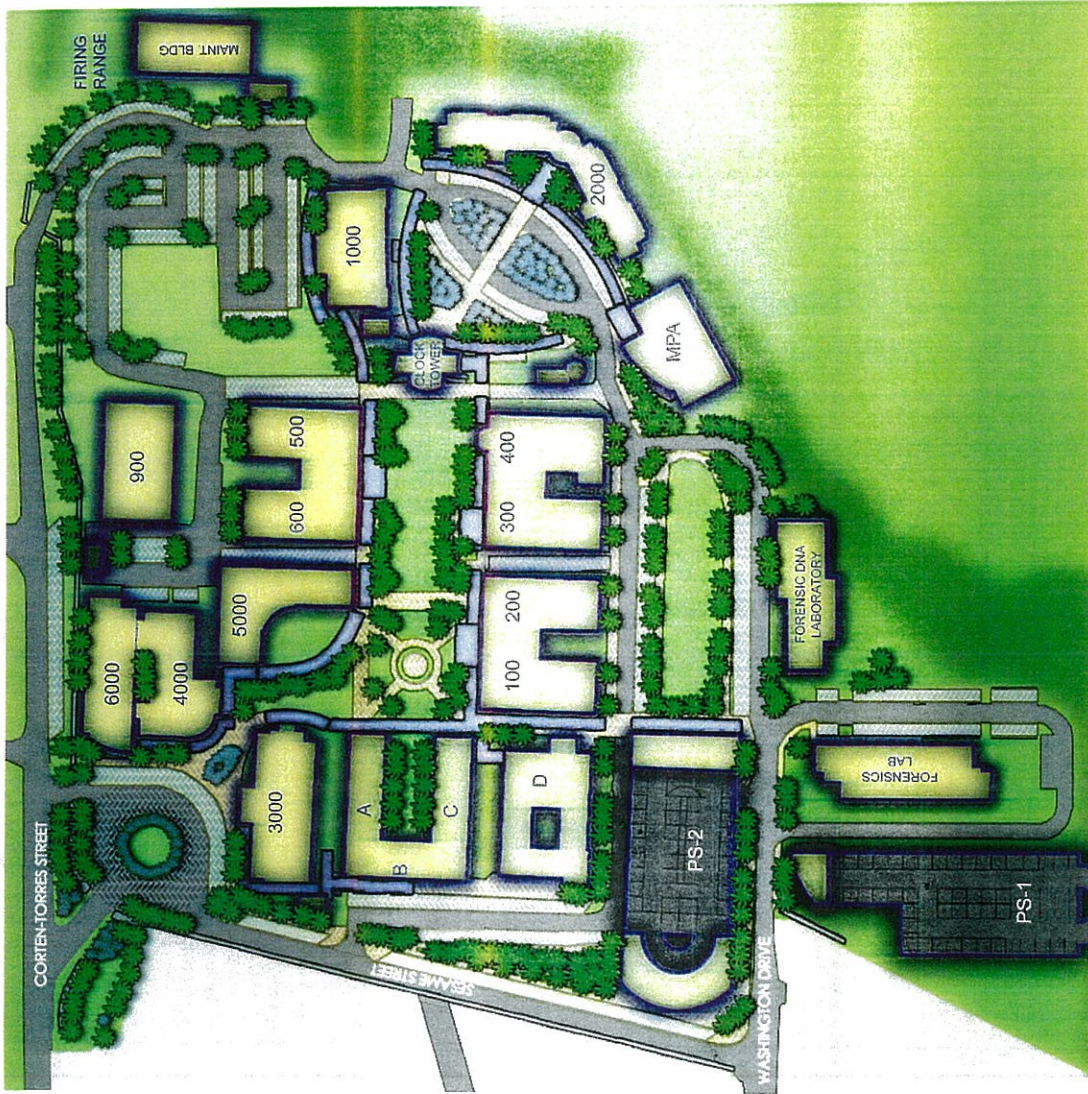
SECONDARY Program Enrollment-SY 2010-2011 (ACTUAL)	GWHS
Allied Health	64
Automotive	164
Cerpentry/AutoCAD	74
Early Childhood Education	89
Electronics	69
Marketing	59
Tourism (Lodging Management)	55
Tourism (ProStart)	74
Visual Communication	66
Grand Total	714
PROJECTION (9%)	778

PROGRAM LOCATIONS

DEPARTMENT LOCATIONS

- Accounting Building C, D
- Automotive Service Technology Building 500, 900
- Computer Aided Design & Drafting Building 200
- Computer Networking Building 1000
- Computer Science Building 1000, Building D
- Construction Technology Building 600
- Cosmetology Building 300
- Criminal Justice Building 100, Forensic DNA Lab Facility
- Culinary Arts Building 400
- Early Childhood Education Building 200
- Education Building 200
- Emergency Management Building 100
- Fire Science Building 100
- Food & Beverage Management Building C
- Hotel Operations & Management Building 300
- Liberal Arts Building A
- Marketing Building 300
- Medical Assisting Allied Health Center
- Medium/Heavy Truck Diesel Tech. Building 500
- Office Technology Building D
- Practical Nursing Allied Health Center
- Pre-Architectural Drafting Building 200
- Pre-Nursing Allied Health Center
- Supervision and Management Building D
- Surveying Technology Building 200
- Tourism & Travel Management Building 300
- Visual Communications Building 300

NOTE: General Education Courses will be located primarily in Buildings A, C, D, and with some classroom use in Buildings 100, 200, and 300. Adult Education is located in Building 6000. Final program location is dependent on enrollment.



COMPLETED WORK

The Guam Community College has completed several key phases of the 2005 Physical Master Plan. The 2005 Master Plan outlined the incremental development of the Guam Community College Campus. Six phases of work were developed in the Plan, and each phase, comprised of two parts—A and B—outline development tasks that could be achieved with moderate funding. Since 2005, three of the six phases have been implemented by the College. Figure 2 indicates the six phases of work and the corresponding projects that have been completed or are expected to be completed by the year 2014. Note that the GFD Forensic Lab was constructed by the Guam Judiciary, but the building is now owned by GCC. Additionally, note that some phases of work were not implemented in their entirety due to the College's re-evaluation of project priorities.

Completed work also includes various energy and capital improvement projects. Buildings 3000, 4000, 5000, and 6000 have been provided with photovoltaic power systems. Photovoltaic parking lights installed in nearly all of the college's parking lots. Emergency power generators have been provided for Buildings B, C, D, 400, and 1000. Upgrades to campus data network have been executed. Recently completed campus improvement also include exterior painting, water tank provisions, and the survey and delineation of the limestone forest.

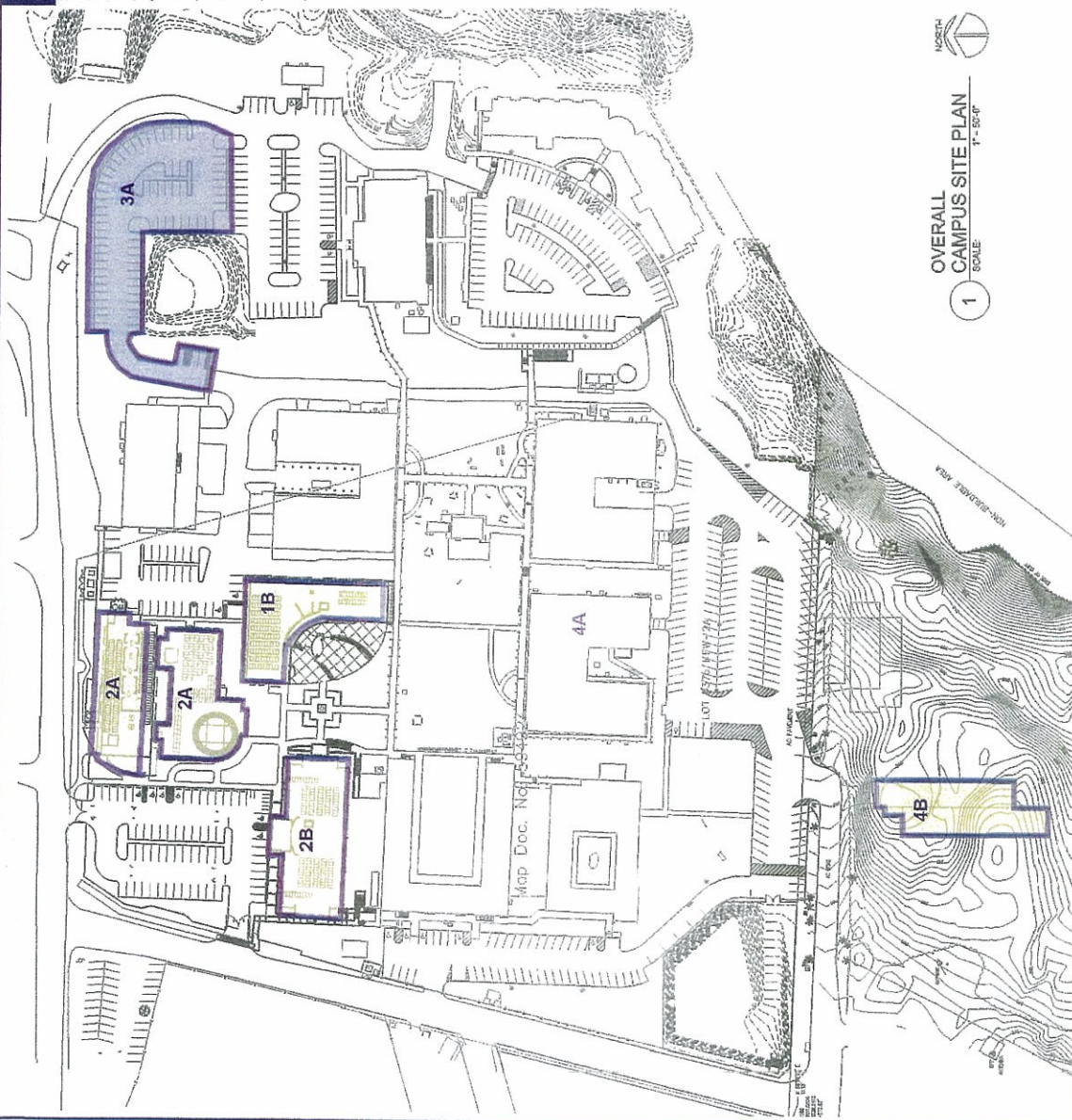


Figure 2. WORK PHASE STATUS

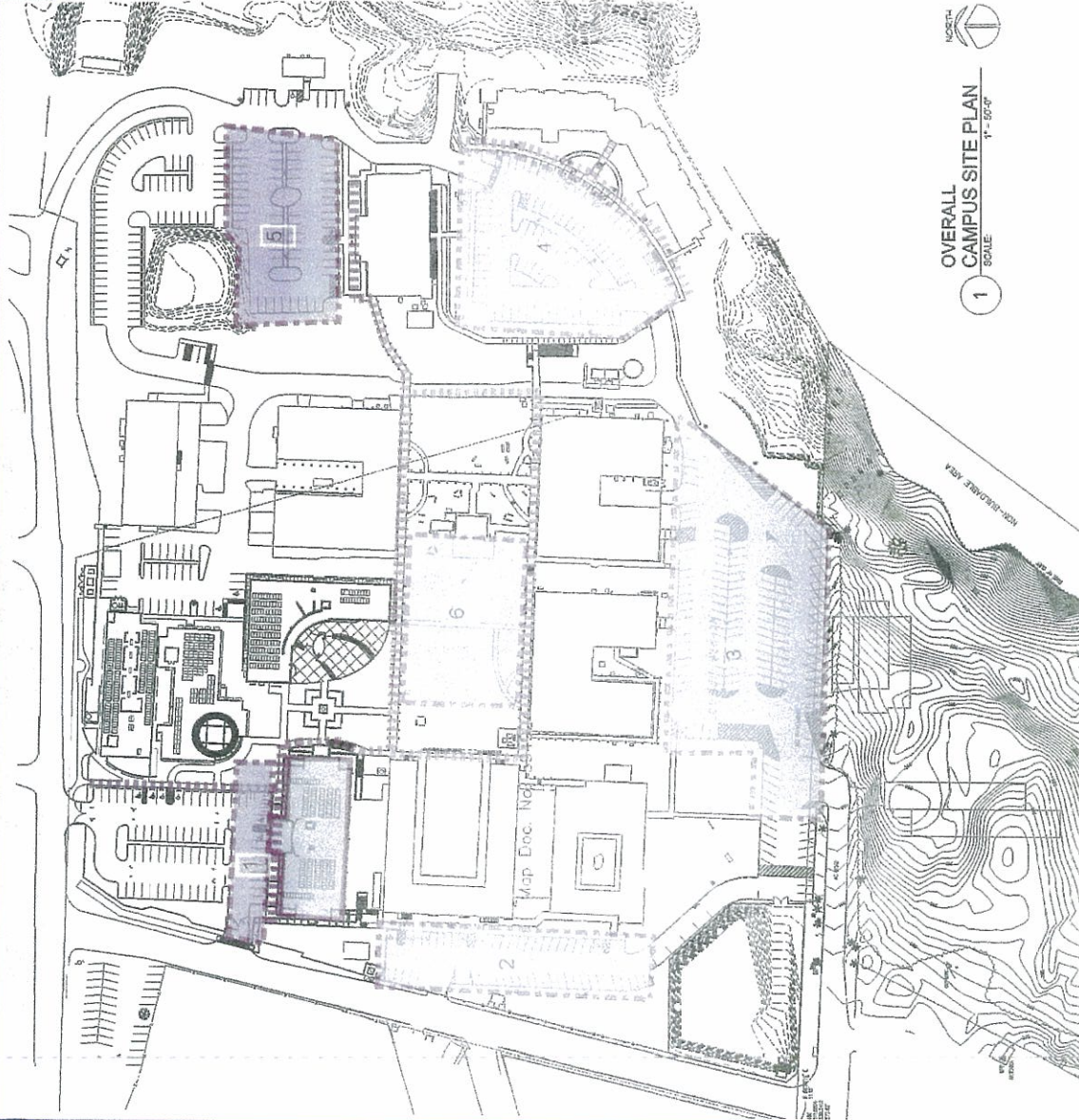
- 1A Student Center completed November 2011
1B Learning Resource Center completed December 2010
2A Foundation Building Renovation completed August 2012
2B Anthony Leon Guerrero Allied Health Center completed December 2009
3A Northeast Parking completed December 2011
3B TBD
4A Building 200 Renovation completion in 2014
4B Forensic Lab* completion date 2008
5A TBD
5B TBD
6A TBD
6B TBD

The Forensic Lab building was acquired by GCC from the Guam Judiciary.

LEED CERTIFICATION & ALTERNATIVE ENERGY

GCC's role as a leader in sustainability is at the forefront of the Master Plan update. The achievement of LEED certification is one of the primary goals for planned campus building projects. The catalyst for this new direction for GCC facilities is the Learning Resource Center (LRC) project, which was completed in 2010 and is the first building on Guam to achieve LEED Gold certification. The Foundation Building Renovation is expected to be completed in 2012, and it anticipates LEED Silver certification. Currently planned projects—including the GCC Forensic DNA Lab and the renovation of Buildings 100, 200, 300—also intend to achieve LEED certification.

The College has also implemented alternative energy projects and has plans to further utilize new building systems to monitor and control building energy consumption. Photovoltaic parking lights have been installed throughout the campus parking lots. Photovoltaic energy systems are being utilized by the Allied Health Center and will be installed at the Learning Resource Center, the Student Center, and the Foundation Building. Walkway canopies are being outfitted with PV film to power walkway lighting. Direct Digital Control (DDC) systems and occupancy sensors will be utilized in new and renovated buildings.



PARKING

EXISTING PARKING

The current campus parking accommodates approximately 530 cars, which is accomplished with surface parking lots and some street parking. There are nine surface parking lots on the campus:

Lot A	45 cars
Lot B	25 cars
Lot C	120 cars
Lot D	(Future Parking)
Lot E	80 cars
Lot F	68 cars
Lot G	73 cars
Lot H	30 cars
Lot J	54 cars
Lot K	30 cars

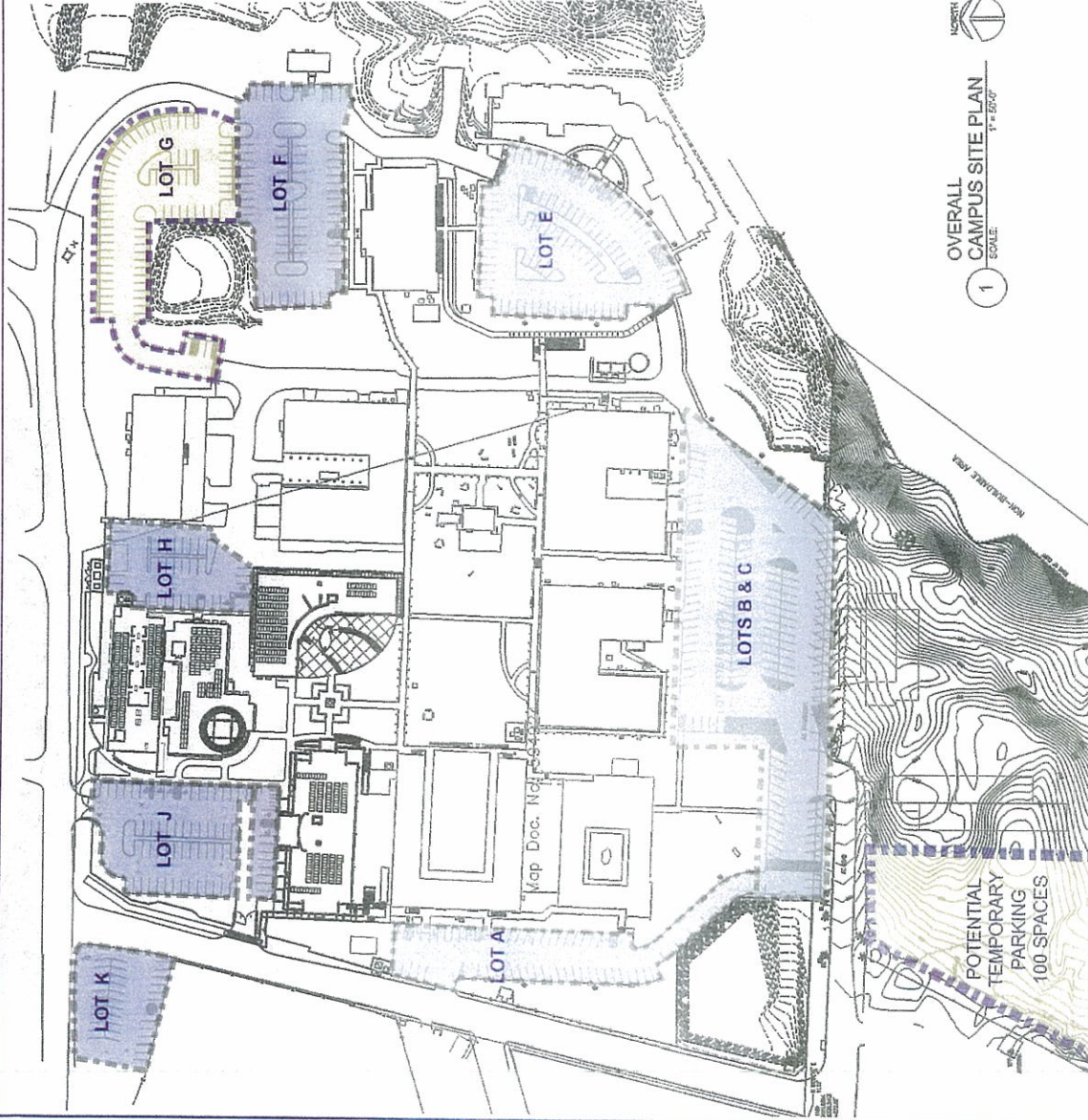
In addition to the parking lots, Sesame Street provides parking for about 45 vehicles and 20 vehicles can park along Corten Torres Road. The parking courts identified above for the lots do not include the recent conversion of automobile parking spaces for scooter parking.

An additional 100 cars can be accommodated in the area to the south west of Lots B & C which is intended for temporary parking until parking structure 2 is constructed.

Future development will affect the current parking configuration. Parking Lots A, J, & K will be modified with the reintegration of Sesame Street. Lot H will be affected by the generator building for the Foundation Building, LRC, & Student Center. Lots B & C will be modified with the development of Parking Structure 2. Lot E will be modified with the development planned for the Administration Building and the Technology Center. Resurfacing of the parking areas with pervious pavement is intended for all of the parking areas.

Because of the property limitations, the campus will need to start programming or advocacy for additional public transportation options alongside UOG and GWHS.

- LEED Certification advocates...
- Consider possible parking fees or preferred stalls for carpools, hybrids, etc...



OVERALL
1 CAMPUS SITE PLAN
SCALE 1" = 250'

PARKING

PARKING DEMAND

Based on enrollment projections (excluding the secondary education students) the campus needs to accommodate parking for 2,092 post secondary students, 448 adult education students, faculty, and staff. Parking for continuing education students also needs consideration.

A new full time equivalent (FTE) for parking should be determined based on three factors:

1. weekly class distribution
2. daily class distribution
3. the transient nature of visitors, students, faculty, and staff.

These factors account for the amount of time that visitors, students, faculty and staff spend on campus.

Most classes are typically done twice a week, Monday-Wednesday or Tuesday-Thursday. Friday and Saturday classes are minimal in comparison to the Monday through Thursday schedule. There are also a small percentage of classes that are conducted every day of the week. The following approximations were determined utilizing the Fall 2011 and Spring 2012 GCC class schedules:

- 76-percent of GCC classes are done primarily Monday through Thursday.
- 16-percent of classes are done on Fridays.
- 8-percent of classes are done on Saturdays.
- A normal instructional day is considered 12 hours (10am-10pm).

The GCC population on a given day can be estimated utilizing these approximations, which can provide a comprehensive picture of the daily campus parking demand. The campus population peak lasts from Monday through Thursday, which would amount to approximately 2,430 students, faculty, and staff on the GCC campus during each of those days. However, each population group is transient, therefore an FTE factor is assigned to each based on the percentage of time that they are on campus relative to the 12-hour instructional day. The resulting daily parking demand for the projected students, faculty, staff, and visitors is 785 cars, which also coincides with zoning law parking requirements. New parking development would park 950 cars approximately. This capacity provides additional parking for visitors and during class transitions. Additional overflow parking may be necessary during major campus events.

It is important to note the direct role that class scheduling plays in the parking demand. Adjusting class schedules to minimize the daily population shift should render more adequate parking during class time. Utilizing parking meters and paid parking may also be alternatives to curb the campus parking demand along with incentives for carpooling.

PARKING DEVELOPMENT:

- Sesame Street
50 cars
- Parking Structure 1
300 cars
- Parking Structure 2
200 cars
- Lot A
24 cars
- Lot B
57 cars
- Lot C
70 cars
- Lot D (Multi-use basement)
30 cars
- Lot E
50 cars
- Lot F
68 cars
- Lot G
73 cars
- Lot H
25 cars
- Lot J
22 cars
- Corten Torres
21 cars

Total Parking Count = 990 cars



INFRASTRUCTURE IMPROVEMENTS

EXISTING WATER SYSTEM

Water meters are located at three locations on the campus. One meter is located on the 2-inch water line adjacent to the Foundation Building. Another meter is located on the 6-inch water main added with the Allied Health Center Building. The third meter is located at the south edge of the campus near Gate 4 on the 8-inch water main that enters from Washington Drive to the East part of the campus. Most of the campus buildings have 2-inch lateral lines that tie into the 6-inch and 8-inch mains.

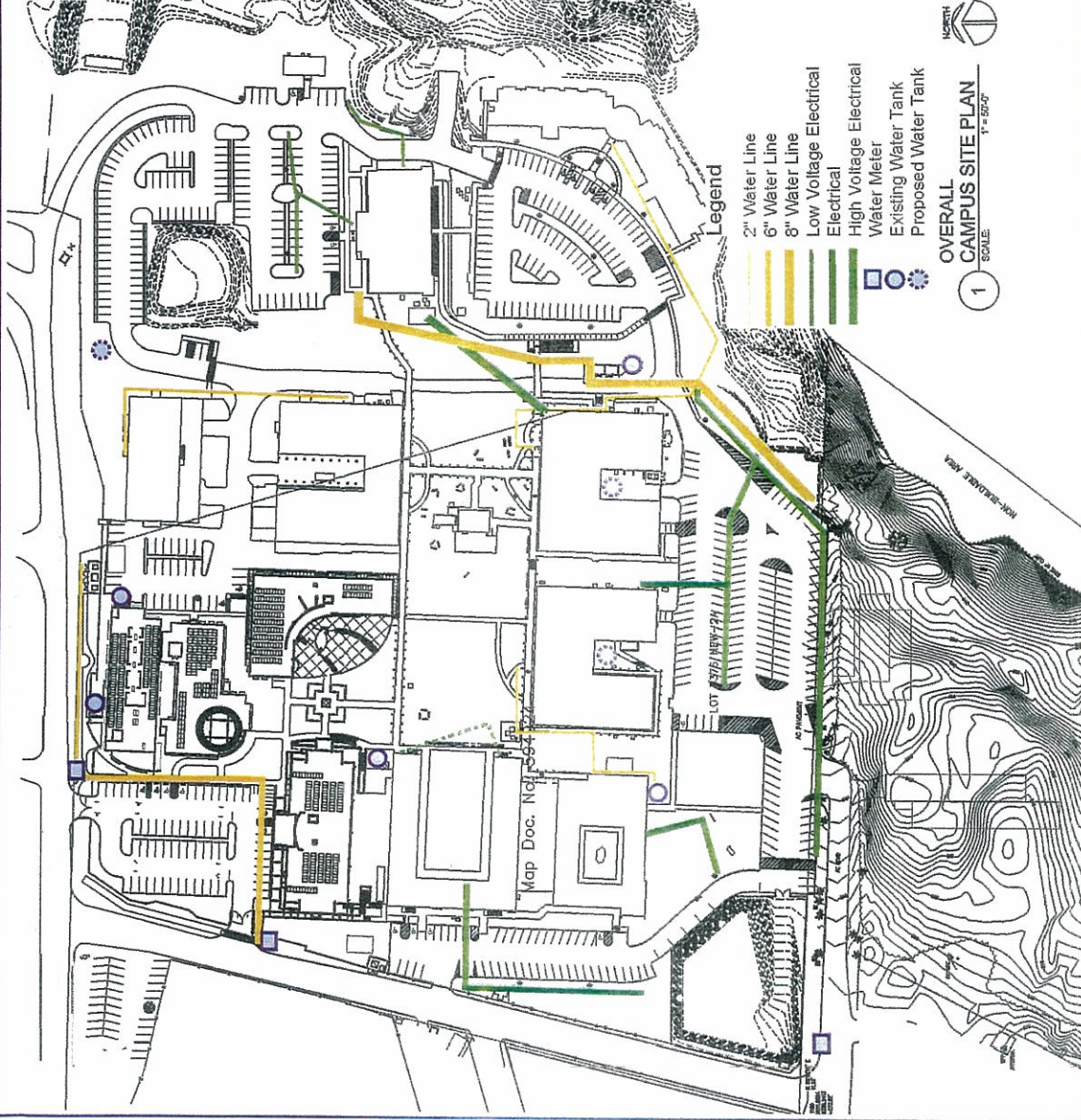
EXISTING POWER SYSTEM

Primary service to the GCC campus consists of a combination of overhead and underground systems. Overhead GPA lines run along Sesame and Corten Torres Streets. Underground connections to these lines were executed with the construction of the new building projects. The existing overhead service lines adjacent to the firing range and in the Main Quad will be replaced with underground lines.

Site utilities are based on available information and require further verification.

Existing Stormwater System

The campus stormwater system was upgraded in 2004 and designed to accommodate the entire campus fully developed. The capacity of the system assumes impervious surface at greater than 90-percent of the total campus area. The Master Plan projects will maximize open space and utilize pervious walkway and parking material.



INFRASTRUCTURE IMPROVEMENTS

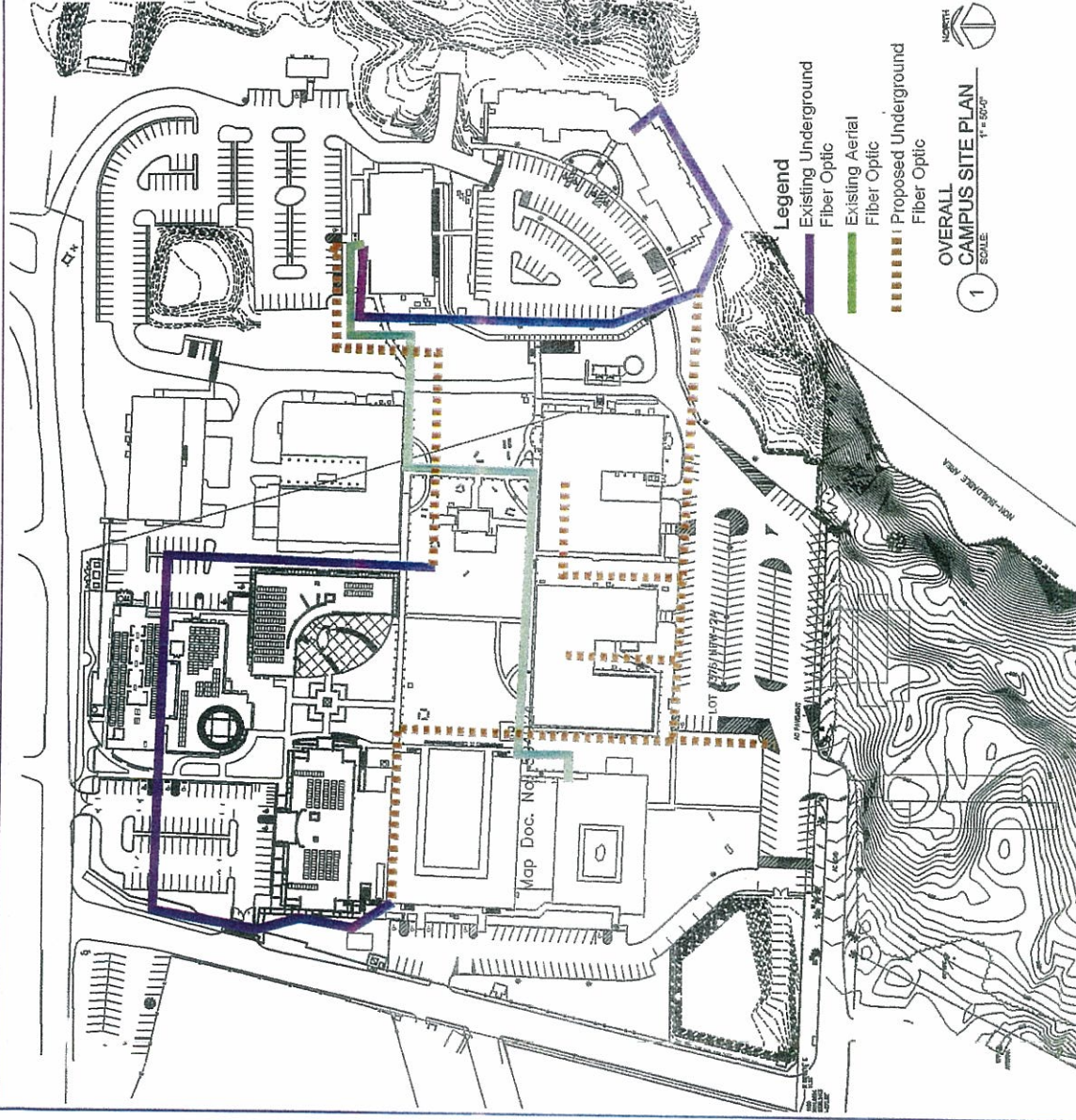
NETWORK & COMMUNICATION SYSTEMS

The existing campus network is comprised of overhead and underground fiber optic lines. Underground lines run from Building 1000 to Building 2000. Additional underground lines extend from Building A to Building 5000. Overhead fiber optic lines run from Building 1000 to Building D, the main campus network hubs, following the existing covered walkways. The overhead lines will be relocated underground as new projects are constructed. Each new building project will be programmed with Communication Rooms.

GCC intends to convert Building 1000 into a Green Data Center. This will involve:

1. Server Consolidation
2. Power Management Systems
3. Upgrade to Energy-efficient Servers
4. Utilization of High-efficiency Power Supply
5. Utilization of Energy Star and Standard Performance Evaluation Corp. Standards
6. Utilization of Photovoltaic Panels and Micro-turbine Power Generation
7. Utilization of Trigeneration—Combined Cooling, Heating, & Power

This conversion will allow GCC to continually upgrade it's network capability while addressing the increasing power demand of network systems.



INFRASTRUCTURE IMPROVEMENTS

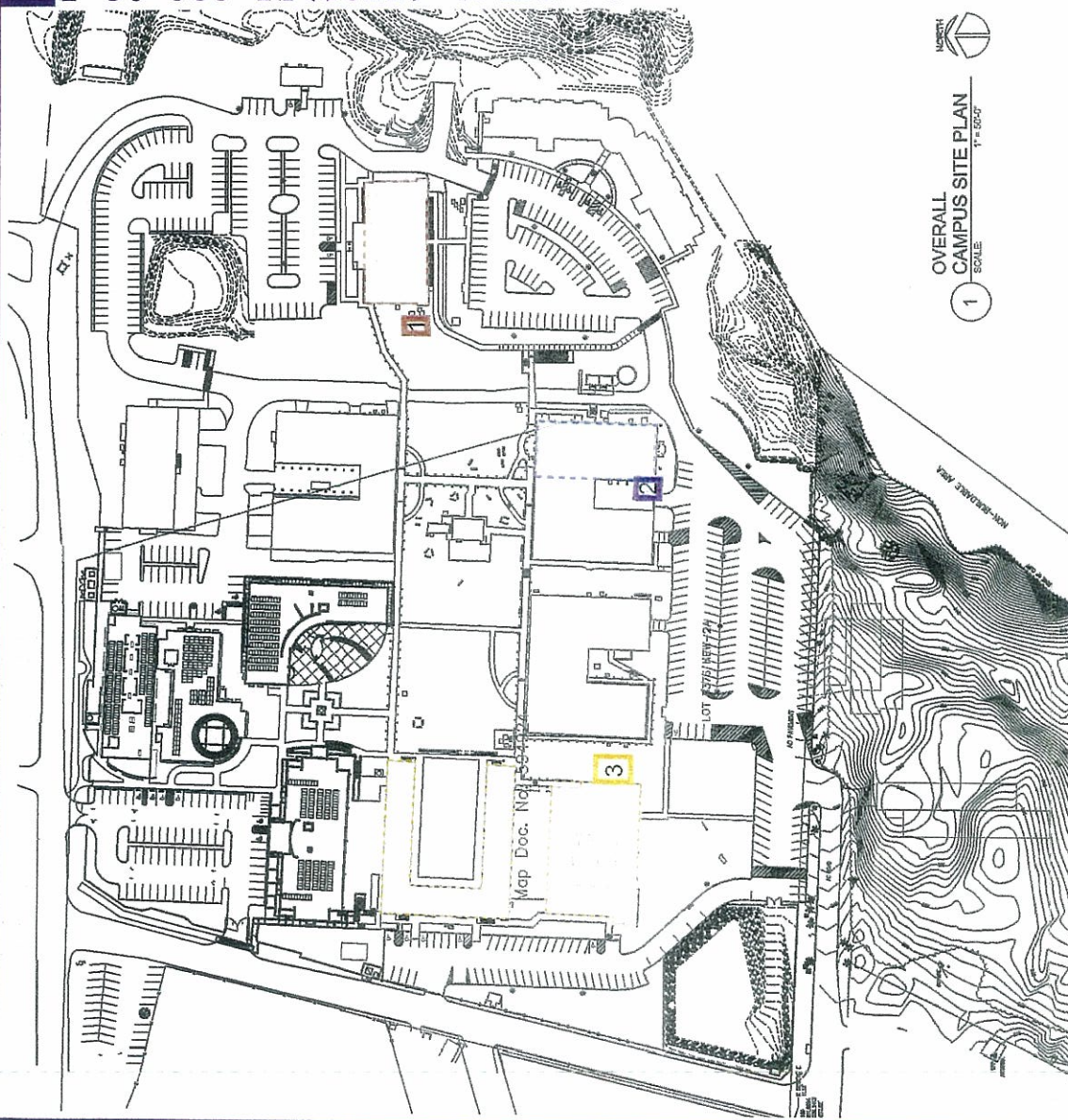
EMERGENCY POWER - EXISTING SYSTEMS

GCC has implemented backup generators to provide auxiliary power to campus facilities:

- Generator 1 (Building 1000)
- Generator 2 (Building 400)
- Generator 3 (Buildings B, C, and D)

Backup power is critical to the maintenance of building systems being incorporated into the campus building projects such as direct digital control A/C systems and photovoltaic systems. Power service to the campus fluctuates frequently and this requires systems to be manually reset, and can damage systems enough to require replacement. The provision of line conditioners should also be incorporated with the generator facilities. Provision of uninterrupted power supply (UPS) units should also be utilized where appropriate.

A Spill Prevention, Containment, and Countermeasure (SPCC) plan for the GCC campus is required because of the environmental contamination threat posed by the emergency generators. The SPCC plan is an Environmental Protection Agency requirement and a plan has already been developed by Dueñas, Camacho, & Associates (DCA) for the generators servicing the Technology Center and Building 300. DCA is developing the overall campus SPCC plan, which will be updated with the completion of every campus generator project.



1
OVERALL
CAMPUS SITE PLAN
1" = 300'
SCALE

INFRASTRUCTURE IMPROVEMENTS

EMERGENCY POWER - NEW SYSTEMS

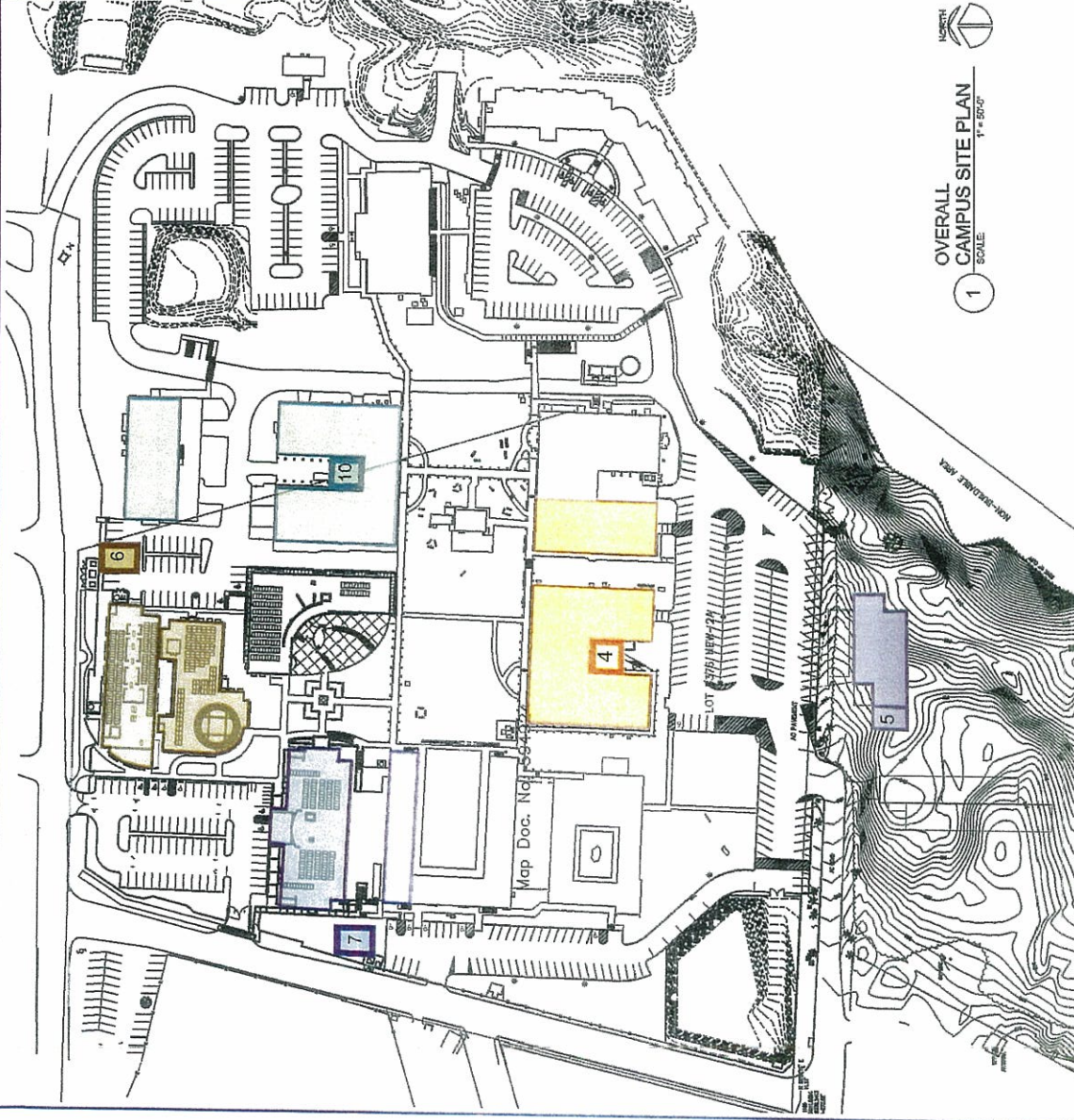
GCC is proposing the following additional generator buildings:

- Generator 4 (Buildings 100, 200 & 300)
- Generator 5 (Forensic DNA Lab Facility)
- Generator 6 (Buildings 4000, 5000, & 6000)
- Generator 7 (Buildings A & 3000)
- Generator 8 (Maintenance Building)
- Generator 9 (Multipurpose Auditorium)
- Generator 10 (Buildings 500, 600, and 900)

The planned generators are intended to serve the buildings including full renovations. Line conditioners and UPS units will be considered with each specific project.

Comparison between non-centralized vs. centralized....

In terms of campus aesthetics, safety of students & equipment campus generators will usually be housed in concrete shelters.



OVERALL
CAMPUS SITE PLAN
SCALE
1" = 500'

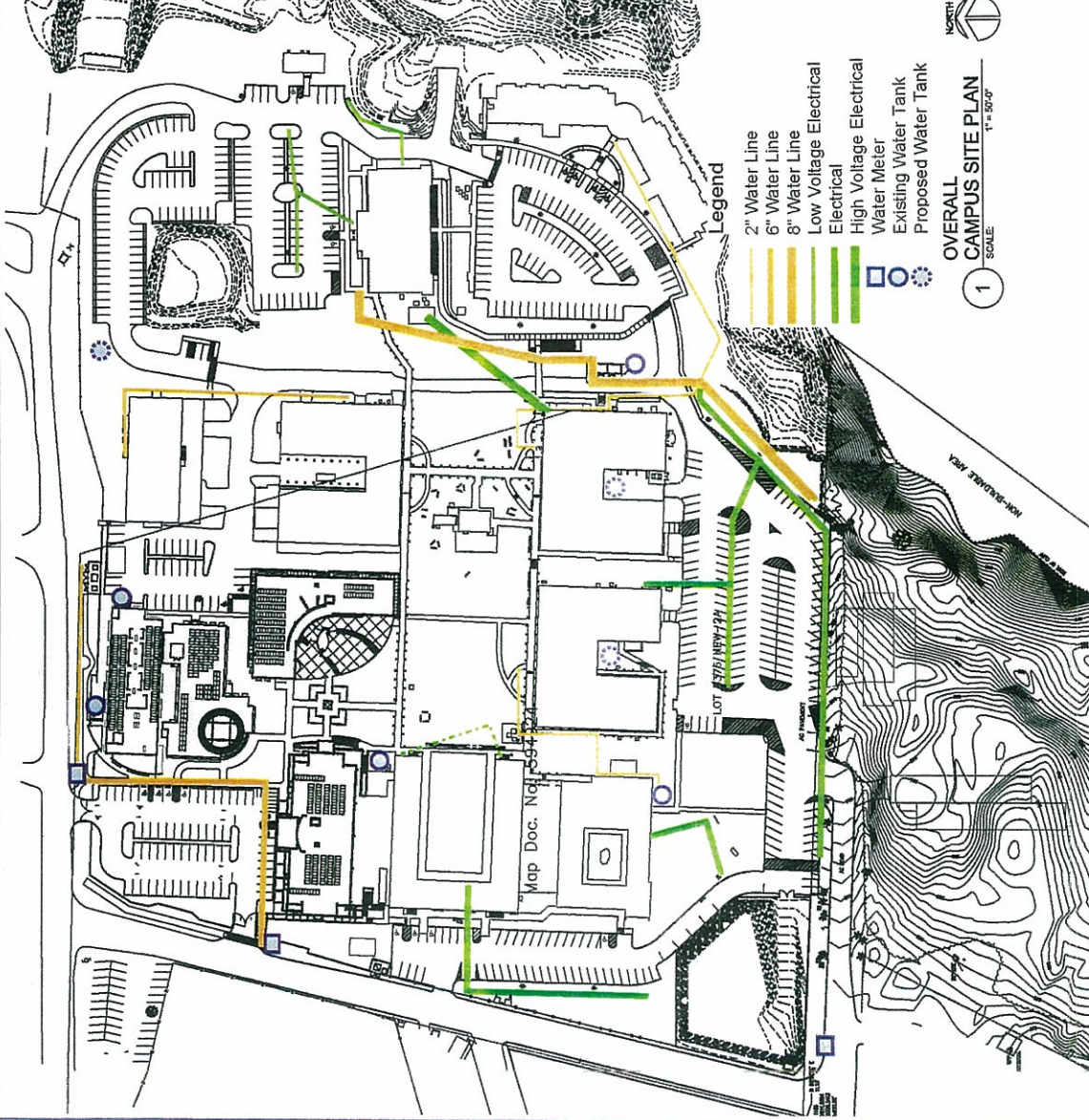
INFRASTRUCTURE IMPROVEMENTS

EXISTING WATER SYSTEM

The water service to the Mangilao area is historically known for frequent interruption. GCC has initiated the use of domestic water tank systems to mitigate the effect of the current public water service on campus operations and instruction time. Existing campus water tank systems are

- Tank 1
Building 1000
Building 2000
Building 400
- Tank 2
Building 4000
Building 6000
- Tank 3
Building 3000
- Tank 4
Building 5000
- Tank 5
Forensic DNA Lab
- Tank 6
Building D
- Tank 7
Buildings A,B,C

The water tank systems are necessary until upgrades to the public water service are done. A dependable water supply is necessary for Public Health and code requirements for fire protection and sanitary needs, in addition to the functional needs of classes / curriculums such as Culinary Arts and Biology.



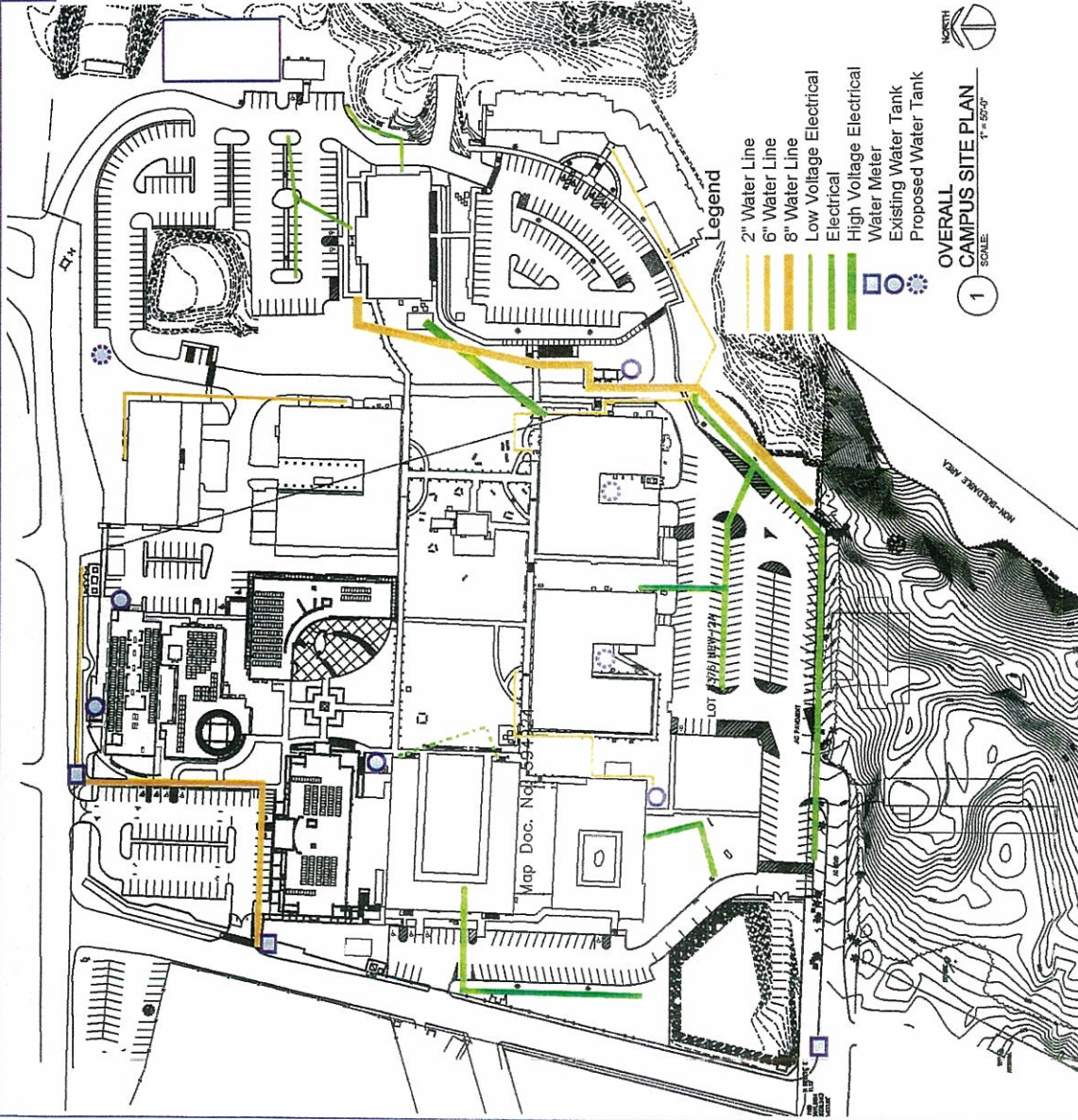
INFRASTRUCTURE IMPROVEMENTS

WATER TANK SYSTEMS

Additional water tank systems will be provided with each new building project:

- Tank 8
Building 100 & 200
- Tank 9
Building 300
- Tank 10
Buildings 500, 600, & 900
- Tank 11
Maintenance Building

Water tank capacity will be determined anticipating the full building renovations scheduled in the Master Plan work. The water tank capacity will anticipate a 1-day reserve, minimum. Additional reserve capacity is subject to available space. Typical Factors for tank capacity include restrooms, drinking fountains, maintenance, hose bibs, and sinks.



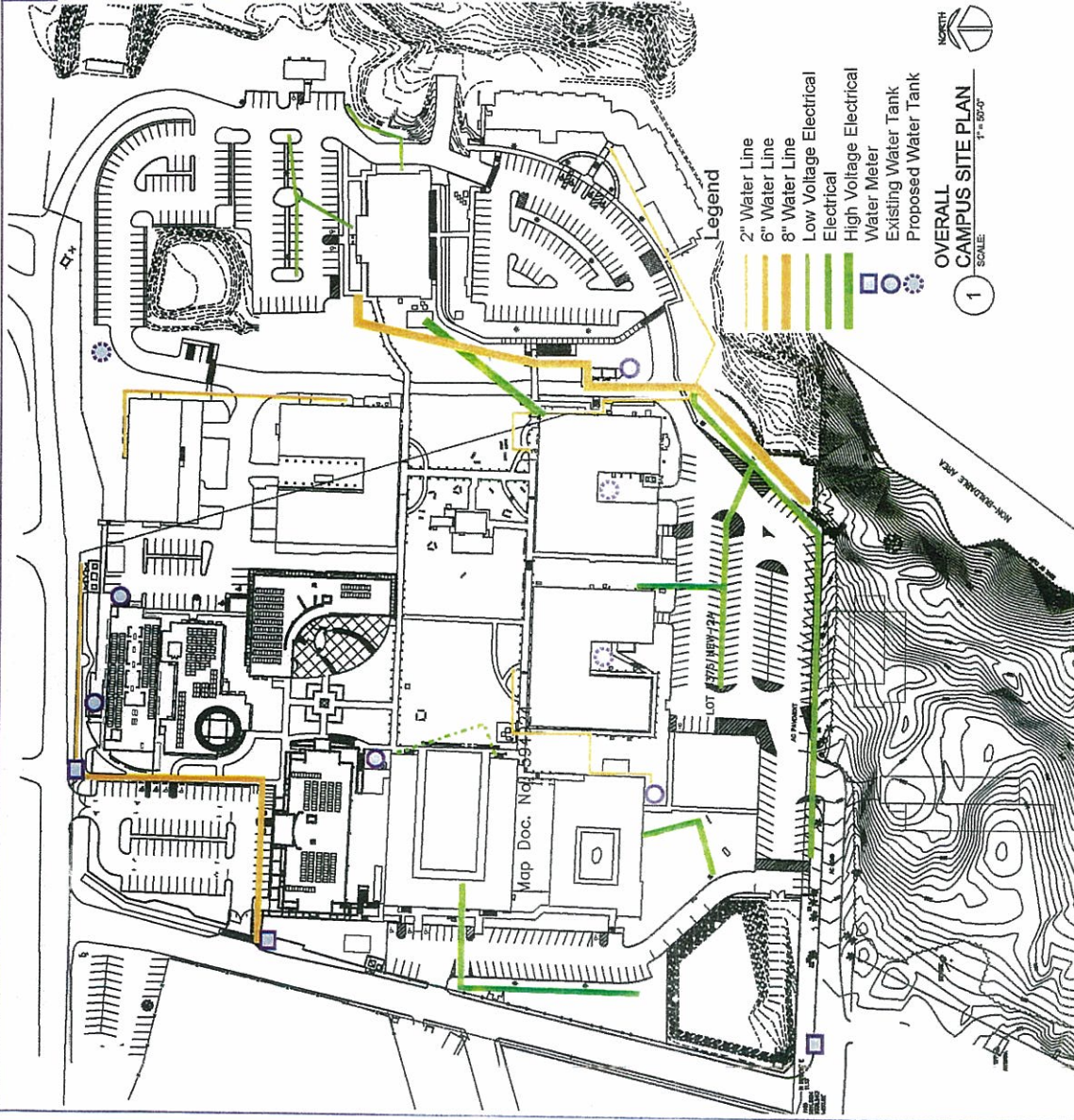
INFRASTRUCTURE IMPROVEMENTS

SEWER SYSTEM

The GCC campus is served primarily by 8-inch sewer lines that run through the campus and connect to sewer mains along Sesame Street and Corten Torres Street. Campus facilities tie into the main sewer line with 6-inch and 4-inch lines.

RAINWATER CATCHMENT

Rainwater catchment is utilized at Building 6000 to increase the campus water efficiency. The water collected by the system is non-potable and used for the flushing of toilets & urinals. New buildings will include provisions for rainwater catchment sized for 1-day reserve capacity.



INFRASTRUCTURE IMPROVEMENTS

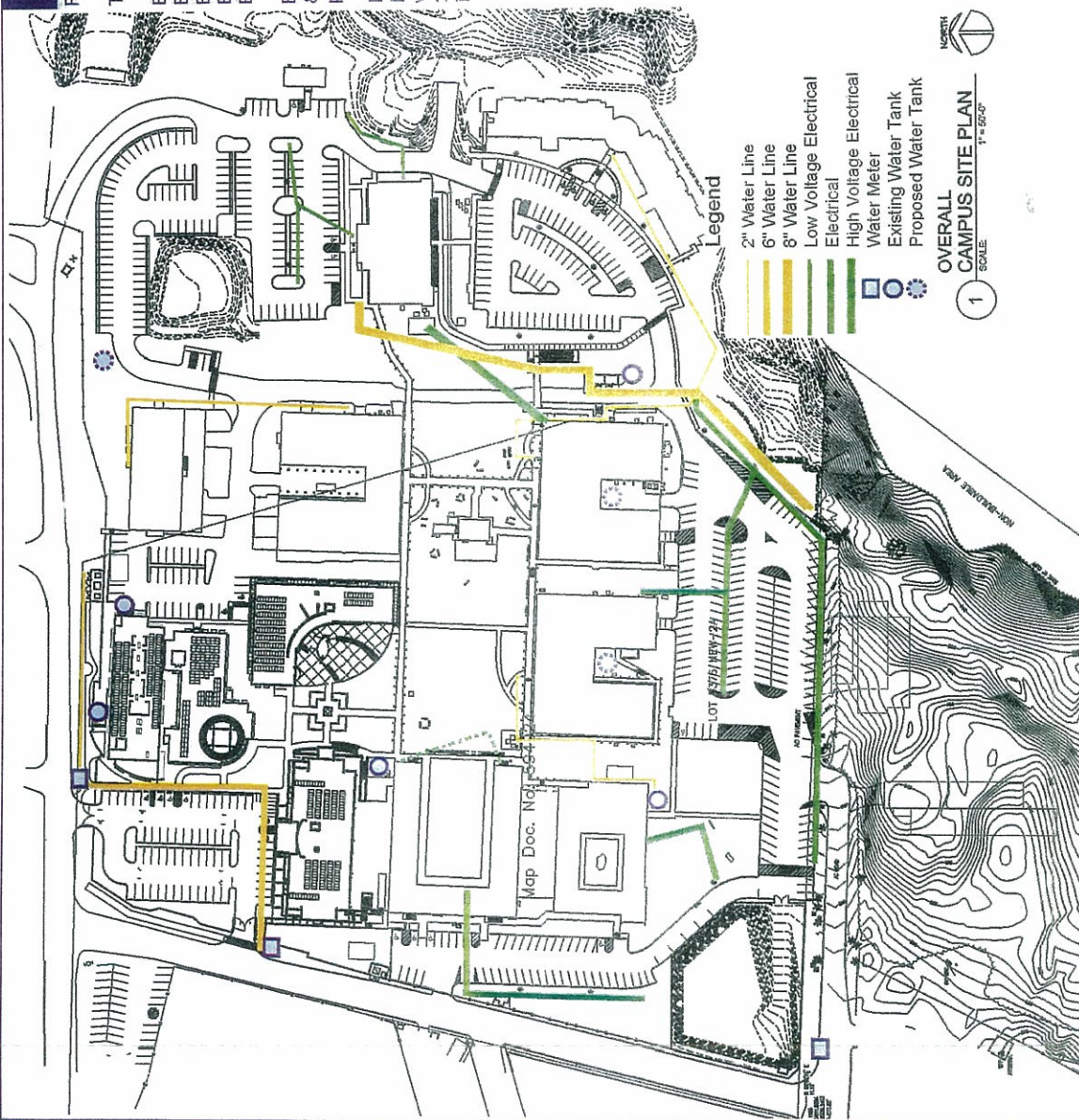
FIRE PROTECTION

The following existing buildings will have fire sprinklers are:

- Building 500
Building 600
Building 1000
Building 2000
Building 3000

Building 3000 has its own fire pump and tank. Buildings 500, 600, 1000, & 200 are serviced by Tank 1 which is a combination domestic water / fire pump system.

Fire sprinkler systems will be provided based on Code Requirements. For the future building projects, only the Multi Purpose Auditorium Building would require a fire sprinkler system based on a preliminary review of the 2009 International Building Code. However, the Maintenance Building is intended to have a fire sprinkler system as a campus safety precaution.



CAMPUS SAFETY

The Guam Community College campus is similar to a small city where diverse populations meet, reside, shop, learn, research, and play – often 24 hours a day. Unfortunately, they are also subject to a wide range of risk. Safety issues can be grouped into three general categories. Each category can be mitigated either with provisions for space; layout of physical spaces; campus wide systemic solutions; or a combination of both.

Category 1 Issues:

- Shooter attacks
- Sexual assault
- Bullying
- Power outages
- Protests
- Student unruliness or rioting
- Hostage situations
- Violence during mental duress and panic

Category 1 Measures:

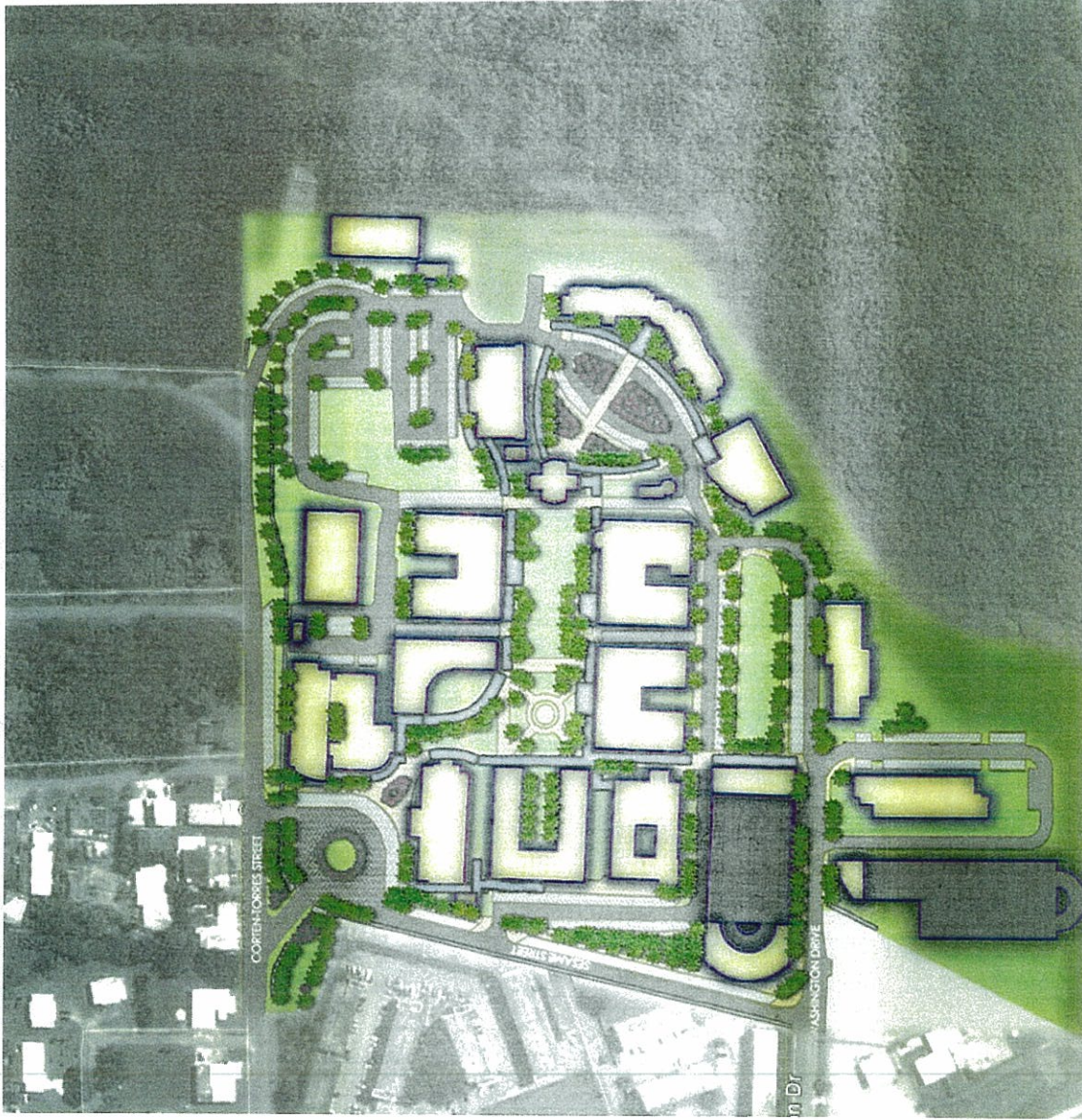
- Building placement to allow easy visual access
- Removal of dead-end or "herding" routes where students can be trapped individually or in groups.
- Provision of alternative (and additional) exits from classrooms or administrative spaces.
- Provision of law enforcement or safety personnel hubs.

Category 2 Issues:

- Mass food poisoning
- Chemical or biological attacks
- Chemical or Biological agent accidents
- Pandemic outbreaks
- Property damage

Category 2 Measures:

- Provide operational safety and recovery spaces including triage
- Provide easy access for emergency vehicles
- Provide isolation areas.
- Provide law enforcement hubs



Category 3 Issues:

- Theft
- Security of high value equipment or materials
- Computer attacks
- Drug use or proliferation
- Protection of sensitive documents
- Natural disasters-earthquake and typhoon
- Voyeurism and privacy violations

Category 3 Measures:

- Provide communication and visual (and electronic)
- Surveillance campus-wide
- Provide controlled access points
- Motion operated sensors
- View panels in doors
- Pathway lighting
- Back-up power and communications systems campus-wide



CAMPUS EXPANSION

PRIVATE PROPERTY ACQUISITION

2 Lots to the North

PUBLIC PROPERTY ACQUISITION

Shared with George Washington High School to the South

water tank property...

need delineation of Forensic Lab boundary...

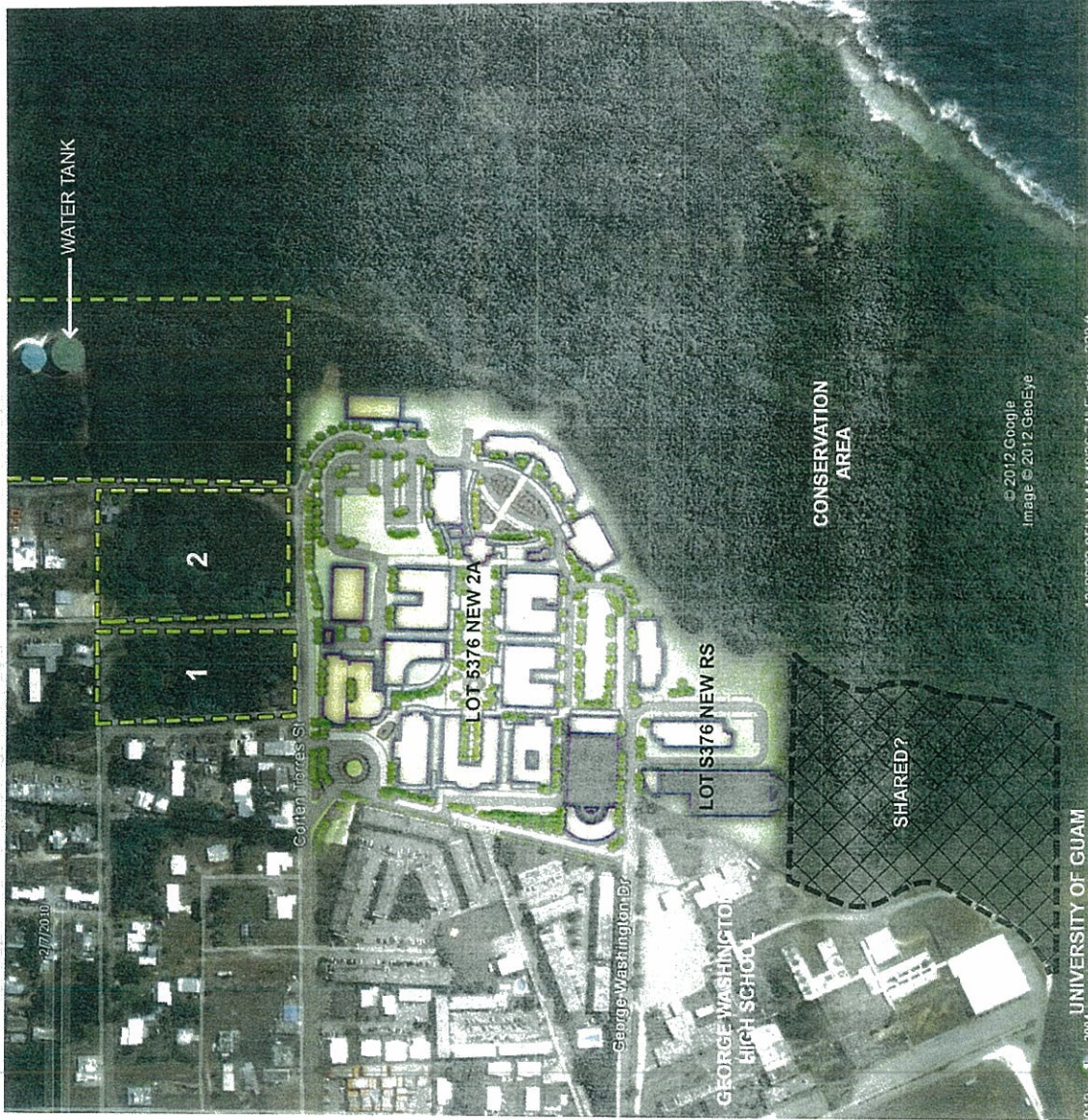
Acquisition of these properties will provide an opportunity for temporary vehicle parking until future development is determined.

Existing Campus Property

Lot 5376 New - 2A

Limestone Forest

- From GCC Campus to UOG Campus
- Hiking trail should not be hindered by development
- Outside of the designated conservation area
- If trees need to be saved
- Considerations for other significant plants such as cycads



CAMPUS EXPANSION

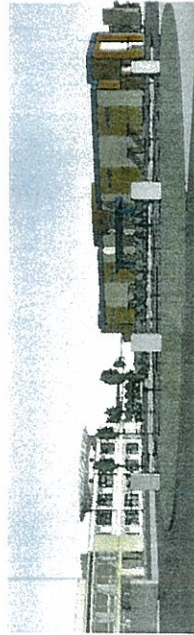
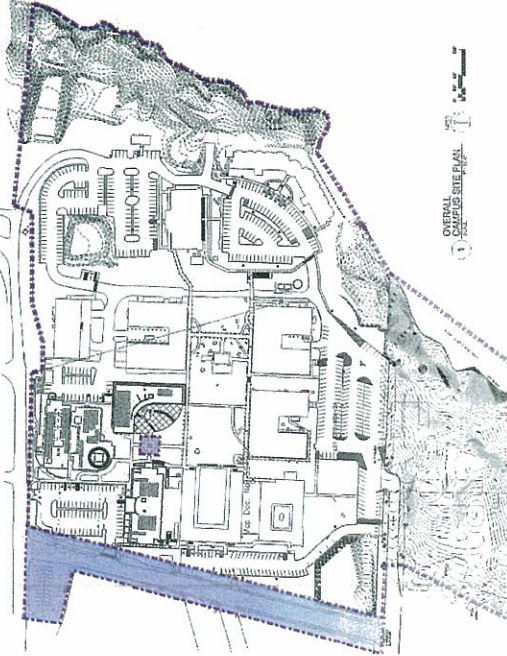
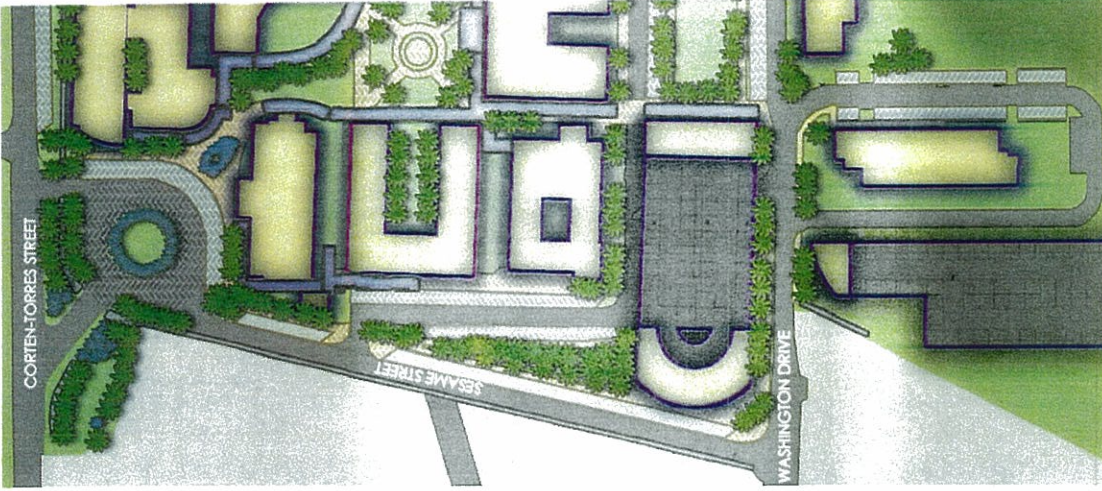
REINTEGRATION OF SESAME STREET

Sesame Street is the arterial street on the west edge of the Campus that connects Corten-Torres Street and Washington Drive, the two primary streets that take cars to GCC from Vietnam Veterans Highway (Route 10). Sesame Street is currently considered outside of the GCC campus. However, the campus topographic map shows that street is located on the GCC property. Property information does not indicate that Sesame Street is a public right of way.

Reclaiming Sesame Street provides an opportunity to accommodate additional parking for GCC and to further define the western edge of the campus. It may be optimal to convert Sesame Street to a one way travel and additional parking space. The development should also consider increased pedestrian activity. The development of Sesame Street is also critical to other campus projects including:

- Soka Gakkai International Monument
- West Fence Construction
- Parking Structure 1 & 2
- Campus Gateways

The integration of these projects is part of GCC's development plan for Sesame Street and the western edge of the campus. Once completed, these projects will enhance the sense of arrival to the Guam Community College campus.



PHASES OF WORK



PHASE 1A

1. SESAME STREET REINTEGRATION

- Reconfiguration of Sesame Street for one-way travel with parking.
- New Campus Entrance; construction of the campus perimeter fence and main entrance gate.
- Construction of transit stop.
- Placement of Soka Gakkai monument.
- May need to be subdivided into two-phases, with reconfiguration Parking Lot J & K moving to a later work phase.
- Consideration of Phase 2B work - Generator #5.

2. BUILDING 200 RENOVATION

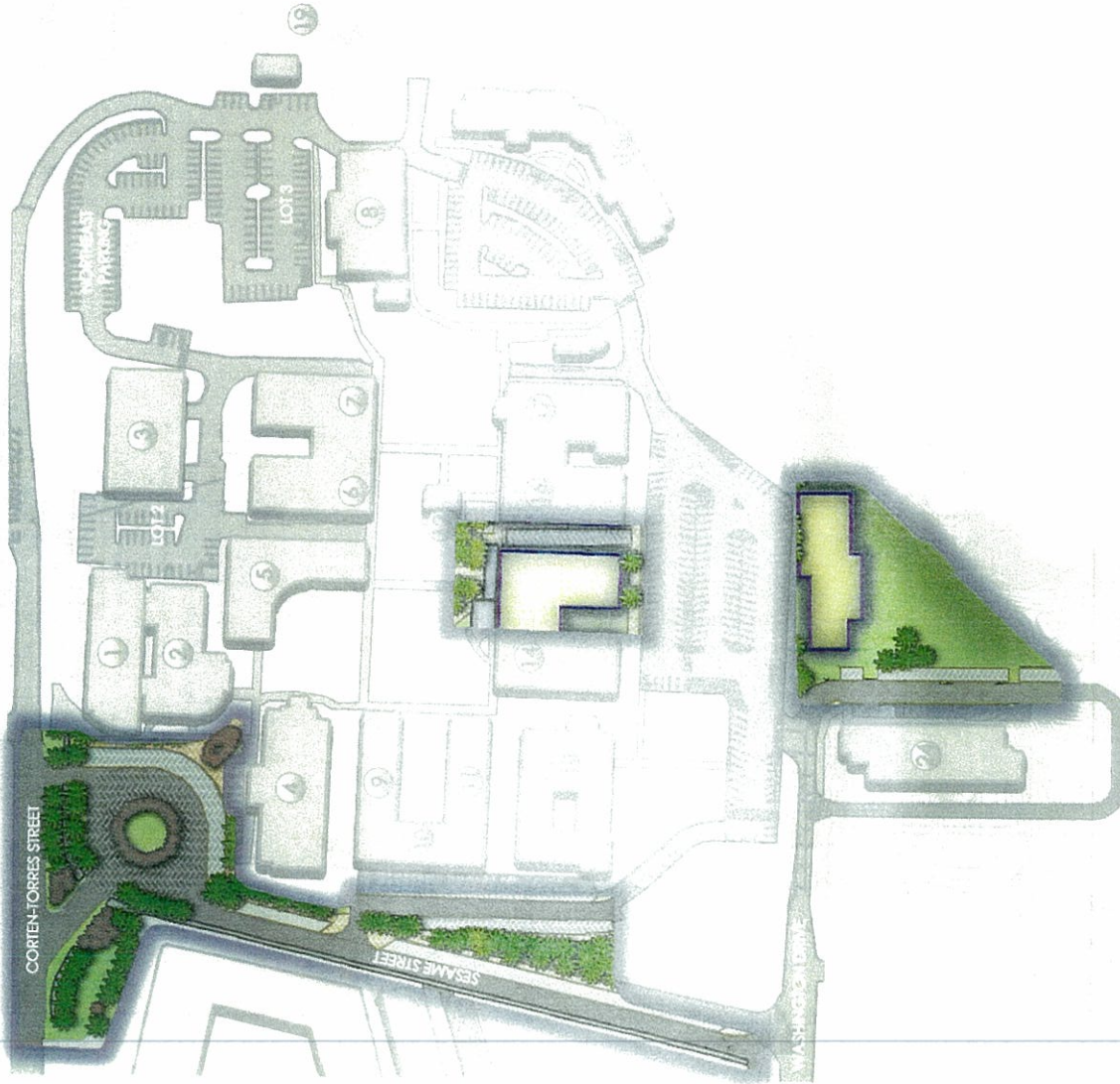
- 2-story addition
- Classroom @ 700 SF ea. 8 total
- Classroom/Lab @ 1400 SF ea. 2 total
- Office @ 900 SF ea. 2 total
- Office @ 400 SF ea. 1 total
- Office @ 200 SF ea. 2 total
- Consideration of Phase 1B work - Founders' Square

3. GENERATOR #4

4. GENERATOR #5

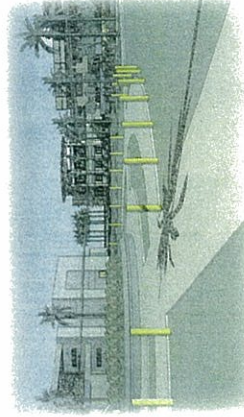
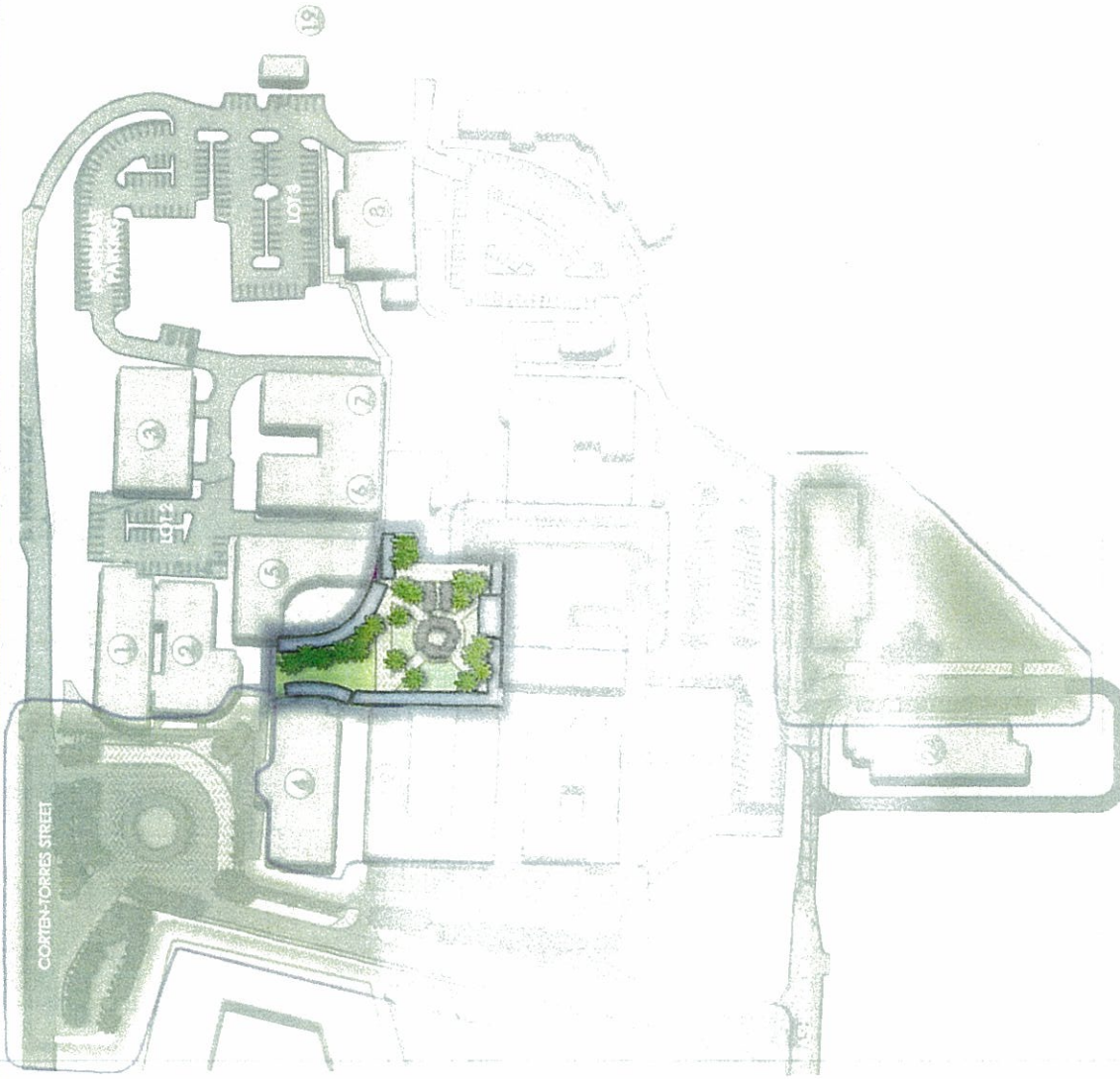
5. FORENSIC DNA LABORATORY FACILITY

- Criminal Justice Classrooms @ 650 SF ea. 2 total
- Criminal Justice Offices @ 110 SF ea. 2 total
- DNA Laboratory & Office Space 6,600 SF total



1. **FOUNDER'S SQUARE**

- Recognition plaques
- Walkway canopies
- Planting & site improvements
- Infrastructure improvements - network, water, and power
- Consideration of Phase 1A work - Building 200 Renovation.
- Consideration of Phase 3B work - Building 100 Renovation.

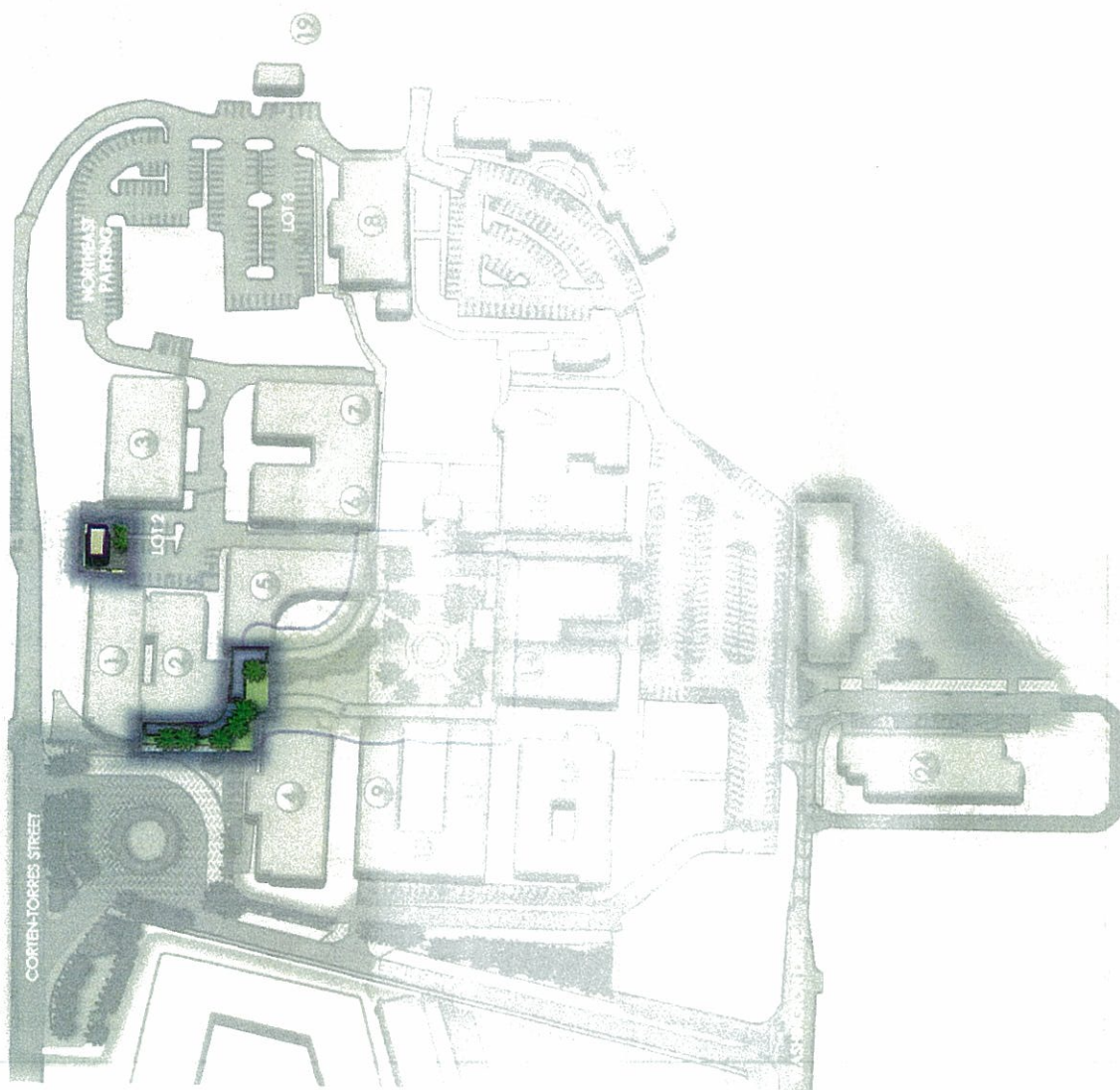


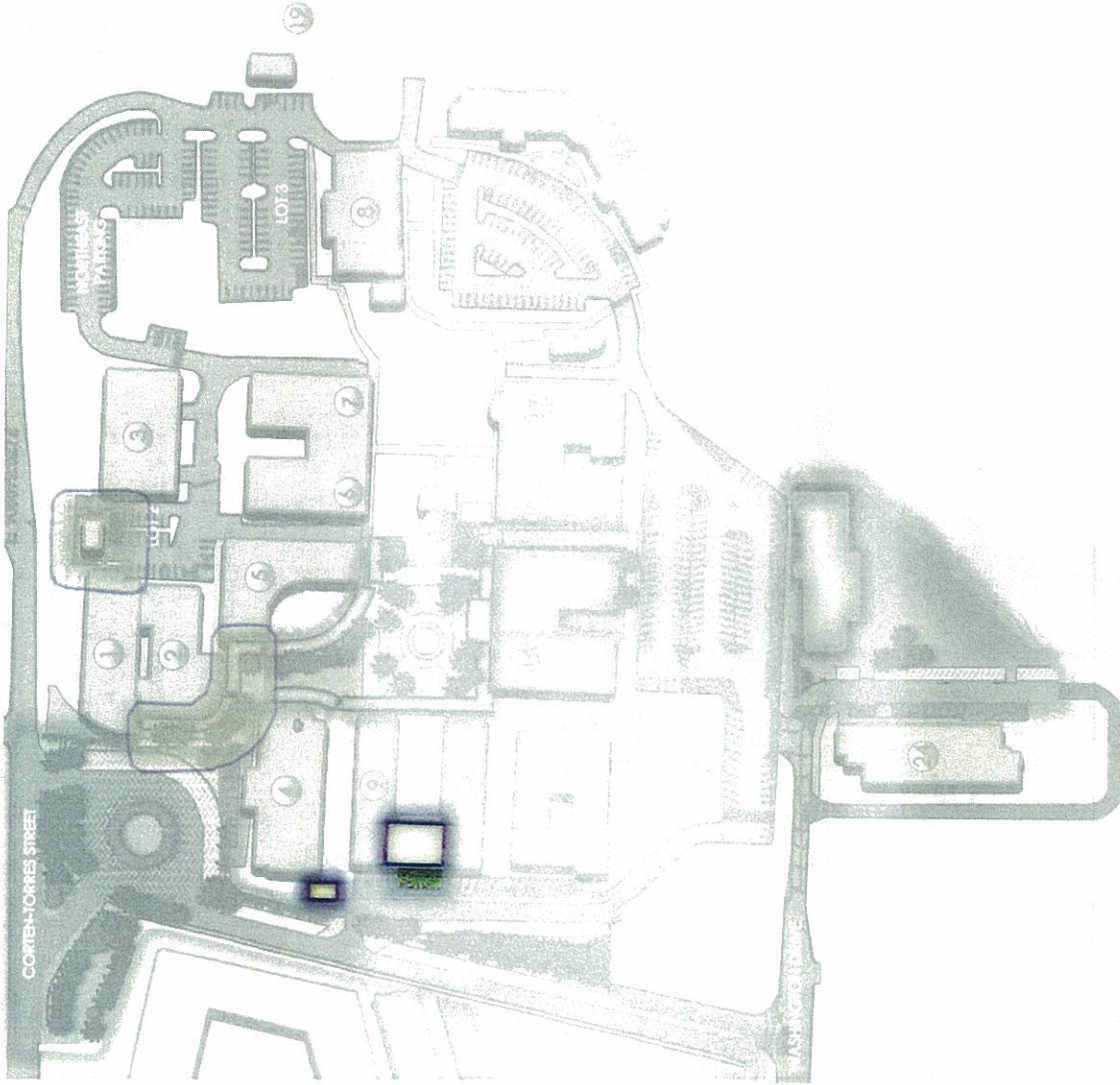
1. GENERATOR #6

- Backup power for Buildings 4000, 5000, & 6000
- Modification of Parking Lot H.

2. OPEN SPACE IMPROVEMENTS

- Walkway canopy
- Planting & site improvements
- Infrastructure Improvements





1. BUILDING B RENOVATION

- 2-Story addition
- Office @ 1,900 SF, 3 total
- Office @ 2500 SF, 1 total

2. OPEN SPACE DEVELOPMENT

- Planting & site improvements
- Infrastructure improvements

3. GENERATOR #7

- Backup power for Buildings A & 3000.
- Consideration of the planned biology planting area & Phase 1A work - Sesame Street Reintegration.

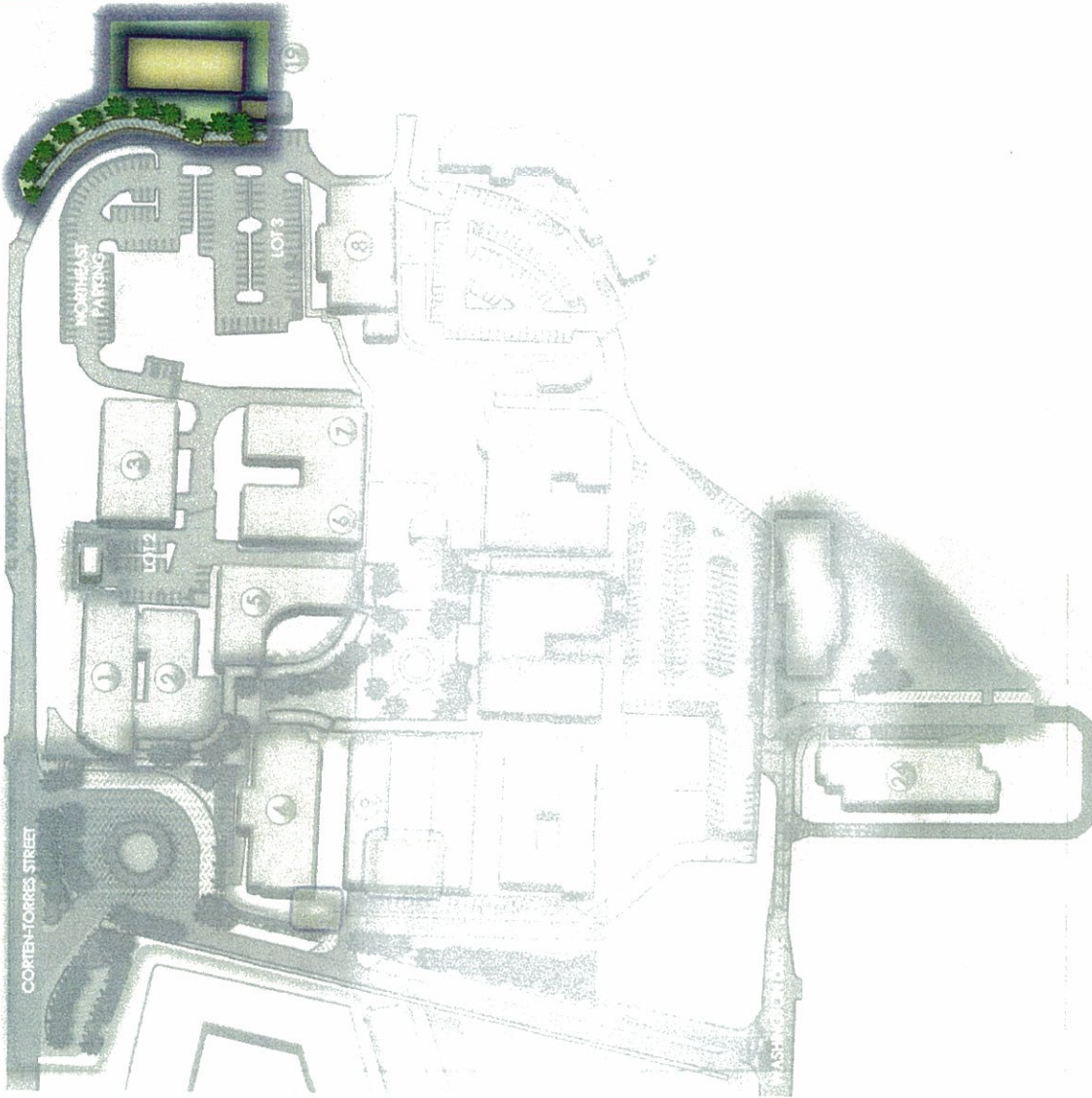
PHASE 3A

1. MAINTENANCE BUILDING

- Warehouse 5,000 SF total
- Office Space 1,000 SF total
- Consideration for additional campus parking
- Demotion of the temporary building

2. GENERATOR #8

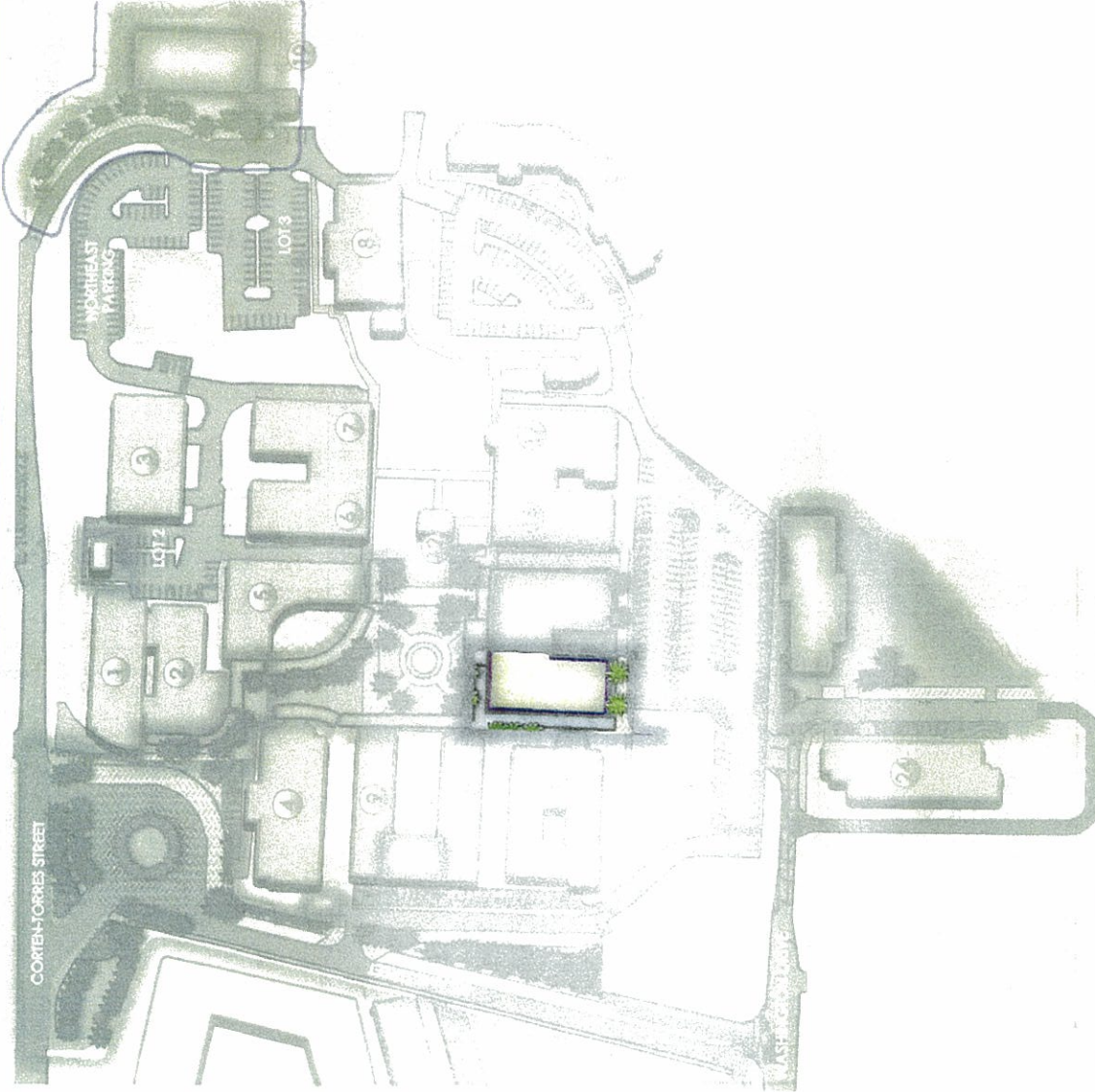
- Backup power for the Maintenance Building



PHASE 3B

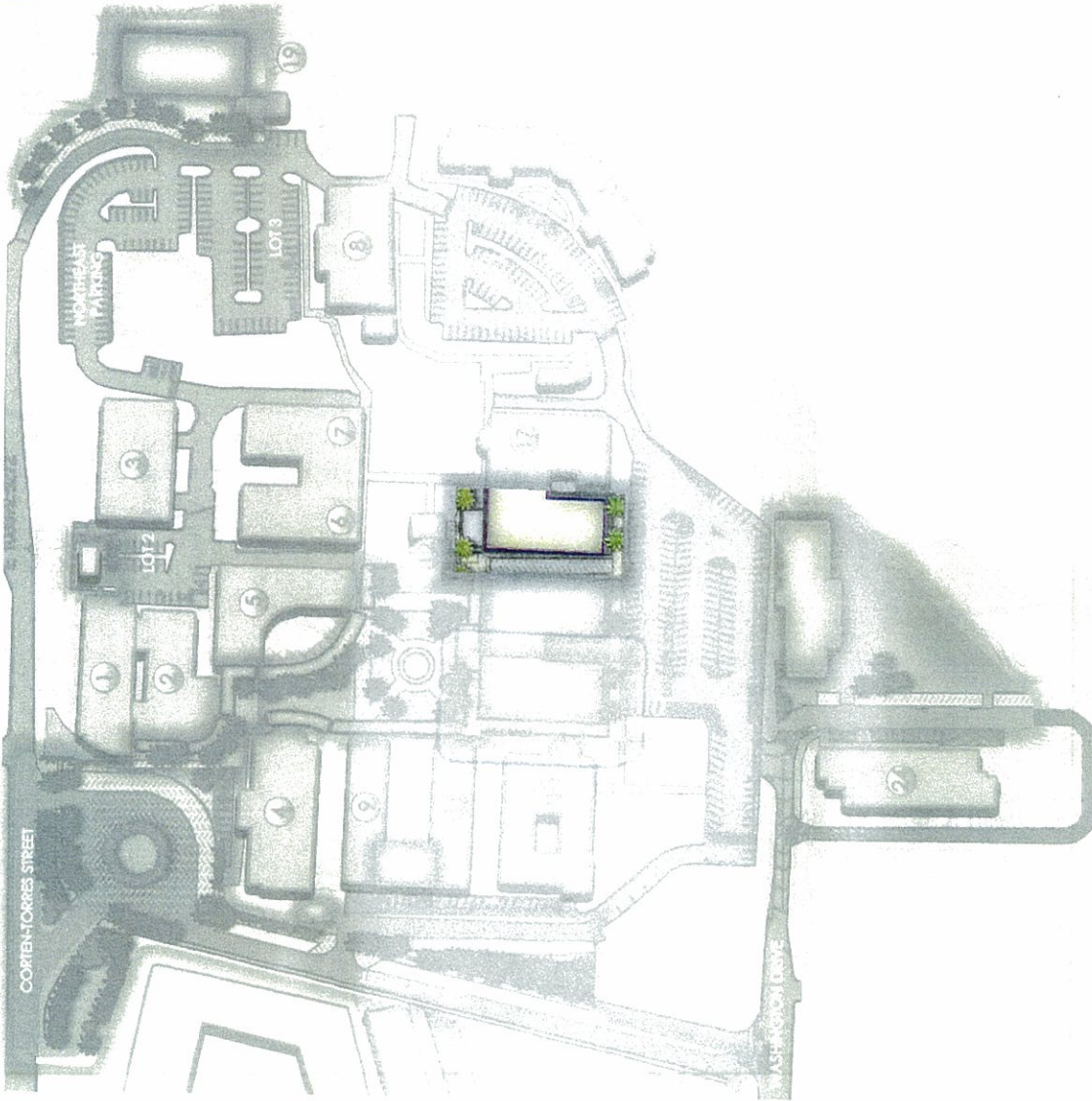
1. BUILDING 100 RENOVATION

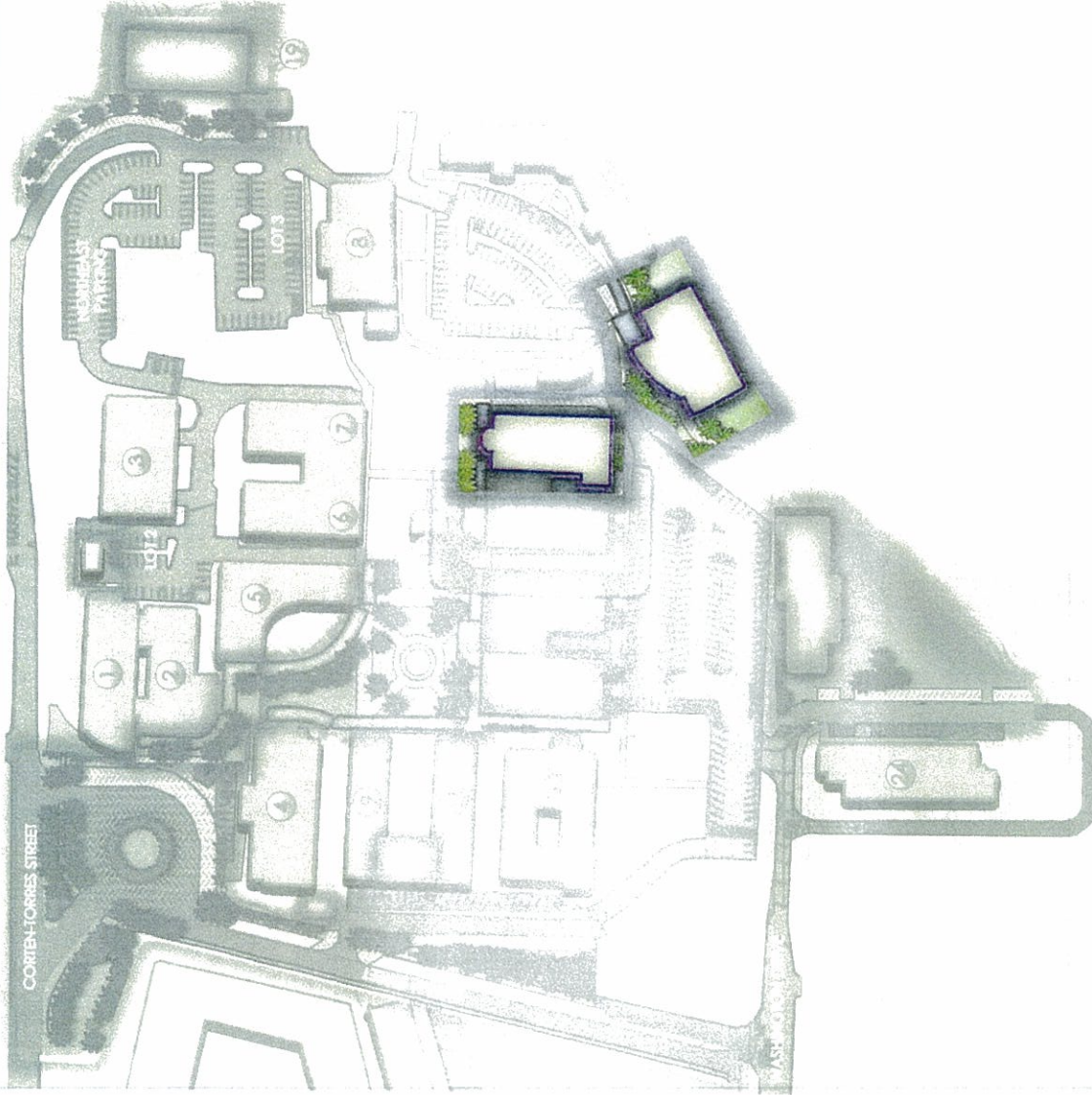
- 2-story addition
- Classroom @ 700 SF, 8 total
- Classroom / Lab @ 1,400 SF, 2 total
- Office
- Walkway canopy construction



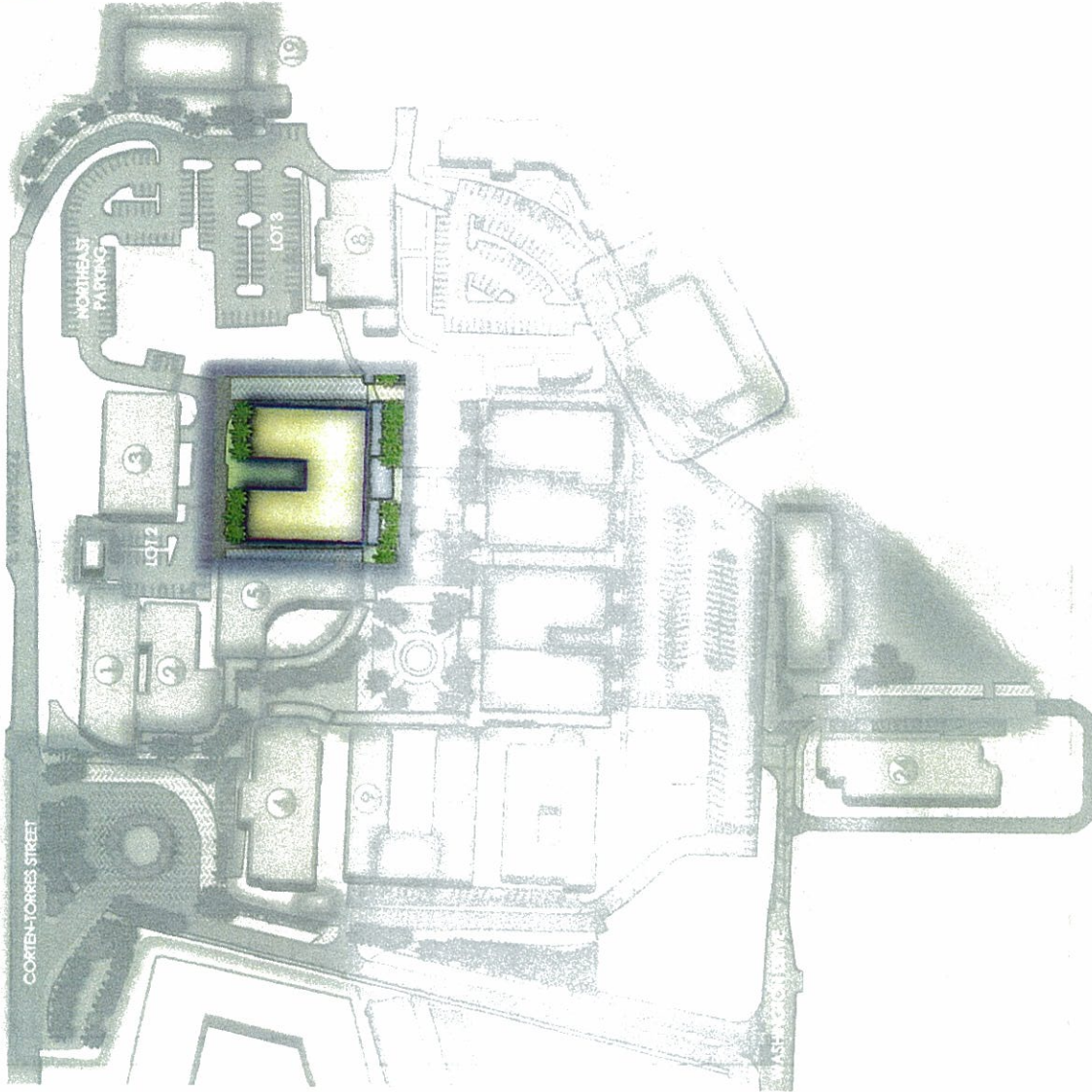
1. BUILDING 300 RENOVATION

- 2-story addition
- Classroom @ 700 SF, 8 total
- Classroom / Lab @ 1,400 SF, 2 total
- Office
- Walkway canopy construction





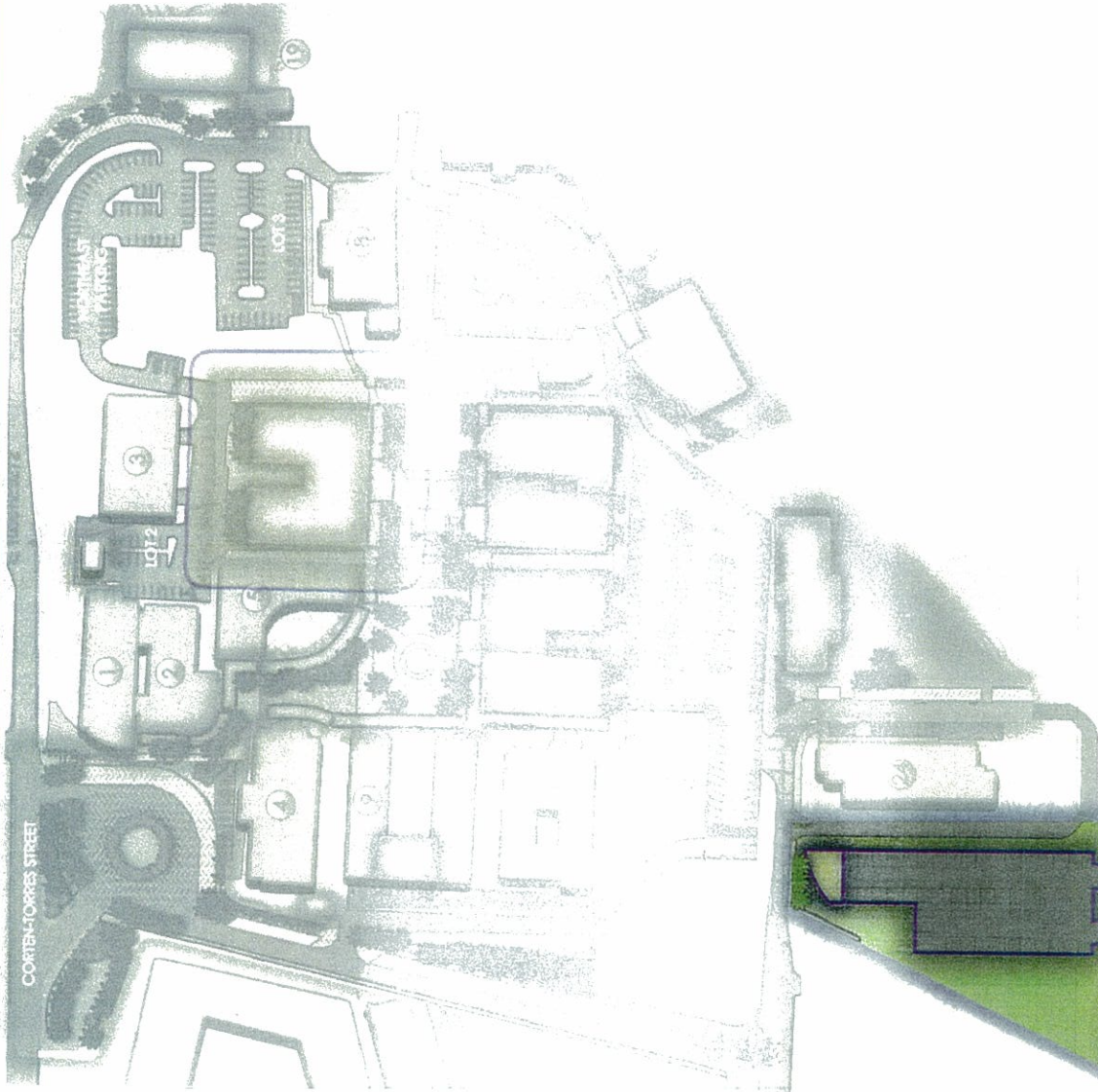
1. **BUILDING 400 RENOVATION**
 - Kitchen expansion - additional 4,000 SF
2. **MULTI PURPOSE AUDITORIUM**
 - 2-story building
 - Auditorium 4,000 SF
 - Offices 2,000 SF
3. **GENERATOR #9**
 - 2 story building
 - Conference room
 - Offices



1. **BUILDING 500 RENOVATION**
 - 2-Story addition
 - Classrooms @ 700 SF ea. 5 total
 - Office @ 900 SF ea. 1 total
 - Office @ 400 SF ea. 1 total
 - Shop / Storage Space 6,000 SF
2. **BUILDING 600 RENOVATION**
 - 2-Story addition
 - Classrooms @ 700 SF ea. 5 total
 - Office @ 900 SF ea. 1 total
 - Office @ 400 SF ea. 1 total
 - Shop / Storage Space 6,000 SF
3. **GENERATOR #10**
 - Backup power for Buildings 500, 600, & 900

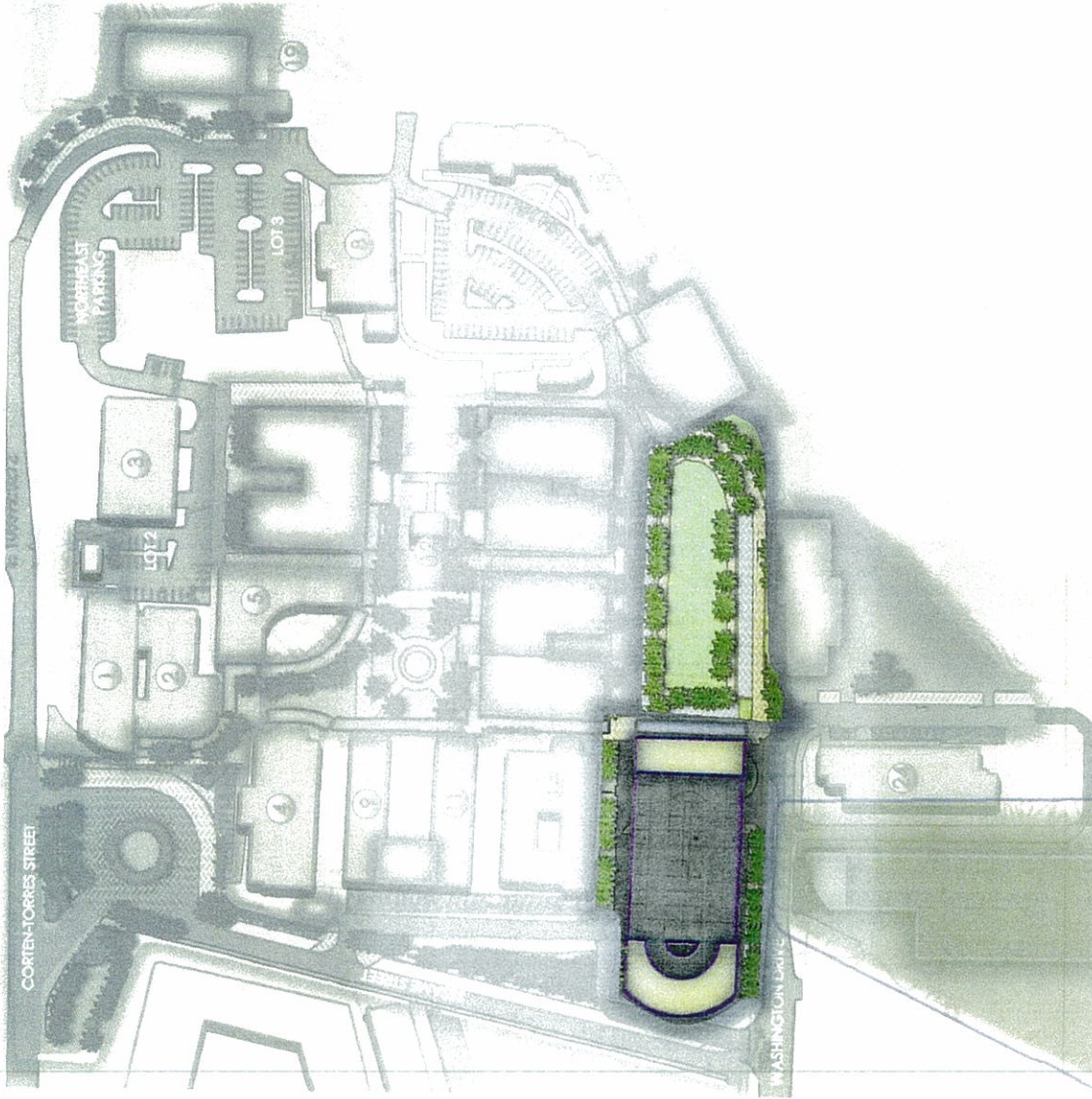
1. PARKING STRUCTURE 1

- 3 parking levels
- Office Space 2,000 SF
- Stormwater Percolation Chambers



PHASE 6A

1. **PARKING STRUCTURE 2**
 - 3-levels, 200 cars
 - Office Space 7,000 SF
2. **RECREATION TRAIL**
 - Planting & site improvements
 - Infrastructure improvements



PHASE 6B

1. BUILDING 1000 GREEN DATA CENTER CONVERSION

- Server Consolidation & Upgrades
- Building Upgrades
 - Power Management System
 - Photovoltaic Panel Installation
 - Micro-turbine Generation consideration
 - Combined cooling, heating, & power

2. CLOCK TOWER BUILDING

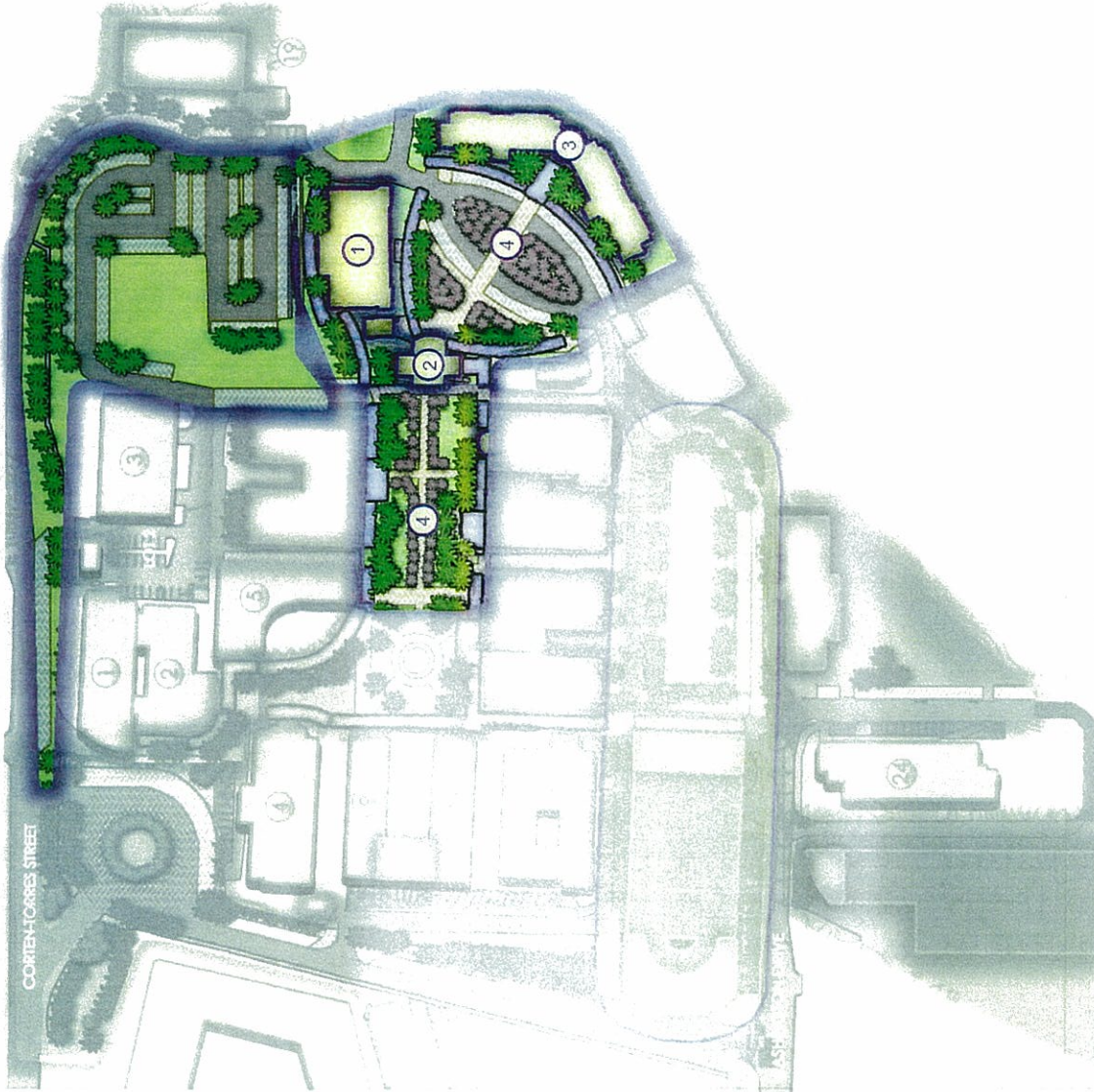
- 3-story structure from the Main Quad ground level.
- 1st Floor Cafe 2,000 SF
- 2nd Floor Administration Office 1,000 SF

3. ADMINISTRATION BUILDING

- Building repairs
- Interior renovations
- Consideration of room consolidation into collaborative work areas.
- Planting & site improvements
- Infrastructure improvements

4. OPEN SPACE DEVELOPMENT

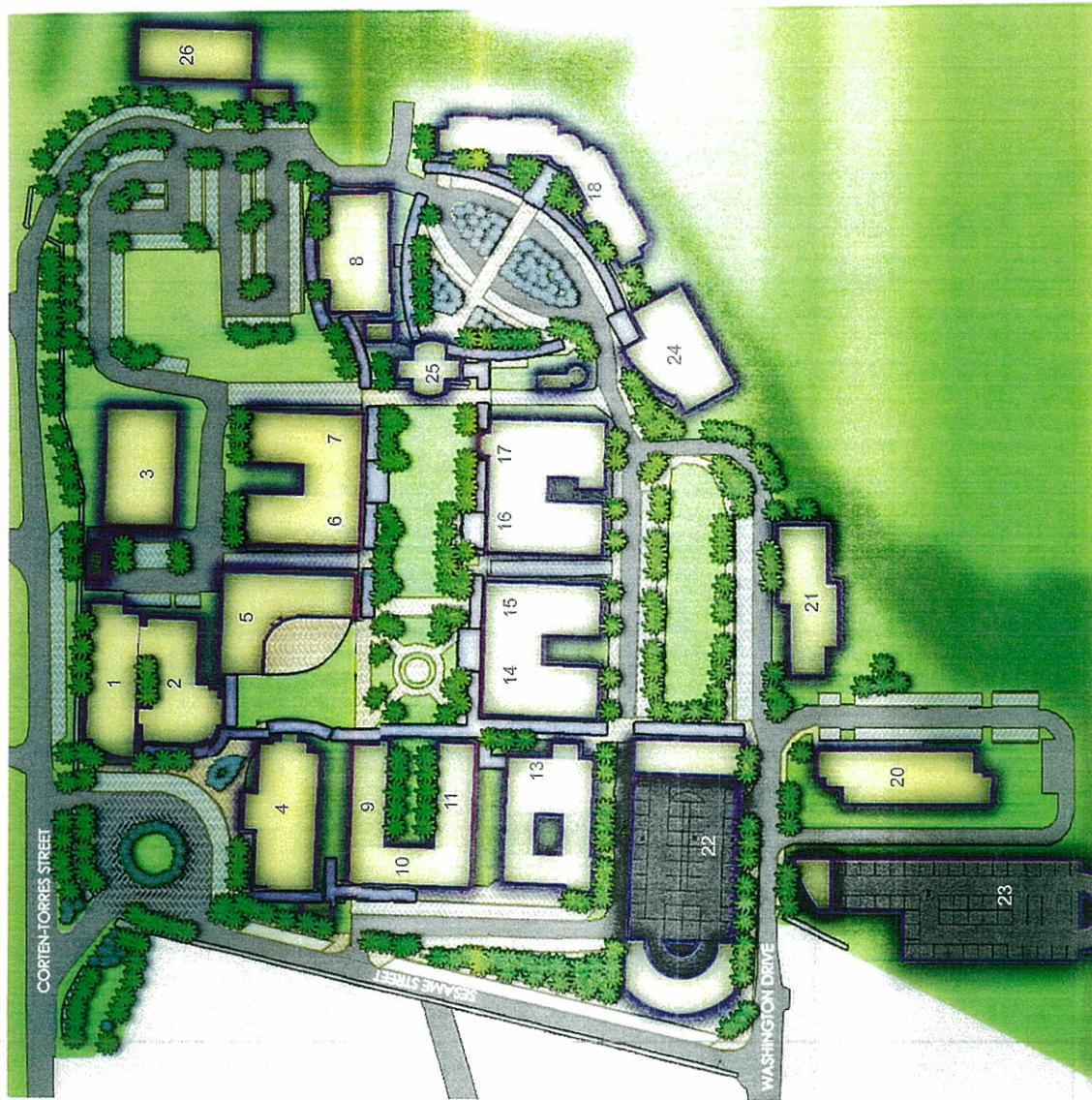
- Modification of Parking Lot E
- Completion of Main Quad
- Planting & site improvements
- Infrastructure improvements
- Pervious paving installation at parking lots & fire lanes



COMPLETION

BUILDING KEY

1. Foundation Building (Building 6000)
2. Learning Resource Center (Building 4000)
3. Building 900
4. Anthony A. Leon Guerrero Allied Health Center (Building 3000)
5. Student Center (Building 5000)
6. Building 600
7. Building 500
8. Technology Center (Building 1000)
9. Building A
10. Building B
11. Building C
12. N/A
13. Building D
14. Building 100
15. Building 200
16. Building 300
17. Building 400
18. Administration Building (Building 2000)
19. N/A
20. Forensic Lab
21. Forensic DNA Lab Facility
22. Parking Structure 1
23. Parking Structure 2
24. Multi Purpose Building
25. Clock Tower/ Cafe
26. Maintenance Building



GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 8, 2013, 12:00pm
GCC President's Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of February 4, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab
-

VII. NEW BUSINESS

1. Contractual Budget Request for 4/1/13-6/30/13
2. Fee Schedule
3. Financial Aid Coordinator position - update

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 4, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on February 4, 2013 was called to order at 12:17 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Ms. Gina Ramos; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Ronald Gary Hartz, Faculty Advisory Member.

Not in attendance: Mr. Richard P. Sablan (schedule conflict)

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning and Development; Dr. Gina Tudela, Dean, TSS; Dr. Michael Chan, Associate Dean, TSS; Mr. Reilly Ridgell, Dean, TPS; Mr. Barry Mead, Adjunct Associate Dean, TSS; Mr. Robin Roberson.

At this time the meeting recessed at 12:18 p.m. until 4:00 p.m., February 4, 2013.

The meeting reconvened at 4:10 p.m., February 4, 2013 and called to order by Chairwoman Deborah Belanger.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – December 20, 2012.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 20, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

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

–Allotment releases. As of February 4, 2013, the College has received \$3,768,794.00 from the General

BOT - Meeting of February 4, 2013

Page 2 of 6

Fund and \$199,763.00 for the LPN Vocational Guidance. It has not received any monies from the Manpower Development Fund nor from the Tourist Attraction Fund.

To date, the College has received 33% of the General Fund that equates to about 30% based on all funding sources.

Other activities: President Okada reported the following:

-As part of the Capital Improvement Projects:

- The College facilities were painted just before the Accreditation visit and the paint has discolored causing it to turn pink. The warranty for this is still in effect and will be repainted.
- From FY2012 CIP, Buildings 500 and 600 roof replacements due to extensive leaks is work in progress, including bathroom renovations.

-In support of the Guam Department of Education there is currently a professional consultation services to work with them on common core math standards and training faculty. DOE have also requested for proposals, part of which will involve partnering with PREL.

-The LPN program has offered the NCLEX review course beginning January 2013. This prepares students for the PN examination with the Guam Board of Nursing Examiners.

-The College launched its first Community Access Points program in Inarajan in partnership between the Guam Contractors Association, Guam Chamber of Commerce and the Mayor's Council of Guam. This provides information from the Key Train software that is a developmental component of the WorkKeys, an assessment tool.

-There will be public hearings on fee increases for new programs to be held February 4 and 5, 2013 at the Student Center Training room. A fee proposal will be submitted to the Board for consideration. Some of the fees to be affected will be courses in Marine Biology, Math, Science, and CJ.

-As a safety measure, beginning January 2013 there is a mandatory administrative directive that all GCC employees wear their identification employee badges while on campus.

-In recognition, the College announced about a month ago the 30th anniversary publication of Dean Reilly Ridgell's book, "Pacific Nations and Territories: The Islands of Micronesia, Melanesia, and Polynesia." GCC funded the first edition publication in paperback and has since been receiving royalties for this for approximately 20 years. There have been reprints in hard copies and has continually been used as textbooks in Guam, Hawaii and other Pacific Islands.

- Bank of Guam donated approximately \$1,300 in PayLess Supermarket gift certificates in support of the Criminal Justice and Social Sciences program. This is part of the students' service learning project in identifying those in need by applying their knowledge and skills that they learned in class.

-The FY2013 audit is conducted by Deloitte & Touche and is ongoing. Report is expected to be released at the end of the month.

-Professional Development Training for administrators and staff will be held in March 2013.

-In preparation for the Washington D.C. conference trip next week, there will also be meetings with the Department of Interior, USDOE, USDA, and the National Science Foundation. President Okada is still arranging a meeting with the Federal Highways. For the meetings, the President will be presenting to all, copies of the GCC Annual Report, ARRA booklet and updated Factbook.

At this time, Trustee Gina Ramos requested that the PIO also provide all board members of all GCC press releases so that they may be apprised of GCC events, etc. She mentioned that this would be helpful should members are approached by the public.

2. Monthly Activities Report

Student Trustee: None reported at this time.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-The faculty evaluation and job specifications committee have met and completed their work. There are revisions to the evaluation process that has been presented to Dr. Ray Somera. Copies of the report will be provided once completed.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

-There will be a staff and administrator training on March 26, 2013.

-As previously reported, the year-end process is still ongoing.

-Improvements are also ongoing with the College's database system.

3. **Board of Trustees Community Outreach Report.** None reported at this time.

VI. UNFINISHED BUSINESS

1. **Policy 195 Update.** Student Trustee James Pangelinan requested that this item be removed from the agenda. There were discussions. The President and Student Trustee have completed their review of the recommended revisions to this policy. At this time no changes were recommended to the current policy. The current rules and regulations for student elections in Policy 195 will also remain the same.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE REMOVAL OF POLICY 195 UPDATE FROM THE AGENDA. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

2. **Construction Projects Updates.**

-Building 200 (Renovation). The bid has been released and eleven (11) prospective bidders picked up packets, however, nine (9) appeared for the pre-bid and submission is due on February 20, 2013. There are no extensions granted to date, although one was requested and will be reviewed for consideration by the Architect and procurement.

-Building 100 and Forensic Lab. There were no updates at this time to report.

VII. NEW BUSINESS.

1. **FY2014 GCC Budget Request.** The President informed the Board that the proposed FY2014 Budget was submitted to the Resources, Planning and Facilities (RPF) committee on January 25, 2013, and was passed. It was then subsequently passed by the College Governing Council (CGC). Although the college requires budget submission to the Guam Legislature, preliminary information was submitted to the Governor's office for their submittal to the Legislature.

In this budget proposal, the following was noted:

- Based on the budget guidelines and with the current freeze on faculty and administrator increments, there are no increments for any GCC employees in this FY2014 proposal.

-However, because the freeze is for AY12-AY13, the assumption was that in August when the new academic year began, there would be an adjustment of some sort pending funding availability for faculty and administrators.

This was discussed during the Joint Leadership Committee meeting comprised of Faculty Senate representatives, the Management Team, and Staff Senate.

The Faculty Senate was asked to survey how the adjustment was to be proposed. A vote was conducted and were given three (3) options:

1. Use the AY2012 evaluation as the basis for the adjustment.

2. Use the FY2013 evaluation for the adjustment, or

3. Use the average of the two (2) years.

There was a 90% majority vote to use the AY2012 as the basis for the adjustment for the budget submission. AY2013 and AY2014 will be dealt with at another time.

-Also noted by RPF and CGC is that there was no request for retroactive pay included in the FY2014.

-Included in the FY2014 budget are the basics for contractual services necessary to operate the college. \$19,364,943 is the total appropriation for the FY2014 budget request, which includes the General Fund, Vocational Guidance and Counseling under the Gen. Fund, and the Manpower Development Fund. This funding is for 215 employees.

-The President pointed out the line item of \$100,000 from the liquid fuel tax to support the loan associated with the USDA loan for Building 200. There are hardly any funds for supplies. There are no equipment or capital outlay identified under the General Fund.

For FY2013 the budget appropriated was \$15.7 Million, but \$2.3 is on reserve. No monies have been received for the fiscal year under the MDF.

The President informed the Board that this budget request does not include the non-appropriated fund budget which will be submitted sometime in April 2013 for the Board's consideration.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2014 BUDGET REQUEST. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

2. **FY2013 CIP Projects.** The President informed the Board that when the NAF budget was approved, \$618,000 was included for CIP Projects. The projects have been processed through the Resources, Planning and Facilities (RPF) committee and the CGC. A copy was provided listing these projects for the Board's consideration. A question was asked as to the availability of funds. This amount has been set aside from the tuition increase over the last five years and specifically for CIP. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE 2013 CAPITAL IMPROVEMENT PROJECTS AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

3. **2011-2015 Physical Master Plan.** A Physical Master Plan draft report was received from Architects TRMA. Opportunities were provided for employees to make comments to said report through the GCC portal. All documentations with regards to any changes were compiled via the leadership of Dr. Ray Somera, Vice President of Academic Affairs. This plan has also gone through the Governance process and was recently approved. Some minor changes such as updating location and data were recently made by RPF and approved by CGC.

The previous Physical Master Plan through 2010 was updated with the completion of the three (3) new buildings. Identifying areas for possible improvements was necessary so that once funding was available,

a plan would already be in place and ready for submission. This is also part of the accreditation requirement. Phases are not necessarily done in order but will be based on funding availability. Some anticipated changes would be additional parking and extension of the MPA.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE 2011-2015 PHYSICAL MASTER PLAN WITH CHANGES. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

4. **DCAPS Recording Fee – proposed.** The President mentioned that the DCAPS program is the articulation agreement between GCC and the secondary programs allowing student to take courses at the secondary level that suffice for college credits. A \$30 DCAPS recording fee for its application was proposed for the Board's consideration. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE JAMES PANGELINAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PROPOSED \$30.00 DCAPS RECORDING FEE. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

5. **President's Travel Schedule (April 2013).** The President will be attending the 93rd AACC Annual Convention in San Francisco, California, in which she will also make a presentation regarding leveraging of financial resources. This convention also ties in with the Phi Theta Kappa inviting students to attend. A GCC student will also be in attendance.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR APRIL 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

6. **Write-Off of Uncollectible Receivables-FY2012.** The President explained that in 2007 the student information system was converted to Banner. The Board then approved an estimated write-off of approximately \$900,000.00. A Resolution was presented to the Board to write-off the remaining balance of \$790,914.16 for Fiscal Year 2012. This amount has already been recorded as a bad debt expense for FY2010. A collection agency is also in place.

Vice President Carmen Santos explained that collections have gone up with some of the past due amounts especially with the new payment procedures of dropping students for nonpayment and placing a hold on accounts. There is a time limitation by law when notices for outstanding debts are no longer allowed to be issued, however, should students request for transcripts, they would first have to clear their accounts. A suggestion was made to put a levy on student's tax refunds but this would need the Guam Legislature's approval. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD ADOPTS THE RESOLUTION FOR THE "WRITE-OFF OF UNCOLLETTIBLE RECEIVABLES, FISCAL YEAR 2012," WITH CHANGES. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At approximately 4:50 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 5:12 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPT PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time Chairwoman Belanger, on behalf of the Board, mentioned the following:
-Congratulations to Dean Reilly Ridgell for his book, "Pacific Nations and Territories: The Islands of Micronesia, Melanesia, and Polynesia" and to the college for the successful and continual use of this as a textbook for educational purposes in Guam, Hawaii and other Pacific Islands.


IX. ADJOURNMENT

MOTION

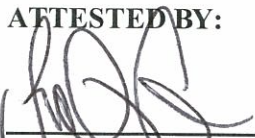
IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE MEETING OF FEBRUARY 4, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of December 20, 2012 adjourned at approximately 5:15 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

From: Dr. R. Ray D. Somera
Vice President for Academic Affairs
Chief Negotiator for Management

R. Gary Hartz
President, GCC Faculty Union

Subject: Clarifying memorandum on request to restructure participatory
governance committee memberships (Article VII)

Date: February 25, 2013

CC: College Governing Council, Chair and co-chair
Resources, Planning & Facilities Committee, Chair & co-chair

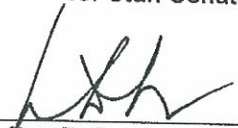
This memorandum is for information purposes only, hence, no action is required.

On November 14 and 21 respectively, separate requests were received from the Resources Planning and Facilities (RPF) Committee and the College Governing Council (CGC) to restructure committee memberships to reflect the changes in participatory governance processes at the college. **The creation of a new Staff Senate was the impetus for this request.**

As a result of our meeting to discuss such requests, we decided to take the following steps:

1. Issue a clarification regarding the intent of Article VII – Participatory Governance, as stated in the Agreement. Specifically, Article VII. D.1.d.(1).iii, pages 24-26 (as it relates to RPF) and Article VII.C, page 24 (as it relates to CGC). Both negotiators agree that the purpose of “broad participation” (the exact verbiage used in the Article) is to provide wide-ranging opportunities for all key players on campus (i.e., faculty, staff, administrators, and students) to contribute to the process of institutional decision-making. This must be consistent however with the Accrediting Commission for Community and Junior Colleges (ACCJC) standard on Leadership and Governance (Standard IV) which states that these key players “exercise a substantial voice in institutional policies, planning, and budget **that relate to their areas of responsibility and expertise** (Standard IV A.2.a; our emphasis). The committee memberships specified in the current Agreement is **a recognition of this broad participation** (again, our emphasis), and hence, should not require changes in the contract. The negotiators therefore suggest that such restructuring of committee composition should be written and documented as part of the committee by-laws. Implementation of these changes should be in effect once the by-laws are ratified by members of the respective committees.

2. Address the committee requests through this memorandum of clarification. This memorandum will be added to the Board-Faculty Union Agreement, 2010-2016 as Appendix K.
3. Inform the Board (through this memo) of upcoming changes in the participatory governance structure of the college, **as it applies to the Staff Senate.**
4. Advise any committee or committees requesting for similar changes in the future **for Staff Senate participation** to be guided by this memorandum of clarification.



R. Ray D. Somera, Ph.D.
Vice President for Academic Affairs

Date 2/26/2013



R. Gary Hartz
President, GCC Faculty Union

Date 2.26.13

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

From: Dr. R. Ray D. Somera
Vice President for Academic Affairs
Chief Negotiator for Management

Dr. Karen M.S. Sablan
President, GCC Faculty Union
Chief Negotiator for the Faculty

Subject: Permanent full-time faculty members serving in a GCC BOT approved administrator limited term appointments

Date: November 26, 2012

CC: Faculty Promotions Committee, Chair

This memorandum is for information purposes only; no action is required.

The Faculty Promotions Committee seeks clarification if a faculty member who is serving in a limited term appointment as an academic administrator can apply and may qualify for advancement-in-rank. This memorandum serves as the official answer to the question being asked.

Articles of the Agreement between the GCC Faculty Union and the GCC Board of Trustees that apply to this question include the following:

Article I – Recognition states in part...

... for all academic personnel in the service of the Guam Community College including Assistant Instruct, Instructor, Assistant Professor, Associate Professor, Professor, and all other positions not mentioned in the following exclusions: supervisor, managers, Human Resources office employees in other than clerical capacity, part-time, limited term or temporary employees.

Article XXII – Sole Agreement states in part ...

...during the life of this Agreement if any laws or executive orders, rules and regulations or policies of the Board, or directives of the College President are enacted/promulgated that are related to any provision of this Agreement and that are beneficial to the faculty, such regulations, policies, or directive shall prevail.

Statement of facts:

Two (2) Academic Administrator positions have been created to allow permanent full-time faculty members the opportunity to serve on a limited term appointment in order to fulfill the College's need.

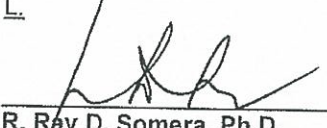
Adjunct Associate Dean job description was approved by the Board of Trustees on January 8, 1992. Permanent full-time faculty who serve in this position serve on a limited term appointment. Copy of job description attached.

Allied Health & Nursing Administrator job description was approved by the Board of Trustees on June 13, 2012. Permanent full-time faculty who serve in this position serve on a limited term appointment. Copy of job description attached.

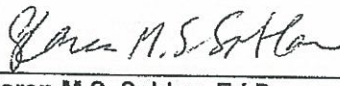
The intent with both job descriptions is to allow **permanent full-time faculty** members the opportunity to serve in a **limited term appointment** as an administrator in order to fulfill the College's need. Furthermore, the intent is for a faculty member not to be penalized for accepting a limited term appointment. The job descriptions state that the faculty member shall retain all rights and privileges afforded to faculty.

In consideration of the above provisions and statement of facts, the Chief Negotiators agree to the intent of providing permanent full-time faculty members all rights and privileges as it pertains to faculty for advancement-in-rank (reference Article VIII – Advancement-In-Rank) while serving on a limited term appointment (i.e. Adjunct Associate Dean and Allied Health & Nursing Administrator).

This memorandum will be added to the Board-Faculty Union Agreement, 2010-2016, as Appendix L.


R. Ray D. Somera, Ph.D.
Vice President for Academic Affairs

Date: 11-26-2012


Karen M.S. Sablan, Ed.D.
President, GCC Faculty Union

Date: 11-26-2012

**Guam Community College
Board of Trustees**

FY 2013 Operations Fund

WHEREAS, the Guam Community College was created by public Law 14-77; and

WHEREAS, the Guam Community College submitted its fiscal year 2013 budget to the 31st Guam Legislature; and

WHEREAS, the 31st Guam Legislature and I Magalahen Guahan passed Public Law 31-233 on September 7, 2012, appropriating the fiscal year 2013 budget to the Guam Community College amounting to \$15,719,271; and

WHEREAS, the fiscal year 2013 budget appropriation resulted in an overall 1% increase from fiscal year 2012 budget appropriation; and the General Fund appropriation of \$14,006,669 will only be enough to cover employees' salaries and benefits for fiscal year 2013; and

WHEREAS, Bureau of Budget and Management Research issued Circular 13-01 is still imposing a 15% reserve or \$2,357,890.65 of \$15,719,271 on all FY2013 appropriations; and

WHEREAS, the College requires an estimated \$3,052,136 for the fiscal year to cover contractual, utilities, and critical operation costs, of which \$1,675,093 has been already budgeted in the non-appropriated funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees authorizes the additional sum of \$700,000 to be allocated to the "GCC Operations Fund" for fiscal year 2013 operations up to June 30, 2013; and

BE IT FURTHER RESOLVED, that the Board of Trustees, upon recommendation by the GCC administration authorizes the use of Non-Appropriated Fund Balance to support the Operations of the college up to June 30, 2013.

Adopted: _____
Resolution _____

Financial Aid Coordinator

NATURE OF WORK

This is complex and responsible professional work in student financial aid. This position provides leadership and management to the Student Financial Aid Office. Administers federal, local and institutional aid programs in compliance with federal and local laws, regulations, and industry standards. Reports to the Vice President for Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plans, organizes, directs, and controls the activities of the Financial Aid Office.

Identifies and qualifies the College for participation in appropriate financial aid programs.

Develops and implements student financial aid policies, programs, processes and procedures for the College.

Administers federal and local financial aid programs, scholarships and veteran's educational benefits.

Ensures compliance with all federal and local regulations regarding the distribution of all financial aid including: institutional scholarship and grant programs, federal grants and need-based loan, federal and institutional work study, and all supplemental loan programs

Counsel, advises and assist students in the preparation of financial aid packets and programs.

Determines and certifies student eligibility for various financial aid programs.

Serves as the Certifying Officer for the Veterans Administration.

Coordinate campus wide communications, updates and training on financial aid requirements and changes impacting students and enrollment.

Responsible for gathering and reporting financial aid information for related institutional, academic, and program accreditation and reporting requirements.

Maintains up-to-date knowledge of proposed and current legislation, and informs Senior Management (i.e. President and Vice Presidents) of all changes that may impact financial aid programs and student enrollment.

Prepares and submits all required institutional applications and reports for federal and local financial aid programs.

Monitors and prepares the office annual operating budget and expends funds in accordance with college policies.

Leads in the development, implementation and management of the Student Financial Aid module of the College's integrated information system.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local student financial programs, rules and regulations.

Knowledge of basic financial management principles.

Ability to administer and manage financial aid programs for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective student financial aid office.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in student financial aid laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work harmoniously with administrators, faculty and students.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing.

Skill in the use of technology (i.e. integrated data base system) and statistical data analysis.

Skill in developing and conducting employee information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field; or
- B. Bachelor's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field plus two (2) years of work experience in student financial aid or related area, with at least one (1) year of supervisory experience.

Ratified: _____

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade _____

CONTROL #

AVP MEMO

2013-02

Academic Affairs Division

R. Ray D. Somera, Ph.D.
Vice President

MEMORANDUM

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

FROM: R. Ray D. Somera, Ph.D.
Vice President for Academic Affairs

SUBJECT: GCC Course Fees

DATE: February 12, 2013

Guam Community College
RECEIVED

FEB 14 2013

PRESIDENT'S OFFICE

Initials: *big*

The fee adjudication hearings conducted on campus to establish new course fees have just been completed. I am now recommending for BOT approval of these fees. Please transmit this memo to the Board via a Board Resolution.

The tables below indicate the proposed fee changes:

New Course Fees:

Course Number	Course Name	Proposed Fee
CJ126L	Officer Survival laboratory	\$150.00
SI130A	Human Anatomy and Physiology I	\$40.00
SI130B	Human Anatomy and Physiology II	\$40.00
SI103L	Introduction to Marine Biology Lab	\$40.00
SI101L	Introduction to Chemistry with Laboratory	\$40.00
SI102	General Chemistry with Laboratory	\$40.00
SI110L	Environmental Biology Laboratory	\$40.00
SI150L	Introduction to Microbiology	\$40.00
TH101	Introduction to the Theater	\$20.00

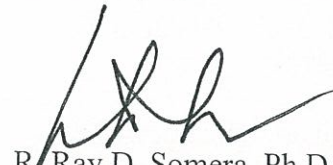
Increase in Existing Courses Fees:

Course Number	Course Name	Existing Fee	Proposed Fee
CJ135	Firearms Use/Safety/Care	\$146.00	\$200.00

Increase in Other Fees:

Course Number	Existing Fee	Proposed Fee
WorkKeys Assessment	\$56.00	\$65.00



The attached documents provide the justification for all these proposed fee increases.



Ray D. Somera, Ph.D.
Vice President for Academic Affairs

MEMORANDUM

TO: R. Ray D. Somera, Ph.D.
Vice President for Academic Affairs

FROM: Reilly Ridgell, Dean, TPS 
Dr. Gina Tudela, Dean, TSS 

SUBJECT: Fee Adjudication Hearing- February 4 & 5, 2013

DATE: February 7, 2013

On February 4 & 5, 2013, a public hearing on fee adjustment was held in the GCC Student Center Training Room (5108). The purpose of the public hearing was to gather feedback regarding the establishment of new course fees for the following classes. These course fees are not currently listed in our College catalog.

- CS126L – Officer Survival Laboratory (\$150.00)
- SI130A – Human Anatomy and Physiology I (\$40.00)
- SI130B – Human Anatomy and Physiology II (\$40.00)
- SI103L – Introduction to Marine Biology Lab (\$40.00)
- SI101L – Introduction to Chemistry Laboratory (\$40.00)
- SI102 – General Chemistry with Laboratory (\$40.00)
- SI110L – Environmental Biology Laboratory (\$40.00)
- SI150L – Introduction to Microbiology (\$40.00)
- TH101- Introduction to the Theater (\$20.00)

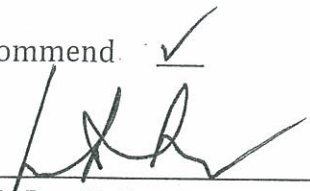
Additionally, the public hearing was held to gather feedback on proposed fee increases for CJ135 – Firearms Use/Safety/Care (from \$146.00 to \$250.00) and the WorkKeys Assessment Fee (from \$56.00 to \$65.00).

On the first day of the public hearing, two administrators and four faculty were present to respond to questions and concerns. Only one student stopped by to inquire about the proposed fee for TH101. His name is Thomas Tudela and he is a Liberal Arts major. He wanted to know what the purpose of the fee was. After the faculty responded to his question, he stated that had no objection to the fee. He can be reached at thomas.tudela@guamcc.edu, tmtudela@hotmail.com, or 632-6371.

On the second day of the hearing, two administrators and six faculty attended. No other testimony was received either for or against the proposed fees.

We respectfully request that the proposed fees be forwarded to the Board of Trustees for final approval.

Recommend. ☒ Not Recommend. ☐



Dr. R. Ray D. Somera
Vice President for Academic Affairs

2/11/2013
Date

November 26, 2012

Memorandum

RECEIVED
NOV 26 2012

To: Reilly Ridgell, Dean TPS

From: Jose U. Munoz, DC CJSS

Re: Lab Fee Increase for CJ 135, Firearms

The cost for firearms ammunition has risen dramatically over the last several years.

This rise in costs cannot be funded by the current lab fee for CJ 135, Firearms Use/Care/Safety.

My department is requesting an increase in the lab fee for CJ 135 of \$54.00.

This would increase the current lab fee from \$146.00 to \$200.00 per student enrolled.

Fee adjust CJ 126L.135

RECEIVED
NOV 26 2012

November 26, 2012

Memorandum

To: Reilly Ridgell, Dean TPS

From: Jose U. Munoz, DC CJSS 

Re: Initiation of Lab Fee for CJ 126, Officer Survival.

Firearms and other defensive supplies, pepper spray, are used in the instruction for CJ 126, Officer Survival.

The cost for firearms ammunition and these other supplies has risen dramatically over the last several years.

Presently CJ 126 has no lab fee connected to it.

My department would like to initiate a lab fee for CJ 126 in the amount of \$150.00 to offset the cost for ammunition and other supplies.

CJ135 Firearms Use/Safety/Care – offered Fall & Summer

Max Capacity: 30 students

Current Lab fee - \$146

2011 Ammunition Cost: .40 cal., 165 grain, FMJ - \$600/case of 1000 rds.

2012 Ammunition Cost : .40 cal., 165 grain, FMJ – \$640/case or 1000 rds./cs.

1 class needs atleast 15,000 rds.

Current Fee Revenue: \$4,380

Current cost: \$9,600

Proposed fee increase to \$200

Revenue at proposed fee: \$6,000

CJ126L Officer Survival Laboratory – offered Summer only

Max Capacity: 30 students

Current Lab fee – None

2011 Ammunition: .40 cal., 165 grain, FMJ - \$600/case of 1000 rds.

2012 Ammunition Cost: .40 cal., 165 grain, FMJ – \$640/case or 1000 rds./cs.

1 class needs atleast 5,000 rds.

Pepper Spray (OCAT) - \$10 - \$29 (vary in strength)

Police Batons (Expandables) - \$155 ea. (need 30)

Current Fee Revenue: None

Current cost: \$3,200 (ammo) + \$900 (pepper spray) + \$4,650 (batons) = \$7,940

Requested Fee: \$150

Revenue of new fee implementation: \$4,500

NOTE: CJ126 Officer Survival class has never been charged lab fees nor does the CJSS department have the capability to update all necessary supplies/equipment needed to run this course. The teachers have used out dated equipment in the storage from the past cycles that are no longer being used by current law enforcement agencies. Over the past 4 semesters (from SP11 to SU12), the CJSS department has had to borrow from other agencies most of the supplies and equipment if and when it was available for our use and in some cases instructors would purchase their own supplies. These are just a few of the concerns that have been brought up to the department by faculty.

Though the new fee structure will not be enough to cover all anticipated costs, it will help. The remaining cost will be covered by the Criminal Justice Department incentive funds.

December 24, 2012

Memorandum

To: Dr. Virginia Tudela, Dean, Technology and Student Services

From: Steve Lam, Math and Science Department Chairperson

Re: Justification for implementing laboratory fees for SI130A and SI130B

Dear Dr. Tudela:

Here I provide justification for implementing laboratory fees for the Anatomy and Physiology courses, SI130A and SI130B. To offer high quality, effective teaching, the Science Department proposes implementing a lab fee of \$40 for each course.

These courses offer hands-on lab activities that reinforce and complement lecture material. Currently, due to financial constraints, the college does not provide any budget to pay for the consumable materials and equipment for these courses. Other institutions offer similar courses and charge lab fees to cover expenses for consumables and equipment. Supplies and teaching tools needed for these courses usually include, but are not limited to, the following:

- \$600-750 -15 dissection cats at \$40-50 each (price fluctuations) per semester
- \$100 - Miscellaneous Supplies (scalpel blades, gloves, chemicals - acids, bases, indicator, lens paper, microscope slides, cover slips, toothpicks)
- \$500 - Prepared Tissue slides - slides vary in price from \$4.50 - \$7

As additional justification, attached are schedules with course descriptions and lab fees from three institutions: UOG Course Schedule, North Seattle Community College – Winter 2013 Class Schedule, and Community College of Philadelphia Biology Courses.

Respectively,

Steve
Digitally signed by Steve S. Lam
DN: cn=Steve S. Lam, o=Guam Community College, ou=Math
& Science Dept, email=steve.lam@guamcc.edu, c=GU
Date: 2012.12.24 17:21:39 +10'00'

November 30, 2012

Memorandum

To: Dr. Virginia Tudela, Dean, Technology and Student Services

From: Steve Lam, Math and Science Department Chairperson

Re: Lab Fee Proposal

Dear Dr. Tudela:

After discussions with science faculty of the department, I do want to propose a course Lab Fee of \$40 per semester for the following courses:

SI103L - Introduction to Marine Biology, Environmental Biology,
SI101L- Introductory Chemistry,
SI102L - General Chemistry, and
SI110L – Environmental Biology
SI150 - Microbiology with Lab

This Lab Fee of **\$40 per semester** is based on the following and potential price increases:

- \$10.50 Underwater World
- \$10.00 Jungle Riverboat Cruise
- \$13.00-17.00 Dolphin Watch - this range is provided because of price differences between operators.
- \$70.00 per semester for miscellaneous supplies (fish for dissection, iodine solution, food coloring, salt, M & Ms, spoons, plates) and establishing a fund for replacement/maintenance of field equipment.
- Replacement and maintenance of Lab equipment and peripherals.
- Costs for consumables lab items such as chemicals, filters for the water filtration system, film and lens for microscopes, and other instrumentation and equipment.

Thanks for your consideration.

Respectively,

Steve Lam



SI 150: Introduction to Microbiology: Class Size 20 students


Equipment and Materials:	Price:
1. Petri dishes	\$120
2. Glass Slides and cover slips	\$25
3. Microscope Lab	\$15
4. DNA BioGLO Lab	\$120
5. GEL Electrophoresis Lab	\$100
6. PCR Lab	\$110
7. Agarose	\$100
8. Culture Media	\$175
9. Glass bending Lab	\$15
10. Antibiotic sensitivity lab	\$25
11. Fermentation Lab	\$20
12. Aseptic Techniques Lab	<u>\$15</u>
	\$835



Continuing Education & Workforce Development
(671) 735-5574

received
12.3.12 AG

MEMORANDUM

To: Dr. Ray Somera 
Vice President, Academic Affairs

From: Victor Rodgers 
Assistant Director, Continuing Education & Workforce Development

Date: December 3, 2012

Re: Increase in fees for WorkKeys Assessment

This memo requests an increase to the fee for the WorkKeys Assessment.

The current fee for the WorkKeys Assessment is \$56.00 for the basic foundational skills assessment, which encompasses Reading for Information, Locating Information and Applied Mathematics, and we would like to propose a fee increase to \$65.00.

The current price of \$56.00 per assessment absorbs the following costs:

The annual KeyTrain License of \$25,000.00
The annual WorkKeys License fee of \$5,450.00
\$18.00 per basic foundational skills assessment (\$6.00 per content area)
\$2.75 per National Career Readiness Certificate registration
\$3.50 per National Career Readiness Certificate print fee
\$120 annually for FedEx service

It currently costs GCC \$24.25 for each assessment. The remaining \$31.75 has been allocated to cover the remaining annual fees. Due to the increased financial constraints of the Government of Guam, the administrative costs of providing WorkKeys Assessment for the island of Guam are being shifted to the CE & WD Department. In order for our department to support the WorkKeys Program and the costs for the administration of the program, an increase in fees is necessary. The additional \$9.00 increase will allow us to maintain affordable pricing for essential skill certifications for our community, while supporting the administrative infrastructure required.

DATE: November 30, 2012

TO: Dr. Virginia C. Tudela, Dean
School of Technology and Student Services

FROM: Dr. Lisa Baza-Cruz, Department Chairperson
English Department

SUBJECT: Request for Implementation in Lab Fees for English Course
TH101: Introduction to the Theater

Baza-Cruz

The English Department has and continues to recognize the College's financial situation. However, as new course offerings are implemented, it is then that departments recognize the need to request additional funding to best meet the course description and design. TH101: Introduction to the Theater is a new English course, implemented in Fall 2011, and serves as an fine arts elective for the general education curriculum and Liberal Studies program. Support for this funding request is listed below based on Fall 2011 (to include total number of overrides for closed courses), Spring 2012, Fall 2012, and anticipated Spring 2013 enrollment data.

Fall 2011	Course # and Title	Section(s)	Students Served
TH101	Introduction to the Theater	1	20
	TOTAL:	1	20.
Spring 2012	Course # and Title	Section(s)	Students Served
TH101	Introduction to the Theater	1	20
		Student Overrides	6
	TOTAL:	1	26
Fall 2012	Course # and Title	Section(s)	Students Served
TH101	Introduction to the Theater	1	20
	TOTAL:	1	20
Spring 2013	Course # and Title	Section(s)	Students Served
TH101	Introduction to the Theater	1	20
		Anticipate Opening a 2 nd Section	20
	TOTAL:	2	40
Total # of Courses		5	106

Data demonstrates a gradual increase in sections being offered as students become aware of this new course and enroll as part of their degree programs. It should be noted that TH101 articulates to UOG as a general education course, as well as supports the new program to program articulation between GCC's Liberal Studies Program and UOG's Interdisciplinary Arts and Sciences. As DC, I anticipate enrollment into this course to continue to increase. I continue to work with faculty to identify the essential classroom needs for our students and the supplies and materials that are crucial to TH101. It is through these discussions with theater faculty that we have identified a need to request a lab fee for this course. For the past three semesters, small plays or productions have been performed by the students at the end of each semester. These productions are not required, but students have chosen to develop production practices and perform for small audiences. However, they have found that the purchasing of materials for simple props is costly. Currently, there is no lab fee attached to this course. If this request is


approved, lab fees would be used to purchase the needed supplies and materials for this course and its specific needs.


As Department Chairperson, I would like to request that a lab fee of \$20 per student be implemented for TH101: Introduction to the Theater as soon as possible.



Thank you.

MEMORANDUM

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

VIA: R. Ray D. Somera, Ph.D., 
Vice President for Academic Affairs

VIA: Carmen Kwek Santos 
Vice President for Finance and Administration

FROM: Gina Tudela, Ph.D., Dean, TSS 
Reilly Ridgell, Dean, TPS 

SUBJECT: Request for Fee Adjudication

DATE: January 7, 2013

Guam Community College
RECEIVED

JAN 18 2013

PRESIDENT'S OFFICE
Initials: 

We would like to request fee adjudication for the following. Supporting documents are attached.

New Course Fees:

Course Number	Course Name	Proposed Fee
CJ126L	Officer Survival Laboratory	\$150.00
SI130A	Human Anatomy and Physiology I	\$40.00
SI130B	Human Anatomy and Physiology II	\$40.00
SI103L	Introduction to Marine Biology Lab	\$40.00
SI101L	Introduction to Chemistry Laboratory	\$40.00
SI102	General Chemistry with Laboratory	\$40.00
SI110L	Environmental Biology Laboratory	\$40.00
SI150L	Introduction to Microbiology	\$40.00
TH101	Introduction to the Theater	\$20.00

Increase in Existing Courses Fees:

Course Number	Course Name	Existing Fee	Proposed Fee
CJ135	Firearms Use/Safety/Care	\$146.00	\$200.00

Increase in Other Fees:

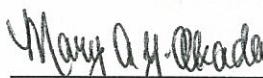
Type of Fee	Existing Fee	Proposed Fee
WorkKeys Assessment	\$56.00	\$65.00

Attached are supporting documents for the above as well as a list of current course fees provided by the Registrar.

(☒) Recommend () Do not recommend


R. Ray Somera, Ph.D., Vice President for Academic Affairs

(☒) Approved () Disapproved

 01.18.2013
Mary Y. Okada, Ed.D., President

November 30, 2012

Memorandum

To: Dr. Virginia Tudela, Dean, Technology and Student Services

From: Joni Kerr, Assistant Professor, Science Department

Re: Justification for implementing laboratory fees for SI103L Introduction to Marine Biology Lab, SI110L Environmental Biology Lab, ~~SI100L~~ ^{SI101L} Introductory Chemistry Lab and SI102L General Chemistry Lab

Dear Dr. Tudela:

Here I provide justification for implementing laboratory fees for biology courses that GCC has offered for many years, as well as new chemistry courses that have been approved by the College.

Introduction to Marine Biology, Environmental Biology, Introductory Chemistry and General Chemistry are 3-credit science courses with 1 credit co-requisite laboratory components. Requirements to pass the labs include conducting hands-on laboratory exercises that reinforce lecture material, and participating in field trips (SI103L and SI110L).

Usually, for SI103L and SI110L, equipment and consumables are purchased when funds are available to the department, or, instructors purchase supplies and submit receipts for reimbursement if funds are available. Additionally, students are offered a variety of experiences that include trips that require fees, such as Jungle Riverboat Cruise, Underwater World and boat charters to observe dolphins, sea turtles, and nearshore reef habitats. Students now pay \$10 each for Jungle Riverboat Cruise and Underwater World, while the boat charters cost \$14-\$17 per student, depending on the company. For the latter, instructors pay the charter company a deposit, and are reimbursed when students pay the fee.

As for the new chemistry courses, just to set up equipment and chemicals for SI100L will cost an estimated \$15,000. Furthermore, most chemicals can only be sourced off-island and hazardous shipping charges add to the cost of these supplies.

Other foreseeable costs for these labs include maintenance of equipment, such as the water filtering system (\$411), microscopes, balances and disposal of chemical waste.

Currently, no fees are assessed for these courses at GCC. Other institutions with similar courses, including the University of Guam, have lab fees that pay for equipment, maintenance of equipment, supplies and field trips.

Below are institutions that apply lab and/or course fees:

- UOG – assesses a lab fee of \$42 for each science lab course. (See attachments)
- Southern Maine Community College – assesses a Course Fee of \$8.60 per credit hour and Lab/Tech Fee of \$17.20 per credit hour. (See attachments)

(Source: SMCC College Catalog 2012-2013

URL address: <http://www.smccme.edu/academics-a-registration/departments-a-programs/college-catalog.html>

Course Description

<u>Course Description</u>	<u>Fee</u>	<u>Student Fees</u>	<u>Fee</u>
Automotive courses	37	Registration	22
Auto Body Repair courses	59	Student ID	7
AE150	59	Library	15
ASL 100,110,120,130 Am Sign Lang I,II,III,IV	27	Student Activity	15
CD110 Early Childhood Orientation	27	Health	15
CD180 Physical & Language Development	67	Parking	15
CD240 Cognitive and Creative Development	67	Technology	73
CD260 Social and Emotional Development	67		162
CJ135 Firearms Use/Safety/Care	146		
CM Cosmetology Lab (per credit hr)	146		
CS courses (except CS152)	22		
CS152 Macintosh Application	37		
ED180 Teaching Methods	67		
EE courses (per course)	51		
EM 111 Electrical Wiring (Residential)	51		
EM 113, EM114, EM115	51		
EN 100 B/R/W Fundamentals of English	15		
HL 130 First Aid & Safety	66		
HL 131 BLS for Healthcare Providers	66		
HL 140 Introduction to Clinical Lab	176		
HS 206 Beverage Management	110		
HS 245 Food Production Principles	220		
MS 141 Medical Assisting	176		
NU 101 Nursing Assistant	66		
NU 110 Nursing Foundations	439		
OA 101,103,109,130,210,211,220,230,240,250	22		
SP 051 Driver 's Education (Behind-the-Wheel)	124		
VC 102, 103	59		
VC 125,126,131,135,161,165,167,172	73		
VC 171,182	37		
All WE courses (except WE 102, 220, 228)	66		
G.E.D. Retest (per subject)	10		
Appraisal Test (A.H.S., E.S.L., A.B.E.)	37		

INTERSESSION SCHEDULE

AGRICULTURE

031633	AG-101-01	INTRO TO AGRICULTURE	MF	09:00-09:50	ALS 127	4.00	CRUZ J	\$24.00
	AG-101L-01	INTRO TO AGRICULTURE LAB	W	10:00-12:50	ALS 124			
031824	AG-102-01	INTRODUCTION TO PLANT SCIENCE	TBA	TBA	INT INTERNET	4.00	MCCONNELL J	\$24.00
	AG-102L-01	INTRODUCTION TO PLANT SCIENCE LAB	TBA	TBA	INT INTERNET			
031569	AG-109-01	THE INSECT WORLD	TH	17:30-18:50	ALS 124	4.00	MOORE A	\$24.00
	AG-109L-01	THE INSECT WORLD LAB	S	09:00-11:50	ALS 124			
031586	AG-136-01	SCIENCE OF AQUACULTURE	MF	12:30-13:50	ALS 127	4.00	GONG H	\$24.00
	AG-136L-01	SCIENCE OF AQUACULTURE LAB	F	12:00-14:50	ALS 124			
031567	AG-281-01	PRIN OF HORTICULTURAL SCIENCE	MF	09:30-10:50	ALS 125B	4.00	MARUTANI M	\$24.00
	AG-281L-01	PRIN OF HORTICULTURAL SCIENCE LAB	TH	12:30-15:20	ALS 124			
031518	AG-342-01	PRIN OF AGRICULTURAL ENGINEER	TH	09:00-10:20	ALS 125A	4.00	SINGH P	\$24.00
	AG-342L-01	PRIN OF AGRICULTURAL ENGINEER LAB	F	15:00-17:50	ALS 124			
031565	AG-392-01	LAB TEACHING ASSISTANTSHIP	TBA	TBA	TBA	1.00	MARUTANI M	\$24.00
	AG-392L-01	ENGINEERING TECH FOR SUST AGR	MF	09:00-10:20	ALS 125A	4.00	SINGH P	\$24.00
031841	AG-443-01	ENGINEERING TECH FOR SUST AGR LAB	M	15:00-17:50	ALS 124			
031680	AG-481-01	ENVIRONMENTAL SOIL SCIENCE	TH	09:30-10:50	ALS 125B	4.00	GOLABI M	\$24.00
	AG-481L-01	ENVIRONMENTAL SOIL SCIENCE LAB	T	13:00-16:00	TBA			
031512	AG-486-01	ORNAMENTAL CROP PROD IN TROPIC	TBA	TBA	TBA	4.00	MCCONNELL J	\$24.00
	AG-486L-01	ORNAMENTAL CROP PROD IN TROPIC LAB	TBA	TBA	TBA			
031835	AG-491-01	SEMINAR	TH	12:00-12:50	TBA	1.00	GOLABI M	
031563	AG-492-01	PRACTICUM	TBA	TBA	TBA	3.00	BARBER L	
031529	AG-498-01	INTERNSHIP	TBA	TBA	TBA	1.00	STAFF	
031557	AG-498-02	INTERNSHIP	TBA	TBA	TBA	2.00	STAFF	
031562	AG-498-03	INTERNSHIP	TBA	TBA	TBA	3.00	STAFF	

BIOLOGY

031730	BI-100-01	ENVIRONMENTAL BIOLOGY	MF	14:00-15:20	SC 101	3.00	LINDSTROM D	
	BI-100-02	ENVIRONMENTAL BIOLOGY	TH	14:00-15:20	SC 101	3.00	LOFDAHL K	
031731	BI-100-01	ENVIRONMENTAL BIOL LAB	T	08:00-10:50	TBA	1.00	STAFF	\$42.00
031732	BI-100L-01	ENVIRONMENTAL BIOL LAB	TH	08:00-10:50	TBA	1.00	LINDSTROM D	\$42.00
031733	BI-100L-02	ENVIRONMENTAL BIOL LAB	F	08:00-10:50	TBA	1.00	FIEDLER G	\$42.00
031734	BI-100L-03	ENVIRONMENTAL BIOL LAB	F	08:00-10:50	TBA	1.00	LOFDAHL K	\$42.00
031735	BI-100L-04	ENVIRONMENTAL BIOL LAB	S	08:00-10:50	SC 101	1.00	STAFF	\$42.00
031736	BI-100L-05	ENVIRONMENTAL BIOL LAB	MF	11:00-12:20	ML 205	3.00	BIGGS J	\$42.00
031737	BI-103-01	MARINE BIOLOGY	F	13:00-15:50	ML 205	1.00	BIGGS J	\$42.00
031738	BI-103L-01	MARINE BIOLOGY LAB	MF	11:00-12:20	SC 101	3.00	FIEDLER G	
031739	BI-125-01	HUMAN ANATOMY & PHYSIOLOGY II	TH	12:30-13:50	SC 101	3.00	FIEDLER G	
031742	BI-125-02	HUMAN ANATOMY & PHYSIOLOGY II	M	14:00-16:50	SC 112	1.00	ROTH M	\$42.00
031743	BI-125L-01	HUMAN ANATOMY & PHYSIO II LAB	T	14:00-16:50	SC 112	1.00	ROTH M	\$42.00
031744	BI-125L-02	HUMAN ANATOMY & PHYSIO II LAB	W	08:00-10:50	SC 112	1.00	ROTH M	\$42.00
031745	BI-125L-03	HUMAN ANATOMY & PHYSIO II LAB	W	14:00-16:50	SC 112	1.00	ROTH M	\$42.00
031746	BI-125L-04	HUMAN ANATOMY & PHYSIO II LAB	TH	14:00-16:50	SC 112	1.00	RIGHETTI T	\$42.00
031747	BI-125L-05	HUMAN ANATOMY & PHYSIO II LAB	MF	09:00-09:50	SC 101	3.00	MOOTS K	
031748	BI-157-01	PRINCIPLES OF BIOLOGY I	M	14:00-16:50	SC 110	1.00	RIGHETTI T	\$42.00
031749	BI-157L-01	PRINCIPLES OF BIOLOGY I LAB	T	08:00-10:50	SC 110	1.00	RIGHETTI T	\$42.00
031750	BI-157L-02	PRINCIPLES OF BIOLOGY I LAB	TH	08:00-10:50	SC 110	1.00	RIGHETTI T	\$42.00
031751	BI-157L-03	PRINCIPLES OF BIOLOGY I LAB	MF	10:00-10:50	SC 101	3.00	CAMACHO F	
031752	BI-201-01	NATURAL HISTORY OF GUAM	MF	10:00-10:50	SC 110	3.00	MOOTS K	\$42.00
031753	BI-303-01	ANIMAL DIVERSITY	T	08:00-10:50	SC 112	1.00	MOOTS K	\$42.00
031754	BI-303L-01	ANIMAL DIVERSITY LABORATORY	TH	17:00-18:20	SC 110	3.00	LOFDAHL K	
031755	BI-310-01	EVOLUTION	TH	11:00-12:20	SC 110	2.00	STAFF	
031756	BI-321-01	SCIENTIFIC AGUMENTS	TBA	TBA	TBA	1.00	LOFDAHL K	
031757	BI-392-01	LAB TEACHING & ASSISTING	TBA	TBA	TBA	1.00	LOFDAHL K	
031758	BI-392-02	LAB TEACHING & ASSISTING	TBA	TBA	TBA	1.00	LOFDAHL K	
031759	BI-412-01	BIOMETRICS	MF	11:00-12:20	SC 110	3.00	CAMACHO F	\$42.00
031760	BI-412L-01	BIOMETRICS LABORATORY	F	14:00-16:50	SC 110	1.00	CAMACHO F	\$42.00
031761	BI-419-01	BIOCHEMISTRY	TH	11:00-12:20	SC 101	3.00	GHOSH S	\$42.00
031763	BI-419L-01	BIOCHEMISTRY LAB	M	14:00-16:50	SC 103	1.00	GHOSH S	\$42.00
031765	BI-425-01	MOLECULAR BIOLOGY	MF	11:00-12:20	SC 120	3.00	GHOSH S	\$42.00
031767	BI-425L-01	MOLECULAR BIOLOGY LABORATORY	TH	14:00-16:50	SC 103	2.00	GHOSH S	\$42.00

COLLEGE OF NATURAL AND APPLIED SCIENCES

CHEMISTRY

031714	CH-100-01	INTRO TO INORGANIC CHEMISTRY	MWF	09:00-09:50	SC 221	3.00	BALAKRISHNAN N	
031715	CH-100-02	INTRO TO INORGANIC CHEMISTRY	TTH	09:30-10:50	SC 101	3.00	BALAKRISHNAN N	
031716	CH-100L-01	INTRO CHEMISTRY LAB	M	11:00-13:50	SC 230	1.00	BALAKRISHNAN N	\$42.00
031717	CH-100L-02	INTRO CHEMISTRY LAB	W	11:00-13:50	SC 230	1.00	BALAKRISHNAN N	\$42.00
031718	CH-101-01	INTRO TO ORGANIC CHEMISTRY	MW	12:30-13:50	SC 101	3.00	VUKI M	
031719	CH-101L-01	INTRO TO ORGANIC CHEMISTRY LAB	M	14:00-16:50	SC 221	1.00	VUKI M	\$42.00
031720	CH-103-01	GENERAL CHEMISTRY	MWF	10:00-10:50	SC 221	3.00	BALAKRISHNAN N	
031577	CH-103-02	GENERAL CHEMISTRY	TTH	12:30-13:50	SC 221	3.00	VUKI M	
031721	CH-103L-01	GEN CHEMISTRY II LAB	F	11:00-13:50	SC 221	1.00	BALAKRISHNAN N	\$42.00
031722	CH-103L-02	GEN CHEMISTRY II LAB	W	14:00-16:50	SC 221	1.00	VUKI M	\$42.00
031723	CH-103L-03	GEN CHEMISTRY II LAB	TH	08:00-10:50	SC 112	1.00	VUKI M	\$42.00
031724	CH-310B-01	ORGANIC CHEMISTRY	MW	11:00-12:20	SC 221	3.00	SULEMAN N	\$42.00
031725	CH-312-01	LABORATORY TECH IN ORGANIC CH LAB	TTH	14:00-16:50	SC 221	2.00	SULEMAN N	\$42.00
031726	CH-392-01	LAB TEACHING & ASSISTING	M	11:00-13:50	SC 230	1.00	BALAKRISHNAN N	
031727	CH-450B-01	PHYSICAL CHEMISTRY	TBA	TBA	TBA	4.00	STAFF	
031728	CH-451-01	PHYSICAL CHEMISTRY I LAB	TBA	TBA	TBA	2.00	STAFF	\$42.00
031729	CH-491-01	SEMINAR	TBA	TBA	TBA	1.00	STAFF	

COMPUTER SCIENCE

031511	CS-200-01	COMPUTER APPLICATIONS	MW	09:30-10:50	WB 2	3.00	ZOU Y	\$30.00
031513	CS-200-02	COMPUTER APPLICATIONS	MW	11:00-12:20	WB 2	3.00	ZOU Y	\$30.00
031514	CS-201-01	INTRODUCTION TO PROGRAMMING	MW	16:00-17:50	WB 2	4.00	SWANSON JR C	\$30.00
031516	CS-303-01	DATA STR & ALGORITHM ANALYSIS	TTH	11:00-12:20	WB 2	3.00	LEE F	\$30.00
031517	CS-315-01	INTRO FILE PROC & DATABASE MA	TTH	09:30-10:50	WB 2	3.00	LEE F	\$30.00
031519	CS-365-01	COMPUTER ARCHITECTURE	TTH	16:00-17:20	WB 2	3.00	SWANSON JR C	\$30.00
031520	CS-380-01	ORG OF PROGRAMMING LANGUAGES	TTH	14:00-15:20	TBA	3.00	SWANSON JR C	\$30.00
031521	CS-403-01	DATA CO AND NETWORKING	TTH	14:00-15:20	WB 2	3.00	ZOU Y	\$30.00
031524	CS-410-01	COMPILER DESIGN & CONSTRUCTION	MW	14:00-15:20	WB 2	3.00	LEE F	\$30.00
031525	CS-492-01	PRACTICUM IN COMPUTER SCIENCE	F	14:00-16:50	WB 2	1.00	ZOU Y	\$30.00

CONSUMER & FAMILY SCIENCE

031677	CF-120-01	CLOTHING CONSTRUCTION	T	14:00-16:50	ALS 125A	3.00	MOGUEL M	
031587	CF-230-01	NUTRITION AND HEALTH	TTH	15:30-16:50	ALS 127	3.00	DIAMBRA ODI H	
031588	CF-230-02	NUTRITION AND HEALTH	TTH	17:00-18:20	ALS 127	3.00	DIAMBRA ODI H	
031594	CF-231-01	HUMAN NUTRITION FOR HEALTH PRO	MW	15:30-16:50	ALS 125A	3.00	TAM Y	
031599	CF-309-01	PREVENTION PROGRAMING FOR YOUTH	MW	17:30-18:50	ALS 125A	3.00	IYECHAD T	
031679	CF-315-01	INTERIOR DESIGN	TTH	12:30-13:50	ALS 125B	3.00	MOGUEL M	
031589	CF-339-01	COMMUNITY NUTRITION	TTH	09:30-10:50	ALS 127	3.00	LEONGUERRERO R	
031595	CF-342-01	FOOD SAFETY AND SANITATION	MW	12:30-13:50	ALS 125B	3.00	YANG J	
031598	CF-450-01	FAMILY RESOURCES	MW	14:00-16:00	ALS 125B	3.00	BARCINAS P	

ENGINEERING SCIENCE

031508	ES-101-01	ENGINEERING GRAPHICS	TTH	11:00-12:20	ALS 127	3.00	MORADI M	
031510	ES-202-01	ENGINEERING DYNAMICS	MW	11:00-12:20	ALS 127	3.00	ROUSE J	
031509	ES-203-01	MECHANICS OF MATERIALS	TTH	12:30-13:50	ALS 127	3.00	MORADI M	

MATHEMATICS

031774	MA-085-01	FUND OF MATH I II (NDU)	MW	08:00-09:20	WB 1	3.00	DATUIN T	
031775	MA-085-02	FUND OF MATH I II (NDU)	MW	09:30-10:50	SC 121	3.00	CUMMINGS L	\$30.00
031776	MA-085-03	FUND OF MATH I II (NDU)	MW	11:00-12:20	WB 1	3.00	DATUIN T	\$30.00
031777	MA-085-04	FUND OF MATH I II (NDU)	TTH	14:00-15:20	SC 121	3.00	MORADI M	\$30.00
031778	MA-085-05	FUND OF MATH I II (NDU)	MW	16:00-17:20	SC 101	3.00	DE BEER M	\$30.00
031780	MA-085-06	FUND OF MATH I II (NDU)	MW	17:30-18:50	SC 101	3.00	ZOU Y	\$30.00
031781	MA-085-07	FUND OF MATH I II (NDU)	TTH	08:00-09:20	WB 1	3.00	SZEKELY Z	\$30.00
031782	MA-085-08	FUND OF MATH I II (NDU)	TTH	09:30-10:50	SC 121	3.00	CUMMINGS L	\$30.00
031783	MA-085-09	FUND OF MATH I II (NDU)	TTH	11:00-12:20	WB 1	3.00	SINGH P	\$30.00
031784	MA-085-10	FUND OF MATH I II (NDU)	TTH	16:00-17:20	SC 101	3.00	DE BEER M	\$30.00
031785	MA-085-11	FUND OF MATH I II (NDU)	TTH	17:30-18:50	SC 101	3.00	ZOU Y	\$30.00
031786	MA-110-01	FINITE MATHEMATICS	MW	09:30-10:50	WB 1	3.00	CHONG M	
031787	MA-110-02	FINITE MATHEMATICS	MW	14:00-15:20	SC 305	3.00	DE BEER M	
031788	MA-110-03	FINITE MATHEMATICS	TTH	09:30-10:50	WB 1	3.00	CHONG M	
031789	MA-110-04	FINITE MATHEMATICS	TTH	14:00-15:20	SC 305	3.00	TAKENOUCHI Y	
031790	MA-110-05	FINITE MATHEMATICS	MW	16:00-17:20	SC 121	3.00	DE BEER M	
031793	MA-110-06	FINITE MATHEMATICS	MW	17:30-18:50	SC 120	3.00	BLAS F	
031794	MA-110-07	FINITE MATHEMATICS	MW	15:30-16:50	WB 1	3.00	AGUON A	
031791	MA-115-01	INTRODUCTORY COLLEGE ALGEBRA	TTH	15:30-16:50	WB 1	3.00	AGUON A	
031792	MA-115-02	INTRODUCTORY COLLEGE ALGEBRA	MW	08:00-09:20	SC 121	3.00	AGUON A	
031796	MA-151-01	INTRODUCTORY STATISTICS	MW	17:30-18:50	SC 121	3.00	REKDAHL K	
031797	MA-151-02	INTRODUCTORY STATISTICS	MW	08:00-09:20	TBA	3.00	AGUON A	
031798	MA-151-03	INTRODUCTORY STATISTICS	TTH	11:00-12:20	SC 121	3.00	SUN S	
031530	MA-161A-01	COLLEGE ALGEBRA AND TRIG	MW	14:00-15:20	SC 121	3.00	SUN S	
031531	MA-161A-02	COLLEGE ALGEBRA AND TRIG	MW	14:00-15:20	TBA	3.00	SUN S	
031532	MA-161B-01	COLLEGE ALGEBRA & TRIG	TTH	09:30-10:45	WB 3	5.00	NAGAHASHI H	
031533	MA-165-01	PRECALCULUS	MTWTH	11:00-12:15	SC 305	5.00	DE BEER M	
031534	MA-165-02	PRECALCULUS	MTWTH	11:00-12:15	TBA	5.00	TAKENOUCHI Y	
031535	MA-203-01	CALCULUS I	MTWTH	12:30-13:45	SC 305	5.00	SZEKELY Z	
031536	MA-203-02	CALCULUS I	MTWTH	11:00-12:15	WB 3	5.00	NAGAHASHI H	
031537	MA-204-01	CALCULUS II	MTWTH	14:00-15:20	WB 3	3.00	NAGAHASHI H	
031538	MA-302-01	FOUNDATIONS OF HIGHER MATH	MW	14:00-15:20	TBA	3.00	SZEKELY Z	
031539	MA-351-01	DISCRETE STRUCTURES	TTH	12:30-13:50	WB 2	3.00	SUN S	
031541	MA-375-01	NUMERICAL METHODS & SOFTWARE	TTH	12:30-13:50	TBA	3.00	BADOWSKI G	
031542	MA-385-01	APPLIED STATISTICS	MW	11:00-12:20	TBA	3.00	BADOWSKI G	
031543	MA-387-01	STATISTICS FOR SCIENCES	MTH	12:30-13:50	WB 3	4.00	BADOWSKI G	
		STATISTICS FOR SCIENCES	W	12:30-13:50	WB 3			

Attachment – Anatomy and Physiology Lab Fees Charged by other institutions for courses similar to SI130A and SI130B.

1. UOG Human Anatomy and Physiology Course Descriptions

Source URL:

<http://www.uog.edu/dynamicdata/CNASCourseDescriptions.aspx?siteid=2&p=20>

UOG requires that nursing students take a year of anatomy and physiology lecture with a concurrent lab. Below are the course descriptions with the labs highlighted. (Lab Fee is \$42 according to UOG Spring Schedule).

BI124 (3) HUMAN ANATOMY AND PHYSIOLOGY I F This is the first part of a two-semester course in the study of the structure and functions of the systems of the human body. In this part, the structure and functions of tissues are examined, as well as the anatomy and physiology of the integumentary, skeletal, muscular, and portions of the nervous systems. The course consists of three hours of lecture weekly. The lab, BI124L, **MUST** be taken concurrently. Prerequisite/Corequisite: EN110 Corequisite: BI124L

BI124L (1) HUMAN ANATOMY AND PHYSIOLOGY I LABORATORY F BI124L is the laboratory portion of BI124 and **MUST** be taken concurrently. The course consists of one three-hour laboratory period per week. Corequisite: BI124

BI125 (3) HUMAN ANATOMY AND PHYSIOLOGY II SP This is the second part of a two-semester course in the study of the structure and functions of the systems of the human body. In this part, aspects of the nervous, circulatory, immune, digestive, reproductive, and excretory systems are investigated. The course consists of three hours of lecture weekly. The lab, BI125L, **MUST** be taken concurrently. Prerequisite: BI124-124L Corequisite: BI125L

BI125L (1) HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY SP BI125L is the laboratory portion of BI125 and **MUST** be taken concurrently. The course consists of one three-hour laboratory period per week. Corequisite: BI125

2. Community College of Philadelphia

Source URL:

http://www.ccp.edu/site/academic/catalog/courses/biology_courses.php

CCP offers 2 semesters of A & P (BIOL 109-110) with lab fees of \$150

BIOL 109-110 Anatomy and Physiology I & II

3-2-4 Human physiology and biochemistry are studied systematically in lectures while anatomy is stressed in laboratory experiences requiring extensive dissection. This two semester sequence follows the recommendations of the Human Anatomy and Physiology Society. BIOL 109 is designed for students who have had high school biology and chemistry within 10 years or who have passed BIOL 106. BIOL 109 is a prerequisite for BIOL 110. *Additional course fee (BIOL 109 and BIOL 110): \$150.**

*Effective Fall 2011.

3. North Seattle Community College

Below are descriptions for Human A & P (Biol& 241) parts 1 and 2. Both courses are assessed an additional lab fee of \$46.

Source URL:

<https://northseattle.edu/schedule/B233/search/749872%3F22853>

Human A & P 1

Elementary human anatomy and physiology described and illustrated in lecture and lab. Designed to establish a basis for studying clinically related subjects in the paramedical fields. Prereq: BIOL& 160 or CHEM& 121 with a 2.0 or better and ENGL& 101 eligibility. Lab fee. Transfer class.

- CCN

Common Course Number

This class is part of the **Common Course Numbering** system, which indicates that it's essentially equivalent at all Community Colleges in Washington. If this class is part of a series, it is strongly recommended that you complete the entire series at North Seattle Community College.

- NW-L

Natural World-Lab S

This class fulfills the Natural World Lab Science requirement for some transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

- NW

Natural World

This class fulfills the Natural World requirement for AA and AS transfer degrees. Read the description of the degree you are pursuing, check 4-Yr

college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

- NW-AB

Natural World -AB

This class fulfills the Natural World requirement for AB DTA/MRP degree. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

- \$FN

Science Lab Fee (FN)

\$46.00

Covers costs associated with maintenance of equipment and supplies for science laboratories.

Fee is charged per course.

Human A & P 2

Continuation of BIOL& 241 . Prereq: BIOL& 241 with a 2.0 or better, ENGL& 101 eligibility. Lab fee. Transfer class.

- CCN

Common Course Number

This class is part of the **Common Course Numbering** system, which indicates that it's essentially equivalent at all Community Colleges in Washington. If this class is part of a series, it is strongly recommended that you complete the entire series at North Seattle Community College.

- NW-L

Natural World-Lab S

This class fulfills the Natural World Lab Science requirement for some transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

- NW

Natural World

This class fulfills the Natural World requirement for AA and AS transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

- NW-AB

Natural World -AB

This class fulfills the Natural World requirement for AB DTA/MRP degree. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

- \$FN

Science Lab Fee (FN)

\$46.00

Covers costs associated with maintenance of equipment and supplies for science laboratories.

Fee is charged per course.



Winter 2013 Class Schedule

Search Results

There are 26 classes matching your search.

2011 Survey of Biology

BIOL&100.01 5 AS1622 TWTh 8:00A-9:50A Sheridan, C 15 seats left
 Additionally, meets AS1622 F 9:00A-9:50A

Intro to biological principles and concepts; cell biology; application of biological knowledge to problems of society; and development of an awareness of science with an emphasis on human health and disease. Lab included. For biotechnology and non-science majors. Transfer class.

☐ CCN ☐ NW-L ☐ NW ☐ NW-AB ☐ \$FN

2013 General Biology W/Lab

BIOL&160.01 5 AS1614 T 8:00A-9:50A Murkowski, A Only 1 seat left
 Additionally, meets AS1617 WF 8:00A-9:50A
 Additionally, meets AS1617 Th 9:00A-9:50A

Basic biological concepts with emphasis on general cell processes, plant and animal diversity, morphology, limited reproduction, phylogeny of the living organisms, exploration of molecular genetics. Lab fee. Transfer class.

☐ CCN ☐ NW-L ☐ NW ☐ NW-AB ☐ \$FN

2021 General Biology W/Lab

BIOL&160.H3 5 AS1617 WF 10:00A-11:50A Murkowski, A Only 1 seat left

Basic biological concepts with emphasis on general cell processes, plant and animal diversity, morphology, limited reproduction, phylogeny of the living organisms, exploration of molecular genetics. Lab fee. Transfer class.

☐ CCN ☐ eL/OC ☐ NW-L ☐ NW ☐ NW-AB ☐ \$FN

2029 General Biology W/Lab

BIOL&160.H5 5 AS1614 T 12:00P-1:50P Goulet, E 9 seats left
 Additionally, meets AS1617 WF 12:00P-1:50P

Basic biological concepts with emphasis on general cell processes, plant and animal diversity, morphology, limited reproduction, phylogeny of the living organisms, exploration of molecular genetics. Lab fee. Transfer class.

☐ CCN ☐ eL/OC ☐ NW-L ☐ NW ☐ NW-AB ☐ \$FN

2037 General Biology W/Lab

BIOL&160.H7 5 AS1617 M 2:00P-3:50P Goulet, E 13 seats left
 Additionally, meets AS1617 W 2:00P-4:50P

Basic biological concepts with emphasis on general cell processes, plant and animal diversity, morphology, limited reproduction, phylogeny of the living organisms, exploration of molecular genetics. Lab fee. Transfer class.

☐ CCN ☐ eL/OC ☐ NW-L ☐ NW ☐ NW-AB ☐ \$FN

2045 General Biology W/Lab

BIOL&160.08 5 AS1617 MW 6:00P-9:20P Barndt, K Waitlist: 1

2053 Majors Cellular

BIOL&211.05 5 AS1617 MT 12:00P-1:50P Fox, T
 Additionally, meets AS1617 Th 1:00P-1:50P
 Additionally, meets AS1614 W 12:00P-1:50P

Waitli:

Initial course in majors biology series, a three-quarter sequence that introduces biology in preparation for advanced study in areas of biological science such as medicine, dentistry, cell biology, microbiology, or veterinary medicine. BIOL& 211 has emphasis on cellular biology including cell structure organization, metabolism, energetics and genetics. Prereq: One quarter of college-level chemistry with a 2.0 or higher. Transfer class.

CCN NW-L NW NW-AB \$FN

2061 Majors Animal

BIOL&212.01 5 AS1617 MT 8:00A-9:50A Goulet, E
 Additionally, meets AS1617 Th 8:00A-8:50A
 Additionally, meets AS1614 W 8:00A-9:50A

10 seats

Continuation of the three-quarter majors series. Integrated study of basic concepts concerning animal biology. Emphasizes animal classification, evolution, histology, embryology and examination of animal systems. Includes labs. Prereq: BIOL& 211 with a 2.0 or better. Lab fee. Transfer class

CCN NW-L NW NW-AB \$FN

2069 Majors Animal

BIOL&212.03 5 AS1617 MT 10:00A-11:50A Saunders, B
 Additionally, meets AS1614 W 10:00A-10:50A
 Additionally, meets AS1617 Th 10:00A-11:50A

4 seats

Continuation of the three-quarter majors series. Integrated study of basic concepts concerning animal biology. Emphasizes animal classification, evolution, histology, embryology and examination of animal systems. Includes labs. Prereq: BIOL& 211 with a 2.0 or better. Lab fee. Transfer class

CCN NW-L NW NW-AB \$FN

2075 Majors Animal

BIOL&212.09 5 AS1617 TTh 6:00P-9:20P Bauman, L

Waitlist

Continuation of the three-quarter majors series. Integrated study of basic concepts concerning animal biology. Emphasizes animal classification, evolution, histology, embryology and examination of animal systems. Includes labs. Prereq: BIOL& 211 with a 2.0 or better. Lab fee. Transfer class

N CCN NW-L NW NW-AB \$FN

2105 Human A & P 1

BIOL&241.01 5 AS1615 MW 8:00A-9:50A Hays, L
 Additionally, meets AS1627 Th 8:00A-8:50A
 Additionally, meets AS1627 T 8:00A-9:50A

Waitli:

Elementary human anatomy and physiology described and illustrated in lecture and lab. Designed to establish a basis for studying clinically related subjects in the paramedical fields. Prereq: BIOL& 160 or CHEM& 121 with a 2.0 or better and ENGL& 101 eligibility. Lab fee. Transfer class.

CCN Common Course Number

This class is part of the **Common Course Numbering** system, which indicates that it's essentially equivalent at all Community Colleges in Washington. If this class is part of a series, it is strongly recommended that you complete the entire series at North Seattle Community College.

NW-L Natural World-Lab S

[NW] Natural World

This class fulfills the Natural World requirement for AA and AS transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

[NW-AB] Natural World -AB

This class fulfills the Natural World requirement for AB DTA/MRP degree. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

[\$FN] Science Lab Fee (FN)

\$46.00

Covers costs associated with maintenance of equipment and supplies for science laboratories.

Fee is charged per course.

2111 Human A & P 1

BIOL&241.03 5 AS1615 MW 10:00A-11:50A Iverson, H
 Additionally, meets AS1627 T 10:00A-11:50A
 Additionally, meets AS1627 Th 11:00A-11:50A

Waitli:

Elementary human anatomy and physiology described and illustrated in lecture and lab. Designed to establish a basis for studying clinically related subjects in the paramedical fields. Prereq: BIOL& 160 or CHEM& 121 with a 2.0 or better and ENGL& 101 eligibility. Lab fee. Transfer class.

[CCN] **[NW-L]** **[NW]** **[NW-AB]** **[\$FN]**

2117 Human A & P 1

BIOL&241.05 5 AS1615 MW 12:00P-1:50P Iverson, H
 Additionally, meets AS1627 T 12:00P-1:50P
 Additionally, meets AS1627 Th 12:00P-12:50P

Waitli:

Elementary human anatomy and physiology described and illustrated in lecture and lab. Designed to establish a basis for studying clinically related subjects in the paramedical fields. Prereq: BIOL& 160 or CHEM& 121 with a 2.0 or better and ENGL& 101 eligibility. Lab fee. Transfer class.

[CCN] **[NW-L]** **[NW]** **[NW-AB]** **[\$FN]**

2119 Human A & P 1

BIOL&241.H7 5 AS1615 MW 2:00P-4:20P Iverson, H
 Additionally, meets AS1521 T 2:00P-2:50P

22 seats

Elementary human anatomy and physiology described and illustrated in lecture and lab. Designed to establish a basis for studying clinically related subjects in the paramedical fields. Prereq: BIOL& 160 or CHEM& 121 with a 2.0 or better and ENGL& 101 eligibility. Lab fee. Transfer class.

[CCN] **[NW-L]** **[NW]** **[NW-AB]** **[\$FN]**

2123 Human A & P 1

BIOL&241.08 5 AS1521 MW 6:00P-7:40P Price, J
 Additionally, meets AS1615 MW 7:50P-9:30P

Waitli:

Elementary human anatomy and physiology described and illustrated in lecture and lab. Designed to establish a basis for studying clinically related subjects in the paramedical fields. Prereq: BIOL& 160 or CHEM& 121 with a 2.0 or better and ENGL& 101 eligibility. Lab fee. Transfer class.

[N] **[CCN]** **[NW-L]** **[NW]** **[NW-AB]** **[\$FN]**

Elementary human anatomy and physiology described and illustrated in lecture and lab. Designed to establish a basis for studying clinically related subjects in the paramedical fields. Prereq: BIOL& 160 or CHEM& 121 with a 2.0 or better and ENGL& 101 eligibility. Lab fee. Transfer class.

N **CCN** **NW-L** **NW** **NW-AB** **\$FN**

2135 Human A & P 2

BIOL&242.01 5 AS1627 M 8:00A-8:50A Sargizi, M

11 seats

Additionally, meets AS1627 W 8:00A-9:50A

Additionally, meets AS1615 TTh 8:00A-9:50A

Continuation of BIOL& 241 . Prereq: BIOL& 241 with a 2.0 or better, ENGL& 101 eligibility. Lab fee. Transfer class.

CCN Common Course Number

This class is part of the **Common Course Numbering** system, which indicates that it's essentially equivalent at all Community Colleges in Washin. If this class is part of a series, it is strongly recommended that you complete the entire series at North Seattle Community College.

NW-L Natural World-Lab S

This class fulfills the Natural World Lab Science requirement for some transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

NW Natural World

This class fulfills the Natural World requirement for AA and AS transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

NW-AB Natural World -AB

This class fulfills the Natural World requirement for AB DTA/MRP degree. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

\$FN Science Lab Fee (FN)

\$46.00

Covers costs associated with maintenance of equipment and supplies for science laboratories.

Fee is charged per course.

2141 Human A & P 2

BIOL&242.03 5 AS1627 M 10:00A-10:50A Sargizi, M

2 seats

Additionally, meets AS1627 W 10:00A-11:50A

Additionally, meets AS1615 TTh 10:00A-11:50A

Continuation of BIOL& 241 . Prereq: BIOL& 241 with a 2.0 or better, ENGL& 101 eligibility. Lab fee. Transfer class.

CCN **NW-L** **NW** **NW-AB** **\$FN**

2157 Human A & P 2

BIOL&242.08 5 AS1615 MW 6:00P-7:40P Johnson, K

Additionally, meets AS1521 MW 7:50P-9:30P

Continuation of BIOL& 241 . Prereq: BIOL& 241 with a 2.0 or better, ENGL& 101 eligibility. Lab fee. Transfer class.

N **CCN** **NW-L** **NW** **NW-AB** **\$FN**

Continuation of BIOL& 241 . Prereq: BIOL& 241 with a 2.0 or better, ENGL& 101 eligibility. Lab fee. Transfer class.

N **CCN** **NW-L** **NW** **NW-AB** **\$FN**

2165 Human A & P 2

BIOL&242.10 5 AS1615 Sa 8:30A-3:00P Dahms, J

9 seats

Continuation of BIOL& 241 . Prereq: BIOL& 241 with a 2.0 or better, ENGL& 101 eligibility. Lab fee. Transfer class.

CCN Common Course Number

This class is part of the **Common Course Numbering** system, which indicates that it's essentially equivalent at all Community Colleges in Washin. If this class is part of a series, it is strongly recommended that you complete the entire series at North Seattle Community College.

NW-L Natural World-Lab S

This class fulfills the Natural World Lab Science requirement for some transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

NW Natural World

This class fulfills the Natural World requirement for AA and AS transfer degrees. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

NW-AB Natural World -AB

This class fulfills the Natural World requirement for AB DTA/MRP degree. Read the description of the degree you are pursuing, check 4-Yr college/university transfer and program requirements and speak with an adviser to ensure this course fulfills your requirements.

\$FN Science Lab Fee (FN)

\$46.00

Covers costs associated with maintenance of equipment and supplies for science laboratories.

Fee is charged per course.

24

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

7

UNIVERSITY OF GUAM SPRING 2013 AND FALL 2012 INTERSESSION SCHEDULE

THEATRE

030845	TH-101-01	INTRO TO THEATRE	MW	09:30-10:50	FA AUD	3.00	BLAS M	\$4.50
030846	TH-101-02	INTRO TO THEATRE	TTH	09:30-10:50	FA AUD	3.00	BLAS M	\$4.50
030847	TH-102-01	ACTING I	MW	12:30-13:50	FA AUD	3.00	ARIAV T	\$4.50
030848	TH-292-01	THEATER PRACTICUM	TBA	TBA	FA AUD	1.00	BLAS M	\$4.50
030849	TH-316-01	LIGHTING DESIGN	MW	11:00-12:20	FA AUD	3.00	MCVEY T	\$4.50
030850	TH-426-01	THEATER HISTORY II	TTH	11:00-12:20	FA AUD	3.00	BLAS M	

WOMEN & GENDER STUDIES

WG-101-01	INTRO TO WOMEN & GENDER STUD	TBA	TBA	INT INTERNET	3.00	THOMPSON H	031095	\$4.50
031096	WG-101-02	INTRO TO WOMEN & GENDER STUD	TBA	TBA	ON-LINE LEARNING (INTERNET)	3.00	THOMPSON H	\$4.50
031097	WG-101-03	INTRO TO WOMEN & GENDER STUD	TBA	TBA	INT INTERNET	3.00	THOMPSON H	\$4.50
031099	WG-101-04	INTRO TO WOMEN & GENDER STUD	MW	12:30-13:50	ON-LINE LEARNING (INTERNET)	3.00	THOMPSON H	\$4.50
031100	WG-101-05	INTRO TO WOMEN & GENDER STUD	TTH	12:30-13:50	HSS 203	3.00	SMITH S	\$4.50
031101	WG-101-06	INTRO TO WOMEN & GENDER STUD	TTH	14:00-15:20	HSS 301	3.00	HARTIG A	\$4.50
031102	WG-201-01	GENDER AND SOCIETY	TBA	TBA	HSS 301	3.00	ODEN A	\$4.50
031093	WG-230-01	MARRIAGE AND THE FAMILY	TTH	11:00-12:20	INT INTERNET	3.00	THOMPSON H	
031104	WG-391-01	SELECTED STUDIES IN WGS: GENDER, SEX AND REPRODUCTIVE HEALTH	MW	09:30-10:50	ON-LINE LEARNING (INTERNET)	3.00	AMES A	\$4.50
031106	WG-455-01	PSYCHOLOGY OF WOMEN	TTH	12:30-13:50	HSS 303	3.00	SMITH S	
					HSS 203	3.00	SMITH S	

COLLEGE OF NATURAL AND APPLIED SCIENCES

AGRICULTURE

031633	AG-101-01	INTRO TO AGRICULTURE	MWF	09:00-09:50	ALS 127	4.00	CRUZ J	\$24.00
	AG-101L-01	INTRO TO AGRICULTURE LAB	W	10:00-12:50	ALS 124			
031824	AG-102-01	INTRODUCTION TO PLANT SCIENCE	TBA	TBA	INT INTERNET	4.00	MCCONNELL J	\$24.00
	AG-102L-01	INTRODUCTION TO PLANT SCIENCE LAB	TBA	TBA	INT INTERNET			
031569	AG-109-01	THE INSECT WORLD	TTH	17:30-18:50	ON-LINE LEARNING (INTERNET)	4.00	MOORE A	\$24.00
	AG-109L-01	THE INSECT WORLD LAB	S	09:00-11:50	ALS 124			
031586	AG-136-01	SCIENCE OF AQUACULTURE	MW	12:30-13:50	ALS 127	4.00	GONG H	\$24.00
	AG-136L-01	SCIENCE OF AQUACULTURE LAB	F	12:00-14:50	ALS 124			
031567	AG-281-01	PRIN OF HORTICULTURAL SCIENCE	MW	09:30-10:50	ALS 125B	4.00	MARUTANI M	\$24.00
	AG-281L-01	PRIN OF HORTICULTURAL SCIENCE LAB	TH	12:30-15:20	ALS 124			
031518	AG-342-01	PRIN OF AGRICULTURAL ENGINEER	TTH	09:00-10:20	ALS 125A	4.00	SINGH P	\$24.00
	AG-342L-01	PRIN OF AGRICULTURAL ENGINEER LAB	F	15:00-17:50	ALS 124			
031565	AG-392-01	LAB TEACHING ASSISTANTSHIP	TBA	TBA	TBA	1.00	MARUTANI M	
031841	AG-443-01	ENGINEERING TECH FOR SUST AGR	MW	09:00-10:20	ALS 125A	4.00	SINGH P	\$24.00
		ENGINEERING TECH FOR SUST AGR LAB	M	15:00-17:50	ALS 124			
031680	AG-481-01	ENVIRONMENTAL SOIL SCIENCE	TTH	09:30-10:50	ALS 125B	4.00	GOLABI M	\$24.00
	AG-481L-01	ENVIRONMENTAL SOIL SCIENCE LAB	T	13:00-16:00	TBA			
031512	AG-486-01	ORNAMENTAL CROP PROD IN TROPIC	TBA	TBA	TBA	4.00	MCCONNELL J	\$24.00
		ORNAMENTAL CROP PROD IN TROPIC LAB	TBA	TBA	TBA			
031835	AG-491-01	SEMINAR	TH	12:00-12:50	TBA	1.00	GOLABI M	
031563	AG-492-01	PRACTICUM	TBA	TBA	TBA	3.00	BARBER L	
031529	AG-498-01	INTERNSHIP	TBA	TBA	TBA	1.00	STAFF	
031557	AG-498-02	INTERNSHIP	TBA	TBA	TBA	2.00	STAFF	
031562	AG-498-03	INTERNSHIP	TBA	TBA	TBA	3.00	STAFF	

BIOLOGY

031730	BI-100-01	ENVIRONMENTAL BIOLOGY	MW	14:00-15:20	SC 101	3.00	LINDSTROM D	
031731	BI-100-02	ENVIRONMENTAL BIOLOGY	TTH	14:00-15:20	SC 101	3.00	LOFDAHL K	
031732	BI-100L-01	ENVIRONMENTAL BIOL LAB	T	08:00-10:50	TBA	1.00	STAFF	\$42.00
031733	BI-100L-02	ENVIRONMENTAL BIOL LAB	TH	08:00-10:50	TBA	1.00	LINDSTROM D	\$42.00
031734	BI-100L-03	ENVIRONMENTAL BIOL LAB	F	08:00-10:50	TBA	1.00	FIEDLER G	\$42.00
031735	BI-100L-04	ENVIRONMENTAL BIOL LAB	F	08:00-10:50	TBA	1.00	LOFDAHL K	\$42.00
031736	BI-100L-05	ENVIRONMENTAL BIOL LAB	S	08:00-10:50	SC 101	1.00	STAFF	\$42.00
031737	BI-103-01	MARINE BIOLOGY	MW	11:00-12:20	ML 205	3.00	BIGGS J	
031738	BI-103L-01	MARINE BIOLOGY LAB	F	12:00-15:50	ML 205	1.00	BIGGS J	\$42.00
031739	BI-125-01	HUMAN ANATOMY & PHYSIOLOGY II	MW	11:00-12:20	SC 101	3.00	FIEDLER G	
031742	BI-125-02	HUMAN ANATOMY & PHYSIOLOGY II	TTH	12:30-13:50	SC 101	3.00	FIEDLER G	
031743	BI-125L-01	HUMAN ANATOMY & PHYSIO II LAB	M	14:00-16:50	SC 112	1.00	ROTH M	\$42.00
031744	BI-125L-02	HUMAN ANATOMY & PHYSIO II LAB	T	14:00-16:50	SC 112	1.00	ROTH M	\$42.00
031745	BI-125L-03	HUMAN ANATOMY & PHYSIO II LAB	W	08:00-10:50	SC 112	1.00	ROTH M	\$42.00
031746	BI-125L-04	HUMAN ANATOMY & PHYSIO II LAB	W	14:00-16:50	SC 112	1.00	ROTH M	\$42.00
031747	BI-125L-05	HUMAN ANATOMY & PHYSIO II LAB	TH	14:00-16:50	SC 112	1.00	RIGHETTI T	\$42.00
031748	BI-157-01	PRINCIPLES OF BIOLOGY I	MWF	09:00-09:50	SC 101	3.00	MOOTS K	
031749	BI-157L-01	PRINCIPLES OF BIOLOGY I LAB	M	14:00-16:50	SC 110	1.00	RIGHETTI T	\$42.00
031750	BI-157L-02	PRINCIPLES OF BIOLOGY I LAB	T	08:00-10:50	SC 110	1.00	RIGHETTI T	\$42.00
031751	BI-157L-03	PRINCIPLES OF BIOLOGY I LAB	TH	08:00-10:50	SC 110	1.00	RIGHETTI T	\$42.00
031752	BI-201-01	NATURAL HISTORY OF GUAM	MWF	10:00-10:50	SC 101	3.00	CAMACHO F	
031753	BI-303-01	ANIMAL DIVERSITY	MWF	10:00-10:50	SC 110	3.00	MOOTS K	
031754	BI-303L-01	ANIMAL DIVERSITY LABORATORY	T	08:00-10:50	SC 112	1.00	MOOTS K	\$42.00
031755	BI-310-01	EVOLUTION	TTH	17:00-18:20	SC 110	3.00	LOFDAHL K	
031756	BI-321-01	SCIENTIFIC AGUMENTS	TTH	11:00-12:20	SC 110	2.00	STAFF	
031757	BI-392-01	LAB TEACHING & ASSISTING	TBA	TBA	TBA	1.00	LOFDAHL K	
031758	BI-392-02	LAB TEACHING & ASSISTING	TBA	TBA	TBA	1.00	LOFDAHL K	
031759	BI-412-01	BIOMETRICS	MW	11:00-12:20	SC 110	3.00	CAMACHO F	\$42.00
031760	BI-412L-01	BIOMETRICS LABORATORY	F	14:00-16:50	SC 110	1.00	CAMACHO F	\$42.00
031761	BI-419-01	BIOCHEMISTRY	TTH	11:00-12:20	SC 101	3.00	GHOSH S	
031763	BI-419L-01	BIOCHEMISTRY LAB	M	14:00-16:50	SC 103	1.00	GHOSH S	\$42.00
031765	BI-425-01	MOLECULAR BIOLOGY	MW	11:00-12:20	SC 120	3.00	GHOSH S	
031767	BI-425L-01	MOLECULAR BIOLOGY LABORATORY	TTH	14:00-16:50	SC 103	2.00	GHOSH S	\$42.00

College Catalog 2012-2013

Biology Courses

NOTE: Prerequisites and transfer courses must be no older than 10 years and must have been passed with a grade of "C" or better. All biology courses require ENGL 101 placement.

BIOL 106 General Biology I

3-2-4

Introduction to the general principles of biology using the human organism as the model for study. Topics include structural organization, metabolism and energy, reproduction and inheritance, and evolution and ecology. This course is designed for non-majors, health career and transfer students.

*Additional course fee: \$150.**

BIOL 107 General Biology II

3-2-4

This course is designed to provide students with an understanding of the diversity of plant and animal life, and animal behavior. This is the second of two courses in the General Biology series. These courses are designed for the non-biology major. Prerequisite: BIOL 106.

*Additional course fee: \$150.**

BIOL 108 Essentials of Human Anatomy and Physiology

3-2-4

The purpose of this course is to provide students with a comprehensive one semester course on the structure and function of the human body. Basic anatomy and physiology of all major organ systems will be covered in lecture and laboratory settings. Lab includes dissection demonstrations by course instructor.

BIOL 109-110 Anatomy and Physiology I & II

3-2-4

Human physiology and biochemistry are studied systematically in lectures while anatomy is stressed in laboratory experiences requiring extensive dissection. This two semester sequence follows the recommendations of the Human Anatomy and Physiology Society. BIOL 109 is designed for students who have had high school biology and chemistry within 10 years or who have passed BIOL 106. BIOL 109 is a prerequisite for BIOL 110.

*Additional course fee (BIOL 109 and BIOL 110): \$150.**

BIOL 123 Cellular and Molecular Biology

3-2-4

Designed for majors in the sciences and students interested in careers in science and technology, this course is an introduction to the fundamentals of modern cellular and molecular biology. Prerequisites: CHEM 121 or CHEM 110 and high school biology or permission of the department head.

*Additional course fee: \$150.**

BIOL 124 Organismal Biology

3-2-4

This course explores the major groups of organisms with an emphasis on plant and animal structural, functional, ecological and evolutionary themes. *Dissection required. Prerequisite: BIOL 123.

*Additional course fee: \$150.**

BIOL 211 Genetics

3-2-4

Basic principles of genetics using biochemical and molecular models are presented in lecture and laboratory experience. Collection and statistical analysis of data are an integral part of laboratory. Prerequisite: BIOL 106 or BIOL 107 or BIOL

3-2-4

Bacteria and viruses are studied. An emphasis is placed on the growth, metabolism, physiology and genetics of bacteria and viruses in lecture and laboratory experiences. Clinical aspects of selected microbes are discussed. Prerequisite: BIOL 106 or BIOL 107 or BIOL 109 or BIOL 123.

*Additional course fee: \$150.**

BIOL 255 Biotechnology I: Basic Laboratory Techniques in Biotechnology

2-4-4

This course focuses on foundation knowledge and lab competencies that are critical to success in the biotechnology industry. Learning to perform lab functions, such as making solutions, performing serial dilutions, making buffers, balancing pH, performing gel electrophoresis, and packing liquid chromatography columns, requires that students develop an understanding of the concepts and mathematics involved, practice the procedures, and demonstrate the competency to execute them. Prerequisites: MATH 118 or higher or MATH 161 placement; CHEM 110 or CHEM 121; BIOL 123.

*Additional course fee: \$150.**

BIOL 256 Fermentation, Bioprocessing and Biomanufacturing

2-4-4

This course is primarily project-based. Working in teams, students use fermentation and bioprocessing technologies to produce recombinant proteins in a biomanufacturing industry setting. They are expected to follow standard operating procedures (SOPs), utilize aseptic technique, properly document their activities and apply current good manufacturing practice (cGMP). They need to work effectively in their teams and demonstrate good time management. Students draw upon essential knowledge and skills developed in BIOL 255 to complete projects. Prerequisite: BIOL 255 with a grade of "C" or better.

*Additional course fee: \$150.**

BIOL 271 Pathophysiology I

4-0-0-4

Pathophysiology I offers an overview of abnormal physiological processes leading to human disease. Particular emphasis is placed on the etiology, pathogenesis, diagnostic findings, and clinical manifestations of specified illnesses. Also included are general overviews of risk factors, disease incidences and therapeutic managements as they apply to each pathophysiological condition discussed. Prerequisites: BIOL 110 and BIOL 241.

BIOL 272 Pathophysiology II

4-0-0-4

This course provides an overview of abnormal physiological processes leading to human disease. Particular emphasis is placed on the etiology, pathogenesis, diagnostic findings and clinical manifestations of specified illnesses. Also included are general overviews of risk factors, disease incidences and therapeutic managements as they apply to each pathophysiological condition discussed. Topics covered in this course include alterations in hematology, and diseases of the cardio-vascular, respiratory, digestive, urinary and reproductive systems. Prerequisites: BIOL 271.

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Wednesday, April 17, 2013, 12:00pm
GCC President's Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of March 8, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab
-

BOT - Meeting Agenda

April 17, 2013

Page 2

VII. NEW BUSINESS

1. FY14 NAF Budget
2. Building 200 Resolution

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 8, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on March 8, 2013 was called to order at 12:08 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. Roll Call.

Trustees Present: Ms. Deborah C. Belanger; Mr. Frank P. Arriola (*attended after roll call*); Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Ronald Gary Hartz, Faculty Advisory Member.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Mr. Reilly Ridgell, Dean, TPS; Ms. Joann W. Muna, Human Resources Administrator.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – February 4, 2013.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 4, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

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

-Allotment releases. As of March 4, 2013, the College has received a total of \$4,489,000 and from this \$4,240,000 is from the General Fund and approximately \$250,000 from the LPN Vocational Guidance fund. To date, the college has not received any monies from the Manpower Development Fund. Last payment received for this was February 18, 2013.

Other activities: President Okada reported the following:

-The college is currently working on scope of work for the Capital Improvement Projects that were recently approved during the last Board meeting.

-With regards to the GCC mission statement policy annual review, information is currently being disseminated to the various governance groups, to include the Faculty and Staff Senates, and COPSA. This will give everyone an opportunity to provide feedback. A Group Studio site on MyGCC has been set up by AIER to receive all the comments/recommendations from all campus constituents.

Dr. Ray Somera also met with several campus leaders such as the faculty, staff and student groups regarding this initiative. As a result of these conversations, it was suggested that a six-year mission statement review be considered later so that this is in alignment with the period covered by the college's Institutional Strategic Master Plan (ISMP). The current ISMP expires January 2014 and new ISMP goals will be developed, in consultation with all governance groups on campus. The proposal is that the deadline for feedback submission for the mission statement will be September 2013. Recommendations will then be submitted to the Board in January 2014, which will also be provided as part of the college's progress report to the Commission due in March 2015. At this time the new ISMP will be submitted along with the mission statement update.

-Dr. Ray Somera and Dr. Michael Chan have initiated conversations with private schools to enter into a DUAL enrollment program called DEAL (which stands for Dual Enrollment Accelerated Learning). This is similar to an arrangement that currently exists with GDOE. Both are currently working on Math and English articulation with Father Duenas School for implementation in fall 2013.

-Dr. Ray Somera is currently working with various governance bodies on campus to move forward with the academic initiative, "Call to Completion." This project is being spearheaded by the Phi Theta Kappa which was approved during the December 2012 Board meeting.

-Several months ago, the college received the AACC "50 Plus Encore" which is a program encouraging students that are 50 years and older to seek educational attainment or certification. We received the Encore 50 grant of about \$15,000 for a 3-year period. This is in line with the Take Care grant that the college applied for.

-The Department of Energy requested the college to initiate the curriculum and training for the update to the energy code. Dr. Ray has identified a group to develop the training and the college is in the process of finalizing the MOA with the Department. The Department of Energy received a Technical Assistance grant from the Dept. of Interior. This will include facilitators from off-island. The MOA amount is \$130,000.

-CE is working in partnership with the Guam Trades Academy to enter into an apprenticeship workshop to encourage Guam Contractors Association to provide more apprentices for the college's training programs. The need still exists for the training workforce; however, the training coming from GCA is minimal. We will try to encourage GCA to increase. Sponsorship is lacking but not the educational training. To date, there are about 105 employees that have signed up with the college for this program but due to lack of the workforce, there is a lack of apprentice sponsorship.

-The college received its 2012 audit report, released yesterday from OPA and received another year of clean audit. Per the audit's highlights and comments GCC is the only Government of Guam agency that has a clean audit. The President pointed out that the significant change was the decrease in funds the college received due to the college's completion of its ARRA projects.

-At this time, the Board congratulated President Okada for the college's 12th year of clean audit.

2. Monthly Activities Report

Student Trustee: Student trustee James Pangelinan reported as follows:

-Trustee Pangelinan attended the College Access Computer Resource Fair at the Micronesia Mall on February 23, 2013, which was coordinated by Ms. Christine Sison from the College Access Challenge Grant Program. The goal was to help high school students gain insight to the options and opportunity, services and programs the college has to offer such as tutoring services, financial aid, etc., to include extra curricular activities. The event was a success as the turnout was positive.

-Trustee Pangelinan will attend the Adult High School Education celebration on March 20-21, 2013 at the MPA. Ms. Priscilla Johns from Adult Education also extended an invitation to the BOT members.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-Would like to recognize and congratulate four (4) faculty members who were recently promoted to the rank of assistant professor, as follows: Tonirose Realica, Rachel Heesuk, Jennifer Artero and Frederick Tupaz.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

-Would like to recognize the Finance employees for their hard work in assisting with the 2012 Audit.

-To also recognize the College Access and Project Aim staff who participated in the February 23, 2013 event at the Micronesia Mall.

-Guam System for Assistive Technology (GSAT) will have a display this Saturday at the Micronesia Mall in which GCC's accommodative services will also have a display booth.

3. Board of Trustees Community Outreach Report. Trustee Richard Sablan attended the ACCT Legislative Summit conference in Washington, D.C. Along with President Okada, Trustee Sablan attended meetings with USDA, NSF, Insular Affairs, USDOE, and Congresswoman Bordallo. Trustee Sablan further reported that there were a lot of positive comments that were consistent about GCC being the model with regards to how President Okada and the college manage its grants.

President Okada also reported that copies of the ARRA funding booklet were provided to all the offices visited in Washington D.C. USDOE requested that copies be also provided to the Office of Management and Budget. There is a new initiative with the USDA in which a webinar will be set up and GCC is invited to share its success. This is currently in the work.

-Chairwoman Deborah Belanger and Trustee Frank Arriola will be attending a USDA open house on Monday.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation). The President reported that the bid for this is still out and as last reported eleven (11) prospective bidders picked up packets and nine (9) appeared for the mandatory pre-bid. There was a request for an extension. Bid submissions are now due March 13, 2013. Legal counsel will review all the bid documents before an award can be issued.

-Building 100. There was an initial meeting on campus with the architects and stakeholders to discuss the interior design for this facility.

-Forensic Lab. The college has requested for the final drawings for the forensic lab so that the President can meet with the Chief of Police before this goes out for bid. The college's main concern was that this particular project does not exceed the \$3,000,000 loan with USDA. This will also be discussed with the Police Chief.

VII. NEW BUSINESS.

1. Contractual Budget Request for 4/1/13-6/30/13. There was a previous request from the college a couple of months ago for operations funds for FY2013 in which funding was approved by the Board up until March 2013. The college has been consistently following up and monitoring its budget releases, however, its budget is still not sufficient for its current operations. Due to additional funding not released

from the set aside or reserve for current operations for the college, Board approval is requested for additional funding for contractual services from April 1, 2013 through June 30, 2013 in the amount of \$700,000. This additional budget request will be funded under NAF, which is funding that is currently available. A resolution was submitted for Board approval and a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE CONTRACTUAL BUDGET REQUEST FROM APRIL 1, 2013 THROUGH JUNE 30, 2013, BY ADOPTING THE RESOLUTION FOR THE "FY 2013 OPERATIONS FUNDS." MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays).

2. Fee Schedule. The Board was presented with a proposed lab fee schedule for establishment of new course fees and increase of existing fees to include CJ and WorkKeys Assessment. The college went through fee adjustment public hearings on February 4 and 5, 2013. The packet presented included fee comparisons. This fee schedule is requested to be effective in fall 2013. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE JAMES PANGELINAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE PROPOSED FEE SCHEDULE, AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays).

3. The Financial Aid Coordinator – update. The President informed the Board that the current Financial Aid Coordinator would retire on April 26, 2013. An update to the position description was presented to the Board. The President explained that there have been updates in federal laws associated with financial aid and it has been over ten (10) years since this position description at the college has been updated. This proposed position description would be a new job announcement. After several discussions, a motion was made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE UPDATED POSITION DESCRIPTION FOR THE FINANCIAL AID COORDINATOR, AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 5 ayes, 0 nays).

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

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

At 1:22 p.m., the meeting reconvened to open session.

At this time Chairwoman Belanger, on behalf of the Board, extended congratulations for the following:
-To GCC for receiving a clean audit making it the 12th consecutive year of low risk status.

BOT - Meeting of March 8, 2013

Page 5 of 5

- To GCC for again receiving recognition to the President's Higher Education Community Service Honor Roll.
- To the four GCC faculty members who were recently promoted to Assistant Professors.
- To the Simon Sanchez High School, winners of the Guam ProStart.
- Especially to Dr. Ray Somera for moving forward with the Dual enrollment accreditation learning program for the private schools.
- To Okkodo High School who are the winners of the high school three-peats competition a hospitality and tourism management program competition.

Also, mentioned by some Board members:

- For the record, BOT members are in favor of BOT meetings at 12:00 Noon.
- Press Releases from Jayne Flores are a good idea for the BOT members to continuously receive and would like to thank her for this.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPT PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

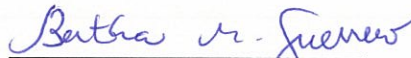
IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE MEETING OF MARCH 8, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)


There being no further discussions, the meeting of March 8, 2013 adjourned at approximately 1:30 p.m.

SUBMITTED BY:

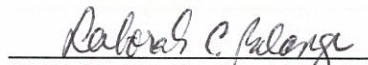


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

Guam Community College
2014 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2013				
PROJECTED REVENUES	2013 BUDGET REQUEST	2012 Budget Request	ACTUAL as of 09/30/12	FY 2014 PROJECTION
Special Projects				
CONTINUING EDUCATION (CE)				
Certified Manager's Prep	40,000			48,360
Health Certificate	103,500	134,995	70,820	75,000
SHRM Learning System	13,500	13,500	17,140	
Industry Certification	79,260	101,600		224,440
* Other Projects	12,000	305,804	169,552	260,910
GCC Room Rental		60,000		12,000
* Gov't Guam/Private Industries Training Requests	236,790		19,064	
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	270,805	89,631	10,968	388,805
OSHA	56,250	158,000		
Computer Courses	150,350	117,414		194,935
Total Continuing Education	962,455	980,944	287,544	1,204,450
TRADES & PROFESSIONAL SERVICES (TPS)				
Vocational Methods I		21,000	2,800	
Vocational Methods II		21,000		
Teacher's Recertification	144,000	21,000		24,000
Immunizations			30,000	30,000
Public Health - Education	500,000	765,500	1,177,270	577,500
Project Approach (Reggio)		21,000		
Creating Online Learning Communities		21,000		
Allied Health Special Projects	33,875		18,997	33,875
Tour Guide	15,000	15,000	13,275	11,250
Hospitality Institute				30,360
Criminal Justice Academy	90,000	90,000	57,422	95,000
GED	30,975	15,000		30,975
Culinary Arts	138,700	138,700	136,352	
* Other Projects		21,000	16,998	
Total Trades & Professional Services	952,550	1,150,200	1,453,114	832,960
TECHNOLOGY & STUDENT SERVICES (TSS)				
Fiber Optics	32,000	16,000	34,200	38,000
Networking Courses (CCNA)	40,000	112,000	89,470	64,000
Telecom Courses (Category 5)	36,000	30,000	39,322	30,000
Other Projects				
Total Technology & Student Services	108,000	158,000	162,992	132,000
TOTAL REVENUE	2,023,005	2,289,144	1,903,649	2,169,410

PROJECTED EXPENDITURES	2013 BUDGET REQUEST	2012 Budget Request	ACTUAL as of 09/30/12	FY 2014 PROJECTION
Special Projects				
CONTINUING EDUCATION (CE)				
Certified Manager's Prep	40,000			48,360
Health Certificate	101,239	93,897	18,953	59,534
SHRM Learning System	13,500	15,400	6,357	
Industry Certification	79,260	81,990		224,440
Computer Courses	150,350	174,966		194,935
Food Service Manager's Preparation Courses	0			
* Other Projects	12,000	399,582	101,472	272,910
Gov't Guam/Private Industries Training Requests	236,790		9,993	
Prometric/Pan/Ed2go Online Courses/HOST TESTING	270,805	35,852	6,229	388,805
OSHA	56,250	93,571		
Department Incentives				
Total Continuing Education	960,194	895,259	143,004	1,188,984
TRADES & PROFESSIONAL SERVICES (TPS)				
Vocational Methods I		21,000	1,477	
Vocational Methods II		21,000		
Education Methods		21,000		
Teacher's Recertification	143,542			24,000
Immunizations			7,376	22,254
Public Health - Education	480,562	765,500	357,805	577,500
Other Education Projects		21,000		
Project Approach (Reggio)		21,000		
Creating Online Learning Communities		21,000		
Allied Health Special Projects	33,875		19,137	33,875
Tour Guide	10,683	10,683	4,506	7,898
Hospitality Institute				34,802
Criminal Justice Academy	87,659	87,609	23,656	80,302
GED	30,975	15,000		30,975
Culinary Arts	119,004	118,697	37,392	
* Other Projects			4,154	
Department Incentives				
Total Trades & Professional Services	906,300	1,123,489	455,503	811,606
TECHNOLOGY & STUDENT SERVICES (TSS)				
Fiber Optics	32,000	16,000	7,312	31,274
Networking Courses (CCNA)	40,000	112,000	33,856	62,307
Telecom Courses (Category 5)	36,000	30,000	10,082	24,817
Department Incentives				
Total Technology & Student Services	108,000	158,000	51,250	118,398
TOTAL EXPENDITURES	1,974,494	2,176,748	649,757	2,118,988
NET PROFIT/(LOSS)	48,511	112,396	1,253,892	50,422

Notes: * Other Projects budget is projected for projects not anticipated.

Guam Community College
2014 BUDGET REQUEST - NAF FUND 11

FISCAL YEAR 2013				
PROJECTED REVENUES	2013 BUDGET REQUEST	2012 BUDGET REQUEST	ACTUAL as of 09/30/12	FY 2014 PROJECTION
Educational and General Operations Revenue				
Tuition Net of Capital Improvement	2,441,860	2,045,000	7,203,039	2,879,000
4 Capital Improvement Fees (Resolution 4-99)	618,000	483,000		732,000
5 Technology Fee for Upgrades (Resolution 11-2000)	171,000	157,000		183,000
5 Technology Fee for Current Operations (Resolution 11-2000)	171,000	157,000		183,000
Student Activity Fee	70,000	61,000		75,000
Perm. Faculty Positions (Resolution 5-2006)	1,635,630	1,100,000		1,951,668
Perm. Staff/Admin Positions (Resolution 5-2006)	654,252	441,000		780,667
Other Fees Net of Tech and Stud Act Fees	347,000	470,000		371,000
Total General Operations Subsidy	6,108,742	4,914,000	7,203,039	7,155,335
Auxiliaries Revenue				
Bookstore Sales	975,000	750,000	1,127,607	1,100,000
Food Services	12,000	12,000	12,000	12,000
Total Auxiliaries	987,000	762,000	1,139,607	1,112,000
Other Sources Revenue				
Administrative Recoveries	50,000	50,000	242,920	50,000
Interest/Miscellaneous Income	20,000	20,000	41,281	20,000
Other				
Total Other Sources	70,000	70,000	284,201	70,000
TOTAL PROJECTED REVENUE	7,165,742	5,746,000	8,626,847	8,337,335
PROJECTED EXPENDITURES	2013 BUDGET REQUEST	2012 BUDGET REQUEST	ACTUAL as of 09/30/12	FY 2014 PROJECTION
Educational and General Expenditures				
GovGuam Supplement - Other	2,375,130	925,130	626,616	1,475,130
GovGuam Supplement - Adjunct/Substitutes	1,200,000	1,027,437	1,216,257	1,200,000
GovGuam Supplement - PT Salaries				
8 Perm. Faculty Positions (Resolution 5-2006)	1,635,630	1,115,262	319,921	1,951,668
8 Perm. Staff/Admin Positions (Resolution 5-2006)	654,252	446,105	190,292	780,667
5 Technology Fee for Current Operations	171,000	157,000	157,000	183,000
5 Technology Fee for Upgrades (Resolution 11-2000)	171,000	157,000	156,999	183,000
Total E & G Expenditures	6,207,012	3,827,934	2,667,085	5,773,465
Other Educational and General Expenditures				
Promotion and Development	200,000	200,000	159,775	200,000
Professional Development - Faculty	75,000	75,000	63,713	75,000
Professional Development - Staff/Admin	50,000	50,000	46,701	50,000
6 Student Activity Fee - Dean Accts.	14,000	12,200	50,141	15,000
Pacific Island Student Transition	6,475	6,475	5,209	6,475
Graduation	10,000	10,000	10,000	12,000
Bank Fee Expenditures	36,500	36,500	53,840	55,000
Board of Trustees Travel	25,000	25,000	25,000	25,000
Faculty Senate	5,000	5,000	5,000	5,000
WP Secretary II (Salaries & Benefits)	28,000	27,702	21,728	30,000
USDA Loan Repayment - LRC	116,376	117,077	107,848	116,376
USDA Loan Payoff (Water Tank Loan)	244,695			0
Cosmetology	42,783	31,500	29,666	23,376
Early Childhood Education	16,741	22,500	22,493	20,078
Computer Science	12,754		12,754	15,190
Electronics	7,673		7,673	10,901
Office Technology	14,231		14,231	17,096
Automotive	14,672		14,672	15,663
Allied Health	20,500		20,500	24,235
Visual Communications	14,141		14,141	13,879
English	18,436		18,436	18,981
Criminal Justice				4,161
Culinary	41,760			45,030
Open Campus Day	10,000	10,000	1,300	0
Accreditation -AVP Office		75,000	66,616	0
Campus Painting			498,250	0
Total Other E & G Expenditures	1,024,737	703,954	1,269,687	798,440
Total E & G Expenditures	7,231,749	4,531,888	3,936,772	6,571,905
Auxiliaries Expenditures				
Bookstore	702,000	637,500	953,020	880,000
Total Auxiliaries	702,000	637,500	953,020	880,000
TOTAL CURRENT EXPENDITURES	7,933,749	5,169,388	4,889,792	7,451,905
TRANSFER				
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475	-6,475
Transfer from Foundation - Other				
Transfer to Foundation				
7 Transfer to Capital Improvement Fees	618,000	483,000	627,705	732,000
Transfer to Student Activity Fees	56,000	48,800	56,000	60,000
Total Transfer	667,525	525,325	677,230	785,525
TOTAL EXPENDITURES AND TRANSFERS	8,601,274	5,694,713	5,567,022	8,237,430
INCREASE (USE) OF RESERVE	-1,435,532	51,287	3,059,825	99,905

- Notes: 1) The FY2013 Original Budget Amount reflects the initial budget request.
2) The FY2012 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/12.
3) Tuition & Fees projection is based on SP13, SU12, & FA12 enrollment figures inclusive of a 5% budgeted increase..
4) Not Separately budgeted.
5) Of the \$73.00 Technology fee, \$36.50 is reserved for the Upgrades and \$36.50 is for Computer Operations.
6) Student Activity Fee - Dean's Act is based on 20% of Student Activity Fee projected.
7) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.
8) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 5-2013

**REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND
PROVIDE FUNDING FOR BUILDING 200 RENOVATION & HARDENING
PROJECT**

WHEREAS, the College has embarked on the renovation, hardening, and LEED design of Building 200 consistent with its 2011-2015 Physical Master Plan; and

WHEREAS, the total estimate for construction, has been estimated by our Architectural and Engineering Consultants and GCC, at \$5,200,000; and

WHEREAS, the Guam Community College Board of Trustees by Resolution 7-2011 on April 19, 2011, funded the Architectural and Engineering Design of the Building 200 renovation in the amount of \$264,250; and

WHEREAS, a Federal Emergency Management Agency (FEMA) grant has been submitted and GCC has been pre-awarded an initial amount of \$1,454,306; and

WHEREAS, the sum of \$3,745,694 is required to fund the balance of the construction estimates developed for Building 200 renovation and hardening project; 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 can be transferred to the Capital Projects Fund when authorized by the Treasurer; and

WHEREAS, the College has identified the need to use these funds for the construction estimates developed for Building 200 renovation and hardening project; and

NOW, THEREFORE, BE IT RESOLVED, that the College requests that Board of Trustees authorize the transfer of up to \$3,745,694 from the Non-Appropriated fund balance to the Capital Projects Fund; and

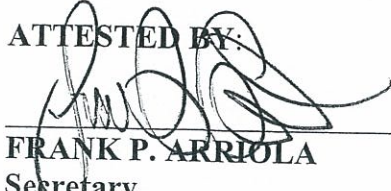
BE IT FURTHER RESOLVED, that the Board of Trustees appropriates up to \$3,745,694 from the Capital Projects Fund for the construction of Building 200 renovation and hardening project.

ADOPTED the 17th day of April 2013.



DEBORAH BELANGER
Chairperson

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, May 30, 2013, 12:00pm
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office to newly elected GCC Trustee Student Member Mr. Steven Alvarez
2. Roll Call
3. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of April 17, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab
-

VII. NEW BUSINESS

1. BOT Assessment
2. Policy 175-update
3. Active Shooter on Campus Plan
4. 5-year academic calendar
5. Travel Schedule (July-October 2013)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

Certificate of Election



GUAM COMMUNITY COLLEGE

Kulehon Kumunidát Guáhan

Accredited by the
Western Association of
Schools and Colleges

Awarded to:

STEVEN ALVAREZ

*Duly elected by the students of GCC and certified by the election committee, the above
named individual is sworn in this 30th day of May 2013 as the student member of the
Board of Trustees, to serve until April 2014.*

Abraham C. Padua

Chairperson

Board of Trustees

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of April 17, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on April 17, 2013 was called to order at 12:07 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. Roll Call.

Trustees Present: Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Ronald Gary Hartz, Faculty Advisory Member. (Not in attendance: Mr. James Pangelinan, Student Trustee-schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Mr. Reilly Ridgell, Dean, TPS; Ms. Joann W. Muna, Human Resources Administrator; Dr. Karen Sablan; Dr. Gina Tudela.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – March 8, 2013.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 8, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

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

-Allotment releases. As of April 17, 2013, the College has received a total of \$6,124,000 from the General Fund. From this approximately \$300,000 is the LPN /Vocational Guidance fund; \$239,000 from the Manpower Development Fund; and \$22,946 from the Tourist Attraction Fund for Prostart travel. Current allotment releases to date are on track at 50% of its appropriation.

- Senator Ben Pangelinan and Senator Tina Muna Barnes introduced Bill No. 84-32, "An act to add a new subsection (f) to Section 2, Part III, Chapter II of Public Law 31-233, relative to the appropriation to the Guam Community College Apprenticeship Program." This will provide GCC with \$2,000,000 from the Tourist Attraction Fund to support the college for FY2013. The college will submit written and oral testimonies to support this bill.

-The President recently met with the Governor's Chief of Staff to discuss issues such as addressing the 314 acres that was taken back from the government. The college will be working with the Department of Land Management to identify property to be given back which are possibly in the northern or southern portion of the island; potential BOT applicants; and release of the 15% set aside (reserve on General Fund) for the college.

Other activities: President Okada reported the following:

-As part of the Capital Improvement Projects on campus: There is \$89,000 in Guam Energy grant money still available. The college requested an extension and was granted and awaiting on the scope of work for this project.

-The pre-bid is out for an alarm system to include fire and other campus emergency system. System maintenance will be included as part of the specs.

-Safety issues/upgrades. Working on changing out the old air-conditioning units on campus, including typhoon shutters, bathroom upgrades and fencing around the ponding basin, that has to be replaced. The shooting range would also need to be upgraded to prevent individuals from walking into the firing range. Off-island threats are another safety issue that has to be addressed such as developing a plan for both the public and college community. Part of the plan is to include active shooter on campus, chemical threats and other disasters.

-FEMA representatives will be visiting the campus for FEMA training. This could be a funding source for the college for assistance with its emergency plans.

-As part of the accreditation requirement, an online training will be available on the ACCJC website for the Board and Board assessment will be conducted during the next BOT meeting.

-Discussions with DFS are ongoing involving accepting interns for next fall on different areas such as actually operating a cash register and converting yen, to include Japanese language.

-GCC was awarded a grant from the Citi Foundation as part of its Post-Secondary Education Accessibility Initiative (PSEAI) for this summer.

-The U.S. Department of Transportation's Federal Highway Administration (FHWA) has awarded the college a \$20,000 grant for middle school students to be introduced into a career with transportation. This will involve visits with the Guam Airport, Port Authority and DPW.

2. Monthly Activities Report

Student Trustee: Due to schedule conflict, Student trustee James Pangelinan was not in attendance, however, President Okada reported that students held a COPSA election during its Spring Fest. Mr. Steven Alvarez will be sworn in as the new student BOT representative during the next BOT meeting in May. The term is for one academic year.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-Mr. Hartz explained that one of the union agreements that the Board provides is the governance structure, which provides the mechanism for the ability to create new committees. Once these committees are created, an appendix will be added to the agreement and provided to the Board.

-Students were invited to learn about transitioning into college on April 26, 2013 at the MPA with College Access and career counselors. It is estimated that 200 public school students will attend. At this time, there was a request from a BOT member if consideration will be given to invite private school students. Mr. Hartz mentioned he would address this to the committee.

Support Staff Advisory Member: Trustee Kenneth Bautista reported as follows:

-Administrator and Staff Development Day were held on March 26, 2013. Activities included an Active Shooter tabletop.

-Mr. Bautista attended the GCC/Guam EPA MOU.

- 3. Board of Trustees Community Outreach Report.** Along with President Okada, Trustees Richard Sablan and Frank Arriola attended a meeting with the Governor's Chief of Staff, April 15, 2013.
- Chairwoman Deborah Belanger and Trustee Frank Arriola attended the ACCT Governance Leadership Institute in San Antonio, Texas, March 21-23, 2013.
 - Trustee Frank Arriola attended the meeting to review Perkins applications.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation). The President reported that a notice of intent to award was provided to the vendor. There was a request to extend submission of remaining documents, which was granted until April 22, 2013. Legal counsel will be given an opportunity to review before official award is granted, which will be during the early part of May 2013. A resolution regarding this will be presented to the Board. Groundbreaking has not been confirmed but is hopeful it will be within three to four weeks prior to this year's graduation.

-Building 100. The President informed the Board that there was an initial meeting of stakeholders for the design renovation of Building 100. The President received a schematic design that has to be adjusted to accommodate certain programs per the college's current ISMP, especially concerning Cosmetology. Discussions are ongoing with the architect.

-Forensic Lab. The design for this is done and the President will be meeting with the Lt. Governor before moving forward on this.

VII. NEW BUSINESS.

- 1. FY14 NAF Budget.** The Board was presented with the FY14 NAF Budget for approval that will assist with the general operations of the college. After review and discussions of the proposed budget, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVES THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2014 NAF BUDGET REQUEST, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays).

- 2. Building 200 Resolution.** The Board was presented with a proposed resolution, "Request to Transfer Funds to the Capital Projects Fund and Provide Funding for Building 200 Renovation & Hardening Project." After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE RESOLUTION, "REQUEST TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND AND PROVIDE FUNDING FOR BUILDING 200 RENOVATION & HARDENING PROJECT." NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays).

At approximately 1:05 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. Personnel Matters

2. Labor Management Relations

3. Legal Matters

At 1:20 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations/recognition for the following:

-Congratulations to Ms. Floregine delaCruz for being the second recipient of the First Hawaiian Bank John K. Lee Jr. scholarship.

-To recognize the Bello family for their donation to the GCC Foundation during a Naming Opportunity on April 1, 2013 of one of the GED Classrooms in the Foundation Building.

-Congratulations to GCC for receiving \$5,000 from the American Rifle Association to fund the environmental assessment of the firing range and for its MOU with Guam EPA in receiving \$25,000 for the clean-up efforts of its firing range.

-Congratulations to GCC for its truck driving simulator to support the apprenticeship and subsequent truck driving certification. The President then informed the Board that there were representatives from Black Construction, DPW, Port Authority of Guam, and Kwik Space who attended the truck driving simulator demonstration today.

-Also, at this time, Board Trustee Richard Sablan wanted to congratulate GCC, on behalf of all trucking and shipping industries for GCC acquiring the truck driving simulator.

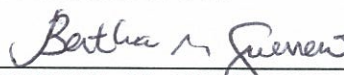
IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK P. ARRIOLA THAT THE MEETING OF APRIL 17, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of April 17, 2013 adjourned at approximately 1:25 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

MAY 30 2013

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

MAY 30 2013

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**GCC AS A TOBACCO PRODUCT, ELECTRONIC CIGARETTE
AND BETELNUT-FREE CAMPUS**

WHEREAS, tobacco is a legally available consumer product which kills people when used entirely as intended; and

WHEREAS, second-hand smoke contains poisonous chemicals such as arsenic, hydrogen cyanide, ammonia, and carbon monoxide; and

WHEREAS, the Environmental Protection Agency has classified secondhand smoke as a Group A carcinogen, a substance known to cause cancer in humans, and the EPA does not recognize a safe level of exposure to Group A carcinogens; and

WHEREAS, indisputable scientific evidence exists that links tobacco use and exposure to second-hand tobacco smoke to pulmonary and cardiovascular diseases and cancer; and

WHEREAS, over 60 percent of all Guam cancer deaths are tobacco related; and

WHEREAS, the percentage of Guam's people who smoke is one of the highest of all U.S. states and territories; and

WHEREAS, smoking rates among Guam adults continue to increase despite the fact that over half of the current smokers have recently attempted to quit; and

WHEREAS, 23.3% of middle school students and 31.6% of high school students in Guam are current smokers, according to the 2003 Youth Risk Behavior Survey, and

WHEREAS, Guam Public Law 21-139, Guam's Clean Indoor Air Act of 1992, prohibits smoking in all enclosed public places and requires restaurants to designate at least 50% of their restaurant seating as non-smoking; and

WHEREAS, Guam Public Law 28-20, the Natasha Perez Protection Act of 2005, prohibits smoking in Guam restaurants, except for restaurants that turn into bars late at night; and

WHEREAS, Guam Community College is committed to promoting the health, wellness and social well-being of its students, staff, faculty and the people of Guam and the Western Pacific; and

WHEREAS, Betelnut and tobacco products, when chewed and expectorated, represent a significant health hazard by increasing the opportunity for exposure to various communicable diseases through saliva and air borne contaminants; and

WHEREAS, the use of any electronic cigarette (e-cigs) devices are prohibited on campus; and

WHEREAS, GCC desires to set a good public example as a responsible, health conscious public institution; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees approves the ban of Tobacco products , electronic cigarette (e-cigs) devices, and the use of betelnut on the GCC campus.

**Amended & Adopted: May 30, 2013
Resolution No: 6-2013**

**Amended & Adopted: September 5, 2008
Resolution No: 31-2008**

**Adopted: March 9, 2006
Resolution 3-2006**

**Guam Community College
Board of Trustees**

ACTIVE SHOOTER ON CAMPUS PLAN

WHEREAS, the Guam Community College is committed to providing a safe environment for students and its employees; and

WHEREAS, GCC can best carry out its mission when Faculty, Students, Staff, and visitors share a climate that supports a safe learning environment; and

WHEREAS, the Board of Trustees supports the College in ensuring the safety and welfare of Guam Community College Students, Faculty, and Staff; and

WHEREAS, it is the intent of the Board of Trustees to ensure that the College upholds and implements the GCC Emergency Plan and Procedures; and

WHEREAS, planning, education, and the communication of information are important to ensuring that the College is prepared for an Active Shooter Emergency; and

WHEREAS, the College has in place an Emergency Management Command Group consisting of the President, VP Academic Affairs Division, VP Finance & Administration, Deans, Environmental Health & Safety, SSS Associate Dean, Facilities Engineer; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby supports the administration's efforts to prepare, publish, and distribute a plan for responding to "Active Shooter" on campus; and

BE IT FURTHER RESOLVED, that the plan will include required emergency drills and Active Shooter Awareness workshop that will be scheduled and conducted at a minimum on an annual basis; and

BE IT FURTHER RESOLVED, that the plan will be periodically reviewed and updated by the GCC Emergency Management Command Group.

Adopted: May 30, 2013

Resolution No.: 7-2013

**Guam Community College
Five-Year Academic Calendar
AY2013-2014 – AY2017-2018**

FALL TERM	2013	2014	2015	2016	2017
Faculty Start Date	8/9/2013	8/8/2014	8/14/2015	8/12/2016	8/11/2017
First Day of Monday-Wednesday Classes	8/14/2013	8/13/2014	8/19/2015	8/17/2016	8/16/2017
First Day of Tuesday-Thursday Classes	8/15/2013	8/14/2014	8/20/2015	8/18/2016	8/17/2017
First Day of Friday	8/16/2013	8/15/2014	8/21/2015	8/19/2016	8/18/2017
First Day of Saturday Classes	8/17/2013	8/16/2014	8/22/2015	8/20/2016	8/19/2017
Labor Day Holiday (Obs erved)	9/2/2013	9/1/2014	9/7/2015	9/5/2016	9/1/2017
All Soul's Day Holiday (Observed)	11/1/2013	11/3/2014	11/2/2015	11/2/2016	11/2/2017
Veteran's Day Holiday (Obs erved)	11/11/2013	11/11/2014	11/11/2015	11/11/2016	11/10/2017
Thanksgiving Break	11/28/13- 11/30/13	11/27/14- 11/29/14	11/27/15- 11/29/15	11/25/16- 11/27/16	11/23/17- 11/25/17
Our Lady of Camarin Day (Observed)	12/9/2013	12/8/2014	12/8/2015	12/8/2016	12/8/2017
Last Day of Monday-Wednesday Classes	12/2/2013	12/1/2014	12/7/2015	12/5/2016	12/4/2017
Last Day of Tuesday-Thursday Classes	11/26/2013	11/25/2014	12/1/2015	11/29/2016	11/28/2017
Last Day of Friday Classes	12/6/2013	12/5/2014	12/11/2015	12/9/2016	12/8/2017
Last Day of Saturday Classes	12/7/2013	12/6/2014	12/12/2015	12/10/2016	12/9/2017
Grades Due	12/12/2013	12/11/2014	12/17/2015	12/15/2016	12/14/2017
Potential Make-up Days	11/22,11/29,12/6	11/21,11/28,12/5	11/21,11/28,12/4	11/19,11/26,12/2	11/16,11/24,12/3
SPRING TERM	2014	2015	2016	2017	2018
Faculty Start Date	1/10/2014	1/9/2015	1/8/2016	1/6/2017	1/5/2018
First Day of Monday-Wednesday Classes	1/15/2014	1/14/2015	1/13/2016	1/11/2017	1/10/2018
First Day of Tuesday-Thursday Classes	1/16/2014	1/15/2015	1/14/2016	1/12/2017	1/11/2018
First Day of Friday Classes	1/17/2014	1/16/2015	1/15/2016	1/13/2017	1/12/2018
First Day of Saturday Classes	1/18/2014	1/17/2015	1/16/2016	1/14/2017	1/13/2018
Martin Luther King Jr. (Observed)	1/20/2014	1/19/2015	1/18/2016	1/16/2017	1/15/2018
Spring Break	04/14/14- 04/20/14	03/30/15- 04/05/15	03/21/16- 03/27/16	04/10/17- 04/16/17	03/26/18- 04/01/18
Last Day of Monday-Wednesday Classes	5/7/2014	5/6/2015	5/4/2016	5/3/2017	5/2/2018
Last Day of Tuesday-Thursday Classes	5/6/2014	5/5/2015	5/3/2016	5/2/2017	5/1/2018
Last Day of Friday Classes	5/2/2014	5/1/2015	4/29/2016	4/28/2017	4/27/2018
Last Day of Saturday Classes	5/3/2014	5/2/2015	4/30/2016	4/29/2017	4/28/2018
Grades Due	5/12/2014	5/11/2015	5/9/2016	5/8/2017	5/7/2018
Commencement Exercise	5/16/2014	5/15/2015	5/13/2016	5/12/2017	5/11/2018
Memorial Day Holiday (Obs erved)	5/26/2014	5/25/2015	5/30/2016	5/29/2017	5/28/2018
Potential Make-up Days	04/18,04/25,05/02	04/17,04/24,05/01	04/15,04/22,04/29	04/14,04/21,04/28	04/13,04/20,04/27
SUMMER TERM	2014	2015	2016	2017	2018
Faculty Start Date / 1st Day of Classes	6/6/2014	6/5/2015	6/3/2016	6/2/2017	6/1/2018
Independence Day Holiday (Obs erved)	7/4/2014	7/3/2015	7/4/2016	7/4/2017	7/4/2018
Last Day of Classes	7/18/2014	7/17/2015	7/15/2016	7/14/2017	7/13/2018
Liberation Day Holiday (Obs erved)	7/21/2014	7/21/2015	7/21/2016	7/21/2017	7/20/2018
Grades Due (except Saturday classes)	7/24/2014	7/23/2015	7/20/2016	7/19/2017	7/18/2018
Potential Make-up Days	07/22,07/23,07/24	07/22,07/23,07/24	07/18,07/19,07/20	07/18,07/19,07/20	07/18,07/19,07/20

NOTE:

- 1) Secondary Program and CTE cross-enrolled classes will follow Department of Education established schedule for that particular High School.
- 2) Summer Term 60 hour class meeting once a week requires additional class sessions.
- 3) Summer Saturday classes start the Saturday before the first day of weekday classes.
- 4) This schedule is subject to change.

GCC Mission Statement

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Approved: Deborah C. Belanger
Deborah C. Belanger, Chairperson
Board of Trustees

Date: 5/30/13

PRESIDENT'S TRAVEL SCHEDULE
July - October 2013

Conference Title	Date	Location	Sponsor:
PREL Board Meeting*	July 14, 2013	Saipan	Pacific Resources for Education and Learning
PPEC Summer Meeting**	July 15-17, 2013	Saipan	Pacific Postsecondary Education Council
2013 ACCT Annual Conference***	October 1-5, 2013	Seattle, WA	Association for Community College Trustees

Funding Source:
100% PREL, **50% PPEC, *100% President's Promo Account*

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Wednesday, June 12, 2013, 10:00am
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of May 30, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab
2. BOT Assessment

VII. NEW BUSINESS

1. FY2014 Amended Budget

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 30, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on May 30, 2013, was called to order at 12:10 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Swearing In and Administration of Oath of Office.** Board Chairwoman Debbie Belanger swore in the newly elected GCC Board of Trustee Student Member, Mr. Steven Alvarez.

Roll Call. Trustees Present: Ms. Deborah C. Belanger; Mr. Frank P. Arriola, Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Fred Tupaz, President, GCC Faculty Union (*representing R. Gary Hartz*); Mr. Steven Alvarez, Student Trustee.

3. **Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Michael Chan, Associate Dean, Technology Student Services; Mr. Reilly Ridgell, Dean, TPS; Dr. Juan Flores; Ms. Joann Muna, GCC Human Resources Administrator; Representing COPSA: Elmarie Anderson, JRosanna Martinez, Ashley Cabrera, Suann Manibusan, Maria Massey, Carl Torres II, Lawrence Alcaico, Jennifer Esteves; Ms. Liz Duenas, COPSA Advisor; Ms. Sally Sablan and Mr. Troy Lizama, COPSA Advisors; Representing Center for Student Involvement: Ms. Bobbie Leon Guerrero and Mr. Don Lizama; Mr. James Pangelinan, former BOT Student Trustee.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – April 17, 2013.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF APRIL 17, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. **COMMUNICATIONS** – There was one communication reported by the President, as follows: Received on May 24, 2013, from the office of Senator Michael San Nicolas regarding Bill No. 65-32, signed into law by Governor Calvo as Public Law 32-031, “An act to *add* a new §43116 to Article 1 of Chapter 43, Division 4 of Title 5, Guam Code Annotated, relative to providing for educational programs for members of Boards and Commissions.” The Act is known as the “Responsible Boards and Commissions Education Act.” Within ninety (90) days of this enactment, the college is required to establish an educational program for its Board members. GCC BOT currently has a program specifically developed for its members such as a tour of the campus, training, update on accreditation, etc. Now this program list will be submitted in compliance with the public law.

IV. **PUBLIC DISCUSSION** – No request was made.

V. REPORTS

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

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

-Allotment releases. As of May 30, 2013 and based on its appropriation, the college has received the following: 67% of from the General fund of \$7,537,581, inclusive of the LPN /Vocational Guidance fund of approximately \$400,000; \$478,397 from the Manpower Development Fund, which equals to 33% of what is currently appropriated.

-None received from the 15% set aside, however, BBMR has made an adjustment with the college allotment schedule. The adjustment made was moving the allotments for August and September 2013 forward to be received in July 2013.

-Issues for the 15% set aside will be addressed in August 2013.

Other activities: President Okada reported the following:

-As part of the Capital Improvement Projects on campus: There are several CIP work in progress projects.

-There has been a mandatory pre-bid and bid extension for the fire alarm maintenance and repair services contract. Bid responses were not received and the College will now obtain price quotes based on non-submission of bids, which are due by June 14, 2013.

-The college has also been issuing and replacing the air-conditioning units in line with the Energy audit.

-Award has been issued for light fixture replacements/installations based on the Energy audit per ARRA funding as part of the retrofitting project.

The total for this project is approximately \$156,000, as last reported part of this funding is from the Guam Energy grant of \$89,000 and \$67,000 from the CIP funding.

-Work done so far is the economizers for the vending machines. Other work in progress is insulation of doors and windows. Phase I of this project is due June 10, 2013 and Phase II is due June 17, 2013 for closing out the grant.

-A mandatory pre-bid was also conducted May 30, 2013 for other projects such as light conditioners for some of the buildings affected by power problems, electrical panel upgrades, and storm shutters for Buildings 3000, 4000, 5000, and 6000. Final project will be the bathroom renovation in Building 400. Final bid opening is June 20, 2013.

-Another project is the installation of a perimeter fence around the ponding basin in front of Building 1000. Pre-bid was held May 22, 2013 and the final bid opening is scheduled for June 12, 2013.

Guam Legislature bills introduced:

-Bill No. 74-32 was recently introduced in the Guam Legislature to authorize DOE to enter into a public-private partnership renewable energy purchase agreement. The college is not mentioned in this Bill but is interested in being included.

-A current legislation is in place requiring any Government of Guam agency entering into any lease agreements in excess of five years to obtain approval from the Guam Legislature.

-Bill No. 84-32, "An act to add a new subsection (f) to Section 2, Part III, Chapter II of Public Law 31-233, relative to the appropriation to the Guam Community College Apprenticeship Program" sponsored by Senators Ben Pangelinan and Tina Muna Barnes. This will provide funding for the college's apprenticeship program; however, it was met with some resistance due to five other Bills introduced requesting for the same funding under the Tourist Attraction Fund.

BOT - Meeting of May 30, 2013
Page 3 of 6

- The President also reported that she submitted a written testimony to support the Guam Regional Medical City qualifying certificate. She is a member of the GRMC advisory board. The support is mainly for job opportunities for students as another source for job placement.
- Administrators and some faculty had an opportunity to attend a presentation by the commencement speaker, Dr. Leon Richards, regarding internationalization. The BOT Chair also attended.
- The college will transfer from the current MyGCC account to the Gmail platform and advised the Board members to clean out their account by June 1, 2013.
- On June 30, 2013, Dr. Juan Flores will be replacing Dean Reilly Ridgell who will retire after approximately 33 years of service with the college.
- Adjunct Associate Dean Mr. Barry Mead will retire July 12, 2013, no applicants have been received to replace him; Ms. Micki Lonsdale, Financial Aid Administrator recently retired and will be replaced by Ms. Esther Akimoto Rios.
- The GCC graduation was a success. Approximately 214 students participated, especially the GED students. There were 388 Degrees with 355 students graduating. The following is the breakdown: 56 Apprentices; 130 Associates Degrees; 68 Certificates; 16 Adult High School Diplomas; 118 GED Diplomas.
- The MOU with the Father Duenas School was finalized and is the GCC/FD DEAL partnership, which will be implemented during Fall 2013. Acknowledgment was given to Dr. Michael Chan and Dr. Ray Somera for handling this.
- The college began discussions with UOG regarding their Social Work program to try to reinstitute their Certificate in Family Services, which is currently being updated and proposed by the educational department. This will then transfer to CJ and Social Science through the ACCJC.
- GCC had good participation by both employees and students during the recent Relay for Life event.
- The GCC annual picnic was also a success, thanking Dr. Ray and the department committee for coordinating this.
- The Congresswoman Bordallo's State Address will be tonight.
- In recognition, Mr. Ed Ilao was named the Distinguished Alumnus during the 2013 GCC Graduation.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

1. Summer session has begun.
2. The Student Leadership Retreat is now on its third day.
3. COPSA officers were sworn in today.

Faculty Advisory Member: Mr. Gary Hartz had a schedule conflict with SAT 10 issues at Southern High School and Mr. Fred Tupaz represented and reported as follows:

- With regards to faculty, had a very successful semester overall.
- Commented that the GCC Annual picnic was a success and hope to have it as a Friday event instead of a Saturday and further commented that everyone is looking forward to the next one.
- Approximately 90% of faculty participated during the GCC graduation on May 17th.
- Union Election was held April 26, 2013 and results for the new Academic year are Mr. Fred Tupaz, President; Mr. R. Gary Hartz is Vice-President; Treasurer is the same, however, the Secretary position is still vacant.
- Also commented that Faculty is looking forward to continually working with the Board.
- For the record, Chair Belanger mentioned that the Friday picnic request is noted.

Support Staff Advisory Member: Trustee Kenneth Bautista reported as follows:

- Thanking and acknowledging the support staff who volunteered during the GCC graduation, which he

reported was a success.

-MIS Staff is currently working with the Gmail transfer.

-Mr. Bautista attended the 1st GCC Annual Picnic, which he said was also a success and looking forward to the next one.

-There are discussions with the Staff Senate regarding the merit awards as several agencies have already started implementing this.

At this time, President Okada mentioned she would be providing the Staff Senate an update of merit awards during its meeting May 31, 2013.

3. Board of Trustees Community Outreach Report. None reported.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation). The President reported that the contract for this has been signed and since this is an educational building, groundbreaking invitation will be extended to the Governor and the First Lady who is in charge of the education council. Legal counsel has signed off on this project. Faculty and students will be involved with the groundbreaking and to allow time for publicity, the college is hopeful for a July 2013 groundbreaking.

VII. NEW BUSINESS.

1. BOT Assessment. An electronic survey will be sent to the Board members. There is an online course regarding Basic Accreditation that is not a requirement, however, the President asked that the Board complete this. Once completed there will be a certificate issued. The link to the online course is in the survey and a link will be provided to the Board. With regards to the new legislation with educational requirements for the Board, this will be made a part of the BOT assessment to identify that the Board is in compliant.

2. Policy 175-update. A copy of an update to Policy 175, "GCC as a Tobacco Product, Electronic Cigarette and Betelnut-Free Campus" was provided to the Board. The President explained that a student was seen on campus with an electronic cigarette and this update is to prohibit electronic cigarettes (e-cigs) on the GCC campus. Staff Advisory Member Ken Bautista commented that we are unable to distinguish if e-cigarettes are used as a smoking cessation to reduce the need to smoke and is something to think about. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE AMENDMENT TO UPDATE POLICY 175 TO ALSO INCLUDE PROHIBITING ELECTRONIC CIGARETTES ON CAMPUS, "GCC AS A TOBACCO PRODUCT, ELECTRONIC CIGARETTE AND BETELNUT-FREE CAMPUS" WITH CHANGES. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays).

3. Active Shooter on Campus Plan. A copy of the resolution "Active Shooter on Campus Plan" was provided to the Board. The President explained that this resolution is recognizing that the Board supports the college's efforts in developing, preparing and distributing a plan in response to an active shooter on campus. After discussions, the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVES THE RESOLUTION, "ACTIVE SHOOTER ON CAMPUS PLAN" WITH CHANGES. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays).

4. 5-year Academic Calendar. The Board was provided a copy of the AY2013-2014 through AY2017-2018 Guam Community College Five-Year Academic Calendar for approval. After reviewing the same, the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE FIVE-YEAR ACADEMIC CALENDAR FOR AY2013-2014 THROUGH AY2017-2018. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays).

5. Travel Schedule (July-October 2013): The following is a list of the President's request for travel as follow:

- *Pacific Resources for Education and Learning (PREL) Board meeting, July 14, 2013, and the Pacific Postsecondary Education Council (PPEC) summer meeting July 15-17, 2013, both in Saipan.* The President informed the Board that the PREL Board will fund the airfare and hotel accommodations for the first day of this trip. PPEC will fund 50% of the remaining hotel accommodations.
- *2013 ACCT Annual Conference, October 1-5, 2013 in Seattle, Washington.* August is the deadline for early registration for discounted rates.

As for the ACCT conference in October 2013, the Student Trustee was recommended to attend this conference rather than the Legislative Conference, which is near the expiration of the Student Trustee's term. Board members were also encouraged to attend.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE FOR JULY-OCTOBER 2013. MOTION CARRIED UNANIMOUSLY. (Voting: 5 ayes, 0 nays)

At approximately 12:52 p.m., the meeting went into Executive Session.

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

At 1:15 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations/recognition for the following:

- Congratulations to Mr. Ed Ilao for being selected the 2013 Distinguished Alumnus during GCC's graduation on May 17.
- Commend the college under the leadership of Dr. Okada and Dr. Somera for a very successful GCC graduation.
- To thank Dean Reilly Ridgell for his many years of service to the college as he retires next month.
- Acknowledging Mr. Juan Flores who will be the next Dean of TPS.
- Congratulating the new COPSA officers that were recently sworn in.
- Congratulating Mr. Steven Alvarez as the newest GCC Student Trustee.


IX. ADJOURNMENT

MOTION


IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA THAT THE MEETING OF APRIL 17, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of May 30, 2013 adjourned at approximately 1:17 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

JUN 12 2013

JUN 12 2013

Unit Assessment Report - Four Column

Guam Community College

Office of the President

Mission Statement: The Office of the President upholds the college's mission statement through its comprehensive and meaningful oversight of the institution's academic, financial, infrastructure and accreditation requirements.

Vision Statement: The President envisions Guam Community College to be a premier institution committed to providing quality education and vocational training that leads to student success in career and lifelong learning.

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Artifact/Instrument/Rubric/Method/Tool	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
Office of the President - FA11-SP13 AUO#1: Integrating Workforce Development Initiatives (The Pioneer) - AUO#1: To identify the community's career and technical as well as basic educational skill requirements and increase capacity for better integration of the opportunities and services offered by GCC with the need of island businesses.	DOCUMENT ANALYSIS: The review of the President's public remarks, text of speeches, and presentations about GCC, that speak directly to curriculum matters, in particular, and institutional effectiveness, in general which incorporates further GCC's vision for the college's Pioneering strategic goal.		10/08/2012 - N=10 Summary of Result Type: Criterion Met Data Collection Status/Summary of Result Status: Open Budget Implications: Over \$5,000 Budget Related Performance Indicators: President ensures fiscal responsibility, open flow of information, curriculum is relevant to Guam's workforce needs.	10/08/2012 - (-) GCC partnered with seven (7) new island companies as well as received its 100th employer partnership through our Apprenticeship program. The program, run in conjunction with the U.S. Department of Labor, combines the job training and academic, trade theory training for a total of 144 hours of classroom instruction per year.
Administrative Unit Outcomes: AUO Start Date: 10/10/2011 End Date: 03/13/2013 AUO Status: Completed the Assessment Cycle Program SLO/AUO/SSUO Plan reflects/incorporates: Institutional Strategic Master Plan (ISMP) Notes from the pull/drop down list ISMPs are inclusive of the President's goals approved by the Board of Trustees.	Type of Artifact/Instrument/Rubric/Method/Tool: Document Review Criterion (Written in %): Based on the GCC 2009-2014 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative Pioneering, especially in the leveraging of public and private resources. Budget-Related Proposed Outcomes: Programs/courses offered reflect needs of the community.	Related Documents: 2011 GCC Employers Survey Report.pdf GCC_Employer_Survey.pdf 2011 CTE Consolidated Annual Report Advisory Committee Matrix Fall 2011 - Spring 2012 term updated 21-Dec-2011.pdf AGA speech.pdf EdSummitspeech10.21.11.pdf SHRM speech 3.13.12.pdf VA Women's Conference.pdf Alcast Painting Co.docx ISMP Dec 2011 - 1 Pioneering March 2012 - FINAL.pdf Western Partitions, Inc..pdf 2012 Evaluation Report	(-) As of December 2011, 1837 individuals were served this program year in Adult Education, 213 individuals or 11.6% participated off campus at a neighborhood village program. The majority (113 or 53.1%) are from the central district comprised of four (4) villages - Asan, Chalan Pago, and Mangilao. (-) As of December 31, 2011, GCC's Employer survey has been disseminated to some employers and groups and the information posted on MyGCC website. The survey consisted of 9 questions and of the 86 surveys distributed to employer, 34 employers completed resulting in a response rate close to	

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
			<p>40%. It is used as a resource to provide information on what employers are seeking and recommendations for GCC future courses.</p> <p>(-) As of December 31, 2011, Department Advisory Council meetings were 52%, or 24 out of 46 of the departments had conducted a meeting for Fall 2011 semester. The committee functions include making recommendations and advising the College authorities on matters such as occupational needs survey and curriculum review.</p> <p>Implementation Status:</p> <p>03/07/2012 - The President provides educational leadership & direction for the college. The President continues to collaborate with the US Federal Government, the Government of Guam, Department of Interior, and private sector businesses in Guam in identifying issues and developing solutions that relate to Guam's military buildup and the impact it will have on the territory and the neighboring islands of Micronesia.</p>
	<p>Task Name: VP for Business & Administration</p> <p>Task Description: The college will remain a visible and important partner in community developments as it attempts to improve the skill levels & economic requirements of its</p>		

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
<p>Office of the President - FA11-SP13 AUO#2: Pursuing Accreditation Quality Programs (Educational Excellence) - AUO#2:</p> <p>To improve program effectiveness and the determination of the institution's overall effectiveness in meeting student learning</p> <p>Administrative Unit Outcomes: AUO</p> <p>Start Date: 10/10/2011</p> <p>End Date: 03/13/2013</p> <p>AUO Status: Completed the Assessment Cycle</p> <p>Program SLO/AUO/SSUO Plan reflects/incorporates: Institutional Strategic Master Plan (ISMP)</p> <p>Notes from the pull/drop down list ISMPs are inclusive of the President's goals approved by the Board of Trustees.</p>	<p>own workforce.</p> <p>Artifact/Instrument/Rubric/Method/Tool Description: DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on resilience, educational value, and community will be found in the President's public remarks, text of speeches, and presentations about GCC which also incorporates further the activities and project objectives towards meeting GCC's vision for the college's Educational Excellence strategic goal.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Document Review</p> <p>Criterion (Written in %): Based on the GCC 2009-2014 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Educational Excellence, especially improvements on GCC's reputation and performance.</p> <p>Budget-Related Proposed Outcomes: Programs/courses offered reflect needs of the community.</p>	<p>10/08/2012 - N=11</p> <p>Summary of Result Type: Criterion Met</p> <p>Data Collection Status/Summary of Result Status: Open</p> <p>Budget Implications: Over \$5,000</p> <p>Budget Related Performance Indicators: President's decisions support the college's mission.</p> <p>Related Documents: AS Civil Engineering Approval.pdf Student Center Remarks Dec 9.pdf Self Evaluation Report ACCJC Reaffirm Ltr July 2012.pdf ISMP Dec 2011 - March 2012 - FINAL.pdf ACCJC testimony.pdf GCC Convocation 2012[1].pdf Meet the Presidents Oct 2012.pdf Budget 2013 presentation 2012 Evaluation Report </p>	<p>10/08/2012 - (-) In October 2011, GCC received ACCJC approval for curriculum expansion to include AS Civil Engineering. Additionally, the college has requested ACCJC approval for reinstitution of two (2) Certificate programs - Family Services, and Sign Language Interpreting.</p> <p>(-) The college held a successful ribbon cutting on December 9, 2011. The College Student Center, whose construction cost is 100% funded through ARRA SFSF grant, completed construction also in October 2011 with a total construction & A&E cost of \$4.4 million.</p> <p>(-) GCC submitted its Institutional Self Evaluation Report (ISER) to the Commission on December 19, 2011. The report focused on how the college is addressing the four (4) Standards and how GCC has implemented and followed up on plans for improvement.</p> <p>(-) 100% of the 2012 budget goals, performance indicators and proposed outcomes have been inputted into TracDat for the AY2011-2012 assessment cycle data.</p> <p>(-) 100% of the Accreditation Website (www.guamcc.edu/acc12)</p>

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
			<p>was completed and available for all accreditation-related communications. 100% of the College's dedicated assessment AIER Website (www.guamcc.edu/aier) was updated and available.</p> <p>(-) GCC's accreditation status has been reaffirmed for the maximum allowable period of six years from the Accrediting Commission for Community and Junior Colleges. An 11-member team visited the college on March 19 to 22, 2012.</p> <p>Implementation Status: 03/07/2012 - The President continues to partner with federal and local government entities as well as private sector businesses to ensure that Guam's workforce is able to take advantage of opportunities that are available through GCC's expansive information technology, allied health, construction & trades courses - which will include GCC's Construction Trades Boot Camp, Allied Health, Education, and other academic programs - offered at the College.</p>
	<p>Task Name: VP for Academic Affairs</p> <p>Task Description: The college systemically strives to improve SLO outcomes and makes results available</p>		

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
<p>Office of the President - FA11-SP13 AUO#3: Branding GCC in the Community (Community Interaction) - AUO#3: To improve awareness of the College and increase public support for its vision & activities.</p> <p>Administrative Unit Outcomes: AUO</p> <p>Start Date: 10/10/2011</p> <p>End Date: 03/13/2012</p> <p>AUO Status: Completed the Assessment Cycle</p> <p>Program SLO/AUO/SSUO Plan reflects/incorporates: Institutional Strategic Master Plan (ISMP)</p> <p>Notes from the pull/drop down list ISMPs are inclusive of the President's goals approved by the Board of Trustees.</p>	<p>to appropriate constituents.</p> <p>Artifact/Instrument/Rubric/Method/Tool Description: DOCUMENT ANALYSIS: Based on qualitative content analysis, themes touching on resilience, educational value, and community will be found in the President's public remarks, text of speeches, and presentations about GCC, which also incorporates further GCC's vision for the college's Community Interaction strategic goal.</p> <p>Type of</p> <p>Artifact/Instrument/Rubric/Method/Tool: Document Review</p> <p>Criterion (Written in %): Based on the GCC 2009-2014 ISMP, 85% of reviewed documents will point to the President's involvement in furthering the strategic initiative - Community Interaction. The President will strengthen the college's visibility in the community, by communicating its strengths, successes, and accomplishments to solidify its mission of workforce development in Guam and in the region.</p> <p>Budget-Related Proposed Outcomes: Budget is well managed, college open door policy is maintained, and advisory committees have input on curriculum.</p>	<p>10/08/2012 - N=7</p> <p>Summary of Result Type: Criterion Met</p> <p>Data Collection Status/Summary of Result Status: Open</p> <p>Budget Implications: Over \$5,000</p> <p>Budget Related Performance Indicators: President ensures fiscal responsibility, open flow of information, and curriculum is relevant to Guam's workforce needs.</p> <p>Related Documents: Marketing Plan Meet the President FA11.pdf Meet the President SP12.pdf Public Law 31-99 Meet the Pres points Oct 2012.pdf Bill 206 testimony.pdf Mary Gala Speech.pdf 2012 Evaluation Report</p>	<p>03/07/2012 - (-) In September 2011, the Legislature passed Public Law 31-99, which updates, amends and repeals the College's enacting legislation, Public Law 14-77. Most notable is the change in reference to previously Vocational Education is now changed to Career and Technical Education. Additionally, GCC was granted its own procurement authority.</p> <p>(-) Progress continues on the development of the new website for the college. The new GCC web site will be unveiled to the public on June 1, 2012.</p> <p>(-) Meet the President forum provided an opportunity for students to discuss issues and receive feedback from the President.</p> <p>(-) The College's Marketing Plan has been completed. This campaign will consolidate positive perceptions of GCC in order to convey its services & activities to the public. The campaign will target the general public, the business community & the college's stakeholders.</p>
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Implementation Status:

03/07/2012 - The President continues to prepare for the ongoing training needs for the

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
			Implementation Status: immediate economic impact resulting from the island's increased military activity. Consequently, the valuable skills and higher incomes this military buildup brings to Guam provides opportunities for GCC to expand its programs and services, not only to its civilian community, but the direct and indirect associations that result.
Task Name: President/CEO Task Description: The College engages the community through business presentations, village outreach meetings, and presentations to other government entities.			
Office of the President - FA11-SP13 AUO#4: Continue efforts for Collaboration (Dedicated Planning) - AUO#4: To develop a process of providing a means to measure progress towards attaining the vision for the College each year through a systematic review. Administrative Unit Outcomes: AUO Start Date: 10/10/2011 End Date: 03/13/2013 AUO Status: Completed the Assessment Cycle Program SLO/AUO/SSUO Plan reflects/incorporates: Institutional Strategic Master Plan (ISMP) Notes from the pull/drop down list	Artifact/Instrument/Rubric/Method/Tool Description: DOCUMENT ANALYSIS: Based on analysis of the President's public remarks, text of speeches, presentations, and Annual Report that speak directly to curriculum/assessment matters, in particular, and institutional effectiveness, in general which further incorporates the activities and project objectives in meeting the College's Dedicated Planning strategic goals. Type of Artifact/Instrument/Rubric/Method/Tool: Document Review Criterion (Written in %): Based on the GCC 2009-2014 ISMP, 80% of reviewed documents will point to the President's involvement in furthering the	10/08/2012 - N=5 Summary of Result Type: Criterion Met Data Collection Status/Summary of Result Status: Open Budget Implications: Over \$5,000 Budget Related Performance Indicators: President ensures fiscal responsibility, open flow of information, & curriculum is relevant to Guam's workforce needs. Related Documents: TRMA MasterPlan PRESENTATION.pdf Public Law 31-134 Bill 206 testimony.pdf 2011 Annual Report	03/07/2012 - (-) On November 17, 2011, Public Law 31-134 was passed which transferred the 314 acres of land located in Mangilao, on the back road to Anderson, to the Guam Ancestral Lands Commission. The land was originally transferred from the United States through the US Department of Education to GCC. (-) On November 30, 2011, the Governor signed an MOU between GCC and the Guam Energy Office for a \$500,000 sub-grant. The sub-grant will be used to retrofit the Student Center and the Foundation Building with photovoltaic solar panels. The funding is from ARRA

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
ISMPs are inclusive of the President's goals approved by the Board of Trustees.	<p>strategic initiative - Dedicated Planning. The President will facilitate better integration of various stakeholders' voices for advancing the mission & vision of the college through assessment & reaccreditation.</p> <p>Budget-Related Proposed Outcomes: Budget is well managed, college open door policy is maintained, and advisory committee have input on curriculum.</p>	<p>OPA Audit 2012 Evaluation Report</p>	<p>Energy Efficiency and Conservation Block Grant.</p> <p>(-) During FY2012, the College will complete its Campus Master Plan. Included in this plan is the Institutional Strategic Master Plan, Facility Master Plan, the Enterprises Architecture, the Information Technology Strategic Plan, and the 5 year Resource Plan.</p> <p>(-) Other small capital improvement projects are planned for FY2012, such as A/C replacement, lighting retrofits, building elastomeric roof coating, restroom renovations, demolition of old Student Health Center building, safety issues and ADA compliance issues. These projects address the repair and maintenance requirements needed.</p> <p>(-) GCC has received high marks for the 11th consecutive year from independent auditors and from the Office of the Public Auditor for being fiscally responsible with the local and federal taxpayer dollars given to the institution. The OPA audit of GCC for FY 2011 is available at www.guamopa.org</p>
			<p>Implementation Status: 03/07/2012 - The President provides leadership & direction to the campus community and will take steps to educate the campus community on the</p>

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
	<p>Task Name: President/CEO</p> <p>Task Description: Physical resources are used to support student learning programs & services and to improve institutional effectiveness.</p>		<p>Implementation Status: institutional initiatives, the accreditation process, and the effect all planning documents have on the alignment of our resources to our strategic plan.</p>

AS400 Account Code		Appropriation Classification	GENERAL FUND				Manpower Development Fund			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)			
			FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request		
PERSONNEL SERVICES																
111	Regular Salaries/Increments/Special Pay:		8,598,003	10,010,745	10,283,912		296,357	305,900	273,358				8,894,360	10,316,645	10,557,270	
112	Overtime:		0	0	0		0	0	0				0	0	0	
113	Benefits:		2,503,280	3,224,296	3,442,034		89,409	98,955	91,503				2,592,689	3,323,251	3,533,537	
114	Insurance Benefits (Medical / Dental / Life):		560,994	538,896	499,298		8,842	9,832	9,257				569,836	548,728	508,555	
	TOTAL PERSONNEL SERVICES		\$11,662,277	\$13,773,937	\$14,225,244		\$394,608	\$414,687	\$374,118		\$0	\$0	\$12,056,885	\$14,188,624	\$14,599,362	
OPERATIONS																
220	TRAVEL- Off-Island/Local Mileage Reimbur		20,749	24,154	5,155		963	1,000	0				21,712	25,154	5,155	
230	CONTRACTUAL SERVICES:		7,350	0	1,617,887		753,005	143,500	27,000				760,355	143,500	1,644,887	
233	OFFICE SPACE RENTAL:		0	0	0		0	0	0				0	0	0	
240	SUPPLIES & MATERIALS:		1,519	0	6,754		19,320	152,919	114,826				20,839	152,919	121,580	
250	EQUIPMENT:		0	0	0		28,638	150,672	99,964				28,638	150,672	99,964	
270	WORKERS COMPENSATION:		0	0	0		0	0	0				0	0	0	
271	DRUG TESTING:		0	0	0		0	0	0				0	0	0	
280	SUB-RECIPIENT/SUBGRANT:		0	0	0		0	0	0				0	0	0	
290	MISCELLANEOUS:		50,615	0	46,176		436,275	808,511	1,183,083				486,890	808,511	1,229,259	
	TOTAL OPERATIONS		\$80,233	\$24,154	\$1,675,972		\$1,238,200	\$1,256,602	\$1,424,873		\$0	\$0	\$1,318,434	\$1,280,756	\$3,100,845	
UTILITIES																
361	Power:		1,264,336	232,732	1,578,000		0	0	0				1,264,336	232,732	1,578,000	
362	Water/ Sewer:		39,872	0	48,000		9,211	0	0				0	0	48,000	
363	Telephone/ Toll:		0	0	56,429		106,361	0	0				106,361	0	56,429	
	TOTAL UTILITIES		\$1,304,207	\$232,732	\$1,682,429		\$115,572	\$0	\$0		\$0	\$0	\$1,419,779	\$232,732	\$1,682,429	
450	CAPITAL OUTLAY		\$0	\$0	\$0		\$31,473	\$17,199	\$0		\$0	\$0	\$31,473	\$17,199	\$0	
	TOTAL APPROPRIATIONS		\$13,046,718	\$14,030,823	\$17,583,645		\$1,779,853	\$1,688,488	\$1,798,991		\$0	\$0	\$14,826,571	\$15,719,311	\$19,382,636	
1/ Specify Fund Source																
FULL TIME EQUIVALENCIES (FTEs)																
	UNCLASSIFIED:		2	2	2		0	0	0				2	2	2	
	CLASSIFIED:		213	208	208		6	6	5				219	214	213	
	TOTAL FTEs		215.00	210.00	210.00		6.00	6.00	5.00		0.00	0.00	221.00	216.00	215.00	

AS400 Account Code		Appropriation Classification	GENERAL FUND				Manpower Development Fund			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)			
			FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances (A + D + G)	FY 2013 Authorized Level (B + E + H)	FY 2014 Governor's Request (C + F + I)		
PERSONNEL SERVICES																
111	Regular Salaries/Increments/Special Pay:		8,123,492	9,499,502	9,717,097		296,357	305,900	273,358				8,419,849	9,805,402	9,990,455	
112	Overtime:		0	0	0			0	0				0	0	0	
113	Benefits:		2,346,183	3,058,949	3,250,714		89,409	98,955	91,503				2,435,592	3,157,904	3,342,217	
114	Insurance Benefits (Medical / Dental / Life):		536,898	510,428	476,669		8,842	9,832	9,257				545,740	520,260	485,926	
	TOTAL PERSONNEL SERVICES		\$11,006,573	\$13,068,879	\$13,444,480		\$394,608	\$414,687	\$374,118		\$0	\$0	\$11,401,181	\$13,483,566	\$13,818,598	
OPERATIONS																
220	TRAVEL- Off-Island/Local Mileage Reimburs		20,749	24,154	5,155		963	1,000	0				21,712	25,154	5,155	
230	CONTRACTUAL SERVICES:		7,350	0	1,604,617		753,005	143,500	27,000				760,355	143,500	1,631,617	
233	OFFICE SPACE RENTAL:		0	0	0		0	0					0	0	0	
240	SUPPLIES & MATERIALS:		1,519	0	6,754		19,320	152,919	114,826				20,839	152,919	121,580	
250	EQUIPMENT:		0	0	0		28,638	150,672	99,964				28,638	150,672	99,964	
270	WORKERS COMPENSATION:		0	0	0		0	0					0	0	0	
271	DRUG TESTING:		0	0	0		0	0					0	0	0	
280	SUB-RECIPIENT/SUBGRANT:		0	0	0		0	0					0	0	0	
290	MISCELLANEOUS:		50,615	0	46,176		436,275	808,511	1,083,083				486,890	808,511	1,129,259	
	TOTAL OPERATIONS		\$80,233	\$24,154	\$1,662,702		\$1,238,200	\$1,256,602	\$1,324,873		\$0	\$0	\$1,318,434	\$1,286,756	\$2,987,575	
UTILITIES																
361	Power:		1,264,336	232,732	1,578,000		0	0	0				1,264,336	232,732	1,578,000	
362	Water/ Sewer:		39,872	0	48,000		9,211	0	0				49,082	0	48,000	
363	Telephone/ Toll:		0	0	56,429		106,361	0	0				106,361	0	56,429	
	TOTAL UTILITIES		\$1,304,207	\$232,732	\$1,682,429		\$115,572	\$0	\$0		\$0	\$0	\$1,419,779	\$232,732	\$1,682,429	
450	CAPITAL OUTLAY		\$0	\$0	\$0		\$31,473	\$17,199	\$0		\$0	\$0	\$31,473	\$17,199	\$0	
	TOTAL APPROPRIATIONS		\$12,391,014	\$13,325,765	\$16,789,611		\$1,779,853	\$1,688,488	\$1,698,991		\$0	\$0	\$14,170,867	\$15,014,253	\$18,488,602	
FULL TIME EQUIVALENCIES (FTEs)																
	UNCLASSIFIED:		2	2	2		0	0	0		0	0	2	2	2	
	CLASSIFIED:		201	196	196		6	6	5		0	0	207	202	201	
	TOTAL FTEs		203.00	198.00	198.00		6.00	6.00	5.00		0.00	0.00	209.00	204.00	203.00	

A B C D E F G H I J K L																
AS400 Account Code	Appropriation Classification	GENERAL FUND(LP/N/Voc Guid)				Special Fund		FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)					
		FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances	FY 2013 Authorized Level	FY 2014 Governor's Request	FY 2012 Expenditures & Encumbrances (A + D + G)	FY 2013 Authorized Level (B + E + H)	FY 2014 Governor's Request (C + F + I)			
PERSONNEL SERVICES																
111	Regular Salaries/Increments/Special Pay:	474,511	511,243	566,815	0	0	0	0	0	0	0	474,511	511,243	566,815		
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0		
113	Benefits:	157,097	165,347	191,320	0	0	0	0	0	0	0	157,097	165,347	191,320		
114	Insurance Benefits (Medical / Dental / Life):	24,096	28,468	22,629	0	0	0	0	0	0	0	24,096	28,468	22,629		
	TOTAL PERSONNEL SERVICES	\$655,704	\$705,058	\$780,764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$655,704	\$705,058	\$780,764		
OPERATIONS																
220	TRAVEL- Off-Island/Local Mileage Reimburs	0	0	0	0	0	0	0	0	0	0	0	0	0		
230	CONTRACTUAL SERVICES:	0	0	13,270	0	0	0	0	0	0	0	0	0	13,270		
233	OFFICE SPACE RENTAL:	0	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	0		
250	EQUIPMENT:	0	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	0		
271	DRUG TESTING:	0	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	0		
290	MISCELLANEOUS:	0	0	0	0	0	0	100,000	0	0	0	0	0	100,000		
	TOTAL OPERATIONS	\$0	\$0	\$13,270	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$113,270		
UTILITIES																
361	Power:	0	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	0		
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0	0		
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	TOTAL APPROPRIATIONS	\$655,704	\$705,058	\$794,034	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$655,704	\$705,058	\$894,034		
1/ Specify Fund Source																
FULL TIME EQUIVALENCIES (FTEs)																
UNCLASSIFIED:		0	0	0	0	0	0	0	0	0	0	0	0	0		
CLASSIFIED:		12	12	12	0	0	0	0	0	0	0	12	12	12		
TOTAL FTEs		12.00	12.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	12.00	12.00		

Function: Education and Culture
Agency: Guam Community College
Program: Institutional
Fund: General and MDF

Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern
With Increments 10/01/13-09/30/14

A		B		C		D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
No.	Position Number	Position Title		Name of Incumbent		Grade /Step	Current Salary	OT	Spec	Increment		(EF+G+H)		Retire (DD) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental		
										Date	AMT	Sub-total	Retirement 31.02%								
1	PRE004	Administrative Secretary II		Guerrero, Bertha M.		I-7	28,875	0	0	09/19/14	89	28,964	8,985	495	0	420	153	2,170	223	12,446	41,410
2	PRE005	President		Okada, Mary A.		I-6	139,922	0	0	06/16/14	1,399	141,321	43,938	0	0	2,049	153	5,304	1,248	52,592	193,913
3	PRE006	Private Secretary		Muna, Esther A.		I-12	34,368	0	0	10/01/13	1,203	35,571	11,034	495	0	516	153	0	0	12,197	47,768
4	PRE007	Program Specialist		Santo Tomas, Dennis J.		K-6-d	51,266	0	0	01/01/15	0	51,266	15,903	495	0	743	153	0	0	17,294	68,560
5	PRE002	Assistant Director		Flores, Jayne T.		O-3-a	74,582	0	0	01/01/15	1,678	76,260	23,556	495	0	1,106	153	0	0	25,409	101,669
6	ASD012	Program Specialist		Bliong, Danilo Philbert C.		K-6-d	51,266	0	0	01/01/15	0	51,266	15,903	495	0	743	153	0	0	17,294	68,560
7	AAD005	Program Coordinator I		Joker, Darwin K.		K-3	27,738	0	0	11/15/13	1,413	29,151	9,043	495	0	423	153	2,170	223	12,507	41,657
8	ASD001	Administrative Assistant		Arceo, Josephine T.		J-16	42,304	0	0	08/14/13	247	42,551	13,199	495	0	1,246	153	3,780	223	32,058	117,989
9	ASD021	Assistant Director		Perez, Doris C.		O-6-a	84,040	0	0	01/01/14	1,891	85,931	26,656	0	0	498	153	4,808	277	19,549	62,100
10	AAD079	Test Examiner		Cruz, Evangeline P.		I-12	34,368	0	0	06/10/15	0	34,368	10,661	0	0	308	153	2,401	226	10,165	31,388
11	AAD041	Program Specialist		*Vacant-Quitugua, J.		K-6-d	51,272	0	0	Vacant	0	51,272	15,905	495	0	743	153	0	0	16,238	49,444
12	AAD006	Maintenance Worker		*Vacant-Muna R.		H-2	21,223	0	0	Vacant	0	21,223	6,583	495	0	308	153	2,401	226	8,079	30,966
13	ASD009	Refrigeration Mechanic II		Quichocho, Joseph R.		I-11	33,206	0	0	12/27/14	0	33,206	10,301	495	0	481	153	4,808	0	10,165	31,388
14	ASD022	Maintenance Worker		Toves, Albert S.		H-3	22,471	0	0	06/28/14	416	22,887	7,100	495	0	308	153	2,401	226	8,079	30,966
15	ASD034	Maintenance Worker		*Vacant-Rojas, J.		H-2	21,223	0	0	Vacant	0	21,223	6,583	495	0	308	153	2,401	226	8,079	30,966
16	ASD036	Maintenance Worker		Roberto, Joey C.		H-2	21,223	0	0	10/10/13	1,248	22,471	6,971	495	0	326	153	2,401	226	10,165	31,388
17	ASD037	Maintenance Worker		Rosario, Joaquin U.		H-11	31,011	0	0	05/23/14	452	31,463	9,760	495	0	456	153	1,683	226	12,773	44,236
18	ASD048	Maintenance Worker		*Vacant-Toves, C.		H-1	19,974	0	0	Vacant	0	19,974	6,196	495	0	290	153	0	0	7,133	27,107
19	AAD036	Program Specialist		Gima, Wesley T.		K-8-c	54,965	0	0	01/01/14	1,237	56,202	17,434	495	0	815	153	1,683	226	7,007	77,007
20	BFD013	Administrative Assistant		Cruz, Vivian D.		J-12	36,865	0	0	03/11/14	753	37,618	11,669	495	0	545	153	0	0	12,367	49,985
21	BFD022	Vice President		Santos, Carmen K.		P-7-a	99,696	0	0	01/01/14	2,243	101,939	31,622	495	0	1,478	153	3,607	374	37,728	139,667
22	BFD003	Accountant I		Aquino, Elizabeth J.		K-10	36,984	0	0	12/31/14	0	36,984	11,472	495	0	536	153	0	0	12,656	49,640
23	BFD004	Accountant I		Lam, Pk Man		K-4	29,279	0	0	08/16/14	257	29,536	9,162	495	0	428	153	0	0	10,238	39,774
24	BFD005	Accountant II		Guerrero, Carol A.		L-16	48,900	0	0	09/29/14	143	49,043	15,213	495	0	711	153	2,401	226	19,196	68,241
25	BFD008	Cashier II		Boria, Leovonne G.		E-3	18,738	0	0	02/14/14	694	19,432	6,028	495	0	282	153	0	0	6,854	25,967
26	BFD009	Accounting Technician I		Mesa, Catherine S.		G-1	18,723	0	0	08/10/15	0	18,723	5,929	495	0	277	153	0	0	6,854	25,967
27	BFD010	Accounting Technician II		Santos Torres, Linda		L-15	47,246	0	0	02/18/14	1,225	48,471	14,556	495	0	685	153	2,401	226	18,615	63,861
28	BFD012	General Accounting Supervisor		San Nicolas, Cheryl B.		O-11	52,492	0	0	05/10/14	557	53,049	16,663	495	0	779	153	3,780	223	21,598	75,315
29	BFD015	Accounting Technician I		Mayro, Lucille A.		I-4	25,399	0	0	01/01/14	1,610	27,009	8,052	495	0	376	153	0	0	9,075	35,032
30	BFD029	Controller		Limutaco, Edwin E.		N-5-b	71,552	0	0	03/25/14	683	72,235	22,695	495	0	1,061	153	2,170	223	26,797	99,959
31	BFD030	Accounting Technician I		Cruz, Derynn T.		G-1	18,723	0	0	12/06/14	0	18,723	5,929	495	0	281	153	2,170	223	9,342	28,748
32	ASD002	Systems Programmer		Bautista, Kenneth C.		N-15	55,341	0	0	04/06/14	535	55,876	17,167	495	0	632	153	2,579	0	16,889	60,492
33	ASD005	Computer Operator II		David, Maripia Q.		I-18	42,247	0	0	10/11/13	1,356	43,603	13,526	495	0	457	153	2,401	226	20,749	76,090
34	ASD006	Computer Technician II		Fabro, Jefferson V.		I-9	31,014	0	0	01/01/14	1,559	32,573	9,786	495	0	588	153	2,401	226	17,883	49,331
35	ASD007	Teleprocessing Netwk Coord		*Vacant-Ridgell, J.		J-6	29,825	0	0	Vacant	0	29,825	9,252	495	0	432	153	6,517	374	12,241	42,066
36	ASD008	Computer Systems Analyst I		Duque, Richard O.		L-8	37,128	0	0	10/11/13	1,326	38,454	11,928	495	0	514	153	2,401	226	14,779	50,212
37	ASD010	Data Processing Systems Admin		Canacho, Francisco C.		N-6-a	73,720	0	0	01/01/14	1,559	75,279	23,382	495	0	1,184	153	3,780	223	30,660	112,284
38	ASD011	Teleprocessing Netwk Coord		De Leon, Benedict C.		J-10	34,414	0	0	09/17/14	1,000	35,414	10,706	495	0	500	153	6,517	374	15,760	54,214
39	ASD025	Computer Technician II		Canacho, Christopher J.		I-8	29,944	0	0	10/31/13	1,070	31,014	9,621	495	0	1,093	153	3,607	374	31,520	106,898
40	ASD027	Computer Systems Analyst II		Dacanay, Gerard L.		M-17	52,880	0	0	06/04/15	0	52,880	16,401	495	0	450	153	1,683	0	12,401	43,415
41	ASD039	Systems Programmer		Solidum, Catherine M.		N-3	34,947	0	0	07/05/14	486	35,433	10,991	495	0	767	153	1,683	226	19,232	72,112
42	BFD006	Human Resources Administrator		Muna, Joann W.		N-8-a	79,828	0	0	01/01/14	1,796	81,624	25,320	495	0	514	153	2,401	226	14,779	50,212
43	BFD007	Personnel Specialist II		Rojas, Josephine T.		L-18	52,383	0	0	11/09/13	1,880	54,263	16,770	495	0	1,184	153	3,780	223	30,660	112,284
44	BFD023	Personnel Specialist III		Apolline, C.		M-8	40,150	0	0	12/31/14	0	40,150	12,455	495	0	582	153	2,401	226	16,311	56,461
45	BFD025	Personnel Specialist I		Siquenz, Rose Marie L.		K-13	41,005	0	0	01/12/15	0	41,005	12,720	495	0	595	153	3,780	223	17,965	58,970
46	BFD031	Personnel Assistant I		Manibusan, Doreen M.		G-15	33,356	0	0	02/25/15	0	33,356	10,347	495	0	484	153	0	0	11,478	44,834
47	BFD011	Proc & Inventory Administrator		Evangalista, Joleen M.		M-6-c	65,966	0	0	01/01/14	1,484	67,450	20,923	495	0	978	153	0	0	22,549	89,999
48	BFD016	Buyer II		Ridley, Priscilla K.		H-9	28,963	0	0	06/20/14	333	29,296	9,088	495	0	425	153	2,401	226	12,787	42,083
49	BFD017	Inventory Management Officer		Rios, Theda R.		J-3	25,810	0	0	11/01/13	1,315	27,125	8,414	495	0	393	153	2,401	226	12,082	39,206
50	BFD018	Supply Expediter		Blas, Jerome M.		E-12	26,763	0	0	07/08/15	0	26,763	8,302	495	0	388	153	1,683	0	11,020	37,783
51	BFD020	Buyer I		Palacios, Patricia U.		G-7	25,276	0	0	01/11/14	702	25,978	8,058	495	0	377	153	3,780	223	12,592	38,570
52	BFD001	Bookstore Manager		Okada, Daniel T.		I-3	24,062	0	0	08/08/14	223	24,285	7,533	495	0	352	153	0	0	8,533	32,818
53	BFD014	Administrative Assistant		Teriale, Kenneth C.		J-13	38,155	0	0	07/10/14	334	38,489	11,939	495	0	558	153	4,808	277	17,736	56,225

Function: Education and Culture
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Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern
With Increments 10/01/13-09/30/14

A		B		C		D	E	F	G	H	I	J	K	L	M	N	O	P	Q	(J+R) Total		
No.	Position Number	Position Title		Name of Incumbent		Grade /Step	Current Salary	OT	Spec	Increment		(E+F+G+H) Sub-total		Retirement 31.02%	Retire (DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Total Benefits (K thru Q)	
										Date	AMT											
54	BFD026	Coordinator, Financial Aid		Rios, Esther A.		L-5-a	54,511	0	0	01/01/15	0	54,511	16,909	0	0	0	790	153	2,401	226	20,480	74,991
55	BFD027	Program Coordinator II		Guerrero, Vivian C.		L-12	42,613	0	0	12/31/13	1,243	43,856	13,604	0	0	0	636	153	2,401	226	17,020	60,876
56	ASD003	Environ Health & Safety Admin		Manglona, Gregorio T.		L-5-d	56,163	0	0	01/01/14	1,264	57,427	17,814	495	0	0	833	153	0	0	19,294	76,721
57	ASD020	Safety Inspector I		Diaz, John L.		G-10	28,085	0	0	04/24/15	0	28,085	8,712	495	0	0	407	153	0	0	9,767	37,852
58	ASD017	Administrative Assistant		Salas, Frank C.		J-13	38,155	0	0	03/31/14	779	38,934	12,077	495	0	0	565	153	0	0	12,795	51,729
59	AAD077	Administrative Officer		*Vacant-Garcia, A.		L-8	37,128	0	0	Vacant	0	37,128	11,517	495	0	0	538	153	3,607	374	16,684	53,812
60	AAD078	Vice President		Somera, Rene Ray D.		P-8-d	106,888	0	0	01/01/14	2,405	109,293	33,903	495	0	0	1,585	153	3,780	223	40,138	149,431
61	AAD001	Administrative Aide		Urtalan, Frances E.		F-3	18,737	0	0	08/08/14	184	18,921	5,869	495	0	0	274	153	2,401	226	9,418	28,339
62	AAD003	Coordinator, Admissions & Reg.		Clymer, Patrick L.		M-6-b	65,313	0	0	01/01/14	1,470	66,783	20,716	495	0	0	968	153	2,401	226	24,959	91,741
63	AAD005	Records & Registration Tech		Paulus, Vincent K.		G-9	27,149	0	0	04/02/14	468	27,617	8,567	495	0	0	400	153	0	0	9,915	37,232
64	AAD007	Program Coordinator II		Camacho, Johanna L.		L-9	38,454	0	0	06/07/14	442	38,896	12,066	495	0	0	564	153	0	0	13,277	52,173
65	AAD008	Records & Registration Tech		Masnayan, Edgar C.		G-11	29,068	0	0	03/18/15	0	29,068	9,017	495	0	0	421	153	2,401	226	12,713	41,781
66	AAD184	Records & Registration Superv		Concepcion, Marilyn L.		I-14	36,816	0	0	07/10/14	322	37,138	11,520	495	0	0	539	153	1,683	226	14,121	51,259
67	AAD213	Administrative Assistant		Aguon, Evangeline M.		J-7	30,972	0	0	12/16/13	382	31,354	9,726	495	0	0	455	153	2,170	223	13,222	44,576
68	ASD004	Planner IV		Benavente, Joseph L.		N-13	51,662	0	0	06/03/14	1,507	53,169	16,493	495	0	0	771	153	1,683	0	19,100	72,269
69	AAD038	Assistant Director		Rodriguez, Victor		O-4-b	78,386	0	0	01/01/14	1,764	80,150	24,862	495	0	0	1,162	153	2,579	277	29,528	109,678
70	AAD128	Program Coordinator II		*Vacant-Arceo, T.		L-1	26,520	0	0	Vacant	0	26,520	8,227	495	0	0	385	153	1,683	226	11,167	37,687
71	AAD040	Dean		Flores, Juan P.		O-5-d	83,208	0	0	01/01/15	0	83,208	25,811	495	0	0	1,207	153	1,683	226	29,574	112,782
72	AAD187	Program Specialist		Sablan, Fernina A.		K-6-b	50,256	0	0	LTA	0	50,256	15,589	495	0	0	729	153	2,170	223	19,359	69,615
73	AAD191	Administrative Aide		Cruz, Ana Q.		F-17	33,654	0	0	02/16/15	0	33,654	10,440	495	0	0	488	153	2,401	226	13,707	47,362
74	AAD204	Associate Dean		Sablan, Karen M.		N-7-d	79,037	0	0	01/01/15	0	79,037	24,517	495	0	0	1,146	153	1,683	226	27,725	106,762
75	AAD015	Assistant Instructor		Cruz, Jesse Q.		I-5-c	37,533	0	0	08/01/14	188	37,721	11,701	495	0	0	547	153	2,401	226	15,522	53,243
76	AAD032	Instructor		Flores, Joseph L.		J-7-d	46,797	0	0	08/01/14	234	47,031	14,589	495	0	0	682	153	6,517	374	22,810	69,841
77	AAD041	Instructor		Palatillo, Lyndon B.		J-6-c	44,525	0	0	08/01/14	223	44,748	13,881	495	0	0	649	153	3,780	223	18,686	63,434
78	AAD141	Assistant Instructor		Meno, Charles Roy M.		I-10-a	44,895	0	0	08/01/14	224	45,119	13,996	495	0	0	728	153	3,780	223	14,803	59,923
79	AAD144	Instructor		Taburan, James M.		J-6-d	49,971	0	0	08/01/14	250	50,221	15,579	495	0	0	811	153	3,780	223	20,958	71,179
80	AAD150	Assistant Instructor		Perez, Jonathan J.		L-2-b	32,978	0	0	08/01/14	165	33,143	10,281	495	0	0	481	153	0	0	11,409	44,552
81	AAD151	Assistant Instructor		Lawcock, Danilo J.		I-14-a	52,643	0	0	08/01/14	263	52,906	16,412	495	0	0	767	153	2,401	226	19,959	72,865
82	AAD153	Instructor		Tudela, Erwin F.		J-12-d	57,101	0	0	08/01/14	286	57,387	17,801	495	0	0	832	153	0	0	18,786	76,173
83	AAD154	Instructor		Enana, Joel E.		J-8-b	47,737	0	0	08/01/14	239	47,976	14,882	495	0	0	696	153	6,517	374	23,177	71,092
84	AAD155	Tool Mechanic		Beltran, Gerald D.		F-1	17,635	0	0	05/13/14	459	18,094	5,613	495	0	0	262	153	0	0	6,523	24,617
85	AAD182	Assistant Instructor		Bukikosa, Ines E.		I-6-c	39,057	0	0	08/01/14	195	39,252	12,176	495	0	0	569	153	1,683	226	15,302	54,554
86	AAD183	Associate Professor		Abshire, Ronnie J.		L-9-a	63,919	0	0	08/01/14	320	64,239	19,927	495	0	0	931	153	3,780	223	25,015	89,253
87	AAD010	Instructor		Palomo, Melissa L.		J-3-d	39,909	0	0	08/01/14	200	40,109	12,442	495	0	0	582	153	0	0	13,671	53,779
88	AAD147	Professor		Camacho, Claire A.		M-11-a	78,905	0	0	08/01/14	395	79,300	24,599	495	0	0	1,150	153	2,170	223	28,295	107,595
89	AAD185	Professor		Postrozny, Marsha M.		M-9-a	72,868	0	0	08/01/14	364	73,232	22,717	495	0	0	1,062	153	2,170	223	26,820	100,952
90	AAD198	Professor (10 month DC)		Leon Guerrero, Sarah S.		M-10-c	84,716	0	0	08/01/14	424	85,140	26,410	495	0	0	1,235	153	2,170	223	27,798	112,937
91	AAD207	Administrative Assistant		Leon Guerrero, Latisha Ann N.		J-4	27,244	0	0	02/15/14	956	28,200	8,748	495	0	0	409	153	1,683	226	11,713	39,913
92	AAD089	Assistant Professor		Sison, Benjamin C.		K-4-d	47,342	0	0	08/01/14	237	47,579	14,759	495	0	0	690	153	1,683	226	18,005	65,584
93	AAD176	Professor		Cruz, Donna M.		M-10-c	77,350	0	0	08/01/14	387	77,737	24,114	495	0	0	1,127	153	3,780	223	16,979	56,470
94	AAD186	Administrative Assistant		Quitigua, Rosita G.		J-13	38,155	0	0	10/05/13	1,336	39,491	12,250	495	0	0	913	153	1,683	226	22,509	85,483
95	AAD051	Associate Professor		Armstrong, John M.		L-8-c	62,660	0	0	08/01/14	313	62,973	19,534	495	0	0	1,000	153	2,401	226	25,669	94,640
96	AAD053	Associate Professor		Munoz, Jose U.		L-8-c	66,628	0	0	08/01/14	343	68,971	21,395	495	0	0	1,000	153	2,401	226	25,669	94,640
97	AAD054	Instructor		*Vacant-San Nicolas, B.		J-3-a	38,735	0	0	Vacant	0	38,735	12,016	495	0	0	562	153	5,264	302	18,791	57,526
98	AAD019	Instructor		Cepeda, Nita Jeannette P.		J-3-a	38,741	0	0	LTA	0	38,741	12,017	495	0	0	562	153	5,264	302	18,793	57,534
99	AAD188	Administrative Aide		Mendiola, Erlinda S.		F-3	18,737	0	0	08/08/14	184	18,921	5,869	495	0	0	274	153	2,170	223	9,185	28,106
100	AAD056	Instructor		Uchima, Katsuyoshi		J-10-a	51,181	0	0	08/01/14	256	51,437	15,966	495	0	0	746	153	6,517	374	24,240	75,677
101	AAD156	Assistant Professor		delos Santos, Maria Cecilia H.		K-10-b	58,929	0	0	08/01/14	295	59,224	18,371	495	0	0	859	153	2,170	223	21,777	81,000
102	AAD157	Instructor		Sotomil, Siervyn E.		J-5-d	43,210	0	0	08/01/14	216	43,426	13,471	495	0	0	630	153	6,517	374	21,639	65,065
103	AAD158	Instructor		Dumchus, Karen L.		J-11-a	53,259	0	0	08/01/14	266	53,525	16,604	495	0	0	776	153	2,401	226	20,654	74,179
104	AAD159	Instructor		Mafins, Barbara C.		J-11-c	54,329	0	0	08/01/14	272	54,601	16,937	495	0	0	792	153	0	0	18,376	72,977
105	AAD029	Instructor		Korenko, William E.		J-16-c	66,955	0	0	08/01/14	335	67,290	20,873	495	0	0	976	153	2,401	226	24,629	91,919
106	AAD065	Associate Professor		Blas, Doreen J.		J-10-a	66,514	0	0	08/01/14	333	66,947	20,736	495	0	0	969	153	6,517	374	28,749	95,596

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A		B										C	D	E		F	G	H	I	J	K		L	M	N	O	P		Q	R	
No.	Position Number	Position Title		Name of Incumbent		Grade /Step	Current Salary	OT	Spec	Date	Increment		AMT	(E+F+G+H)	Sub-total	Retirement 31.02%	Retire (DDI) 19.02/26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Total Benefits (K thru Q)		(J+R) Total						
107	AAD057	Assistant Professor		Schrage, Marivic C.		K-10-d	60,114	0	0	08/01/14	301		60,415	18,741	495	0	0	876	153	0	0	20,264	80,679								
108	AAD060	Instructor		Poliuit, Christopher D.		J-1-c	41,599	0	0	08/01/14	208		41,807	12,969	495	0	0	606	153	1,683	226	16,131	57,938								
109	AAD061	Instructor		*Vacant- Tung, F.		J-3-a	38,735	0	0	Vacant	0		38,735	12,016	495	0	0	562	153	5,264	302	18,791	57,526								
110	AAD062	Assistant Professor (12month DC)		Aouilar, Norman L.		K-9-b	73,619	0	0	08/01/14	368		73,987	22,951	495	0	0	1,073	153	2,401	226	27,298	101,285								
111	AAD063	Prfessor		Chong, Eric K.		M-10-d	78,124	0	0	08/01/14	391		78,515	24,355	495	0	0	1,138	153	1,683	226	28,050	106,565								
112	AAD064	Associate Professor		Gamble, Helen L.		L-9-a	63,924	0	0	Vacant	320		64,244	19,928	0	0	0	932	153	3,780	223	25,016	89,260								
113	AAD065	Instructor		Evangelista, Frank F.		J-10-b	51,692	0	0	08/01/14	258		51,950	16,115	495	0	0	753	153	2,171	223	19,910	71,860								
114	AAD066	Instructor		Yurko, Phyllis A.		J-8-c	48,514	0	0	08/01/14	243		48,757	15,124	495	0	0	707	153	0	0	16,479	65,235								
115	AAD067	Instructor		*Vacant-Odoea, J.		J-3-a	38,741	0	0	Vacant	0		38,741	12,017	495	0	0	562	153	3,884	0	17,110	55,851								
116	AAD068	Assistant Professor		Cruz, Carol R.		K-9-b	56,630	0	0	08/01/14	283		56,913	17,654	495	0	0	825	153	2,579	277	21,489	78,402								
117	AAD069	Instructor		Wong, Evon		J-5-a	41,945	0	0	08/01/14	210		42,155	13,076	495	0	0	611	153	1,683	226	16,244	58,399								
118	AAD070	Administrative Aide		Bias, Joanne M.		F-7	23,808	0	0	11/14/14	0		23,808	7,385	495	0	0	345	153	1,683	226	10,287	34,095								
119	AAD088	Instructor		Dietrichs, Kevin J.		J-8-c	48,214	0	0	08/01/14	241		48,455	15,031	495	0	0	703	153	1,683	226	18,290	66,745								
120	AAD017	Assistant Instructor		*Vacant-Limitaco, M.		I-1-d	32,329	0	0	Vacant	0		32,329	10,028	495	0	0	469	153	0	0	11,145	43,474								
121	AAD035	Assistant Instructor		Santos, Ronald T.		J-5-a	36,794	0	0	08/01/14	184		36,978	11,471	495	0	0	536	153	2,401	226	15,281	52,259								
122	AAD130	Associate Professor		San Nicolas, Anthony C.		L-10-c	67,851	0	0	08/01/14	339		68,190	21,153	495	0	0	989	153	0	0	22,294	90,485								
123	AAD132	Associate Professor		Leon Guerrero, Catherine U.		L-8-c	62,660	0	0	08/01/14	313		62,973	19,534	495	0	0	913	153	1,683	226	22,509	85,483								
124	AAD134	Instructor		Quintanilla, John J.		J-10-c	52,209	0	0	08/01/14	261		52,470	16,276	495	0	0	761	153	3,607	374	21,171	73,641								
125	AAD135	Assistant Instructor		Olson, Todd A.		I-5-d	37,909	0	0	08/01/14	190		38,099	11,818	495	0	0	552	153	3,607	374	16,999	55,098								
126	AAD138	Assistant Instructor		Santos, David T.		I-8-c	42,293	0	0	08/01/14	211		42,504	13,185	495	0	0	616	153	0	0	13,954	58,459								
127	AAD142	Instructor		Zilian, John E.		J-9-a	49,184	0	0	08/01/14	246		49,430	15,333	495	0	0	717	153	0	0	16,697	66,127								
128	AAD012	Assistant Professor		Tam, Yvonne		K-9-b	56,630	0	0	08/01/14	283		56,913	17,654	495	0	0	825	153	2,401	226	21,754	78,667								
129	AAD023	Assistant Instructor		Chargualaf, Katherine M.		I-7-a	39,842	0	0	08/01/14	199		40,041	12,421	495	0	0	581	153	0	0	13,649	53,690								
130	AAD030	Assistant Professor (10 month DC)		Robertson, Robin P.		K-9-d	63,270	0	0	08/01/14	316		63,586	19,724	495	0	0	922	153	1,683	226	23,203	86,789								
131	AAD031	Instructor		Perez, Nenita R.		J-10-d	52,731	0	0	08/01/14	264		52,995	16,439	495	0	0	768	153	1,683	226	19,764	72,758								
132	AAD033	Associate Professor		Manzana, Amada A.		L-9-c	65,204	0	0	08/01/14	326		65,530	20,327	495	0	0	950	153	6,517	374	28,322	93,852								
133	AAD034	Instructor		Guerrero, Norma R.		J-3-c	39,514	0	0	08/01/14	198		39,712	12,319	495	0	0	576	153	6,517	374	19,939	59,650								
134	AAD018	Associate Professor		Pangelinan, Pilar C.		L-9-c	65,204	0	0	08/01/14	326		65,530	20,327	495	0	0	950	153	6,517	374	28,322	93,852								
135	AAD027	Instructor		Tupaz, Frederick Q.		J-4-b	40,711	0	0	08/01/14	204		40,915	12,692	495	0	0	593	153	0	0	21,925	87,455								
136	AAD006	Administrative Aide		Bautista, Kimberly C.		F-7	23,808	0	0	11/16/14	0		23,808	7,385	495	0	0	717	153	0	0	13,932	54,847								
137	AAD042	Word Processing Secretary II		Cabalric, Antonia M.		H-23	46,862	0	0	12/03/13	1,366		48,229	14,961	495	0	0	345	153	3,780	223	12,381	36,189								
138	AAD043	Adjunct Associate Dean		*Vacant-Mead, B.		N-5-a	70,845	0	0	Vacant	0		70,845	21,976	495	0	0	699	153	3,780	223	18,645	68,045								
139	AAD091	Associate Dean		Chan, Michael L.		N-5-c	72,267	0	0	01/01/14	1,626		73,893	22,922	495	0	0	1,071	153	3,607	374	28,622	102,515								
140	AAD110	Dean		Tudela, Virginia C.		O-6-d	86,587	0	0	01/01/14	1,948		88,535	27,464	495	0	0	1,284	153	6,517	374	36,286	124,821								
141	AAD119	Word Processing Secretary II		Atoque, Ana Mari C.		H-6	25,967	0	0	04/28/14	499		26,466	8,210	495	0	0	384	153	0	0	9,241	35,707								
142	AAD121	Administrative Assistant		Manibusan, Doris E.		J-11	35,618	0	0	10/01/13	1,247		36,865	11,436	495	0	0	535	153	2,170	223	14,517	51,382								
143	AAD101	Instructor		Torres II, Carl E.		J-4-c	41,118	0	0	08/01/14	206		41,324	12,819	495	0	0	599	153	0	0	14,065	55,389								
144	AAD164	Instructor		Lopez, Jose B.		J-3-a	38,741	0	0	08/01/14	194		38,935	12,077	495	0	0	565	153	2,401	226	15,916	54,851								
145	AAD171	Instructor		Roden, Wendell M.		J-3-a	38,741	0	0	08/01/14	194		38,935	12,077	495	0	0	565	153	1,683	226	15,198	54,133								
146	AAD173	Instructor		Ginson, Christie Marie F.		J-3-a	38,741	0	0	08/01/14	194		38,935	12,077	495	0	0	565	153	3,884	224	17,397	56,331								
147	AAD174	Associate Professor		Lam, Steve S.		L-8-a	67,274	0	0	08/01/14	336		67,610	20,973	495	0	0	980	153	4,808	277	21,182	68,763								
148	AAD175	Assistant Professor		Datuin, Theresa Ann H.		K-4-d	47,344	0	0	08/01/14	237		47,581	14,760	495	0	0	690	153	2,170	223	18,645	66,701								
149	AAD048	Assistant Professor		Sunga, Anthony Jay J.		K-5-a	47,817	0	0	08/01/14	239		48,066	14,907	495	0	0	697	153	2,170	223	17,389	70,474								
150	AAD179	Assistant Professor		Kerr, Jo Nita Q.		K-7-c	52,820	0	0	08/01/14	264		53,084	16,467	495	0	0	770	153	0	0	20,332	68,289								
151	AAD180	Assistant Professor		Jocson, John Michael U.		K-5-a	47,817	0	0	08/01/14	239		48,056	14,907	495	0	0	697	153	3,607	374	20,232	68,289								
152	AAD112	Associate Dean		Ige, Joanne A.		N-6-c	73,720	0	0	01/01/14	1,659		75,379	23,382	495	0	0	1,093	153	2,170	223	27,022	102,401								
153	AAD114	Clerk Typist III		Santos, Irene J.		F-17	33,656	0	0	06/30/15	0		33,656	10,440	495	0	0	488	153	3,780	0	14,861	48,517								
154	AAD116	School Aide II		*Vacant-Diaz, J.		E-7	22,486	0	0	Vacant	0		22,486	6,975	495	0	0	326	153	2,170	223	10,343	32,829								
155	AAD117	School Aide II		Cruz, Harold R.		E-7	22,486	0	0	04/19/14	366		22,852	7,089	495	0	0	331	153	2,170	223	10,461	33,313								
156	AAD193	School Aide III		Hussey, Loraine R.		F-16	32,517	0	0	12/04/13	949		33,466	10,381	495	0	0	485	153	0	0	11,079	44,486								
157	AAD093	Administrative Aide		Cabrito, Antonia F.		F-16	32,510	0	0	03/07/14	668		33,179	10,292	495	0	0	722	153	3,607	374	20,785	70,544								
158	AAD149	Program Specialist		Garcia, Ava M.		K-6-a	49,759	0	0	01/01/15	0		49,759	15,435	495	0	0	889	153	0	0	22,458	83,780								
159	AAD094	Assistant Professor		*Vacant-debos Santos, M.		K-10-b	61,322	0	0	08/01/14	0		61,322	19,022	495	0	0	889	153	2,170	223	22,458	83,780								

Function: Education and Culture
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Fund: General and MDF

Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern
With Increments 10/01/13-09/30/14

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	(J+R) Total	
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment Date	AMT	(E+G+H) Sub-total	Retirement 31.02%	Retire (DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Total Benefits (K thru Q)
160	AAD108	Instructor (11 month DC)	Batacan, Emma R.	J-8-c	57,398	0	0	08/01/14	287	57,685	17,894	0	0	836	153	1,683	0	20,566
161	AAD080	Program Specialist	Leon Guerrero, Barbara B.	K-9-a	56,069	0	0	01/01/14	1,262	57,331	17,784	495	0	831	153	6,517	374	26,154
162	AAD106	Program Coordinator II	Lizama, Donnie L.	L-5	33,150	0	0	10/06/13	1,326	34,476	10,694	0	0	500	153	2,401	226	13,974
163	AAD013	Program Coordinator III	Duenas, Elizabeth J.	M-13	47,695	0	0	08/03/14	278	47,973	14,881	0	0	696	153	6,517	374	22,621
164	AAD009	Associate Professor	Bablin, Sandy R.	L-8-c	62,660	0	0	08/01/14	313	62,973	19,534	0	0	913	153	1,683	226	22,509
165	AAD011	Assistant Professor	Realica, Tonirose V.	K-4-a	45,951	0	0	08/01/14	230	46,181	14,325	495	0	670	153	1,683	226	17,551
166	AAD073	Administrative Assistant	Anderson, Catherine B.	J-7	30,972	0	0	04/02/14	574	31,546	9,785	495	0	457	153	2,401	226	13,517
167	AAD102	Associate Professor (10 month)	Sablan, Sally C.	L-9-c	71,414	0	0	08/01/14	357	71,771	22,263	495	0	1,041	153	0	0	23,952
168	AAD103	Associate Professor (10 month)	Terfale, Patricia M.	L-9-b	70,007	0	0	08/01/14	350	70,357	21,825	495	0	1,020	153	0	0	23,492
169	AAD104	Associate Professor (10 omnth)	Lizama, Troy E.	L-9-a	70,007	0	0	08/01/14	350	70,357	21,825	495	0	1,020	153	1,683	226	25,401
170	AAD105	Professor	*Vacant-Sablan, K.	M-9-b	80,610	0	0	Vacant	0	80,610	25,005	0	0	1,169	153	1,683	226	28,236
171	AAD107	Associate Professor (10 month DC)	Roberto, Anthony J.	L-9-b	70,707	0	0	08/01/14	354	71,061	22,043	0	0	1,030	153	3,780	223	27,230
172	AAD131	Instructor (10 month)	Ace, Imelda D.	J-11-b	58,914	0	0	08/01/14	295	59,209	18,366	495	0	799	153	0	0	19,378
173	AAD071	Program Specialist	Payne, John F.	K-8-a	53,881	0	0	01/01/14	1,212	55,093	17,090	495	0	969	153	1,683	226	20,445
174	AAD014	Associate Professor	Teng, Zhaoel	L-10-a	66,514	0	0	08/01/14	333	66,847	20,736	495	0	901	153	1,683	226	22,239
175	AAD020	Instructor	Seitzer II, Michael D.	J-14-d	61,832	0	0	08/01/14	309	62,141	19,276	0	0	777	153	1,683	226	19,471
176	AAD021	Assistant Professor	Flores, Yvonne C.	K-7-d	53,348	0	0	08/01/14	267	53,615	16,631	495	0	720	153	1,683	226	18,687
177	AAD052	Instructor	*Vacant-Fejerang, E.	J-9-b	49,678	0	0	Vacant	0	49,678	15,410	495	0	941	153	2,401	223	24,341
178	AAD146	Associate Professor	Tenorio, Juanita M.	L-9-b	64,558	0	0	08/01/14	323	64,881	20,126	495	0	785	153	2,170	223	20,129
179	AAD025	Assistant Professor	Tam, Wilson W.	K-8-a	53,881	0	0	08/01/14	269	54,150	16,797	495	0	930	153	1,683	226	28,894
180	AAD081	Professor (10 month DC)	Baza-Cruz, Lisa A.	M-9-d	82,226	0	0	08/01/14	411	82,637	25,634	0	0	1,198	153	1,683	226	28,894
181	AAD084	Assistant Professor	Huseby, Polli R.	K-12-b	63,812	0	0	08/01/14	319	64,131	19,893	0	0	930	153	2,401	226	23,603
182	AAD087	Associate Professor	Toves, Rebecca T.	L-10-c	67,851	0	0	08/01/14	339	68,190	21,153	495	0	989	153	3,780	223	26,298
183	AAD088	Instructor	Ventura, Desiree	J-3-d	39,909	0	0	08/01/14	0	39,909	12,380	495	0	579	153	0	0	13,606
184	AAD109	Assistant Professor	*Vacant-Reid, C.	K-5-c	48,778	0	0	Vacant	0	48,778	15,131	495	0	707	153	0	0	16,486
185	AAD194	Assistant Professor	De Oro, Vera S.	K-7-c	52,820	0	0	08/01/14	264	53,084	16,467	495	0	770	153	6,517	374	24,775
186	AAD022	Assistant Professor	Lee, Hee Suk	K-7-c	52,820	0	0	08/01/14	264	53,084	16,467	495	0	770	153	2,401	0	20,285
187	AAD037	Instructor	Atalig, Adrian M.	J-3-d	39,909	0	0	08/01/14	200	40,109	12,442	495	0	582	153	1,683	0	15,354
188	AAD161	Instructor	Kuper, Terry F. (10 month)	J-11-c	59,503	0	0	08/01/14	298	59,801	18,550	495	0	867	153	2,170	223	22,459
189	AAD166	Assistant Professor	Valenzuela, Renato F.	K-16-c	75,573	0	0	08/01/14	378	75,951	23,580	0	0	1,101	153	3,607	374	28,795
190	AAD168	Assistant Professor	Limfaco, John B.	K-12-a	63,180	0	0	08/01/14	316	63,496	19,696	0	0	921	153	0	0	20,770
191	AAD169	Instructor	Valenzuela, Jovita A.	J-18-c	71,785	0	0	08/01/14	359	72,144	22,379	0	0	1,046	153	0	0	23,578
192	AAD172	Instructor	*Vacant-Montague, J.	J-3-a	38,741	0	0	Vacant	0	38,741	12,017	0	0	562	153	0	0	12,732
193	AAD095	Assistant Professor (11 month DC)	Matson, Christine B.	K-8-a	64,143	0	0	08/01/14	321	64,464	19,997	495	0	935	153	6,517	374	28,470
194	AAD096	Associate Professor (11 month)	Neff, Bernard R.	L-8-c	74,596	0	0	08/01/14	373	74,969	23,255	495	0	1,087	153	2,401	226	27,617
195	AAD097	Library Technician Supervisor	Siambelluri, Juanita I.	L-15	38,105	0	0	08/23/14	222	38,327	11,889	0	0	556	153	3,607	374	16,579
196	AAD099	Library Technician II	Chelipot, Steve S.	G-11	29,068	0	0	03/30/15	0	29,068	9,017	495	0	421	153	1,683	226	11,995
197	AAD100	Library Technician I	Eclavea, Mark E.	F-3	18,737	0	0	06/27/14	368	19,105	5,926	495	0	277	153	0	0	6,851
198	AAD200	Library Technician I	*Vacant-Bias, P.	F-1	17,635	0	0	Vacant	0	17,635	5,470	495	0	256	153	1,683	226	8,283
199	AAD024*	Assistant Professor	Artero, Jennifer B.	K-6-b	50,256	0	0	08/01/14	251	50,507	15,667	495	0	732	153	1,683	0	18,236
200	AAD039*	Instructor	*Vacant-Mangiona, D.	J-5-d	43,216	0	0	Vacant	0	43,216	13,406	495	0	627	153	0	0	14,680
201	AAD045*	Nursing & Allied Health Admini	Mangiona, Dorothy-Lou	M-7-a	67,288	0	0	LTA	0	67,288	20,873	495	0	976	153	6,517	374	29,387
202	AAD050*	Instructor	Bordallo, Angela T.	J-6-c	44,525	0	0	08/01/14	223	44,748	13,881	495	0	649	153	0	0	15,177
203	AAD058*	Administrative Assistant	Hura, Tamara Therese T.	J-4	27,244	0	0	12/06/13	1,195	28,439	8,822	495	0	412	153	2,401	226	12,508
204	AAD083*	Instructor	Loveridge, Rosemary J.	J-8-b	47,737	0	0	08/01/14	239	47,976	14,882	495	0	696	153	0	0	16,225
205	AAD162*	Instructor	Melegrito, Loresa M.	J-5-d	43,210	0	0	08/01/14	216	43,426	13,471	495	0	630	153	6,517	374	21,639
206	AAD049*	Instructor	*Vacant-Rios, E.	J-3-a	38,741	0	0	Vacant	0	38,741	12,017	495	0	562	153	0	0	13,227
207	AAD163*	Assistant Professor	Analista, Hernalin R.	K-8-a	53,881	0	0	08/01/14	269	54,150	16,797	495	0	785	153	0	0	18,230
208	AAD170*	Assistant Professor	Hartz, Ronald G.	K-8-c	54,965	0	0	08/01/14	275	55,240	17,135	495	0	801	153	2,401	226	21,211
209	AAD178*	Assistant Professor	Nampei, Rose Marie D.	K-8-a	53,881	0	0	08/01/14	269	54,150	16,797	495	0	785	153	0	0	18,230
210	AAD195*	Instructor	Muna, Brian C.	J-3-a	38,741	0	0	08/01/14	194	38,935	12,077	495	0	565	153	1,683	226	15,198
211	AAD152	Instructor (10 month DC)	Dennis, Christopher T.	J-9-d	55,498	0	0	08/01/14	277	55,775	17,302	495	0	809	153	0	0	18,758
212	AAD047	Administrative Assistant	Guerrero, Teresia C.	J-10	34,414	0	0	06/03/14	401	34,815	10,800	495	0	505	153	3,780	223	15,956

Function: Education and Culture
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 Fiscal Year 2014
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A	B		C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT	Spec	Increment		Sub-total	Retirement 31.02%	Retire (DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental		
213	*AAD126	Program Specialist	Barnhart, Terry L.	K-17-a	77,092	0	0	01/01/14	1,735	78,827	24,452	0	0	1,143	153	2,401	226	28,375	107,201
214	*AAD160	Assistant Instructor (10 month DC)	Yander, Gil T.	I-10-a	49,170	0	0	08/01/14	246	49,416	15,329	495	0	717	153	2,401	226	19,320	88,735
215	*AAD026	Instructor (10 month DC)	Tyquengco, Ricky S.	J-6-d	54,254	0	0	08/01/14	271	54,525	16,914	495	0	791	153	0	0	18,352	72,877
					10,462,370				94,900	10,557,271	3,274,865	72,686	-	153,081	32,895	470,319	38,234	4,042,091	14,599,362

*MDF
 LPN
 Vocational Guidance*

Function: Education and Culture
Agency: Guam Community College
Program: Institutional
Fund: Federal and NAF

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Fiscal Year 2014
Agency Staffing Pattern
with Increments 10/01/13-09/30/14

No.	Position Number	Position Title	Name of Incumbent	Grade /Step	OT	Spec	Increment		J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
							Date	AMT										
1	PRE001	Assistant Director	*Vacant-Reyes, L.	O-6-c	0	0	Vacant	0	42,869		0	-	622	77	2,404	139	16,539	59,408
2	ASD003	Facilities Engineer Administra	Perez, Lawrence P.	N-2-a	0	0	01/01/15	0	62,878		495	-	912	153	0	0	21,064	83,943
3	NAF024	Maintenance Supervisor	Quenga, Benny John R.	J-2	0	0	03/19/14	837	25,213		495	-	366	153	0	0	8,834	34,047
4	NAF014	Computer Technician I	De Roca, Victor F.	H-1	0	0	03/04/14	729	20,703		495	-	300	153	3,607	0	10,976	31,679
5	NAF030	Cashier I	Camacho, Katrina R.	D-1	0	0	03/11/14	578	16,418		495	-	238	153	4,808	277	11,064	27,481
6	AAD016	Assistant Director	Montague, Mariana O.	O-3-a	0	0	01/01/14	1,678	76,267		495	-	1,106	153	0	0	25,411	101,678
7	AAD039	Institutional Researcher	*Vacant-Montague, M.	L-4-d	0	0	Vacant	0	53,976		495	-	783	153	0	0	18,174	72,150
8	NAF012	Administrative Assistant	Aguilar, Marina C.	J-7	0	0	07/24/14	287	31,259		495	-	453	153	0	0	10,797	42,056
9	NAF010	Instructor	Celoco, Jose L.	J-11-d	0	0	08/01/14	274	55,147		0	-	800	153	6,517	374	24,951	80,098
10	NAF009	Instructor	Dydasco, Gene	J-2-b	0	0	Vacant	0	37,598		495	-	545	153	1,359	182	14,398	51,996
11	AAD054	Instructor	Roberto, Joachim P.	J-3-a	0	0	08/01/14	194	38,935		495	-	565	153	2,401	226	15,916	54,851
12	NAF020	Assistant Instructor	Healy, Paul J.	I-4-c	0	0	08/01/14	180	36,070		495	-	526	153	3,780	223	16,421	52,671
13	AAD059	Instructor	Kerner, Paul N.	J-7-b	0	0	08/01/14	229	46,103		495	-	668	153	1,683	226	17,526	63,630
14	NAF028	Administrative Aide	Pascua, Tara Rose A.	F-6	0	0	04/28/14	441	23,367		495	-	339	153	1,683	226	10,144	33,511
15	AAD002	Administrative Assistant	Mesa, Genevieve P.	J-4	0	0	10/01/13	1,434	28,678		495	-	416	153	0	0	9,959	38,637
16	NAF021	Instructor	*Vacant-Ilicio, C.	J-3-a	0	0	Vacant	0	38,741		495	-	562	153	1,359	0	14,586	53,327
17	NAF024	Instructor	*New	J-3-a	0	0	Vacant	0	38,735		495	-	562	153	2,503	192	15,920	54,655
18	NAF022	Instructor	*Vacant-Flores, J.	J-3-a	0	0	Vacant	0	38,741		495	-	562	153	1,359	192	15,920	54,655
19	AAD137	Instructor	Bollinger, Simone E.	J-3-a	0	0	Vacant	0	38,741		495	-	562	153	1,359	182	14,769	53,509
20	NAF023	Instructor	Deia Cruz, Tressa C.	J-3-a	0	0	08/01/14	194	38,935		495	-	565	153	1,683	0	14,973	53,907
21	NAF025	Instructor	*Vacant-Naholowaa, L.	J-3-a	0	0	Vacant	0	38,741		495	-	565	153	2,579	277	16,145	55,089
22	NAF026	Instructor	*Vacant-Naholowaa, L.	J-3-a	0	0	Vacant	0	38,741		495	-	562	153	1,939	182	14,769	53,509
23	NAF027	Instructor	*New	J-3-a	0	0	Vacant	0	38,735		495	-	562	153	2,503	192	15,920	54,655
24	AAD201	Library Technician I	Cayabyab, Dolores T.	F-1	0	0	01/22/14	827	18,462		0	-	268	153	0	0	6,147	24,609
25	NAF002	Word Processing Secretary II	Bias, Barbara J.	H-3	0	0	05/16/14	520	22,591		495	-	333	153	0	0	8,113	31,104
26	NAF018	Program Coordinator I	Quan, Jaclyn L.	K-1	0	0	LTA	0	24,656		495	-	358	153	1,683	226	10,562	35,218
27	AAD122	Program Specialist	Muna-Brecht, Chelsa D.	K-5-d	0	0	01/01/15	0	49,275		495	-	714	153	1,683	0	18,330	67,605
28	NAF001	Program Specialist	Perez, Rowena Ellen	K-6-d	0	0	01/01/14	1,153	52,419		0	-	760	153	2,401	226	19,800	72,220
29	NAF003	Administrative Aide	Artero, Brigida A.	F-1	0	0	04/10/14	551	18,186		495	-	264	153	2,401	226	9,179	27,365
30	NAF031	Administrative Aide	Inclano, Diana R.	F-1	0	0	LTA	0	17,635		495	-	256	153	0	0	6,374	24,009
31	NAF004	Program Specialist	Datuin, Bonnie Mae M.	K-6-c	0	0	01/01/14	1,142	51,901		495	-	753	153	6,517	0	24,017	75,918
32	FED024	Administrative Assistant	Chamberlain, Antonia M.	J-16	0	0	01/29/15	0	42,304		0	-	613	153	1,683	226	15,798	58,102
33	FED016	Administrative Assistant	Damian, Eleanor A.	J-1	0	0	LTA	0	22,942		495	-	333	153	3,607	374	12,078	35,020
34	FED017	Program Specialist	Johns, Priscilla C.	K-8-b	0	0	01/01/14	1,235	56,116		0	-	814	153	2,401	226	21,001	77,116
35	FED035	Office Aide	Castro, Amanda T.	A-3	0	0	LTA	0	15,080		495	-	219	153	0	0	5,544	20,624
36	FED028	Program Coordinator II	*Vacant-Ortoste, K.	L-6	0	0	Vacant	0	34,486		495	-	500	153	0	0	11,845	46,332
37	FED010	Instructor	*Vacant-Santiago, D.	J-3-a	0	0	Vacant	0	38,741		495	-	562	153	1,359	0	14,586	53,327
38	FED011	Program Specialist	Hosel, Huan F.	K-6-b	0	0	LTA	0	50,256		495	-	729	153	6,517	0	23,483	73,739
39	FED012	Administrative Assistant	Santos, Tanya-Marie T.	J-1	0	0	LTA	0	22,942		495	-	333	153	1,683	226	10,006	32,948
40	FED018	Program Coordinator II	Fathal, James	L-1	0	0	LTA	0	26,520		495	-	385	153	0	0	9,259	35,779
41	FED004	Program Coordinator I	San Nicolas, Christopher H.	K-1	0	0	LTA	0	24,656		495	-	358	153	3,780	223	12,657	37,313
42	FED008	Program Coordinator II	*Vacant-Artero, P.	L-1	0	0	Vacant	0	26,520		495	-	385	153	1,683	226	11,167	37,687
43	FED013	Administrative Aide	Aguero, Michele M.	F-1	0	0	Vacant	0	17,635		495	-	256	153	0	0	6,374	24,009
44	FED019	Program Specialist	Sison, Christine B.	K-8-d	0	0	LTA	0	56,763		495	-	823	153	6,517	374	25,970	82,733
45	FED020	Administrative Assistant	Flores, Winona S.	J-1	0	0	LTA	0	22,942		0	-	333	153	2,401	226	10,229	33,171
46	FED022	Program Coordinator II	Joseph, Gaudencia N.	L-1	0	0	LTA	0	26,520		495	-	385	153	0	0	9,259	35,779
47	FED031	Office Aide	Camacho, Sheena Ann G.	A-3	0	0	LTA	0	15,080		495	-	219	153	2,170	223	7,938	23,018
48	FED015	Instructor	Rosario, Barbara A.	J-3-a	0	0	LTA	0	38,741		495	-	562	153	1,359	182	14,768	53,509
49	FED034	Instructor	Sablan, Margaret I.	J-3-a	0	0	LTA	0	38,741		495	-	562	153	0	0	13,227	51,967
50	FED030	Computer Technician I	Mead, Derek J.	H-1	0	0	LTA	0	19,974		495	-	290	153	0	0	7,133	27,107

Government of Guam
Proposed
Fiscal Year 2014
Agency Staffing Pattern
with Increments 10/01/13-09/30/14

Function: Education and Culture
Agency: Guam Community College
Program: Institutional
Fund: Federal and NAF

No.	A Position Number	B Position Title	C Name of Incumbent	D Grade /Step	E Current Salary	F OT	G Spec	H Increment		I AMT	J (E+F+G+H) Sub-total	K Retirement 31.02%	L Retire(DDI) 19.02/26pp	M Soc Sec	N Medicare 1.45%	O Life \$153	P Medical	Q Dental	Total Benefits (K thru Q)	(J+R) Total
								Date												
51	FED001	Assistant Instructor	Skoog, Heather N.	I-7-a	39,850	0	0	08/01/14	199		40,049	12,423	495	-	581	153	2,170	223	16,045	56,094
52	FED003	Administrative Assistant	*Vacant-Aguigui, J.	J-1	22,942	0	0	LTA	0		22,942	7,117	495	-	333	153	0	0	8,097	31,039
53	FED032	Program Coordinator II	Borja, Catherine R.	L-1	26,520	0	0	LTA	0		26,520	8,227	0	-	365	153	2,170	223	11,158	37,678
54	FED037	Administrative Assistant	Gonzales, Lester N.	J-1	22,942	0	0	LTA	0		22,942	7,117	495	-	333	153	0	0	8,097	31,039
Grand Total					1,856,775	0	0	0	14,124		1,870,899	580,353	22,749	-	27,128	8,186	97,714	6,714	742,844	2,613,743

GUAM COMMUNITY COLLEGE

FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments		
	1010 OFFICE OF THE PRESIDENT	205,856
	1020 PEACE OFFICER STANDARDS AND TRAININ	51,266
	1030 COMMUNICATIONS & PROMOTIONS	76,260
	1050 ALUMNI RELATIONS	51,266
	1060 PLANNING & DEVELOPMENT	157,632
	1061 GED	34,368
	1065 FACILITIES	223,719
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	195,758
	3010 BUSINESS OFFICE	373,594
	3020 MANAGEMENT INFORMATION SYSTEM	427,991
	3030 HUMAN RESOURCES	250,198
	3040 MATERIALS MANAGEMENT	176,612
	3045 BOOK STORE	24,285
	3060 STUDENT FINANCIAL AID	136,856
	3070 ENVIRONMENTAL SAFETY	85,512
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	38,934
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	146,421
	5020 ADMISSIONS & REGISTRATION	218,423
	5030 AIER	84,523
	5050 CONTINUING EDUCATION	106,670
	6000 DEAN'S OFFICE-TPS	246,155
	6110 AUTOMOTIVE TECHNOLOGY	434,345
	6150 COSMETOLOGY	103,491
	6220 EARLY CHILDHOOD EDUCATION	305,980
	6410 CRIMINAL JUSTICE	164,807
	6420 SOCIAL SCIENCE	170,679
	6550 VISUAL COMMUNICATIONS	38,741
	6610 ADULT BASIC EDUCATION	18,921
	6710 MEDICAL ASSISTANT	262,212
	6730 PRACTICAL NURSING	325,599
	6810 TOURISM & HOSPITALITY	802,617
	6950 CONSTRUCTION TRADES	382,974
	6970 MARKETING	318,777
	6980 ACCOUNTING	65,530
	6990 SUPERVISION & MANAGEMENT	40,915
	7000 DEAN'S OFFICE - TSS	368,641
	7110 MATH	273,318
	7120 SCIENCE	149,196
	7210 STUDENT SUPPORT SERVICES	187,839
	7211 NIGHT ADMINISTRATION	82,938
	7220 HEALTH SERVICES CENTER	119,007
	7420 CENTER FOR STUDENT INVOLVEMENT	139,780
	7510 OFFICE TECHNOLOGY	109,154
	7610 ASSESSMENT & COUNSELING	454,910
	7615 VOCATIONAL GUIDANCE PROGRAM	241,216
	7630 ACCOMODATIVE SERVICES	55,093
	7710 COMPUTER SCIENCE	232,280
	7750 ENGLISH	64,881
	7760 DEVELOPMENTAL EDUCATION	410,880
	7810 ELECTRONICS	403,325
	7950 LEARNING RESOURCES CENTER	243,567

GUAM COMMUNITY COLLEGE

FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
	TOTAL REGULAR SALARIES/INCREMENTS	\$10,283,912
120 Benefits-Full Time	1010 OFFICE OF THE PRESIDENT	77,235
	1020 PEACE OFFICER STANDARDS AND TRAININ	17,294
	1030 COMMUNICATIONS & PROMOTIONS	25,409
	1050 ALUMNI RELATIONS	17,294
	1060 PLANNING & DEVELOPMENT	64,114
	1061 GED	16,398
	1065 FACILITIES	92,419
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	70,901
	3010 BUSINESS OFFICE	141,331
	3020 MANAGEMENT INFORMATION SYSTEM	177,189
	3030 HUMAN RESOURCES	97,243
	3040 MATERIALS MANAGEMENT	71,029
	3045 BOOK STORE	8,533
	3060 STUDENT FINANCIAL AID	55,235
	3070 ENVIRONMENTAL SAFETY	29,061
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	12,795
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	56,823
	5020 ADMISSIONS & REGISTRATION	84,102
	5030 AIER	32,322
	5050 CONTINUING EDUCATION	40,695
	6000 DEAN'S OFFICE-TPS	90,366
	6110 AUTOMOTIVE TECHNOLOGY	172,572
	6150 COSMETOLOGY	40,316
	6220 EARLY CHILDHOOD EDUCATION	108,297
	6410 CRIMINAL JUSTICE	63,500
	6420 SOCIAL SCIENCE	66,969
	6550 VISUAL COMMUNICATIONS	18,793
	6610 ADULT BASIC EDUCATION	9,185
	6710 MEDICAL ASSISTANT	106,687
	6730 PRACTICAL NURSING	127,853
	6810 TOURISM & HOSPITALITY	308,737
	6950 CONSTRUCTION TRADES	140,052
	6970 MARKETING	126,630
	6980 ACCOUNTING	21,925
	6990 SUPERVISION & MANAGEMENT	13,932
	7000 DEAN'S OFFICE - TSS	145,929
	7110 MATH	110,341
	7120 SCIENCE	56,267
	7210 STUDENT SUPPORT SERVICES	73,707
	7211 NIGHT ADMINISTRATION	31,712
	7220 HEALTH SERVICES CENTER	43,024
	7420 CENTER FOR STUDENT INVOLVEMENT	62,749
	7510 OFFICE TECHNOLOGY	40,061
	7610 ASSESSMENT & COUNSELING	161,207
	7615 VOCATIONAL GUIDANCE PROGRAM	86,096
	7630 ACCOMODATIVE SERVICES	20,445
	7710 COMPUTER SCIENCE	84,658
	7750 ENGLISH	24,341
	7760 DEVELOPMENTAL EDUCATION	153,793
	7810 ELECTRONICS	143,973

GUAM COMMUNITY COLLEGE

FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
120 Benefits-Full Time	7950 LEARNING RESOURCES CENTER	99,793
	TOTAL BENEFITS-FULL TIME	\$3,941,332
220 Travel: Local Mileage	1020 PEACE OFFICER STANDARDS AND TRAININ	5,155
	TOTAL TRAVEL: LOCAL MILEAGE	\$5,155
230 Contractual Services	1000 BOARD OF TRUSTEES	9,115
	1010 OFFICE OF THE PRESIDENT	33,725
	1020 PEACE OFFICER STANDARDS AND TRAININ	20,000
	1030 COMMUNICATIONS & PROMOTIONS	22,100
	1060 PLANNING & DEVELOPMENT	500
	1061 GED	9,500
	1065 FACILITIES	276,088
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	2,860
	3010 BUSINESS OFFICE	34,125
	3020 MANAGEMENT INFORMATION SYSTEM	510,440
	3030 HUMAN RESOURCES	4,500
	3040 MATERIALS MANAGEMENT	250,500
	3060 STUDENT FINANCIAL AID	1,700
	3070 ENVIRONMENTAL SAFETY	25,000
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	291,318
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	5,600
	5020 ADMISSIONS & REGISTRATION	5,890
	5030 AIER	20,050
	6000 DEAN'S OFFICE-TPS	600
	6110 AUTOMOTIVE TECHNOLOGY	900
	6210 EDUCATION	600
	6220 EARLY CHILDHOOD EDUCATION	600
	6410 CRIMINAL JUSTICE	2,000
	6430 EMT	5,300
	6550 VISUAL COMMUNICATIONS	500
	6610 ADULT BASIC EDUCATION	500
	6620 ADULT HIGH SCHOOL	500
	6640 ESL (ENGLISH AS A SECOND LANGUAGE)	500
	6710 MEDICAL ASSISTANT	2,000
	6730 PRACTICAL NURSING	9,175
	6810 TOURISM & HOSPITALITY	9,500
	6820 CULINARY	14,500
	6970 MARKETING	560
	6980 ACCOUNTING	2,150
	6990 SUPERVISION & MANAGEMENT	1,400
	7000 DEAN'S OFFICE - TSS	200
	7210 STUDENT SUPPORT SERVICES	3,200
	7220 HEALTH SERVICES CENTER	1,550
	7610 ASSESSMENT & COUNSELING	5,055
	7615 VOCATIONAL GUIDANCE PROGRAM	4,095
	7630 ACCOMODATIVE SERVICES	14,000
	7950 LEARNING RESOURCES CENTER	15,491
	TOTAL CONTRACTUAL SERVICES	\$1,617,887
240 Supplies & Materials	1020 PEACE OFFICER STANDARDS AND TRAININ	6,754
	TOTAL SUPPLIES & MATERIALS	\$6,754
290 Miscellaneous Expense	6620 ADULT HIGH SCHOOL	46,176

Tuesday, June 11, 2013 2:09:47 PM

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GUAM COMMUNITY COLLEGE
FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
	TOTAL MISCELLANEOUS EXPENSE	\$46,176
361 Power	1065 FACILITIES	1,578,000
	TOTAL POWER	\$1,578,000
362 Water/Sewer	1065 FACILITIES	48,000
	TOTAL WATER/SEWER	\$48,000
364 TELEPHONE/FAX	1065 FACILITIES	56,429
	TOTAL TELEPHONE/FAX	\$56,429
TOTAL GENERAL FUND		\$17,583,645

GUAM COMMUNITY COLLEGE
FY2014 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2
 ALL Departments

MANPOWER DEVELOPMENT FUND - 04

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments	6110 AUTOMOTIVE TECHNOLOGY	55,775
	6910 APPRENTICESHIP	113,642
	6950 CONSTRUCTION TRADES	49,416
	7810 ELECTRONICS	54,525
	TOTAL REGULAR SALARIES/INCREMENTS	\$273,358
120 Benefits-Full Time	6110 AUTOMOTIVE TECHNOLOGY	18,758
	6910 APPRENTICESHIP	44,331
	6950 CONSTRUCTION TRADES	19,320
	7810 ELECTRONICS	18,351
	TOTAL BENEFITS-FULL TIME	\$100,760
230 Contractual Services	6910 APPRENTICESHIP	27,000
	TOTAL CONTRACTUAL SERVICES	\$27,000
240 Supplies & Materials	6110 AUTOMOTIVE TECHNOLOGY	15,000
	6910 APPRENTICESHIP	59,500
	6950 CONSTRUCTION TRADES	40,326
	TOTAL SUPPLIES & MATERIALS	\$114,826
250 Equipment	6110 AUTOMOTIVE TECHNOLOGY	20,114
	6910 APPRENTICESHIP	63,500
	6950 CONSTRUCTION TRADES	16,350
	TOTAL EQUIPMENT	\$99,964
290 Miscellaneous Expense	6910 APPRENTICESHIP	1,083,083
	TOTAL MISCELLANEOUS EXPENSE	\$1,083,083
TOTAL MANPOWER DEVELOPMENT FUND		\$1,698,991

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, July 12, 2013, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of June 12, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. Travel Request (July ~September 2013)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of June 12, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on June 12, 2013, was called to order at 10:15 a.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos (*arrived approximately 10:22 a.m.*); Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Steven Alvarez, Student Trustee; Mr. R. Gary Hartz, President, GCC Faculty Union.

3. **Others in attendance:** Dr. Mary A.Y. Okada, President; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, TSS; Mr. Reilly Ridgell, Dean, TPS; Mr. Frederick Tupaz.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – May 30, 2013.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 30, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was one communication reported by the President, as follows: A letter dated May 2, 2013, was received from the ACCT with a Member in Good Standing Certificate. This states that the college has renewed its membership and has paid all its dues.

IV. PUBLIC DISCUSSION – There were no requests made.

V. REPORTS

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

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

-Allotment releases. Based on its allotment schedule, the College received from the General fund \$8,137,581, inclusive of the LPN/Vocational Guidance fund of approximately \$464,162; \$717,593 from the Manpower Development Fund; and \$22,946 from the Tourist Attraction Fund. These equates to 70% of allotments received to date.

-None received from the 15% set aside, but as last reported issues for the 15% set aside will be addressed August 2013 to determine how much will be released.

Other activities: President Okada reported the following:

-As an update to Bill No. 84-32, "An act to add a new subsection (f) to Section 2, Part III, Chapter II of Public Law 31-233, relative to the appropriation to the Guam Community College Apprenticeship Program" sponsored by Senators Ben Pangelinan and Tina Muna Barnes. This Bill is requesting \$2 Million in funding under the Tourist Attraction Fund for the college's apprenticeship program. Not sure if the Guam Legislature will put this on the next Session Agenda.

Update to the Capital Improvement Projects on campus:

-There is one more scope of work currently being done for the campus wide security system. There is a recommendation that the College install basic door latch locks similar to what hotels utilizes as an interim solution before considering the swipe cards.

-Pending the final drawdown on the USDA loan, this should be received in a couple of days.

-Building 200 bid has been awarded to ProPacific. Completion date is August 16, 2014. The pre-construction meeting is scheduled for June 12, 2013.

-Foundation Building punch list completion has been extended to August 1, 2013 for the contractor. The only item pending is the uploading of documentation required for LEED certification. This is the contractor's final deadline and was advised of this.

-The College has attended several high school graduations and issuing several certificates of mastery.

-There will be a public hearing on June 13, 2013 and President Okada will be providing testimony on a bill relating to beverage server training. The College has been identified as one of the potential trainers.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-Has been attending more training with COPSA officers.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-Currently working with Dr. Ray Somera to extend the appointment of the Nursing Allied Health Administrator, which will expire June 30, 2013. A joint memo will request for an extension for another year from July 1, 2013 to June 30, 2014. This is in keeping with the stipulation of the Guam Board of Nurse Examiners (GBNE) that in order to grant full approval for the college's Practical Nursing program, this director of nursing position must include the supervision (i.e. evaluation of faculty) and management of the program, as referenced in Public Law 29-71, Administrative Rules and Regulations for the GBNE. Moreover, discussions will begin in fall 2013 on the specific provision from the BOT-GCC Faculty Union Agreement that speaks about the possibility of hiring faculty to be 12-month Department Chairpersons.

-This is the last meeting for Mr. Hartz as President of the Faculty Union. Mr. Fred Tupaz, will be the next Faculty Union President effective July 1, 2013. Mr. Tupaz will be the representative during future BOT meetings. Mr. Hartz also thanked the Board for their support.

Support Staff Advisory Member: Trustee Kenneth Bautista reported as follows:

-President met with Staff Senate regarding issues with the merit awards and increments.

3. Board of Trustees Community Outreach Report. Trustees Belanger, Arriola, Ramos, Sablan, Alvarez, Hartz, and Bautista attended the GCC graduation on May 17, 2013. Congresswoman Bordallo's birthday party was attended by Trustees Belanger, Arriola, Sablan and Ramos. Trustee Belanger attended the College Career Readiness Workshop.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

- Building 200 (Renovation)-As previously reported the President informed the Board that the pre-construction meeting is scheduled for 1:30 p.m., June 12, 2013.
- Building 100-The architectural design is still a work in progress.
- Forensic Lab-The architectural design is complete and the USDA loan is currently being finalized.

2. BOT Assessment. As requested during the last meeting, the Board members and participants were requested to complete either an electronic or a hard copy survey. Several members have completed the survey. They were reminded to complete the ACCJC online course regarding Basic Accreditation.

VII. NEW BUSINESS.

1. FY2014 Amended Budget. The Board was provided a copy of the Guam Community College Fiscal Year 2014 Amended Budget for approval. The President informed the Board that the Governor issued an executive order lifting the freeze on Government of Guam employees' increments and allowing for merit bonus issuance. The only adjustment would be those pages, which affects personnel's salaries and benefits, including the staffing pattern. President Okada further informed the Board that an email was sent to Mr. John Rios of BBMR regarding the college's intent to amend its FY2014 budget. The budget hearing for the college will be sometime during the first week of July 2013. The difference in amount is approximately \$100,000.

President Okada apprised the Board that there is a possibility that the Government of Guam Hay Study plan will be implemented and that the budget does not include funding for this. Unless the government identifies a specific funding source for this, the college would have to absorb the cost of approximately \$100,000 and vacant positions will not be filled. The President is not aware of any retroactive payment. This Hay Study plan will affect about 40-50 Step 1 and Step 2 employees. During the college's budget hearing, the Board asked that the Guam Legislature should be made aware that the college does not have funding for the implementation of this Hay Study.

After further review of the amended budget, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE AMENDED BUDGET FOR FISCAL YEAR 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays).

At this time, the Board Chair recognized Dean Reilly Ridgell, who will retire next month. The Dean and the Board both thanked each other for their work together through the years.

At approximately 10:40 a.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. Personnel Matters

2. Labor Management Relations
3. Legal Matters

At 11:10 a.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ADOPT PRESIDENT MARY OKADA'S PRIOR PERFORMANCE EVALUATION REPORT OF JUNE 16, 2011 TO JUNE 15, 2012 FOR THE CURRENT PERFORMANCE EVALUATION REPORT OF JUNE 16, 2012 TO JUNE 15, 2013, NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays).

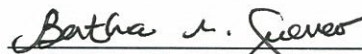
IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA THAT THE MEETING OF June 12, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of June 12, 2013, adjourned at approximately 11:13 a.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

JUL 12 2013

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

JUL 12 2013

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

JUL 12 2013

PRESIDENT'S TRAVEL SCHEDULE
July - September 2013

Conference Title	Date	Location	Sponsor:
Dusit Thani College and Le Cordon Bleu Dusit Culinary School Visit***	July 25-28, 2013	Bangkok, Thailand	Dusit Thani College
PPEC Fall Meeting**	September 5-6, 2013	Pohnpei	Pacific Post Secondary Council (PPEC)

Funding Source:
 50% PPEC, *100% President's Promo Account

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – August 9, 2013, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of July 12, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. BOT Travel
2. Travel Request (October~November 2013)

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 12, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on July 12, 2013, was called to order at 12:30 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Steven Alvarez, Student Trustee; Mr. R. Gary Hartz, Vice-President, GCC Faculty Union (*representing Mr. Fred Tupaz*).

Not in attendance: Mr. Frank P. Arriola (schedule conflict)

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Dr. Gina Tudela, Dean, TSS; Dr. Juan Flores, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – June 12, 2013.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 12, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – There were no requests made.

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:

-Allotment releases. Based on its allotment schedule, the College received from the General Fund approximately \$9.3 Million, inclusive of the LPN/Vocational Guidance fund of approximately \$529,000; and \$837,000 from the Manpower Development Fund. These equates to 80% of allotments received to date.

-The College anticipates it will receive word sometime in August 2013 as to what will be released for the remaining two months of this fiscal year.

-The College also has officially drawn down the USDA funds of approximately \$3.4 Million. There is still a balance yet to be received due to a pending issue required by August 1, 2013. However, loan payments are up to date.

BOT - Meeting of July 12, 2013

Page 2 of 4

-FEMA has released via Congresswoman Bordallo's office \$1.95 Million to the College in support of Building 200 and \$277,750 DOI grant funding was received for the A&E design for Building 100.

-The President had an opportunity during her trip to meet with the Department of Interior and was able to submit two additional grants for training in sustainability.

- Funding was available under the Maintenance Assistance Program (MAP) and a grant was submitted for approximately \$70,000 to train Government of Guam employees, including GCC's maintenance personnel in PBI, PBII and renewable energy.
- Submitted for six solar compact bellies-trash compactors for recycling efforts on campus to reduce trash space and amount of trash pick-ups.

Other activities: President Okada reported the following:

Update to the Capital Improvement Projects on campus:

-Finalizing the campus wide fire alarm system. As last reported, quotes would have to be obtained due to bids that not submitted. Two quotes were received on June 28, 2013.

-Have been purchasing and replacing energy efficient air-conditioning units.

-Demolished the old nursing office that was located between Building A and the Allied Health Center.

-T-6 building will be completely demolished and removed from the campus, including removal of the tree, which has been tearing up the parking lot nearby.

-Request for Proposals for the A&E project for Building 100, supported by the Board, will be released within the next two months.

-Plans for groundbreaking ceremony for Building 200 are underway, which will be held on Friday, July 19, 2013 at 11:30 a.m. Invitations were extended to the Governor, Lt. Governor, Congresswoman Bordallo's office, and others.

-Typhoons shutters will be installed for Buildings 1000, 2000, 3000, 4000, and 400.

-As an update, fences around the ponding basin and a perimeter fence around the firing range were identified as part of the CIP projects.

-As to the assessment and clean up of the firing range, NRA paid for the assessment and GEPA awarded \$25,000 for the clean up. Once GEPA reviews the environmental assessment, the College will apply for additional funding for the clean up. Funding for the fence is a priority due to safety issues and will be determined once the FY2014 CIP projects have been identified and finalized.

-Restroom renovation by the MPA in Building 400 is a work in progress.

-Guam Energy retrofits for light fixture projects are almost complete and will be closing out this grant. The 2nd phase of this project will begin within the week with FY2013 CIP funding.

Other updates:

-There is an increase of apprentices that have been developing standards with the College. CE provided a list of companies that were added to the apprenticeship program as follows: G4S Security Systems, Atkins Kroll, Avis Car Care, Zephyr Cooling Technologies, Hawaiian Rock, GTA, Gulf Copper, Rosendin Electric, Nippo Corp., Western Partitions, Barrett Plumbing, FACS Incorporated, Lam Lam Tours and Pacific Unlimited. There are 460 apprentices enrolled to date.

-The College just completed the National Summer Transportation Institute (NSTI) program. One parallel track was funded by the Office of Highway Safety and another track by the College Access Grant.

-An extension for the College Access Grant was received which allowed the College to use grant funding of \$1.5 Million through FY2014.

-Recently passed into law was Bill No. 118-32, which is now Public Law No. 32-51. This is relative to alcohol beverage control and known as the "Responsible Alcohol Sales and Service Act," which allows the College to develop a curriculum for a bartender course. This law also includes those who sell liquor.

-Summer Campus Activities: Ongoing are the Project Aim summer programs and College Access

BOT - Meeting of July 12, 2013

Page 3 of 4

summer programs. The Citibank's Post Secondary Education Accessibility Initiative began June 7, 2013 with 16 participants.

-Summer enrollment is 521, compared to 551 last semester. There are fewer students enrolled but there are more seat count and courses taken.

-The College is working with the Governor's Office who has requested the College to develop a curriculum presentation for all Board and Commissions to be trained. There is a timeline and CE is working on this. This involves an educational requirement for Board members.

-Introduced as Bill No. 84-32 and now Public Law No. 32-061, originally requested a \$2 Million appropriation to assist with the GCC apprenticeship program. The Bill lapsed into law but final amount negotiated is \$1.5 Million. Funding will be from the Tourist Attraction Fund.

-The GCC budget hearing is scheduled for Monday, July 29, 2013, at 2:00 p.m. for the FY2014 Budget. Board members were encouraged to attend.

-Dr. Ray reported that as a result of Ms. Dee Manglona's and Dr. Juan Flores' meeting with the Guam Board of Nursing Examiners (GBNE), the College has been granted full approval for its Practical Nursing Program after eight (8) years of waiting for official recognition of quality instruction.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-Has now completed all the training with COPSA officers.

-COPSA has been assisting with the tours for summer camps on campus and field trips from the middle schools.

-Waiting for new school year to begin and will be assisting with orientations.

Faculty Advisory Member: None to report at this time, however, Mr. Gary Hartz mentioned that Mr. Fred Tupaz apologized for not attending today's meeting due to work related commitments.

Support Staff Advisory Member: Trustee Kenneth Bautista mentioned none to report at this time.

3. Board of Trustees Community Outreach Report. There was none to report at this time.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation)-As previously reported by the President groundbreaking is scheduled for July 19, 2013 at 11:30 a.m.

-Building 100-This project is now funded by the Department of Interior and is ready for construction.

-Forensic Lab-The architectural design is complete and will be moving forward depending on USDA's approval of the \$6 Million loan.

VII. NEW BUSINESS.

1. Travel Request (July~September 2013). The President will be attending a meeting with the Dusit Thani College and Le Cordon Bleu Dusit Culinary School in Bangkok, Thailand July 25-28, 2013; and will be attending a Pacific Post Secondary Council (PPEC) fall meeting September 5-6, 2013 in Pohnpei. Fifty percent of this trip will be funded by PPEC. An electronic vote was previously conducted and received full Board approval. For the record, the following motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE STEVEN

ALVAREZ, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR JULY THROUGH SEPTEMBER 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:55 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:15 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations/recognition for the following:

- Congratulations to Ms. Rose Levin for receiving her Master's Degree in Nursing; and
- Commending the College for receiving recognition for its LPN program from the Guam Board of Nursing Examiners (GBNE).
- Also, at this time, the Board will place on the next meeting Agenda under New Business, the request for travel by Student Trustee Steven Alvarez to attend the upcoming NCSL Conference and other BOT travel.

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)


IX. ADJOURNMENT

MOTION

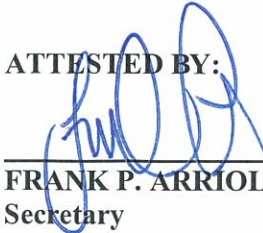
IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN THAT THE MEETING OF JULY 12, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of July 12, 2013, adjourned at approximately 1:17 p.m.

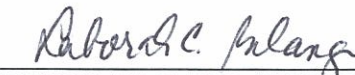
SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

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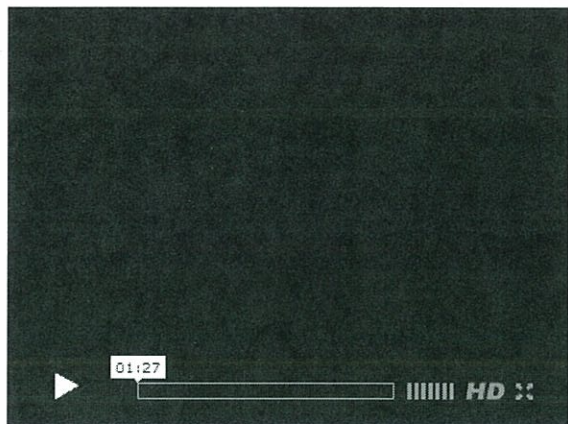
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2013 ACCT Leadership Congress - October 2-5

Wednesday, October 2, 2013 12:30 pm to Saturday, October 5, 2013 12:30 pm
 ACCT
 Seattle Washington
 United States



Join over 1,500 community college trustees, presidents, and other leaders and advocates in Seattle, Washington from October 2 - 5, 2013. The theme of this year's Congress is **"Society Demands, Community Colleges Deliver: Moving the Needle"**



REGISTRATION FOR THE 2013 LEADERSHIP CONGRESS IS NOW OPEN!

Due to the unprecedented amount of interest in the 2013 ACCT Congress, the association must continue to enforce its longstanding policy that only registered conference participants may attend ACCT Congress meetings and sessions.

For Online Registration [CLICK HERE \(http://registration.experientevent.com/showACT132/\)](http://registration.experientevent.com/showACT132/)

To Download a Registration Form [CLICK HERE \(http://www.acct.org/files/Events/2013%20Congress/ACCT%20Registration%20Form.pdf\)](http://www.acct.org/files/Events/2013%20Congress/ACCT%20Registration%20Form.pdf)

Hotel Accommodations

ACCT has secured a limited amount of sleeping rooms for registered attendees of the 2013 Annual Leadership Congress at the Sheraton Seattle Hotel and at the Grand Hyatt Seattle. Only registered attendees will be eligible for the special conference rates being offered. Both hotels are located in the heart of the city's thriving retail and theater district adjacent to the Washington State Convention Center.

Special ACCT Congress Attendee Room Rates:

- Sheraton Seattle Hotel: \$229.00 single/double occupancy
- Grand Hyatt Seattle: \$239.00 single/double occupancy

Deadline: Reservations must be made by **September 9, 2013**

Deposit: A deposit equal to one night's stay (guest room and tax) is required to hold each individual's reservation.

Please note: Book your sleeping room early. Sleeping rooms and special rates are available on a first-come first-serve basis and may sell out prior to the deadline.

2 Easy Ways to Book Your Hotel Book: Online or Call

Sheraton Seattle Hotel

Click Here: <https://www.starwoodmeeting.com/Book/acct2013> (<https://www.starwoodmeeting.com/Book/acct2013>)

888-627-7056 (toll-free) Sheraton

Grand Hyatt Seattle

Click Here: <https://resweb.passkey.com/go/acct13> (<https://resweb.passkey.com/go/acct13>)

402-935-5352 Hyatt

Keep coming back for updates, or e-mail congress@acct.org (<mailto:congress@acct.org>) with any questions about the 2013 Congress.

If you experience any problems making room reservations please contact Anne Campbell at 202-499-5550 or Jeremy Lightner at 202-775-6484 at ACCT and they will gladly assist you.

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Schedule of Events

DRAFT PRELIMINARY SCHEDULE OF EVENTS

GRAND HYATT SEATTLE AND

WASHINGTON STATE CONVENTION CENTER

September 30 - October 5, 2013

Monday, September 30

4:00 p.m. – 6:00 p.m. MEETING: ACCT Board of Directors Executive Committee – Grand Hyatt Seattle

Tuesday, October 1

8:00 a.m. – 9:30 a.m. MEETING: ACCT Finance and Audit Committee – Grand Hyatt Seattle

8:00 a.m. – 9:30 p.m. MEETING: ACCT Public Policy Committee – Grand Hyatt Seattle

8:00 a.m. – 9:30 a.m. MEETING: ACCT Member Communications and Education Committee– Grand Hyatt Seattle

9:30 a.m. – 11:00 a.m. MEETING: ACCT Diversity Committee – Grand Hyatt Seattle

10:00 a.m. – 11:30 a.m. MEETING: ACCT Governance and Bylaws Committee – Grand Hyatt Seattle

11:30 a.m. – 1:00 p.m. OPENING LUNCHEON: Symposium (By Invitation Only) – Grand Hyatt Seattle

1:00 p.m. – 4:30 p.m. Symposium (By Invitation Only) – Grand Hyatt Seattle

5:00 p.m. – 6:00 p.m. MEETING: ACCT TRUST FUND BOARD – Grand Hyatt Seattle

5:30 p.m. – 6:30 p.m. RECEPTION: Symposium (By Invitation Only) – Grand Hyatt Seattle

Wednesday, October 2

7:30 a.m. – 5:00 p.m. ACCT REGISTRATION – Washington State Convention Center

7:30 a.m. – 5:00 p.m. VOTING DELEGATE DESK– Washington State Convention Center

8:00 a.m. – 11:30 p.m. Symposium (By Invitation Only) – Grand Hyatt Seattle

10:30 a.m. – 4:00 p.m. PRE-CONGRESS ACADEMY: THE CHAIR'S ACADEMY: THE LEADERSHIP TEAM OF THE BOARD – Washington State Convention Center

11:00 a.m. – 4:00 p.m. PRE-CONGRESS ACADEMY: Effective Board Governance: Policy Governance to Traditional Models – Washington State Convention Center

11:00 a.m. – 4:00 p.m. PRE-CONGRESS ACADEMY: THE BOARD'S GUIDE TO PRESIDENTIAL CONTRACTS – Washington State Convention Center

11:00 a.m. – 4:00 p.m. POLICY AND GUIDELINES FOR FISCAL HEALTH & MANAGEMENT – Washington State Convention Center

11:30 a.m. – 12:45 p.m. CLOSING LUNCHEON: Symposium(By Invitation Only) – Grand Hyatt Seattle

1:15 p.m. – 3:30 p.m. MEETING: ACCT Board of Directors – Grand Hyatt Seattle

3:30 p.m. – 5:00 p.m. MEETING: ACCT State, Province and Territory Coordinators Network – Washington Convention Center

4:00 p.m. – 5:30 p.m. TASTE OF SEATTLE MARKETPLACE Hosted by the Washington State Community Colleges – Washington State Convention Center

5:30 p.m. – 7:30 p.m. OPENING GENERAL SESSION – Washington State Convention Center

Keynote Speaker: Bill Gates, Co-Chair and Trustee, Bill & Melinda Gates Foundation

Thursday, October 3

7:00 a.m. – 5:00 p.m. ACCT REGISTRATION – Washington State Convention Center

7:00 a.m. – 5:00 p.m. VOTING DELEGATE DESK – Washington State Convention Center

8:00 a.m. – 9:00 a.m. MEETING: ACCT Corporate Council Roundtable – Washington State Convention Center

8:00 a.m. – 9:00 a.m. CONCURRENT SESSIONS – Washington State Convention Center

9:15 a.m. – 10:15 a.m. CONCURRENT SESSIONS – Washington State Convention Center

10:30 a.m. – 11:30 a.m.	CONCURRENT SESSIONS – Washington State Convention Center
11:45 a.m. – 1:30 p.m.	GENERAL SESSION LUNCHEON– Washington State Convention Center Keynote Speaker: Jamie Merisotis, President and CEO, Lumina Foundation
1:45 p.m. – 3:15 p.m.	ACCT REGIONAL CAUCUSES AND MEETINGS — Washington State Convention Center
1:45 p.m. – 4:45 p.m.	SPECIAL SESSION: Professional Board/Staff Network (PBSN) Workshop SESSIONS – Washington State Convention Center
2:00 p.m. – 3:00 p.m.	CONCURRENT SESSIONS – Washington State Convention Center
2:00 p.m. – 4:00 p.m.	MEETING: Community College Lawyers Roundtable –Washington State Convention Center
3:15 p.m. – 4:15 p. m.	CONCURRENT SESSIONS – Washington State Convention Center
2:00 p.m. – 3:30 p.m.	MEETING: ACCT Advisory Committee of Presidents
3:15 p.m. – 4:15 p.m.	MEETING: ACCT Chair's Advisory Committee
3:30 p.m. – 5:00 p.m.	MEETING: AACC Presidents Academy Executive Committee
TBD	MEETING: Association of Latino Community College Trustees – Washington State Convention Center
4:30 p.m. – 5:30 p.m.	SPECIAL SESSIONS
5:30 p.m. – 7:00 p.m.	WELCOME RECEPTION – Washington State Convention Center

Friday, October 4

-	
7:30 a.m. – 10:00 a.m.	MEETING: National Council of State Association Chief Executives – Washington State Convention Center
-	
8:00 a.m. – 4:00 p.m.	ACCT REGISTRATION – Washington State Convention Center
8:00 a.m. – 9:00 a.m.	CONCURRENT SESSIONS – Washington State Convention Center
8:30 a.m. – 10:30 a.m.	ACCT SENATE MEETING – Washington State Convention Center
9:15 a.m. – 10:15 a.m.	CONCURRENT SESSIONS – Washington State Convention Center

10:30 a.m. – 11:30 a.m.	CONCURRENT SESSIONS– Washington State Convention Center
10:30 a.m. – 11:45 a.m.	MEETING: African American Trustees – Washington State Convention Center
12:00 p.m. – 2:00 p.m.	GENERAL SESSION LUNCHEON – Washington State Convention Center
2:15 p.m. – 3:30 p.m.	MEETING: Asian, Pacific Islander and Native American Trustees
-	
2:30 p.m. – 3:30 p.m.	CONCURRENT SESSIONS – Washington State Convention Center
3:00 p.m. – 4:15 p.m.	MEETING: ACCT Board of Directors – Washington State Convention Center
3:45 p.m. – 4:45 p.m.	CONCURRENT SESSIONS – Washington State Convention Center
7:00 p.m. – 10:00 p.m.	ANNUAL AWARDS GALA– Washington State Convention Center

Saturday, October 5

8:00 a.m. – 9:30 a.m.	WELCOME SESSION: New ACCT Board Members – Washington State Convention Center
9:00 a.m. – 10:00 a.m.	BRIEFING: ACCT Regional Nominating Committees – Washington State Convention Center
10:15 a.m. – 12:00 p.m.	CLOSING GENERAL SESSION BRUNCH– Washington State Convention Center
	Keynote Speakers: The "View" on Accreditation
	Barbara A. Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges
	Barbara Brittingham, Pd.D., Director of the Commission, New England Association of Schools and Colleges Commission on Institutions of Higher Education
	Sandra E. Elman, Ph.D., President, Northwest Commission on Colleges and Universities
	Sylvia Manning, Ph.D., President, The Higher Learning Commission for the North Central Association of Colleges and Schools
	Belle S. Wheelan, Ph.D., President, Southern Association of Colleges and Schools Commission on Colleges



CONFERENCES

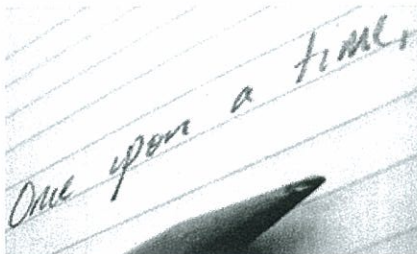
CERTIFIED STUDENT LEADER COURSE

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COURSE LOGIN

MY ACCOUNT



Student Workshop

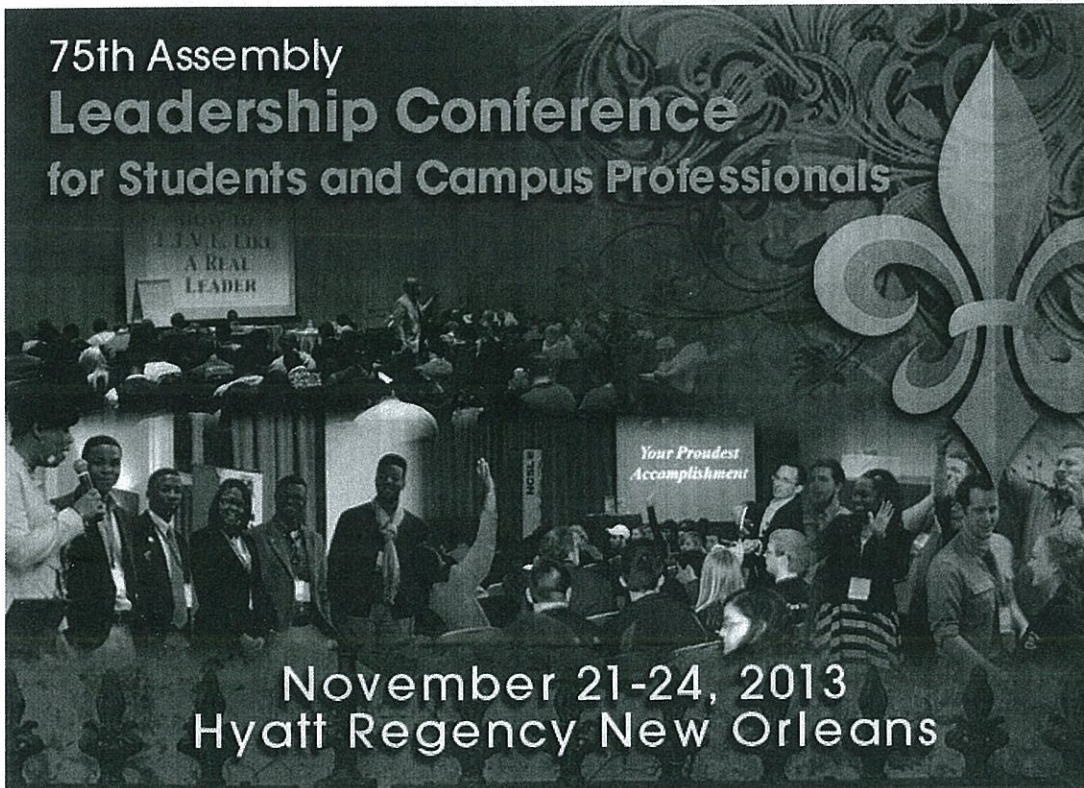
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75th Assembly Leadership Conference for Students and Campus Professionals



November 21-24, 2013
Hyatt Regency New Orleans

Dedicated to providing you with a life-changing leadership experience.

"Students and advisors should attend an NCSL conference because not only will it help them in their college life and careers but in their personal life too." - Sarah McGuigon, SGA Member, Lehigh Carbon Community College

PRESIDENT'S TRAVEL SCHEDULE
October - November 2013

Conference Title	Date	Location	Sponsor:
2013 National Career Pathways Network Conference**	October 13-15, 2013	San Antonio, TX	National Career Pathways Network (NCPN)
13 th Annual Pacific Region Investment Conference***	November 7-8, 2013	Manila, PI	Asia Pacific Association for Fiduciary Studies (APAFS)

Funding Source:
 50%/50% WIA/Perkins Grant, *100% APAFES

2013 GCC Fall Convocation
Monday, August 12, 2013
Zefiro Ballroom, Leo Palace Resort

Convocation Theme: *Innovation and its Broader Impacts*

Approximate time

6:00 pm	Introduction & Presentation of Officers: Participatory Governance Bodies <i>Faculty Senate, Staff Senate, COPSA</i>	8:40	New Academic Year Greetings <ul style="list-style-type: none">• <i>Robin Roberson</i> Faculty Senate President• <i>Elizabeth Duenas</i> Staff Senate President• <i>Jennifer Esteves</i> COPSA President
6:10	Board of Trustees/ Foundation Board of Governors	8:50	Message to Faculty <i>Fred Tupaz</i> Faculty Union Chair
	Welcoming Remarks <i>Deborah C. Belanger, BOT Chair; Lorraine C. Okada, Foundation Board Chair</i>	9:00 pm	7th Annual Assessment Awards Committee on College Assessment (CCA) <ul style="list-style-type: none">• Best Instructional Effort• Best Student Services Effort• Best Administrative Unit Effort• Most Improved Assessment Effort• Best Assessment Model• Commitment to Assessment
6:15	STATE-OF-THE-COLLEGE-ADDRESS <i>Dr. Mary A. Y. Okada</i> President		
6:45	CONVOCATION ADDRESS <i>Dr. R. Ray D. Somera</i> Vice President for Academic Affairs		
7:15	DINNER BUFFET		
8:15- 8:30	Recognition and Celebration of School Milestones <i>Dr. Virginia Tudela, TSS Dean</i> <i>Dr. Juan Flores, TPS Dean</i>		



Emcee: **Jayne T. Flores**, Asst. Director, Communications and Promotions

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – August 30, 2013, 11:00 a.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Swearing In and Administration of the Oath of Office to newly confirmed GCC Member Mr. John Benito
2. Roll Call
3. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of August 9, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. GCC's Merit Bonus Policy
2. BOT Educational Program Requirement

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

MEMBER, BOARD OF TRUSTEES
Guam Community College

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on August 30, 2013.*



Member (Signature)

The Oath of Office was administered by the Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 9, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on July 12, 2013, was called to order at 12:05 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Fred Tupaz, President, GCC Faculty Union.

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Dr. Gina Tudela, Dean, TSS; Dr. Juan Flores, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications & Promotions.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – July 12, 2013.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 12, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – There were no requests made.

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:

-Allotment releases. Based on its allotment schedule, the College received from the General fund approximately \$10.5 Million; approximately \$585,000 in support of the LPN/Vocational Guidance fund; \$956,789 in support of the Manpower Development Fund.

-The College is in contact with BBMR regarding release of the 15% reserve and anticipates the release of funding in the upcoming weeks. As for the Tourist Attraction Fund, BBMR has released an allotment of \$1 Million and is waiting for DOA to issue the check.

-To date, the College has received 90% of its appropriations.

-On July 29, 2013, the President testified on behalf of the College concerning its Fiscal Year 2014 Budget. Trustee Gina Ramos was present on behalf of the Board. Written testimony was also submitted.

BOT - Meeting of August 9, 2013
Page 2 of 5

The testimony went well and senators present commended the College on several different things.

Other activities: President Okada reported the following:

Update to the Capital Improvement Projects on campus:

- The installation of typhoon shutters on campus is a work in progress. The windows are now being measured. The campus should be typhoon secured in the next couple of months.
- Other CIP projects are underway and no other issues have arisen concerning them.
- Building 200-still a work in progress.
- Foundation Building-the contractors, Orion, met the LEED requirement deadline and now waiting for the final report for certification.
- Student Registration update. Approximately 2,508 students have registered to date, in comparison to 2,578 who registered approximately the same time last year. Registration continues through next week.
- New student orientation was recently held, which included a tour of the campus.

Other updates:

- The Guam Legislature recently passed Public Law No. 32-031, introduced as Bill No. 65-32. This is an "Act to *add* a new §43116 to Article 1 of Chapter 43, Division 4 of Title 5, Guam Code Annotated, relative to providing for educational programs for members of Boards and Commissions."

As last reported, the Governor's Office requested that the College develop a curriculum presentation for all Board and Commissions that need to be trained. A CD was put together for distribution by the Governor's office. The CD covers basic board training, procurement, the Open Government Law and other board responsibilities. It would be the institution's responsibility to add its enabling law and other documents relative to its board's purview. The President pointed out that Board training is part of its assessment process. GCC Board training will be conducted soon including a PowerPoint presentation.

-Currently working on an NSF-ATE grant with McRel.

- A Statement of Intent was signed on a recent trip with Dr. Ray, Mr. Norman Aguilar, and the President with representatives from the Dusit College and Dusit International. This is an inter-institutional cooperation statement for educational exchange and articulation. They have identified different areas for a project such as a 2+2 or a 3+1 articulation for culinary students. Dusit International will be setting up sometime on Guam and were invited to consider recruiting GCC students. A copy of the Statement of Intent will be provided to the Board.

-The dean's have been busy with new faculty on board and today, August 9, 2013 was the new employee orientation, including updating of the faculty and student handbook.

-Monday, August 12, 2013 is the Convocation at Leo Palace. Theme for this year is "Innovation and its Broader Impacts." All are encouraged to attend and to provide input. A "State-Of-The College Address" will be presented by the President.

-Labor Day Picnic is September 1, 2013 at the Ypao Beach Park and all are invited.

-September 14, 2013 is the GCC Foundation Board of Governors' golf tournament. More details will be provided.

-The MagPro Awards is coming up and the President is a member of the nominating and judging committee.

-The College is currently working on a "Veterans & Military Families Outreach Services" page to be included on its website.

-In lieu of the GCC gala dinner on October 26, 2013, it will be a leadership dinner as an update for the Institutional Strategic Master Plan and anticipate the gala dinner to be held in early 2014.

-There is a new board member awaiting confirmation from the Guam Legislature.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

- Student orientation was held on Wednesday, August 7, 2013, and approximately 350 attended, including the Management Team. A campus tour was part of the orientation. Comments were positive.
- Trustee Alvarez provided a CSI event calendar to the Board.

Faculty Advisory Member: Mr. Fred Tupaz reported as follows:

- Today, August 9, 2013, is the first day back for the faculty.
- Looking forward to this year's Convocation on Monday, August 12, 2013.
- The Union on behalf of the faculty will be submitting testimony in support of the College's Fiscal Year 2014 Budget request and will be requesting to ensure that the College receives its full appropriation, including being exempted from the 15% reserve.

Support Staff Advisory Member: Trustee Kenneth Bautista reported as follows:

- Recognizing support staff for their assistance with the new school year.

3. Board of Trustees Community Outreach Report.

The following Board member attendance was noted:

- Confirmation hearing was held on July 25, 2013 for Mr. John Benito as GCC BOT member was attended by Trustees Sablan and Belanger.
- Trustee Ramos attended the FY2014 budget hearing on Monday, July 29, 2013.
- Building 200 groundbreaking ceremony on July 19, 2013, was attended by Trustees Arriola and Sablan.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

- Building 200 (Renovation)-The President reported that the groundbreaking was held on Friday, July 19, 2013 at 11:30 a.m., which was well attended. An issue concerning the student's walkway was brought up and has now been resolved. A covered walkway was provided to accommodate students when it rains.
- Building 100/Forensic Lab -Waiting for a support letter from the Governor's Office for the use of the TEFF funding for this project. The liquid fuel tax that was previously requested to pay the USDA loan has been redirected. A Bill to be introduced by Speaker Won Pat is in support of funding for this USDA loan.

VII. NEW BUSINESS.

1. BOT Travel.

ACCT Travel: The Board was provided with hard copies regarding the 2013 ACCT Leadership Congress conference October 2-5, 2013, in Seattle, Washington. As previously discussed, there was interest from some Board members to attend. The President will be attending a meeting in California with Sanguard and a separate meeting with a former BOT member, Mr. Felix Sablan, concerning projects with the College. As part of the entertainment during the Leadership dinner and further discussions with projects with Mr. Sablan's organization, Trustee Frank Arriola will also attend this meeting. He will attend the meeting on his route to the ACCT conference. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GCC BOARD OF TRUSTEES TRAVEL FOR TRUSTEES FRANK ARRIOLA, GINA RAMOS AND STEVEN ALVAREZ TO ATTEND THE 2013 ACCT LEADERSHIP CONGRESS CONFERENCE IN SEATTLE, WASHINGTON ON OCTOBER 2-5, 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

National Center for Student Leadership (NCSL) Conference: Student Trustee Steven Alvarez previously submitted a request to attend this conference on November 21-24, 2013 in New Orleans, Louisiana. Trustee Alvarez explained that it is an annual conference to train campus leaders from around the world. Certification is also issued should the student pass the test. Prior COPSA officers have attended. Individuals provided their tickets, COPSA paid for the room and board, plus registration.

Former Student Trustee Paling Cruz attended this conference as a BOT member; however, funding is still an issue, as this was not budgeted. Another recommendation was to share the costs for the room and board, plus registration with the BOT and COPSA.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THE BOARD APPROVE THE TRAVEL FOR TRUSTEE STEVEN ALVAREZ TO ATTEND THE NATIONAL CENTER FOR STUDENT LEADERSHIP (NCSL) CONFERENCE IN NEW ORLEANS, LOUISIANA ON NOVEMBER 21-24, 2013, SUBJECT TO AVAILABILITY OF FUNDS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. Travel Request (October~November 2013). The President will be attending the 2013 National Career Pathways Network Conference in San Antonio, Texas October 13-15, 2013. This is federally funded by the State Funds for Workforce Investment Act and Perkins Act; and will be attending the 13th Annual Pacific Region Investment Conference November 7-8, 2013 in Manila as a board member of the Asia Pacific Association for Fiduciary Studies (APAFS), which is providing funding for this trip.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR JULY THROUGH SEPTEMBER 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:35 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 12:55 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger, on behalf of the Board, extended a back to school welcome to the College's faculty, staff and administration.

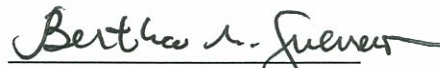
IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF AUGUST 9, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

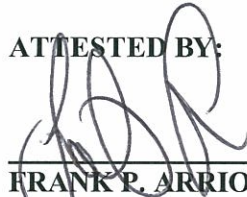
There being no further discussions, the meeting of August 9, 2013, adjourned at approximately 12:57 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

SEP 06 2013

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

SEP 06 2013

**Guam Community College
Board of Trustees
Resolution 8-2013**

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.

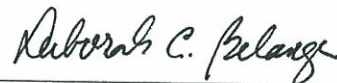
NOW, THEREFORE, IT IS RESOLVED that pursuant to 4 GCA §6203, merit bonuses shall be rewarded to qualifying employees by a lump sum bonus payment for up to three prior years.

IT IS 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.

IT IS 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.

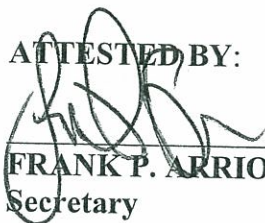
IT IS FURTHER RESOLVED that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

ADOPTED the 30th day of August 2013.



DEBORAH C. BELANGER
Chairperson

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

EDDIE BAZA CALVO
Governor



RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

MAY 10 2013

Honorable Judith T. Won Pat, Ed.D.
Speaker
I Mina'trentai Dos na Liheslaturan Guåhan
155 Hesler Street
Hagåtña, Guam 96910

32-13-401
Office of the Speaker
Judith T. Won Pat, Ed.D.
Date 5/10/13
Time 4:24 PM
Received by [Signature]

Dear Madame Speaker:

Transmitted herewith is Bill No. 65-32 (COR) "AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS" which I signed into law on May 10, 2013 as **Public Law 32-031**.

Senseramente,


EDDIE BAZA CALVO

Attachment: copy of Bill

2013 MAY 13 AM 8:10

401

Ricardo J. Bordallo Governor's Complex • Adelup, Guam 96910
Tel: (671) 472-8931 • Fax: (671) 477-4826 • www.governor.guam.gov • calendar.guam.gov



Eddie Baza Calvo

I MINA'TRENTAI DOS NA LIHESLATURAN GUÅHAN
2013 (FIRST) Regular Session

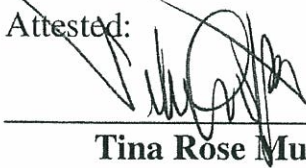
CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LAHEN GUÅHAN

This is to certify that **Bill No. 65-32 (COR)**, "AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING FOR EDUCATIONAL PROGRAMS FOR MEMBERS OF BOARDS AND COMMISSIONS", was on the 30th day of April, 2013, duly and regularly passed.



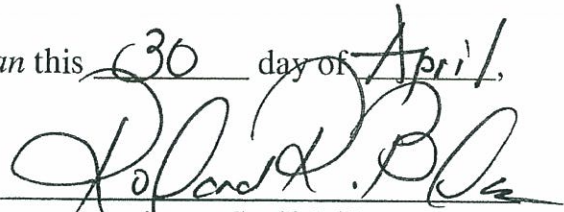
Judith T. Won Pat, Ed.D.
Speaker

Attested:



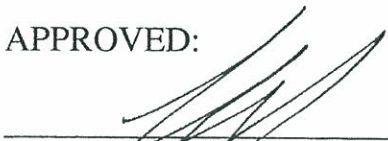
Tina Rose Muña Barnes
Legislative Secretary

This Act was received by *I Maga'lahaen Guåhan* this 30 day of April,
2013, at 2:00 o'clock P.M.



Assistant Staff Officer
Maga'lahi's Office

APPROVED:



EDWARD J.B. CALVO
I Maga'lahaen Guåhan

Date: MAY 1 0 2013

Public Law No. 32-031

I MINA TRENTAI DOS NA LIHESLATURAN GUÅHAN
2013 (FIRST) Regular Session

Bill No. 65-32 (COR)

As amended by the Committee
on General Government Operations and
Cultural Affairs.

Introduced by:

Michael F. Q. San Nicolas

T. C. Ada

V. Anthony Ada

Frank B. Aguon, Jr.

B. J.F. Cruz

Chris M. Dueñas

Michael T. Limtiaco

Brant T. McCreadie

Tommy Morrison

T. R. Muña Barnes

Vicente (ben) C. Pangelinan

R. J. Respicio

Dennis G. Rodriguez, Jr.

Aline A. Yamashita, Ph.D.

Judith T. Won Pat, Ed.D.

**AN ACT TO ADD A NEW §43116 TO ARTICLE 1 OF
CHAPTER 43, DIVISION 4 OF TITLE 5, GUAM CODE
ANNOTATED, RELATIVE TO PROVIDING FOR
EDUCATIONAL PROGRAMS FOR MEMBERS OF
BOARDS AND COMMISSIONS.**

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Short Title. This Act *shall* be cited as the “Responsible Boards
and Commissions Education Act.”

Section 2. Legislative Findings and Intent. *I Liheslaturan Guåhan* finds
that Public Law 24-191 established a single educational program at the University

of Guam to train members of boards and commissions. This educational program was repealed by Public Law 28-76.

I Liheslaturan Guåhan further finds that, although the existence of training for board members is beneficial to the operations of boards and commissions, each board and commission generally has its own specific statutes and rules and regulations which it must follow. Such a program should be optimized to deal with matters most relevant for each board and commission.

Additionally, *I Liheslatura* finds that errors by the members of boards and commissions can result in procurement delays, as well as litigations, which have historically cost the government significant sums.

Therefore, it is the intent of *I Liheslaturan Guåhan* to establish training and curriculum to educate members of boards and commissions on the various statutes, rules and regulations which they must follow, and of which they must be aware to accomplish the purposes for which each board or commission is established, by adding a new §43116 to Title 5 GCA.

Section 3. Boards and Commissions Educational Programs. A new §43116 is hereby *added* to Article 1 of Chapter 43, Division 4 of Title 5, Guam Code Annotated, to read:

“§ 43116. Boards and Commissions Educational Programs.

(a) Development of Training and Curriculum. Each board or commission *shall* have an educational program established to prepare its members for the duties of the board or commission to which they are appointed. Such educational program *shall* cover procurement laws, as applicable, applicable statutes, executive orders, and rules and regulations which govern the board or commission and their respective areas of purview. Each educational program *shall* be established, within ninety (90) days of the enactment of this Section,

1 by the Director of the agency with which the board or commission is
2 associated, or his designee; or, if there is no such agency, then *I*
3 *Maga'lahi* (the Governor), or his designee. Each educational program
4 *shall* be updated, as needed, *no less than* annually, to reflect any
5 changes to procurement laws, applicable statutes, and rules and
6 regulations. The Director of each agency *shall* report to *I Maga'lahi*
7 (the Governor) within thirty (30) days when member(s) of an
8 associated board or commission complete the applicable educational
9 program. The Director, or his designee, *shall* conduct the training
10 sessions at a time and location to be determined by the Director, in
11 compliance with the Americans with Disabilities Act and other
12 relevant statutes.

13 (b) Education of Current Board and Commission Members.
14 Each current member of a board or commission *shall* complete the
15 applicable educational program within thirty (30) days of the
16 establishment of the program.

17 (c) Education of New Board and Commission Members.
18 Each new member of a board or commission *shall* complete the
19 applicable educational program within thirty (30) days of his election
20 and qualification, or his confirmation by *I Liheslatura* to the board or
21 commission.

22 (d) Continuing Education for Board and Commission
23 Members. Each year, the members of each board and commission
24 *shall*, as a form of continuing education, complete the applicable
25 educational program for the board or commission on which they
26 serve.

(e) Failure to Complete an Educational Program. Failure to complete an educational program within one hundred eighty (180) days of a board or commission member's appointment *shall* result in the member's removal and the appointment of a new member to fill the vacancy, pursuant to §2101 of Chapter 2, Title 4, Guam Code Annotated. Actions of a board or commission *shall not* be invalidated by the failure of a member to complete the applicable educational program."

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – October 25, 2013, 12:00 p.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of August 30, 2013

III. COMMUNICATIONS – (Resolution presentation by Senator Frank Aguon)

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab
-

VII. NEW BUSINESS

1. Resolution (Wellness Center & Maintenance Bldg.)
2. BOT Annual Calendar (Oct. 2013-Sept. 2014)
3. FY2014 Capital Improvement Projects

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

Resolution No. 239-32 (COR)

Introduced by:

FRANK B. AGUON, JR.

R. J. Respicio

T. C. Ada	Tommy Morrison
V. Anthony Ada	T. R. Muña Barnes
B. J. F. Cruz	Vicente (ben) C. Pangelinan
Chris M. Dueñas	Dennis G. Rodriguez, Jr.
Michael T. Limtiaco	Michael F. Q. San Nicolas
Brant T. McCreadie	Aline A. Yamashita, Ph.D.
Judith T. Won Pat, Ed.D.	



Relative to congratulating the Guam Community College (GCC) for its special recognition and selection to the "Military Times Best for Vets: Career and Technical Colleges 2014 List," and for its outstanding commitment and dedication to providing opportunities to America's veterans, and in particular, to Guam's veterans; and to further extending *Un Dangkolo Na Si Yu'os Ma'åse'* to GCC for its commitment to island veterans on behalf of Guam's veterans and the people of Guam.

BE IT RESOLVED BY THE COMMITTEE ON RULES OF *I MINA' TRENTAI DOS NA LIHESLATURAN GUÅHAN*:

WHEREAS, the Guam Community College was established in 1977, through Public Law No. 14-77, as an educational institution with a mission of providing career technical education programs for individuals pursuing career-related skills and expertise, and for those who would like to enhance their employment opportunities and increase their marketability; and

WHEREAS, over the years, the Guam Community College has created lasting partnerships with both private businesses and public agencies, in an aggressive effort to work with their employees and management on ways to enhance work performance and efficiencies through the application of newer and better methodologies and techniques; and

WHEREAS, numerous Guam veterans over the many years have pursued educational and training opportunities at the Guam Community College in an effort to enhance their employment and business proficiency; and

WHEREAS, an extensive survey was recently conducted by representatives from the Military Times EDGE Magazine among veterans who were receiving training and participating in educational programs within the Guam Community College, and this survey also focused on the evaluation of academic quality at the College; and

WHEREAS, as a result of the survey by the Military Times EDGE Magazine, the Guam Community College was selected and acknowledged amongst Career and Technical Colleges nationwide as one of the "Best for Vets: Career and Technical Colleges 2014," a special recognition that further highlights the ongoing efforts of the College to support veterans on Guam and throughout the region; and

WHEREAS, the Guam Community College, in its continuous quest to assist veterans in building a better quality of life for themselves and their families, is also planning on organizing a Veterans' Office on its campus, and on forming a Veterans' Student Organization; now therefore, be it

RESOLVED, that the Committee on Rules of *I Mina' Trentai Dos Na Liheslaturan Guåhan* does hereby, on behalf of *I Liheslaturan Guåhan* and the people of Guam, congratulate the Guam Community College for its outstanding commitment and dedication in providing educational and training opportunities to America's veterans, and in particular, to Guam's and the region's veterans, which was recently highlighted in its selection to the "Military Times Best for Vets: Career and Technical Colleges 2014 List"; and does further extend *Un Dangkolo Na Si Yu'os Ma'åse'* to GCC for its commitment to island and regional veterans on behalf of Guam's veteran community; and be it further

RESOLVED, that the Speaker and the Chairperson of the Committee on Rules certify, and the Legislative Secretary attest to, the adoption hereof, and that copies of the same be thereafter transmitted to Ms. Mary Okada, President, Guam Community College; Ms. Deborah Belanger, Chairperson, Board of Trustees, Guam Community College; Mr. Bill Cundiff, Chairman, Guam Veterans Commission; and to the Honorable Edward J.B. Calvo, *I Maga'laben Guåhan*.

DULY AND REGULARLY ADOPTED BY THE COMMITTEE ON RULES OF *I MINA' TRENTAI DOS NA LIHESLATURAN GUÅHAN* ON THE 8TH DAY OF OCTOBER 2013.

JUDITH T. WON PAT, Ed.D.

Speaker

RORY J. RESPICIO

Chairperson, Committee on Rules

TINA ROSE MUÑA BARNES
Legislative Secretary



GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 30, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on August 30, 2013, was called to order at 11:15 a.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Swearing In and Administration of Oath of Office.** Board Chairwoman Deborah Belanger swore in Mr. John Benito as the newest Board of Trustee member.

3. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Richard P. Sablan; Ms. Gina Ramos; Mr. John Benito; Mr. Steven Alvarez, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Fred Tupaz, Faculty Advisory Member.

Not in attendance: Mr. Frank P. Arriola (*schedule conflict*)

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Dr. Gina Tudela, Dean, TSS; Dr. Juan Flores, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann W. Muna, Human Resources Administrator; Ms. Elizabeth J. Duenas, Center for Civic Engagement.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – August 9, 2013.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 9, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – Received from Speaker Won Pat's office regarding confirmation hearing for Deborah Belanger as a GCC Board of Trustee member for a 5-year term. Hearing is scheduled for September 6, 2013 at 10:00 a.m., at the Guam Legislature.

IV. PUBLIC DISCUSSION – There were no requests made.

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:

-College was successful in receiving 7% of its 15% reserve to cover payroll for August 2013.

-Will continue to work with BBMR to release the remainder of the reserve for September 2013 payroll.

-Based on its allotment schedule, the College received from the General fund approximately \$1.176 Million; approximately \$587,548 in support of the LPN/Vocational Guidance fund; \$1.195 Million in support of the Manpower Development Fund.

-\$22,946 from TAF, additional appropriation of \$1.5 Million has not been received.

-Budget passed by Legislature with appropriation increase from \$15.7 Million to \$17.461 Million.

-Misc. Provision in budget exempts the College from the set aside, which includes DOE and UOG.

Other activities: President Okada reported the following:

- New student orientation in August, Convocation held August 12, 2013.
- Grant Writing workshop Sept. 30-Oct. 1, 2013 coordinated by Dennis Santo Tomas with the POST Commission and law enforcement member agencies.
- Student enrollment increased 3% from last fall. 2,661 students are currently enrolled.
- GCC Foundation Golf Tournament scheduled Sept. 14, 2013. TRMA is an Eagle Sponsor.
- Leadership Dinner scheduled Oct. 26, 2013. Current and potential donors will be invited showcasing projects completed and updates to the Institutional Strategic Master Plan.
- Labor Day picnic is Sept. 1, 2013 at Ypao Beach. Members invited to attend.
- Working closely with National Guard to provide service to approximately 278 potential unemployed Veterans once returned from Afghanistan.

Capital Improvement Projects and other campus updates:

- PCR Environmental recently awarded contract for firing range assessment. Final report to the College is due Sept. 30, 2013.
- Foundation Building has problems that could involve legal counsel. Elevator is inoperable and paint is already fading. Currently working with contractor to address these.
- Proposals of upcoming FY2014 CIP projects will be presented to the Board in October 2013 with health and safety a priority.
- Bathroom renovation is a work in progress.
- Fire alarm system project to be finalized.
- Working on a strategic assessment for distance education.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

- New student organization/officer/advisor induction ceremony and training will be held September 6, 2013.
- This semester's outdoor activities are being planned and would depend on the weather.

At this time, President Okada informed the Board that COPSA will pay the per diem and conference fees for the student trustee's travel to attend the National Center for Student Leadership (NCLS) Conference in New Orleans, Louisiana on November 21-24, 2013. The College mileage account will support student trustee's ticket.

Faculty Advisory Member: Mr. Fred Tupaz reported as follows:

- Thanked the BOT Chair for the "boosting" during the Convocation August 12, 2013. Faculty was pleased with the event.
- A copy of the testimony submitted to the Legislature by the Union on behalf of the faculty will be provided to the Board.
- Looking forward to the Labor Day picnic Sept. 1, 2013 and have encouraged faculty to attend.
- 5K "fun run" for the John Lee Scholarship with First Hawaiian Bank is November 16, 2013.

Support Staff Advisory Member: Trustee Kenneth Bautista reported as follows:

- Staff pleased with the Convocation.
- A staff meeting with the President was held on August 23, 2013, regarding the financial status of the College, including the merit bonus.
- Looking forward to the Labor Day picnic.
- There is a Staff Senate Secretary vacancy.

3. Board of Trustees Community Outreach Report. Trustee Sablan attended the Governor's birthday and Trustees Belanger and Arriola attended the Convocation.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation)-The President reported that the request for the first payment was submitted. There was a request to extend 30 days but after review of their CPM chart, the construction is back on track and this project is still a work in progress.

-Building 100/Forensic Lab Extension-Bill No. 63 was passed by the Guam Legislature, appropriates \$278,000 required for repayment of the \$6 Million loan to USDA. USDA loan application has already been submitted and waiting for word from USDA. Funding for the repayment is from the Territorial Educational Facilities Fund (TEFF). Anticipate Governor to sign this into law. Bldg. 100 design is almost complete. Once loan is received, construction to begin. There are plans to relocate the Criminal Justice and Cosmetology classes that are currently held in Bldg. 100.

VII. NEW BUSINESS.

1. GCC's Merit Bonus Policy. The President reported that during a staff meeting on August 23, 2013, for the current fiscal year, approximately \$16,000 in merit bonuses were paid out to employees that were entitled to it.

-A resolution was submitted for the Board's review that addresses the merit bonus policy.

-Legal counsel has reviewed the aspects of the merit bonus and drafted the resolution.

-The resolution state the Board recognizes that merit bonus have to be paid and allows the College to pay it.

-An estimate of three years prior is \$77,000, plus benefits which total to approximately \$100,000.

-The legal counsel explained that she and other counsels have reviewed and analyzed the law pertaining to the merit bonuses. She further explained that there is a wage claim act, which applies a statute of limitations of three years back from the current year.

-This resolution provides authorization to the college to seek other resources to pay the merit bonuses for three years back (2010, 2011 and 2012).

-The President explained that employees with outstanding performance evaluations are awarded merit bonuses.

-The Chair noted comments by Ms. Elizabeth Duenas who mentioned that so long as support is given to the whole support staff in being paid merit bonuses from 1995 and that the intent is still there.

A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLON AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE RESOLUTION, "GCC'S MERIT BONUS POLICY." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. BOT Educational Program Requirement.

-Public Law 32-031 was recently passed requiring all boards and commissions to establish an educational program for its members.

-The President mentioned that in the past, BOT members have been provided with information pertaining to its board's policies, board handbook, its enabling law, educational opportunities such as the Association of Community College Trustees (ACCT) training, including other professional development opportunities.

-Each board member is required to sign a certification that they have complied with this law, plus the live session that BOT members will be attending.

-A report of the BOT's compliance will be submitted to the Governor by September 13, 2013.

At approximately 11:58 a.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

1. Personnel Matters

2. Labor Management Relations

3. Legal Matters

At 12:20 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations and noted the following:

- Welcome and congratulations to Mr. John Benito as the new GCC BOT member.
- Congratulations to the College for signing the Dual Enrollment Accelerated Learning (DEAL) program with Father Duenas High School, as this is the first private high school to enter the DEAL program with GCC.
- Congratulations to the College for its seventh year of increased enrollment.
- Kudos to GCC for coordinating its second Community Access Point (CAP) with the Guam Contractor's Association, Chamber, and the Mayor's Council.
- Thanking Chef Josef Budde for donating his collection of cookbooks to the GCC Culinary Arts program.
- Condolences to FBOG Chairperson Lorraine Okada for the passing of her father.
- Thanking TRMA for being an Eagle Sponsor in the Golf Tournament.
- Ms. Gina Ramos also extended congratulations to President Mary Okada for receiving the 2013 Excellence in Government Accountability Award from the Association of Government Accountants.
- Mr. Kenneth Bautista on behalf of the staff thanked the BOT members for adopting the Merit Bonus Policy.

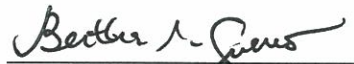
IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE JOHN BENITO, THAT THE MEETING OF AUGUST 30, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of August 30, 2013, adjourned at approximately 12:25 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEBORAH C. BELANGER
Chairperson

OCT 25 2013

OCT 25 2013

**Guam Community College
Board of Trustees
Resolution 9-2013**

WELLNESS CENTER & MAINTENANCE BUILDING

WHEREAS, the Guam Community College is committed to providing a campus environment, in support of President Obama's wellness initiative, to improve the overall health of students and employees and thereby reducing the rising cost of health care; and

WHEREAS, GCC is committed to providing maintenance staff a functional work environment thereby assuring that the functions for which a facility was designed and constructed are properly upheld and managed; and

WHEREAS, GCC wishes to construct a Wellness Center & Maintenance Building to address the mental and physical soundness of campus stakeholders; and

WHEREAS, this two story concrete structure has a total building area of approximately 20,500 square feet with an additional 10,500 square feet for a loading area; and

WHEREAS, the first floor will house the maintenance department office and warehouse and the second floor will house the wellness center to include a workout room, basketball/volleyball practice court and locker rooms; and

WHEREAS, the estimated architectural and engineering design fee for this project is \$400,000.00 and the cost estimate for the building and site improvements is approximately \$4,500,000.00; and

WHEREAS, the Board of Trustees supports the College in improving the overall wellness of Guam Community College students, faculty, and staff; and

WHEREAS, the Board of Trustees hereby supports the construction of GCC's Wellness Center & Maintenance Building;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes up to \$400,000.00 from fund balance to support the architectural and engineering design fee; and


BE IT FURTHER RESOLVED, that the Board of Trustees supports the administration's quest to seek financial resources to construct the Wellness Center & Maintenance Building.

ADOPTED the 25th day of October 2013.



DEBORAH C. BELANGER
Chairperson

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2013 thru September 2014

Approved by GCC Board of Trustees: October 25, 2013

OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013	JANUARY 2014
<p>2-5 ACCT Annual Leadership Congress</p> <p>25- <u>Fri.</u>, BOT monthly meeting (12pm) campus</p> <p>30 - <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA <u>Sat.</u>, BOT Retreat (tentative)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>14- <u>Thurs.</u>, BOT monthly meeting (12pm)</p> <p>22- Board's Annual Meeting (Time & Venue to be determined) (Per Board Bylaws, Article III, Section 1)</p> <p>TBA <u>Sat.</u>, BOT Retreat (tentative)</p> <p>TBA Texas Association of Partners in Education (TAPE) Conference</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p>	<p>5-6 BOT/FBOG Boardmanship training (on-island)</p> <p>12- <u>Thurs.</u>, BOT monthly meeting (12pm) (BOT Elections)</p> <p>18- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA <u>Sat.</u>, BOT Retreat (tentative)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> GCC's Annual Report to the Governor</p>	<p>10- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>TBA <u>Sat.</u>, BOT Retreat(tentative)</p> <p>TBA Mtg. of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2013 thru September 2014

Approved by GCC Board of Trustees: October 25, 2013

FEBRUARY 2014	MARCH 2014	APRIL 2014	MAY 2014
<p>7- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>10-13 ACCT National Legislative Summit, Washington, DC</p> <p>19- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>22- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>TBA- GCC Joint Boards Retreat (Date, Time, Venue to be determined)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u></p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>BOARD:</p> <p>No later than the 15th of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p>	<p>7- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>15- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>20-22 ACCT Governance Leadership Institute, Salt Lake City, Utah</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u></p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p>	<p>4- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>12- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p>16- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u></p> <p>Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>PRESIDENT:</p> <p>For FY2013 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>2- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>10- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>16- <u>Fri.</u>, GCC commencement, 6:00pm.</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u></p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p>

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) “...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission.”

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2013 thru September 2014

Approved by GCC Board of Trustees: October 25, 2013

JUNE 2014	JULY 2014	AUGUST 2014	SEPTEMBER 2014
<p>6- Fri., BOT monthly meeting (12pm)</p> <p>14- Sat., BOT Retreat(Tentative)</p> <p>18- Wed., Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p>	<p>11- Fri., BOT monthly meeting (12pm)</p> <p>26- Sat., BOT Retreat(Tentative)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>1- Fri., BOT monthly meeting (6pm)</p> <p>16- Sat., BOT Retreat Assessment work session (Tentative)</p> <p>20- Wed., Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA Faculty Convocation</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>BOT Annual Educational Requirements, Public Law #32-031 (**update BOT training)</p> <p>**Public Law #32-031-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>5- Fri., BOT monthly meeting (12pm)</p> <p>20- Sat., BOT Retreat (Tentative)</p> <p>TBA- Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A)</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>SPECIAL NOTE: October 22-25, 2014: ACCT Annual Leadership Congress, Chicago, IL</p> <p>February 2-9, 2014-ACCT Legislative Summit, Washington, DC</p> <p>November 2014-Texas Association of Partners in Education (TAPE) Conference for FBOG</p>

Adopted by the GCC Board of Trustees:

Deborah C. Belanger

Deborah C. Belanger, Chairperson

Date:

OCT 25 2013

*Public Law #32-031-Boards and Commissions Educational Programs, 5GCA, §43116(c) "...complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission."

Memorandum

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)
Joey Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

Date: 10/25/13

Re: FY14 CIP

Guam Community College
RECEIVED

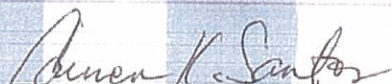
OCT 25 2013

PRESIDENT'S OFFICE


Initials: 

The College Governing Council met Thursday, 10/24/13 to discuss the FY2014 proposed CIP projects that were reviewed and recommended by the RFP Committee and are now being recommended by CGC.

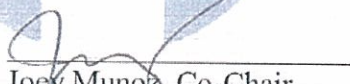
Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

10/25/13
Date


Elizabeth Duenas, Co-Chair

10/25/13
Date


Joey Munoz, Co-Chair

10/25/13
Date

Approved by Board of Trustees October 25, 2013

Proposed CIP'14

CAPITAL IMPROVEMENT PROJECT					FY'14 COSTS
No.	Category	Location	Description	Comments	Estimate
14.01	Safety & Security	Campus-wide	Restore ample lighting throughout the Campus' parking lots	Install 5 new LED floodlamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000.	\$47,500
14.02	Safety & Security	Campus-wide	Provide a centralized, mass notification system with 'bells & whistles'	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System	\$256,000
14.03	Safety & Security	Firing Range	Construct a perimeter fencing	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate	\$44,000
14.04	Safety & Security	6000	Resurface existing, eroding parking areas along Corten Torres St.	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, and along Corten Torres St.	\$54,000
14.05	Accessibility	5000	Install ADA-compliant door closures for accessibility to all	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers	\$9,500
14.06	Safety & Security	600	Retrofit & asbuilt primary & secondary electrical panels	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed	\$32,000
14.07	Environmental Health	600	Renovate the east-side walls of the Automotive Shop	Needed to replace deteriorating metal cover sheets, to eliminate water leaks during inclement weather, and to restore the structural integrity of the building	\$22,500

Approved by Board of Trustees October 25, 2013

14.08	Safety & Security	3000, 1000	Upgrade the existing electrical panel & provide line conditioning	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.	\$92,500
14.09	Safety & Security	2000	Replace the corroded plumbing of 2000's east-wing fire sprinkler system	Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability ... Reference WO122143	\$5,000
14.10	Safety & Security	Campus-wide	Provide directory information kiosks, building labels & directional signages	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College	\$23,500
14.11	Safety & Security	A~D	Provision classroom doors with observation windows	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window	\$17,000
14.12	Environmental Health	Campus-wide	Provision convenient, external amenities for Students (e.g., iron benches, metal trash bins, recycle bins, etc.)	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place	\$21,500
14.13	Safety & Security	Campus-wide	Install speed humps	Needed to deter speeding & increase pedestrian safety within the campus parkings; and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps	\$3,500
14.14	Safety & Security	5000	Install accessibility pathway	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs	\$4,500
14.15	Environmental Health	A~D	Renovate the most-dilapidated classrooms	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements	\$12,000

Approved by Board of Trustees October 25, 2013

14.16	Safety & Security	Campus-wide	Repair & service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.)	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours.	\$30,000
14.17	Safety & Security	Campus-wide	Replace those end-of-life, energy-inefficient ACs throughout the campus, and service those failing ACs due to power glitches & normal wear-and-tear.	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those unanticipated failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/ that would adversely affect the Students' learning environment.	\$54 000
GRAND TOTAL					\$732,000

Approved by Board of Trustees October 25, 2013

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – December 6, 2013, 10:00 a.m.
President's Conference Room, Building 2000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of October 25, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

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

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

VII. NEW BUSINESS

1. BOT Election – new officers
2. Travel Request (December 2013 – March 2014)

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 25, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on October 25, 2013, was called to order at 12:06 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Mr. John Benito; Mr. Steven Alvarez, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member.

Not in attendance: Ms. Gina Ramos (*schedule conflict*); Mr. Kenneth Bautista, Support Staff Advisory Member (*absent due to emergency*).

Others in attendance: Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Matthew Kane, Legal Counsel; Senator Frank Aguon; Mr. Joseph D. Torres, Office of Senator Frank Aguon; Dr. Gina Tudela, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Marlena Montague, Assistant Director, AIER.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

II. APPROVAL OF MINUTES – August 30, 2013.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, AND SECONDED BY TRUSTEE STEVEN ALVAREZ, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 30, 2013, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS

-Guam Legislative Resolution No. 239-32 (COR), was presented to the Board by Senator Frank Aguon, Jr., congratulating the college for its special recognition and selection to the "Military Times Best for Vets: Career and Technical Colleges 2014 List" and GCC's commitment to servicing Guam Veterans.

-A "thank you" card was received from Trustee John Benito's family for the floral arrangement for his father's funeral in California.

IV. PUBLIC DISCUSSION – There were no requests made.

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:

FY2013: The College received from the General fund \$12,503,514.34, still a 6% reserve not released; - \$662,754.52 received from the LPN/Vocational Guidance fund, 6% reserve also has not been released

-\$1,195,985 received from the Manpower Development Fund, with an anticipated overage of approximately \$300,000. Waiting for adjustment on this to go through.

-\$20,531 was received from the TAF ProStart Competition, still has a 15% reserve.

-Additional TAF supplemental appropriation of \$1.5 Million-approximately \$500,000 was received earlier this month but the \$1 Million balance is still due.

-The College will continue to monitor and follow up on its FY2013 receivables. As for FY2014, no

BOT - Meeting of October 25, 2013
Page 2 of 4

funding has been received to date.

Other activities: President Okada reported the following:

-Institutional Strategic Master Plan/Mission Statement updates have been provided to the College community approximately a week ago. Employees are given an opportunity to provide comments under the Group Studio in MyGCC. Donors, stakeholders and advisory councils are also provided an opportunity for input. December 6, 2013 is deadline for any comments/input. This will be presented to the Board for first reading in January 2014, with second reading during the February 2014 BOT meeting and adoption thereafter.

-October 12, 2013 was the Joint Educational Tri-Board (*working session*) meeting at Okkodo High School. One of the initiatives is the longitudinal data, a requirement in Public Law 32-068 of reporting requirement in tracking students that have graduated. A committee was established during an Educational Summit with representatives from GCC, UOG and DOE. First reporting requirement is by June 30, 2014 with status of graduates to the Guam Legislature. Data is required 2 years after leaving the institution such as area graduated, where currently employed and salary levels. The committee will develop a template. Another initiative brought up is hosting the Education Summit as part of the College Access Challenge Grant. This will be hosted in conjunction with Guam DOE and UOG, to also allow professional development for faculty members.

MagPro Awards activities:

-5K on November 3, 2013. GCC student nurses will be assisting the day of.

-November 9, 2013 is the "GovGuam's Got Talent" competition.

-The College nominated eight of its employees, as follows: Mr. John Payne, Customer Service Professional of the Year: Front Office & Support Services; Ms. Patricia Terlaje, Professional and Paraprofessional Education Related; Ms. Joann Muna, Employee of the Year-Personnel/EEO; Financial Aid Office-Vet Program, Program/Project of the Year; Dr. Anthony J. Sunga, Excellence in Higher Education; Ms. Barbara Mafnas, Inspiration & Encouragement Award.

-DPH&SS nominated GCC's program, Project HATSA for Program/Project of the year.

-Board members were extended an invitation to attend the awards ceremony on November 21, 2013.

Capital Improvement Projects and other campus updates: The College is finalizing its FY2013 CIP projects; some have been awarded and are connected with the FY2014 CIP Projects.

At this time, the President informed the Board that to tie in with Veteran's services, Dr. Ray Somera, VP for Academic, will be pursuing a prior learning assessment (PLA), which is the conversion of military training into college education. Along with the GCC Registrar and a GCC counselor, Dr. Somera will attend a PLA conference that deals with this conversion. Another initiative is to assist Veterans in resume preparation.

2. Monthly Activities Report

Student Trustee: Student Trustee Steven Alvarez reported as follows:

-Thanked the Board for allowing him to attend the ACCT 2013 Leadership Congress conference in Seattle, Washington October 2-5, 2013, which he said was very informative.

-Fall Festival and last COPSA general membership meeting were cancelled due to the storm, no time to reschedule another since the semester is ending soon.

-145 students attended the "Building a Stronger Workforce" conference at the Guam Marriott Resort on October 11, 2013.

-Approximately 406 students attended this semester's "Meet the President" which is the highest number of attendance to date.

-174 students from the JFK Tourism Academy attended a campus visit today, October 25, 2013.

-Three students were selected as GCC's Youth Congress representatives.

BOT - Meeting of October 25, 2013

Page 3 of 4

-Thanked the President and the Board for their support in allowing Trustee Alvarez and COPSA student to attend the NCSL conference in Louisiana in November 2013.

Faculty Advisory Member: Mr. Fred Tupaz reported as follows:

-Job specifications committee is working collaboratively with faculty and administration in aligning job description with BOT/Faculty agreement.

-Several drives are ongoing simultaneously for food, clothes, toy, and books. This is part of the community service program with the college.

-As last reported, the John K. Lee Scholarship 5K run is scheduled for November 9, 2013. This will coincide with the late Mr. Lee's birthday and the GCC Founder's Day, which will be an annual and First Hawaiian Bank as a major sponsor. 5am is the showtime; 6am is the go time at the Chamorro Village. Anticipate raising \$8,000. \$3,000 seed money will be reimbursed back to the 5K account. The balance will go towards the GCC Foundation scholarship fund.

Support Staff Advisory Member: The President reported that Trustee Kenneth Bautista was admitted to GMH yesterday and he is doing well. On behalf of the Board, the Chair wished him well.

3. Board of Trustees Community Outreach Report. The following Trustees attended:

-2013 ACCT Leadership Congress, Seattle, Washington, October 2-5, 2013: Trustees Deborah Belanger, Frank Arriola and Steven Alvarez.

-Labor Day picnic, September 1, 2013: Trustees Richard Sablan and John Benito attended.

-Tri-Board Meeting (working session), October 12, 2013: Trustees Gina Ramos and John Benito attended the Tri-Board meeting.

-College and Career Readiness Workshop, September 27, 2013: Trustee Deborah Belanger attended.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates.

-Building 200 (Renovation)-The President reported timeline has been extended for another month from August 2014 to September 2014 due to delay in obtaining building permits.

-Building 100-Design for this is 75% complete.

-Forensic Lab Extension-This is pending the USDA loan funding for FY2014. College is still communicating with USDA and will proceed forward once funding is available.

VII. NEW BUSINESS.

1. Resolution (Wellness Center & Maintenance Bldg.) The Board was presented with a resolution in support of an architectural and engineering design to build a Wellness Center and Maintenance Building. The facilities and maintenance will be located on the first floor. A Wellness Center will be on the second floor to support the College wellness and sports activities. A conceptual design was provided to the Board and the College is seeking approval for up to \$400,000 for the A&E design. After some discussion, a motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE RESOLUTION FOR A "WELLNESS CENTER & MAINTENANCE BUILDING." NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. BOT Annual Calendar (Oct. 2013-Sept. 2014). The Board was presented with its annual calendar. The President also informed the Board of its annual meeting scheduled for 10:00 a.m., Friday, November 22, 2013 at the MPA. A report of the past year will be made. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE BOT ANNUAL CALENDAR FOR OCTOBER 2013 THROUGH SEPTEMBER 2014. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. FY2014 Capital Improvement Projects. The Board was presented with a list of proposed CIP projects for FY2014 with health and safety as a priority. This has gone through the College Governing Council and a motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2014 CAPITAL IMPROVEMENTS PROJECTS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:45p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:20 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Chairwoman Belanger, on behalf of the Board, extended congratulations, as follows:

-Congratulations to Ms. Anrea Goolian, a GCC student from Yap State, who was awarded a scholarship from the Asian & Pacific Islander American Scholarship Fund (APIASF).

-Kudos to the Culinary Arts program for co-hosting the 2013 World Association of Chef's Societies (WACS) Pacific Challenge event at the College.

IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE STEVEN ALVAREZ, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF OCTOBER 25, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of October 25, 2013, adjourned at approximately 1:21 p.m.

SUBMITTED BY:



BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

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PRESIDENT'S TRAVEL SCHEDULE
December 2013 – March 2014

Conference Title	Date	Location	Sponsor:
PREL Board Meeting***	December 11-15, 2013	Honolulu, HI	Pacific Resources for Education and Learning
Foundation Board of Directors Meeting/Retreat***	January 23-26, 2013	St. Petersburg, FL	WestCare Foundation
ACCT National Legislative Summit**	February 10-13, 2013	Washington, DC	Association of Community College Trustees
9 th Annual ACE Conference**	March 8-11, 2013	San Diego, CA	American Council on Education
PPEC Spring Meeting*	March 13-15, 2013	Honolulu, HI	Pacific Postsecondary Education Council

Funding Source:

*50% PPEC, **100% Promo Fund, *** 100% PREL; ****100% WestCare