

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Tuesday, January 13, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.                    CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II.                  APPROVAL OF MINUTES**

1. Monthly Meeting of December 11, 2014

**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*
  - ACCJC Basics Online Course - completion

**VI.                UNFINISHED BUSINESS**

1. Construction Projects Updates
  - Building 200 (Renovation), Building 100 and Forensic Lab
2. Western Interstate Commission for Higher Education (WICHE)

***BOT - Meeting Agenda***

***January 13, 2015***

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**VII.        NEW BUSINESS**

1.     BOT Policy Review (Series 400, 500 & 700)
2.     President's Travel Request (March-April 2015)

**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 11, 2014**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees on December 11, 2014, was called to order at 12:03 p.m., by the Vice Chairperson John Benito, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam. At 12:30 p.m., Trustee Deborah Belanger presided over the meeting through a motion to transfer presiding Chair back to Trustee Belanger.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. John Benito; Mr. Richard P. Sablan; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. Frank P. Arriola (schedule conflict); Ms. Maria S. Connelley (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; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, TPS; Dr. Michael Chan, Acting Dean, TSS; Ms. Joann Muna, GCC Human Resources Administrator; Attorney Matthew Kane, Legal Counsel.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – November 6, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE GINA RAMOS THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 6, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS** – An email was received from Ms. Evangeline Aguon, Administrative Assistant from the GCC Office of Assessment, Institutional Effectiveness and Research (AIER). Ms. Bertha Guerrero's submission of the administrative unit level assessment report, which is part of the Board of Trustees' Assessment Report was reviewed and approved by the Committee on College Assessment (CCA) on November 14, 2014.

**IV. PUBLIC DISCUSSION – No request at this time.**

**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:

FY2015: As of December 9, 2014, the College received approximately \$2,050,000 from the General Fund. Several payments were also received.

FY2014: In November 2014, the College received the remainder of this budget of \$649,688.48, closing the receivables for FY2014.

**Capital Improvement Projects and other activities:** President Okada reported the following:

**CIP Projects.**

FY2015: As of November 2014, the following projects are ongoing: RFQ issued for fire sprinkler system corroded plumbing replacements for Bldg. 2000 quotes due Dec. 15, 2014; drinking fountains install and replacement-scope of work (SOW) for Bldgs. 500, 600, 900 and 1000 are currently under review; campus wide transparent door signage as of Dec. 14, 2014 SOW has been reviewed and transmitted for processing to Materials Management; anti-skid strips for Bldg. 4000 is currently been worked on to develop project as an RFI; hand railing bars for Bldg. 2000 RFQ was issued and quotes are due Dec. 15, 2014; hand railing for Bldg. 5000 RFQ was issued with quotes due Dec. 15, 2014; campus wide collateral equipment for upgrades such as whiteboards with digital screens, hardwired data ports with WiFi for replacements in classrooms are currently pending some requests; SOWs for campus wide utility carts are currently under review; water tanks for Bldgs. 400, 1000 and 2000 project-bid issued and deadline to submit proposals was extended from Nov. 20 to Dec. 3, 2014, is currently under review.

**Other projects:**

-Dr. Ray and President Okada are currently in discussions with the National University (NU) in the Philippines regarding collaborative projects such as the development of a dental assistant program.

-The College recently awarded funding to WestCare Pacific Islands for a College Access Challenge Grant At-Risk intervention program.

-The GCC Compact Impact report was recently submitted showing a 2-1/2% decrease in services in comparison to 2013.

- The College completed the first part of two sessions during a Professional Development Day presentation by Mr. Terry Sumerlin on November 21, 2014. Anticipated second session on



***BOT - Meeting of December 11, 2014***

***Page 3 of 6***

February 2, 2015 for an additional four hours of training. Evaluation results were provided for his consideration to make changes to his presentation based on said recommendations. The campus was provided with an update of the four goals of the GCC 2014-2020 Institutional Strategic Master Plan as well.

- TakeCare recently donated \$100,000 to the College in support of the practical nursing and science programs for the sixth consecutive year.
- Departments have submitted their budget requests to the Business Office for compilation and submission for the Board's consideration at the February 6, 2015 BOT meeting.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- November 22-23, 2014, National Center for Student Leadership conference in Florida: Attended by Trustee Elmarie and COPSA officers Rosanna Martinez, President and Abbie Battung, Vice President, who also received Student Leadership Certificates.
- Dec. 9, 2014: COPSA retreat, Trustee Elmarie attended.
- Dec. 30, 2014: Trustee Elmarie will be attending a Sustainability Program, and a Robotics Workshop, which is part of a CTE grant.
- Jan. 7, 2015, 9:00 a.m.: New Student Orientation, this time around will be only one session.

**Faculty Advisory Member:** Frederick Tupaz reported as follows:

- Fall semester for faculty going well, so far, with many activities.
- Faculty Union job specification committee has a lot to do and hope to present to the Board in February 2015.
- John K. Lee 5K Run in conjunction with First Hawaiian Bank on November 8, 2014 raised over \$10,000 with \$2,500 seed money placed back into the account for the next 5K. Approximately \$7,000 net profit after expenses is available for scholarships.

**Support Staff Advisory Member:** Kenneth Bautista reported as follows:

- Nov. 21, 2014, mandatory Professional Development Day: This was well attended by staff that especially enjoyed Mr. Terry Sumerlin's presentation.
- Nov. 21, 2014, Staff Senate General Membership meeting: Discussions included what has been worked on for the past months with a meet and greet of new employees.
- Dec. 5, 2014, Employee Association Christmas party: Was well attended.
- Early registration is ongoing and some staff/offices are working on closing year-end activities.

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

- Dec. 5, 2014, GCC Employee Association Christmas party: attended by Trustees Belanger, Sablan and Benito.

**ACCJC Basics Online Course** (<http://www.trainingway.com/accjc>) – completion: Trustees Gina Ramos and Richard Sablan recently completed this online course. To date, four out of

seven voting BOT members completed this. **Deadline to complete is December 2014.** The Board was again offered the opportunity to schedule completing this on campus at their convenience. It was reiterated this is a high priority.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

-Building 200/E (Renovation). The President reported the ribbon cutting for this is scheduled for tomorrow, Dec. 12, 2014 beginning at 10:00 a.m. A tour and luncheon is part of the ribbon cutting agenda. Invitations have been sent and the Board was encouraged to attend. There are still a few issues that would have to be addressed before occupancy.

-Building 100 and Forensic Lab Extension Loan. Still awaiting final approval for design documents from USDA.

**2. Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR). The President reported meeting for this still has yet to be scheduled with the Governor and the Board for final determination on this issue.

## **VII. NEW BUSINESS.**

**1. BOT Policy Review (Series 300).** The Board was presented with BOT policies, Series 300 for consideration with recommended changes. At this time, a motion was made with recommended changes herein.

### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, SERIES 300, AS PRESENTED, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. GCC Academic Position Updates.** President Okada informed the Board there is an update to the Associate Dean position, which is currently vacant. A copy of the proposed job description was presented to the Board for consideration. An update to this position is to increase the minimum job requirement to include a Master's degree, which is the only change. There is no impact with the starting salary. The following motion was then made:

### **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE GCC ACADEMIC POSITION UPDATE FOR AN ASSOCIATE DEAN TO INCLUDE A MASTER'S DEGREE AS A**

**MINIMUM JOB REQUIREMENT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**3. Resolution – GCC Annex.** The Board was presented with a revised copy of the proposed Resolution 45-2014, “Request to Proceed with the Opportunity to Expand the Campus and the Automotive Service Technology and Electronics Programs,” for consideration. This resolution will authorize the College to move forward with the proposed GCC annex with BOT approval and for GEDA to assist in drafting legislation for the Guam Legislature to allow the College to enter into a lease agreement. The property is adjacent to the campus and will be a long-term lease agreement with the option to purchase.

As of 12:30 p.m., a motion was made as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, TO CHANGE THE PRESIDING OF MEETING CHAIR FROM TRUSTEE JOHN BENITO TO TRUSTEE DEBORAH BELANGER. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

The following motion was then made with regards to Resolution 45-2014:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ADOPT RESOLUTION 45-2014, “REQUEST TO PROCEED WITH THE OPPORTUNITY TO EXPAND THE CAMPUS AND THE AUTOMOTIVE SERVICE TECHNOLOGY AND ELECTRONICS PROGRAMS,” WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:37 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 mentioned the following:

1. Congratulations to the GCC management, faculty, staff and students for the opening of the newly renovated and expanded Building E.
2. Congratulations to the 2014 winners of the Micronesia Chef's Association Salon Culinaire' competition held on November 19, 2014 at GCC.
3. Kudos to GCC Supervision and Management Personnel classes for a successful GCC/First Hawaiian Bank John K. Lee Scholarship Fund 5K/Fun Run/Walk on Saturday, Nov. 8, 2014.
4. Kudos to the GCC management, faculty, and staff for a successful Professional Development Day on November 21, 2014 and presentation by Mr. Terry Sumerlin.
5. Kudos to GCC's Phi Theta Kappa students for "A Cultural Legend Revitalized Through Body Art," event on November 14, 2014.
6. From Trustee Richard Sablan, Kudos to Guam TakeCare for its very generous donation to the College.

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE JOHN BENITO THAT THE MEETING OF DECEMBER 11, 2014, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of December 11, 2014, adjourned at approximately 12:57 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO** JAN 13 2015  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA** JAN 13 2015  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER** JAN 13 2015  
Chairperson

GUAM COMMUNITY COLLEGE  
Board of Trustees

PROFESSIONAL DEVELOPMENT

WHEREAS, the Board of Trustees recognizes the importance of a well trained staff employees to more effectively carry out the mission of the College; and

WHEREAS, the Board of Trustees is committed to providing resources to support professional development activities at the institutional level; and

WHEREAS, procedures for the selection of administrators, faculty and support personnel staff professional development are on file in the office of the President of the College.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees establishes a Professional Development Account of the Non-Appropriated Fund for the professional development of faculty and support personnel. The President shall annually submit a budget for professional development for approval by the Board of Trustees.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the following:

1. The selection of faculty will be through the Professional Development ~~Sub-Committee of the College Affairs Committee~~ Review Committee (PDRC), in alignment with procedures established for the comprehensive institutional professional development plan. The recommendation of selected faculty will then go to the Deans, AVP and the President for final ~~approval~~ selection.
2. The selection of ~~support personnel administrators and staff~~ will be through the Upward Mobility Committee Administrators/Staff Professional Development Committee, established through policy on March 1, 1989. The recommendation of selected staff and administrators will then go to the President for final approval.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Trustees that professional development activities will be undertaken outside of the employee's normal working hours. In the event that a workshop or course is only offered during working hours, the supervisor may make arrangements for the employee to make up hours, as ~~needed, and necessary and appropriate~~.

BE IT FURTHER RESOLVED, that administrative leave may be granted for professional development activities under any of the following conditions:

1. The professional development activity is required by the employee's supervisor as part of an employee improvement plan.
- ~~2. The employee is a participant in the Pedro "Doc" Sanchez Scholarship Program.~~
3. The professional development activity is conducted off-island.
4. The professional development activity is an integral part of the employee's job classification.
5. The professional development activity is offered only during normal working hours.
6. The scheduling of the professional development activity will not compromise the critical operations of the department and the Guam Community College.

Amended and Adopted: \_\_\_\_\_, 2015  
Resolution \_\_\_\_\_

Amended and Adopted: January 8, 2009  
Resolution 1-2009

Adopted: July 20, 1994  
Resolution 24-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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**Resolution** 1-2009

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**Resolution** 24-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees****STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL  
EMPLOYEES**

**WHEREAS**, Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of drugs and alcohol is recognized as an impediment to these goals and as a threat to the College's mission of education and training; and

**WHEREAS**, the College strives to maintain standards of behavior performance, and discipline necessary for completing our mission of education. The College expects employees to refrain from behavior that would disrupt its function of education. The illegal or improper use of drugs by employees can seriously damage physical and mental health; may jeopardize safety and can lead to criminal prosecution and/or dismissal.

**NOW, THEREFORE, BE IT RESOLVED**, that regarding controlled substances:

1. The College prohibits the possession, use, manufacture, delivery, cultivation, sale or transfer of controlled substances (drugs) within the campus or as part of any college-sponsored activity.
2. Any employee who is found to be in violation of these prohibitions will be referred to local law enforcement officials for prosecution under the law. Additionally, the employee in violation will be subjected to disciplinary or adverse actions for an offense that occurred in the workplace.
3. All employees are required to report any conviction received for a drug statute violation that occurred in the workplace not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

**BE IT FURTHER RESOLVED**, that regarding alcohol:

1. The consumption of alcoholic beverages on campus is prohibited except when specifically authorized in writing by the President of the College. Employees are further prohibited from reporting for duty or being on duty under the influence of alcohol or bringing alcoholic beverages on college premises for consumption except as above stated.
2. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.

**Reviewed with no changes: \_\_\_\_\_, 2015**

**Amended & Adopted: January 8, 2009**

**Resolution 2-2009**

**Adopted: March 16, 1994**

**Resolution 23-94**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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**Amended & Adopted: January 8, 2009**  
**Resolution 2-2009**

**Adopted: March 16, 1994**  
**Resolution 23-94**



**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**VOLUNTEER POLICY  
For Instructional/Non-Instructional Services**

**WHEREAS**, the Governor of Guam has initiated the call for volunteers from qualified individuals to provide instructional services to Guam Community College; and

**WHEREAS**, the College welcomes qualified individuals to provide instructional/non-instructional services on a part-time and voluntary basis to support its mission; and

**WHEREAS**, the College has ~~proposed~~ a volunteer policy that will uphold the minimum qualification requirements for instructional/non-instructional positions provided in the Personnel Rules & Regulations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Volunteer Policy for instructional/non-instructional services was approved by the Board of Trustees at its regular meeting on June 14, 1995 and is hereby adopted and effective immediately.

**Amended & Adopted: \_\_\_\_\_, 2015**  
**Resolution \_\_\_\_\_**

**Amended & Adopted: January 8, 2009**  
**Resolution 5-2009**

**Adopted: July 5, 1995**  
**Resolution 10-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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**Resolution 5-2009**

**Adopted: July 5, 1995**  
**Resolution 10-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**APPEALS TO THE CIVIL SERVICE COMMISSION**

**WHEREAS**, Public Law 23-26 (Substitute Bill No. 225) amended Titles 4 and 17 Guam Code Annotated pertaining to the academic personnel and autonomy of the Guam Community College and the University of Guam, and other related matters; and

**WHEREAS**, Public Law 23-26 excludes academic personnel of the Guam Community College from the classified and unclassified services of the Government of Guam; and

**WHEREAS**, Public Law 23-26 establishes that with the exception of academic personnel and unclassified employees, all other employees of the College shall be classified employees; and

**WHEREAS**, Public Law 23-26 requires that classified employees of the Guam Community College shall have their appeals heard by the Civil Service Commission;

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Personnel Rules and Regulations are amended to the extent that appeals for classified employees shall be filed with and heard by the Civil Service Commission instead of the Board of Trustees;

**BE IT FURTHER RESOLVED**, that the Grievance Procedures contained in the Board/Union Agreement for Support Staff continues in effect to resolve bargaining unit members' grievances and performance evaluation rating appeals.

**Reviewed with no changes: \_\_\_\_\_, 2015**  
**Amended & Adopted: January 8, 2009**  
**Resolution 7-2009**

**Adopted: July 5, 1995**  
**Resolution 12-95**

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Board of Trustees**

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**Resolution 7-2009**

**Adopted: July 5, 1995**  
**Resolution 12-95**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**ACADEMIC FREEDOM**

**WHEREAS**, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

**WHEREAS**, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

**WHEREAS**, the common good depends upon the free search for truth and its free exposition; and

**WHEREAS**, academic freedom is essential to these purposes and applies to both teaching and research; and

**WHEREAS**, freedom in research is fundamental to the advancement of truth; and

**WHEREAS**, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

**WHEREAS**, it carries with it duties correlative with rights.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

- (a) The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties
- (b) The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

**(a) and (b) aligns with BOT-Faculty Union Agreement 2010-2016:**

**Reviewed with no changes: \_\_\_\_\_, 2015**

**Amended & Adopted: January 8, 2009**

**Resolution 9-2009**

**Adopted: May 17, 2000**

**Resolution 9-2000**

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Board of Trustees**

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- (b) The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Reviewed with no changes: \_\_\_\_\_, 2015  
Amended & Adopted: January 8, 2009  
Resolution 9-2009

Adopted: May 17, 2000  
Resolution 9-2000

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**EMERITI  
AT THE  
GUAM COMMUNITY COLLEGE**

**WHEREAS**, Guam Community College desires to recognize the productive careers of its retirees; and

**WHEREAS**, the College wishes to maintain the institution's history through the individuals who have retired and who in one way or another have contributed faithfully and honorably to education on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby adopts the "Guidelines for Emeriti at the Guam Community College," which is a file at the President's Office.

**Amended & Adopted: \_\_\_\_\_, 2015**  
**Resolution**

**Amended & Adopted: February 9, 2011**  
**Resolution 6-2011**

**Amended & Adopted: January 8, 2009**  
**Resolution 10-2009**  
**Adopted: May 15, 2001**  
**Resolution 4-2001**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

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**Amended & Adopted: \_\_\_\_\_, 2015**  
**Resolution \_\_\_\_\_**

**Amended & Adopted: February 9, 2011**  
**Resolution 6-2011**

**Amended & Adopted: January 8, 2009**  
**Resolution 10-2009**  
**Adopted: May 15, 2001**  
**Resolution 4-2001**



**THE GUAM COMMUNITY COLLEGE  
CODE OF ETHICS**

**WHEREAS**, in support of the College's mission, the College sets forth the ideals of scholarship, life long learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

**WHEREAS**, the College is guided by the belief that a sense of true community is achieved when these ideals and values are reflected in the behavior of its members toward one another; and

**WHEREAS**, as we develop close ties with government and private sector representatives it is our responsibility as members of the College to act in such a way that maintains the credibility and respect for the College; and

**WHEREAS**, all employees of the Guam Community College be guided by the general principles; commit to a high standard of ethical behavior; have the responsibility to conduct themselves with integrity; act in a fair, consistent, and an equitable manner; recognize the need for accountability in what they say or do; engage people without prejudice; take personal responsibility for one's actions and decisions; and be committed to excellence in all that they do.

**NOW, THEREFORE, BE IT RESOLVED**, that in the performance of each College member's responsibility to commit to the general standards and promote its general principles, the Board of Trustees adopts the *Guam Community College Code of Ethics* as developed through the College's governance process, and is a file at the President's Office.

**Amended & Adopted:** 2015  
**Resolution**

**Adopted: March 6, 2008**

**Resolution 6-2008**

**THE GUAM COMMUNITY COLLEGE  
CODE OF ETHICS**

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**Amended & Adopted:** \_\_\_\_\_ **2015**  
**Resolution** \_\_\_\_\_

**Adopted: March 6, 2008**  
**Resolution 6-2008**

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**POSTSECONDARY STUDENT HANDBOOK**

**WHEREAS**, the College administers postsecondary vocational~~career~~-technical education (CTE) programs; ~~and~~

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

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

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

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

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

**Amended & Adopted:** 2015  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**POSTSECONDARY STUDENT HANDBOOK**

**WHEREAS**, the College administers postsecondary career-technical education (CTE) programs;  
and

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

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services are clearly described and expressed in the Guam Community College Postsecondary Student  
Handbook; and

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

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behavior and relationships of students with and within the College community and environment fall into the  
broad category of student affairs.

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

**Amended & Adopted:** \_\_\_\_\_ **2015**  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PACIFIC ISLANDS STUDENT ENDOWMENT FUND**

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_ **2015**  
**Resolution** \_\_\_\_\_

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

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**PACIFIC ISLANDS STUDENT ENDOWMENT FUND**

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

~~**WHEREAS**, those funds were payment to the College for the education of citizens of former Trust Territories of the Pacific Islands and American Samoa; and~~

~~\_\_\_\_\_ **WHEREAS**, the Board of Trustees established the Micronesian Student Assistance Endowment on August 19, 1992, setting aside such funds for the benefit of Micronesian students; and~~

~~\_\_\_\_\_ **WHEREAS**, the monies were intended to benefit a broader population of students who are from the Pacific islands or are new to Guam's culture and the GCC campus; and~~

~~\_\_\_\_\_ **WHEREAS**, the President has been directed to provide the Board of Trustees plans for the use of those funds to benefit eligible students.~~

~~**WHEREAS**, the Board of Trustees changed established the name from **Micronesian Student Assistance Endowment** to **Pacific Islands Student Endowment Fund**; and,~~

~~**WHEREAS**, the Board of Trustees initially allocated \$9,000 of earnings from the Quasi-Endowment to fund the initial year of operation of the Pacific Islands Student Endowment Fund.~~

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

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

**Amended & Adopted:** \_\_\_\_\_ **2015**  
**Resolution** \_\_\_\_\_

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

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

**Guam Community College  
Board of Trustees**

**"ENRICHMENT STUDENT" CATEGORY**

**UPDATE BASED ON 17 GCA**

**WHEREAS**, 17 GCA, Section 31107, mandates Guam Community College "to establish career and technical education, ~~vocational~~ and other related occupational training and education courses of instruction aimed at developing educational-educated and skilled workers for Guam," and

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**WHEREAS**, pursuant to 17 GCA, Section 31108, one of the Board's duties is "to coordinate...~~vocational~~ career and technical educational programs in order to match ~~vocational~~ career and technical educational programs with current and existing job needs," and

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

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

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

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

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

**Amended & Adopted:** 2015  
**Resolution**

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

**Guam Community College  
Board of Trustees**

**“ENRICHMENT STUDENT” CATEGORY**

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

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

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

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

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

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

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

**Amended & Adopted:** \_\_\_\_\_ **2015**  
**Resolution** \_\_\_\_\_

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



**Guam Community College  
Board of Trustees**

**GCC APPRENTICESHIP TRAINING PROGRAM**

**WHEREAS**, the Community College Act of 1977 (CHECK TO SEE IF CHANGED codified at 17 GCA §§ 30101, *et seq.*) mandates the development of local skills in the various crafts and trades and developing a program of Apprenticeship Training and Apprenticeship standards in accordance with standards established by and acceptable for registration with the Office of Apprenticeship, United States Department of Labor- ETA, and

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

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

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

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

**???Amended & Adopted:** 2014

**???Resolution** \_\_\_\_\_

**???Reviewed with no changes:** \_\_\_\_\_

**Adopted: October 7, 2009**

**Resolution 1-2010**

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

**PRESIDENT'S TRAVEL SCHEDULE**  
**March - April 2015**

Conference Title	Date	Location	Sponsor
ACCJC Commission Development Workshop	March 18-20, 2015	San Diego, CA	Accrediting Commission for Community and Junior Colleges (ACCJC)
AACC 95 <sup>th</sup> Annual Convention	April 18-21, 2015	San Antonio, TX	American Association of Community Colleges (AACC)
ACCJC Accreditation Standards Conference	April 23-24, 2015	Sacramento, CA	Accrediting Commission for Community and Junior Colleges (ACCJC)

*Funding Source in order of travel:  
100% ACCJC reimbursable; 100% Promotional Fund; and 100% ACCJC reimbursable*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, February 6, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

1.       Roll Call
2.       Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II.           APPROVAL OF MINUTES**

1.       Monthly Meeting of January 13, 2015

**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 100 and Forensic Lab
2.       Western Interstate Commission for Higher Education (WICHE)

Updated

**VII. NEW BUSINESS**

1. FY2016 Budget Request
2. Midterm Report Certification for ACCJC
3. Sustainability Policy
4. Proposed Fee Structure
5. Approval of Faculty Ratification of Updated Evaluation Tool

**VIII. EXECUTIVE SESSION**

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

**IX. ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of January 13, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on January 13, 2015, was called to order at 12:10 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (off-island); Ms. Gina Ramos (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; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, TPS; R. Gary Hartz, Associate Dean, TSS; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Matthew Kane, Legal Counsel.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – December 11, 2014.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 11, 2014, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS – None at this time.**

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: As of January 9, 2015, the College received approximately \$2.247 Million from the General Fund. No other payments were received. Total received constitutes 14% of the total appropriations for FY2015 but will continue to communicate with Dept. of Administration for release of funds.

**Capital Improvement Projects and other activities:** President Okada reported the following:

**CIP Projects.**

FY2015:

-G4S is the vendor identified for the fire alarm and mass notification system that will connect all fire alarms on campus; drinking fountains, RFQ has been issued; campus wide transparent door signage, as last reported SOW has been submitted and will continue to follow up; hand railing and bars, will issue RFBs.

**Other projects:**

-GCC has received a FEMA award to host a multi-hazard emergency planning for higher education. This is in partnership with UOG, the President asked the Board to pass on this information to anyone that might be interested in attending March 24-26, 2015.

-The College recently hosted a Sustainability Workshop, with CTE State leadership funding. Approximately 24 secondary students participated in this renewable energy and robotics workshop.

-Approximately 15 high school students recently attended the College Access Challenge Grant Program "Winter Bridge" program.

-A public hearing is scheduled on campus on January 20-21, 2015. Being considered are fee adjustments for Prior Learning Assessment, CTE recording fee, and High School Equivalency program.

-The Board was provided with copies of the Mid Term Report (draft) due to the ACCJC in March 2015. Final approval will be submitted during the February 6, 2015 BOT meeting.

-President Okada recently attended ACCJC training as a commissioner and has provided VPs with suggested updates to GCC processes, including information that the ACCJC Basics Online course will also be updated to the new standards.

-Recently submitted to ACCJC, a list of five GCC personnel (3 administrators, 2 faculty) recommended as accreditation evaluators: Dr. Virginia Tudela, Vice President Carmen Santos, Ms. Marlena Montague, Mr. Tony Roberto, and Mr. Chris Dennis.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

-Feb. 6, 2015: COPSA General Membership meeting; GCC Student Organization Officer & Advisor Training, plus a health certificate workshop.

**Faculty Advisory Member:** Frederick Tupaz reported as follows:

- Jan. 16, 2015: Faculty report in for first day of Spring Semester.
- Faculty Union has completed faculty evaluation tool negotiations and anticipates ratifying faculty evaluation rubric during faculty professional development day on Feb. 2, 2015. If ratified, will be presented at the next BOT meeting.
- Dec. 12, 2014: attended Bldg. 200 ribbon cutting ceremony.

**Support Staff Advisory Member:** Kenneth Bautista reported as follows:

- Preparing for upcoming Spring semester, classrooms being prepared.
- Registration deadline is today, Jan. 13, 2015.

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

- Dec. 12, 2014, Bldg. 200 ribbon cutting ceremony: attended by Trustees Belanger and Sablan.
- Jan. 5, 2015, Inauguration Ceremony: attended by Trustee Sablan.
- Trustee Arriola recently attended a Perkins/WIA Review Panel meeting.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-**Building 200/E (Renovation).** The President reported the building was officially opened on Dec. 12, 2014. Classes for Spring semester will be held in this building. Faculty would have to be transitioned once a few issues are resolved by the contractor.

-**Building 100.** Cosmetology will have the only classes scheduled in this building for the Spring semester. Other classes will be reassigned to another area on campus. Construction to begin during Spring Semester.

-**Forensic Lab Extension Loan.** As last reported, still awaiting final approval for design documents from USDA. Once loan is closed, the College will schedule the groundbreaking.

-Due to recent employee turnover at GEDA, waiting on their assistance regarding the draft of the lease-leaseback agreement between the BOT and FBOG.

-The College received a letter from the Department of Parks and Recreation for approval of the expansion of the forensic lab; however, there are issues concerning whether the survey of the ifit plants on the property might require an archeological clearance as well.

**2. Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR). The President reported there will be a PPEC meeting that she will be attending regarding this issue. Updates will be included at the meeting to be scheduled with the Governor and the Board for a final determination on this issue.

**VII. NEW BUSINESS.**

**1. BOT Policy Review (Series 400, 500 and 700).** The Board was presented with BOT Policies, Series 400, 500 and 700 for consideration with recommended changes by individuals assigned to review. The legal counsel also provided recommended changes but advised to table Policy 410 for further review. At this time, a motion was made with recommended changes herein:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, SERIES 400, 500 AND 700, AS PRESENTED WITH RECOMMENDED CHANGES, WITH CORRECTIONS AND TO EXCLUDE POLICY 410, WHICH IS TABLED FOR FURTHER REVIEW. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**2. President's Travel Request (March-April 2015).**

-ACCJC Commission Development Workshop, March 18-20, 2015, San Diego, CA: Sponsored and funded by the Accrediting Commission for Community and Junior Colleges (ACCJC).

-AACC 95<sup>th</sup> Annual Convention, April 18-21, 2015, San Antonio, TX: Sponsored by the American Association of Community Colleges (AACC). The President will also provide a presentation with the Kapiolani Community College and Honolulu Community College regarding workforce development on behalf of PPEC.

-ACCJC Accreditation Standards Conference, April 23-24, 2015, Sacramento, CA: Training for all ALOs and CEOs to discuss the 2014 new standards. This is sponsored by the ACCJC.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR MARCH THROUGH APRIL 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At approximately 12:47 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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



At 1:25 p.m., the meeting reconvened to open session.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON THAT THE BOARD APPROVE THE PRESIDENT'S REPORT OF DECEMBER 11, 2014, AND THE CURRENT PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger mentioned the following:

1. Welcomed the students, faculty, administrators and staff back to the campus for the Spring semester.
2. Kudos to GCC for its Sustainability and Robotics workshop.
3. Kudos to the GCC College Access Challenge Grant "Winter Bridge" program.
4. Kudos to GCC for its draft of the Mid Term Report.

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**


**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA THAT THE MEETING OF JANUARY 13, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of January 13, 2015, adjourned at approximately 1:27 p.m.

**SUBMITTED BY:**

 **FEB 06 2015**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 **FEB 06 2015**  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

 **FEB 06 2015**  
**DEBORAH C. BELANGER**  
Chairperson

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

*I Tano', i Hanom, yan i Aire*  
**SUSTAINABILITY RESOLUTION**

**WHEREAS**, Guam Community College (GCC) recognizes the need to develop facilities and programs with attention to the quality of life of current and future generations; and

**WHEREAS**, GCC will encourage the campus community to embrace “sustainability” by recycling or re-using materials and eliminating unnecessary waste of our natural resources; and

**WHEREAS**, in 2010 GCC’s Learning Resource Center (LRC) became the first government of Guam building having acquired gold LEED – Leadership in Energy and Environmental Design – certification; and

**WHEREAS**, “*I Tano', i Hanom, yan i Aire*” (land, water, and air) is a policy that promotes sustainability when constructing facilities, developing programs, or educating the community so as to become better stewards of the environment; and

**WHEREAS**, in keeping with the Resolution of Guam’s Tri-Boards of Education adopted on October 11, 2010, “one of the priorities was to implement sustainability practices as part of the operating principles” of each educational institution and “to work towards a sustainable island economy, environment, and future.”

**NOW, THEREFORE, BE IT RESOLVED**, that GCC embrace and prepare the campus community for a sustainable future by (a) educating, researching, and providing awareness; (b) conserving resources; (c) recycling resources; (d) promoting sustainable efforts through instructional activities; and (e) constructing LEED certified buildings.

**BE IT FURTHER RESOLVED**, that GCC maintain *I Tano', i Hanom, yan i Aire* as an institutional priority for all campus activities and programs.

**Adopted: February 6, 2015**  
**Resolution 9-2015**

**GUAM COMMUNITY COLLEGE**  
**I Tano', i Hanom, yan i Aire**  
**Sustainability Policy**  
**Fall 2014**

**Introduction**

To implement Guam Community College's institutional priority to go green, this policy is intended to serve as a guide for all College stakeholders. It is the responsibility of all employees, programs and students at the College to understand and practice environmental sustainability. The guidelines below can help to reduce our dependence on fossil fuels and conserve other essential resources. More importantly, adoption of this policy demonstrates the College's concern for the future of our island, its people and others around the world.

Sustainability is an ever more critical aspect of the College's mission to be Guam's leader in workforce development.

**I. Education, Research and Outreach** – The College recognizes that it is a stakeholder in the community and that a healthy environment is necessary for a healthy and vibrant community. Thus, the College has a responsibility to provide education, research and outreach with respect to environmental and sustainability issues.

- A. Faculty are encouraged to incorporate sustainability and environmental topics into their curriculum as it is the Faculty who know and understand their curriculum as well as student learning outcomes best. Therefore, sustainability topics, ideas, technologies and concepts should be included as they see fit best, while adding value to student learning in the 21<sup>st</sup> century.
- B. Faculty and staff are encouraged to research and apply for grants that support sustainability projects on campus and/or in the community.
- C. Faculty and staff are encouraged to participate in community outreach and raising awareness of environmental and sustainability issues.

**II. Health and Safety in the Environment** – The College is committed to ensure the health and safety of employees, students and visitors.

- A. The College will ensure that employees have a safe and healthy work environment conducive to their respective tasks. This will include regular inspections guided by legislation and community standards, including those developed by Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA).
- B. The College will promptly respond to health and safety issues and comply with remediation efforts guided by legislation and community standards.

**III. Operations**

**A. Energy**

- i. Procurement – When appropriate, purchase electric appliances that have good energy efficiency ratings (e.g., Energy Star appliances, electronic devices and air-conditioning systems with a 17 SEER rating or higher).

- ii. Turn off stand-alone air conditioning (AC) units overnight/weekends, unless cool temperatures are required to protect computers and other instruments from damage due to moisture or mildew. For this purpose, written justification explaining the need for AC systems to run 24/7 (daily) should be submitted to the Facility Engineer Administrator as most areas require 24/7 circulation and humidity control to avert mold. Implement digital or analogous timers on applicable AC units to reduce operation hours without damaging valuable items from moisture build-up/condensation.
- iii. Maintain thermostat setting at 78 degrees Fahrenheit (or 25.5 degrees Celsius) campus-wide, unless a specific temperature is required to maintain sensitive equipment/instruments (e.g., microscopes).
- iv. Schedule and conduct regular preventative maintenance of AC units for better efficiency and to decrease equipment malfunction. Maintenance personnel must provide proof of maintenance of all AC units to the Facility Engineer Administrator.
- v. Turn off lights when rooms (office, classroom, laboratory, storage, restrooms) are vacant.
- vi. Turn off all electronic devices and appliances (e.g. computer, printer, radio, coffee machine, water dispenser, microwave, etc.) at the end of a workday. It is recommended to plug these devices and appliances into a multiple-outlet or surge protector that is connected to a digital timer for automatic shut-off.
- vii. Install energy-saving light bulbs or LED lighting.
- viii. When possible, include natural skylights in the design and construction of new and renovated buildings to reduce dependence on artificial lighting sources which require energy.
- ix. Install photovoltaic systems where feasible. The campus has solar-powered parking lot lights and photovoltaic (PV) grid-tied systems on five buildings (Allied Health Center, Learning Resource Center, Student Center, Foundation Building, and Building E). All new construction and renovated buildings should include PV systems not to exceed the 100 kilowatt size allowed by Guam Power Authority (GPA) – for commercial buildings.
- x. Install other types of solar technology proven to reduce energy consumption and to work effectively in island environments. (e.g., solar thermal AC systems, solar water heater, solar thermal).

## **B. Conserve Resources (land, water, and air)**

- i. Reduce the volume of trash in Guam's landfill and exposure to potentially harmful/carcinogenic compounds by eliminating the use of Styrofoam (i.e. polystyrene) containers, plates, cups at campus food establishments and events, including parties and fundraising.
- ii. When possible purchase certified biodegradable paper or corn-based products for campus food establishments and events, including parties and fundraising (e.g. paper plates, cups, biodegradable utensils, and other food packing containers).
- iii. Eliminate the utilization of single use plastic containers (e.g. bottled water and plastic food containers) as these petroleum based products contribute to issues with our landfill as well as health.
- iv. Deploy reusable water-bottle refill stations on campus and encourage the use of water bottles for this purpose to reduce issues associated with plastic bottled beverages both from an environmental and human health perspective.

- v. Encourage Bring Your Own Utensils (BYOU) at campus-sponsored events.
- vi. When appropriate, install water conservation technology (e.g. low-flow shower heads and faucets, waterless urinals, etc.) campus-wide to conserve thousands of gallons of water every year.
- vii. When appropriate, integrate the use of rainwater catchment systems to further conserve resources.
- viii. Use electronic documents as much as possible, rather than printing hard (paper) copies to reduce operation cost by thousands of dollars; print ONLY when necessary.
- ix. Establish default printer setting to print on both sides at all times unless alternative settings are required.
- x. Use the blank side of a used sheet of paper for printing or scratch paper.

### C. Recycling/ Waste Diversion

- i. When appropriate, include a statement on the purchase order "Procurement for the proper handling, removal, disposal, recycling of replacement items, as well as towards averting the accumulation, storage of waste/debris within the campus in a sustainable manner."
- ii. Aluminum – GCC participates in the i-Recycle Program and has a bin designated for *aluminum cans* – to include aluminum food trays as they are recyclable and eligible for redemption.
- iii. Plastic Bottles – Place empty plastic bottles or food containers marked **#1 (PETE)** or **#2 (HDPE)** into the plastic recycle bins. Remove and throw plastic bottle caps into the trash bin prior to disposing plastic bottle into the proper bin. Plastic bags or diapers do not qualify and therefore must not to be placed into the plastic recycle bins.
- iv. Cardboard – Corrugated cardboard boxes must be flattened and placed in designated recycling dumpsters.
- v. Glass – Separate and deliver glass bottles, jars, and mirrors to the solid waste transfer station. **Do not include energy-saver or fluorescent light bulbs** - set these aside for hazardous waste disposal.
- vi. Paper –
  - 1. Paper (e.g., office paper, notebook paper, newspaper, magazines, textbooks, phonebooks, and other glossy paper/boxes NOT CORRUGATED cardboard) can be disposed of in designated paper recycling bins on campus.
  - 2. Shredded office paper (no glossy/waxed paper) can be recycled as well, however, it is best to bag and set it aside for reuse as compost, mulch, etc.
  - 3. The use of electronic newspaper, phone books, catalogs, magazines, etc. available online to conserve natural resources.
  - 4. Print documents on both sides of paper to conserve resources.
  - 5. Reuse paper with one-sided prints for notes, scratch paper, printing personal copies before recycling.
  - 6. Use of electronic editing software and submit or send electronic versions of documents to conserve resource and promote the use of such technologies.
- vii. Scrap Metal –
  - 1. Set aside steel cans with vertical seam (e.g. Mr. Coffee and most food cans) – **do not** mix with aluminum cans. Local recycling centers accept steel cans as scrap metal.

2. Deliver discarded metal items to recycling centers.
- viii. Ink Cartridges and Toners –
1. Purchase ink toners and cartridges from a company that allows for the return of used and/or emptied ink toners and cartridges (purchased through them) for the purpose of recycling or refurbishing of the item(s).
  2. Bring empty/used Xerox ink toners and cartridges to Bldg. 2000 copier room (1<sup>st</sup> floor left wing) for proper recycling.

#### **D. Miscellaneous Waste Stream**

- i. Cooking Oil – Notify food vendors to set aside cooking oil for removal by GRESCO or Detry.
- ii. Wood – When appropriate try to reuse wood as much as possible. Otherwise, deliver wood to green waste facility. Treated wood cannot be used for compost.
- iii. Green Waste – Consider purchase or rental of wood chipper as tree branches and vegetable/fruit waste can be used as chips or compost.

#### **E. Hazardous Waste**

- i. Engine oil – Set aside or remove engine oil and request disposal via Automotive Department
- ii. Chemical/Biological – Dispose chemical/biological waste according to specific Material Safety Data Sheets (MSDS) or OSHA regulations.
- iii. Light bulbs – Energy-Saving light bulbs (i.e. compact fluorescent light bulbs) contain mercury and must not be placed in the regular waste glass stream. Place the burned out bulb in a plastic bag, tape shut and set aside for hazardous waste disposal.



**GUAM COMMUNITY COLLEGE**  
**Proposed Fee Structure**

**CREDIT FOR PRIOR LEARNING [REFER TO MEMO DATED JANUARY 15, 2015]**

Assessment Request	\$25.00 per request
CPL Credit Award	20% of prevailing resident tuition rate
Challenge Exam	\$75.00 per request for paper or computer-based exam
Practical Exam	\$100.00 per practical exam

**CERTIFICATE REPLACEMENT FEE [REFER TO MEMO DATED JANUARY 14, 2015]  
(CONTINUING EDUCATION & WORKFORCE DEVELOPMENT-CE&WD)**

Certificate Replacement Fee(CE&WD)	\$15.00
Certificate Replacement plus Mail Fee(CE&WD)	\$35.00

**HIGH SCHOOL EQUIVALENCY**

	HiSET	GED®
	Note	Note
	Fee	Fee
Paper-based full test battery	5 subject areas: Language Arts-Reading, Language Arts-Writing, Math, Social Studies, and Science	Not applicable
Computer-based full test battery	5 subject areas: Language Arts-Reading, Language Arts-Writing, Math, Social Studies, and Science	4 subject areas: Language for Reasoning, Math, Social Studies, and Science
Paper-based each sub-test	Each sub-test	Not applicable
Computer-based sub-test	Each sub-test	Each sub-test
Retest	Retest must be completed within 12 months from the date the full battery is purchased. The retest \$5.00 fee is only applicable to Test Takers purchasing the full battery. Individuals purchasing sub test rather than full battery testing cannot take advantage of the retest fee waiver.	Discount is provided on next two retests.
Administrative Fee	Initial fee	After two retests...
	\$10.00 annual	Not applicable

FEB 06 2015

February 4, 2015

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

Subject: Ratification of Faculty Evaluation Rubrics

Date: February 4, 2015

Guam Community College  
**RECEIVED**

FEB 04 2015

PRESIDENT'S OFFICE  
Initials: RS

Per Fred Tupaz's memo attached to this document, the dues-paying members of the Guam Community College Faculty Union voted to ratify the new Faculty Evaluation Rubrics on February 2, 2015. Approximately sixty-three percent (63% or 42/67) of the faculty present during the meeting voted in favor of it.

The implementation date of the new agreement is at the beginning of fall 2015 semester.

Thank you for your prompt action.





Local 6476, AFT/AFL-CIO



A Union of Professionals

American Federation of Teachers, AFL-CIO

President  
Fred  
Tupaz

Vice-  
President  
(Interim)  
Jose  
Munoz

Secretary  
Joni Kerr

Treasurer  
Pilar  
Pangelinan

Stewards  
Kathy  
Chargulaf  
Eric Chong  
Carol Cruz  
Chris Dennis  
Steve Lam  
Sarah Leon  
Guerrero  
Jose Munoz  
Dave Santos  
Juanita  
Tenorio  
Patty Terlaje  
Ricky  
Tyquingeo  
Kat Uchima  
Gil Yanger

## **MEMORANDUM**

**DATE:** February 4, 2015

**TO:** Dr. Rene Ray D. Somera  
Vice-President of Academic Affairs  
BOT Chief Negotiator

**FROM:** Fred Q. Tupaz  
President, GCC Faculty Union Local 6476 AFT/AFL-CIO

**SUBJECT:** Ratification of Evaluation Rubrics

A meeting of the dues-paying members of the GCC Faculty Union Local 6476 AFT/AFL-CIO was held on February 2, 2015, at which a vote was taken to ratify the Evaluation Rubrics that was recently negotiated and subsequently finalized on February 2, 2015.

We are pleased to advise you that 63% (42/67) of the dues-paying members present voted to ratify the revised Evaluation Rubrics as negotiated and finalized on February 2, 2015. These results were certified by the Union's Executive Council at a special meeting held on February 4, 2015.

We would like to thank you and rest of the management negotiating team for your collaborative efforts, collegiality, and professionalism throughout this arduous process. We look forward to continued collaboration in our future endeavors.

**cc:** Job Specs Committee  
Executive Council  
Files

**GUAM COMMUNITY COLLEGE**

**MIDTERM REPORT**

*Submitted by:*

**GUAM COMMUNITY COLLEGE  
SESAME STREET  
MANGILAO, GUAM 96913**

*Submitted to:*

*Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges*

**Date Submitted:**

**February 2015**

## MIDTERM REPORT CERTIFICATION

To: Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

From: Dr. Mary A.Y. Okada  
Guam Community College  
Sesame Street  
Mangilao, Guam 96913

We certify that there was broad participation by the campus community in the development of this report and we believe the report accurately reflects the nature and substance of this institution.

Signatures:

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Deborah C. Belanger  
Chairperson, Board of Trustees

Date

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Mary A.Y. Okada, Ed.D  
President/Chief Executive Officer

Date

---

R. Ray D. Somera, Ph.D  
Vice President for Academic Affairs/  
Accreditation Liaison Officer

Date

---

Anthony Roberto  
President, Faculty Senate

Date

---

Antonia Chamberlain  
President, Staff Senate

Date

---

Rosanna Martinez  
President, Council on Postsecondary Students Association (COPSA)

Date

**Guam Community College  
Midterm Report March 2015**

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2. CEWD Specific Course Approval Form; CEWD CEU NC Course Approval Form
3. Office of Continuing Education and Workforce Development (CEWD) Plan for Assessment Memo (Approved)
4. Office of Continuing Education and Workforce Development Assessment Report - Spring 2013
5. Memo on Assessment and Reporting of Credit, CEU, and Non-credit Courses Offered By Departments through CEWD
6. BOT Policy 340-Distance Education
7. GCC DE Market Assessment and Needs Analysis draft
8. GCC DE Capabilities Assessment draft
9. GCC DE Market Assessment and Needs Analysis final, GCC DE Capabilities Assessment final
10. GCC DE Standard Operating Procedures final, 5-year DE Strategic Plan final
11. MIS Budget Status Report-Spring 2014
12. MIS Email Communication on Funding, September 30, 2013
13. AVP Memo to Faculty Senate-Year End Reports and Evidence, October 30, 2013
14. Participatory Governance Structure Handbook
15. Thanksgiving 2013 Assembly ISMP Close the Loop
16. Fall 2013 College Assembly Meeting Notes
17. ISMP 2014-2020
18. GCC BOT Mission Statement Policy 100
19. New faculty evaluation rubric announcement, February 19, 2013.
20. TracDat workshop announcement, November 19, 2013
21. GCC Fact Book AY 2013-2014
22. GCC Website
23. ISMP 2014-2020
24. Institutional Priorities for AY 2013-2014
25. GCC BOT Mission Statement Policy 100
26. Institutional Priorities for AY2013-2014 Professional Development
27. BOT Policy 306
28. GCC Fiscal Year 2014 Budget Request
29. MyGCC Announcement for feedback on ISMP- 2014-2020
30. GCC Resources, Planning, and Facilities Committee Agenda for 09/06/12
31. Evaluation Rubric – Department Chairs
32. Evaluation Rubric – Instructional Faculty
33. To read the full narrative response to this actionable improvement plan and Team Recommendation 1, please refer back to page 1 of this document.
34. Curriculum Manual 2013
35. Credits, Grades, and Examinations
36. Memo on GenEd Committee-Fall 2013
37. Dedicated Scanner for Record Archives
38. Email from G. Hartz, LOC Chair, December 2012
39. Curriculum Manual 2014
40. GCC HR Administrative Directive 95-001-Performance Evaluation, GCC Employees
41. Staff/Administrator Professional Development Day, Fall 2013
42. MyGCC Personnel Actions on New Pay Plan, Fall 2014
43. MyGCC Announcement, BOT Policy Review 100 Series, Spring 2014
44. BOT Meeting Minutes, July 24, 2014
45. HR Email Communication, Update on Scanning of Employee Files, December 5, 2014
46. Email to PPEC
47. GCC Public Website-Job Announcements Print Screen, December 10, 2014

48. MIS Email Communication on Funding, September 30, 2013
49. MIS Training Plans, Provided by Francisco Camacho, MIS Administrator, December 2014
50. Institutional Priorities for Professional Development, 2014-2015
51. MyGCC Announcement, Staff/Administrator Development Program Application Period, Fall 2014
52. Memo on Development of a Comprehensive Professional Development Plan for Faculty, August 29, 2014
53. GCC DE Market Assessment and Needs Analysis final
54. GCC DE Capabilities Assessment final
55. 5-year DE Strategic Plan final
56. GCC DE Standard Operating Procedures final
57. GCC Faculty Online Teaching Survey Results
58. Distance Learning Student Readiness Survey Results
59. GCC PDF Newsletter, Chachalani, March 2014
60. GCC Contract for Foundation Building, GCCFB11003
61. Materials Management Assessment Plan, 2013-2015
62. Email Communication from Finance and Administration on Contracts, May 15, 2014
63. GCC Sample Bid Specifications
64. BOT Policy 232-Contractual Agreements
65. Email Communication from Finance on Contract Thresholds, May 15, 2014
66. Foundation Building Renovation, Checklist Reviews Example for Projects 500,000 and Over
67. GCC Public Website-Bids Print screen, May 15, 2014
68. Agreement between GCC Faculty Union Local 6476 FT/AFL-CIO and the GCC BOT, 2010-2016
69. CCA Assessment Compliance Matrix, AY 2013-2014
70. AVP Memo to Staff Senate-Year End Reports and Evidence, November 15, 2013; AVP Memo to COPSA-Year End Reports and Evidence, November 15, 2013
71. Staff Senate Year End Report, 2014
72. COPSA Year End Report, 2014
73. Institutional Effectiveness Survey Report, 2010
74. 5<sup>th</sup> Board of Trustees Assessment Report
75. Board of Trustees minutes dated September 4, 2014
76. TracDat Unit Assessment Report – Four Column Office of the President dated March 20, 2014
77. BOT Meeting Minutes, January 10, 2014
78. ISMP Presentation, November 22, 2013

## **Statement of Report Preparation**

This midterm report addresses all the visiting Team's recommendations from the March 2012 Accreditation Site Visit as well as the actionable improvements plans (formerly planning agenda items) identified in the Guam Community College (GCC) 2012 Institutional Self-Evaluation Report (ISER).

The Accreditation Standard Committees, which fall under GCC's Faculty Senate, along with the Accreditation Liaison Officer (ALO) and the office of Assessment Institutional Effectiveness and Research (AIER) staff, were extensively involved in the development of the report. In addition, many faculty, staff, and administrators contributed to the report preparation by providing meaningful input and data needed to strengthen the report.

The report development preparation began in fall 2012 soon after the accreditation team's departure. The report development process included monthly meetings with the ALO, the Accreditation Standard Committees (standards 1, 2, 3, and 4), and AIER staff for the purpose of providing updates on the data collection process, and disseminating accreditation related information. To strengthen the organization and coordination in developing the report, a Mid-Term Report Strategic Plan was created to specify action steps on the report building process - i.e., person(s) responsible for the specific action or task and the time frame the action/task must be completed. The strategic plan included due dates of report drafts, comment periods on the draft report, Board of Trustees (BOT) approval of the report, and the established date of the report submission to ACCJC.

The midterm report was finalized in the fall 2014 semester and was sent to the Board of Trustees (BOT) for feedback and comments in December 2014. The BOT members approved the midterm report at their \_\_\_\_\_ meeting. The report was finally transmitted to ACCJC in \_\_\_\_\_ 2015.

Dr. Mary A.Y. Okada, President  
Guam Community College

## Response to Team Recommendations

**Team Recommendation 1:** In order to improve, the team recommends that the College develop a process for systematically evaluating non-credit courses, workshops, and training sessions for content and effectiveness, in alignment with the assessment process that is in place for credit courses. (II.A.2)

The College has integrated a process for systemically evaluating non-credit courses, workshops and training sessions for effectiveness in the College's assessment system. In August 2012, the Office of Continuing Education and Workforce Development (CE&WD) submitted a plan for the systematic evaluation process that was approved by the Academic Vice President. The plan was designed as part of the assessment process of the CE&WD office where data is provided and can be extracted from their spring 2013 report. On November 2013, a follow up memo<sup>1</sup> was sent to all departments advising that continuing education units (CEUs) or non-credit courses initiated by departments must be assessed similar to the method in which credit courses assess student learning outcomes (SLOs). The assessment and evaluation of workshops and training sessions are done through surveys and the results are reflected in the respective department's assessment report. The process of uploading survey results onto the department's assessment report aligns with the institutional assessment system.

Courses for credit that are not part of a program are also processed through the Office of Continuing Education and Workforce Development. There is a separate, but similar course guide template for these courses.<sup>2</sup> Approval of the LOC is not needed for non-credited courses run only through Continuing Education. A syllabus is required with specific student learning outcomes for non-credited courses. For other courses, workshops and training programs, such as those for continuing education units, CEU course guides are required and these offerings are still processed through Continuing Education, with the academic vice president providing the final review and approval. When the final versions of the CEU and noncredit curriculum documents have been approved, the course is added to the CE&WD catalog and may be scheduled. A copy of the official curriculum document is kept on file in the Academic Vice President's office. CE&WD and AIER are currently reviewing the CE&WD catalog of approved CEU and noncredit curriculum documents to determine compliance with categories, curriculum updates, and improvements required. A copy of the official CEU and noncredit course curriculum document is kept on file in the Academic Vice President's office, CE&WD, and with the respective program and/or department offering the course or training.

Evaluation of courses, workshops, and training programs are conducted when the course or program is near completion. This feedback assists the faculty and departments in making improvements for future offerings. The Office of Continuing Education and Workforce Development (CE&WD) plan for the systematic evaluation of non-credit courses, workshops, and training sessions approved in August 2012 by the Academic Vice-President<sup>3</sup> was incorporated as part of the assessment of the CE & WD office. Their assessment report for spring 2013 provided data on the plan.<sup>4</sup>

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<sup>1</sup> [Memo on Assessment and Reporting of Credit, CEU, and Non-credit Courses Offered By Departments through CEWD](#)

<sup>2</sup> [CEWD Specific Course Approval Form; CEWD CEU NC Course Approval Form](#)

<sup>3</sup> [Office of Continuing Education and Workforce Development \(CEWD\) Plan for Assessment Memo \(Approved\)](#)

<sup>4</sup> [Office of Continuing Education and Workforce Development Assessment Report - Spring 2013](#)



In October 2013, a memo was sent to all departments that the CEU or non-credit courses initiated by departments must be assessed by the initiating department through their Group D department courses assessment unit.<sup>5</sup> Similar to credit courses, effective spring 2014, the departments would select the Student Learning Outcomes (SLOs) to be assessed and input the results into TracDat.

As of March 2014, the monitoring of assessment of CEU and non-credit courses, trainings, workshops, and other events offered through CE&WD is incorporated into the regular operations and cycle of assessment. The assessment of noncredit courses, workshops and training sessions are done through evaluation surveys. The evidence that this process is being incorporated into the regular operations of the CE&WD is reflected in the department's assessment report. The process of uploading survey results onto the department's assessment report aligns with the institutional assessment system as a result of a concerted effort between CE&WD and the AIER Office. Evidence on this process will continue to be strengthened and increased as CE&WD works with stakeholders to establish a routine process of assessment for CEU and noncredit courses, training, workshops and other events offered through the various departments. The 14<sup>th</sup> Annual Institutional Assessment Report will contain the summary of the assessment work completed for 2013-2014.

**Status:** Ongoing

**Team Recommendation 2:** In order to improve, the team recommends that the College develop a plan for distance education, including continuing education offered through distance education, and implement appropriate support services and procedures to deliver instruction online. (I.A.1, I.B.4, I.B.5, I.B.6, II.A.1, II.A.2, II.A.3, II.A.6, II.A.7, II.B.3.a, II.C.1.c, IIIC.)

GCC's distance education program offering began on a modest scale. Funded by a CTE grant, the College's initial form of a distance education program began in academic year 2009-2010 and was limited in its offerings. In AY09-10, a subcommittee of the Learning Outcomes Committee developed a Distance Education Policy<sup>6</sup> for course delivery through online or hybrid modalities. Students, faculty members, staff and administrators were given the opportunity to provide feedback to the policy in different forums. The policy was approved by the Curriculum Committee and then sent through the governance process, i.e., the Faculty Senate, College Governance Committee (CGC), and the President. The GCC Board of Trustees approved the policy in July 2010. The policy was in response to an increase in demand from faculty and students for more distance education courses, and to ensure that distance education courses contained the same rigor as traditional courses.

During the 2012 accreditation visit, the visiting Team recommended that GCC develop a plan for offering distance education programs. In light of the recommendation, GCC pursued a "ground up" approach to developing a comprehensive distance education plan that would outline the educational programs and services that would be offered via distance education. The ground up approach for developing the plan came in the form of a strategic plan with the goals and objectives that would align with both the College's mission and also align with the goals and objectives of the College's Institutional Strategic Master Plan (ISMP). In addition to developing the comprehensive plan, the College found that a Standard Operating Procedure (SOP) and needs assessment for DE must also be developed and performed in order to determine the scope and size of the design and the development of the DE programs and the action steps needed to effectively implement the goals and objectives. Considering the enormous task involved in performing the needs assessment for DE, and developing the DE strategic plan and standard operating procedures, the College decided to solicit the services of a professional consulting group to perform these tasks.

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<sup>5</sup> [Memo on Assessment and Reporting of Credit, CEU, and Non-credit Courses Offered By Departments through CEWD](#)

<sup>6</sup> [BOT Policy 340-Distance Education](#)

In the beginning of spring 2014, the Division of Finance and Administration announced that the Distance Education strategic plan development bid had been awarded to Ellucian. Shortly thereafter between February 10-14, 2014, representatives from Ellucian met with the administrators, faculty, and staff of Guam Community College to gather information and input in developing the needs assessment tool and determining the college's capability of offering distance education, and writing the strategic plan and the standard operating procedure associated with it. On March 18, 2014, Ellucian submitted two assessment reports, *GCC Market Assessment and Needs Analysis*<sup>7</sup> and *GCC Capabilities Assessment*<sup>8</sup>. GCC administrators, faculty, and staff reviewed the reports and provided feedback. A final meeting was held on May 7, 2014 regarding the Draft Strategic Plan and Standard Operating Procedures. A week after the final meeting, the reports were finalized.<sup>9</sup> On May 13, 2014, the *Distance Education Standard Operating Procedures* and *Strategic Plan* were finalized.<sup>10</sup>

Since the Distance Education Strategic Plan and Operating Procedures have been completed, the College's next step is to identify departments that are going to participate in the distance education pilot program. In light of selecting the departments, it was decided that faculty who have already conducted online courses through GCC's current distance education policy would be asked if they would be interested in participating with the pilot. The pilot project is scheduled for implementation in fall 2015. Currently, the College is identifying training as well as Moodle server sites, and securing demos for review.

**Status:** Ongoing

**Team Recommendation 3:** In order to improve, the team recommends that the College review its resource allocation to the MIS area to ensure that there are sufficient funds to provide training, maintenance, equipment and software support and to implement its technology plan. (I.A.1, I.B.1, II.A.1.a, II.A.1.b, II.A.1.c, I.B.3, II.C.1.b, II.C.1.c, II.A.1.c, III.C.1.a, III.C.1.b)

Guam Community College is cognizant of the fact that a strong and efficient Management Information System (MIS) is the backbone of any institution and is the key to the success of carrying out the institution's mission. With the critical role that the MIS area plays in an organization, the College ensures that allocating funds to the MIS area are sufficient for providing training, maintenance, and software and other technological assistance support that would foster operational efficiency and student success. The work performed by MIS is crucial to the effectiveness of GCC's operational and educational mandates. Providing MIS with adequate resources will enable the College to acquire the infrastructure necessary to respond to the needs of a 21<sup>st</sup> century learning institution that prepares and equips students with the skills needed to compete in the global job market.

Resource allocation to GCC's MIS department comes in several different funding streams:<sup>11</sup> the general fund, which is the annual budget request for the College's operational expenses; non-appropriated funds (NAF), derived from student tuition and fees; the tourist attraction fund (TAF), in which the revenues are derived from the hotel occupancy tax and a portion of those revenues generated used to fund governmental operations; and the title III federal grant. As a result of these funding streams, GCC's MIS department was allocated \$1.39 million dollars in FY2012-2013 for its operational expenses with the majority of the funding coming from three funding streams: the general fund (\$574,051.64); NAF tuition and fees (\$434,692.53); and the Title III NAF Special Projects (\$342,000.00). The TAF funding stream (\$39,373.50) made up the rest of

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<sup>7</sup> [GCC DE Market Assessment and Needs Analysis draft](#)

<sup>8</sup> [GCC DE Capabilities Assessment draft](#)

<sup>9</sup> [GCC DE Market Assessment and Needs Analysis final, GCC DE Capabilities Assessment final](#)

<sup>10</sup> [GCC DE Standard Operating Procedures final, 5-year DE Strategic Plan final](#)

<sup>11</sup> [MIS Budget Status Report-Spring 2014](#)

the \$1.39 million funding that was allocated to MIS. These funding allocations were used for both maintenance and upgrades of the College's technology needs.<sup>12</sup>

The technology fees along with other funding sources continue to support and upgrade components that are detailed in the College's Technology Plan. Additionally, the technology fees and the Title III Grant have provided the funding needed for addressing many infrastructure and equipment needs, such as new and upgraded buildings fitted with new labs, networking conduits, fiber optic and copper cables, communication rooms, smart boards, multimedia projectors, audio/video systems, and power requirements such as line conditioning, generators, etc. GCC's MIS financial resources are also utilized to provide training to the MIS staff responsible for maintaining, updating, and troubleshooting GCC's technology equipment in the numerous classrooms, computer labs, and offices at the main campus in Mangilao and at the six (6) Guam public high schools where GCC's career and technical education programs are offered.

**Status:** Closed

**Team Recommendation 4:** In order to improve the effectiveness of participatory governance, the team recommends that the College evaluate existing governance policies and practices for faculty and students to ensure their opportunity for appropriate and ongoing participation in decision making. Additionally, the college should create and implement a corresponding formal structure for staff input and participation. The College should create and implement an evaluation process to examine the overall effectiveness of participatory governance policies and processes. (Standard IV.A.1, IV.A.2, IV.A.2.a, IV.A.3, IV.A.5)

The College relies heavily on the data and evidence that are available to support efforts to improve institutional effectiveness. Documenting the progress in meeting the standards set forth by the Accrediting Commission for Community and Junior Colleges (ACCJC) is also an important piece of evidence in the College's continuing effort to improve institutional effectiveness. The College strongly believes that institutional effectiveness is achieved through the collective participation of all college stakeholders in the institution's planning and decision-making processes.

The College's participatory governance structure provides the means for broad participation by faculty, staff, administrators, and students in the decision making processes that support student learning programs and services that improve institutional effectiveness. The dialogue through conversations, recommendations, and committee work from members within each governance body in the College's participatory governance structure demonstrates GCC's commitment to excellence, teamwork and student success. The documentation, recording and reporting of committee work is essential to preserving the integrity and spirit of participatory governance. Uploading committee work, agendas, minutes, membership, and bylaws onto the College's 'MyGCC' committee pages provides the College with the evidence needed for each committee to develop a narrative evaluation report, comprehensively evaluating existing governance policies and practices. Further, this information is maintained in a central data repository, overseen by the Office of Assessment, Institutional Effectiveness, and Research (AIER).

In an effort to comprehensively evaluate the effectiveness of the College's participatory governance, a memorandum dated October 31, 2013, written by the Academic Vice President requires all participatory governance entities to submit a report (in narrative form) evaluating the effectiveness of their particular governance unit. These reports, due at the end of each academic year, discusses the progress made in achieving committee goals and provides summaries on meeting attendance and committee accountability. The

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<sup>12</sup> [MIS Email Communication on Funding, September 30, 2013](#)

reports also offer recommendations for the following academic year, and an analysis of the overall effectiveness of their governance unit.<sup>13</sup>

The College has addressed the visiting Team's recommendation of having total representation in the College planning and decision making processes. In light of this recommendation, a formal governance structure for staff was created on May 25, 2012, called the Staff Senate. The creation of the staff governance structure now brings complete representation and voice in the College's planning and decision-making processes for all college constituents. Each participative governance entity is now represented in the College's key decision-making committees such as the College Governing Council, Resource, Planning, and Facilities Committee, and the College Technology Committee.

GCC fully supports and maintains its commitment to governance, knowing that success in serving students is contingent upon the College's ability to be responsive to everyone the institution employs and serves. Over the years, GCC's participatory governance structure has grown, matured, and continuously improved. A major milestone in the continuing effort to improve the participatory governance structure is the creation of the "Participatory Governance Structure Handbook." The handbook describes and codifies the processes in place at the college. The development of the Participatory Governance Structure Handbook represents the collaborative efforts of stakeholders throughout Guam Community College such as the Faculty Senate, Staff Senate, Council on Postsecondary Student Affairs (COPSA), Academic Vice President for Academic Affairs, and the College's Management Team. One of the handbook's paramount ideas is that "governance is a fluid process and procedures exist for committees to form, remove, or revamp committees to continually adjust to the governance-related needs of stakeholders."<sup>14</sup> For Spring 2015, plans are in the works to have an informational meeting with all interested stakeholders to share and discuss the participatory governance process.

**Status:** Closed

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<sup>13</sup> [AVP Memo to Faculty Senate-Year End Reports and Evidence, October 30, 2013](#)

<sup>14</sup> [Participatory Governance Structure Handbook](#)

## **Guam Community College Response to Actionable Improvement Plans from the 2012 Self Evaluation Report**

### **Standard 1. Institutional Mission and Effectiveness**

#### **1B2 Engage all stakeholders in the College's continuous planning processes so that there is a clear understanding of roles and expectations among all constituents.**

GCC is committed to engaging and involving all stakeholders in the College's continuous planning process. During a college assembly on November 22, 2013, Dr. Mary Okada discussed how GCC met the goals stated in the 2009-2014 College's Institutional Strategic Master Plan (ISMP). She also presented the 2014-2020 ISMP.<sup>15</sup> The 2014-2020 ISMP was adopted in January 2014. The 2014-2020 ISMP incorporated all inputs that were obtained during previous internal and external meetings and interactions with stakeholders.<sup>16</sup> The ISMP outlines GCC's values, goals and action plans for continuous quality in providing educational programs and services. Highlights of the 2014-2020 ISMP includes upgrading the physical campus to accommodate an increasing student population, incorporating student-centered learning models into the curriculum, optimizing the processes of resource allocation, and increasing the retention and completion rates of students.<sup>17</sup>

During the spring of 2013, the Vice President for Academic Affairs and the Office of Assessment, Institutional Effectiveness & Research (AIER) participated in the various committee meetings and campus events to gather feedback on the College's mission statement and big picture goals. Meaningful discussions and recommendations were noted and a final feedback period was conducted in the fall of 2013. On January 10, 2014, GCC's mission statement was amended and officially adopted by the Board of Trustees, including its Chamorro translation.<sup>18</sup>

In spring semester 2013, a new faculty evaluation rubric was adopted by the Job Specification/Evaluation Committee<sup>19</sup> and was implemented in the 2013-2014 academic year. This committee is comprised of faculty and administrators. This rubric defined the updated changes in job specifications, expectations and roles for faculty members. For example, faculty's participation and completion of assessment tasks were made part of the annual faculty performance evaluation, a component in the rubric. The addition of this component is vital to GCC's mission, goals, and objectives. Faculty, who are actively engaged with the institutional assessment plans, are more likely to reflect, analyze, and improve courses, programs, and student services. The addition of this component ensures that GCC continues to provide the highest quality, student-centered education and job training in this region.

Since the institutional assessment system plays a large role in gauging institutional effectiveness, assessment training and assistance continues to be conducted by AIER to assist faculty, staff and administrators with using TracDat software in the assessment process. In addition, AIER continues to provide department or individual training sessions upon request.<sup>20</sup>

Another approach that the College has taken to engage all stakeholders in the continuous planning is through the participatory governance process. The College Governing Council or CGC, has representatives from all college stakeholders: faculty, staff, administrators and students. In fall 2012, the Vice President for Finance

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<sup>15</sup> [Thanksgiving 2013 Assembly ISMP Close the Loop](#)

<sup>16</sup> [Fall 2013 College Assembly Meeting Notes](#)

<sup>17</sup> [ISMP 2014-2020](#)

<sup>18</sup> [GCC BOT Mission Statement Policy 100](#)

<sup>19</sup> [New faculty evaluation rubric announcement, February 19, 2013](#)

<sup>20</sup> [TracDat workshop announcement, November 19, 2013](#)

reported on the College's building construction progress and distributed the FY 2013 CIP plan for review. Since all of the campus stakeholders had representatives at this meeting, all constituents were kept apprised of the college's continuous planning process of events and activities of the College. In spring 2013, the committee voted to approve the 2013 CIP plan. The CIP plan included renovations, replacement of air conditioning, maintenance for classrooms, and an updated security system.

Through a series of College assemblies conducted to communicate with the campus community, committee meetings attended with the various participatory governance committees, and training sessions conducted on the institutional assessment system, GCC has demonstrated that all stakeholders understand their roles and expectations in the College and are well-represented in the College's planning and decision-making processes.

**Status:** Closed

**1B5 Assess how well the College has communicated information about institutional quality to the public through a community wide survey.**

There are several ways in which the College communicates information about institutional quality to its stakeholders and the public.<sup>21</sup> One of the channels is the College's website, which provides access to the public as well as to students, faculty, staff, and administrators, general information about the college. The website provides access to documents and reports such as the Board of Trustees Assessment Report, the Foundation Board of Governors Assessment Report, and the College's Institutional Strategic Master Plan (ISMP).<sup>22</sup>

GCC website analytics recorded a 4.67% increase in the number of sessions from the period of Nov. 2013 - Dec. 2014 (600,360 sessions) vs. Nov. 2012 - Dec. 2013 (573,587 sessions), and a 2.56% increase in page views, with 1,172,273 from Nov. 2013 - Dec. 2014 as compared to 1,143,060 from Nov. 2012 - Dec. 2013.

Through GCC's partnership with the private sector, industry advisory committees or councils are in place to provide information to programs about industry needs.<sup>23</sup> Through the results from needs assessments and assistance from advisory committees or councils, GCC is able to incorporate workforce and employer expectations into the curriculum.<sup>24</sup> This continuous and ongoing process communicates institutional quality to employers in the community and is directly linked to GCC's mission statement which reads: "Guam Community College is a leader in career and technical workforce development, providing the highest quality student-centered education and job training for Micronesia".<sup>25</sup>

**Status:** Closed

**1B6 Strengthen training of faculty and staff on linking program review, institutional effectiveness and resource allocation.**

GCC is committed to strengthening the training of faculty and staff on linking program review, institutional effectiveness and resource allocation.<sup>26</sup> GCC's investment in training is geared towards fully involving stakeholders in the provision of high-quality educational programs and services that are aligned with the

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<sup>21</sup> [GCC Fact Book AY 2013-2014](#)

<sup>22</sup> [GCC Website](#)

<sup>23</sup> [ISMP 2014-2020](#)

<sup>24</sup> [Institutional Priorities for AY 2013-2014](#)

<sup>25</sup> [GCC BOT Mission Statement Policy 100](#)

<sup>26</sup> [Institutional Priorities for AY2013-2014 Professional Development](#)



institution's mission and conducted in the most cost-effective manner. In light of this philosophy, GCC has instituted a set of professional development priorities that are divided into two sections: organizational priorities and academic priorities. GCC's organizational priorities are to diversify funding sources and implement financial stabilization strategies. These organizational priorities enable GCC to extend the workforce development through community partnerships and to improve delivery of services to students. GCC's academic priorities focus on accreditation-related matters e.g., Student Learning Outcomes (SLOs), program review, linking institutional planning to budgeting, and student evaluation of learning and teaching processes in the classroom that promote critical thinking skills, diverse learning styles, and student motivation.<sup>27</sup>

The understanding of linkages between program review, institutional effectiveness and resource allocation is evident through GCC's involvement of stakeholders in the financial planning and budget development process. Information related to budget and planning is presented to department heads so that input relating to planning and financial management can be made in a thoughtful manner.<sup>28</sup> Faculty, who are fully-engaged in their departments' assessment work, apply the results of this work in developing annual budget requests. As a result of this participatory process, GCC's budget and allocation decisions are aligned with the goals, mission, and objectives identified by the stakeholders of the campus community.

In addition to involving stakeholders in the financial planning and budget development processes, the College's participatory governance structure provides constituencies with appropriate opportunities to participate in the development of institutional plans and budgets.<sup>29</sup> For example, the Resource, Planning and Facilities Committee reviews the Physical Master Plan and makes recommendations on prioritizing capital improvement projects including projects that have great impact on student learning outcomes. The committee plays an important role in the College's financial planning and budget development process and serves as the forum for discussing needed resources and facility issues or concerns.<sup>30</sup>

**Status:** Closed

## **Standard 2. Student Learning Programs and Services**

### **2A1 Increase compliance rate of curriculum revision process to ensure courses and programs are not over five years old, hence remaining current with community and industry standards.**

The institution identifies and seeks to meet and continuously update the varied educational needs of its students through programs consistent with their educational preparation and the diversity, demographics, and economy of its communities. The College has taken several approaches to increasing the compliance rate of curriculum revision to ensure that courses and programs are not outdated. One approach of ensuring that the curriculum is not outdated is to make faculty directly responsible for its monitoring and oversight. Areas relating to the curriculum revision process are included in the 2013-2014 faculty evaluation system for department chairs<sup>31</sup> and instructional faculty<sup>32</sup>. Another approach that has been taken to ensure that curriculum is current is through conducting "Curriculum Writing Workshops." These curriculum workshops are designed to provide faculty mentoring for updating and writing curriculum. LOC also offers its members as mentors to instructors who need assistance in curriculum writing.

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<sup>27</sup> [BOT Policy 306](#)

<sup>28</sup> [GCC Fiscal Year 2014 Budget Request](#)

<sup>29</sup> [MyGCC Announcement for feedback on ISMP- 2014-2020](#)

<sup>30</sup> [GCC Resources, Planning, and Facilities Committee Agenda for 09/06/12](#)

<sup>31</sup> [Evaluation Rubric – Department Chairs](#)

<sup>32</sup> [Evaluation Rubric – Instructional Faculty](#)

For the past three years, the curriculum workshops were as follows:

- 1) 2013-2014
  - a. 10/2013: Training for new LOC members and retraining of past members: 13 in attendance.
  - b. 11/2013: No show of faculty except for LOC Chair/Chair Elect.
  - c. 02/2014: 6 in attendance
- 2) 2012-2013:
  - a. 10/2012: Training for new LOC members and retraining of past members: 12 in attendance.
- 3) 2011-2012:
  - a. 09/2011: Training for faculty. Unable to locate record of attendance.

As an added system to increase the compliance rate of curriculum currency, the Academic Vice President monitors courses and programs to ensure that they are current with industry and national standards before they are offered or scheduled. Furthermore, the Academic Vice President may inform departments that courses and programs that are not in compliance cannot be offered or scheduled.

**Status:** Closed

**2A2 Develop a process for the systematic evaluation of non-credit courses, workshops and training sessions, in alignment with the formalized assessment process that is already in place at the college.**

See response to Team Recommendation 1.<sup>33</sup>

**Status:** Closed

**2A2c Use the online version of the IDEA rating survey for online courses, in alignment with this teaching modality's goals of providing an alternative for students to evaluate their own learning.**

The Office of Assessment, Institutional Effectiveness and Research (AIER) spearheads the assessment of courses and programs, and provides a structure for ongoing systematic review of courses and programs using a two-year assessment cycle. Program assessment has been practiced consistently since 2001. In fall 2012, the Office of Assessment, Institutional Effectiveness and Research developed an online survey that mirrors the IDEA rating survey used in traditional courses. Students enrolled in the three online courses offered in fall 2012 were surveyed through an announcement and link to the course. Out of the 52 students enrolled, 12 students responded. The AIER staff transferred the responses from the online survey to the IDEA bubble sheet. These were then submitted along with the responses for traditional courses. This is the mechanism and process by which online courses will be evaluated.

In fall 2013, the Office of AIER administered surveys for both the online classes and traditional courses. The IDEA survey is being given online to distance learning students. For spring 2013, IDEA rating surveys were not administered in any course, either traditional or online due to budgetary constraints. In fall 2014, IDEA rating surveys were again administered for online courses. The Office of AIER will continue to administer surveys consistent with traditional courses.

**Status:** Closed

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<sup>33</sup> To read the full narrative response to this actionable improvement plan and Team Recommendation 1, please refer back to page 1 of this document.



**2A2h Foster dialogue among program faculty and the Learning Outcomes Committee (LOC) to provide standards for grading and awarding of credit by strengthening language in the course guide. The awarding of credit discussion should be guided by the federal definition of credit hour.**

The need to standardize the awarding of grades and credits has been brought to the attention of the Learning Outcomes Committee. The institution awards credit based on student achievement of the course's stated learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. The grading policies and the criteria for awarding credit for courses are clearly stated in the College Catalog. Additionally, the course guide document also defines the means of evaluation, and how credit is awarded for each course. Faculty are required to distribute syllabi to all students on the first day of class. Syllabi must define the expectations of the students for each class and the method of evaluation and standards required to achieve a certain grade. The syllabus functions as a contract between faculty and students for the semester and may be used as a critical reference in addressing and settling student grievances. Adjunct faculty members are provided model syllabi by the department chairperson to ensure consistency. The Learning Outcomes Committee placed the issue on their fall 2013 agenda and the strengthening of language for standardizing grades was discussed. As a result, the 2013 Curriculum Manual incorporated changes to better address substantive and non-substantive changes.<sup>34</sup> All changes now need to be routed through the Learning Outcomes Committee for review. Furthermore, the college credit hour policy can now be found in the online Catalog, ACALOG<sup>35</sup> and in the LOC Curriculum manual. Under the credits, grades, and examination link, a credit hour is defined as follows: At the College, each credit hour represents one hour per week in class and two hours outside of class devoted to preparation. Credit is granted in recognition of successful work in attaining Student Learning Outcomes (SLOs) in specific courses.

**Status:** Closed

**2A3c Provide a systematic process for standardizing identification, use and reporting of service learning to align with the broad goals of general education.**

In 2003, service learning at the College was initiated through the creation of GCC's Center for Student Engagement, which received initial funding via the Hawaii Pacific Islands Campus Compact (HPICC) grant. Many courses, such as American Sign Language and Introduction to Philosophy, have the additional element of service learning (SL), which can serve as a stepping-stone toward civic engagement and providing the students the necessary skills for developing them into effective citizens. Some of these courses are identified in the Schedule of Classes as SL. Implementation of service learning, however, is dependent on the instructor. Different sections of the same course may have different or no service learning requirements. In addition, not all courses that use service learning are identified as such in the schedule. These courses, along with the other general education requirements, provide a platform to introduce students to ideas pertaining to cultural diversity, aesthetic appreciation, and civic, political, and social responsibilities.

The implementation of the revised and additional general education requirements and the adoption of the ILOs provide a mechanism for departments to more clearly promote what it means to be an ethical human being. Opportunities are identified through the SLO mapping process where courses address the different skills in being an ethical human being and an effective citizen. General education requirements only apply to degree programs. Thus, departments must evaluate their SLO mapping to ensure that students who are not in degree programs still have opportunities to learn about being an ethical human being and an effective citizen.

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<sup>34</sup> [Curriculum Manual 2013](#)

<sup>35</sup> [Credits, Grades, and Examinations](#)

In spring 2013, the Learning Outcomes Committee (LOC) formed the General Education Committee working group housed under LOC. According to the Chairperson at the time, it will be the task of the General Education working group to determine whether general education courses introduce, emphasize and/or reinforce all institutional learning outcomes, including civic engagement. The committee revised the Institutional Learning Outcomes (ILOs) Mapping Matrix for General Education to distinguish skills crucial to General Education courses. At the end of spring 2012, the revised ILOs and a survey were distributed. Thirty-three surveys were sent out, and thirty-two surveys were returned. The findings were that more classes *emphasize* engagement in experiences resulting in the need for and value of civic engagement (13 classes total) than *introduce* (6) or *reinforce* (7) it (ILO 5.1). Ten (10) reported that it was not applicable. Further, more courses *emphasize* the demonstration of an understanding of ethical, civic, scientific and social issues relevant to Guam, Micronesia and the world (14 courses) than *introduce* (10) or *reinforce* (6) it (ILO 5.2).

In fall 2013, the General Education Committee was re-institutionalized as a formal committee under the Faculty Senate.<sup>36</sup> As of May 2014, the General Education Committee is currently working on establishing their guidelines and criteria for each category of the General Education program. Once this is completed, assessment of current general education courses as well as new courses to be added to the program will begin.

The College strongly believes that service learning is an important element in providing students with the different skills of being ethical and productive human beings in the community. In light of this belief, the college has held some Service Learning Activities during the past three years collaborating with the following Community Based Organizations. See Appendix A for a list of events.

**Status:** Closed

**2B3c Bolster academic advisement process and procedures for all faculty so that student support through advisement remains strong and effective.**

The College is continuously exploring ways to strengthen and enhance its student support services. One area in need of continuous improvement is student advisement. In fall 2012, an Academic Advisement Task Force was formed to look at how the academic advisement process can be strengthened. The task force consisted of faculty, including secondary and post secondary (counselors), traditional and non-traditional (counselors), and the TSS Dean and Associate Dean. The task force analyzed the current process and worked on the GCC Academic Advising Model, an Academic Advisor Handbook, and a flowchart for Advising Delivery. In the fall semester 2013, a draft of the advisement handbook was sent to the Department Chairs to disseminate to faculty for review. Upon receiving feedback, the task force sought the Academic Vice-President's approval via the TSS Dean on the deliverables and then developed a plan for training. As of spring 2014 the Academic Advisor Handbook has been made available to all faculty via Banner and the task force plans to hold trainings for faculty.

**Status:** Closed

**2B3f Evaluate the safety and security of physical records, and consider various alternative ways (including electronic means) to protect the integrity of student records at all times.**

The College is cognizant of the importance of protecting the safety and security of physical records at all times, especially records that are sensitive in nature. Such sensitive records for the most part are student and employee records. The physical storage of student and employee records must be protected at all times from the elements and natural disasters such as typhoons and earthquakes in which the records can consequently be

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<sup>36</sup> [Memo on GenEd Committee-Fall 2013](#)

destroyed if such unfortunate events do occur. Since Guam often experiences typhoons and earthquakes with devastating magnitudes, it is imperative that an alternative means of protecting sensitive records must be explored.

In assessing the safety and security of storing students' physical records, the College's Registrar reported that the College has two vaults which are fire proof. However, due to storing thousands of student records over the years, the two vaults are at capacity. Because the current vaults are at capacity, the Registrar is forced to use a container/office to hold some physical records that do not fit within the vaults.

In view of the shortage of space for securing and safely storing student records, the College is exploring alternative means to store and protect the records. One alternative that is being considered is to solicit the services from an outside vendor to digitize the records so that the storage of physical records is kept to a minimum. Another alternative is for the College to invest in purchasing a software or scanner to electronically input and store the records to serve as a backup.

GCC's management acknowledges the importance of electronic data storage of sensitive information such as student and employee records. In view of the importance backing up student and employee records electronically, the College has invested in purchasing a scanner and related equipment necessary to electronically backup the records. Moving forward to the project, a Banner Database Management System (BDMS) dedicated scanner was received in January 2014.<sup>37</sup> Such scanning is on a point forward basis and does not alleviate the issue of past records. GCC has a Records Management Program Policy Handbook, which was approved by the Board of Trustees' Legal Counsel in November 2000. This Policy Handbook is the official retention and disposition schedule of all official records of GCC.

Currently, the database containing student and employee records is being backed up electronically on a daily basis to a networked storage system and then to tape backup. The integrity of student and employee records is protected through secured system access by authorized personnel only. For off-site safekeeping, GCC utilizes a local bank's safety deposit box to store the backup tapes on a weekly rotational basis.

**Status:** Closed

#### **2B4 Revisit recommendations to examine how the survey findings have been used to implement a more efficient delivery of student programs and services.**

The College conducts town hall meetings and open forums to gather information on the issues and concerns that affect its students and stakeholders. Once every semester, the president meets with students in an open forum to address questions and concerns. In light of the town hall meetings and open forums conducted, the following represent the responses to the issues brought forth by students.

#### **“Investing in Guam's Future with Your President Mary Okada”**

##### **October 1 & 2, 2012 – Meeting Notes**

In response to a student's request to have a quiet place to study after 7:00 p.m., a 24-hour study center was opened in August 2013. However, because of the theft of an ATM machine located near the study room, it was closed in September. It was reopened in the spring of 2014 and remains open in conjunction with the College's schedule of classes.

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<sup>37</sup> [Dedicated Scanner for Record Archives](#)

Students requested that more classes articulate to the University of Guam. A list of these courses is posted on GCC's website and is continually updated. It was noted that articulation acceptance is dependent upon the receiving institution. Articulation with UOG has increased over the last several years.

In response to a question regarding cheaper books being sold in the bookstore, it was noted that more e-books are being sought. However, not all publishers have switched to the electronic format. In response to a request to add more people during registration, students were encouraged to register early and register on-line.

One student brought up the issue of classes being canceled, which affects both FAFSA requirements and the length of time it takes to complete a program. Students were advised to work with their advisor to monitor how many students were registered. The College will do its best to accommodate students and their educational plans.

Students inquired into the possibility of offering other courses such as aircraft technology and boat or craft repair. The addition of courses is dependent upon need, equipment, space, faculty, and funding.

### **“Growth and the Guam Community College with President Okada” February 18 & 19, 2013 – Meeting Notes**

In response to a student question regarding an installment plan for tuition, students can avail themselves of a payment plan offered by the College. They can establish either one of two methods: 34/33/33 or 50/50. The first installment is due the day before the semester begins with the remainder due over the next two months for those selecting a three-fold payment, and the following month for those selecting a two-part payment. This policy is under review.

The issue of security on campus was raised since some of the lights on campus were not working. The College is in the process of securing a fire alarm and mass notification system in the event that there is a situation on campus. The Bid Specs Mandatory meeting was held in the fall of 2014, and a decision on the vendor is forthcoming.

In response to a request for additional food vendors, the president responded that there is no room on campus for additional food services. Currently, BCS and the Roasted Café provide food services. The issue of additional food vendors will be considered in future plans. The College is open to having food trucks on campus, but there are parking considerations.

Questions arose regarding textbook prices. The increase in prices is due to an increase from book publishers. The possibility of a book buy-back program will be explored.

Students requested for more classes on Friday, Saturday, and on-line. Since then, there has been a concerted effort to schedule more Friday and Saturday classes as well as more daytime classes since the campus is underutilized during those times.

### **“Growth and the Guam Community College with President Mary Okada” October 23, 2013 – Meeting notes**

Students inquired whether they could be reimbursed for the cost of an internship course. The College does not offer internship courses. We offer practicums, which are non-paid. On occasion, students are given stipends by an employer via the College. These funds are used to offset tuition and fees, but if no outstanding amounts are due, the funds are given directly to the student.

Students requested for additional security behind building 200 at night when classes end. Security will be increased to meet student requests.

Students inquired as to whether job placement provisions are being made for students to help sell them to companies. The College is working with companies to have discussions on the career placement component. Two such companies include the new hotel in Tumon and the new hospital.

The possibility of offering intercession classes will be explored.

Although offering Chinese, Korean, Russian, and Spanish classes has been explored, the College is not prepared to schedule them as yet.

The College will look at the Computer Usage policy to address the reported misuse of the computer labs.

Improvements to the Criminal Justice Academy program will be addressed. The College has been in communication with the Guam Police Department to obtain cars that the College can fix and then keep for use in the program. The renovation of Building 100 will help improve the program as well.

### **“Growth and the Guam Community College with President Mary Okada”**

#### **March 20, 2014 – Meeting Notes**

GCC’s most recent accreditation report requires that before the College continues with any on-line or distance education courses, we have to complete a strategic plan. Participation in the pilot has been restricted to faculty who have already conducted online courses under the current Distance Education policy. The pilot project is scheduled for implementation during fall semester 2015. Currently, the College is identifying training as well as Moodle server sites, and securing demos for review.

There are not enough students applying for graduation in the fall, so a fall graduation ceremony is not feasible.

**Status:** Closed

#### **2C1a Allocate a percentage of funds for supporting additional resources in the LRC when new programs are developed or when existing programs are significantly modified.**

The Learning Resource Center maintains a productive dialogue with instructional faculty regarding additions to the print and electronic collections, and faculty are invited to collaborate in collection development through personal contact, via e-mail and through surveys. Faculty members are encouraged to suggest appropriate materials in any format for purchase by the LRC. Prioritization of these listings is requested due to limited funds. Since the effectiveness of the LRC collection is contingent upon input provided by faculty, LRC has frequently requested lists of needed resources from various department chairs. The services, collections and policies of the LRC are developed in coordination with the College’s Institutional Strategic Master Plan and the student learning outcomes as provided by the College’s respective career and technical education programs. The effectiveness of the LRC collection appears to be satisfactory to student users. A survey conducted in spring 2010 indicated that 80 percent of students felt the library collections met their instructional and curricular needs. On the other hand, 43 percent of faculty surveyed say that there are not enough resources available to support the current trends or industry practices for instruction in their respective programs.

In the continuing effort to solicit feedback to improve the LRC resources, a suggestion was made during AY12-13 to the LOC chair to add a section to the program and course guide forms that directly addresses the need for additional LRC resources.<sup>38</sup> The revised 2014 Curriculum Manual<sup>39</sup> has the Learning Resource Center listed in Section V resource requirement and costs for program guides and Section XII textbook reference, equipment and supplies for course guides. Furthermore, as part of the curriculum process, the AVP's office is listed as being in charge of archiving the original printed and electronic versions of program and course guides and distributing copies of the approved program or course guides to the Registrar, Department, Learning Resource Center, Associate Deans and Dean.

Although a section of the program and course guide forms now addresses the need for additional LRC resources, there has been another suggestion to have GCC funds be identified to buy library and other resources for the program. To ensure that the needed resources are available, the materials need to be purchased at least 3 to 6 months in advance of the courses being offered. In fall 2014, the new Human Services program is working with the LRC to create a form to address this gap.

**Status:** Closed

## **2C2 Research the need and demand for additional electronic resources including e-book readers and computer tablets to facilitate the use of enhanced electronic services.**

The College evaluates the LRC through surveys, focus groups, and other appropriate measures. The LRC regularly and consistently participates in the College's assessment process. The LRC conducts student and customer service surveys every semester that are designed to gauge the quality of assistance and instructional services, and the sufficiency of learning resources and library technology.

As part of the College's institutional assessment system, LRC is assessed as part of the College's two-year assessment cycle. The institutional assessment process involves setting outcomes for the unit, aligning goals with the College's mission and vision, providing different means of assessment, collection of data, and using the data to affect or advocate for change. Conducting surveys plays a big part on LRC's assessment process. As an example, the spring 2010 survey revealed 97 percent of patrons agreed or strongly agreed that LRC employees were respectful and helpful. In response to the needs of students and faculty members regarding more computers and faster network, new computers have been purchased and faster network services have been implemented. Other technology concerns such as the need for more enhanced technology such as e-books, have also been raised as an issue by student and faculty Library users. These concerns will be addressed as soon as funding is available and identified.

In March 2014, 148 students participated in a written survey about computer tablets. They were asked, "Would you like to use a tablet in the GCC Library?" 124 students answered yes, 10 students answered "no," and 14 answered "I don't know." Therefore, the students indicated that they want access to tablets for use in the Library. Again, there is no funding to purchase tablets. When funding is available the LRC will purchase tablets for student-use in the library.

In its new location, the LRC has expanded to provide customers with a comfortable room temperature setting and adequate study rooms and seating. The LRC faculty and staff strive to maintain a high level of customer satisfaction by providing staff training in customer service, time management, and library technical skills to student users. The completion of the new LRC building, which more than doubled the space of the former LRC, has enhanced the overall learning environment for GCC students outside of the classroom. In addition, the LRC received funding for an e-book higher education database, the EBSCO Academic E-book Collection

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<sup>38</sup> [Email from G. Hartz, LOC Chair, December 2012](#)

<sup>39</sup> [Curriculum Manual 2014](#)

and the EBSCO periodical database. Employees and students can now set up a free account with EBSCO which allows them to download e-books.

The added resource of an e-book higher education database brought some positive responses from the LRC customers. Students and employees have access to the e-book and e-periodical databases from anywhere in Guam. In October 2013, LRC surveyed faculty and students as part of its regular assessment cycle. In November 2013, the survey results were reviewed and uploaded on TracDat. LRC survey results for fall 2013 and spring 2014 (N=424) showed that 65% of the survey respondents agreed or strongly agreed with the statement "I am able to find books and e-books I need for research" and 54% of the survey respondents agreed or strongly agreed with the statement "I am able to find the journals, magazines, newspapers I need" (GCC TracDat, 2014, pg. 39).

**Status:** Closed

### **Standard 3. Resources**

#### **3A1b Review and revise the performance evaluation tool for staff to improve and enhance the performance evaluation process.**

GCC's process and procedures for evaluating its employees are designed to improve job performance and enhance professional development. The evaluation process for staff is based upon the College's Administrative Directive 95-001 Description of Performance Factors. The evaluation process utilizes a formal instrument which covers specific performance factors such as quality, productivity, reliability, and effectiveness on the job. Additionally, the evaluation process takes into consideration the effective execution of duties and responsibilities that are listed on the job description for each respective staff position. The instrument also allows for comments regarding outstanding performance as well as recommendation for improvement when the results of the performance evaluation indicate a marginal or less than satisfactory results. Staff employees are evaluated periodically based on their length of service (12-month, 18-month, and 24-month) and pay step.<sup>40</sup>

Part III of the staff evaluation instrument indicates the performance evaluation factors used for evaluating staff job performance.<sup>41</sup> These performance factors are general in nature and are broken down into two parts, namely, part A (Professional Competence) and part B (Professional Standards). The performance factors in parts A and B are assigned a scoring scale (0 to 5). A score of 3 (on the respective performance factor) means a satisfactory performance and score below a 3 means a marginal to an unsatisfactory performance. A score of 4 means the employee exceeds expectation and a score of 5 on all the performance factors in parts A and B means that the employee's job performance rating is outstanding. There are a total of 17 performance factors in part A and 13 in part B of the staff performance evaluation instrument.

The existing staff performance evaluation instrument adequately covers job performance factors to objectively evaluate the staff's work performance. However, like any other tools, policies, and procedures that drive the quality and effectiveness of an organization, there is always room for continuous improvement and best practices. The same goes with the existing staff performance evaluation instrument. There are several performance factors that can be added to the instrument to enhance and strengthen the employee evaluation process. For example, the performance factor of "teamwork" is a key factor of performance. How the employee gets along with others and strives to maintain positive relationships among co-workers and other departments fosters a healthy work environment. Does the employee step up to the plate and pitch in to get the job accomplished regardless of whether he or she has a direct responsibility to the task? Another

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<sup>40</sup> [GCC HR Administrative Directive 95-001-Performance Evaluation, GCC Employees](#)

<sup>41</sup> [Staff/Administrator Professional Development Day, Fall 2013](#)



performance factor that can be added is “motivation.” Does the employee pursue goals with commitment and take pride in accomplishing them? And lastly, the performance factor of “creativity.” To what extent does the employee generate workable and innovative ideas, concepts, and techniques to take the organization to the next level of effectiveness and quality?

Upon reviewing the existing performance appraisal instrument for staff, it is quite apparent that it can be enhanced and strengthened to improve the performance evaluation process. Performance factors can be added to enhance the capabilities and skill level of the employee and provide them the opportunity to develop and grow and move up in the organization.

However, because GCC’s staff employees are classified personnel under the Government of Guam civil service merit system and the staff pay plan is under the government of Guam New General Pay Plan, the College was limited in revising the job performance instrument. Staff performance evaluations directly link to a pay plan (pay for performance). As expected on October 1, 2014, the implementation of the New Government of Guam Pay Plan was 100% executed for staff. This now allows for the process and dialogue for GCC HR and GCC Staff Senate to move forward with recommendations to update the Staff performance evaluation instrument.<sup>42</sup>

**Status:** Closed

**3A1d Evaluate and amend periodically the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.**

GCC is guided by the belief that a sense of true community is achieved when the ideals and values of the College are reflected by its members’ attitudes toward one another. The College has always strived to provide a safe, secure, professional and ethical learning and working environment for its students and employees. In the past years, students and employees of GCC have been guided by the standard Government of Guam Code of Conduct policies and procedures. However the government’s code of ethics policy was deemed both outdated and obsolete.

In the interest of developing GCC’s own code of ethics policy, the Professional Ethics Committee of the Faculty Senate created a new Code of Ethics policy. The new policy was adopted by the Board of Trustees as Code of Ethics policy 470 on March 6, 2008, through BOT resolution 6-2008. The Code of Ethics policy reinforces and covers subjects such as collegiality, conflict of interest, confidentiality, use of resources, abuse of power and professionalism for employees. To further raise the level of professional conduct of GCC employees, the Board of Trustees created its own Code of Trustees Ethics and Conduct Policy in 2008 to demonstrate its commitment to upholding professionalism and code of conduct to the highest level.

Because the Code of Ethics policies for both employees and BOT members are living documents, the College Board of Trustees recognizes the need to regularly review its policies. The announcement detailing the policy review schedule and feedback was made on MyGCC on April 21.<sup>43</sup> Subsequently, the Board met on July 24, 2014 and reviewed and re-adopted Policy 115, GCC Code of Ethics and Conduct.<sup>44</sup>

**Status:** Closed

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<sup>42</sup> [MyGCC Personnel Actions on New Pay Plan, Fall 2014](#)

<sup>43</sup> [MyGCC Announcement, BOT Policy Review 100 Series, Spring 2014](#)

<sup>44</sup> [BOT Meeting Minutes, July 24, 2014](#)



**3A3b Consider backing up all employee records electronically and stored off-campus for additional security.**

GCC management acknowledges the sensibility and feasibility of electronic data storage of sensitive information such as employee records. In view of the importance of backing up employee records electronically, HR hired a new Personnel Assistant whose main role is to scan HR documents and upload information into BANNER.

Along with addressing the staffing need for the project, the College felt that the investment and purchase of a dedicated scanner would provide the tool needed to expedite the process. In the interest of exercising financial feasibility and resource allocation effectiveness, it was recommended by the HR Administrator and VP for Finance and Administration that a dedicated scanner be purchased and shared among those divisions that will have heavy use for the BANNER Document Management System (BDMS).

After overcoming challenges in the bidding process, a scanner has been purchased and is on site. The BDMS dedicated scanner was received in January 2014 but the PC laptop computer workstation and furniture needed to perform the scanning process were received at a later date. By April of 2014, the PC laptop to access BDMS for scanning and the roving cart to support both the scanner and the laptop were received. In May of 2014, MIS successfully installed and configured the laptop and the scanner, which was also set up and networked at HRO's secured file room.

At around the same time the needed equipment for scanning was received, the BDMS Dedicated Scanning SOP was simultaneously created and used to train HRO's assigned staff members. As indicated in the SOP, employee-related documents are first scanned and saved to an external backup drive connected to the PC laptop. The SOP's next instruction is for those scanned documents to be uploaded to the BDMS database. The BDMS database containing these employee document records is backed up on a daily basis to a networked storage system and then to tape backup. The integrity of scanned employee document records is protected through secured system access by authorized personnel only. For off-site safekeeping, GCC utilizes a local bank's safety deposit box to store the backup tapes on a weekly rotational basis.

HR has been diligently working on getting all "official" documentation for active fulltime employees, scanned, backed-up and updated. HR's initial goal of digitizing employee records was 80% but due to logistical and staffing shortage challenges, electronic backing of employee records are currently at 63% completion of uploading records into the BANNER system.<sup>45</sup>

**Status:** Closed

**3A4b Consider advertising in Micronesia to recruit faculty of Micronesian descent to contribute to the diversity profile of GCC faculty.**

GCC embraces diversity in its employees and students and is committed to providing an equal employment opportunity to anyone who applies for a position at GCC. Although the College has made tremendous strides in hiring employees to represent a diverse student and employee population, it still needs to work on hiring faculty of Micronesian decent to represent its Micronesian student population, which accounts for ten percent of its total student population. As noted in the College's Fact Book, GCC has no instructors of Micronesian decent (Chuuk, Pohnpei, Yap, Kosrae). The College believes that understanding language and cultural barriers of its diverse student population would foster program completion and help students accomplish their educational goals. Having students and instructors of the same ethnic and cultural background would ease the

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<sup>45</sup> [HR Email Communication, Update on Scanning of Employee Files, December 5, 2014](#)

communication barriers, encourage the students to seek the assistance they require, and may result in the attainment of success in the students' program of study.

In light of minimizing cultural and language barriers among the College's diverse employee and student population, GCC recently hired a professional originally from FSM and a former University of Guam Professor to teach a course in Family Services, a recently re-instituted program. Although the position is an adjunct faculty position, it is an excellent start to GCC's commitment of contributing to the diversity profile of its faculty.<sup>46</sup>

GCC Human Resources Office continues to post all job announcement on the college's website and utilizes its networks through Micronesia, the region, and nationally, for faculty and administration positions. GCC will continue to recruit and hire employees to better serve its diverse student population so they may accomplish their educational goals, compete, and be productive members of the global workforce.<sup>47</sup>

**Status:** Closed

### **3C1 Develop training standards with MIS personnel for new emergent technologies as documented in the ITSP.**

Guam Community College recognizes the critical role of MIS and the significant need for MIS personnel to have the skills, knowledge, and abilities in addressing new emergent technologies.

The College finds that developing standard training for MIS personnel is quite challenging. With new emerging technologies that often occur quicker than can be grasped by tech specialists and all the different types of technology gadgets existing and the realm of Bring Your Own Device (BYOD) available today, it is almost impossible to focus on what training needs to be developed. What is considered a standard training today only seems to last while the type of technology or software is actually mainstream, which changes approximately every 6 months. Despite the challenges of developing a training standard for the MIS section, the College is in full support of providing the needed resources to provide training to MIS personnel in the most practical and cost efficient manner.

In light of the effort to maximize resources, MIS will continue developing and updating training standards that are in support of what is currently within the College's infrastructure, what is most feasible financially and personnel-wise, and what will make the most positive impact on our students.<sup>48</sup> To this end, in 2011, MIS developed its "Enterprise Architecture" plan, outlining its guiding principles, standards, strategies, as well as professional development plans for all its staff members.<sup>49</sup>

**Status:** Closed

### **3C1b Increase the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded DE program.**

GCC recognizes that in order to effectively meet its vision to "be the premier educational institution for providing globally recognized educational and workforce development programs," its staff, faculty,

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<sup>46</sup> [Email to PPEC](#)

<sup>47</sup> [GCC Public Website-Job Announcements Print Screen, December 10, 2014](#)

<sup>48</sup> [MIS Email Communication on Funding, September 30, 2013](#)

<sup>49</sup> [MIS Training Plans, Provided by Francisco Camacho, MIS Administrator, December 2014](#)

administration, and students must be able to use today's technology, and be prepared to embrace new and ever-changing technological tools. For this reason, professional development is encouraged and supported so that all constituents are prepared to teach, learn, work, and thrive in a 21<sup>st</sup> century classroom.

Each year, institutional priorities for professional development are outlined and used to guide PD activities at the college. One of the organizational priorities deals with modernization of classrooms, instructional technology, and "greening" of the curriculum.<sup>50</sup> Funding for professional development is made available through PDRC (Professional Development and Resource Committee) for faculty and through the Staff/Administrator Development Program Committee for staff and administrators.<sup>51</sup>

In fall 2014, GCC initiated a call for all departments to develop comprehensive and unified professional development plans, as well as for staff and faculty members to set goals for educational and career growth. To lead faculty, Dr. Liz Diego, TPS Associate Dean, has been tasked to develop a comprehensive plan to include conceptualizing the establishment of a Center for Learning and Teaching and piloting supportive activities for faculty growth.<sup>52</sup>

With regard to Distance Education (DE) planning, during spring 2014, Guam Community College saw much activity. In January 2014, the company Ellucian, Academic Services Division, entered into a contract with GCC to develop a strategic plan to introduce and implement Distance Education to GCC constituents. In February 2014, two Ellucian consultants visited GCC to gather information and make preliminary assessments to write a strategic plan. Meetings were held with faculty, administrators, and MIS to communicate and discuss ideas, information, infrastructure, challenges, and expectations with regard to implementing DE. The contract with Ellucian produced the following reports:

1. GCC Distance Education Market Assessment and Needs Analysis Report to provide information on our potential market/students;<sup>53</sup>
2. GCC Distance Education Capabilities Report to indicate whether GCC is capable of delivering DE courses. It is important to measure our current academic/teaching capabilities as well as our infrastructure support, library support, and student support (registration, advisement, counseling services). Also, it is pertinent to identify the needs and direction for GCC to offer high quality, seamless, and progressive DE courses;<sup>54</sup>
3. GCC Strategic 5-year plan to provide the blueprint to guide the implementation of distance education courses.<sup>55</sup> Along with the strategic plan, Ellucian must also develop GCC's Distance Education Standard Operating Procedures that will outline the process that encompasses the delivery of DE, both academics and service sides.<sup>56</sup>

Since the initial visit from Ellucian DE consultants, numerous meetings have been held.<sup>57</sup> In addition, GCC's Distance Education Task Force regularly convened and teleconferences were held with Ellucian consultants to flesh out details of the strategic plan. Also, an ad hoc group of instructors met with Academic Technology to

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<sup>50</sup> [Institutional Priorities for Professional Development, 2014-2015](#)

<sup>51</sup> [MyGCC Announcement, Staff/Administrator Development Program Application Period, Fall 2014](#)

<sup>52</sup> [Memo on Development of a Comprehensive Professional Development Plan for Faculty, August 29, 2014](#)

<sup>53</sup> [GCC DE Market Assessment and Needs Analysis final](#)

<sup>54</sup> [GCC DE Capabilities Assessment final](#)

<sup>55</sup> [5-year DE Strategic Plan final](#)

<sup>56</sup> [GCC DE Standard Operating Procedures final](#)

<sup>57</sup> [GCC Faculty Online Teaching Survey Results](#)

discuss topics on “Exploring the Future Classroom Experience” and its impact on classroom environment, delivery and student expectations.<sup>58</sup>

**Status:** Closed

### **3D2F Re-evaluate the College’s contract instrument to see if it can be strengthened and improved.**

In the spring 2014, Guam Community College received recognition for receiving its 13<sup>th</sup> consecutive clean bill of financial health from independent auditors Deloitte & Touche, LLP. This acknowledgment by the Guam Office of Public Accountability strengthens GCC’s low risk status.<sup>59</sup> GCC remains diligent and committed to insuring that the financial arm of the college runs smoothly and efficiently.<sup>60</sup> Materials Management (MM) conducts training on the procurement process for department chairs, administrative assistants, administrative aids, faculty, administrators and staff. The focus on the training is the understanding and applying knowledge of the process, rules, and accountability guidelines.<sup>61</sup>

GCC enters into many contracts and MM is managing them at all stages of the process. Contracts less than \$250K are reviewed internally. Departments write up the contract and submit the document for review by the VP of Finance and Administration first, then the President for final approval.<sup>62</sup> Before any request for goods or services is advertised, GCC’s MM makes sure that the details and specifications in the contractual document are outlined and recorded to lessen possibilities of challenges and/or protests by bidders.<sup>63</sup>

For contracts above \$250,000.00, the process remains the same as above, but with the additional requirement of obtaining Board of Trustees approval. This step is outlined in Board Policy 232.<sup>64</sup>

For larger contracts of \$500,000 or more, the process is more extensive and requires legal review by the Office of the Attorney General.<sup>65</sup> Materials Management continues to review and update construction, contractual services, or capital improvement projects to manage risk for the college, and above all, ensure that projects will have contractual agreements that are thoroughly reviewed and in place prior to the start of the project.<sup>66</sup>

The list of current bids and contracts can be found on GCC’s website under GCC Bids.<sup>67</sup>

**Status:** Closed

## **Standard 4. Leadership and Governance**

### **4A2 Establish formal policies that address faculty accountability for committee work associated with release time when faculty members do not perform their required duties.**

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<sup>58</sup> [Distance Learning Student Readiness Survey Results](#)

<sup>59</sup> [GCC PDF Newsletter, Chachalani, March 2014](#)

<sup>60</sup> [GCC Contract for Foundation Building, GCCFB11003](#)

<sup>61</sup> [Materials Management Assessment Plan, 2013-2015](#)

<sup>62</sup> [Email Communication from Finance and Administration on Contracts, May 15, 2014](#)

<sup>63</sup> [GCC Sample Bid Specifications](#)

<sup>64</sup> [BOT Policy 232-Contractual Agreements](#)

<sup>65</sup> [Email Communication from Finance on Contract Thresholds, May 15, 2014](#)

<sup>66</sup> [Foundation Building Renovation, Checklist Reviews Example for Projects 500,000 and Over](#)

<sup>67</sup> [GCC Public Website-Bids Print screen, May 15, 2014](#)

In an effort to foster accountability and integrity for faculty committee work, a new Faculty Evaluation Rubric was presented to faculty on August 23, 2013. The new rubric now includes Institutional Assessment work and the 'Faculty Accountability Report for Committee Work form (which was approved on February 12, 2013 and added to AFT/BOT Contract). Faculty evaluation for AY2013-2014 going forward has a component for Committee Work, within "Section 5: Institutional Involvement."<sup>68</sup> Since its implementation, it has helped the college achieve a higher Assessment Compliance Completion for AY 2013-2014 by 8%, from 87% in AY 2012-2013 to 95% in AY2013-2014.<sup>69</sup>

The Faculty Accountability Report for Committee Work is submitted by each committee chairperson at the end of each spring semester of the academic year, and is tabulated and reported as a component of the Faculty Senate Year-End Report. On the accountability form, committees report goals, attendance records, and the form and extent of member participation. If a committee chairperson concludes that a certain member or members of a committee is not performing their required duties, or if the Accountability Report does not evidence a faculty member's full participation, this information is reflected in the faculty member's yearly evaluation. Likewise, a committee member who does not participate fully may be asked to resign his or her membership, which has consequences on the individual's yearly evaluation. The new Faculty Evaluation Rubric has brought forth noticeable improvements with regard to faculty performing their fair share of duties and responsibilities and performing extracurricular activities that yield positive impacts for our students.

**Status:** Closed

#### **4A5 Evaluate the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.**

The College's participatory governance structure plays a vital role for broad participation by faculty, staff, administrators, and students in the decision-making processes that support student learning programs and services and the overall improvement of institutional effectiveness. The evidence of dialogue through means of conversations, recommendations, and committee work from members within the College's participatory governance structure are some of the elements that demonstrate GCC's commitment to excellence, teamwork, and student success. Preserving the integrity and spirit of participatory governance through documentation and recording of committee work is important. Uploading committee work reports, agendas, membership, and bylaws onto the College's 'MyGCC' web portal provides the evidence and documentation needed for each committee to develop narrative evaluation reports that comprehensively evaluate existing governance policies and practices.

In an effort to comprehensively evaluate the effectiveness of the College's participatory governance, a memorandum dated October 31, 2013, written by the Academic Vice President, requires that all participative governance entities submit a report (in narrative form) evaluating the effectiveness of their respective governance unit. Based on the directive, the report is due at the end of each academic year (spring) to the Academic Vice President. The content of the report must discuss the progress made on committee goals, meeting attendance summaries, committee accountability summaries, recommendations for the following academic year, and an analysis of the overall effectiveness of their governance unit. Because the submission of the year-end report is required from each participatory governance unit, the Staff Senate President and COPSA President were also issued the memo on November 15, 2013.<sup>70</sup>

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<sup>68</sup> [Agreement between GCC Faculty Union Local 6476 FT/AFL-CIO and the GCC BOT, 2010-2016](#)

<sup>69</sup> [CCA Assessment Compliance Matrix, AY 2013-2014](#)

<sup>70</sup> [AVP Memo to Staff Senate-Year End Reports and Evidence, November 15, 2013; AVP Memo to COPSA-Year End Reports and Evidence, November 15, 2013](#)

The year-end reports were submitted as required by three governance entities. These committees document that they were grateful for the opportunity to communicate and provide feedback to their constituents and for the opportunity to provide transparency to GCC's stakeholders.

The Faculty Senate, Staff Senate and COPSA (Council on Postsecondary Student Affairs) submitted their Academic Year 2013-2014 reports as required by the AVP. The Staff Senate<sup>71</sup> and COPSA<sup>72</sup> show the governance goal matrix accomplishments as it relates to the ISMP goals, Goal 1-Retention and Completion, Goal 2-Conducive Learning Environment, Goal 3-Improvement and Accountability and Goal 4- Visibility and Engagement and committee attendance.

The COPSA report has met all the requirements and can serve as a model for the Staff Senate and Faculty Senate reports. The Faculty Senate Report did not list the Goals as related to the ISMP, or the committee attendance roster. The reports are a starting point in documenting the progress and accountability efforts being made by faculty, staff and students as part of their evaluation and campus involvement.

The last campus wide survey was the Institutional Effectiveness Survey. It was conducted August 2010.<sup>73</sup> It was designed to gauge respondent's level of knowledge about the institution and their awareness of the College's effort to achieve institutional effectiveness as required by ACCJC Standard I.B. Improving Institutional Effectiveness. AIER is in the process of developing a campus governance survey instrument that can be adopted under the governance process. It should be completed by spring 2016.

**Status:** Ongoing

**4B1i Include more questions relating to the Accreditation Standards in the Board Self-Evaluation Questionnaire (BSEQ) so that Board members gain more knowledge about how the accreditation process works.**

The College regularly conducts training sessions for Board members to increase their knowledge of the accreditation process. The training often occurs at Board retreats where the accreditation process is always part of the agenda. In fall 2013, the College launched an accreditation awareness campaign encouraging all BOT members and College employees to take ACCJC's online accreditation workshop. This workshop enables the individual to increase their knowledge and understanding of the four accreditation standards. As of this writing (Dec. 2014), 100% of GCC administrators and staff, 96% of faculty, 80% of Board members had completed the ACCJC's online accreditation basics workshop.

The 2013 BSEQ survey was the first time an accreditation related questionnaire was added and will continue to be part of the survey. GCC's Board of Trustees added question 41 of the Board Self-Evaluation (BSEQ) Survey, which asked the board member to state if they have taken the online workshop.<sup>74</sup> The response was 2 out of the 6 voting board members or 33% had taken the online course. A seventh member was added to the Board of Trustees on September 4, 2014, and will be encouraged to take the ACCJC online workshop which will continue to be part of the BSEQ questionnaire as mentioned.<sup>75</sup>

**Status:** Closed

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<sup>71</sup> [Staff Senate Year End Report, 2014](#)

<sup>72</sup> [COPSA Year End Report, 2014](#)

<sup>73</sup> [Institutional Effectiveness Survey Report, 2010](#)

<sup>74</sup> [5<sup>th</sup> Board of Trustees Assessment Report](#)

<sup>75</sup> [Board of Trustees minutes dated September 4, 2014](#)



**4B1j Report progress of the President's goals to the campus community at the end of her yearly evaluation to provide opportunity for all GCC constituents to share in her accomplishments and challenges.**

The President holds various assemblies and meetings at least twice a year to discuss her goals with the campus community. One such presentation was held on November 22, 2013 entitled "Closing the Loop." In the presentation, the President discussed the progress made on the 2009-2014 ISMP goals, which mirror and relate to her assessment goals or Administrative Unit Outcome (AUO). The following are the outcomes of her assessment goals.

AUO #1: *Pioneering; Integrating Workforce Development*: To identify the community's career and technical as well as basic educational skill requirements and increase capacity for the better integration of the opportunities and services offered by GCC with the needs of island businesses. Annual surveys are being done to develop needs assessment. In addition, networking activities are ongoing in the search to create programs that partner with businesses.

AUO #2: *Educational Excellence; Pursuing Accreditation Quality Programs*: To improve program effectiveness and the determination of the institution's overall effectiveness in meeting student learning. CEWD course assessment has sustained accreditation.

AUO#3: *Community Interaction; Branding GCC in the Community*: To improve awareness of the College and increase public support for its vision and activities. GCC continues to brand itself through various marketing campaigns to increase and improve student retention through various outreach programs in the community.

AUO#4: *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. Dedicated planning continues as the assessment planning cycle is continuously applied in programs and departments throughout the college.

The President held her AY 2013-2014 "Meet the President" (a forum with students) talks on October 9 and 10 and on March 17 and 18 at the Multipurpose Auditorium. She informed the students about the campus construction projects, our need to track our graduates and updates to the ISMP. She also introduced at the talks the new Institutional Strategic Master Plan (ISMP) for 2014-2020. Furthermore, on April 11, she spoke with the faculty and staff about the new ISMP and how the goals of the ISMP are her goals for the next few years. In TracDat, her AUO's for fall 2013-2014 are based on the ISMP 2014-2020 goals<sup>76</sup> which are listed below:

AUO1: *Retention and Completion*: Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare students for engagement in a global workforce.

AUO2: *Conducive Learning Environment*: Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

AUO3: *Improvement and Accountability*: Enhance the existing integrated planning, review, and evaluation process that provides for the allocation of resources based on college –wide priorities that boost improvement and accountability.

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<sup>76</sup>[TracDat Unit Assessment Report – Four Column Office of the President dated March 20, 2014](#)

AUO4: *Visibility and Engagement*: Promote the GCC brand to achieve regional, national, and international recognition.

With the President's goals based on the previous and new ISMP, it is quite evident that she has met all her goals with the construction of five (5) new campus buildings and facilities and the expansion of new programs and technology support.

**Status:** Closed

**4B2b Provide periodic updates to the campus community regarding progress made on the goal initiatives identified in the ISMP.**

Over the past five years, the College has kept the campus updated on the status of the 2009-2014 ISMP as well as the goals and the initiatives of the new 2014-2020 ISMP that was recently adopted by the Board of Trustees on January 10, 2014.<sup>77</sup>

GCC's 2009-2014 Institutional Strategic Master Plan has four major goals (1 Pioneering, 2 Educational Excellence, 3 Community Interaction, and 4 Dedicated Planning). These goals were designed to guide the College in meeting its mission and providing quality educational and workforce development training to students. Within the five-year period that the master plan covered, progress and status of the ISMP's goals were disseminated to the campus community at least once a year during convocation or through regular scheduled College assembly. For example, on November 16, 2012, the President discussed updates on the goals of the 2009-2014 ISMP titled "Moving Forward to 2014" which was presented at the College's Thanksgiving Luncheon."<sup>78</sup> The updates were presented on the ISMP's following goals:

Goal 1 Pioneering: Seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employers' needs assessment in order to improve the skill levels and productivity of the island's workforce.

Goal 2 Education Excellence: Seeks to show that Student Learning Outcomes are being attained and that regular assessment allows programs and services to identify, analyze and use assessment results for accountability and program improvement.

Goal 3 Community Interaction: Seeks to improve awareness of the College and increase public and fiscal support for its vision to reduce GCC's financial dependence on the Government of Guam. This is evidenced by numerous federal grants awarded to the college for program development and campus improvement.

Goal 4 Dedicated Planning: Provides a means to measure progress towards attaining the vision of the College each year through a systematic review and evaluation, the results of which are utilized to inform decision making at the College at all levels.

In further providing updates to the ISMP, the President shared progress on the campus wide construction and other building plans during the bi-annual "Meet the President" presentation to college students in fall 2013 and spring 2014. At the Campus Assembly on October 11, 2013, Dr. Somera unveiled a draft of the ISMP and requested for input from everyone by December 6, 2013 to ensure that constituents are aware of the ISMP and have a voice in the new plan for 2014-2020. On March 2014, the ISMP 2014-2020 was completed and made available online for public viewing. It was also presented by the President to the GCC faculty and staff at a campus wide meeting on April 11, 2014. Other updates to the ISMP were made at the August 12, 2013

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<sup>77</sup> [BOT Meeting Minutes, January 10, 2014](#)

<sup>78</sup> [ISMP Presentation, November 22, 2013](#)



convocation, during which the President provided a short update on the ISMP and how capital improvements continue with the groundbreaking for Building 200 as well as other renovations happening on the campus. The Academic Vice President also spoke at convocation about rewriting our mission statement, and how the new mission statement should align with the re-development of the new ISMP for 2014-2020.

The new mission statement reads: “Guam Community College is a leader in career and technical workforce development, providing the highest quality education and job training for Micronesia.” It was approved by the Board of Trustees on January 10, 2014.

**Status:** Closed

\*\*\*\*\*

## **SUMMARY OF ACTIONABLE IMPROVEMENT PLANS**

### **Standard 1**

#### **1B2**

1. Engage all stakeholders in the College's continuous planning processes so that there is a clear understanding of roles and expectations among all constituents.

#### **1B5**

2. Assess how well the College has communicated information about institutional quality to the public through a community wide survey.

#### **1B6**

3. Strengthen training of faculty and staff on linking program review, institutional effectiveness and resource allocation.

### **Standard 2**

#### **2A1**

4. Increase compliance rate of curriculum revision process to ensure courses and programs are not over five years old, hence remaining current with community and industry standards.

#### **2A2**

5. Develop a process for the systematic evaluation of non-credit courses, workshops and training sessions, in alignment with the formalized assessment process that is already in place at the college.

#### **2A2c**

6. Use the online version of the IDEA rating survey for online courses, in alignment with this teaching modality's goals of providing an alternative for students to evaluate their own learning.

#### **2A2h**

7. Foster dialogue among program faculty and the Learning Outcomes Committee (LOC) to provide standards for grading and awarding of credit by strengthening language in the course guide. The awarding of credit discussion should be guided by the federal definition of credit hour.

#### **2A3c**

8. Provide a systematic process for standardizing identification, use and reporting of service learning to align with the broad goals of general education.

#### **2B3c**

9. Bolster academic advisement process and procedures for all faculty so that student support through advisement remains strong and effective.

#### **2B3f**

10. Evaluate the safety and security of physical records, and consider various alternative ways (including electronic means) to protect the integrity of student records at all times.

**2B4**

11. Revisit recommendations to examine how the survey findings have been used to implement a more efficient delivery of student programs and services.

**2C1a**

12. Allocate a percentage of funds for supporting additional resources in the LRC when new programs are developed or when existing programs are significantly modified.

**2C2**

13. Research the need and demand for additional electronic resources including e-book readers and computer tablets to facilitate the use of enhanced electronic services.

**Standard 3****3A1b**

14. Review and revise the performance evaluation tool for staff to improve and enhance the performance evaluation process.

**3A1d**

15. Evaluate and amend periodically the Code of Ethics Policy for all GCC constituents (including the Board) to align processes and procedures, as necessary and appropriate.

**3A3b**

16. Consider backing up all employee records electronically and stored off-campus for additional security.

**3A4b**

17. Consider advertising in Micronesia to recruit faculty of Micronesian descent to contribute to the diversity profile of GCC faculty.

**3C1**

18. Develop training standards with MIS personnel for new emergent technologies as documented in the ITSP.

**3C1b**

19. Increase the availability of technology training for all college constituents so that they become familiar in the latest instructional technologies that would gradually lead toward an expanded DE program.

**3D2f**

20. Re-evaluate the College's contract instrument to see if it can be strengthened and improved.

**Standard 4****4A2**

21. Establish formal policies that address faculty accountability for committee work associated with release time when faculty members do not perform their required duties.

**4A5**

22. Evaluate the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.

**4B1i**

23. Include more questions relating to the Accreditation Standards in the BSEQ so that Board members gain more knowledge about how the accreditation process works.

**4B1j**

24. Report progress on the President's goals to the campus community at the end of her yearly evaluation to provide opportunity for all GCC constituents to share in her accomplishments and challenges.

**4B2b**

25. Provide periodic updates to the campus community regarding progress made on the goal initiatives identified in the ISMP.

## APPENDICES/DIRECTORY OF EVIDENCE

1. [Memo on Assessment and Reporting of Credit, CEU, and Non-credit Courses Offered By Departments through CEWD](#)
2. [CEWD Specific Course Approval Form; CEWD CEU NC Course Approval Form](#)
3. [Office of Continuing Education and Workforce Development \(CEWD\) Plan for Assessment Memo \(Approved\)](#)
4. [Office of Continuing Education and Workforce Development Assessment Report - Spring 2013](#)
5. [Memo on Assessment and Reporting of Credit, CEU, and Non-credit Courses Offered By Departments through CEWD](#)
6. [BOT Policy 340-Distance Education](#)
7. [GCC DE Market Assessment and Needs Analysis draft](#)
8. [GCC DE Capabilities Assessment draft](#)
9. [GCC DE Market Assessment and Needs Analysis final, GCC DE Capabilities Assessment final](#)
10. [GCC DE Standard Operating Procedures final, 5-year DE Strategic Plan final](#)
11. [MIS Budget Status Report-Spring 2014](#)
12. [MIS Email Communication on Funding, September 30, 2013](#)
13. [AVP Memo to Faculty Senate-Year End Reports and Evidence, October 30, 2013](#)
14. [Participatory Governance Structure Handbook](#)
15. [Thanksgiving 2013 Assembly ISMP Close the Loop](#)
16. [Fall 2013 College Assembly Meeting Notes](#)
17. [ISMP 2014-2020](#)
18. [GCC BOT Mission Statement Policy 100](#)
19. [New faculty evaluation rubric announcement, February 19, 2013.](#)
20. [TracDat workshop announcement, November 19, 2013](#)
21. [GCC Fact Book AY 2013-2014](#)
22. [GCC Website](#)
23. [ISMP 2014-2020](#)
24. [Institutional Priorities for AY 2013-2014](#)
25. [GCC BOT Mission Statement Policy 100](#)
26. [Institutional Priorities for AY2013-2014 Professional Development](#)
27. [BOT Policy 306](#)
28. [GCC Fiscal Year 2014 Budget Request](#)
29. [MyGCC Announcement for feedback on ISMP- 2014-2020](#)
30. [GCC Resources, Planning, and Facilities Committee Agenda for 09/06/12](#)
31. [Evaluation Rubric – Department Chairs](#)
32. [Evaluation Rubric – Instructional Faculty](#)
33. To read the full narrative response to this actionable improvement plan and Team Recommendation 1, please refer back to page 1 of this document.
34. [Curriculum Manual 2013](#)
35. [Credits, Grades, and Examinations](#)
36. [Memo on GenEd Committee-Fall 2013](#)
37. [Dedicated Scanner for Record Archives](#)
38. [Email from G. Hartz, LOC Chair, December 2012](#)
39. [Curriculum Manual 2014](#)
40. [GCC HR Administrative Directive 95-001-Performance Evaluation, GCC Employees](#)
41. [Staff/Administrator Professional Development Day, Fall 2013](#)
42. [MyGCC Personnel Actions on New Pay Plan, Fall 2014](#)
43. [MyGCC Announcement, BOT Policy Review 100 Series, Spring 2014](#)
44. [BOT Meeting Minutes, July 24, 2014](#)

45. [HR Email Communication, Update on Scanning of Employee Files, December 5, 2014](#)
46. [Email to PPEC](#)
47. [GCC Public Website-Job Announcements Print Screen, December 10, 2014](#)
48. [MIS Email Communication on Funding, September 30, 2013](#)
49. [MIS Training Plans, Provided by Francisco Camacho, MIS Administrator, December 2014](#)
50. [Institutional Priorities for Professional Development, 2014-2015](#)
51. [MyGCC Announcement, Staff/Administrator Development Program Application Period, Fall 2014](#)
52. [Memo on Development of a Comprehensive Professional Development Plan for Faculty, August 29, 2014](#)
53. [GCC DE Market Assessment and Needs Analysis final](#)
54. [GCC DE Capabilities Assessment final](#)
55. [5-year DE Strategic Plan final](#)
56. [GCC DE Standard Operating Procedures final](#)
57. [GCC Faculty Online Teaching Survey Results](#)
58. [Distance Learning Student Readiness Survey Results](#)
59. [GCC PDF Newsletter, Chachalani, March 2014](#)
60. [GCC Contract for Foundation Building, GCCFB11003](#)
61. [Materials Management Assessment Plan, 2013-2015](#)
62. [Email Communication from Finance and Administration on Contracts, May 15, 2014](#)
63. [GCC Sample Bid Specifications](#)
64. [BOT Policy 232-Contractual Agreements](#)
65. [Email Communication from Finance on Contract Thresholds, May 15, 2014](#)
66. [Foundation Building Renovation, Checklist Reviews Example for Projects 500,000 and Over](#)
67. [GCC Public Website-Bids Print screen, May 15, 2014](#)
68. [Agreement between GCC Faculty Union Local 6476 FT/AFL-CIO and the GCC BOT, 2010-2016](#)
69. [CCA Assessment Compliance Matrix, AY 2013-2014](#)
70. [AVP Memo to Staff Senate-Year End Reports and Evidence, November 15, 2013; AVP Memo to COPSA-Year End Reports and Evidence, November 15, 2013](#)
71. [Staff Senate Year End Report, 2014](#)
72. [COPSA Year End Report, 2014](#)
73. [Institutional Effectiveness Survey Report, 2010](#)
74. [5<sup>th</sup> Board of Trustees Assessment Report](#)
75. [Board of Trustees minutes dated September 4, 2014](#)
76. [TracDat Unit Assessment Report – Four Column Office of the President dated March 20, 2014](#)
77. [BOT Meeting Minutes, January 10, 2014](#)
78. [ISMP Presentation, November 22, 2013](#)

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH  
FISCAL YEAR 2016  
BUDGET DOCUMENT CHECKLIST**

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

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

	Department/Agency		BBMR	
	Yes	No	Yes	No
<u>General</u>				
Is the department/agency request within the Governor's established ceiling?	N/A			
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 2016 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	X			
f. FY 2015 (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 2016  
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
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?	<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>N/A</u>	_____	_____	_____

**DEPARTMENT:**

Prepared By: \_\_\_\_\_

Date

Approved By: \_\_\_\_\_

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

Date

**BBMR ACTION:**

**Recommendation**

☐ Approval  
☐ Disapproval

\_\_\_\_\_  
**Analyst**

\_\_\_\_\_  
**Date**

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## MEMORANDUM

Mr. Anthony C. Blaz  
Director  
Bureau of Budget & Management Research  
P.O. Box 2980  
Hagatna, GU 96932

**SUBJECT:** FY 2016 Budget Submission

Transmitted herewith is the budget digest for FY 2016 for your budgeting purposes. The college will be submitting its full budget to the Guam Legislature by February 15, 2015. Our complete budget packet will be submitted to you once the GCC Board of Trustees has approved it.

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

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

CKS:vdc

Attachment



The logo for Guam Community College (GCC) is located in the top left corner. It consists of the letters "GCC" in a large, bold, serif font, enclosed within a rectangular border.

GUAM COMMUNITY COLLEGE

*Kulehon Kumunidat Guahan*

A black and white photograph of a diverse group of students sitting in a classroom. In the foreground, a young man on the left is looking towards the camera, and a young woman on the right is looking slightly away. Other students are visible in the background, some looking towards the camera and others looking away. The students are seated at desks, and the overall atmosphere is that of a typical college classroom.

Guam Community College

Fiscal Year

2016

Budget Request

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**Government of Guam  
Fiscal Year 2016**

**Agency Budget Certification**

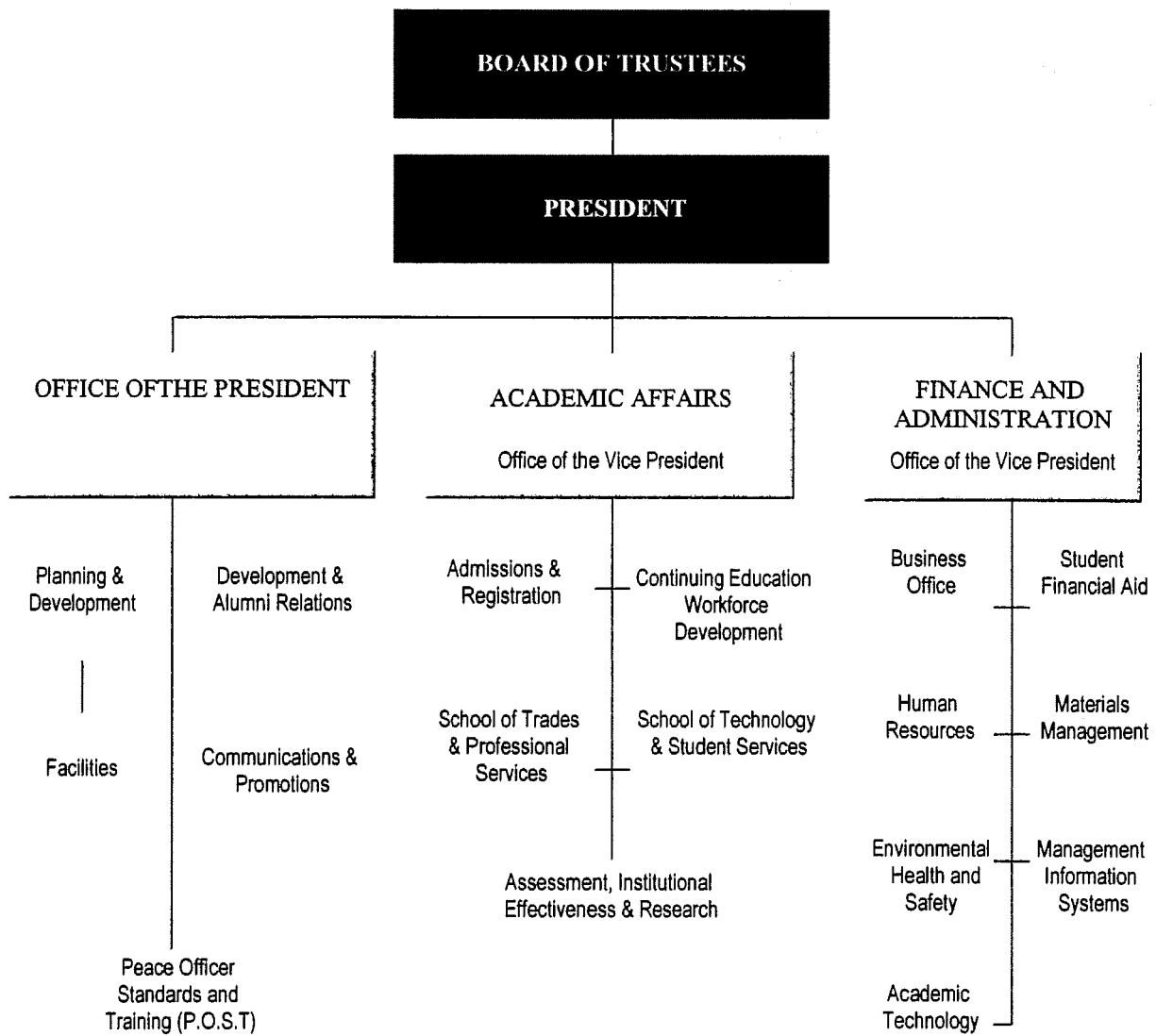
**Agency:** Guam Community College

**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

Modification approved by the BOT: 07/24/2014



Government of Guam  
Fiscal Year 2016 Budget  
Agency Narrative

Function: Education and Culture

Agency: GUAM COMMUNITY COLLEGE

**MISSION STATEMENT:**

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

***Sinangan Misi6n (Chamorro translation):***

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

**GOALS AND OBJECTIVES:**

To meet the mandates of our mission and the enabling act "The Community College Act of 1977", Public Law 14-77, and now updated through Public Law 31-99, we are submitting our Fiscal Year 2016 budget request. This FY2016 budget represents a request that allows the College to continue providing, at a minimal level, the same basic career and technical education for the postsecondary and secondary environments. At the same time the College anticipates the island's economic conditions will continue to create increased demands for educational services, as individuals and organizations pursue additional skill and education levels to improve their competitiveness in the workforce and to meet the needs of the anticipated military expansion. The College will continue to assess the need for courses to meet these demands.

As outlined in our Institutional Strategic Master Plan (ISMP) for 2014-2020, the College identified the following initiatives:

**Retention and Completion:** Strengthen and improve curriculum and educational delivery to provide a student-centered educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

**Conducive Learning Environment:** Transform the campus into a conducive facility for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

**Improvement and Accountability:** Enhance the existing integrated planning, review, and evaluation process that provides for the allocation of resources based on assessment result and college-wide priorities in order to boost improvement and accountability.

**Visibility and Engagement:** Promote the Guam Community College brand to achieve regional, national, and international recognition.

DECISION PACKAGE  
Fiscal Year 2016

[BBMR DP-1]

Department/Agency      GUAM COMMUNITY COLLEGE      Division/Section

**ACTIVITY DESCRIPTION:**

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

**MAJOR OBJECTIVES:**

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

Retention and Completion: Moving from traditional teaching toward student-centered learning; student-centered model of teaching requires that instructors see each learner as distinct and unique; providing a student-centered educational experience that fosters retention and success.

Conducive Learning Environment: Transformation of our campus into a conducive facility for learning and teaching and fostering a sense of family oriented employees committed to student access and success through a well-developed facilities master plan.

Improvement & Accountability: Enhance and strengthen the College's existing integrated planning, review, and evaluation process in order to evaluate resource allocation and determine appropriate adjustments through the development of a financial/resource allocation master plan.

Visibility and Engagement: Expand the College's horizon to be internationally and globally recognized as a premier higher education institution that provides quality and proven educational and workforce development programs.

**SHORT TERM GOALS:**

Workload Indicator	FY2014 Level of Accomplishment	FY2015 Anticipated Level	FY2016 Projected Level
Retention & Completion – Incorporate the student-centered learning model into the curriculum and the classroom.	Established a systematic cycle of curriculum review in line with the two-year assessment cycle schedule as the institution implements improvements based on the results of assessment documented in the annual institutional assessment reports. (95% completed)  Identification of students who have completed 45 credits or more and who have not received a degree or certificate in their declared program of study. (50% completed)	Analyze the assessment reports and implementation results of course and program data to highlight strengths and best practices in incorporating the student-centered learning model into the curriculum and the classroom.  Project Win-Win developed to include the identification of students in three highest degree programs, who have not receive a formal award from GCC, and who have 45 GPA credits or more, and encourage completion.	Monitor and support the implementation of the annual curriculum review cycle and continue to evaluate the effectiveness of the established cycle.  Expand list to next three highest programs and provide communications with students to encourage completion.

DECISION PACKAGE  
Fiscal Year 2016

[BBMR DP-1]

Department/Agency *GUAM COMMUNITY COLLEGE* Division/Section

Retention & Completion – Strengthen the professional development support for faculty to effectively implement the student-centered teaching method.	<p>Extend the College's achievement of Sustainable Continuous Quality Improvement by the publication of a Student Learning Outcomes Handbook which guides the College on best practices for developing and refining student learning outcomes (SLO) that are measurable and identifies the learning that students should achieve.</p> <p>Develop and implement a comprehensive and unified professional development plan for all employees that promote student success. (50% completed)</p>	<p>Training sessions to be held on the incorporation of the SLO best practices into the regular semester. The Spring 2015 Assessment Day will have a focused session on SLO development and measurement.</p> <p>Completion of the unified professional development plans. Implementation and review of year-end reports.</p>	<p>Compile and analyze the assessment reports and implementation results for recommendations on improving the alignment of SLO's best practices into the curriculum.</p> <p>Review of year-end reports summarizing activities funded in the academic year to ensure the alignment to the academic year's Institutional Priorities identified.</p>
Conducive Learning Environment – Enhance and monitor the College's facilities master plan to keep pace with institutional growth and educational projections and priorities.	<p>Update the Facilities Master Plan. (20% completed) Development of budget trainings and required assessment requirements to align with institutional and education priorities will be instituted. (100% completed)</p> <p>Administration of the Community College Survey of Student Engagement (CCSSE), which provides information on student engagement, a key indicator of learning and of the quality of community college. (50% completed)</p>	<p>As part of the annual institutional assessment study, the "closing the loop" data will reflect the effectiveness of the College's program review framework in supporting data driven decisions for accountability and improvement.</p> <p>CCSSE survey to be completed. Analysis of the results of the survey to identify what students do in and out of the classroom, knowing students' goals, and understanding external responsibilities.</p>	<p>Extract of data to support the Facilities Master Plan and its updates. Recommendation included in the annual institutional assessment study will be incorporated into the next planning cycle for relevant units.</p> <p>Creation of new environments and refinement of existing institutional practices that will enhance learning, development, and student success.</p>
Conducive Learning Environment – Strengthen the participatory governance process to ensure that all stakeholders understand their role in collaborative governance.	<p>Development of participatory governance structure handbook, containing a history of participatory governance and presents a diagram of the current structure in place with a detailed description of each body within the structure.</p> <p>Coordinate the documentation and recording of the activities and accomplishments of each governance unit. (50% completed)</p>	<p>A campus-wide training on the Participatory Governance Structure Handbook in 2015.</p> <p>Provide training to ensure that the documentation and recording of governance units are done in a regular and systematic archive of evidence and can be reviewed online on the MyGCC portal.</p>	<p>Campus-wide study and reporting targeted for academic year 2015-2016, with the formalized documentation of the participatory governance structure through the handbook.</p> <p>The annual comprehensive year-end reports from the faculty senate, the staff senate, and the Council on Postsecondary Student Affairs, will reflect the accomplishments,</p>

DECISION PACKAGE  
Fiscal Year 2016

[BBMR DP-1]

Department/Agency      GUAM COMMUNITY COLLEGE      Division/Section

			challenges, and recommendations for improvements.
Improvement & Accountability – Update the College's existing institutional financial/ resource allocation master plan to align with the College's new Institutional Strategic Master Plan's vision, mission, and goals.	<p>Link assessments to departmental and institutional plans by identification of key initiatives to refine and automate manual processes. (50% completed)</p> <p>Revisit and update the College Information Technology Strategic Plan and its priorities. (50% completed)</p>	<p>Annual updates and comprehensive progress reports on the College's existing plans will be incorporated into the regular planning agenda.</p> <p>Update of the College Information Technology Strategic Plan will be continuous and ongoing.</p>	<p>A revisit of standard operating procedures and paper-driven processes may present opportunities for improvement in student support services and administrative services at the College.</p> <p>Exploration of the assessment management system in the ITSP priorities and goals data use.</p>
Improvement & Accountability - Utilize the institution's assessment system and program review to evaluate the effectiveness of the College's resource allocation process.	Update of the program review process to be an effective tool to evaluate the effectiveness of programs and services and to insure that the College keeps quality improvement at the forefront of college activities. The update and training of the GCC Data Driven Dedicated Planning (3DP) framework which represents the resource allocation model. (30% completed)	Continued budget and assessment training that expressly utilizes the 3DP process diagram and includes specific examples of the process.	Recommendation included in the annual institutional assessment study will be incorporated into the next planning and resource allocation cycles for all departments and programs
Visibility & Engagement –Market and highlight the GCC brand.	<p>Development of a 5-year marketing plan to promote the GCC brand and to provide awareness of the educational and workforce development programs that the College has to offer. (100% completed)</p> <p>Creation of short marketing videos that highlight GCC's real time classroom action and showcase the College's modernized facilities. (50% completed)</p>	<p>Implementation of components of the plan on an annual basis.</p> <p>Promote program and attendance at GCC after high school through the completion and viewing of the marketing videos.</p>	<p>The College's pledge to completion and commitment to student success will be evidenced in the increase in program completers.</p> <p>The College will utilize the public website analytics tools report the growth in the number of customers visiting the College's website for information and other institutional data.</p>
Visibility & Engagement – Promote internationalizing our campus.	<p>Expand articulation agreements and other collaborative partnerships with higher education institutions in the Asia-Pacific region, as well as the U.S. mainland. (90% completed)</p> <p>Strengthen curriculum through meaningful exchanges (e.g.</p>	<p>Network with more institutions to foster collaboration and cooperation in areas of mutual interest.</p> <p>Revise curriculum to ensure that international elements or components to various topical areas are infused.</p>	<p>Develop and complete a Guam Community College Biography, including data on the diverse community that the College has become.</p> <p>Establish performance metrics to measure success in improving local,</p>

# DECISION PACKAGE

*Fiscal Year 2016*

[BBMR DP-1]

*Department/Agency*      *GUAM COMMUNITY COLLEGE*      *Division/Section*

	faculty, students) that provide international exposure and increase educational opportunities for GCC stakeholders. (10% completed)		regional and international awareness of the "GCC Brand."
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Government of Guam  
Fiscal Year 2016  
Budget Digest

[BBMR BD-1]

Function:  
Department/Agency:  
Program:

SUMMARY

A B C D E F G H I J K L													
AS400 Account Code	Appropriation Classification	GENERAL FUND			MDF/TAI SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances (A + D + G)	FY 2015 Authorized Level (B + E + H)	FY 2016 Governor's Request (C + F + I)
PERSONNEL SERVICES													
111	Regular Salaries/Increments/Special Pay:	9,883,569	10,238,865	10,867,207	272,756	277,499	285,274				10,156,326	10,516,364	11,152,481
112	Overtime:		0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,638,238	3,780,028	3,967,000	95,564	98,897	95,545	0	0	0	3,733,801	3,878,925	4,062,545
	TOTAL PERSONNEL SERVICES	\$13,521,807	\$14,018,893	\$14,834,207	\$368,320	\$376,396	\$380,819	\$0	\$0	\$0	\$13,890,127	\$14,395,289	\$15,215,026
OPERATIONS													
220	TRAVEL - Off-Island/Local Mileage Reimburs:	0	8,064	5,048	0	0	0	0	0	0	0	8,064	5,048
230	CONTRACTUAL SERVICES:	236,761	690,562	846,652	25	13,500	27,700	0	0	0	236,786	704,062	874,352
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	16,939	232,180	217,206	15,763	36,900	94,000	0	0	0	32,702	269,080	311,206
250	EQUIPMENT:	852	140,113	100,426	11,269	42,907	73,440	0	0	0	12,121	183,020	173,866
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:	246,063	1,326,144	61,276	407,775	618,883	1,854,131	0	0	0	653,838	1,945,028	1,915,407
	TOTAL OPERATIONS	\$500,615	\$2,397,063	\$1,230,608	\$434,832	\$712,190	\$2,049,271	\$0	\$0	\$0	\$935,447	\$3,109,254	\$3,279,879
UTILITIES													
361	Power:	1,434,999	1,656,900	1,656,900	0	0	0	0	0	0	1,434,999	1,656,900	1,656,900
362	Water/ Sewer:		50,400	92,400	0	0	0	0	0	0	48,000	50,400	92,400
363	Telephone/ Toll:	79,049	84,000	92,400	0	0	0	0	0	0	79,049	84,000	92,400
	TOTAL UTILITIES	\$1,562,048	\$1,791,300	\$1,841,700	\$0	\$0	\$0	\$0	\$0	\$0	\$1,562,048	\$1,791,300	\$1,841,700
450	CAPITAL OUTLAY	\$0	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
TOTAL APPROPRIATIONS		\$15,584,470	\$18,267,258	\$17,966,515	\$803,152	\$1,086,586	\$2,430,090	\$0	\$0	\$0	\$16,387,622	\$19,355,842	\$20,396,605
1/ Specify Fund Source													
FULL TIME EQUIVALENCIES (FTEs)													
UNCLASSIFIED:		2	2	2	0	0	0	0	0	0	2	2	2
CLASSIFIED:		208	208	208	5	5	5	0	0	0	213	213	213
TOTAL FTEs		210	210	210	5	5	5	0	0	0	215	215	215

		A B C D E F G H I J K L															
		GENERAL FUND				MANPOWER DEVELOPMENT FUNDS				FEDERAL MATCH				GRAND TOTAL (ALL FUNDS)			
AS400 Account Code	Appropriation Classification	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances (A + D + G)	FY 2015 Authorized Level (B + E + H)	FY 2016 Governor's Request (C + F + I)				
PERSONNEL SERVICES																	
111	Regular Salaries/Increments/Special Pay:	9,383,203	9,716,835	10,285,838	272,756	277,499	285,274	0	0	0	9,655,959	9,994,334	10,571,112				
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0				
113	Benefits:	3,444,278	3,578,483	3,744,519	95,564	98,897	95,545	0	0	0	3,539,842	3,677,379	3,840,064				
	TOTAL PERSONNEL SERVICES	\$12,827,481	\$13,295,318	\$14,030,357	\$368,320	\$376,396	\$380,819	\$0	\$0	\$0	\$13,195,801	\$13,671,713	\$14,411,176				
OPERATIONS																	
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	8,064	5,048	0	0	0	0	0	0	0	8,064	5,048				
230	CONTRACTUAL SERVICES:	235,413	650,012	834,352	25	13,500	27,700	0	0	0	235,438	663,512	862,052				
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0				
240	SUPPLIES & MATERIALS:	16,939	185,080	209,706	15,763	36,900	94,000	0	0	0	32,702	221,980	303,706				
250	EQUIPMENT:	852	75,892	88,476	11,269	42,907	73,440	0	0	0	12,121	118,799	161,916				
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:	246,063	286,752	61,276	307,775	518,883	1,575,209	0	0	0	553,838	805,635	1,636,485				
	TOTAL OPERATIONS	\$499,267	\$1,205,800	\$1,198,858	\$334,832	\$612,190	\$1,770,349	\$0	\$0	\$0	\$834,099	\$1,817,990	\$2,969,207				
UTILITIES																	
361	Power:	1,434,999	1,656,900	1,656,900	0	0	0	0	0	0	1,434,999	1,656,900	1,656,900				
362	Water/ Sewer:	48,000	50,400	92,400	0	0	0	0	0	0	48,000	50,400	92,400				
363	Telephone/ Toll:	79,049	84,000	92,400	0	0	0	0	0	0	79,049	84,000	92,400				
	TOTAL UTILITIES	\$1,562,048	\$1,791,300	\$1,841,700	\$0	\$0	\$0	\$0	\$0	\$0	\$1,562,048	\$1,791,300	\$1,841,700				
450	CAPITAL OUTLAY	\$0	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000				
TOTAL APPROPRIATIONS		\$14,888,796	\$16,352,417	\$17,130,915	\$703,152	\$988,586	\$2,151,168	\$0	\$0	\$0	\$15,591,948	\$17,341,003	\$18,282,083				
1/ Specify Fund Source																	
FULL TIME EQUIVALENCIES (FTEs)																	
UNCLASSIFIED:		2	2	2	0	0	0	0	0	0	2	2	2				
CLASSIFIED:		195	196	196	5	5	5	0	0	0	200	201	201				
TOTAL FTEs		197	198	198	5	5	5	0	0	0	202	203	203				

Government of Guam  
Fiscal Year 2016  
Budget Digest

[BBMR BD-1]

Function:  
Department/Agency:  
Program:

AS400 Account Code	Appropriation Classification	A B C D E F G H I J K L				M N O P				Q R S T			
		GENERAL FUND (LPN/OC GUIDANCE)				SPECIAL FUND 1/				FEDERAL MATCH			
		FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request
<b>PERSONNEL SERVICES</b>													
111	Regular Salaries/Increments/Special Pay:	500,366	522,030	581,369	0	0	0	0	0	0	500,366	522,030	581,369
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	193,960	201,546	222,481	0	0	0	0	0	0	193,960	201,546	222,481
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$694,326</b>	<b>\$723,576</b>	<b>\$803,850</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$694,326</b>	<b>\$723,576</b>	<b>\$803,850</b>
<b>OPERATIONS</b>													
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	581		0	0	0	0	0	0	0	581	0
230	CONTRACTUAL SERVICES:	1,348	26,900	12,300	0	0	0	0	0	0	1,348	26,900	12,300
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	4,000	7,500	0	0	0	0	0	0	0	4,000	7,500
250	EQUIPMENT:	0	27,514	11,950	0	0	0	0	0	0	0	27,514	11,950
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	100,000	100,000	278,922	0	0	0	100,000	100,000	278,922
	<b>TOTAL OPERATIONS</b>	<b>\$1,348</b>	<b>\$58,995</b>	<b>\$31,750</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$278,922</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$101,348</b>	<b>\$158,995</b>	<b>\$310,672</b>
<b>UTILITIES</b>													
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	<b>\$695,674</b>	<b>\$782,571</b>	<b>\$835,600</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$278,922</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$795,674</b>	<b>\$882,571</b>	<b>\$1,114,522</b>
1/ Per PL 32-120 USDA loan repayment from Real Property Tax Valuation													
<b>FULL TIME EQUIVALENCIES (FTEs)</b>													
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	13	12	12	0	0	0	0	0	0	13	12	12
	<b>TOTAL FTEs</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>12</b>	<b>12</b>



Government of Guam  
Fiscal Year 2016  
Budget Digest

[BBMR BD-1]

Function:  
Department/Agency:  
Program:

		GENERAL FUND (GCC Apprenticeship Program)															SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)								
AS400 Account Code	Appropriation Classification	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request			
PERSONNEL SERVICES																															
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
113	Benefits:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
OPERATIONS																															
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	CONTRACTUAL SERVICES:	0	13,650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
240	SUPPLIES & MATERIALS:	0	43,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	EQUIPMENT:	0	36,707	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
290	MISCELLANEOUS:	0	1,039,393	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL OPERATIONS	\$0	\$1,132,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
UTILITIES																															
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	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	0	0	0	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	\$0	\$0	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL APPROPRIATIONS	\$0	\$1,132,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1/																															
FULL TIME EQUIVALENCIES (FTEs)																															
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	CLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL FTEs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Government of Guam

[BBMR TA-1]

## Schedule A - Off Island Travel

Department/Agency: Guam Community College

### Purpose / Justification for Travel

Off-island - CALEA and IADLEST conference  
Local Mileage - out of office meetings-reimbursement

Travel Date:

\* No. of Travelers:

Position Title of Traveler(s)	Air Fare	Per Diem	Registration	Total Cost
POST Administrator	3,000.00	1,000.00		\$4,000.00
Local Mileage				\$ 500.00

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

# Government of Guam

[BBMR96A]

## SCHEDULE B - Contractual Executive Office

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
ANNUAL MEMBERSHIP DUES- ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)	1	2,975	2,975		X
ANNUAL MEMBERSHIP DUES - ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES & COLLEGES	1	2,440	2,440		X
BOARD OF TRUSTEES	7	600	4,200		X
INSTITUTIONAL MEMBERSHIP DUES (ACCJC, AACC, PPEC, ETC) SUBSCRIPTIONS AND LEGAL SERVICES	1	33,725	33,725		X
MEMBERSHIP DUES: CALEA AND IADLEST	1	2,000	2,000		X
OCP ANNUAL REPORT LAYOUT, OTHER ADS	1	1,200	1,200		X
NCMPR DUES	1	225	225		X
ANNUAL REPORT PRINTING	75	11	825		X
ADVERTISING: FALL 2015/SPRING 2016	1	9,000	9,000		X
WEB SITE HOSTING & MAINTENANCE CONTRACT	12	1,225	14,700		X
POSTER PRINTING, FLASHDRIVES, ETC.	1	250	250		X
SUBSCRIPTIONS	1	150	150		X
ANNUAL LICENSE - HIGH SCHOOL EQUIVALENCY TEST	1	5,000	5,000		X
CHOICES LICENSE RENEWAL	1	900	900		X
COMPASS ADMINISTRATION UNITS	1	4,000	4,000		X

# Government of Guam

[BBMR96A]

## SCHEDULE B - Contractual Executive Office

**Department/Agency:** Guam Community College

				Funded in FY 2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Contractual			81,590		

# Government of Guam

[BBMR96A]

## SCHEDULE B - Contractual Finance and Administration

Department/Agency: Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
SOFTWARE	1	300	300		X
MEMBERSHIP	1	3,670	3,670		X
DISTANCE EDUCATION SUPPORT	1	20,000	20,000		X
ANNUAL MEMBERSHIP - EDUCASE	1	650	650		X
CONTRACTUAL - PRINTING	4	375	1,500		X
CONTRACTUAL - AUDIT FIRM	1	30,000	30,000		X
CONTRACTUAL - POSTAGE	12	375	4,500		X
CUPA MEMBERSHIP	1	1,000	1,000		X
SHRM MEMBERSHIP	1	1,000	1,000		X
PROPERTY, AUTO, CRIME INSURANCE PREMIUMS	1	112,000	112,000		X
PRINTING SERVICES (BUILDING PLANS)	1	1,000	1,000		X
ADVERTISEMENTS	4	2,000	8,000		X
OFFICE SUPPLIES	4	2,000	8,000		X
EDUCATORS INSURANCE PREMIUMS- PGL, ELL, UL, LPL	1	147,000	147,000		X
BROKERS FEE & SURPLUS LINES	1	17,000	17,000		X
TRAINING MATERIALS	1	700	700		X
DUES AND SUBSCRIPTIONS	1	1,000	1,000		X
CONTRACTUAL	4	5,000	20,000		X
POSTAL BOX RENTAL	1	664	664		X
COPIER LEASE	12	8,168	98,016		X
VEHICLE MAINTENANCE	1	3,200	3,200		X
SECURITY SERVICES	12	12,517	150,204		X
VEHICLE INSPECTION REGISTRATION	5	30	150		X

# Government of Guam

[BBMR96A]

## SCHEDULE B - Contractual Finance and Administration

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
POSTAL METER RENTAL	1	720	720		X
COMMUNICATION SYSTEMS	1	2,784	2,784		X
COLLEGE CATALOG	10	450	4,500		X
WEBINAR PURCHASE FOR AAD PROFESSIONAL DEVELOPMENT (PACKAGE OF 6 WEBINARS FROM INNOVATIVE EDUCATORS)	1	1,200	1,200		X
COUNCIL FOR ADULT AND EXPERIENTIAL LEARNING (CAEL) MEMBERSHIP	1	500	500		X
CONTRACTUAL SERVICES (GRAPHIC DESIGN)	2	500	1,000		X
<b>Total Contractual</b>			<b>640,258</b>		

**SCHEDULE B - Contractual  
Academic Affairs Division**

**Department/Agency:** Guam Community College

Funded in FY 2015?

Item	Quantity	Unit Price	Total Price	Yes	No
SEVIS - ANNUAL MEMBERSHIP DUES	1	600	600		X
LRP PUBLICATIONS (FERPA ANSWER BOOK)	1	200	200		X
HIGHER EDUCATION DIRECTORY PUBLICATION (ONLINE EDITION)	2	300	600		X
DIGITAL ARCHITECTURE ANNUAL MAINTENANCE FEES	1	4,859	4,859		X
AACRAO - BI-ANNUAL MEMBERSHIP DUES	1	800	800		X
PRINTING OF DEGREE/CERTIFICATE/DIPLOMA (JOSTENS)	1	7,000	7,000		X
CCSSE SURVEY	1	5,550	5,550		X
ASSESSMENT AWARDS	12	50	600		X
FACT BOOK, PRESIDENT'S REPORT, BOT REPORT, FOUNDATION REPORT, MISSION AND ISMP, GOVERNANCE REPORT	1	3,000	3,000		X
TRACDAT MAINTENANCE	1	7,500	7,500		X
PROF. ORG. MEMBERSHIP/ASSOCIATION FOR INSTITUTIONAL RESEARCHER	2	150	300		X
ANNUAL SURVEY MONKEY SUBSCRIPTION	1	500	500		X
NATIONAL STUDENT CLEARINGHOUSE	1	300	300		X
IDEA STUDENT SURVEY & PROCESSING	1	4,500	4,500		X

# Government of Guam

[BBMR96A]

## SCHEDULE B - Contractual Academic Affairs Division

**Department/Agency:** Guam Community College

				Funded in FY 2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Contractual			36,309		



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

**Department/Agency:** Guam Community College

**Funded in FY 2015?**

Item	Quantity	Unit Price	Total Price	Yes	No
SERVICE PUBLICATION SUBSCRIPTION DUES	1	1,000	1,000		X
WASTE OIL DISPOAL	1	700	700		X
CALIBRATION OF METERS AND A/C	1	200	200		X
GAS ALLOWANCE	2	500	1,000		X
GAS ALLOWANCE	2	500	1,000		X
FACULTY DEVELOPMENTAL SUPPORT	1	500	500		X
FACULTY DEVELOPMENTAL SUPPORT	1	500	500		X
ANNUAL MEMBERSHIP - TESOL	1	500	500		X
BIOHAZARD WASTE DISPOSAL	1	500	500		X
ACCREDITATION FEE	3	500	1,500		X
NATIONAL NURSING LEAGUE MEMBERSHIP	1	2,000	2,000		X
EQUIPMENT REPAIR	1	3,500	3,500		X
MEDICAL DIRECTOR	1	3,000	3,000		X
MEMBERSHIP DUES: SKAL CLUB OF GUAM	1	500	500		X
MEMBERSHIP DUES: PATA	2	100	200		X
MONTHLY PREVENTIVE MAINTENANCE	9	350	3,150		X
MEMBERSHIP DUES	7	130	910		X
FIRE SUPPRESSION SYSTEM CERTIFICATION	2	1,500	3,000		X

# Government of Guam

[BBMR96A]

## SCHEDULE B - Contractual Trades and Professional Services

**Department/Agency:** Guam Community College

				Funded in FY 2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Contractual			23,660		

## SCHEDULE B - Contractual Technology and Student Services

**Department/Agency:** Guam Community College

### Funded in FY 2015?

Item	Quantity	Unit Price	Total Price	Yes	No
RADIO/CELLULAR AND MAINTENANCE	1	3,200	3,200		X
MEDICAL ADVISOR FEE AND MEDICAL WASTE MANAGEMENT	2	1,550	3,100		X
WIFI SERVICES ONLY	5	500	2,500		X
BUSINESS CARDS FOR COUNSELORS	5	40	200		X
MEMBERSHIP DUES (ACA)	5	220	1,100		X
TITLE IX RESOURCE MATERIALS	1	500	500		X
SERVICE PROVIDERS FOR STUDENTS	48	500	24,000		X
TITLE IX COORDINATOR TRAINING	1	500	500		X
TITLE IX COORDINATOR MEMBERSHIP	4	500	2,000		X
BOOKS	1	7,000	7,000		X
OFFICE SUPPLIES	3	500	1,500		X
PRINT PERIODICAL SUBSCRIPTIONS	1	3,000	3,000		X
EBSCO ACADEMIC E-BOOKS SUBSCRIPTION	1	3,500	3,500		X
ALARM FOR REAR EXIT	1	1,500	1,500		X
LOCAL SUBSCRIPTIONS	1	1,200	1,200		X
3M SERVICE CONTRACT FOR SECURITY GATE	1	4,800	4,800		X
EBSCO FULL TEXT PERIODICAL DATABASE	1	5,235	5,235		X

**SCHEDULE B - Contractual  
Technology and Student Services**

**Department/Agency:** Guam Community College

				Funded in FY 2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Contractual			64,835		

# Government of Guam

[BBMR96A]

## SCHEDULE C - Supplies and Materials Executive Office

Department/Agency: Guam Community College

### Funded in FY2015?

Item	Quantity	Unit Price	Total Price	Yes	No
OFFICE SUPPLIES	3	500	1,500		X
OFFICE SUPPLIES	1	1,000	1,000		X
SUPPLIES & MATERIALS	1	200	200		X
PLUMBING [4]	12	877	10,524		X
A/C & REFRIGERATION SUPPLIES	12	100	1,200		X
CARPENTRY [1]	12	600	7,200		X
CUSTODIAL [2]	12	3,872	46,464		X
ELECTRICAL [3]	12	1,394	16,728		X
SUPPLIES	5	500	2,500		X
Total Supplies Materials			87,316		

## SCHEDULE C - Supplies and Materials Finance and Administration

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY2015?	
				Yes	No
OFFICE SUPPLIES	4	500	2,000		X
OFFICE SUPPLIES	5	500	2,500		X
LAPTOP	1	1,600	1,600		X
UPS BACKUP BATTERY REPLACEMENT	10	500	5,000		X
TECHNICAL LEARNING / TRAINING MANUALS / BOOKS / SUBSCRIPTIONS	1	525	525		X
TAPE CARTRIDGES	1	2,625	2,625		X
SAFETY GEARS/WEAR & SUPPLIES	2	500	1,000		X
GENERAL OFFICE SUPPLIES & MATERIALS	2	500	1,000		X
SYSTEM PREVENTIVE MAINTENANCE	10	500	5,000		X
TRAINING SUPPLIES	1	500	500		X
PRINTING	1	500	500		X
ADVERTISEMENT	1	500	500		X
OFFICE SUPPLIES	2	500	1,000		X
OFFICE SUPPLIES	1	500	500		X
SUPPLIES & MATERIALS	2	2,000	4,000		X
	1	6,000	6,000		X
OFFICE SUPPLIES	2	500	1,000		X
SUPPLIES AND MATERIALS	6	500	3,000		X

# Government of Guam

[BBMR96A]

## SCHEDULE C - Supplies and Materials Finance and Administration

**Department/Agency:** Guam Community College

				Funded in FY2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Supplies Materials			38,250		

# Government of Guam

[BBMR96A]

## SCHEDULE C - Supplies and Materials Academic Affairs Division

**Department/Agency:** Guam Community College

				Funded in FY2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
HP LASERJET TONER	2	600	1,200		X
OFFICE SUPPLIES, POSTAGE, OFFICIAL LETTERHEAD & ENVELOPES, TRANSCRIPT PAPER	11	500	5,500		X
HP LASERJET TONER	2	600	1,200		X
SUPPLIES	2	500	1,000		X
TRACDAT TAPES	14	35	490		X
Total Supplies Materials			9,390		



## SCHEDULE C - Supplies and Materials Trades and Professional Services

**Department/Agency:** Guam Community College

Funded in FY2015?

Item	Quantity	Unit Price	Total Price	Yes	No
OFFICE SUPPLIES	3	500	1,500		X
SUPPLIES	1	500	500		X
SUPPLIES	1	500	500		X
INSTRUCTIONAL SUPPLIES	1	2,000	2,000		X
INSTRUCTIONAL SUPPLIES	1	500	500		X
INSTRUCTIONAL SUPPLIES	1	500	500		X
SUPPLIES	14	200	2,800		X
INSTRUCTIONAL MATERIALS & SUPPLIES	5	500	2,500		X
COMPUTER SUPPLIES & SOFTWARE	12	500	6,000		X
OFFICE SUPPLIES	2	500	1,000		X
OFFICE SUPPLIES	3	500	1,500		X
OFFICE SUPPLIES	3	500	1,500		X
OFFICE SUPPLIES	2	500	1,000		X
CLASSROOM SUPPLIES	1	500	500		X
OFFICE SUPPLIES	2	500	1,000		X
INSTRUCTIONAL MATERIALS & SUPPLIES	5	500	2,500		X
COMPUTER SUPPLIES & SOFTWARE	2	500	1,000		X
INSTRUCTIONAL MATERIALS & SUPPLIES	2	500	1,000		X
COMPUTER SUPPLIES & SOFTWARE	4	500	2,000		X
OFFICE SUPPLIES	1	200	200		X
INSTRUCTIONAL MATERIALS & SUPPLIES	2	500	1,000		X
OFFICE SUPPLIES	1	500	500		X

# Government of Guam

[BBMR96A]

## SCHEDULE C - Supplies and Materials Trades and Professional Services

Department/Agency: Guam Community College

				Funded in FY2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Supplies Materials			31,500		

## SCHEDULE C - Supplies and Materials Technology and Student Services

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY2015?	
				Yes	No
COPIER PAPER	5	500	2,500		X
OFFICE SUPPLIES	3	500	1,500		X
INSTRUCTIONAL & OPERATIONAL SUPPLIES	12	500	6,000		X
INSTRUCTIONAL & LAB	5	800	4,000		X
IDENTIFICATION CARDS	1	1,000	1,000		X
TONERS/CARTRIDGES	6	500	3,000		X
TONERS/CARTRIDGES	7	250	1,750		X
XEROX PAPERS	6	500	3,000		X
U.S. AND GUAM FLAGS	1	500	500		X
GENERAL OFFICE SUPPLIES: (FOLDERS, PENS, PAPER, PENCILS, NOTEPADS, FLASHLIGHTS, KEY LABELS, STAPLES, COLOR PAPER, ETC.)	1	500	500		X
SUPPLIES & MATERIALS	1	10,000	10,000		X
OFFICE SUPPLIES, SOFTWARE	4	500	2,000		X
INSTRUCTIONAL MATERIALS & SUPPLIES	2	500	1,000		X
SUPPLIES (GENERAL OFFICE USE)	12	500	6,000		X
SUPPLIES	1	500	500		X
ADMINISTRATIVE/INSTRUCTIONAL SUPPLIES	3	500	1,500		X
SUPPLIES AND MATERIALS	1	1,000	1,000		X
SUPPLIES AND MATERIALS	1	3,000	3,000		X
INSTRUCTIONAL SUPPLIES	1	2,000	2,000		X

**SCHEDULE C - Supplies and Materials  
Technology and Student Services**

**Department/Agency:** Guam Community College

				Funded in FY2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Supplies Materials			50,750		

# Government of Guam

[BBMR96A]

## SCHEDULE D - Equipment Executive Office

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
WIFI PROJECTOR	1	900	900		X
LAPTOP COMPUTER	1	1,600	1,600		X
MULTI MEDIA PROJECTOR	1	1,500	1,500		X
DESKTOP COMPUTER	1	1,250	1,250		X
Total Equipment			5,250		

## SCHEDULE D - Equipment Finance and Administration

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
NETWORK DIAGNOSTIC FIELD EQUIPMENT/TOOLS	1	1,050	1,050		X
MISCELLANEOUS IT EQUIPMENT	2	4,613	9,226		X
COMPUTER UPGRADE / REPLACEMENT	2	2,000	4,000		X
IT EQUIPMENT - PRINTER	1	1,000	1,000		X
LOCKABLE FILING CABINETS - 5 DRAWER	4	450	1,800		X
	1	1,800	1,800		X
OFFICE EQUIPMENT	1	1,200	1,200		X
<b>Total Equipment</b>			<b>20,076</b>		

**SCHEDULE D - Equipment  
Academic Affairs Division**

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
LASER PRINTER	1	1,100	1,100		X
HIGH BACK EXECUTIVE CHAIR	1	500	500		X
LAPTOP	1	1,600	1,600		X
<b>Total Equipment</b>			<b>3,200</b>		

## SCHEDULE D - Equipment Trades and Professional Services

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
DESKTOP COMPUTER WITH EXTERNAL HARD DRIVE	1	2,000	2,000		X
EQUIPMENT	1	500	500		X
IT EQUIPMENT (HUMAN SERVICES FACULTY)	1	1,200	1,200		X
INSTRUCTIONAL EQUIPMENT	1	500	500		X
EMT EXTRICATION DEVICES (ADULT AND PEDIATRIC WITH PADS AND STRAPS)	3	1,000	3,000		X
SCANNER FACSIMILE MACHINE	1	500	500		X
REPLACEMENT: SMALL FOOD PREPARATION EQUIPMENT	20	500	10,000		X
REPLACEMENT KITCHEN SMALLWARES	11	500	5,500		X
INSULATED CABINET FOOD WARMER	2	3,500	7,000		X
IT EQUIPMENT: PRINTER WITH LINE CONDITIONER	1	2,500	2,500		X
COMPUTER EQUIPMENT (IT) IMACS	2	2,500	5,000		X
<b>Total Equipment</b>			<b>37,700</b>		



**SCHEDULE D - Equipment  
Technology and Student Services**

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
DESKTOP COMPUTER WITH EXTERNAL HARD DRIVE	1	2,000	2,000		X
PORTABLE MULTIMEDIA PROJECTOR	1	2,000	2,000		X
DVD & VCD COMBO, AND COURSES DVD	1	500	500		X
DESKTOP	1	1,250	1,250		X
BOOKS AND MANUALS	1	500	500		X
LAPTOPS-- FACULTY USE	2	1,600	3,200		X
EXTERNAL HARD DRIVES	6	250	1,500		X
LAPTOP COMPUTER	2	1,600	3,200		X
PROJECTORS	6	1,000	6,000		X
DESKTOP COMPUTER	1	1,250	1,250		X
AUXILIARY AIDS	4	500	2,000		X
AUXILIARY AIDS	10	100	1,000		X
LAPTOP	1	1,600	1,600		X
HI END COMPUTER -- FACULTY USE	2	2,100	4,200		X
EXTERNAL SPEAKERS	5	300	1,500		X
EQUIPMENT/NON-CAPITAL	2	1,250	2,500		X

# Government of Guam

[BBMR96A]

## SCHEDULE D - Equipment Technology and Student Services

**Department/Agency:** Guam Community College

				Funded in FY 2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
Total Equipment			34,200		

# Government of Guam

[BBMR96A]

## SCHEDULE E - Miscellaneous Finance and Administration

**Department/Agency:** Guam Community College

Funded in FY 2015?					
Item	Quantity	Unit Price	Total Price	Yes	No
FINANCIAL AID PUBLIC RELATIONS MATERIALS: TABLE CLOTH, SIGNAGE	1	1,000	1,000		X
ACCJC SUBSTANTIVE CHANGE FEES FOR NEW PROGRAM CURRICULUM (2 PROPOSED FOR 2016)	2	750	1,500		X
<b>Total Miscellaneous</b>			<b>2,500</b>		

**SCHEDULE E - Miscellaneous  
Trades and Professional Services**

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
AHS TUITION & FEE (OA101)	12	574	6,888		X
AHS TUITION & FEE (OA(101)	12	574	6,888		X
AHS REGISTRATION FEE	100	162	16,200		X
AHS REGISTRATION FEE	100	162	16,200		X
VEHICLE MAINTENANCE	1	800	800		X
CULINARY BOOKS AND REFERENCES	1	800	800		X
RECONFIGURE ANSUL SYSTEM	3	3,000	9,000		X
<b>Total Miscellaneous</b>			<b>56,776</b>		

**SCHEDULE E - Miscellaneous  
Technology and Student Services**

**Department/Agency:** Guam Community College

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
PROFESSIONAL DEVELOPMENT & PROMOTION ACTIVITIES	2	500	1,000		X
PROFESSIONAL DEVELOPMENT & PROMOTION ACTIVITIES	2	500	1,000		X
<b>Total Miscellaneous</b>			<b>2,000</b>		

# Government of Guam

[BBMR96A]

## SCCHEDULE F - Capital Outlay Finance and Administration

**Department/Agency:** Guam Community College

				Funded in FY 2015?	
Item	Quantity	Unit Price	Total Price	Yes	No
ERP SERVER ROOM UPS BATTERY UPGRADE	1	60,000	60,000		X
Total Capital Outlay			60,000		

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+H) Subtotal	Retirement J*28.31	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount										
1	PRE004	Administrative Secretarial	Guerrero, Bertha M.	I-5	33,182	0	0	3/19/2016	733	33,915	9,601	495	-	492	178	2,583	224	13,573	47,488
2	PRE005	President	Okada, Mary A.	R-11-a	151,925	0	0	1/1/2016	3,988	155,913	44,139	0	-	2,261	178	4,272	1,212	52,062	207,975
3	PRE006	Private Secretary	Muna, Esther A.	I-10	39,255	0	0	4/1/2017	0	39,255	11,113	495	-	569	178	0	0	12,355	51,610
4	PRE007	Program Specialist	**Vacant-Santo Tomas, D.	K-7-c	53,348	0	0	Vacant	0	53,348	15,103	495	-	774	178	6,510	404	23,464	76,812
5	PRE002	Assistant Director	Flores, Jayne T.	O-4-c	79,170	0	0	1/1/2016	2,078	81,248	23,001	495	-	1,178	178	1,924	240	27,016	108,264
6	ASD012	Program Specialist	Blong, Danilo Philbert C.	K-8-a	53,881	0	0	1/1/2016	1,414	55,295	15,654	495	-	802	178	3,940	240	21,309	76,604
7	ASD001	Administrative Assistant	Arceo, Josephine T.	J-14	48,338	0	0	8/14/2017	0	48,338	13,684	495	-	701	178	4,688	299	20,045	68,383
8	ASD016	Program Specialist	Johns, Priscilla C.	K-9-c	57,196	0	0	1/1/2016	1,501	58,697	16,617	0	-	851	178	2,583	224	20,453	79,150
9	ASD021	Assistant Director	Perez, Doris C.	O-7-c	89,211	0	0	1/1/2016	2,342	91,553	25,919	0	-	1,328	178	3,940	240	31,605	123,158
10	AAD0079	Test Examiner	Cruz, Evangeline P.	I-8	36,878	0	0	6/10/2016	390	37,268	10,551	0	-	540	178	4,688	299	16,256	53,524
11	ASD009	Refrigeration Mechanic	Quichocho, Joseph R.	I-8	36,878	0	0	6/27/2016	390	37,268	10,551	495	-	540	178	4,688	299	16,751	54,019
12	ASD022	Maintenance Worker	Toves, Albert S.	H-3	28,568	0	0	6/27/2016	361	28,929	8,190	495	-	419	178	0	0	9,282	38,211
13	ASD0034	Refrigeration Mechanic	**Vacant-New	H-1	26,960	0	0	Vacant	0	26,960	7,632	495	0	391	178	6,510	404	15,610	42,570
14	ASD036	Maintenance Worker	Roberto, Joey C.	H-2	27,525	0	0	10/10/2016	1,043	28,568	8,088	495	-	414	178	2,583	224	11,982	40,550
15	ASD037	Maintenance Specialist	Quenga, Benny John R.	I-3	30,803	0	0	7/29/2016	292	31,095	8,803	495	-	451	178	3,176	404	13,507	44,602
16	ASD041	Maintenance Supervisor	**Vacant-Gogue, P.	L-1	37,107	0	0	Vacant	0	37,107	10,505	495	-	538	178	6,510	404	18,630	55,737
17	ASD048	Maintenance Worker	Tyquengco, Jon J.	H-3	28,568	0	0	6/24/2016	361	28,929	8,190	495	-	419	178	2,583	224	12,089	41,018
18	ASD206	Refrigeration Mechanic	Mantanona, Jonathan M.	H-2	27,525	0	0	4/7/2016	522	28,047	7,940	495	-	407	178	3,176	404	12,600	40,647
19	AAD036	Program Specialist	Gima, Wesley T.	K-9-c	57,196	0	0	1/1/2016	1,501	58,697	16,617	495	-	851	178	1,465	224	19,830	78,527
20	BFD013	Administrative Assistant	Cruz, Vivian D.	J-9	41,349	0	0	3/11/2017	0	41,349	11,706	0	-	600	178	0	0	12,484	53,833
21	BFD022	Vice President	Santos, Carmen K.	P-9-a	107,957	0	0	1/1/2016	2,834	110,791	31,365	495	-	1,606	178	6,510	404	40,558	151,349
22	BFD003	Accountant I	Aquino, Elizabeth J.	K-6	40,841	0	0	12/31/2015	1,290	42,131	11,927	495	-	611	178	0	0	13,211	55,342
23	BFD004	Accountant I	Lam, Pik Man	K-3	36,530	0	0	8/16/2016	231	36,761	10,407	495	-	533	178	0	0	11,613	48,374
24	BFD005	Accountant II	Guerrero, Carol A.	M-8	52,570	0	0	3/29/2016	973	53,543	15,158	495	-	776	178	2,583	224	19,414	72,957
25	BFD008	Cashier II	Borja, Levonne G.	F-3	24,960	0	0	2/14/2016	631	25,591	7,245	495	-	371	178	6,510	404	15,203	40,794
26	BFD009	Accounting Technician	Mesa, Catherine S.	H-3	28,568	0	0	6/3/2016	361	28,929	8,190	495	-	419	178	2,583	224	12,089	41,018
27	BFD010	Accountant II	Santos Torres, Linda	M-7	50,953	0	0	2/10/2016	1,078	52,031	14,730	495	-	754	178	2,583	224	18,964	70,995
28	BFD012	General Accounting Supervisor	San Nicolas, Cheryl B.	P-3	59,773	0	0	2/18/2016	1,509	61,282	17,349	0	-	889	178	0	0	18,416	79,698
29	BFD015	Accounting Technician	Mayo, Lucille A.	I-3	30,803	0	0	5/10/2016	486	31,289	8,858	495	-	454	178	0	0	9,985	41,274
30	BFD029	Controller	Limtuaco, Edwin E.	N-6-d	75,953	0	0	1/1/2016	1,994	77,947	22,067	495	-	1,130	178	1,924	240	26,034	103,981
31	BFD030	Accounting Technician	Sablan, Darlynn	H-3	28,568	0	0	3/25/2016	631	29,199	8,266	495	-	423	178	1,924	240	11,526	40,725
32	ASD002	Systems Programmer	Bautista, Kenneth C.	N-9	59,895	0	0	6/6/2017	0	59,895	16,956	0	-	868	178	2,583	224	20,809	80,704
33	ASD005	Computer Operator II	David, Margarita Q.	I-15	45,891	0	0	11/22/2015	1,335	47,226	13,370	0	-	685	178	2,285	0	16,518	63,744
34	ASD006	Computer Technician II	Fabro, Jefferson V.	J-4	34,774	0	0	4/6/2016	644	35,418	10,027	495	-	514	178	6,510	404	18,128	53,546
35	ASD007	Teleprocessing Network Administrator	Reyes, Richard J.	K-3	36,530	0	0	7/29/2016	346	36,876	10,440	495	-	535	178	2,583	224	14,455	51,331

No.	A	B	C	D	E	F	G	H	I		J	K	L	M	N	O	P	Q	R	S
									Special*	Over Time										
36	ASD008	Computer Systems Ana	**Vacant-Lizama, J.	K-1	33,911	0	0	Vacant	0	33,911	9,600	495	-	492	178	6,510	404	17,679	51,590	
37	ASD010	Data Processing System	Camacho, Francisco C.	N-7-b	77,480	0	0	1/1/2016	2,034	79,514	22,510	0	-	1,153	178	6,510	404	30,755	110,269	
38	ASD011	Teleprocessing Netwk	Camacho, Christopher J.	K-5	39,350	0	0	9/17/2016	124	39,474	11,175	495	-	572	178	3,176	404	16,000	55,474	
39	ASD025	Computer Technician II	De Leon, Benedict C.	J-3	33,476	0	0	4/30/2016	634	34,110	9,657	495	-	495	178	1,465	224	12,514	46,624	
40	ASD027	Computer Systems Ana	Dacanay, Gerard L.	M-12	59,566	0	0	6/4/2017	0	59,566	16,863	0	-	864	178	1,465	224	19,594	79,160	
41	ASD039	Systems Programmer	Solidum, Catherine M.	N-3	48,490	0	0	7/5/2016	460	48,950	13,858	495	-	710	178	2,583	224	18,048	66,998	
42	BFD006	Human Resources Adm	Muna, Joann W.	N-9-c	84,739	0	0	1/1/2016	2,224	86,963	24,619	0	-	1,261	178	1,924	240	28,222	115,188	
43	BFD007	Personnel Specialist II	Rojas, Josephine T.	M-11	57,734	0	0	11/9/2015	1,679	59,413	16,820	495	-	861	178	4,688	224	23,266	82,679	
44	BFD023	Personnel Specialist III	San Nicolas, Apolline C.	N-3	48,490	0	0	6/30/2016	613	49,103	13,901	495	-	712	178	1,465	224	16,975	66,078	
45	BFD025	Personnel Specialist I	Siguenza, Rose Marie L.	K-9	45,122	0	0	1/12/2016	1,073	46,195	13,078	495	-	670	178	2,583	224	17,228	63,423	
46	BFD031	Personnel Assistant I	Manibusan, Doreen M.	G-12	36,136	0	0	2/25/2017	0	36,136	10,230	495	-	524	178	0	0	11,427	47,563	
47	BFD011	Proc & Inventory Adm	Evangelista, Joleen M.	M-8-a	70,024	0	0	1/1/2016	1,838	71,862	20,344	495	-	1,042	178	0	0	22,059	93,921	
48	BFD016	Buyer II	Duenas, Debbie C.	I-2	29,679	0	0	7/15/2016	281	29,960	8,482	495	-	434	178	2,285	0	11,874	41,834	
49	BFD017	Inventory Management	Rios, Theda R.	J-2	32,253	0	0	11/1/2015	1,121	33,374	9,448	495	-	484	178	2,583	224	13,412	46,786	
50	BFD018	Supply Expediter	Bias, Jerome M.	E-10	28,959	0	0	1/8/2017	0	28,959	8,198	495	-	420	178	1,465	0	10,756	39,715	
51	BFD020	Buyer I	Palacios, Patricia U.	H-3	28,568	0	0	1/11/2016	812	29,380	8,317	0	-	426	178	3,940	240	13,101	42,481	
52	BFD001	Bookstore Manager	Okada, Daniel T.	L-3	39,965	0	0	8/8/2016	252	40,217	11,385	495	-	583	178	0	0	12,641	52,858	
53	BFD014	Records & Registration	Rachielug, Benedict	H-2	27,525	0	0	2/10/2016	695	28,220	7,989	495	-	409	178	0	0	9,071	37,291	
54	BFD026	Coordinator, Financial	Rios, Esther A.	L-5-d	56,163	0	0	1/1/2016	1,474	57,637	16,317	495	-	836	178	2,285	299	20,410	78,047	
55	BFD027	Program Coordinator II	Guerrero, Vivian C.	M-6	49,093	0	0	12/31/2015	1,550	50,643	14,337	0	-	734	178	2,583	224	18,056	68,699	
56	ASD003	Environ Health & Safety	Manglona, Gregorio T.	L-6-d	58,444	0	0	1/1/2016	1,534	59,978	16,980	495	-	870	178	0	0	18,523	78,501	
57	ASD020	Safety Inspector I	Diaz, John L.	I-4	31,970	0	0	4/24/2016	606	32,576	9,222	495	-	472	178	0	0	10,367	42,943	
58	ASD017	Administrative Assistan	Salas, Frank C.	J-10	42,611	0	0	9/30/2017	0	42,611	12,063	0	-	618	178	0	0	12,859	55,470	
59	AAD077	Administrative Officer	Atoigue, Ana Mari C.	L-3	39,965	0	0	7/8/2016	379	40,344	11,421	495	-	505	178	0	0	12,599	52,943	
60	AAD078	Vice President	Somera, Rene Ray D.	P-10-d	115,744	0	0	1/1/2016	3,038	118,782	33,627	495	-	1,722	178	3,940	240	40,202	158,984	
61	AAD001	Administrative Aide	Untalan, Frances E.	F-3	24,960	0	0	8/8/2016	158	25,118	7,111	495	-	364	178	2,583	224	10,955	36,073	
62	AAD003	Coordinator, Admission	Clymer, Patrick L.	M-7-b	67,965	0	0	1/1/2016	1,784	69,749	19,746	495	-	1,011	178	2,583	224	24,237	93,986	
63	AAD005	Records & Registration	Paulus, Vincent K.	H-5	30,774	0	0	4/2/2016	583	31,357	8,877	495	-	455	178	0	0	10,005	41,362	
64	AAD007	Program Coordinator II	Camacho, Johanna L.	M-3	43,910	0	0	6/7/2016	555	44,465	12,588	495	-	645	178	2,583	224	16,713	61,178	
65	AAD008	Records & Registration	Masnayon, Edgar C.	H-7	33,150	0	0	9/18/2016	88	33,238	9,410	495	-	482	178	2,583	224	13,372	46,610	
66	AAD184	Records & Registration	Concepcion, Marilyn L.	J-8	40,077	0	0	1/10/2016	954	41,031	11,616	0	-	595	178	1,465	224	14,078	55,109	
67	AAD213	Administrative Assistan	Aguon, Evangeline M.	I-4	34,774	0	0	6/3/2016	429	35,203	9,966	495	-	510	178	1,924	240	13,313	48,516	
68	ASD004	Planner IV	Benavente, Joseph L.	N-8	58,053	0	0	12/16/2016	0	58,053	16,435	0	-	842	178	0	0	17,455	75,508	
69	AAD187	Program Specialist	Sablan, Fernina A.	K-6-b	50,256	0	0	LTA	0	50,256	14,227	495	-	729	178	3,940	240	19,809	70,065	
70	AA0016	Assistant Director	Montague, Marlana O.	O-4-b	78,386	0	0	1/1/2016	2,058	80,444	22,774	495	-	1,166	178	0	0	24,613	105,057	



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+I) Subtotal	Retirement J*28.31	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
71	AAD038	Assistant Director	Perez, Rowena Ellen	O-3-a	74,582	0	0	1/1/2016	1,958	76,540	21,668	0	-	1,110	178	2,583	224	25,763	102,303
72	AAD128	Program Coordinator	Il Artero, Pascual S.	M-3	43,910	0	0	7/15/2015	416	44,326	12,549	495	-	643	178	2,583	224	16,672	60,998
73	AAD165	Associate Dean	Hartz, Ronald G.	N-5-b	71,552	0	0	1/1/2016	1,878	73,430	20,788	495	-	1,065	178	2,583	224	25,333	98,763
74	AAD191	Administrative Aide	Cruz, Ana Q.	F-15	37,186	0	0	2/16/2017	0	37,186	10,527	0	-	539	178	2,583	224	14,051	51,237
75	AAD204	Associate Dean	Diego, Elizabeth A.	N-5-c	72,267	0	0	1/1/2016	1,897	74,164	20,996	495	-	1,075	178	2,583	224	25,551	99,715
76	AAD040	Dean	Tudela, Virginia C.	O-8-b	91,914	0	0	1/1/2016	2,413	94,327	26,704	495	-	1,368	178	6,510	404	35,659	129,986
77	AAD015	Assistant Instructor	Cruz, Jesse Q.	I-6-c	39,057	0	0	8/1/2016	195	39,252	11,112	495	-	569	178	6,510	404	19,268	58,520
78	AAD032	Instructor	Flores, Joseph L.	J-8-d	48,698	0	0	8/1/2016	243	48,941	13,855	495	-	710	178	6,510	404	22,152	71,093
79	AAD041	Instructor	Pajarillo, Lyndon B.	J-8-a	47,264	0	0	8/1/2016	236	47,500	13,447	0	-	689	178	3,940	240	18,494	65,994
80	AAD141	Assistant Instructor	Meno, Charles Roy M.	I-11-a	46,718	0	0	8/1/2016	234	46,952	13,292	0	-	681	178	0	0	14,151	61,103
81	AAD144	Instructor	Tabunar, James M.	J-8-b	47,737	0	0	8/1/2016	239	47,976	13,582	495	-	696	178	3,940	240	19,131	67,107
82	AAD150	Assistant Instructor	Perez, Jonathan J.	I-2-d	33,642	0	0	8/1/2016	168	33,810	9,572	495	-	490	178	1,465	224	12,424	46,234
83	AAD151	Assistant Instructor	Lawcock, Danilo J.	I-15-a	54,781	0	0	8/1/2016	274	55,055	15,586	0	-	789	178	2,583	224	19,360	74,415
84	AAD153	Instructor	Tudela, Erwin F.	J-13-d	59,419	0	0	8/1/2016	297	59,716	16,906	0	-	866	178	0	0	17,950	77,666
85	AAD154	Instructor	Egana, Joel E.	J-8-d	48,699	0	0	8/1/2016	243	48,942	13,855	495	-	710	178	6,510	404	22,152	71,094
86	AAD155	Tool Mechanic	Joshua, Golder C.	F-2	24,049	0	0	2/10/2016	607	24,656	6,980	495	-	358	178	2,285	299	10,595	35,251
87	AAD182	Assistant Instructor	Bukikosa, Ines E.	I-7-c	40,643	0	0	8/1/2016	203	40,846	11,564	495	-	592	178	1,465	224	14,518	55,364
88	AAD183	Associate Professor	Abshire, Ronnie J.	L-10-b	67,180	0	0	8/1/2016	336	67,516	19,114	0	-	979	178	3,940	240	24,451	91,967
89	AAD010	Instructor	Palomo, Melissa L.	J-5-b	42,364	0	0	8/1/2016	212	42,576	12,053	495	-	617	178	4,688	299	18,330	60,906
90	AAD147	Professor	Camacho, Clara A.	M-13-a	85,443	0	0	8/1/2016	427	85,870	24,310	0	-	1,245	178	1,465	224	27,422	113,292
91	AAD185	Professor	Postrozny, Marsha M.	M-11-a	78,905	0	0	8/1/2016	395	79,300	22,450	495	-	1,150	178	1,924	240	26,437	105,737
92	AAD198	Professor	Leon Guerrero, Sarah S.	M-12-b	90,828	0	0	8/1/2016	454	91,282	25,842	0	-	1,324	178	2,583	224	30,151	121,433
93	AAD207	Administrative Assistant	Leon Guerrero, Latisha Ann N	J-3	33,476	0	0	2/15/2016	845	34,321	9,716	495	-	498	178	2,583	224	13,694	48,015
94	AAD089	Assistant Professor	Sison, Benjamin C.	K-4-d	48,295	0	0	8/1/2016	241	48,536	13,741	495	-	704	178	1,465	224	16,807	65,343
95	AAD176	Professor	Cruz, Donna M.	M-11-c	83,760	0	0	8/1/2016	419	84,179	23,831	495	-	1,221	178	1,465	224	27,414	111,593
96	AAD186	Administrative Assistant	Quitugua, Rosita G.	J-10	42,611	0	0	4/5/2017	0	42,611	12,063	0	-	618	178	1,924	240	15,023	57,634
97	AAD	Instructor	*Vacant-San Nicolas, B.	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	-	562	178	6,510	404	19,115	57,850
98	AAD051	Instructor	Concepcion, Jonah M.	J-3-a	38,735	0	0	Probation	0	38,735	10,966	495	-	562	178	3,940	240	16,381	55,116
99	AAD053	Associate Professor	Munoz, Jose U.	L-9-c	66,514	0	0	8/1/2016	333	66,847	18,924	495	-	969	178	2,583	224	23,373	90,220
100	AAD019	Instructor	Cepeda, Nita Jeannette P.	J-3-a	38,735	0	0	LTA	0	38,735	10,966	495	-	562	178	6,510	404	19,115	57,850
101	AAD188	Administrative Aide	**Vacant-Mendiola, E.	F-1	23,171	0	0	Vacant	0	23,171	6,560	495	-	336	178	6,510	404	14,483	37,654
102	AAD056	Instructor	Uchima, Katsuyoshi	J-11-d	54,873	0	0	8/1/2016	274	55,147	15,612	495	-	800	178	6,510	404	23,999	79,146
103	AAD156	Assistant Professor	delos Santos, Maria Cecilia H.	K-13-b	66,403	0	0	8/1/2016	332	66,735	18,893	0	-	968	178	1,924	240	22,203	88,938
104	AAD157	Instructor	Romulo, Dan-Michael B.	J-5-d	43,216	0	0	LTA	0	43,216	12,234	496	-	627	178	2,583	224	16,342	59,558
105	AAD158	Instructor	Dumchus, Karen I.	J-13-a	57,672	0	0	8/1/2016	288	57,960	16,408	495	-	840	178	1,465	224	19,610	77,570

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

Guam Community College  
Proposed  
Fiscal Year 2016  
Agency Staffing Pattern

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+I)	Retirement J*28.31	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
106	AAD159	Instructor	Mafnas, Barbara C.	J-12-b	58,248	0	0	8/1/2016	491	58,739	16,629	495	-	849	178	0	0	18,151	76,890
107	AAD029	Instructor	Korenko, William E.	J-17-d	69674	0	0	8/1/2016	348	70,022	19,823	0	-	1,015	178	2,583	224	23,823	93,845
108	AAD055	Associate Professor	Blas, Doreen J.	I-11-d	71312	0	0	8/1/2016	357	71,669	20,289	0	-	1,039	178	6,510	404	28,420	100,089
109	AAAD057	Assistant Professor	Schrage, Marivic C.	K-12-d	65095	0	0	8/1/2016	325	65,420	18,520	495	-	949	178	0	0	20,142	85,562
110	AAAD060	Instructor	Poliquit, Christopher D.	J-3-b	39123	0	0	8/1/2016	196	39,319	11,131	495	-	570	178	1,465	224	14,063	53,382
111	AAAD061	Instructor	*Vacant-Tung, F.	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	-	562	178	6,510	404	19,115	57,850
112	AAAD062	Assistant Professor	Aguilar, Norman L.	K-9-d	65,188	0	0	8/1/2016	326	65,514	18,547	495	-	950	178	2,583	224	22,977	88,491
113	AAAD063	Professor	Chong, Eric K.	M-12-d	84597	0	0	8/1/2016	423	85,020	24,069	495	-	1,233	178	1,465	224	27,664	112,684
114	AAAD064	Instructor	**Vacant-Gamble, H.	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	0	-	562	178	6,510	404	18,620	57,355
115	AAAD065	Instructor	Evangelista, Frank F.	J-12-a	55421	0	0	8/1/2016	277	55,698	15,768	495	-	808	178	3,176	404	20,829	76,527
116	AAAD066	Instructor	Ji, Yong Joon	J-3-a	38,735	0	0	LTA	0	38,735	10,966	495	-	562	178	3,176	404	15,781	54,516
117	AAAD067	Instructor	Dingcong, David John P.	J-3-a	38,735	0	0	LTA	0	38,735	10,966	495	-	562	178	2,583	224	15,008	53,743
118	AAAD068	Assistant Professor	Cruz, Carol R.	K-11-b	61322	0	0	8/1/2016	307	61,629	17,447	0	-	894	178	2,285	299	21,103	82,732
119	AAAD069	Instructor	Wong, Evon	J-6-a	43648	0	0	8/1/2016	218	43,866	12,418	495	-	636	178	1,465	224	15,416	59,282
120	AAAD070	Administrative Aide	Blas, Joanne M.	F-5	26,888	0	0	5/14/2016	425	27,313	7,732	495	-	396	178	2,583	224	11,608	38,921
121	AAAD098	Instructor	Dietrichs, Kevin J.	J-8-d	48,700	0	0	8/1/2016	0	48,700	13,787	495	-	706	178	1,465	224	16,855	65,555
122	AAAD017	Assistant Instructor	Diaz, Vicente P.	I-2-c	33,309	0	0	LTA	0	33,309	9,430	0	-	483	178	0	0	10,091	43,400
123	AAAD035	Assistant Instructor	Santos, Ronald T.	I-6-b	38671	0	0	8/1/2016	193	38,864	11,002	495	-	564	178	2,583	224	15,046	53,910
124	AAAD130	Associate Professor	San Nicolas, Anthony C.	I-12-a	72026	0	0	8/1/2016	360	72,386	20,492	0	-	1,050	178	6,510	404	28,634	101,020
125	AAAD132	Associate Professor	Leon Guerrero, Catherine U.	I-9-d	65856	0	0	8/1/2016	329	66,185	18,737	0	-	960	178	1,465	224	21,564	87,749
126	AAAD134	Instructor	Quintanilla, John J.	J-11-c	54329	0	0	8/1/2016	272	54,601	15,458	0	-	792	178	3,176	404	20,008	74,609
127	AAAD135	Assistant Instructor	Olson, Todd A.	I-6-d	39448	0	0	8/1/2016	197	39,645	11,223	495	-	575	178	3,176	404	16,051	55,696
128	AAAD138	Assistant Instructor	Santos, David T.	I-9-c	44011	0	0	8/1/2016	220	44,231	12,522	0	-	641	178	1,465	0	14,806	59,037
129	AAAD142	Instructor	Zilian, John E.	J-10-a	51181	0	0	8/1/2016	256	51,437	14,562	495	-	746	178	0	0	15,981	67,418
130	AAAD012	Assistant Professor	Tam, Yvonne	K-11-b	61322	0	0	8/1/2016	307	61,629	17,447	495	-	894	178	2,583	224	21,821	83,450
131	AAAD023	Assistant Instructor	Chargualaf, Katherine M.	I-9-a	43144	0	0	8/1/2016	216	43,360	12,275	495	-	629	178	0	0	13,577	56,937
132	AAAD030	Assistant Professor	Roberson, Robin P.	K-11-b	67834	0	0	8/1/2016	339	68,173	19,300	495	-	989	178	1,465	224	22,651	90,824
133	AAAD031	Instructor	Perez, Nenita R.	J-12-d	57101	0	0	8/1/2016	286	57,387	16,246	495	-	832	178	1,465	224	19,440	76,827
134	AAAD033	Associate Professor	Manzana, Amada A.	I-11-c	70606	0	0	8/1/2016	353	70,959	20,088	0	-	1,029	178	3,176	404	24,875	95,834
135	AAAD034	Assistant Professor	Guerrero, Norma R.	K-5-c	48778	0	0	8/1/2016	244	49,022	13,878	0	-	711	178	3,940	240	18,947	67,969
136	AAAD018	Associate Professor	Pangelinan, Pilar C.	I-11-c	70606	0	0	8/1/2016	353	70,959	20,088	495	-	1,029	178	0	0	21,790	92,749
137	AAAD027	Assistant Professor	Tupaz, Frederick Q.	K-5-c	48778	0	0	8/1/2016	244	49,022	13,878	495	-	711	178	2,583	0	17,845	66,867
138	AAAD006	Administrative Aide	Bautista, Kimberly C.	F-5	26,888	0	0	5/16/2016	425	27,313	7,732	495	-	396	178	3,940	240	12,981	40,294
139	AAAD042	Word Processing Secre	Cabatic, Antonia M.	H-21	51,225	0	0	12/3/2015	1,323	52,548	14,876	0	-	762	178	3,940	240	19,996	72,544
140	AAAD091	Associate Dean	Chan, Michael L.	N-6-c	75,201	0	0	1/1/2016	1,974	77,175	21,848	495	-	1,119	178	1,924	240	25,804	102,979

No.	A	B	C	D	E	F	G	H	I		J	K	L	M	N	O	P	Q	R	S
									Increment	Amount										
Position Number		Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*				(E+F+G+I) Subtotal	Retirement J*28.31	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
141	AAD110	Dean	**Vacant-Flores, J.	O-5-a	80,761	0	0	Vacant	0	80,761	22,863	495	-	-	1,171	178	6,510	404	31,621	112,382
142	AAD121	Administrative Assistant	Manibusan, Doris E.	J-8	40,077	0	0	4/1/2016	636	40,713	11,526	0	-	-	590	178	1,924	240	14,458	55,171
143	AAD101	Instructor	Torres, Carl E.	J-6-b	44,084	0	0	8/1/2016	220	44,304	12,542	495	-	-	642	178	0	0	13,857	58,161
144	AAD164	Assistant Professor	Lopez, Jose B.	K-4-b	46,411	0	0	8/1/2016	232	46,643	13,205	495	-	-	676	178	2,583	224	17,361	64,004
145	AAD171	Instructor	Roden, Wendell M.	J-3-a	38,735	0	0	8/1/2016	0	38,735	10,966	495	-	-	562	178	1,465	224	13,890	52,625
146	AAD173	Instructor	Ginson, Christie Marie F.	J-3-a	38,735	0	0	8/1/2016	0	38,735	10,966	495	-	-	562	178	2,285	299	14,785	53,520
147	AAD174	Associate Professor	Lam, Steve S.	L-9-a	70,007	0	0	8/1/2016	350	70,357	19,918	495	-	-	1,020	178	3,176	404	25,191	95,548
148	AAD175	Associate Professor	Datuin, Theresa Ann H.	L-6-c	57,865	0	0	8/1/2016	289	58,154	16,463	495	-	-	843	178	2,583	224	20,786	78,940
149	AAD048	Associate Professor	Sunga, Anthony Jay J.	L-6-d	58,444	0	0	8/1/2016	292	58,736	16,628	495	-	-	852	178	3,176	404	21,733	80,469
150	AAD179	Associate Professor	Kerr, Jo Nita Q.	L-9-a	63,919	0	0	8/1/2016	320	64,239	18,186	0	-	-	931	178	0	0	19,295	83,534
151	AAD180	Assistant Professor	Jocson, John Michael U.	K-6-b	50,256	0	0	8/1/2016	251	50,507	14,299	495	-	-	732	178	3,176	404	19,284	69,791
152	AAD112	Associate Dean	Flores, Juan P.	N-5-c	72,990	0	0	LTA	0	72,990	20,663	495	-	-	1,058	178	1,465	224	24,083	97,073
153	AAD114	Clerk Typist III	Santos, Irene J.	F-15	37,186	0	0	6/30/2017	0	37,186	10,527	0	-	-	539	178	3,940	0	15,184	52,370
154	AAD117	School Aide II	Cruz, Harold R.	G-3	26,638	0	0	4/19/2016	505	27,143	7,684	495	-	-	394	178	1,924	240	10,915	38,058
155	AAD193	School Aide III	Hussey, Lorraine R.	H-10	36,407	0	0	12/4/2016	0	36,407	10,307	0	-	-	528	178	0	0	11,013	47,420
156	AAD116	License Practical Nurse	Mui, Eva Marie L.	HN-2	28,969	0	0	2/21/2016	731	29,700	8,408	495	-	-	431	178	6,510	404	16,426	46,126
157	AAD093	Administrative Aide	Cabrero, Antonita F.	F-13	34,934	0	0	3/7/2016	647	35,581	10,073	0	-	-	516	178	0	0	10,767	46,348
158	AAD149	Program Specialist	Garcia, Ava M.	K-6-d	51,266	0	0	1/1/2016	1,346	52,612	14,894	495	-	-	763	178	6,510	404	23,244	75,856
159	AAD094	Assistant Professor	*Vacant-delos Santos, M.	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	0	-	-	562	178	6,510	404	18,620	57,355
160	AAD108	Instructor	Bataclan, Emma R.	J-10-a	60,928	0	0	8/1/2016	305	61,233	17,335	0	-	-	888	178	1,465	0	19,866	81,099
161	AAD080	Program Specialist	Leon Guerrero, Barbara B.	K-10-c	59,519	0	0	1/1/2016	1,562	61,081	17,292	495	-	-	886	178	6,510	404	25,765	86,846
162	AAD106	Program Coordinator II	Lizama, Donnie L.	M-2	42,307	0	0	10/6/2015	1,603	43,910	12,431	0	-	-	637	178	2,583	224	16,053	59,963
163	AAD013	Program Coordinator I	*Vacant-Duenas, E.	K-3	36,530	0	0	Vacant	0	36,530	10,342	0	-	-	530	178	6,510	404	17,964	54,494
164	AAD009	Associate Professor	Balbin, Sandy R.	L-10-a	66,514	0	0	8/1/2016	333	66,847	18,924	0	-	-	969	178	1,465	224	21,760	88,607
165	AAD011	Assistant Professor	Realica, Tonitrose V.	K-6-a	49,759	0	0	8/1/2016	249	50,008	14,157	495	-	-	725	178	1,465	224	17,244	67,252
166	AAD073	Administrative Assistant	Anderson, Catherine B.	J-4	34,774	0	0	4/2/2016	644	35,418	10,027	495	-	-	514	178	2,583	224	14,021	49,439
167	AAD102	Associate Professor	Sablan, Sally C.	L-11-c	77,331	0	0	8/1/2016	387	77,718	22,002	495	-	-	1,127	178	0	0	23,802	101,520
168	AAD103	Associate Professor	Terlaja, Patricia M.	L-11-b	76,565	0	0	8/1/2016	383	76,948	21,784	495	-	-	1,116	178	0	0	23,573	100,521
169	AAD104	Associate Professor	Lizama, Troy E.	L-11-a	75,807	0	0	8/1/2016	379	76,186	21,568	495	-	-	1,105	178	1,465	224	25,035	101,221
170	AAD105	Assistant Professor	Santos, KristiAnna T.	K-4-b	50,839	0	0	Probation	0	50,839	14,393	495	-	-	737	178	1,465	224	17,492	68,331
171	AAD107	Associate Professor	Roberto, Anthony J.	L-11-b	76,565	0	0	8/1/2016	383	76,948	21,784	0	-	-	1,116	178	3,940	240	27,258	104,206
172	AAD131	Instructor	Arce, Imelda D.	J-12-d	62,539	0	0	8/1/2016	313	62,852	17,793	0	-	-	911	178	0	0	18,882	81,734
173	AAD071	Program Specialist	Payne, John F.	K-9-b	56,630	0	0	1/1/2016	1,487	58,117	16,453	495	-	-	843	178	1,465	224	19,658	77,775
174	AAD014	Associate Professor	Teng, Zhaopei	L-12-a	72,026	0	0	8/1/2016	360	72,386	20,492	495	-	-	1,050	178	1,465	224	23,904	96,290
175	AAD020	Instructor	Setzer, Michael D.	J-15-d	64,342	0	0	8/1/2016	322	64,664	18,306	0	-	-	938	178	1,465	224	21,111	85,775

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Title	Name of Incumbent	Grade/Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+I)	Retirement J*28.31	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
176	AAD021	Assistant Professor	K-9-a	56069	0	0	8/1/2016	280	56,349	15,952	0	-	817	178	1,465	224	18,636	74,985
177	AAD052	Instructor	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	-	562	178	6,510	404	19,115	57,850
178	AAD025	Assistant Professor	K-9-a	56069	0	0	8/1/2016	280	56,349	15,952	0	-	817	178	1,924	240	19,111	75,460
179	AAD081	Professor	M-11-d	89038	0	0	8/1/2016	445	89,483	25,333	0	-	1,298	178	1,465	224	28,498	117,981
180	AAD084	Assistant Professor	J-3-a	38,735	0	0	LTA	0	38,735	10,966	496	-	562	178	2,583	224	15,009	53,744
181	AAD087	Associate Professor	L-12-a	72026	0	0	8/1/2016	360	72,386	20,492	0	-	1,050	178	3,940	240	25,900	98,286
182	AAD088	Instructor	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	-	562	178	6,510	404	19,115	57,850
183	AAD109	Assistant Professor	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	-	562	178	6,510	404	19,115	57,850
184	AAD146	Associate Professor	L-10-d	68530	0	0	8/1/2016	343	68,873	19,498	495	-	999	178	2,583	224	23,977	92,850
185	AAD194	Assistant Professor	K-8-b	54420	0	0	8/1/2016	272	54,692	15,483	495	-	793	178	6,510	404	23,863	78,555
186	AAD022	Assistant Professor	K-9-a	56069	0	0	8/1/2016	280	56,349	15,952	495	-	817	178	2,583	0	20,025	76,374
187	AAD037	Instructor	J-5-a	41945	0	0	8/1/2016	210	42,155	11,934	495	-	611	178	1,465	0	14,683	56,838
188	AAD161	Instructor	J-13-a	63165	0	0	8/1/2016	316	63,481	17,971	495	-	920	178	1,924	240	21,728	85,209
189	AAD166	Assistant Professor	K-18-b	81024	0	0	8/1/2016	405	81,429	23,053	0	-	1,181	178	1,465	0	25,877	107,306
190	AAD168	Assistant Professor	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	0	-	562	178	6,510	404	18,620	57,355
191	AAD169	Instructor	J-3-a	38,735	0	0	LTA	0	38,735	10,966	0	-	562	178	0	0	11,706	50,441
192	AAD172	Assistant Instructor	L-2-c	33,309	0	0	LTA	0	33,309	9,430	495	-	483	178	2,583	224	13,393	46,702
193	AAD095	Assistant Professor	K-9-a	66747	0	0	8/1/2016	334	67,081	18,991	495	-	973	178	6,510	404	27,551	94,632
194	AAD096	Associate Professor	L-9-b	76856	0	0	8/1/2016	384	77,240	21,867	495	-	1,120	178	2,583	224	26,467	103,707
195	AAD097	Library Technician Supr	J-10	42,611	0	0	2/23/2016	936	43,547	12,328	0	-	631	178	3,176	404	16,717	60,264
196	AAD099	Library Technician II	H-7	33,150	0	0	3/30/2016	614	33,764	9,559	495	-	490	178	1,465	224	12,411	46,175
197	AAD100	Library Technician I	F-3	24,960	0	0	6/27/2016	315	25,275	7,155	495	-	366	178	0	0	8,194	33,469
198	AAD200	Library Technician I	F-3	24,960	0	0	8/5/2016	158	25,118	7,111	495	-	364	178	1,465	224	9,837	34,955
199	*AAD024*	Assistant Professor	K-8-a	53881	0	0	8/1/2016	269	54,150	15,330	0	-	785	178	1,465	0	17,758	71,908
200	*AAD045*	Nursing & Allied Health	M-8-c	71,432	0	0	1/1/2016	1,875	73,307	20,753	495	-	1,063	178	6,510	404	29,403	102,710
201	*AAD050*	Instructor	J-5-d	43,216	0	0	LTA	0	43,216	12,234	495	-	627	178	0	0	13,534	56,750
202	*AAD058*	Administrative Assistant	J-2	32,253	0	0	12/6/2015	1,019	33,272	9,419	495	-	482	178	4,688	299	15,561	48,833
203	*AAD083*	Assistant Professor	K-10-a	58346	0	0	8/1/2016	292	58,638	16,600	495	-	850	178	0	0	18,123	76,761
204	*AAD162*	Instructor	J-6-d	44971	0	0	8/1/2016	225	45,196	12,795	495	-	655	178	6,510	404	21,037	66,233
205	*AAD196*	Instructor	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	-	562	178	6,510	404	19,115	57,850
206	AAD049*	Instructor	J-3-a	38,735	0	0	Probation	0	38,735	10,966	495	-	562	178	2,583	224	15,008	53,743
207	AAD163*	Assistant Professor	K-10-a	58346	0	0	8/1/2016	292	58,638	16,600	495	-	850	178	0	0	18,123	76,761
208	AAD170*	Instructor	J-3-a	38,735	0	0	Probation	0	38,735	10,966	495	-	562	178	2,583	224	15,008	53,743
209	AAD178*	Assistant Professor	K-10-a	58346	0	0	8/1/2016	292	58,638	16,600	495	-	850	178	6,510	404	25,037	83,675
210	AAD195*	Instructor	J-3-d	39909	0	0	8/1/2016	200	40,109	11,355	495	-	582	178	1,924	240	14,774	54,883

No.	A Position Number	B Position Title	C Name of Incumbent	D Grade/ Step	E Salary	F Over Time	G Special*	H Increment	I Increment		J (E+F+G+I) Subtotal	K Retirement J*28.31	L Retire (DDI)	M Soc Sec	N Medicare	O Life	P Medicare (Premium)	Q Dental (Premium)	R Total Benefits (K thru Q)	S (J+R) Total
									Amount	Effective Date										
211	*AAD152	Instructor	Dennis, Christopher T.	J-11-b	58,914	0	0	8/1/2016	295	59,209	16,762	495	-	-	859	178	0	0	18,294	77,503
212	*AAD047	Administrative Assistant	Guerrero, Teresia C.	J-7	38,845	0	0	6/3/2016	411	39,256	11,113	495	-	-	569	178	2,583	224	15,162	54,418
213	*AAD126	Program Specialist	Barnhart, Terry L.	K-18-a	80,222	0	0	1/1/2016	2,106	82,328	23,307	0	-	-	1,194	178	2,583	224	27,486	109,814
214	*AAD160	Assistant Instructor	Yanger, Gil T.	I-11-b	51,679	0	0	8/1/2016	258	51,937	14,703	495	-	-	753	178	1,924	240	18,293	70,230
215	*AAD026	Instructor	Tyquengco, Ricky S.	J-8-b	52,283	0	0	8/1/2016	261	52,544	14,875	495	-	-	762	178	0	0	16,310	68,854
				<b>TOTAL</b>	<b>11,036,295</b>	-	-	-	<b>116,186</b>	<b>11,152,481</b>	<b>3,157,256</b>	<b>75,736</b>	-	-	<b>161,532</b>	<b>38,270</b>	<b>582,148</b>	<b>47,503</b>	<b>4,062,545</b>	<b>15,215,026</b>

No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+I) Subtotal	Retirement J*28.31	Redire (DD)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
1	NAF043	Graphic Artist technician	**Vacant-New	G-1	24,729	0	0	Vacant	0	24,729	7,001	495	0	359	178	6,510	404	14,947	39,676
2	PRE001	Assistant Director	**Vacant-Reyes, L.	O-6-c	42,865	0	0	Vacant	0	42,865	12,135	247	0	622	89	3,255	202	16,550	59,415
3	NAF033	Sustainability & Project	Palacios, Francisco E.	L-5-c	55,607	0	0	Probation	1,460	57,067	16,156	495	0	827	178	2,285	299	20,240	77,307
4	ASD033	Facilities Engineer Adm	Perez, Lawrence P.	N-3-a	65,422	0	0	1/1/2016	1,717	67,139	19,007	495	0	974	178	0	0	20,654	87,793
5	NAF014	Computer Technician I	De Roca, Victor F.	H-3	28,568	0	0	0/3/4/2016	631	29,199	8,266	495	0	423	178	3,176	0	12,538	41,737
6	NAF030	Buyer 1	Camacho, John J.	H-2	27,525	0	0	0/2/24/2016	695	28,220	7,989	495	0	409	178	6,510	404	15,985	44,205
7	NAF042	Program Coordinator I	**Vacant-New	K-1	33,911	0	0	0	0	33,911	9,600	495	0	492	178	6,510	404	17,679	51,590
8	AAD039	Institutional Researcher	**Vacant-Montague, M.	L-4-d	53,972	0	0	Vacant	0	53,972	15,279	495	0	783	178	6,510	404	23,649	77,621
9	NAF012	Administrative Assistant	Aguilar, Marina C.	J-4	34,774	0	0	0/7/24/2016	322	35,096	9,936	495	0	509	178	2,583	224	13,925	49,021
10	NAF010	Instructor	Cejoco, Jose L.	J-12-c	56,535	0	0	0/8/1/2016	283	56,818	16,085	0	0	824	178	6,510	404	24,001	80,819
11	NAF009	Assistant Professor	Mendiola, Florie M.	K-4-c	46,875	0	0	Probation	0	46,875	13,270	495	0	680	178	3,940	240	18,803	65,678
12	AAD054	Instructor	Roberto, Joachim P.	J-4-a	44,146	0	0	0/8/1/2016	221	44,367	12,560	495	0	643	178	2,583	224	16,683	61,050
13	NAF041	Instructor	**Vacant-New	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	494	0	562	178	2,583	223	15,006	53,741
14	NAF020	Assistant Instructor	Healy, Paul J.	I-5-a	36,794	0	0	0/8/1/2016	184	36,978	10,468	495	0	536	178	3,940	240	15,857	52,835
15	NAF040	Instructor	**Vacant-New	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	494	0	562	178	3,940	239	16,379	55,114
16	AAD059	Instructor	Kerner, Paul N.	J-8-d	48,697	0	0	0/8/1/2016	243	48,940	13,855	495	0	710	178	1,465	224	16,927	65,867
17	NAF028	Administrative Aide	**Vacant-Pascua, T.	F-1	23,171	0	0	Vacant	0	23,171	6,580	495	0	336	178	6,510	404	14,483	37,654
18	AAD120	Administrative Aide	Aquino, Rosemarie C.	F-2	24,049	0	0	0/8/1/2016	152	24,201	6,851	0	0	351	178	0	0	7,380	31,581
19	AAD002	Administrative Assistant	Mesa, Genevieve P.	J-2	32,253	0	0	0/10/1/2015	1,223	33,476	9,477	495	0	485	178	1,924	240	12,799	46,275
20	NAF021	Instructor	Unten, Trisha D.	J-3-a	38,735	0	0	0/8/1/2016	0	38,735	10,966	495	0	562	178	2,285	299	14,785	53,520
21	NAF024	Instructor	**Vacant-New	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	0	562	178	6,510	404	19,115	57,850
22	NAF022	Instructor	Paulino, Ronaldo M.	J-3-a	38,735	0	0	Probation	0	38,735	10,966	495	0	562	178	1,465	224	13,890	52,625
23	AAD137	Assistant Professor	Bollinger, Simone E.	K-4-d	47,344	0	0	0/8/1/2016	237	47,581	13,470	495	0	690	178	3,940	0	18,773	66,354
24	NAF023	Assistant Professor	Dela Cruz, Tressa C.	K-3-d	45,496	0	0	0/8/1/2016	227	45,723	12,944	495	0	663	178	2,285	299	16,864	62,587
25	NAF025	Instructor	**Vacant-Naholowaa, L.	J-3-a	38,735	0	0	Vacant	0	38,735	10,966	495	0	562	178	6,510	404	19,115	57,850
26	NAF026	Instructor	Leon Guerrero, Bertha M.	J-3-a	38,735	0	0	Probation	0	38,735	10,966	495	0	562	178	2,583	224	15,008	53,743
27	NAF027	Instructor	Ventura, Desiree T.	J-4-b	40,711	0	0	0/8/1/2016	204	40,915	11,583	495	0	593	178	0	0	12,849	53,764
28	AAD201	Library Technician I	Cayabyab, Dolores T.	F-2	24,049	0	0	0/1/22/2016	683	24,732	7,002	0	0	359	178	0	0	7,539	32,271
29	NAF002	Word Processing Sec	Blas, Barbara J.	H-3	28,568	0	0	0/5/16/2016	451	29,019	8,215	495	0	421	178	0	0	9,309	38,328
30	NAF039	Program Coordinator I	Fernandez, Janna B.	K-1	33,911	0	0	0/LTA	0	33,911	9,600	495	0	492	178	1,465	224	12,454	46,365
31	AAD122	Program Specialist	Muna-Brecht, Chelsa D.	K-6-d	51,266	0	0	0/1/1/2016	1,346	52,612	14,894	495	0	763	178	0	0	16,330	68,942
32	NAF001	Program Specialist	**Vacant-Perez, R.	K-7-b	52,297	0	0	Vacant	0	52,297	14,805	0	0	758	178	2,583	224	18,548	70,845
33	NAF003	Administrative Aide	Smith, Tishawna P.	F-2	24,049	0	0	0/4/14/2016	456	24,505	6,937	495	0	355	178	3,940	240	12,145	36,650
34	NAF013	Test Examiner	Pascua, Tara Rose A.	H-2	27,525	0	0	0/7/28/2016	261	27,786	7,866	495	0	403	178	2,583	224	11,749	39,535
35	NAF004	Program Specialist	Datuin, Bonnie Mae M.	K-7-d	53,348	0	0	0/1/1/2016	1,400	54,748	15,499	495	0	794	178	6,510	404	23,880	78,628

No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)		Retirement J*28.31	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total	
								Increment	Amount	Subtotal											
36	FED042	Instructor	Belito, Maribeth S.	J-3-a	38,735	0	0	0	LTA	0	38,735	10,966	495	0	562	178	6,510	404	19,115	57,850	
37	FED024	Administrative Assistant	Chamberlain, Antonia M.	J-12	45,411	0	0	0	1/29/2017	0	45,411	12,856	0	0	658	178	1,465	224	15,381	60,792	
38	FED040	Program Coordinator I	Joker, Darwin K.	K-2	35,196	0	0	0	1/11/15/2015	1,223	36,419	10,310	495	0	528	178	3,940	240	15,691	52,110	
39	FED016	Administrative Assistant	Damian, Eleanor A.	J-1	31,076	0	0	0	0	LTA	0	31,076	8,798	495	0	451	178	3,940	240	45,178	
40	FED039	Office Aide	San Nicolas, Vincent A.	C-1	17,769	0	0	0	0	LTA	0	17,769	5,030	495	0	258	178	1,465	224	25,419	
41	FED038	Program Coordinator I	Quan, Jaclyn L.	K-1	33,911	0	0	0	0	LTA	0	33,911	9,600	495	0	492	178	1,465	224	46,365	
42	FED010	Assistant Professor	*Vacant-Santos, K.	K-4-b	46,411	0	0	0	0	Vacant	0	46,411	13,139	495	0	673	178	6,510	403	67,809	
43	FED011	Program Specialist	Hoseli, Huan F.	K-6-b	50,256	0	0	0	0	LTA	0	50,256	14,227	495	0	729	178	6,510	404	72,799	
44	FED012	Administrative Aide	Fernandez, Stephanie Ann	C-F-1	23,171	0	0	0	0	LTA	0	23,171	6,560	495	0	336	178	0	0	7,569	30,740
45	FED018	Program Coordinator II	Fathai, James	M-1	40,762	0	0	0	0	LTA	0	40,762	11,540	495	0	591	178	3,940	240	57,746	
46	FED004	Program Coordinator I	Quenga, Jesse J.	K-1	33,911	0	0	0	0	LTA	0	33,911	9,600	495	0	492	178	0	0	10,765	44,676
47	FED007	Program Coordinator II	Camacho, Larissa W.	M-1	40,762	0	0	0	0	LTA	0	40,762	11,540	495	0	591	178	0	0	12,804	53,566
48	FED008	Program Coordinator II	Guerrero, Philip C.	M-1	40,762	0	0	0	0	LTA	0	40,762	11,540	495	0	591	178	0	0	12,804	53,566
49	FED013	Administrative Aide	Mafnas, Tasi Marina B.	F-1	23,171	0	0	0	0	LTA	0	23,171	6,560	495	0	336	178	0	0	7,569	30,740
50	FED015	Instructor	Palomares, Marylee P.	J-3-a	38,735	0	0	0	0	LTA	0	38,735	10,966	495	0	562	178	2,583	224	15,008	53,743
51	FED019	Program Specialist	Sison, Christine B.	K-10-b	58,929	0	0	0	0	1/1/2016	1,547	60,476	17,121	495	0	877	178	3,176	404	22,251	82,727
52	FED020	Administrative Assistant	Eclavea, Mary Ann A.	J-1	31,076	0	0	0	0	LTA	0	31,076	8,798	495	0	451	178	6,510	404	16,836	47,912
53	FED022	Program Coordinator II	Mabazza, Pamela D.	M-1	40,762	0	0	0	0	LTA	0	40,762	11,540	495	0	591	178	2,583	224	15,611	56,373
54	FED031	Office Aide	Camacho, Sheena Ann G.	C-1	17,769	0	0	0	0	LTA	0	17,769	5,030	495	0	258	178	1,924	240	8,125	25,894
55	FED034	Instructor	Palomo, Chad A.	J-3-a	38,735	0	0	0	0	LTA	0	38,735	10,966	495	0	562	178	3,940	0	16,141	54,876
56	FED001	Assistant Instructor	Espina, Ronny Pro C.	I-7-a	39,842	0	0	0	0	LTA	0	39,842	11,279	495	0	578	178	2,583	0	15,113	54,955
57	FED041	Assistant Instructor	Miranda, Kennlyn C.	I-2-b	32,979	0	0	0	0	LTA	0	32,979	9,336	495	0	478	178	0	0	10,487	43,466
TOTAL					2,179,733				15,166	2,194,898	621,374	25,480	0	31,833	10,047	172,437	12,049	873,230	3,068,129		



Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over Time	Special*	Increment		(E+F+G+I)	Retirement 31.02%	Retire (DDI)	Soc Sec	Medicare 1.45%	Life	Medical	Dental	Total Benefits (K thru Q)	(J+R) Total Cost
							Date	Amount										
1 PRE004	Administrative Secretary II	Guerrero, Bertha M.	I-4	31,970.0	0	0	-	0	31,970	9,543	495	0	464	178	2,583	224	13,487	45,457
2 PRE005	President	Okada, Mary A.	R-11-a	151,923.0	0	0	-	0	151,923	45,349	0	0	2,203	178	4,272	1,212	53,214	205,137
3 PRE006	Private Secretary	Muna, Esther A.	I-9	38,043.0	0	0	-	0	38,043	11,356	495	0	552	178	0	0	12,581	50,624
4 PRE007	Program Specialist	**Vacant-Santo Tomas, D.	K-7-c	52,811.0	0	0	-	0	52,811	15,764	495	0	766	178	6,510	404	24,117	76,928
5 PRE002	Assistant Director	Flores, Jayne T.	O-4-c	79,165.0	0	0	-	0	79,165	23,631	495	0	1,148	178	1,924	240	27,616	106,781
6 ASD012	Program Specialist	Bilong, Danilo Philbert C.	K-8-a	53,872.0	0	0	-	0	53,872	16,081	495	0	781	178	3,940	240	21,715	75,587
7 ASD001	Program Specialist	Arceo, Josephine T.	I-13	46,862.0	0	0	-	0	46,862	13,988	495	0	679	178	4,688	299	20,327	67,189
8 ASD016	Assistant Director	Johns, Priscilla C.	K-9-c	57,200.0	0	0	-	0	57,200	17,074	0	0	829	178	2,583	224	20,888	78,088
9 ASD021	Assistant Director	Peres, Doris C.	O-7-c	89,211.0	0	0	-	0	89,211	26,629	0	0	1,294	178	3,940	240	32,281	121,492
10 AAD079	Text Examiner	Cruz, Evangeline P.	I-8	36,878.0	0	0	-	0	36,878	11,008	0	0	535	178	4,688	299	16,708	53,586
11 ASD009	Refrigeration Mechanic II	Quichocho, Joseph R.	I-8	36,878.0	0	0	-	0	36,878	11,008	495	0	535	178	4,688	299	17,203	54,081
12 ASD022	Maintenance Worker	Toves, Albert S.	H-2	27,518.0	0	0	-	0	27,518	8,214	495	0	399	178	0	0	9,286	36,804
13 ASD034	Refrigeration Mechanic I	**Vacant-Rojas J.	H-1	23,955.0	0	0	-	0	23,955	7,151	495	0	347	178	6,510	404	15,085	39,040
14 ASD036	Maintenance Worker	Roberto, Joey C.	H-2	27,518.0	0	0	-	0	27,518	8,214	495	0	399	178	2,583	224	12,093	39,611
15 ASD037	Maintenance Specialist	Quenga, Benny John R.	I-2	29,682.0	0	0	-	0	29,682	7,916	495	0	538	178	3,176	404	13,543	43,225
16 ASD041	Maintenance Supervisor	**Vacant-Gogue, P.	L-1	37,107.0	0	0	-	0	37,107	11,076	495	0	538	178	6,510	404	19,201	56,308
17 ASD048	Maintenance Worker	Tyquengco, Jon I.	H-2	27,518.0	0	0	-	0	27,518	8,214	495	0	399	178	2,583	224	12,093	39,611
18 ASD026	Refrigeration Mechanic I	Mantanoza, Jonathan M.	H-1	26,520.0	0	0	-	0	26,520	7,916	495	0	385	178	3,176	404	12,554	39,074
19 AAD036	Program Specialist	Gima, Wesley T.	K-9-c	57,200.0	0	0	-	0	57,200	17,074	495	0	829	178	1,465	224	20,265	77,465
20 BFD013	Administrative Assistant	Cruz, Vivian D.	I-8	40,082.0	0	0	-	0	40,082	11,964	0	0	581	178	0	0	12,723	52,805
21 BFD022	Vice President	Santos, Carmen K.	P-9-a	107,952.0	0	0	-	0	107,952	32,224	495	0	1,565	178	6,510	404	149,328	468,882
22 BFD003	Accountant I	Aquino, Elizabeth J.	K-6	39,354.0	0	0	-	0	39,354	11,747	495	0	571	178	0	0	12,991	52,345
23 BFD004	Accountant I	Lam, Pik Man	K-2	35,194.0	0	0	-	0	35,194	10,505	495	0	510	178	0	0	11,688	46,882
24 BFD005	Accountant II	Guerrero, Carol A.	M-8	52,562.0	0	0	-	0	52,562	15,690	495	0	762	178	2,583	224	19,932	72,494
25 BFD008	Cashier II	Bojia, Leovonne G.	F-2	24,045.0	0	0	-	0	24,045	7,177	495	0	349	178	6,510	404	15,113	39,158
26 BFD009	Accounting Technician I	Mesa, Catherine S.	H-2	27,518.0	0	0	-	0	27,518	8,214	495	0	399	178	2,583	224	12,093	39,611
27 BFD010	Accountant II	Santos Torres, Linda	M-7	50,960.0	0	0	-	0	50,960	15,212	495	0	739	178	2,583	224	19,431	70,391
28 BFD012	General Accounting Supervisor	San Nicolas, Cheryl B.	P-2	57,595.0	0	0	-	0	57,595	17,192	0	0	835	178	0	0	18,205	75,800
29 BFD015	Accounting Technician II	Mayo, Lucille A.	I-2	29,682.0	0	0	-	0	29,682	8,860	495	0	571	178	0	0	12,991	52,345
30 BFD029	Controller	Luintuato, Edwin E.	N-6-d	75,962.0	0	0	-	0	75,962	22,675	495	0	1,101	178	1,924	240	26,613	102,575
31 BFD030	Accounting Technician I	Sablan, Darlyn T.	H-2	27,518.0	0	0	-	0	27,518	8,214	495	0	399	178	1,924	240	11,450	38,968
32 ASD002	Systems Programmer	Bautista, Kenneth C.	N-9	59,904.0	0	0	-	0	59,904	17,881	0	0	869	178	2,583	224	21,735	81,639
33 ASD005	Computer Operator II	David, Margarita Q.	I-15	45,885.0	0	0	-	0	45,885	13,697	0	0	665	178	2,285	0	16,825	62,710
34 ASD006	Computer Technician II	Fabro, Jefferson V.	J-3	33,467.0	0	0	-	0	33,467	9,990	495	0	485	178	6,510	404	18,062	51,529
35 ASD007	Teleprocessing Netwk Coord	Reyes, Richard J.	K-2	35,194.0	0	0	-	0	35,194	10,505	495	0	510	178	2,583	224	14,495	49,689
36 ASD008	Computer Systems Analyst I	**Vacant-Lizama, J.	L-1	37,107.0	0	0	-	0	37,107	11,076	495	0	538	178	6,510	404	19,201	56,308
37 ASD010	Data Processing Systems Admin	Camacho, Francisco C.	N-7-b	77,480.0	0	0	-	0	77,480	23,128	0	0	1,123	178	6,510	404	31,343	108,823
38 ASD011	Teleprocessing Netwk Coord	Camacho, Christopher J.	K-4	37,918.0	0	0	-	0	37,918	11,319	495	0	550	178	3,176	0	16,122	54,040
39 ASD025	Computer Technician II	De Leon, Benedict C.	J-2	32,261.0	0	0	-	0	32,261	9,630	495	0	468	178	1,465	224	12,460	44,721
40 ASD027	Computer Systems Analyst II	Dacanay, Gerard L.	M-11	57,741.0	0	0	-	0	57,741	17,236	0	0	837	178	1,465	224	19,940	77,681
41 ASD039	Systems Programmer	Solidum, Catherine M.	N-2	46,717.0	0	0	-	0	46,717	13,945	495	0	677	178	2,583	224	18,102	64,819
42 BFD006	Human Resources Administrator	Muna, Joann W.	N-9-c	84,739.0	0	0	-	0	84,739	25,295	0	0	1,229	178	1,924	240	28,866	113,605
43 BFD007	Personnel Specialist II	Rojas, Josephine T.	N-7	57,741.0	0	0	-	0	57,741	17,236	495	0	837	178	4,688	224	23,658	81,399
44 BFD023	Personnel Specialist III	San Nicolas, Apolline C.	N-2	46,717.0	0	0	-	0	46,717	13,945	495	0	677	178	1,465	224	16,984	63,701
45 BFD025	Personnel Specialist I	Siguenza, Rose Marie L.	K-9	45,115.0	0	0	-	0	45,115	13,467	495	0	654	178	2,583	224	17,601	62,716
46 BFD031	Personnel Assistant I	Manibusan, Doreen M.	G-11	35,027.0	0	0	-	0	35,027	10,456	495	0	508	178	0	0	11,637	46,664
47 BFD011	Proc & Inventory Administrator	Evangeliata, Joleen M.	M-8-a	70,034.0	0	0	-	0	70,034	20,905	495	0	1,015	178	0	0	22,593	92,627
48 BFD016	Buyer II	Duenas, Debbie C.	I-1	28,600.0	0	0	-	0	28,600	8,537	495	0	415	178	2,285	0	11,910	40,510
49 BFD017	Inventory Management Officer	Rios, Theda R.	J-2	32,261.0	0	0	-	0	32,261	9,630	495	0	468	178	2,583	224	13,578	45,839
50 BFD018	Supply Expediter	Blas, Jerome M.	E-10	28,954.0	0	0	-	0	28,954	8,643	495	0	420	178	1,465	0	11,201	40,155
51 BFD020	Buyer I	Palacios, Patricia U.	H-3	28,558.0	0	0	-	0	28,558	8,525	0	0	414	178	3,940	240	13,297	41,855
52 BFD001	Bookstore Manager	Okada, Daniel T.	L-2	38,501.0	0	0	-	0	38,501	11,493	495	0	558	178	0	0	12,724	51,225
53 BFD014	Records & Registration Technic	Rachueg, Benedict	H-1	26,520.0	0	0	-	0	26,520	7,916	495	0	385	178	0	0	8,974	35,494
54 BFD026	Coordinator, Financial Aid	Rios, Esther A.	L-5-d	56,160.0	0	0	-	0	56,160	16,764	495	0	814	178	2,285	224	20,835	76,995
55 BFD027	Program Coordinator II	Guerrero, Vivian C.	M-5	47,299.0	0	0	-	0	47,299	14,119	0	0	686	178	2,583	299	17,790	65,089
56 ASD003	Environ Health & Safety Admin	Mangiona, Gregorio T.	L-6-d	58,448.0	0	0	-	0	58,448	17,447	495	0	847	178	0	0	18,967	77,415
57 ASD020	Safety Inspector I	Diaz, John L.	I-3	30,805.0	0	0	-	0	30,805	9,195	495	0	447	178	0	0	10,315	41,120
58 ASD017	Administrative Assistant	Salas, Frank C.	J-9	41,350.0	0	0	-	0	41,350	12,343	0	0	600	178	0	0	13,121	54,471
59 AAD077	Administrative Officer	Atigue, Ana Mari C.	L-2	38,501.0	0	0	-	0	38,501	11,493	495	0	558	178	0	0	12,724	51,225



Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		Retirement (E+T+G+H)		Retire (DDI)	Sec	Medicare 1.45%	Life	Medical	Dental	Total Benefits (K thru Q)	(J+R) Total Cost
							Date	Amount	Sub-Total	31.02%								
60 AAD078	Vice President	Somera, Rene Ray D.	P-10-d	115,752.0	0	0	-	0	115,752	34,552	495	0	1,678	178	3,940	240	41,083	156,835
61 AAD001	Administrative Aide	Untalan, Frances E.	F-2	24,045.0	0	0	-	0	24,045	7,177	495	0	349	178	2,583	224	11,006	35,051
62 AAD003	Coordinator, Admissions & Reg.	Clymer, Patrick L.	M-7-b	67,974.0	0	0	-	0	67,974	20,290	495	0	986	178	2,583	224	24,756	92,730
63 AAD005	Records & Registration Tech	Paulus, Vincent K.	H-4	29,640.0	0	0	-	0	29,640	8,848	495	0	613	178	2,583	0	9,591	39,591
64 AAD007	Program Coordinator II	Camacho, Johanna L.	M-2	42,307.0	0	0	-	0	42,307	12,629	495	0	613	178	2,583	224	16,722	59,029
65 AAD008	Records & Registration Tech	Masayon, Edgar C.	H-6	31,949.0	0	0	-	0	31,949	9,537	495	0	463	178	2,583	224	13,480	45,429
66 AAD184	Records & Registration Superv	Concepcion, Marilyn L.	J-8	40,082.0	0	0	-	0	40,082	11,964	495	0	581	178	1,465	224	14,412	54,494
67 AAD016	Assistant Director	Montague, Mariela O.	O-4-b	78,395.0	0	0	-	0	78,395	23,401	495	0	1,137	178	1,924	0	25,211	103,606
68 AAD213	Administrative Assistant	Agüon, Evangeline M.	J-3	33,467.0	0	0	-	0	33,467	9,990	495	0	485	178	1,924	240	13,312	46,779
69 ASD004	Planner IV	Benavente, Joseph L.	N-7	56,264.0	0	0	-	0	56,264	16,795	495	0	816	178	0	0	17,789	74,053
70 AAD187	Program Specialist	Sablan, Fermina A.	K-6-b	50,253.0	0	0	-	0	50,253	15,001	495	0	729	178	3,940	240	20,583	70,836
71 AAD038	Assistant Director	Perez, Rowena Ellen	O-3-a	74,589.0	0	0	-	0	74,589	22,265	495	0	1,082	178	2,583	224	26,332	100,921
72 AAD128	Program Coordinator II	Aterro, Pascual S.	M-2	42,307.0	0	0	-	0	42,307	12,629	495	0	613	178	2,583	224	16,722	59,029
73 AAD165	Associate Dean	Hartz, Ronald G.	N-5-b	71,552.0	0	0	-	0	71,552	21,358	495	0	1,038	178	2,583	224	25,876	97,428
74 AAD191	Administrative Aide	Cruz, Ana Q.	F-14	36,046.0	0	0	-	0	36,046	10,760	495	0	523	178	2,583	224	14,268	50,314
75 AAD204	Associate Dean	Diego, Elizabeth A.	N-5-c	72,259.0	0	0	-	0	72,259	21,569	495	0	1,048	178	2,583	224	26,097	98,356
76 AAD040	Dean	Tudela, Virginia C.	O-8-b	91,915.0	0	0	-	0	91,915	27,437	495	0	1,333	178	6,510	404	36,357	128,272
77 AAD015	Assistant Instructor	Cruz, Jesse Q.	I-6-a	38,287.0	0	0	-	0	38,287	11,429	495	0	555	178	6,510	404	19,571	57,858
78 AAD032	Instructor	Flores, Joseph L.	J-8-b	47,729.0	0	0	-	0	47,729	14,247	495	0	692	178	3,940	240	22,526	70,255
79 AAD041	Instructor	Pajarillo, Lyndon B.	J-7-b	45,881.0	0	0	-	0	45,881	13,695	495	0	665	178	3,940	240	18,718	64,599
80 AAD141	Assistant Instructor	Meno, Charles Roy M.	I-10-c	45,797.0	0	0	-	0	45,797	13,670	495	0	664	178	0	0	14,512	60,309
81 AAD144	Instructor	Tabunat, James M.	J-7-c	46,334.0	0	0	-	0	46,334	13,831	495	0	672	178	3,940	240	19,356	65,690
82 AAD150	Assistant Instructor	Perez, Jonathan J.	I-2-b	32,978.0	0	0	-	0	32,978	9,844	495	0	478	178	2,583	224	12,684	45,662
83 AAD151	Assistant Instructor	Lawcock, Danilo J.	I-14-c	53,710.0	0	0	-	0	53,710	16,032	495	0	779	178	2,583	224	19,796	73,506
84 AAD153	Instructor	Tudela, Erwin F.	J-13-b	58,246.0	0	0	-	0	58,246	17,386	495	0	845	178	0	0	18,409	76,655
85 AAD154	Instructor	Egana, Joel E.	J-8-c	48,216.0	0	0	-	0	48,216	14,392	495	0	699	178	6,510	404	22,678	70,894
86 AAD155	Tool Mechanic	Josha, Golder C.	F-1	23,171.0	0	0	-	0	23,171	6,917	495	0	336	178	2,285	299	10,510	33,681
87 AAD182	Assistant Instructor	Bukikosa, Ines E.	I-7-a	39,850.0	0	0	-	0	39,850	11,895	495	0	578	178	1,465	224	14,935	54,685
88 AAD183	Associate Professor	Abshire, Ronnie J.	L-9-c	65,201.0	0	0	-	0	65,201	19,462	495	0	945	178	3,940	240	24,785	89,966
89 AAD010	Instructor	Palomo, Melissa L.	J-4-c	41,126.0	0	0	-	0	41,126	12,276	495	0	596	178	4,688	299	18,532	59,658
90 AAD147	Professor	Camacho, Claire A.	M-12-a	82,102.0	0	0	-	0	82,102	24,507	495	0	1,190	178	1,465	224	27,564	109,666
91 AAD185	Professor	Postrozny, Marsha M.	M-10-a	75,818.0	0	0	-	0	75,818	22,632	495	0	1,099	178	1,924	240	26,568	102,366
92 AAD198	Professor	Leon Guerrero, Sarah S.	M-11-c	88,154.0	0	0	-	0	88,154	26,314	495	0	1,278	178	2,583	224	30,577	118,731
93 AAD207	Administrative Assistant	**Vacant-Leon Guerrero, L.	J-2	32,261.0	0	0	-	0	32,261	9,630	495	0	468	178	2,583	224	13,378	45,839
94 AAD089	Assistant Professor	Sison, Benjamin C.	K-4-d	47,342.0	0	0	-	0	47,342	14,132	495	0	686	178	1,465	224	17,180	64,522
95 AAD176	Professor	Cruz, Donna M.	M-11-c	80,489.0	0	0	-	0	80,489	24,026	495	0	1,167	178	1,465	224	27,555	108,044
96 AAD186	Administrative Assistant	Quitugua, Rosita G.	J-9	41,350.0	0	0	-	0	41,350	12,343	495	0	600	178	1,924	240	15,285	56,635
97 AAD	Instructor	**Vacant-San Nicolas, B.	J-3-a	38,735.0	0	0	-	0	38,735	11,562	495	0	562	178	6,510	404	19,711	58,446
98 AAD051	Instructor	Concepcion, Jonah M.	J-3-a	38,741.0	0	0	-	0	38,741	11,564	495	0	562	178	3,940	240	16,979	55,720
99 AAD053	Associate Professor	Munoz, Jose U.	L-9-c	65,201.0	0	0	-	0	65,201	19,462	495	0	945	178	2,583	224	23,887	89,088
100 AAD019	Instructor	Cepeda, Nita Jeannette P.	J-3-a	38,741.0	0	0	-	0	38,741	11,564	495	0	562	178	6,510	404	19,335	58,276
101 AAD188	Administrative Aide	**Vacant-Mendiola, E.	F-3	19,843.0	0	0	-	0	19,843	5,923	495	0	288	178	6,510	404	13,798	33,641
102 AAD056	Instructor	Uchima, Katsuyoshi	J-11-a	53,256.0	0	0	-	0	53,256	15,897	495	0	772	178	6,510	404	24,256	77,512
103 AAD156	Assistant Professor	delos Santos, Maria Cecilia H.	K-12-b	63,806.0	0	0	-	0	63,806	19,046	495	0	925	178	1,924	240	22,313	86,119
104 AAD157	Instructor	Romulo, Dan-Michael B.	J-5-d	43,210.0	0	0	-	0	43,210	12,998	495	0	627	178	2,583	224	16,827	60,037
105 AAD158	Instructor	Dumchus, Karen I.	J-12-a	55,423.0	0	0	-	0	55,423	16,544	495	0	804	178	1,465	224	19,710	75,133
106 AAD159	Instructor	Mafnas, Barbara C.	J-12-b	55,978.0	0	0	-	0	55,978	16,709	495	0	812	178	0	0	18,194	74,172
107 AAD029	Instructor	Korenko, William E.	J-17-b	68,309.0	0	0	-	0	68,309	20,390	495	0	990	178	6,510	404	24,365	97,674
108 AAD055	Associate Professor	Blas, Doreen J.	L-10-d	68,527.0	0	0	-	0	68,527	20,455	495	0	994	178	6,510	404	24,250	82,796
109 AAD057	Assistant Professor	Schragge, Marivic C.	K-11-d	62,546.0	0	0	-	0	62,546	18,670	495	0	907	178	1,465	224	14,246	52,214
110 AAD060	Instructor	Pollquit, Christopher D.	J-2-c	37,968.0	0	0	-	0	37,968	11,333	495	0	551	178	6,510	404	19,711	58,446
111 AAD061	Instructor	**Vacant-Tung, F.	J-3-a	38,735.0	0	0	-	0	38,735	11,562	495	0	562	178	6,510	404	19,711	58,446
112 AAD062	Assistant Professor	Aguiar, Norman L.	K-9-d	63,278.0	0	0	-	0	63,278	18,888	495	0	918	178	2,583	224	23,808	109,103
113 AAD063	Professor	Chong, Eric K.	M-11-d	81,295.0	0	0	-	0	81,295	24,267	495	0	1,179	178	1,465	224	27,488	71,678
114 AAD064	Instructor	**Vacant-Gamble, H.	J-9-a	49,190.0	0	0	-	0	49,190	14,883	495	0	713	178	6,510	404	20,922	54,942
115 AAD065	Instructor	**Vacant-Gamble, Frank F.	J-11-a	53,256.0	0	0	-	0	53,256	15,897	495	0	772	178	3,176	404	16,201	54,942
116 AAD066	Instructor	Evangelista, John P.	J-3-a	38,741.0	0	0	-	0	38,741	11,564	495	0	562	178	0	0	15,428	54,169
117 AAD067	Instructor	Dingcong, David John P.	J-3-a	38,741.0	0	0	-	0	38,741	11,564	495	0	562	178	2,583	224	15,428	54,169
118 AAD068	Assistant Professor	Cruz, Carol R.	K-10-b	58,934.0	0	0	-	0	58,934	17,592	495	0	855	178	2,285	299	21,209	80,143

Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		Retirement 31.02%	Retire (DDI)	Soc Sec	Medicare 1.45%	Life	Medical	Dental	Total Benefits (K thru Q)	Total Cost (J+K)
							Date	Amount									
119 AAD069	Instructor	Wong, Evan	J-5-b	42,370	0	0	-	0	12,647	495	0	614	178	1,465	224	15,623	57,993
120 AAD070	Administrative Aide	Blas, Joanne M.	F-4	25,896	0	0	-	0	42,370	495	0	375	178	2,583	224	11,585	37,481
121 AAD098	Instructor	Dietrichs, Kevin J.	J-8-d	48,703	0	0	-	0	7,730	495	0	706	178	1,465	224	17,606	66,309
122 AAD017	Assistant Instructor	Diaz, Vicente P.	J-2-c	33,314	0	0	-	0	9,944	495	0	483	0	0	0	10,922	44,236
123 AAD035	Assistant Instructor	Santos, Ronald T.	J-5-c	37,531	0	0	-	0	33,314	495	0	544	178	2,583	224	15,227	52,758
124 AAD130	Associate Professor	San Nicolas, Anthony C.	L-11-b	69,905	0	0	-	0	11,203	495	0	1,014	178	6,510	404	28,973	98,878
125 AAD132	Associate Professor	Leon Guerrero, Catherine U.	L-9-a	63,924	0	0	-	0	20,867	0	0	927	178	1,465	224	21,875	85,799
126 AAD134	Instructor	Quintanilla, John J.	J-11-a	53,256	0	0	-	0	19,081	0	0	772	178	3,176	404	20,427	75,683
127 AAD135	Assistant Instructor	Olson, Todd A.	J-6-b	38,674	0	0	-	0	15,897	495	0	561	178	3,176	404	16,358	55,032
128 AAD138	Assistant Instructor	Santos, David T.	J-9-a	43,142	0	0	-	0	11,544	495	0	626	178	1,465	0	15,147	58,285
129 AAD142	Instructor	Zillan, John E.	J-9-c	50,165	0	0	-	0	12,878	495	0	727	178	0	0	15,147	58,285
130 AAD012	Assistant Professor	Tam, Yvonne	K-10-b	58,934	0	0	-	0	14,974	495	0	855	178	2,583	224	16,374	66,539
131 AAD023	Assistant Instructor	Chargualaf, Katherine M.	J-8-a	41,462	0	0	-	0	17,592	495	0	601	178	0	0	21,927	80,861
132 AAD030	Assistant Professor	Roberson, Robin P.	K-10-d	65,835	0	0	-	0	12,376	495	0	955	178	1,465	224	22,969	92,852
133 AAD031	Instructor	Perez, Nenita R.	J-11-d	54,869	0	0	-	0	19,652	495	0	984	178	3,176	404	24,937	92,852
134 AAD033	Associate Professor	Manzana, Amada A.	L-10-c	67,855	0	0	-	0	16,378	495	0	880	178	3,940	240	19,029	65,901
135 AAD034	Associate Professor	Guerrero, Norma R.	K-4-c	46,872	0	0	-	0	20,255	0	0	680	178	0	0	21,912	89,767
136 AAD018	Associate Professor	Pangelinan, Pilar C.	L-10-c	67,855	0	0	-	0	13,931	495	0	984	178	2,583	0	18,074	65,416
137 AAD027	Assistant Professor	Tupaz, Frederick Q.	K-4-d	47,342	0	0	-	0	20,255	495	0	686	178	2,583	0	12,958	38,854
138 AAD006	Administrative Aide	Bautista, Kimberly C.	F-4	25,896	0	0	-	0	7,730	495	0	375	178	3,940	240	20,393	71,623
139 AAD042	Word Processing Secretary II	Cabatic, Antonia M.	H-21	51,230	0	0	-	0	15,292	0	0	743	178	3,940	240	404	30,435
140 AAD091	Associate Dean	**Vacant-Chan, M.	N-6-a	73,715	0	0	-	0	22,004	495	0	1,069	178	6,510	404	28,117	108,883
141 AAD110	Dean	Chan, Michael L.	O-5-a	80,766	0	0	-	0	24,109	495	0	1,171	178	1,924	240	14,503	53,357
142 AAD121	Administrative Assistant	Manibusan, Doris E.	J-7	38,854	0	0	-	0	11,598	495	0	563	178	1,924	240	14,066	55,362
143 AAD101	Instructor	Torres, Carl E.	J-5-c	42,790	0	0	-	0	12,773	495	0	620	178	0	0	15,848	55,362
144 AAD164	Instructor	Lopez, Jose B.	J-3-c	39,514	0	0	-	0	11,795	495	0	573	178	2,583	224	14,488	53,229
145 AAD171	Instructor	Roden, Wendell M.	J-3-a	38,741	0	0	-	0	11,564	495	0	562	178	1,465	224	15,383	54,124
146 AAD173	Instructor	Ginson, Christie Marie F.	J-3-a	38,741	0	0	-	0	11,564	495	0	562	178	2,285	299	25,735	94,367
147 AAD174	Associate Professor	Lam, Steve S.	L-8-c	68,632	0	0	-	0	20,487	495	0	995	178	3,176	404	21,058	77,220
148 AAD175	Associate Professor	Daluin, Theresa Ann H.	L-5-d	56,162	0	0	-	0	16,764	495	0	814	178	2,583	224	22,005	77,220
149 AAD048	Associate Professor	Sunga, Anthony Jay J.	L-6-a	56,717	0	0	-	0	16,930	495	0	822	178	3,176	404	19,518	68,288
150 AAD179	Associate Professor	Kerr, Jo Nita Q.	L-8-b	62,042	0	0	-	0	18,520	0	0	900	178	0	0	15,598	81,640
151 AAD180	Assistant Professor	Jocson, John Michael U.	K-5-c	48,770	0	0	-	0	14,558	495	0	707	178	3,176	404	19,518	68,288
152 AAD112	Associate Dean	Flores, Juan P.	N-5-c	72,259	0	0	-	0	21,569	495	0	1,048	178	1,465	224	24,979	97,238
153 AAD114	Clerk Typist III	Santos, Irene J.	F-14	36,046	0	0	-	0	10,760	495	0	523	178	3,940	0	15,401	51,447
154 AAD117	School Aide II	Cruz, Harold R.	G-2	25,667	0	0	-	0	7,662	495	0	372	178	1,924	240	10,871	36,538
155 AAD193	School Aide III	Husey, Loraine R.	H-9	35,277	0	0	-	0	10,530	0	0	512	178	0	0	11,220	46,497
156 AAD116	Licensed Practical Nurse I	Mui, Eva Marie L.	HN-1	27,914	0	0	-	0	8,332	495	0	405	178	6,510	404	16,324	44,238
157 AAD093	Administrative Aide	Cabrillo, Antonita F.	F-13	34,944	0	0	-	0	10,431	495	0	507	178	0	0	11,116	46,060
158 AAD149	Program Specialist	Garcia, Ava M.	K-6-d	51,272	0	0	-	0	15,305	495	0	743	178	6,510	404	23,635	74,907
159 AAD094	Assistant Professor	*Vacant-delos Santos, M.	J-3-a	38,741	0	0	-	0	11,564	0	0	562	178	6,510	404	19,218	57,959
160 AAD108	Instructor	Batacan, Emma R.	J-9-a	58,560	0	0	-	0	17,480	0	0	849	178	1,465	0	19,972	78,532
161 AAD080	Program Specialist	Leon Guerrero, Barbara B.	K-10-c	59,509	0	0	-	0	17,763	495	0	863	178	6,510	404	26,213	85,722
162 AAD106	Program Coordinator II	Lizama, Donnie L.	M-2	42,307	0	0	-	0	12,629	0	0	613	178	2,583	224	16,227	58,534
163 AAD013	Program Coordinator I	Leon Guerrero, Leticia Ann N.	K-2	35,194	0	0	-	0	10,505	495	0	510	178	2,583	224	14,495	49,689
164 AAD009	Associate Professor	Balbin, Sandy R.	L-9-a	63,924	0	0	-	0	19,081	495	0	927	178	1,465	224	21,875	85,799
165 AAD011	Assistant Professor	Realica, Tomirose V.	K-5-a	47,813	0	0	-	0	14,272	495	0	693	178	1,465	224	17,327	65,140
166 AAD073	Administrative Assistant	Anderson, Catherine B.	J-3	33,467	0	0	-	0	9,990	495	0	485	178	2,583	224	13,955	47,422
167 AAD102	Associate Professor	Sablán, Sally C.	L-10-c	74,318	0	0	-	0	22,184	495	0	1,078	178	0	0	23,935	98,253
168 AAD103	Associate Professor	Terlaja, Patricia M.	L-10-b	73,582	0	0	-	0	21,964	495	0	1,067	178	0	0	23,704	97,286
169 AAD104	Associate Professor	Lizama, Troy E.	L-10-a	72,846	0	0	-	0	21,745	495	0	1,056	178	1,465	224	25,163	98,009
170 AAD105	Associate Professor	Santos, KristiAnna T.	K-4-b	50,839	0	0	-	0	15,175	495	0	737	178	1,465	224	18,274	69,113
171 AAD107	Associate Professor	Roberto, Anthony J.	L-10-b	73,582	0	0	-	0	21,964	0	0	1,067	178	3,940	240	27,389	100,971
172 AAD131	Instructor	Arce, Imelda D.	J-12-a	60,702	0	0	-	0	18,120	0	0	880	178	0	0	19,178	79,880
173 AAD071	Program Specialist	Payne, John F.	K-9-b	56,638	0	0	-	0	16,906	495	0	821	178	1,465	224	20,089	76,727
174 AAD014	Associate Professor	Teng, Zhaopei	L-11-a	69,216	0	0	-	0	20,661	495	0	1,004	178	1,465	224	24,027	93,243
175 AAD020	Instructor	Setter, Michael D.	J-15-b	63,067	0	0	-	0	18,825	0	0	914	178	1,465	224	21,606	84,673
176 AAD021	Assistant Professor	Flores, Yvonne C.	K-8-b	54,415	0	0	-	0	16,243	0	0	789	178	1,465	224	18,899	73,314
177 AAD052	Instructor	**Vacant-Fejerang, E.	J-9-b	49,678	0	0	-	0	14,829	495	0	720	178	6,510	404	23,136	72,814

Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over Time	Special*	Increment Date	Amount	(E+F+G+I) Sub-Total	Retirement 31.02%	Retire (DDI)	Soc Sec	Medicare 1.45%	Life	Medical	Dental	Total Benefits (K thru Q)	(J+R) Total Cost
178 AAD025	Assistant Professor	Tam, Wilson W.	K-8-c	54,970.00	0	0	-	0	54,970	16,409	0	0	797	178	1,924	240	19,548	74,518
179 AAD081	Professor	Baza-Cruz, Lisa A.	M-10-d	85,560.00	0	0	-	0	85,560	25,540	0	0	1,241	178	1,465	224	28,648	114,208
180 AAD084	Assistant Professor	Calvo, Vito K.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	2,583	224	15,606	54,347
181 AAD087	Associate Professor	Toves, Rebecca T.	L-11-b	69,905.00	0	0	-	0	69,905	20,867	495	0	1,014	178	3,940	240	26,239	96,144
182 AAD146	Associate Professor	Tenorio, Juanita M.	L-10-a	66,511.00	0	0	-	0	66,511	19,854	495	0	964	178	2,583	224	24,298	90,809
183 AAD194	Assistant Professor	De Oro, Vera S.	K-7-d	53,340.00	0	0	-	0	53,340	15,922	495	0	773	178	6,510	404	24,282	77,622
184 AAD088	Instructor	*Vacant-Ventura, D.	J-3-d	39,909.00	0	0	-	0	39,909	11,913	495	0	579	178	6,510	404	20,079	59,988
185 AAD109	Assistant Professor	*Vacant-Reid, C.	K-5-c	48,778.00	0	0	-	0	48,778	14,560	495	0	707	178	6,510	404	22,854	71,632
186 AAD022	Assistant Professor	Lee, Hee Suk	K-8-b	54,415.00	0	0	-	0	54,415	16,243	495	0	789	178	2,583	0	20,288	74,703
187 AAD037	Instructor	Atalg, Adrian M.	J-4-b	40,706.00	0	0	-	0	40,706	12,351	495	0	889	178	1,465	0	14,679	55,585
188 AAD161	Instructor	Kuper, Terry F.	J-12-b	61,309.00	0	0	-	0	61,309	18,301	495	0	889	178	1,924	240	22,027	83,336
189 AAD166	Assistant Professor	Valenzuela, Renato F.	K-17-c	78,641.00	0	0	-	0	78,641	23,474	0	0	1,140	178	1,465	0	26,257	104,896
190 AAD168	Assistant Professor	**Vacant-Limtiaco, J.	K-12-c	64,445.00	0	0	-	0	64,445	19,237	495	0	934	178	6,510	404	27,263	91,708
191 AAD169	Instructor	Utama, James T.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	0	0	12,799	51,540
192 AAD172	Assistant Instructor	Calbang, Joelines P.	I-2-c	33,314.00	0	0	-	0	33,314	9,944	495	0	483	178	2,583	224	13,907	47,221
193 AAD095	Assistant Professor	Matson, Christine B.	K-8-c	65,440.00	0	0	-	0	65,440	19,534	495	0	949	178	6,510	404	28,070	99,510
194 AAD096	Associate Professor	Neff, Bernard R.	L-8-d	75,340.00	0	0	-	0	75,340	22,489	495	0	1,092	178	2,583	224	27,061	102,401
195 AAD097	Library Technician Supervisor	Sgambelluri, Juanita I.	J-9	41,350.00	0	0	-	0	41,350	12,343	0	0	600	178	3,176	404	16,701	58,051
196 AAD099	Library Technician II	Chelipot, Steve S.	H-6	31,949.00	0	0	-	0	31,949	9,537	495	0	463	178	1,465	224	12,362	44,311
197 AAD100	Library Technician I	Eclavara, Mark E.	F-2	24,045.00	0	0	-	0	24,045	7,177	495	0	349	178	0	0	8,199	32,244
198 AAD200	Library Technician	Kowalski, Derrick S.	F-2	24,045.00	0	0	-	0	24,045	7,177	495	0	349	178	1,465	224	9,888	33,933
199 AAD024	Assistant Professor	Artero, Jennifer B.	K-7-b	52,298.00	0	0	-	0	52,298	15,611	495	0	758	178	1,465	0	18,012	70,310
200 AAD045	Nursing & Allied Health Admini	Mangiona, Dorothy Lou	M-8-c	71,427.00	0	0	-	0	71,427	21,321	495	0	1,036	178	6,510	404	29,944	101,371
201 AAD050	Instructor	Duenas, Tanya M.	J-5-d	43,210.00	0	0	-	0	43,210	12,898	495	0	627	178	0	0	14,020	57,230
202 AAD058	Administrative Assistant	Huira, Tamara Therese T.	J-2	32,261.00	0	0	-	0	32,261	9,630	495	0	468	178	4,688	299	15,758	48,019
203 AAD083	Instructor	Loveidge, Rosemary J.	J-9-a	49,190.00	0	0	-	0	49,190	14,683	495	0	713	178	0	0	16,069	65,259
204 AAD162	Instructor	Melegritto, Loresa M.	J-6-b	44,083.00	0	0	-	0	44,083	13,159	495	0	639	178	6,510	404	21,385	65,468
205 AAD196	Instructor	*Vacant-Mangiona, D.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	6,510	404	19,713	58,454
206 AAD049	Instructor	Oliveros, Sharon J.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	2,583	224	15,606	54,347
207 AAD163	Assistant Professor	Analista, Hernalin R.	K-9-a	56,062.00	0	0	-	0	56,062	16,735	495	0	813	178	0	0	18,221	74,283
208 AAD170	Instructor	Rosario, Barbara A.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	2,583	224	15,606	54,347
209 AAD178	Assistant Professor	Nanpei, Rose Marie D.	K-9-a	56,062.00	0	0	-	0	56,062	16,735	495	0	813	178	6,510	404	25,135	81,197
210 AAD195	Instructor	Muna, Brian C.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	1,924	240	14,963	53,704
211 AAD152	Instructor	Dennis, Christopher T.	J-10-c	57,187.00	0	0	-	0	57,187	17,070	495	0	829	178	0	0	18,572	75,759
212 AAD047	Administrative Assistant	Guerrero, Teresita C.	J-6	37,419.00	0	0	-	0	37,419	11,170	495	0	543	178	2,583	224	15,193	52,612
213 AAD126	Program Specialist	Barnhart, Terry L.	K-18-a	80,226.00	0	0	-	0	80,226	23,947	0	0	1,163	178	2,583	224	28,095	108,321
214 AAD160	Assistant Instructor	Yangler, Gil T.	I-10-c	50,158.00	0	0	-	0	50,158	14,972	495	0	727	178	1,924	240	18,536	68,694
215 AAD026	Instructor	Tyquengco, Ricky S.	J-7-c	50,747.00	0	0	-	0	50,747	15,148	495	0	736	178	0	0	16,557	67,304
Total										10,853,550	3,239,782	77,220	157,376	37,202	578,221	47,323	4,137,124	14,990,674

Government of Guam  
Current

Fiscal Year 2015 as of January 2015

	A	B	C	D	D	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total Cost
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment Date	Amount	(E+F+G+H) Sub-Total	Retirement 29.85%	Retire (DDI)	Soc Sec	Medicare 1.45%	Life	Medical	Dental		
1	NAF043	Graphic Artist technician I	**Vacant-New	G-11	24,729.00	0	0	-	0	24,729	7,382	495	0	359	0	6,510	404	15,150	39,879
2	PRE001	Assistant Director	**Vacant-Reyes, L	O-6-c	42,869.00	0	0	-	0	42,869	12,796	0	0	622	0	3,255	202	16,875	59,744
3	NAF033	Sustainability & Project Coord	Palacios, Francisco E.	L-5-c	55,598.00	0	0	-	0	55,598	16,596	495	0	806	178	2,285	299	20,659	76,257
4	ASD033	Facilities Engineer Administra	Perez, Lawrence P.	N-3-a	65,416.00	0	0	-	0	65,416	19,527	495	0	949	178	0	0	21,149	86,565
5	NAF014	Computer Technician I	De Roca, Victor F.	H-2	27,518.00	0	0	-	0	27,518	8,214	495	0	399	178	3,176	0	12,462	39,980
6	NAF030	Buyer 1	Camacho, John J.	H-1	26,520.00	0	0	-	0	26,520	7,916	495	0	385	178	6,510	404	15,888	42,408
7	NAF042	Program Coordinator I	**Vacant-New	K-1	33,904.00	0	0	-	0	33,904	10,120	495	0	492	178	6,510	404	18,199	52,103
8	AA0039	Institutional Researcher	Parker, Aaron T.	L-3-b	50,835.00	0	0	-	0	50,835	0	494	0	737	178	1,464	0	2,873	53,708
9	NAF012	Administrative Assistant	Aguilar, Marina C.	J-3	33,467.00	0	0	-	0	33,467	9,990	495	0	485	178	2,583	224	13,955	47,422
10	NAF010	Instructor	Cejoco, Jose L.	J-12-a	55,423.00	0	0	-	0	55,423	16,544	0	0	804	178	6,510	404	24,440	79,863
11	NAF009	Assistant Professor	Mendiola, Florie M.	K-4-c	46,872.00	0	0	-	0	46,872	13,991	495	0	680	0	3,940	240	19,346	66,218
12	AA0054	Instructor	Roberto, Joachim P.	J-3-a	42,430.00	0	0	-	0	42,430	12,665	495	0	615	178	2,583	224	16,760	59,190
13	NAF041	Instructor	Jackson, Arwen A.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	0	0	0	12,621	51,362
14	NAF020	Assistant Instructor	Healy, Paul J.	I-4-c	36,070.00	0	0	-	0	36,070	10,767	495	0	523	178	3,940	240	16,143	52,213
15	NAF040	Instructor	Ho, Dan	J-3-a	38,741.00	0	0	-	0	38,741	11,564	494	0	562	0	0	0	12,620	51,361
16	AA0059	Instructor	Kerner, Paul N.	J-8-a	47,258.00	0	0	-	0	47,258	14,107	495	0	685	178	1,465	224	17,154	64,412
17	NAF028	Administrative Aide	**Vacant-Pascua, T.	F-3	23,941.00	0	0	-	0	23,941	7,146	495	0	347	178	6,510	404	15,080	39,021
18	AA0120	Administrative Aide	Aquinde, Rosemarie C.	F-1	23,171.00	0	0	-	0	23,171	6,917	0	0	336	0	0	0	7,253	30,424
19	AA0002	Administrative Assistant	Mesa, Genevieve P.	J-2	32,261.00	0	0	-	0	32,261	9,630	495	0	468	178	1,924	240	12,935	45,196
20	NAF021	Instructor	Unten, Trisha D.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	2,285	299	15,383	54,124
21	NAF024	Instructor	Krigsman, Arjen	J-3-a	38,735.00	0	0	-	0	38,735	11,562	495	0	562	178	1,465	224	14,486	53,221
22	NAF022	Instructor	Paulino, Ronaldo M.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	1,465	224	14,488	53,229
23	AA0137	Instructor	Bollinger, Simone E.	J-3-d	39,917.00	0	0	-	0	39,917	11,915	495	0	579	178	3,940	0	17,107	57,024
24	NAF023	Instructor	Dela Cruz, Tressa C.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	2,285	299	15,383	54,124
25	NAF025	Instructor	**Vacant-Naholowaa, L.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	6,510	404	19,713	58,454
26	NAF026	Instructor	Leon Guerrero, Bertha M.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	178	2,583	224	15,606	54,347
27	NAF027	Instructor	Ventura, Desiree T.	J-3-d	39,917.00	0	0	-	0	39,917	11,915	495	0	579	178	0	0	13,167	53,084
28	AA0201	Library Technician I	Cayabyab, Dolores T.	F-2	24,045.00	0	0	-	0	24,045	7,177	0	0	349	178	0	0	7,704	31,749
29	NAF002	Word Processing Secretary II	Blas, Barbara J.	H-2	27,518.00	0	0	-	0	27,518	8,214	495	0	399	178	0	0	9,286	36,804
30	NAF039	Program Coordinator I	Fernandez, Janna B.	K-1	33,904.00	0	0	-	0	33,904	10,120	495	0	492	0	1,465	224	12,796	46,700
31	AA0122	Program Specialist	Muna-Brecht, Chelsea D.	K-6-d	51,272.00	0	0	-	0	51,272	15,305	495	0	743	178	0	0	16,721	67,993
32	NAF001	Program Specialist	**Vacant-Perez, R	K-7-b	52,291.00	0	0	-	0	52,291	15,609	495	0	758	178	2,583	224	19,352	71,643
33	NAF003	Administrative Aide	Smith, Tishawna P.	F-1	23,171.00	0	0	-	0	23,171	6,917	495	0	336	178	3,940	240	12,106	35,277
34	NAF013	Test Examiner	Pascua, Tara Rose A.	H-2	27,518.00	0	0	-	0	27,518	8,214	495	0	399	178	2,583	224	12,093	39,611
35	NAF004	Program Specialist	Datuin, Bonnie Mae M.	K-7-c	52,811.00	0	0	-	0	52,811	15,764	495	0	766	178	6,510	404	24,117	76,928
36	FED042	Instructor	Betto, Maribeth S.	J-3-a	38,741.00	0	0	-	0	38,741	11,564	495	0	562	0	6,510	404	19,535	58,276
37	FED024	Administrative Assistant	Chamberlain, Antonia M.	J-12	45,406.00	0	0	-	0	45,406	13,554	0	0	658	178	1,465	224	16,079	61,485
38	FED016	Administrative Assistant	Damian, Eleanor A.	J-1	31,075.00	0	0	-	0	31,075	9,276	495	0	451	178	3,940	240	14,580	45,655
39	FED039	Office Aide	San Nicolas, Vincent A.	C-1	17,763.00	0	0	-	0	17,763	5,302	495	0	258	178	3,940	240	10,413	28,176

A	B	C	D	D	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total Cost	
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		Retirement 29.85%	Retire (DD)	Soc Sec	Medicare 1.45%	Life	Medical	Dental			
								Date	Amount										
40	FED040	Program Coordinator I	Joker, Darwin K.	K-2	35,194	0	0	-	0	35,194	10,505	495	0	510	178	1,465	224	13,377	48,571
41	FED038	Program Coordinator I	Quan, Jaclyn L.	K-1	33,904	0	0	-	0	33,904	10,120	495	0	492	178	1,465	224	12,974	46,878
42	FED010	Assistant Professor	*Vacant-Santos, K.	K-4-b	46,418	0	0	-	0	46,418	13,856	495	0	673	178	6,510	403	22,115	68,533
43	FED011	Program Specialist	Hosel, Huan F.	K-6-b	50,253	0	0	-	0	50,253	15,001	495	0	729	178	6,510	404	23,317	73,570
44	FED012	Administrative Aide	Fernandez, Stephanie Ann C.	F-1	23,171	0	0	-	0	23,171	6,917	495	0	336	0	0	0	7,748	30,919
45	FED018	Program Coordinator II	Fathal, James	M-1	40,768	0	0	-	0	40,768	12,169	495	0	591	178	3,940	240	17,613	58,381
46	FED004	Program Coordinator I	Quenga, Jesse J.	K-1	33,904	0	0	-	0	33,904	10,120	495	0	492	178	0	0	11,285	45,189
47	FED007	Program Coordinator II	Camacho, Larissa W.	M-1	40,768	0	0	-	0	40,768	12,169	495	0	591	178	0	0	13,433	54,201
48	FED008	Program Coordinator II	Guerrero, Philip C.	M-1	40,768	0	0	-	0	40,768	12,169	495	0	591	178	0	0	13,433	54,201
49	FED013	Administrative Aide	Mafnas, Tasi Marina B.	F-1	23,171	0	0	-	0	23,171	6,917	495	0	336	0	0	0	7,748	30,919
50	FED015	Instructor	Palomares, Marilee P.	J-3-a	38,741	0	0	-	0	38,741	11,564	495	0	562	0	2,583	224	15,428	54,169
51	FED019	Program Specialist	Sison, Christine B.	K-10-b	58,926	0	0	-	0	58,926	17,589	495	0	854	178	3,176	404	22,696	81,622
52	FED020	Administrative Assistant	Eclavea, Mary Ann A.	J-1	31,075	0	0	-	0	31,075	9,276	495	0	451	178	6,510	404	17,314	48,389
53	FED022	Program Coordinator II	Mabazza, Pamela D.	M-1	40,768	0	0	-	0	40,768	12,169	495	0	591	178	2,583	224	16,240	57,008
54	FED031	Office Aide	Camacho, Sheena Ann G.	C-1	17,763	0	0	-	0	17,763	5,302	495	0	258	178	1,924	240	8,397	26,160
55	FED034	Instructor	Palomo, Chad A.	J-3-a	38,741	0	0	-	0	38,741	11,564	495	0	562	178	3,940	0	16,739	55,480
56	FED001	Assistant Instructor	Espina, Ronny Pro C.	I-7-a	39,850	0	0	-	0	39,850	11,895	495	0	578	0	2,583	0	15,551	55,401
57	FED041	Assistant Instructor	Miranda, Kennylyn C.	I-2-b	40,830	0	0	-	0	40,830	12,188	495	0	592	0	0	0	13,275	54,105
					2,158,566	-	-	-	-	2,158,566	629,154	25,243	-	31,306	7,830	155,823	11,002	860,358	3,018,926

Education and Culture  
GUAM COMMUNITY COLLEGE  
Institutional

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# Government of Guam

[BBMR EL-1]

## New Equipment/Capital and Space Requirement Finance and Administration

Function: Education and Culture  
Agency: Guam Community College

NEW EQUIPMENT / CAPITAL			
Description	Quantity	Percentage of Use	Comments
ERP SERVER ROOM UPS BATTERY UPGRADE	1	100%	MANAGEMENT INFORMATION SYSTEMS

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

Bureau of Budget Management Research  
Prior Year Obligations for FY 2015

BBMR PYO-1

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

Note:

Column A: Completion date of transaction or event prior to October 1, 2015.

Column B: Transaction Type such as personnel action, contracts, etc.

Column C: Vendor or Party owed

Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.

Column G: Note item of concern.



# GUAM COMMUNITY COLLEGE

## FY2016 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

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

**GENERAL FUND - 01**

OBJECT CODE / CATEGORY		DEPARTMENT	AMOUNT REQUESTED
<b>110 Regular Salaries/Increments</b>	1010	Office of the President	229,083
	1020	P.O.S.T. Commission & Veterans	53,348
	1030	Office of Communications & Promotions	81,248
	1050	Alumni Relations	55,295
	1060	Planning and Development	198,588
	1061	High School Equivalency	37,268
	1065	Facilities	246,903
	3000	OFFICE OF THE VICE PRESIDENT (FAD)	210,837
	3010	Business Office	438,703
	3020	Management Information Systems	474,940
	3030	Human Resources	277,810
	3040	Materials Management	193,535
	3045	Bookstore	40,217
	3060	Student Financial Aid	136,500
	3070	Environmental Health & Safety	92,554
	3080	ADMINISTRATIVE SUPPORT SERVICES & SE	42,611
	5000	Academic Vice President's Office	159,126
	5020	Admissions and Registration	244,958
	5030	AIER	223,956
	5050	Continuing Education	120,866
	6000	Dean's Office - TSS	279,107
	6110	Automotive Service Technology	452,800
	6150	Cosmetology	108,362
	6220	Early Childhood Education	333,349
	6410	Criminal Justice	175,326
	6420	Social Science	144,317
	6550	Visual Communications	38,735
	6610	Adult Basic Education	23,171
	6710	Allied Health	281,797
	6730	Practical Nursing	346,514
	6810	Tourism & Hospitality	789,110
	6950	Construction Trades	400,658
	6970	Marketing	350,530
	6980	Accounting	70,959
	6990	Supervision and Management	49,022
	7000	Dean's Office - TSS	278,510
	7110	Math	296,928
	7120	Science	173,482
	7210	Student Support Services	291,619
	7220	Health Center	99,968
	7420	Center for Student Involvement	141,521
	7510	Office Technology	116,855
	7610	Assessment and Counseling	456,909
	7615	Vocational Guidance Program	234,855
	7630	Accommodative Services	58,117
	7710	Computer Science	232,134
	7750	English	457,988
	7810	Electronics	354,193
	7950	Learning Resources Center	272,025
<b>TOTAL REGULAR SALARIES/INCREMENTS</b>			<b>\$10,867,207</b>
<b>120 Benefits-Full Time</b>	1010	Office of the President	77,990

# GUAM COMMUNITY COLLEGE

## FY2016 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	1020 P.O.S.T. Commission & Veterans	23,464
	1030 Office of Communications & Promotions	27,016
	1050 Alumni Relations	21,309
	1060 Planning and Development	72,103
	1061 High School Equivalency	16,256
	1065 Facilities	110,451
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	72,872
	3010 Business Office	156,455
	3020 Management Information Systems	184,500
	3030 Human Resources	97,118
	3040 Materials Management	71,201
	3045 Bookstore	12,641
	3060 Student Financial Aid	47,537
	3070 Environmental Health & Safety	28,890
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	12,859
	5000 Academic Vice President's Office	52,801
	5020 Admissions and Registration	89,360
	5030 AIER	75,190
	5050 Continuing Education	42,435
	6000 Dean's Office - TSS	100,594
	6110 Automotive Service Technology	175,677
	6150 Cosmetology	38,969
	6220 Early Childhood Education	116,034
	6410 Criminal Justice	59,244
	6420 Social Science	58,869
	6550 Visual Communications	19,115
	6610 Adult Basic Education	14,483
	6710 Allied Health	100,305
	6730 Practical Nursing	134,531
	6810 Tourism & Hospitality	291,424
	6950 Construction Trades	142,181
	6970 Marketing	121,311
	6980 Accounting	21,790
	6990 Supervision and Management	17,845
	7000 Dean's Office - TSS	104,860
	7110 Math	105,870
	7120 Science	60,312
	7210 Student Support Services	111,632
	7220 Health Center	38,486
	7420 Center for Student Involvement	59,782
	7510 Office Technology	39,004
	7610 Assessment and Counseling	150,063
	7615 Vocational Guidance Program	87,950
	7630 Accommodative Services	19,658
	7710 Computer Science	82,766
	7750 English	174,588
	7810 Electronics	126,032
	7950 Learning Resources Center	101,177
<b>TOTAL BENEFITS-FULL TIME</b>		<b>\$3,967,000</b>
220 Travel: Local Mileage	1020 P.O.S.T. Commission & Veterans	4,500
	6110 Automotive Service Technology	548

# GUAM COMMUNITY COLLEGE

## FY2016 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2  
ALL Departments

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
<b>TOTAL TRAVEL: LOCAL MILEAGE</b>		<b>\$5,048</b>
<b>230 Contractual Services</b>	1000 Board of Trustees	9,615
	1010 Office of the President	33,725
	1020 P.O.S.T. Commission & Veterans	2,000
	1030 Office of Communications & Promotions	26,200
	1060 Planning and Development	150
	1061 High School Equivalency	5,000
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	24,620
	3010 Business Office	36,000
	3030 Human Resources	2,000
	3040 Materials Management	293,000
	3060 Student Financial Aid	1,700
	3070 Environmental Health & Safety	20,000
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	255,738
	5000 Academic Vice President's Office	7,200
	5020 Admissions and Registration	14,059
	5030 AIER	22,250
	6110 Automotive Service Technology	1,900
	6210 Education	1,000
	6220 Early Childhood Education	1,000
	6610 Adult Basic Education	500
	6620 Adult High School	500
	6640 English as a Second Language (ESL)	500
	6710 Allied Health	2,000
	6730 Practical Nursing	8,500
	6810 Tourism & Hospitality	700
	6820 Culinary	7,060
	7210 Student Support Services	3,200
	7220 Health Center	3,100
	7610 Assessment and Counseling	4,900
	7615 Vocational Guidance Program	3,800
	7630 Accommodative Services	27,000
	7950 Learning Resources Center	27,735
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$846,652</b>
<b>240 Supplies &amp; Materials</b>	1000 Board of Trustees	1,500
	1020 P.O.S.T. Commission & Veterans	1,000
	1060 Planning and Development	200
	1065 Facilities	82,116
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	2,000
	3010 Business Office	4,100
	3020 Management Information Systems	15,150
	3030 Human Resources	2,500
	3060 Student Financial Aid	500
	3070 Environmental Health & Safety	10,000
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	1,000
	5000 Academic Vice President's Office	3,000
	5020 Admissions and Registration	7,900
	5030 AIER	1,490
	6000 Dean's Office - TSS	1,500
	6210 Education	500
	6220 Early Childhood Education	500

# GUAM COMMUNITY COLLEGE

## FY2016 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

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

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY		DEPARTMENT	AMOUNT REQUESTED
240	Supplies & Materials	6410 Criminal Justice	2,000
		6420 Social Science	1,000
		6430 EMT	2,800
		6550 Visual Communications	9,500
		6710 Allied Health	1,500
		6730 Practical Nursing	1,500
		6810 Tourism & Hospitality	1,000
		6830 CHAMORRO & FOREIGN LANGUAGES	500
		6970 Marketing	4,500
		6980 Accounting	3,200
		6990 Supervision and Management	1,500
		7000 Dean's Office - TSS	4,000
		7110 Math	6,000
		7120 Science	4,000
		7210 Student Support Services	9,750
		7220 Health Center	10,000
		7420 Center for Student Involvement	2,000
		7510 Office Technology	1,000
		7610 Assessment and Counseling	2,500
		7615 Vocational Guidance Program	6,000
		7630 Accommodative Services	500
		7710 Computer Science	1,500
		7750 English	1,000
		7760 Developmental Education English	5,000
		<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$217,206</b>
250	Equipment	1020 P.O.S.T. Commission & Veterans	2,500
		3020 Management Information Systems	14,276
		3040 Materials Management	1,000
		3060 Student Financial Aid	1,800
		3070 Environmental Health & Safety	3,000
		5020 Admissions and Registration	1,600
		5030 AIER	1,600
		6000 Dean's Office - TSS	2,000
		6210 Education	500
		6420 Social Science	1,700
		6430 EMT	3,000
		6810 Tourism & Hospitality	500
		6820 Culinary	22,500
		6830 CHAMORRO & FOREIGN LANGUAGES	2,500
		6970 Marketing	5,000
		7000 Dean's Office - TSS	2,000
		7110 Math	2,000
		7120 Science	500
		7210 Student Support Services	1,250
		7420 Center for Student Involvement	500
		7510 Office Technology	3,200
		7610 Assessment and Counseling	2,750
		7615 Vocational Guidance Program	11,950
		7630 Accommodative Services	3,000
		7710 Computer Science	5,800
		7750 English	4,000

**GUAM COMMUNITY COLLEGE**  
**FY2016 Budget Request by Object (Departmental Level)**

[GCC-DEPT1]

Includes: Priority 1 & 2  
 ALL Departments

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY		DEPARTMENT	AMOUNT REQUESTED
		<b>TOTAL EQUIPMENT</b>	<b>\$100,426</b>
290	Miscellaneous Expense	3060 Student Financial Aid	1,000
		5000 Academic Vice President's Office	1,500
		6620 Adult High School	46,176
		6710 Allied Health	800
		6820 Culinary	9,800
		7110 Math	1,000
		7120 Science	1,000
		<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>\$61,276</b>
361	Power	1065 Facilities	1,656,900
		<b>TOTAL POWER</b>	<b>\$1,656,900</b>
362	Water/Sewer	1065 Facilities	92,400
		<b>TOTAL WATER/SEWER</b>	<b>\$92,400</b>
363	Telephone/Toll	1065 Facilities	92,400
		<b>TOTAL TELEPHONE/TOLL</b>	<b>\$92,400</b>
450	Capital Outlay	3020 Management Information Systems	60,000
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$60,000</b>
<b>TOTAL GENERAL FUND</b>			<b>\$17,966,515</b>

# GUAM COMMUNITY COLLEGE

[GCC-DEPT1]

## FY2016 Budget Request by Object (Departmental Level)

Includes: Priority 1 & 2  
ALL Departments

### MANPOWER DEVELOPMENT FUND - 04

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
<b>110 Regular Salaries/Increments</b>	6110 AUTOMOTIVE TECHNOLOGY	59,209
	6910 APPRENTICESHIP	121,584
	6950 CONSTRUCTION TRADES	51,937
	7810 ELECTRONICS	52,544
	<b>TOTAL REGULAR SALARIES/INCREMENTS</b>	<b>\$285,274</b>
<b>120 Benefits-Full Time</b>	6110 AUTOMOTIVE TECHNOLOGY	18,294
	6910 APPRENTICESHIP	42,648
	6950 CONSTRUCTION TRADES	18,293
	7810 ELECTRONICS	16,310
	<b>TOTAL BENEFITS-FULL TIME</b>	<b>\$95,545</b>
<b>230 Contractual Services</b>	6910 APPRENTICESHIP	27,700
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$27,700</b>
<b>240 Supplies &amp; Materials</b>	6110 AUTOMOTIVE TECHNOLOGY	15,000
	6910 APPRENTICESHIP	55,000
	6950 CONSTRUCTION TRADES	24,000
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$94,000</b>
<b>250 Equipment</b>	6110 AUTOMOTIVE TECHNOLOGY	20,114
	6910 APPRENTICESHIP	39,000
	6950 CONSTRUCTION TRADES	14,326
	<b>TOTAL EQUIPMENT</b>	<b>\$73,440</b>
<b>290 Miscellaneous Expense</b>	6910 APPRENTICESHIP	1,573,209
	6950 CONSTRUCTION TRADES	2,000
	<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>\$1,575,209</b>
<b>TOTAL MANPOWER DEVELOPMENT FUND</b>		<b>\$2,151,168</b>

**GUAM COMMUNITY COLLEGE**  
**FY2016 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	278,922
	TOTAL MISCELLANEOUS EXPENSE	\$278,922
TOTAL GENERAL FUND		\$278,922

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 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. 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.

**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.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**BOARD OF TRUSTEES**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
3	01	BOARD OF TRUSTEES	7	600	\$4,200	STIPENDS
2	01	ANNUAL MEMBERSHIP DUES - ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES & COLLEGES	1	2,440	\$2,440	MEMBERSHIP RENEWAL
1	01	ANNUAL MEMBERSHIP DUES- ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)	1	2,975	\$2,975	MEMBERSHIP RENEWAL
			9		\$9,615	3 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
4	01	OFFICE SUPPLIES	3	500	\$1,500	MANILA FOLDERS AND ENVELOPES-MEETING PACKETS, COPIER PAPER FOR PRINTING OF DOCUMENTS FOR BOARD MEETINGS, PENS, FASTENERS, FOLDER LABELS, BINDERS, ETC.
			3		\$1,500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>12</b>		<b>\$11,115</b>	<b>4 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**OFFICE OF THE PRESIDENT**

**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. 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.

**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.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**OFFICE OF THE PRESIDENT**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
5	01	INSTITUTIONAL MEMBERSHIP DUES (ACCJC, AACC, PPEC, ETC) SUBSCRIPTIONS AND LEGAL SERVICES	1	33,725	\$33,725	CONTRACT/MEMBERSHIP RENEWAL
			1		\$33,725	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			1		\$33,725	1 line item(s)

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**P.O.S.T. COMMISSION & VETERANS**

**GOALS AND OBJECTIVES:**

1. POLICY DEVELOPMENT & REVIEW. DEV., UPDATE & PUBLISH P.O.S.T. COMMISSION POLICIES FOLLOWING ADMINISTRATIVE ADJUDICATION PROCESS FOR ALL LAW ENFORCEMENT & PEACE OFFICER ORGANIZATIONS ON GUAM; MONITOR POLICY COMPLIANCE & ENFORCE AS DEEMED NECESSARY.
2. RECORD & ASSESSMENT. SET EXAMPLES ENGAGING COMM.MEMBERS IN CONT. ASSESSMENT/UPDATE OF PLANNING PROCESSES /DEVELOPMENT OF LAW ENFORCEMENT STANDARDS FOR CLEAR UNDERSTANDING OF STRATEGIC DIRECTION & OVERALL EXPECTATION FROM LAW ENFORCEMENT COMMUNITY.
3. COMPLIANCE&EVAL. ASSESS COMPLIANCE TO POST POLICIES & STANDARDS BY LAW ENFORCEMENT COMMUNITY & LEVERATE SURVEYS TO IDENTIFY/ADDRESS WEAKNESS & EFFECTIVE OF PARTICIPATORY GOVERNANCE STRUCTURE THROUGH INTEGRATED CAMPUS WIDE SURVEY THAT BUILDS ON PREVIOUS A

**PERFORMANCE INDICATORS:**

1. CONDUCT P.O.S.T. COMMISSION MEETINGS ON A REGULAR BASIS, PREFERABLY MONTHLY BUT, AT A MINIMUM, QUARTERLY IN ACCORDANCE WITH 17GCA, CHAPTER 51, PEACE OFFICER STANDARDS AND TRAINING COMMISSION
2. ESTABLISH SUBCOMMITTEES W/TASKS/TIMELINES & REPORT TO POST;SHARE INFO.FOR POLICY DEVELOPMENT & UPDATE TO LAW ENFORCEMENT STANDARDS; COLLABORATE & SHARE TRNG. RESOURCES FOR MAX. TRNG. YIELD; ADHERE TO P.O.S.T. STANDARDS &ENSURE OFFICERS IN FULL COMPLIANCE
3. IMPLEMENT SURVEYS TO OBTAIN FEEDBACK FROM THE LAW ENFORCEMENT COMMUNITY ON THE POLICIES AND STANDARDS BEING ESTABLISHED AND ENFORCED BY THE COMMISSION

**PROPOSED OUTCOMES:**

1. P.O.S.T. ADMINISTRATIVE RULES THAT CLEARLY DEFINE THE STANDARDS FOR PEACE OFFICERS IN THE AREAS OF TRAINING, CONDUCT, FITNESS AND RETENTION; THESE RULES ARE SUBJECT TO REVISION AND UPDATE AS DEEMED NECESSARY BY THE COMMISSION
2. CONDUCT P.O.S.T. MEETINGS ON A REGULAR BASIS, PREFERABLY MONTHLY BUT, AT A MINIMUM, QUARTERLY
3. P.O.S.T. COMMISSION USE THE SURVEY FEEDBACK TO HEAR THE CONCERNS OF THE LAW ENFORCEMENT COMMUNITY TO ENSURE THEIR OPINIONS AND CONCERNS ARE BEING LISTENED TO AND PROPERLY ADDRESSED

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**P.O.S.T. COMMISSION & VETERANS**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>TRAVEL: LOCAL MILEAGE</b>						
10	01	TRAVEL: OFF ISLAND CONFERENCE	1	4,000	\$4,000	CALEA AND IADLEST CONFERENCES: (AIR/GROUND; CONFERENCE FEE/PER DIEM; ROOM/BOARD)
6	01	TRAVEL: LOCAL MILEAGE	1	500	\$500	OUT OF OFFICE MEETINGS-REIMBURSEMENT
			2		<b>\$4,500</b>	<b>2 line item(s)</b>
<b>CONTRACTUAL SERVICES</b>						
7	01	MEMBERSHIP DUES: CALEA AND IADLEST	1	2,000	\$2,000	MEMBERSHIP RENEWAL
			1		<b>\$2,000</b>	<b>1 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
9	01	OFFICE SUPPLIES	1	1,000	\$1,000	MANILA FOLDERS FOR MEETING PACKETS, DOCUMENT PROTECTORS, BINDERS, COPIER PAPER FOR PRINTING OF P.O.S.T. DOCUMENTS, BUSINESS CARDS, PENS, FLASHDRIVES CDS, LABELS AND COMPUTER SUPPLIES AND SOFTWARE
			1		<b>\$1,000</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
327	01	WIFI PROJECTOR	1	900	\$900	
8	01	LAPTOP COMPUTER	1	1,600	\$1,600	LAPTOP COMPUTER WITH MONITOR AND KEYBOARD FOR CERTIFIED PEACE OFFICER STANDARDS DATABASE
			2		<b>\$2,500</b>	<b>2 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>6</b>		<b>\$10,000</b>	<b>6 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**OFFICE OF COMMUNICATIONS & PROMOTIONS**

**GOALS AND OBJECTIVES:**

1. DEVELOP A PLAN TO RE-LAUNCH A STRENGTHENED MARKETING CAMPAIGN THAT PROVIDES STRENGTHENED AWARENESS OF THE EDUCATIONAL AND WORKFORCE DEVELOPMENT PROGRAMS OFFERED AT THE COLLEGE.
2. REDESIGN THE GCC WEB SITE SO THAT IT IS MORE USER FRIENDLY.
3. USE 1-2 MINUTE CANDID VIDEOS TO USE AS MARKETING VIDEOS THAT SHOWCASE THE COLLEGE'S FACILITIES, REAL TIME CLASSROOM ACTION, STUDENT TESTIMONIALS, AND THE DIVERSITY OF OUR CAMPUS.

**PERFORMANCE INDICATORS:**

1. MAINTAINED HIGH LEVEL OF ENROLLMENT PER SEMESTER.
2. INCREASED NUMBER OF HITS ON PAGES ON NEW WEB SITE (5%); INCREASED NUMBER OF VOTES ON FRONT PAGE POLL (5%).
3. INCREASED 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.
3. INCREASED ENROLLMENT IN CACGP (5%)

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**OFFICE OF COMMUNICATIONS & PROMOTIONS**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
16	01	NCMPR DUES	1	225	\$225	ANNUAL DUES FOR PROFESSIONAL ORGANIZATION
15	01	POSTER PRINTING, FLASHDRIVES, ETC.	1	250	\$250	MISCELLANEOUS
14	01	ANNUAL REPORT PRINTING	75	11	\$825	PRINTING OF 75 COPIES OF ANNUAL REPORT
13	01	OCP ANNUAL REPORT LAYOUT, OTHER ADS	1	1,200	\$1,200	CONTINGENCY FOR ANNUAL REPORT LAYOUT, OTHER ADS
12	01	ADVERTISING: FALL 2015/SPRING 2016	1	9,000	\$9,000	PROMOTE FALL 2014/SPRING 2015 REGISTRATION
11	01	WEB SITE HOSTING & MAINTENANCE CONTRACT	12	1,225	\$14,700	HOST AND BACKUP WEB SITE & MAINTENANCE
			<b>91</b>		<b>\$26,200</b>	<b>6 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>91</b>		<b>\$26,200</b>	<b>6 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**PLANNING AND DEVELOPMENT**

**GOALS AND OBJECTIVES:**

1. UPON SUCCESSFUL COMPLETION OF RECEIVING SERVICES FROM THE PLANNING AND DEVELOPMENT OFFICE, STUDENTS WILL BENEFIT FROM PROGRAMS THAT INCORPORATE CORE STANDARDS.
2. UPON SUCCESSFUL COMPLETION OF RECEIVING SERVICES FROM THE PLANNING AND DEVELOPMENT OFFICE, STUDENTS WILL BE ABLE TO RECEIVE GRADUATE FOLLOW UP SURVEY RESULTS.
3. UPON SUCCESSFUL COMPLETION OF RECEIVING SERVICES FROM THE PLANNING AND DEVELOPMENT OFFICE, STUDENTS WILL BE INFORMED OF ISMP ACTIVITIES.

**PERFORMANCE INDICATORS:**

1. EIGHTY PERCENT (80%) OF WORKSHOP PARTICIPANTS WHO COMPLETE A SURVEY WILL INDICATE "SATISFIED" OR "SOMEWHAT SATISFIED" WITH THE INFORMATION AND KNOWLEDGE GAINED FROM THE WORKSHOP.
2. AT LEAST EIGHTY PERCENT (80%) OF DEPARTMENT CHAIRS WILL PROVIDE STUDENTS WITH THE "REPORT CARD" (WHERE ARE THEY NOW?).
3. AT LEAST EIGHTY PERCENT (80%) OF DEPARTMENT CHAIRS WILL INDICATE THEY PROVIDED STUDENTS WITH ISMP UPDATES.

**PROPOSED OUTCOMES:**

1. WORKSHOP PARTICIPANTS WILL INDICATE "STRONGLY AGREE" THAT SESSION WAS HELPFUL; REACTIVATE XEROX REMARK OMR SOFTWARE; RECEIPT OF & LEVEL OF LOCAL & FEDERAL FUNDS; AND RECOGNIZE GCC AS PROVIDER OF QUALITY EDUCATIONAL & JOB TRAINING.
2. DEVELOP AND DISSEMINATE "WHERE ARE THEY NOW" TO DEPARTMENT CHAIRS; REACTIVATE XEROX REMARK OMR SOFTWARE; RECEIPT OF & LEVEL OF LOCAL & FEDERAL FUNDS; AND RECOGNIZE GCC AS PROVIDER OF QUALITY EDUCATIONAL & JOB TRAINING
3. DEVELOP AND DISSEMINATE BI-ANNUAL REPORT FOR MEET THE PRESIDENT SESSIONS; RECEIPT OF & LEVEL OF LOCAL & FEDERAL FUNDS; AND RECOGNIZE GCC AS PROVIDER OF QUALITY EDUCATIONAL & JOB TRAINING.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**PLANNING AND DEVELOPMENT**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
17	01	SUBSCRIPTIONS	1	150	\$150	
			1		\$150	1 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
18	01	SUPPLIES & MATERIALS	1	200	\$200	OFFICE AND INFORMATIONAL SUPPLIES AND MATERIALS
			1		\$200	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>2</b>		<b>\$350</b>	<b>2 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**HIGH SCHOOL EQUIVALENCY**

**GOALS AND OBJECTIVES:**

1. THE GED® OFFICE WILL PROVIDE COMPUTER BASED TEST (CBT) RESULTS FOR AWARENESS AND TO ASSIST IN STRENGTHENING CURRICULA.
2. THE GED® OFFICE WILL PROVIDE INFORMATION REGARDING CAREER PATHWAY FOR ADULT LEARNERS WORKSHOP AND COLLEGE ACCESS GRANT PROGRAM TO THOSE IN PURSUIT OF POSTSECONDARY EDUCATION AND OR TRAINING.
3. THE GED® OFFICE WILL ANALYZE WHETHER CANDIDATES ARE OFFERED THE COMPUTER BASED TEST AT A CONVENIENT DAY/TIME.

**PERFORMANCE INDICATORS:**

1. ONE HUNDRED PERCENT (100%) OF CBT CANDIDATES WILL BE REPORTED ON THE LOGBOOK.
2. ONE HUNDRED PERCENT (100%) OF CBT CANDIDATES WILL BE PROVIDED INFORMATION ON CAREER PATHWAY FOR ADULT LEARNERS AND COLLEGE ACCESS GRANT PROGRAM. A LIST OF INTERESTED CANDIDATES WILL BE FORWARDED TO THE APPROPRIATE OFFICE.
3. ONE HUNDRED PERCENT (100%) OF CBT CANDIDATES WILL INDICATE WHETHER TEST HOURS ARE CONVENIENT.

**PROPOSED OUTCOMES:**

1. MAINTAIN LOGBOOK; MONITOR PROGRAM SCHEDULING; AND ASSURE RECEIPT OF JURISDICTIONAL MEMORANDUM OF UNDERSTANDING TO MEET THE NEEDS OF CLIENTS.
2. INFORM (CAREER PATHWAY FOR ADULT LEARNERS AND COLLEGE ACCESS GRANT PROGRAM) & REFER CLIENTS (E.G., CACGP); MONITOR TEST SCHEDULE AND VOUCHERS; AND RECEIVE JURISDICTIONAL MOUS TO MEET THE NEEDS OF CLIENTS.
3. MONITOR OF PROGRAM SCHEDULING AND RECEIPT OF JURISDICTIONAL MOUS.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**HIGH SCHOOL EQUIVALENCY**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
27	01	ANNUAL LICENSE - HIGH SCHOOL EQUIVALENCY TEST	1	5,000	\$5,000	GED TEST, OKLAHOMA SCORING, JOSTENS, ACE
			1		\$5,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			1		\$5,000	1 line item(s)

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**FACILITIES**

**GOALS AND OBJECTIVES:**

1. UPON SUCCESSFUL COMPLETION OF RECEIVING SERVICES FROM THE FACILITY/MAINTENANCE OFFICE, STUDENTS WILL BENEFIT BY HAVING A SAFE LEARNING ENVIRONMENT.
2. UPON SUCCESSFUL COMPLETION OF RECEIVING SERVICES FROM THE FACILITY/MAINTENANCE OFFICE, STUDENTS WILL BENEFIT BY HAVING WORK ORDERS ADDRESSED WITHIN FIFTEEN (15) BUSINESS DAYS.
3. UPON SUCCESSFUL COMPLETION OF RECEIVING SERVICES FROM THE FACILITY/MAINTENANCE OFFICE, STUDENTS WILL BENEFIT BY HAVING TIMELY COMPLETION OF CIP PROJECTS AND THEREBY A SAFE LEARNING ENVIRONMENT.

**PERFORMANCE INDICATORS:**

1. AT LEAST NINETY PERCENT (90%) OF THE MAINTENANCE STAFF WILL SUBMIT A PM&I FORM MONTHLY.
2. EIGHTY PERCENT (80%) OF THE INDIVIDUALS WHO COMPLETED A SURVEY WILL INDICATE THAT THEY WERE SATISFIED WITH THE RESPONSIVENESS AND WORKMANSHIP RECEIVED.
3. NINETY PERCENT (90%) OF PROJECTS WILL BE COMPLETED BY AUGUST 30 ANNUALLY.

**PROPOSED OUTCOMES:**

1. SUBMISSION, COMPLETION, AND INSPECTION OF PREVENTATIVE MAINTENANCE AND INSPECTION FORMS BY FACILITY MAINTENANCE SUPERVISOR.
2. INCREASE NUMBER OF WORK ORDER SURVEY RESPONDENTS AND MINIMIZE RESPONSE THAT SERVICE RENDERED IS "MARGINAL" OR "POOR".
3. CIP PROJECTS WILL BE COMPLETED BY AUGUST 30, 2016.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**FACILITIES**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
23	01	PLUMBING [4]	12	877	\$10,524	
22	01	ELECTRICAL [3]	12	1,394	\$16,728	
21	01	CUSTODIAL [2]	12	3,872	\$46,464	
20	01	CARPENTRY [1]	12	600	\$7,200	
19	01	A/C & REFRIGERATION SUPPLIES	12	100	\$1,200	
			<b>60</b>		<b>\$82,116</b>	<b>5 line item(s)</b>
<b>POWER</b>						
24	01	UTILITIES	12	138,075	1,656,900	POWER [5]
			<b>12</b>		<b>\$1,656,900</b>	<b>1 line item(s)</b>
<b>WATER/SEWER</b>						
25	01	UTILITIES	12	7,700	\$92,400	WATER [7]
			<b>12</b>		<b>\$92,400</b>	<b>1 line item(s)</b>
<b>TELEPHONE/TOLL</b>						
26	01	UTILITIES	12	7,700	\$92,400	TELEPHONE - GTA (DSL & VOIP) & PDS [6]
			<b>12</b>		<b>\$92,400</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>96</b>		<b>\$1,923,816</b>	<b>8 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 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.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**OFFICE OF THE VICE PRESIDENT (FAD)**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
32	01	SOFTWARE	1	300	\$300	
31	01	ANNUAL MEMBERSHIP -EDUCASE	1	650	\$650	
30	01	DISTANCE EDUCATION SUPPORT	1	20,000	\$20,000	DISTANCE EDUCATION THIRD PARTY HOSTING, TRAINING AND DEVELOPMENT.
28	01	MEMBERSHIP	1	3,670	\$3,670	ANNUAL MEMBERSHIP (AGA, CCBO, NACUBO, FI360 PACIFIC LF
			<b>4</b>		<b>\$24,620</b>	<b>4 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
29	01	OFFICE SUPPLIES	4	500	\$2,000	
			<b>4</b>		<b>\$2,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>8</b>		<b>\$26,620</b>	<b>5 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**BUSINESS OFFICE**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. ENSURING BUDGET LOADS ARE COMPILED AND APPROVED BY THE MANAGEMENT, BOT AND LEGISLATURE ON A TIMELY MANNER. ALSO, ENSURES THAT BUDGETS ARE LOADED WITHIN TWO WEEKS OF NEW FISCAL YEAR TO SUPPORT COLLEGE OPERATION.
2. THE MONTHLY REPORTING ENSURES THAT THE COLLEGE COMMUNITIES ARE AWARE OF COLLEGE FINANCIAL STABILITY AND AVAILABLE FINANCIAL RESOURCES.
3. TO BETTER INFORM THE STAKEHOLDERS OF THE FINANCIAL STATUS OF THE COLLEGE AND AVAILABLE RESOURCES VIA SOCIAL MEDIA OR MYGCC WEBSITE. THIS WILL ENSURES THE STAKEHOLDERS TO BE UPDATED AND PREPARED TO CARRY OUT THE COLLEGE MISSION AND GOALS.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**BUSINESS OFFICE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
36	01	CONTRACTUAL - PRINTING	4	375	\$1,500	PRINTING OF ENVELOPES WITH WINDOW
35	01	CONTRACTUAL - POSTAGE	12	375	\$4,500	POSTAGE STAMP - ACCOUNT STATEMENT, 1099, 1098, W-2
34	01	CONTRACTUAL - AUDIT FIRM	1	30,000	\$30,000	AUDIT SERVICES FY 2016
			17		\$36,000	3 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
38	01	LAPTOP	1	1,600	\$1,600	REPLACE OLD LAPTOP (ACCOUNTANT)
37	01	OFFICE SUPPLIES	5	500	\$2,500	TONERS, BANKER BOXES, COLORED PAPERS, DEPOSIT BAGS, CHECKS
			6		\$4,100	2 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>23</b>		<b>\$40,100</b>	<b>5 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**MANAGEMENT INFORMATION SYSTEMS**

**GOALS AND OBJECTIVES:**

1. IT MANAGEMENT. 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. IT SUPPORT. TO 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. IT INFRASTRUCTURE. TO 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. 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. GCC'S IT ERP SYSTEM, WHICH IS ELLUCIAN'S BANNER PLATFORM, WILL HAVE ITS PRODUCTION ORACLE DATABASE REPLICATED OFFSITE IN A SECURED ENVIRONMENT AND ACCESSIBLE FOR DISASTER RECOVERY AND CONTINUITY OF OPERATIONS, IF AND WHEN NECESSARY.

**PROPOSED OUTCOMES:**

1. MIS WILL ENSURE SUFFICIENT BANDWIDTH TO ACCOMMODATE DISTANCE EDUCATION, CLOUD-BASED RESOURCES, THE INTERNATIONALIZATION INITIATIVE, AND ANY OTHER FUTURE PROJECTS AS NEEDED AND PLANNED FOR.
2. MIS WILL ENSURE ERP SYSTEM RESOURCES, ARE SUFFICIENT AND OPTIMAL TO MEET THE NEEDS OF LEARNING, TEACHING, COLLEGE-WIDE COMMUNICATIONS, RESEARCH, AND OPERATIONS IN SUPPORT OF SLO'S, AUO'S, & SSUO'S.
3. MIS WILL IMPROVE GCC'S EA AND IT ERP SYSTEMS' REDUNDANCY AND DATA PROTECTION BY IMPLEMENTING AN OFFSITE DATABASE REPLICATION SOLUTION FOR DISASTER RECOVERY (DR) AND CONTINUITY OF OPERATIONS (COOP).

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**MANAGEMENT INFORMATION SYSTEMS**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
44	01	UPS BACKUP BATTERY REPLACEMENT	10	500	\$5,000	BACKUP BATTERIES FOR SERVERS' UPS
43	01	TECHNICAL LEARNING / TRAINING MANUALS / BOOKS / SUBSCRIPTIONS	1	525	\$525	EDUCATIONAL / TRAINING SUPPLIES
42	01	TAPE CARTRIDGES	1	2,625	\$2,625	BACKUP TAPES FOR LEGACY AND ENTERPRISE SERVERS
41	01	SYSTEM PREVENTIVE MAINTENANCE	10	500	\$5,000	PREVENTIVE MAINTENANCE (PARTS, SUPPLIES, MATERIALS)
40	01	SAFETY GEARS/WEAR & SUPPLIES	2	500	\$1,000	ANNUAL SAFETY GEARS/WEAR & SUPPLIES
39	01	GENERAL OFFICE SUPPLIES & MATERIALS	2	500	\$1,000	ANNUAL OFFICE SUPPLIES
			<b>26</b>		<b>\$15,150</b>	<b>6 line item(s)</b>
<b>EQUIPMENT</b>						
47	01	NETWORK DIAGNOSTIC FIELD EQUIPMENT/TOOLS	1	1,050	\$1,050	FOR NETWORK MAINTENANCE, TROUBLESHOOTING & REPAIR
46	01	MISCELLANEOUS IT EQUIPMENT	2	4,613	\$9,226	MISCELLANEOUS IT EQUIPMENT - NON-CAPITAL (PCS AND LEGACY SERVER PARTS, POWER COMPONENTS, MONITORS, KEYBOARDS, MICE, SCANNERS, ETC.)
45	01	COMPUTER UPGRADE / REPLACEMENT	2	2,000	\$4,000	PC DESKTOP COMPUTERS
			<b>5</b>		<b>\$14,276</b>	<b>3 line item(s)</b>
<b>CAPITAL OUTLAY</b>						
38	01	ERP SERVER ROOM UPS BATTERY UPGRADE	1	60,000	\$60,000	UPS BATTERY UPGRADES & REPLACEMENTS
			<b>1</b>		<b>\$60,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>32</b>		<b>\$89,426</b>	<b>10 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**HUMAN RESOURCES**

**GOALS AND OBJECTIVES:**

1. TO PROVIDE EFFECTIVE SUPPORT FOR THE PRIMARY HUMAN RESOURCES FUNCTIONS AT THE COLLEGE: HIRING, PERIODIC PERFORMANCE EVALUATION, AND PROMOTION. THESE ACTIVITIES ARE PERFORMED FOR FACULTY, STAFF AND ADMINISTRATORS.
2. TO 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 PROVISION 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 PERSONNEL RULES & REGULATIONS WITH BOT APPROVAL. NEGOTIATE AND UPDATE GCC BOT & FACULTY AGREEMENT WITH BOT APPROVAL.
2. COORDINATES AND/OR CONDUCTS SUPERVISOR AND EMPLOYEE TRAINING, AND OTHER TRAININGS AS NEEDED.
3. MANAGEMENT, SECURITY AND BACK-UP OF EMPLOYMENT AND PERSONNEL FILES.

**PROPOSED OUTCOMES:**

1. UPDATE PERSONNEL RULES & REGULATIONS WITH BOT APPROVAL.
2. COORDINATOR AND/OR CONDUCTS QUARTERLY SUPERVISOR AND EMPLOYEE TRAINING.
3. 100% OF ALL FULL-TIME EMPLOYEE RECORDS SHALL BE UPDATED AND CONVERTED INTO THE BANNER DOCUMENT MANAGEMENT SYSTEM.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**HUMAN RESOURCES**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
53	01	SHRM MEMBERSHIP	1	1,000	\$1,000	REFERENCE MATERIALS & ON-LINE SERVICES
52	01	CUPA MEMBERSHIP	1	1,000	\$1,000	REFERENCE MATERIALS & ON-LINE SERVICES
			<b>2</b>		<b>\$2,000</b>	<b>2 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
51	01	PRINTING	1	500	\$500	PRINTING (I.E. ENVELOPES)
50	01	ADVERTISEMENT	1	500	\$500	JOB ANNOUNCEMENT
49	01	TRAINING SUPPLIES	1	500	\$500	SUPPLIES FOR TRAINING
48	01	OFFICE SUPPLIES	2	500	\$1,000	GENERAL OFFICE SUPPLIES
			<b>5</b>		<b>\$2,500</b>	<b>4 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>7</b>		<b>\$4,500</b>	<b>6 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 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 CAN FEDERAL RULES AND REGULATIONS IN PROCURING GOODS AND SERVICES.
4. TO SUPPORT EDUCATIONAL PROGRAMS THROUGH OVERSIGHT OF THE PROCUREMENT PROCESS, MM ENSURES THAT THE COLLEGE FOLLOWS LOCAL CAN FEDERAL RULES AND REGULATIONS IN PROCURING GOODS AND SERVICES.

**PERFORMANCE INDICATORS:**

1. MM WILL CONDUCT TRAINING ON THE PROCUREMENT PROCESS FOR DEPARTMENT CHAIRS, ADMINISTRATIVE ASSISTANTS, AND STAFF WHO PREPARE AND PROCESS REQUISITIONS.
2. MM WILL CONTINUE TO CONDUCT A MONTHLY REVIEW OF THE REQUISITIONS RECEIVED AND PROCESSED INTO PURCHASE ORDERS BY REVIEWING AND UPDATING THE REQUISITION LOG.
3. CONTINUE TO REVIEW AND UPDATE CONTRACTS FOR SMALL CONSTRUCTION, CAPITAL IMPROVEMENT PROJECTS FOR THE COLLEGE AND CONTRACTUAL AGREEMENTS WILL BE IN PLACE PRIOR TO THE START OF THE PROJECT.
4. PHYSICALLY AFFIX TAGS ON ALL FIXED ASSETS (EQUIPMENT OVER \$5000 AND OVER) AND CONTINUE TO MAINTAIN THE INVENTORY TO ENSURE THAT THE DATA IS UPDATED AND ACCURATE

**PROPOSED OUTCOMES:**

1. 80% OF THE FACULTY, STAFF, AND ADMINISTRATORS WILL ATTEND AT LEAST ONE (1) PROCUREMENT TRAINING EACH YEAR.
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, CONTRACTUAL SERVICES, OR CAPITAL IMPROVEMENT PROJECTS FOR THE COLLEGE WILL HAVE CONTRACTUAL AGREEMENTS IN PLACE PRIOR TO THE START OF THE PROJECT.
4. 100% OF THE FIXED ASSETS WILL BE TAGGED AND INVENTORIED UPON RECEIPT AND EQUIPMENT WILL BE COMPILED INTO A SPREADSHEET.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**MATERIALS MANAGEMENT**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
59	01	OFFICE SUPPLIES	4	2,000	\$8,000	PO PAPER, FLASH DRIVES FOR BIDS, TAGS, LABELS, TONER, AND OTHER SUPPLIES FOR OFFICE OPERATIONS
58	01	ADVERTISEMENTS	4	2,000	\$8,000	IFB, RFP, RFQ, RFI ADVERTISEMENTS
57	01	PRINTING SERVICES (BUILDING PLANS)	1	1,000	\$1,000	PRINTING PLANS
56	01	BROKERS FEE & SURPLUS LINES	1	17,000	\$17,000	FEE CHARGED FOR UE COVERAGE
55	01	EDUCATORS INSURANCE PREMIUMS- PGL, ELL, UL, LPL	1	147,000	\$147,000	UNITED EDUCATOR COVERAGE
54	01	PROPERTY, AUTO, CRIME INSURANCE PREMIUMS	1	112,000	\$112,000	INSURANCE COVERAGE FOR COLLEGE PROPERTY
			<b>12</b>		<b>\$293,000</b>	<b>6 line item(s)</b>
<b>EQUIPMENT</b>						
60	01	IT EQUIPMENT - PRINTER	1	1,000	\$1,000	PRINTER FOR PRINTING PURCHASE ORDERS
			<b>1</b>		<b>\$1,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>13</b>		<b>\$294,000</b>	<b>7 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**STUDENT FINANCIAL AID**

**GOALS AND OBJECTIVES:**

1. FINANCIAL AID WILL BE AWARDED IN A FAIR, CONSISTENT, AND EFFICIENT MANNER BECAUSE THE POLICIES AND PROCEDURES MANUAL IS ACCURATE AND CURRENT.
2. PROVIDE NEW STUDENTS WITH INFORMATION TO ACCESS FINANCIAL AID.
3. IMPLEMENT GUIDELINES AND RESOURCES FOR A STUDENT SELF HELP BINDER PROGRAM.

**PERFORMANCE INDICATORS:**

1. A COMPLETE, BASIC, OVERARCHING POLICIES AND PROCEDURES MANUAL WILL BE COMPLETED.
2. A HIGH INDICATION OF AGREEMENT WITH HAVING OBTAINED KNOWLEDGE OF THE BASICS OF FINANCIAL AID SERVICES FOR NEW STUDENTS WILL LEAD TO BETTER DISTRIBUTION OF TITLE IV FUNDS.
3. PROVIDING CLEAR INSTRUCTIONS ENABLES STUDENTS TO OBTAIN SERVICES NEEDED IN A TIMELY MANNER AND TEACHES THEM THE SKILL TO OBTAIN THEIR INFORMATION INDEPENDENTLY.

**PROPOSED OUTCOMES:**

1. SATISFIED STUDENTS ARE RETAINED AND THE SCHOOL RECEIVES THE TITLE IV FUNDS.
2. STUDENTS ARE PROVIDED INFORMATION ABOUT THE FINANCIAL AID PROCESS AT ENTRY AND INFORMED WHERE AND HOW TO SEEK HELP AND FUNDING.
3. STUDENTS WILL BECOME ACTIVE PARTICIPANTS IN THE PROCESSING OF THEIR FEDERAL STUDENT AID AND WITH GREATER KNOWLEDGE OF THE PROCESS, EMPOWERED TO MAKE BEST DECISIONS.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**STUDENT FINANCIAL AID**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
62	01	DUES AND SUBSCRIPTIONS	1	1,000	\$1,000	ENHANCE CURRENT KNOWLEDGE
61	01	TRAINING MATERIALS	1	700	\$700	PROVIDE REQUIRED INFORMATION
			<b>2</b>		<b>\$1,700</b>	<b>2 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
63	01	OFFICE SUPPLIES	1	500	\$500	MAINTAIN OFFICE FUNCTIONS
			<b>1</b>		<b>\$500</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
64	01	LOCKABLE FILING CABINETS - 5 DRAWER	4	450	\$1,800	MAINTAIN STUDENT SERVICES
			<b>4</b>		<b>\$1,800</b>	<b>1 line item(s)</b>
<b>MISCELLANEOUS EXPENSE</b>						
65	01	FINANCIAL AID PUBLIC RELATIONS MATERIALS: TABLE CLOTH, SIGNAGE	1	1,000	\$1,000	MAINTAIN STUDENT SERVICES
			<b>1</b>		<b>\$1,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>8</b>		<b>\$5,000</b>	<b>5 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ENVIRONMENTAL HEALTH & SAFETY**

**GOALS AND OBJECTIVES:**

1. TRAINING: IMPLEMENT NEW TRAINING SUBJECTS AND COORDINATE THROUGH RESPECTIVE DEPARTMENTS. HUMAN RESOURCES - NEW EMPLOYEE ORIENTATION, WORKPLACE VIOLENCE. ACCOMMODATIVE SERVICES - NON-VIOLENCE CRISIS. GUAM POLICE DEPT. SHOOTER ON CAMPUS.
2. SCHEDULE THE ENVIRONMENTAL HEALTH & SAFETY INSPECTION PROCEDURES FOR THE COLLEGE AND SATELLITE HIGH SCHOOLS.
3. ENVIRONMENTAL HEALTH & SAFETY AND OSH/ADA TASK FORCE TO IMPROVE AWARENESS OF OPERATIONAL SAFETY PROCEDURES.

**PERFORMANCE INDICATORS:**

1. REFRESHER MINI TRAININGS WILL CONDUCTED ON A REGULAR BASIS TO ENSURE CONTINUED AWARENESS AND COMPLIANCE OF LOCAL AND FEDERAL REGULATIONS.
2. CONTINUE TO INVESTIGATE ALL FORMS OF ACCIDENT/INJURY.
3. THE TASK FORCE WILL MEET QUARTERLY OR AS NEEDED TO REVIEW/ADDRESS INCIDENT REPORTS AND OSH/ADA ISSUES.

**PROPOSED OUTCOMES:**

1. REDUCTION IN STUDENTS, FACULTY, AND STAFF ACCIDENT/INJURY BY 95%
2. IMPLEMENTATION OF SAFETY INSPECTION PROGRAM BY 90%
3. STUDENTS, FACULTY, AND STAFF TO RECEIVE SAFETY TRAINING BETWEEN 70% TO 80%.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ENVIRONMENTAL HEALTH & SAFETY**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
66	01	CONTRACTUAL	4	5,000	\$20,000	SAFETY BANNERS, SIGNS, POSTERS, AND BROCHURE HAND-OUTS, TESTING & REMOVAL OF HAZMAT, FIRE ALARM MAINT.
			4		\$20,000	1 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
68	01		1	6,000	\$6,000	PURCHASE AND REPLACE CAMPUS FIRE EXTINGUISHERS PER NFPA STANDARDS.
67	01	SUPPLIES & MATERIALS	2	2,000	\$4,000	PPE
			3		\$10,000	2 line item(s)
<b>EQUIPMENT</b>						
70	01		1	1,800	\$1,800	PC LAPTOP (LENOVO THINKPAD L540) - EH&S ADMINISTRATOR
69	01	OFFICE EQUIPMENT	1	1,200	\$1,200	DESK-TOP COMPUTER – SAFETY INSPECTOR 1
			2		\$3,000	2 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>9</b>		<b>\$33,000</b>	<b>5 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 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 2016 Budget Request by Department**  
**ADMINISTRATIVE SUPPORT SERVICES & SECURITY**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
77	01	VEHICLE MAINTENANCE	1	3,200	\$3,200	
76	01	VEHICLE INSPECTION REGISTRATION	5	30	\$150	
75	01	POSTAL BOX RENTAL	1	664	\$664	
74	01	POSTAL METER RENTAL	1	720	\$720	
73	01	COPIER LEASE	12	8,168	\$98,016	WITH 8% ANTICIPATED INCREASE
72	01	COMMUNICATION SYSTEMS	1	2,784	\$2,784	
71	01	SECURITY SERVICES	12	12,517	\$150,204	
			<b>33</b>		<b>\$255,738</b>	<b>7 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
78	01	OFFICE SUPPLIES	2	500	\$1,000	
			<b>2</b>		<b>\$1,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>35</b>		<b>\$256,738</b>	<b>8 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ACADEMIC VICE PRESIDENT'S OFFICE**

**GOALS AND OBJECTIVES:**

1. CONDUCT IBB-BASED NEGOTIATIONS WITH THE FACULTY UNION IN ORDER TO ENSURE THAT QUALITY TEACHING AND LEARNING OCCURS IN THE GCC CLASSROOM WHERE THE STUDENT IS THE CENTRAL FOCUS AND BENEFICIARY, AS ARTICULATED IN THE COLLEGE'S MISSION STATEMENT.
2. MAINTAIN EDUCATIONAL EXCELLENCE THROUGH CONTINUOUS REVIEW AND UPDATE OF PROGRAMS AND COURSES NOT ONLY TO MAINTAIN CURRENCY OF CURRICULUM BUT TO MAXIMIZE CURRICULUM RELEVANCE THAT WILL GREATLY AID IN PRODUCING WORK-READY AND EMPLOYABLE STUDENTS.
3. INFUSE INTERNATIONALIZING COMPONENTS IN CURRICULUM AND FACULTY PROFESSIONAL DEVELOPMENT TO EXPOSE THE ENTIRE COLLEGE TO ENRICHING LEARNING EXPERIENCES BROUGHT ABOUT BY AN INTERNATIONAL SCHOLAR ON CAMPUS.

**PERFORMANCE INDICATORS:**

1. FINAL RATIFICATION OF THE NEGOTIATED AGREEMENT BY THE FACULTY BODY, AS WELL AS APPROVAL OF THE BOT-FACULTY UNION AGREEMENT BY THE BOARD. AFTER THE FACULTY RATIFICATION AND BOARD APPROVAL, IMPLEMENTATION WILL FOLLOW BY THE NEXT SEMESTER.
2. 80-100% COMPLIANCE OF AAD DEPARTMENTS AND UNITS WITH THE REVAMP AND UPDATES OF PROGRAM AND COURSE GUIDES TO ALIGN WITH CURRICULUM AND ASSESSMENT REQUIREMENTS. A WELL TRAINED FACULTY IN SLO AND CURRICULUM WRITING WILL ALSO ASSIST GREATLY IN THIS TASK.
3. REVAMPED CURRICULUM IN ONE PROGRAM WILL HAVE INTERNATIONALIZING COMPONENTS THAT WILL PROVIDE STUDENTS AN INTERNATIONAL PERSPECTIVE, HELPING THEM ACQUIRE A BROADER WORLDVIEW THAT WILL PREPARE THEM TO MEET GLOBAL WORKFORCE DEMANDS.

**PROPOSED OUTCOMES:**

1. AS DEFINED IN THE BOT-FACULTY UNION AGREEMENT, MORE EFFICIENT AND EFFECTIVE PROCESSES THAT CONTRIBUTE TO SMOOTH FACULTY-MANAGEMENT RELATIONSHIPS WHICH LEAD TO INCREASED INSTITUTIONAL FUNCTIONING AND GROWTH.
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. AVP APPROVAL OF ONE PROGRAM'S INTERNATIONALIZED CURRICULUM THAT WILL ENRICH THE LEARNING EXPERIENCES OF STUDENTS AND OF THE WHOLE GUAM COMMUNITY.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ACADEMIC VICE PRESIDENT'S OFFICE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
82	01	WEBINAR PURCHASE FOR AAD PROFESSIONAL DEVELOPMENT (PACKAGE OF 6 WEBINARS FROM INNOVATIVE EDUCATORS)	1	1,200	\$1,200	
81	01	COLLEGE CATALOG	10	450	\$4,500	PRINTING OF CATALOG FOR ACCREDITORS, VETERAN'S OFFICE, & AFFILIATES
80	01	COUNCIL FOR ADULT AND EXPERIENTIAL LEARNING (CAEL) MEMBERSHIP	1	500	\$500	ANNUAL MEMBERSHIP FOR PLA INITIATIVE (PLA TO BE LAUNCHED SPRING 2015)
79	01	CONTRACTUAL SERVICES (GRAPHIC DESIGN)	2	500	\$1,000	AVP ISMP REVISION, MISSION/VISION POSTER
			<b>14</b>		<b>\$7,200</b>	<b>4 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
83	01	SUPPLIES AND MATERIALS	6	500	\$3,000	OFFICE SUPPLIES REPLENISHMENT FOR DAILY OPERATIONS
			<b>6</b>		<b>\$3,000</b>	<b>1 line item(s)</b>
<b>MISCELLANEOUS EXPENSE</b>						
84	01	ACCJC SUBSTANTIVE CHANGE FEES FOR NEW PROGRAM CURRICULUM (2 PROPOSED FOR 2016)	2	750	\$1,500	ACCJC SUBSTANTIVE CHANGE FEES AND CURRICULUM RELATED EXPENSES
			<b>2</b>		<b>\$1,500</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>22</b>		<b>\$11,700</b>	<b>6 line item(s)</b>

# Guam Community College

## FY 2016 Budget Request by Department

### ADMISSIONS AND REGISTRATION

#### GOALS AND OBJECTIVES:

1. DATA SECURITY: ASSURE THAT STUDENT RECORDS ARE CENTRALIZED, MAINTAINED, SECURED AND DIGITIZED 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; AND PROVIDE ACALOG TRAINING FOR FACULTY.

#### PERFORMANCE INDICATORS:

1. 100% OF ALL BANNER STUDENT PINS CONFORM WITH COLLEGE POLICY REGARDING PASSWORD FORMAT AND STRENGTH, AND ALL STUDENT RECORDS ARE DIGITIZED FOR SECURITY AND EASE OF ACCESS.
2. OVER 80% OF RECORDS EXAMINED WILL BE FOUND TO BE ACCURATE AND COMPLETE.
3. 100% OF OFFICES AND DEPTS RESPONSIBLE FOR ENTERING OR REVIEWING PERSON, NON-PERSON, OR STUDENT DATA WILL RECEIVE TRNG IN FERPA REGS. ALSO, 80% OF ALL PERSONS WITH ACCESS TO STUDENT INFO HAVE EITHER PARTICIPATED IN FERPA TRNG OR HAVE VIEWED POSTED INFO.

#### PROPOSED OUTCOMES:

1. PERTINENT MEMORANDUMS ASSIGNING ALL SILO RECORD KEEPING TO ADMISSIONS & REGISTRATION AND DOCUMENTS RELATIVE TO EFFORTS ENSURING ACCESS TO STUDENT RECORDS IS SECURE AND DIGITIZED.
2. TRAINED STAFF, FACULTY, AND ADMINISTRATORS ARE KNOWLEDGEABLE ABOUT FERPA AND ARE CONFIDENT IN THE USE OF ACALOG.
3. INFORMATIONAL SESSIONS WILL BE HELD THROUGHOUT THE FALL OR SPRING TERMS TO INFORM AND PROVIDE A FORUM FOR DISCUSSION ON FERPA TOPICS.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ADMISSIONS AND REGISTRATION**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
90	01	DIGITAL ARCHITECTURE ANNUAL MAINTENANCE FEES	1	4,859	\$4,859	ELECTRONIC CATALOG (ACALOG)
89	01	PRINTING OF DEGREE/CERTIFICATE/DIPLOMA (JOSTENS)	1	7,000	\$7,000	DIPLOMAS, DEGREES/CERTIFICATES
88	01	AACRAO - BI-ANNUAL MEMBERSHIP DUES	1	800	\$800	MEMBERSHIPS
87	01	SEVIS - ANNUAL MEMBERSHIP DUES	1	600	\$600	MEMBERSHIPS
86	01	HIGHER EDUCATION DIRECTORY PUBLICATION (ONLINE EDITION)	2	300	\$600	SUBSCRIPTIONS
85	01	LRP PUBLICATIONS (FERPA ANSWER BOOK)	1	200	\$200	SUBSCRIPTIONS
			<b>7</b>		<b>\$14,059</b>	<b>6 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
93	01	OFFICE SUPPLIES, POSTAGE, OFFICIAL LETTERHEAD & ENVELOPES, TRANSCRIPT PAPER	11	500	\$5,500	FOR DAILY OPERATIONS
92	01	HP LASERJET TONER	2	600	\$1,200	FOR TRANSCRIPT PRINTING
91	01	HP LASERJET TONER	2	600	\$1,200	FOR STUDENTS TO PRINT IN THE ROTUNDA USING THE REGISTRATION COMPUTERS
			<b>15</b>		<b>\$7,900</b>	<b>3 line item(s)</b>
<b>EQUIPMENT</b>						
95	01	HIGH BACK EXECUTIVE CHAIR	1	500	\$500	TO REPLACE REGISTRAR'S CHAIR
94	01	LASER PRINTER	1	1,100	\$1,100	TO REPLACE LASER PRINTER USED FOR PRINTING TRANSCRIPTS AND STUDENT SCHEDULES
			<b>2</b>		<b>\$1,600</b>	<b>2 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>24</b>		<b>\$23,559</b>	<b>11 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**AIER**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. 90%-100% COMPLETION OF INSTITUTIONAL DATA REQUESTS AND RESEARCH PARTICIPATION REQUESTS.
2. 50% INCREASE IN ASSESSMENT AND CURRICULUM COMPLIANCE BASED ON THE TWO-YEAR ASSESSMENT CYCLE AND THE ANNUAL CURRICULUM REVIEW CYCLE SCHEDULES.
3. 50% IMPROVEMENT IN STUDENT LEARNING OUTCOME STATEMENTS THAT ARE MEASUREABLE AND DEMONSTRATE LEARNING BASED ON THE COLLEGE'S SLO GUIDELINES.

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**AIER**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
103	01	ASSESSMENT AWARDS	12	50	\$600	ASSESSMENT AWARDS GIVEN AT THE END OF THE YEAR.
102	01	NATIONAL STUDENT CLEARINGHOUSE	1	300	\$300	TO ESTABLISH A METHOD OF TRACKING STUDENT PROGRESS AFTER LEAVING GCC.
101	01	FACT BOOK, PRESIDENT'S REPORT, BOT REPORT, FOUNDATION REPORT, MISSION AND ISMP, GOVERNANCE REPORT	1	3,000	\$3,000	TO PRINT OR BIND AIER REPORTS AND POSTERS
100	01	CCSSE SURVEY	1	5,550	\$5,550	TO ADMINISTER STUDENT SURVEY TO GENERATE CRITICAL ACCREDITATION DATA.
99	01	IDEA STUDENT SURVEY & PROCESSING	1	4,500	\$4,500	TO OBTAIN FEEDBACK FROM STUDENTS REGARDING THEIR EXPERIENCES AT THE COLLEGE FOR FACULTY EVALUATION PURPOSES.
98	01	TRACDAT MAINTENANCE	1	7,500	\$7,500	TO MAINTAIN THE AUTOMATED TRACDAT ASSESSMENT SYSTEM.
97	01	PROF. ORG. MEMBERSHIP/ASSOCIATION FOR INSTITUTIONAL RESEARCHER	2	150	\$300	TO KEEP ABREAST OF INSTITUTIONAL ASSESSMENT TRENDS. RESEARCH
96	01	ANNUAL SURVEY MONKEY SUBSCRIPTION	1	500	\$500	TO PAY THE ANNUAL FEE IN ORDER TO UTILIZE THE SURVEY ENGINE FOR THE ACCJC-SUGGESTED COMPREHENSIVE GOVERNANCE SURVEY ON CAMPUS
			<b>20</b>		<b>\$22,250</b>	<b>8 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
105	01	TRACDAT TAPES	14	35	\$490	TO BACKUP TRACDAT SERVER.
104	01	SUPPLIES	2	500	\$1,000	TO REPLENISH OFFICE SUPPLIES.
			<b>16</b>		<b>\$1,490</b>	<b>2 line item(s)</b>
<b>EQUIPMENT</b>						
106	01	LAPTOP	1	1,600	\$1,600	TO BE USED BY THE INSTITUTIONAL RESEARCHER OF AIER
			<b>1</b>		<b>\$1,600</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>37</b>		<b>\$25,340</b>	<b>11 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**DEAN'S OFFICE - TSS**

**GOALS AND OBJECTIVES:**

1. SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.
2. SUPPLY ADEQUATE ASSISTANCE TO PROGRAM GROWTH VIA THE CURRICULUM PROCESS FOR BOTH THE COURSE AND PROGRAM LEVEL.
3. SUPPLY ASSISTANCE FOR INSTITUTIONAL LEARNING OUTCOMES THROUGH SERVICE LEARNING AND INSTITUTIONAL ACTIVITIES TO SERVICE STUDENTS

**PERFORMANCE INDICATORS:**

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

**PROPOSED OUTCOMES:**

1. DOCUMENTS WILL BE PROCESS IN A TIMELY MANNER AND ROUTED ACCORDINGLY, NOT EXCEEDING THREE DAYS. DOCUMENTS PROCESSED THROUGH WILL BE LOGGED INTO THE SYSTEM.
2. CURRICULUM DOCUMENTS WILL CONTINUE TO BE MAINTAINED AND DOCUMENTS WILL REMAIN CURRENT WITHIN THE FIVE-YEAR CYCLE.
3. QUALIFIED STAFF WILL PROCESS THE NECESSARY DOCUMENTS WITHIN THREE DAYS OF RECEIPT IN ORDER FOR FACULTY TO PROVIDE OPPORTUNITIES FOR STUDENTS TO DEMONSTRATE THE ILOS THROUGH SERVICE LEARNING AND STUDENT SERVICES ACTIVITIES.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**DEAN'S OFFICE - TSS**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
107	01	OFFICE SUPPLIES	3	500	\$1,500	COLLECT, ORGANIZE, PROCESS, AND RESPOND TO REQUISITIONS, CURRICULUM DOCUMENTS, AND CORRESPONDENCE.
			3		\$1,500	1 line item(s)
<b>EQUIPMENT</b>						
108	01	DESKTOP COMPUTER WITH EXTERNAL HARD DRIVE	1	2,000	\$2,000	EFFECTIVELY STORE AND LOCATED ARCHIVED AND CURRENT RELEVANT MATERIALS SUBMITTED TO AND PREPARED BY THE DEANS' OFFICES.
			1		\$2,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>4</b>		<b>\$3,500</b>	<b>2 line item(s)</b>

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**AUTOMOTIVE SERVICE 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. MEETINGS WITH ADVISORY COMMITTEE
3. INVENTORY

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**AUTOMOTIVE SERVICE TECHNOLOGY**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>TRAVEL: LOCAL MILEAGE</b>						
109	01	MILEAGE DC AND SATELLITE FACULTY	1	548	\$548	TRANSPORTATION DEPARTMENT
			<b>1</b>		<b>\$548</b>	<b>1 line item(s)</b>
<b>CONTRACTUAL SERVICES</b>						
112	01	SERVICE PUBLICATION SUBSCRIPTION DUES	1	1,000	\$1,000	TO SUPPORT AUTO SHOP
111	01	CALIBRATION OF METERS AND A/C	1	200	\$200	TO SUPPORT AUTO SHOP
110	01	WASTE OIL DISPOAL	1	700	\$700	TO SUPPORT AUTO SHOP
			<b>3</b>		<b>\$1,900</b>	<b>3 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>4</b>		<b>\$2,448</b>	<b>4 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 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 3%
2. ALL FACULTY AND STAFF TO ATTEND A MINIMUM OF 2 PROFESSIONAL DEVELOPMENT ACTIVITIES AN ACADEMIC YEAR
3. STUDENTS TO PARTICIPATE IN ONE CLASSROOM VISIT



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**EDUCATION**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
113	01	GAS ALLOWANCE	2	500	\$1,000	FOR PRACTICUM TEACHERS WHO DO OBSERVATIONS
			2		\$1,000	1 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
114	01	SUPPLIES	1	500	\$500	FOR PROGRAM AND INSTRUCTIONAL PURPOSES
			1		\$500	1 line item(s)
<b>EQUIPMENT</b>						
115	01	EQUIPMENT	1	500	\$500	TO REPLACE OLD STORAGE CABINETS AND FILING CABINETS.
			1		\$500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>4</b>		<b>\$2,000</b>	<b>3 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 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 3%
2. ALL FACULTY AND STAFF TO ATTEND A MINIMUM OF 2 PROFESSIONAL DEVELOPMENT ACTIVITIES AN ACADEMIC YEAR
3. STUDENTS TO PARTICIPATE IN ONE CLASSROOM VISIT

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**EDUCATION**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
113	01	GAS ALLOWANCE	2	500	\$1,000	FOR PRACTICUM TEACHERS WHO DO OBSERVATIONS
			2		\$1,000	1 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
114	01	SUPPLIES	1	500	\$500	FOR PROGRAM AND INSTRUCTIONAL PURPOSES
			1		\$500	1 line item(s)
<b>EQUIPMENT</b>						
115	01	EQUIPMENT	1	500	\$500	TO REPLACE OLD STORAGE CABINETS AND FILING CABINETS.
			1		\$500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			4		\$2,000	3 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016* 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 EARLY CHILDHOOD 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 3%
2. ALL FACULTY AND STAFF TO ATTEND A MINIMUM OF 2 PROFESSIONAL DEVELOPMENT ACTIVITIES AN ACADEMIC YEAR
3. STUDENTS TO PARTICIPATE IN ONE CLASSROOM VISIT

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**EARLY CHILDHOOD EDUCATION**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
116	01	GAS ALLOWANCE	2	500	\$1,000	FOR PRACTICUM TEACHERS WHO DO OBSERVATIONS
			2		\$1,000	1 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
117	01	SUPPLIES	1	500	\$500	FOR PROGRAM AND INSTRUCTIONAL PURPOSES
			1		\$500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			3		\$1,500	2 line item(s)

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**CRIMINAL JUSTICE**

**GOALS AND OBJECTIVES:**

1. FACULTY WILL HAVE NECESSARY RESOURCES TO MEET STUDENT LEARNING OUTCOMES.
2. COURSE CURRICULA REVIEWED EVERY 3 TO 5 YEARS FOR CURRENCY AND RELEVANCE.
3. PROVIDE COURSES AND SECTIONS NECESSARY TO COMPLETE STUDENT EDUCATIONAL PLANS.
4. IMPROVE STUDENT ADVISEMENT.

**PERFORMANCE INDICATORS:**

1. REVIEW OF ASSESSMENT DATA.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS TO DETERMINE NECESSARY COURSE OFFERINGS
4. NUMBER OF STUDENTS MEETING WITH ADVISORS.

**PROPOSED OUTCOMES:**

1. RESULTS WILL BE USED FOR PROGRAM IMPROVEMENT.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.
4. IMPROVED RETENTION AND COMPLETION RATES.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**CRIMINAL JUSTICE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
118	01	INSTRUCTIONAL SUPPLIES	1	2,000	\$2,000	INSTRUCTIONAL SUPPLIES & FIELD TRAINING SUPPLIES (PAPER, PENS, MARKERS, PEPPER SPRAY, ETC.)
			1		\$2,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>1</b>		<b>\$2,000</b>	<b>1 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**SOCIAL SCIENCE**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. REVIEW OF ASSESSMENT DATA.
2. 75% OF COURSE GUIDES WILL BE IDENTIFIED FOR REVIEW AND UPDATED.
3. CONDUCT STUDENT SURVEYS TO DETERMINE NECESSARY COURSE OFFERINGS

**PROPOSED OUTCOMES:**

1. RESULTS WILL BE USED FOR PROGRAM IMPROVEMENT.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**SOCIAL SCIENCE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
121	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	INSTRUCTIONAL SUPPLIES
119	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	INSTRUCTIONAL SUPPLIES (PAPER, PENS, MARKERS, ETC.)
			<b>2</b>		<b>\$1,000</b>	<b>2 line item(s)</b>
<b>EQUIPMENT</b>						
122	01	IT EQUIPMENT (HUMAN SERVICES FACULTY)	1	1,200	\$1,200	COMPUTER
120	01	INSTRUCTIONAL EQUIPMENT	1	500	\$500	INSTRUCTIONAL RESOURCES - DVD, CD, ETC.
			<b>2</b>		<b>\$1,700</b>	<b>2 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>4</b>		<b>\$2,700</b>	<b>4 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**EMT**

**GOALS AND OBJECTIVES:**

1. PROVIDE LEARNING EXPERIENCES FOR STUDENTS THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION AS AN EMERGENCY MEDICAL TECHNICIAN.
2. ENSURE THAT CURRICULA REFLECTS NATIONAL 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 UPGRADE 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 THREE TO FIVE 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.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**EMT**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
123	01	SUPPLIES	14	200	\$2,800	FOR INSTRUCTIONAL PURPOSES
			14		\$2,800	1 line item(s)
<b>EQUIPMENT</b>						
124	01	EMT EXTRICATION DEVICES (ADULT AND PEDIATRIC WITH PADS AND STRAPS)	3	1,000	\$3,000	FOR INSTRUCTIONAL PURPOSES
			3		\$3,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>17</b>		<b>\$5,800</b>	<b>2 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**VISUAL COMMUNICATIONS**

**GOALS AND OBJECTIVES:**

1. EQUIP VISCOM CLASSROOMS AND LABS WITH STATE-OF-THE-ART TECHNOLOGY.
2. UTILIZE CURRENT RESOURCES IN THE DELIVERY OF INSTRUCTION.
3. INCORPORATE UP-TO-DATE SOFTWARE IN THE DELIVERY OF INSTRUCTION IN ALL COURSES.

**PERFORMANCE INDICATORS:**

1. STUDENTS WILL RECEIVE INSTRUCTION UTILIZING STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL RECEIVE INSTRUCTION THAT IS BASED ON CURRENT RESOURCES/INFORMATION.
3. PROCURE AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL FOR ALL INSTRUCTORS.

**PROPOSED OUTCOMES:**

1. ALL ACCOUNTING CLASSROOMS AND LABS WILL BE EQUIPPED WITH STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL BE RECIPIENTS OF RELEVANT DATA AND UPDATED INFORMATION FOR USE IN RESEARCH, PROJECTS, AND ASSIGNMENTS.
3. AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL WILL BE USED BY ALL INSTRUCTORS.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**VISUAL COMMUNICATIONS**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
127	01	OFFICE SUPPLIES	2	500	\$1,000	SUPPORT INSTRUCTION
126	01	COMPUTER SUPPLIES & SOFTWARE	12	500	\$6,000	SUPPORT INSTRUCTION
125	01	INSTRUCTIONAL MATERIALS & SUPPLIES	5	500	\$2,500	SUPPORT INSTRUCTION
			19		\$9,500	3 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			19		\$9,500	3 line item(s)

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ADULT BASIC EDUCATION**

**GOALS AND OBJECTIVES:**

1. TO RECRUIT AND ENROLL 300 NEW PARTICIPANTS IN THE PROGRAM.
2. MAXIMIZE EFFORTS TO SUPPORT ATTENDANCE, RETENTION, AND COMPLETION.
3. GATHER, ORGANIZE, AND REPORT EVIDENCE OF STUDENTS' COLLEGE AND CAREER READINESS.

**PERFORMANCE INDICATORS:**

1. QUARTERLY AND ANNUAL ENROLLMENT DATA.
2. ATTENDANCE, RETENTION, AND COMPLETION DATA.
3. CASAS SCORES, RESULTS OF HIGH SCHOOL EQUIVALENCY EXAMS.

**PROPOSED OUTCOMES:**

1. AN INCREASE OF 300 NEW PARTICIPANTS IN ADULT BASIC EDUCATION IN CAMPUS AND PARTNER SITE CLASSES.
2. AVERAGE ATTENDANCE RATES OF 75%, 75% RETENTION RATE, 75% COMPLETION RATE.
3. POSITIVE DIFFERENCES BETWEEN CASAS PRE- AND POST-TEST SCORES, 75% ACHIEVEMENT ON HIGH SCHOOL EQUIVALENCY EXAMS

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**ADULT BASIC EDUCATION**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
128	01	FACULTY DEVELOPMENTAL SUPPORT	1	500	\$500	ENSURE THAT FACULTY DESIGN AND CARRY OUT INSTRUCTIONAL ACTIVITIES TO ENSURE THAT STUDENTS MEET COLLEGE AND CAREER READINESS STANDARDS FOR ADULT EDUCATION
			1		\$500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			1		\$500	1 line item(s)

**Guam Community College**  
***FY 2016* Budget Request by Department**  
**ADULT HIGH SCHOOL**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. TO RECRUIT AND ENROLL A TOTAL OF 250 ADULT HIGH SCHOOL STUDENTS.
2. INCREASE TO 50%, THE NUMBER OF STUDENTS EARNING AN ADULT HIGH SCHOOL DIPLOMA.
3. GATHER, ORGANIZE, AND REPORT EVIDENCE OF STUDENTS' COLLEGE AND CAREER READINESS.

**PERFORMANCE INDICATORS:**

1. SEMESTER AND ANNUAL ENROLLMENT DATA.
2. COURSE COMPLETION AND GRADUATION RATES.
3. ASSESSMENTS OF COURSE SLOS.

**PROPOSED OUTCOMES:**

1. 250 STUDENTS ENROLLED IN ADULT HIGH SCHOOL COURSES.
2. 50% OF ADULT HIGH SCHOOL ENROLLEES WILL EARN A HIGH SCHOOL DIPLOMA.
3. ASSESSMENTS OF COURSE SLOS WILL DEMONSTRATE ATTAINMENT OF COLLEGE AND CAREER READINESS SKILLS.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ADULT HIGH SCHOOL**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
129	01	FACULTY DEVELOPMENTAL SUPPORT	1	500	\$500	ENSURE THAT FACULTY DESIGN AND CARRY OUT INSTRUCTIONAL ACTIVITIES TO ENSURE THAT STUDENTS MEET COLLEGE AND CAREER READINESS STANDARDS FOR ADULT EDUCATION
			1		\$500	1 line item(s)
<b>MISCELLANEOUS EXPENSE</b>						
133	01	AHS REGISTRATION FEE	100	162	\$16,200	SUPPORT STUDENTS' EFFORTS TO COMPLETE HIGH SCHOOL GRADUATION REQUIREMENTS.
132	01	AHS REGISTRATION FEE	100	162	\$16,200	SUPPORT STUDENTS' EFFORTS TO COMPLETE HIGH SCHOOL GRADUATION REQUIREMENTS.
131	01	AHS TUITION & FEE (OA(101)	12	574	\$6,888	SUPPORT STUDENTS' EFFORTS TO COMPLETE HIGH SCHOOL GRADUATION REQUIREMENTS.
130	01	AHS TUITION & FEE (OA101)	12	574	\$6,888	SUPPORT STUDENTS' EFFORTS TO COMPLETE HIGH SCHOOL GRADUATION REQUIREMENTS.
			224		\$46,176	4 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>225</b>		<b>\$46,676</b>	<b>5 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**ENGLISH AS A SECOND LANGUAGE (ESL)**

**GOALS AND OBJECTIVES:**

1. REVISE AND IMPLEMENT ESL PROGRAM AND COURSE GUIDES FOR ATTAINING A HIGH SCHOOL DIPLOMA/EQUIVALENCY, PREPARING FOR COLLEGE PLACEMENT, ENHANCE WORKPLACE LANGUAGE SKILLS.
2. INCORPORATE MORE USES OF TECHNOLOGY IN ESL INSTRUCTION.
3. GATHER, ORGANIZE, AND REPORT ON EVIDENCE OF EFFECTIVE ESL INSTRUCTION.

**PERFORMANCE INDICATORS:**

1. DEVELOPMENT AND REVIEWS OF ESL PROGRAM AND COURSE GUIDES.
2. DOCUMENTED USES OF TECHNOLOGY IN THE ESL CLASSES.
3. RATES OF ATTAINING HIGH SCHOOL DIPLOMA/ EQUIVALENCY, RATE OF PLACEMENT IN COLLEGE CREDIT-LEVEL COURSES, WORK KEYS ASSESSMENT RESULT.

**PROPOSED OUTCOMES:**

1. PROGRAM AND COURSE GUIDES REFLECT ATTENTION TO EARNING A HIGH SCHOOL DIPLOMA/ EQUIVALENCY, PREPARING FOR COLLEGE PLACEMENT, AND DEVELOPMENT OF CAREER READINESS SKILLS
2. ASSESSMENTS OF USES OF TECHNOLOGY WILL INDICATE POSITIVE RESULTS DUE TO THE USES OF THE TECHNOLOGY IN THE CLASSES.
3. ESL STUDENTS WILL INCREASE RATES OF ATTAINING A HIGH SCHOOL DIPLOMA/EQUIVALENCY, PLACEMENT IN COLLEGE CREDIT-LEVEL CLASSES, ATTAINMENT OF CAREER READINESS CERTIFICATES THROUGH WORK KEYS.

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**ENGLISH AS A SECOND LANGUAGE (ESL)**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
134	01	ANNUAL MEMBERSHIP - TESOL	1	500	\$500	GAIN RESOURCES FOR ESL FACULTY
			1		\$500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			1		\$500	1 line item(s)

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**ALLIED HEALTH**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. 90% OF GRADUATES WILL BE EMPLOYED AS MEDICAL ASSISTANTS OR CONTINUED HIGHER EDUCATION IN THE HEALTHCARE FIELD.
2. 70% WILL PASS THE CERTIFIED MEDICAL ASSISTANT EXAM.
3. UTILIZE PROFESSIONAL DEVELOPMENT FUNDING THROUGH PDRC TO ENHANCE INSTRUCTOR CREDENTIALS AND CURRICULUM DEVELOPMENT.

**PROPOSED OUTCOMES:**

1. STUDENTS EMPLOYED AS MEDICAL ASSISTANTS WILL INDICATE THAT THEY WERE WELL-PREPARED.
2. CURRICULA WILL BE UPDATED EVERY THREE TO FIVE YEARS OR 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 2016 Budget Request by Department**  
**ALLIED HEALTH**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
136	01	ACCREDITATION FEE	3	500	\$1,500	TO MAINTAIN ACCREDITATION OF MA PROGRAM
135	01	BIOHAZARD WASTE DISPOSAL	1	500	\$500	TO DISPOSE OF MEDICAL SHARPS SUPPLIES PER JACHO REQUIREMENT
			4		\$2,000	2 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
137	01	OFFICE SUPPLIES	3	500	\$1,500	ADMIN/FACULTY SUPPLIES
			3		\$1,500	1 line item(s)
<b>MISCELLANEOUS EXPENSE</b>						
138	01	VEHICLE MAINTENANCE	1	800	\$800	ALLIED HEALTH DEPARTMENT VEHICLE PURCHASED IN 2006 MAINTENANCE
			1		\$800	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			8		\$4,300	4 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**PRACTICAL NURSING**

**GOALS AND OBJECTIVES:**

1. TO PROVIDE LEARNING EXPERIENCES FOR STUDENTS THAT LEAD TO EMPLOYMENT OR CONTINUED HIGHER EDUCATION IN THE NURSING FIELD.
2. 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 PROFESSIONAL DEVELOPMENT FUNDING THROUGH PDRC AND GRANTS TO UPGRADE 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 THREE TO FIVE YEARS OR 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 2016 Budget Request by Department**  
**PRACTICAL NURSING**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
141	01	MEDICAL DIRECTOR	1	3,000	\$3,000	TO OVERSEE ALLIED HEALTH DEPARTMENT
140	01	EQUIPMENT REPAIR	1	3,500	\$3,500	TO MAINTAIN AND REPAIR EXISTING EQUIPMENT USED BY DEPARTMENT
139	01	NATIONAL NURSING LEAGUE MEMBERSHIP	1	2,000	\$2,000	MEMBERSHIP PROVIDES RESOURCES THAT WILL GUIDE STUDENTS TOWARD SUCCESSFULLY PASSING NCLEX EXAM.
			3		\$8,500	3 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
142	01	OFFICE SUPPLIES	3	500	\$1,500	ADMIN/FACULTY SUPPLIES
			3		\$1,500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			6		\$10,000	4 line item(s)

**Guam Community College**  
***FY 2016* Budget Request by Department**  
**TOURISM & HOSPITALITY**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. IDENTIFY AND PROVIDE CURRENT TECHNOLOGY AND EQUIPMENT FOR STUDENT USE TO DELIVER AND MAINTAIN THE HIGHEST LEVEL OF LEARNING.
2. RESTRUCTURE PROGRAMS TO REFLECT CURRENT INDUSTRY NEEDS AND PRACTICES.
3. PROVIDE OPPORTUNITIES FOR CERTIFICATION AND INTERNATIONAL RELATIONSHIPS.

**PERFORMANCE INDICATORS:**

1. EQUIPMENT INVENTORY.
2. UPDATED PROGRAM AND COURSE DOCUMENTS WILL BE SUBMITTED TO LOC BY SPRING 2015
3. STUDENTS EARN A NATIONALLY RECOGNIZED TRAVEL INDUSTRY CERTIFICATION.

**PROPOSED OUTCOMES:**

1. STUDENT LEARNING OUTCOMES WILL BE MET.
2. PROGRAM AND COURSES THAT REFLECT CURRENT PRACTICES IN TOUR AND TRAVEL, FOOD AND BEVERAGE, AND HOTEL OPERATIONS MANAGEMENT.
3. INCREASE NUMBER OF STUDENTS WHO GRADUATE WITH NATIONALLY RECOGNIZED CERTIFICATES.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**TOURISM & HOSPITALITY**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
144	01	MEMBERSHIP DUES: PATA	2	100	\$200	TO SUPPORT DEPARTMENTAL ACTIVITIES AND COMMUNITY RELATIONS
143	01	MEMBERSHIP DUES: SKAL CLUB OF GUAM	1	500	\$500	TO SUPPORT DEPARTMENTAL ACTIVITIES AND COMMUNITY RELATIONS
			<b>3</b>		<b>\$700</b>	<b>2 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
146	01	OFFICE SUPPLIES	2	500	\$1,000	TO SUPPORT DEPARTMENT OPERATIONS
			<b>2</b>		<b>\$1,000</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
145	01	SCANNER FACSIMILE MACHINE	1	500	\$500	TO SUPPORT DEPARTMENT OPERATIONS
			<b>1</b>		<b>\$500</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>6</b>		<b>\$2,200</b>	<b>4 line item(s)</b>

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**CULINARY**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. IMPLEMENT NEWLY STRUCTURED CULINARY PROGRAM AND COURSES WITH CUL PREFIX
2. TO PROVIDE ADEQUATE STORAGE FACILITIES FOR CLASSROOM EQUIPMENT AND SUPPLIES.
3. DEVELOP A PASTRY AND CULINARY CERTIFICATE PROGRAM

**PERFORMANCE INDICATORS:**

1. COURSE SLOS WILL FOLLOW THE STANDARDS SPECIFIED IN THE ACFEF SKILLS AND KNOWLEDGE COMPETENCIES LIST.
2. PROVIDE A SAFE AND ORGANIZED TEACHING AND WORKING ENVIRONMENT IN THE KITCHEN LAB.
3. COLLABORATE WITH INDUSTRY TO SELECT AND WRITE APPROPRIATE COURSES FOR A CONCENTRATION IN CULINARY AND PASTRY.

**PROPOSED OUTCOMES:**

1. IMPROVE STUDENT PERFORMANCE THROUGH APPLICATION AND IMPLEMENTATION OF ASSESSMENT RUBRICS BY 5%
2. KITCHEN CONFORMS TO INDUSTRY STANDARDS OF ORGANIZATION.
3. SCHEDULE COURSES AS SOON AS PROGRAM IS APPROVED.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**CULINARY**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
149	01	MEMBERSHIP DUES	7	130	\$910	ASSOCIATION MEMBERSHIP: ACF, MCA, GVB
148	01	MONTHLY PREVENTIVE MAINTENANCE	9	350	\$3,150	CULINARY EQUIPMENT MAINTENANCE AND REPAIR
147	01	FIRE SUPPRESSION SYSTEM CERTIFICATION	2	1,500	\$3,000	FIRE SUPPRESSION SYSTEM RECERTIFICATION FOR THREE SYSTEMS
			<b>18</b>		<b>\$7,060</b>	<b>3 line item(s)</b>
<b>EQUIPMENT</b>						
153	01	INSULATED CABINET FOOD WARMER	2	3,500	\$7,000	TO SUPPORT CULINARY PROGRAM CLASS SLOS
151	01	REPLACEMENT: SMALL FOOD PREPARATION EQUIPMENT	20	500	\$10,000	TO SUPPORT CULINARY PROGRAM CLASS SLOS; EQUIPMENTS ARE MORE THAN 8 YEARS OLD
150	01	REPLACEMENT KITCHEN SMALLWARES	11	500	\$5,500	TO SUPPORT CULINARY PROGRAM CLASS SLOS; EQUIPMENTS ARE MORE THAN 8 YEARS OLD
			<b>33</b>		<b>\$22,500</b>	<b>3 line item(s)</b>
<b>MISCELLANEOUS EXPENSE</b>						
154	01	RECONFIGURE ANSUL SYSTEM	3	3,000	\$9,000	TO SUPPORT CULINARY PROGRAM CLASS SLOS AND TO COMI INTO COMPLIANCE WITH FIRE CODE
152	01	CULINARY BOOKS AND REFERENCES	1	800	\$800	TO SUPPORT CULINARY PROGRAM CLASS SLOS
			<b>4</b>		<b>\$9,800</b>	<b>2 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>55</b>		<b>\$39,360</b>	<b>8 line item(s)</b>

**Guam Community College**  
***FY 2016* Budget Request by Department**  
**CHAMORRO & FOREIGN LANGUAGES**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. REPLACE OUTDATED COMPUTER EQUIPMENT IN CLASSROOM
2. ASSES RESULT OF PILOTED COURSE CONTENT PER MOU AT THE END OF SPRING 2016
3. RE-INTRODUCE CHINESE LANGUAGE

**PERFORMANCE INDICATORS:**

1. EQUIPMENT INVENTORY.
2. ASSESSMENT RESULTS.
3. UPDATE COURSE GUIDE FOR CI110 BEGINNING MANDARIN CHINESE I.

**PROPOSED OUTCOMES:**

1. STUDENT LEARNING OUTCOMES WILL BE MET.
2. UPDATED CURRICULUM.
3. SCHEDULE CI110 LANGUAGE CLASS BY SPRING 2016.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**CHAMORRO & FOREIGN LANGUAGES**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
155	01	CLASSROOM SUPPLIES	1	500	\$500	SUPPORT CHAMORRO AND FOREIGN LANGUAGE CLASSES
			1		\$500	1 line item(s)
<b>EQUIPMENT</b>						
156	01	IT EQUIPMENT: PRINTER WITH LINE CONDITIONER	1	2,500	\$2,500	SUPPORT CHAMORRO AND FOREIGN LANGUAGE CLASSES
			1		\$2,500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>2</b>		<b>\$3,000</b>	<b>2 line item(s)</b>

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**MARKETING**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. EQUIP MARKETING CLASSROOMS AND LABS WITH STATE-OF-THE-ART TECHNOLOGY.
2. UTILIZE CURRENT RESOURCES IN THE DELIVERY OF INSTRUCTION.
3. INCORPORATE UP-TO-DATE SOFTWARE IN THE DELIVERY OF INSTRUCTION IN ALL COURSES.

**PERFORMANCE INDICATORS:**

1. STUDENTS WILL RECEIVE INSTRUCTION UTILIZING STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL RECEIVE INSTRUCTION THAT IS BASED ON CURRENT RESOURCES/INFORMATION.
3. PROCURE AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL FOR ALL INSTRUCTORS.

**PROPOSED OUTCOMES:**

1. ALL MARKETING CLASSROOMS AND LABS WILL BE EQUIPPED WITH STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL BE RECIPIENTS OF RELEVANT DATA AND UPDATED INFORMATION FOR USE IN RESEARCH, PROJECTS, AND ASSIGNMENTS.
3. AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL WILL BE USED BY ALL INSTRUCTORS.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**MARKETING**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
159	01	OFFICE SUPPLIES	2	500	\$1,000	SUPPORT INSTRUCTION
158	01	COMPUTER SUPPLIES & SOFTWARE	2	500	\$1,000	SUPPORT INSTRUCTION
157	01	INSTRUCTIONAL MATERIALS & SUPPLIES	5	500	\$2,500	SUPPORT INSTRUCTION
			9		\$4,500	3 line item(s)
<b>EQUIPMENT</b>						
160	01	COMPUTER EQUIPMENT (IT) IMACS	2	2,500	\$5,000	SUPPORT INSTRUCTION
			2		\$5,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			11		\$9,500	4 line item(s)

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**ACCOUNTING**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. EQUIP ACCOUNTING CLASSROOMS AND LABS WITH STATE-OF-THE-ART TECHNOLOGY.
2. UTILIZE CURRENT RESOURCES IN THE DELIVERY OF INSTRUCTION.
3. INCORPORATE UP-TO-DATE SOFTWARE IN THE DELIVERY OF INSTRUCTION IN ALL COURSES.

**PERFORMANCE INDICATORS:**

1. STUDENTS WILL RECEIVE INSTRUCTION UTILIZING STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL RECEIVE INSTRUCTION THAT IS BASED ON CURRENT RESOURCES/INFORMATION.
3. PROCURE AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL FOR ALL INSTRUCTORS.

**PROPOSED OUTCOMES:**

1. ALL SUPERVISION AND MANAGEMENT CLASSROOMS AND LABS WILL BE EQUIPPED WITH STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL BE RECIPIENTS OF RELEVANT DATA AND UPDATED INFORMATION FOR USE IN RESEARCH, PROJECTS, AND ASSIGNMENTS.
3. AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL WILL BE USED BY ALL INSTRUCTORS.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ACCOUNTING**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
163	01	OFFICE SUPPLIES	1	200	\$200	SUPPORT INSTRUCTION
162	01	COMPUTER SUPPLIES & SOFTWARE	4	500	\$2,000	SUPPORT INSTRUCTION
161	01	INSTRUCTIONAL MATERIALS & SUPPLIES	2	500	\$1,000	SUPPORT INSTRUCTION
			7		\$3,200	3 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			7		\$3,200	3 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**SUPERVISION AND MANAGEMENT**

**GOALS AND OBJECTIVES:**

1. EQUIP SUPERVISION AND MANAGEMENT CLASSROOM WITH STATE-OF-THE-ART TECHNOLOGY.
2. UTILIZE CURRENT RESOURCES IN THE DELIVERY OF INSTRUCTION.
3. INCORPORATE UP-TO-DATE SOFTWARE IN THE DELIVERY OF INSTRUCTION IN ALL COURSES.

**PERFORMANCE INDICATORS:**

1. STUDENTS WILL RECEIVE INSTRUCTION UTILIZING STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL RECEIVE INSTRUCTION THAT IS BASED ON CURRENT RESOURCES/INFORMATION.
3. PROCURE AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL FOR ALL INSTRUCTORS.

**PROPOSED OUTCOMES:**

1. ALL VISCOM CLASSROOMS AND LABS WILL BE EQUIPPED WITH STATE-OF-THE-ART TECHNOLOGY.
2. STUDENTS WILL BE RECIPIENTS OF RELEVANT DATA AND UPDATED INFORMATION FOR USE IN RESEARCH, PROJECTS, AND ASSIGNMENTS.
3. AUTOMATED TEST BANKS, ELECTRONIC PRESENTATION SOFTWARE, AND OTHER TECHNOLOGY-DRIVEN INSTRUCTIONAL MATERIAL WILL BE USED BY ALL INSTRUCTORS.

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**SUPERVISION AND MANAGEMENT**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
165	01	OFFICE SUPPLIES	1	500	\$500	SUPPORT INSTRUCTION
164	01	INSTRUCTIONAL MATERIALS & SUPPLIES	2	500	\$1,000	SUPPORT INSTRUCTION
			3		\$1,500	2 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			3		\$1,500	2 line item(s)

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**DEAN'S OFFICE - TSS**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. PROVIDE APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL SUPPORT FOR STUDENT SERVICES PROGRAMS AND MONITOR THE DELIVERY AND IMPLEMENTATION OF SUCH SERVICES.
2. PROVIDE ADEQUATE SUPPORT FOR PROGRAM GROWTH THROUGH THE CURRICULUM PROCESS AT THE COURSE AND PROGRAM LEVEL.
3. PROVIDE SUPPORT FOR THE INSTITUTIONAL LEARNING OUTCOMES THROUGH SERVICE LEARNING AND STUDENT SERVICES ACTIVITIES.

**PERFORMANCE INDICATORS:**

1. TIMELY PROCESSING OF REQUISITIONS AND DOCUMENT SUBMISSIONS AS WELL AS ACCURATELY RECORDING NECESSARY DATA FOR ASSESSMENT PURPOSES.
2. REVIEWING AND PROVIDING FEEDBACK ON CURRICULUM AND PROGRAM DOCUMENT SUBMISSIONS.
3. APPROPRIATE STAFF AND PERSONNEL WILL COORDINATE ACTIVITIES WITH THE DEAN'S OFFICE 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. CURRICULUM DOCUMENTS WILL BE REVIEWED AND A DECISION ON APPROVAL WILL BE PROPERLY DOCUMENTED AND GIVEN WITHIN FIVE DUTY DAYS.
3. QUALIFIED STAFF WILL PROCESS THE NECESSARY DOCUMENTS WITHIN THREE DAYS OF RECEIPT TO SUPPORT FACULTY IN THEIR EFFORTS TO PROVIDE OPPORTUNITIES FOR STUDENTS TO DEMONSTRATE THE ILOS THROUGH SERVICE LEARNING AND STUDENT SERVICES ACTIVITIES.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**DEAN'S OFFICE - TSS**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
167	01	OFFICE SUPPLIES	3	500	\$1,500	TO SUPPORT OFFICE FUNCTIONS AND ACTIVITIES
166	01	COPIER PAPER	5	500	\$2,500	TO BE USED FOR PHOTOCOPYING AT THE TEACHER'S WORKROOM
			8		\$4,000	2 line item(s)
<b>EQUIPMENT</b>						
168	01	DESKTOP COMPUTER WITH EXTERNAL HARD DRIVE	1	2,000	\$2,000	TO STORE AND SEARCH ARCHIVED AND CURRENT RELEVANT FILES AND MATERIALS SUBMITTED TO AND PROCESSED BY THE DEAN'S OFFICE.
			1		\$2,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			9		\$6,000	3 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**MATH**

**GOALS AND OBJECTIVES:**

1. CONTINUE TO SUPPORT THE LOGISTICAL AND INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND LAB TO FULFILL THE COVERAGE OF SLO'S FOR EACH COURSE.
2. EXPLORE AND DEVELOP NEW COURSES TO MEET THE NEEDS OF VARIOUS TRADES OF THE COLLEGE.
3. ENCOURAGE ALL FULL-TIME PERMANENT FACULTY MEMBERS TO ATTEND OR PARTICIPATE IN AT LEAST ONE PROFESSIONAL DEVELOPMENT ACTIVITY EITHER ON ISLAND OR OFF-ISLAND.

**PERFORMANCE INDICATORS:**

1. CONDUCT COMPREHENSIVE COURSE ASSESSMENT TO SHOW THE CRITERIA OF THE COURSE SLOS ARE MET.
2. COURSE GUIDES FOR THE MATH COURSES WILL BE COMPLETED, APPROVED, AND IMPLEMENTED.
3. MOST, IF NOT ALL, FULL-TIME PERMANENT FACULTY MEMBERS WILL ATTEND OR PARTICIPATE IN AT LEAST ONE PROFESSIONAL DEVELOPMENT ACTIVITY EITHER ON ISLAND OR OFF-ISLAND AS ATTENDEE AND/OR PRESENTER.

**PROPOSED OUTCOMES:**

1. EACH OF THE COURSES' ASSESSMENT REPORT SHOWS THAT 70% OF THE STUDENTS WHO COMPLETED THE RESPECTIVE COURSES WITH A 70% PASSING RATE.
2. NEWLY DEVELOPED MATH COURSE GUIDES WILL BE ADOPTED BY SOME, IF NOT ALL, OF THE TRADE PROGRAMS.
3. FACULTY WILL CONDUCT WORKSHOPS WITHIN AND/OR OUTSIDE THE DEPARTMENT TO PRESENT THEIR LEARNING FROM THE PROFESSIONAL DEVELOPMENT ACTIVITIES THAT HE/SHE PARTICIPATED.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**MATH**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
169	01	INSTRUCTIONAL & OPERATIONAL SUPPLIES	12	500	\$6,000	CLASSROOMS AND FACULTY OFFICE SUPPLIES AY2016
			12		\$6,000	1 line item(s)
<b>EQUIPMENT</b>						
170	01	PORTABLE MULTIMEDIA PROJECTOR	1	2,000	\$2,000	REPLACE BROKEN AND UNREPAIRABLE PROJECTORS
			1		\$2,000	1 line item(s)
<b>MISCELLANEOUS EXPENSE</b>						
171	01	PROFESSIONAL DEVELOPMENT & PROMOTION ACTIVITIES	2	500	\$1,000	SUPPORT PROFESSIONAL DEVELOPMENT ACTIVITIES FOR FACULTY AND ACTIVITIES TO PROMOTE MATH DEPARTMENT AND LEARNING OF MATHEMATICS
			2		\$1,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			15		\$9,000	3 line item(s)

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**SCIENCE**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. CONDUCT COMPREHENSIVE COURSE ASSESSMENT TO SHOW THAT CRITERIA OF THE COURSES' SLOS ARE MET.
2. COURSE GUIDES FOR MOST, IF NOT ALL, OF SCIENCE COURSES WILL BE REVISED OR UPDATED, APPROVED, AND IMPLEMENTED.
3. IMPLEMENTATION OF THE ENVIRONMENTAL TECHNICIAN PROGRAM IN FALL 2015 AND PROGRAM ASSESSMENT WILL BE CONDUCTED IN SPRING 2017.

**PROPOSED OUTCOMES:**

1. EACH OF THE COURSES' SLOS SHOWS THAT AT LEAST 70% OF THE STUDENTS WHO COMPLETED THE RESPECTIVE COURSES WITH A 70% PASSING RATE.
2. THE CHANGES OF THE REVISED OR UPDATED SCIENCE COURSE GUIDES WILL BE REFLECTED IN EACH OF THE COURSE SYLLABI.
3. COMPLETION RATE OF THE ENVIRONMENTAL TECHNICIAN PROGRAM WILL BE 60% OR MORE.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**SCIENCE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
172	01	INSTRUCTIONAL & LAB	5	800	\$4,000	CLASSROOMS AND FACULTY OFFICE SUPPLIES, AND LABS SUPPLIES IN AY 2016
			<b>5</b>		<b>\$4,000</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
173	01	DVD & VCD COMBO, AND COURSES DVD	1	500	\$500	CLASSROOM INSTRUCTION NEED
			<b>1</b>		<b>\$500</b>	<b>1 line item(s)</b>
<b>MISCELLANEOUS EXPENSE</b>						
174	01	PROFESSIONAL DEVELOPMENT & PROMOTION ACTIVITIES	2	500	\$1,000	SUBSDIES FACULTY TO PARTICIPATE ON- ISLAND WORKSHOP AND ACTIVITIES
			<b>2</b>		<b>\$1,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>8</b>		<b>\$5,500</b>	<b>3 line item(s)</b>

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**STUDENT SUPPORT SERVICES**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. UPON SUCCESSFULLY RECEIVING SERVICES, STUDENTS WILL HAVE A CLEARER UNDERSTANDING OF THE PROCESSES AND PROCEDURES OF THE STUDENT SUPPORT SERVICES OFFICE.
2. ENSURE THAT ALL SAFETY INFORMATION IS UPDATED THROUGHOUT THE CAMPUS.
3. PROVIDE VARIOUS BANNER TRAINING TO ALL SSS STAFF ON THE NEWLY IMPLEMENTED ROOM UTILIZATION (EVENTS MANAGEMENT) AND OTHER MODULES ON BANNER THAT PERTAIN TO STUDENTS.
4. RESPOND AND ADDRESS ALL CAMPUS ISSUES AND EMERGENCIES IN A TIMELY MANNER.

**PERFORMANCE INDICATORS:**

1. AMEND OFFICE SOPS TO ENSURE THAT PROCESSES AND PROCEDURES ARE EFFECTIVE AND EFFICIENT FOR ALL GCC CONSTITUENTS (STUDENTS, FACULTY, STAFF, AND ADMINISTRATORS).
2. UPDATE EMERGENCY EVACUATION PROCEDURES, POSTERS/FLYERS, AND EMERGENCY CONTACT INFORMATION.
3. CREATE A STEP-BY-STEP PROCESS FOR THE ROOM UTILIZATION (EVENTS MANAGEMENT) AND THE OTHER STUDENT MODULES.
4. ALL STAFF AND ADMINISTRATORS WILL HAVE THE NECESSARY EQUIPMENT TO EFFECTIVELY AND EFFICIENTLY COMMUNICATE IN ORDER TO ADDRESS ISSUES AND EMERGENCIES.

**PROPOSED OUTCOMES:**

1. THROUGH A SURVEY, 70% OF STUDENTS WILL INDICATE THAT THEY HAVE A CLEARER UNDERSTANDING OF THE PROCESSES AND PROCEDURES OF THE STUDENT SUPPORT SERVICES OFFICE.
2. 100% OF ALL THE EMERGENCY EVACUATION PROCEDURE BROCHURES, POSTERS/FLYERS, AND EMERGENCY CONTACT INFORMATION WILL BE UPDATED AND DISSEMINATED THROUGHOUT THE CAMPUS.
3. 100% OF ALL SSS STAFF WILL RECEIVE TRAINING FOR THE NEWLY IMPLEMENTED ROOM UTILIZATION (EVENTS MANAGEMENT) MODULE IN BANNER.
4. CAMPUS ISSUES AND EMERGENCIES WILL BE RESOLVED WITH THE ASSISTANCE OF COMMUNICATION DEVICES.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**STUDENT SUPPORT SERVICES**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
175	01	RADIO/CELLULAR AND MAINTENANCE	1	3,200	\$3,200	PROVIDE EFFECTIVE COMMUNICATION WITH SECURITY ON-CAMPUS AND AFTER HOURS TO ENSURE THE SAFETY OF ALL GCC CONSTITUENTS AS WELL AS FACILITIES.
			1		\$3,200	1 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
181	01	GENERAL OFFICE SUPPLIES: (FOLDERS, PENS, PAPER, PENCILS, NOTEPADS, FLASHLIGHTS, KEY LABELS, STAPLES, COLOR PAPER, ETC.)	1	500	\$500	DAILY OPERATIONAL USAGE
180	01	U.S. AND GUAM FLAGS	1	500	\$500	AS REQUIRED BY FEDERAL AND LOCAL LAW
179	01	XEROX PAPERS	6	500	\$3,000	OFFICE OPERATIONAL USAGE - PRINT IDS, ETC.
178	01	TONERS/CARTRIDGES	7	250	\$1,750	ALLOW STUDENTS ACCESS TO PRINT THEIR ASSIGNMENTS AND/OR PROJECT INSIDE THE STUDENT SUCCESS CENTER.
177	01	TONERS/CARTRIDGES	6	500	\$3,000	PRINT IDS FOR STUDENTS AND EMPLOYEES
176	01	IDENTIFICATION CARDS	1	1,000	\$1,000	PROVIDE STUDENT AND EMPLOYEE IDENTIFICATION CARDS FOR SAFETY AND EMERGENCY PURPOSES.
			22		\$9,750	6 line item(s)
<b>EQUIPMENT</b>						
182	01	DESKTOP	1	1,250	\$1,250	COMPUTER UPGRADE NEEDED TO IMPROVE WORK EFFICIENCY WITH MICROSOFT OFFICE - STAFF CURRENTLY USING OUTDATED SYSTEM.
			1		\$1,250	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>24</b>		<b>\$14,200</b>	<b>8 line item(s)</b>

**Guam Community College**  
***FY 2016 Budget Request by Department***  
**HEALTH CENTER**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. HEALTH REQUIREMENTS SURVEY INCLUDES SPECIFIC QUESTIONS RELATED TO HEALTH REQUIREMENTS.
2. THE HEALTH SERVICES CENTER SATISFACTION SURVEY INCLUDES A QUESTION ON THE STRENGTH OF THE HSC, WHICH WILL SHOW THE BENEFITS OF THE IMMUNIZATION FLIER.
3. HEALTH REQUIREMENTS SURVEY INCLUDES SPECIFIC QUESTIONS RELATED TO HEALTH REQUIREMENTS.

**PROPOSED OUTCOMES:**

1. UPON SUCCESSFUL COMPLETION OF INTAKE AT THE HEALTH SERVICES CENTER, STUDENTS WILL DEMONSTRATE UNDERSTANDING OF THE HEALTH REQUIREMENTS OF THE COLLEGE.
2. UPON SUCCESSFUL COMPLETION OF THE HEALTH CERTIFICATE REQUIREMENTS, SUCH AS UPDATED TB SHOTS (WITHIN 3 MONTHS) AND CLEARANCES FOR CLINICAL ROTATIONS, STUDENTS WILL UNDERSTAND THE IMPORTANCE OF COMMUNICABLE DISEASE PREVENTION AND SPREAD.
3. UPON SUCCESSFUL RECEIPT OF SERVICES AT THE HEALTH SERVICES CENTER, STUDENTS WILL COMMUNICATE IDEAS AND RECOMMENDATIONS ON HEALTH-RELATED SERVICES, WHICH THE COLLEGE MAY UTILIZE TO ENHANCE AND IMPROVE GCC'S LEARNING ENVIRONMENT.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**HEALTH CENTER**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
183	01	MEDICAL ADVISOR FEE AND MEDICAL WASTE MANAGEMENT	2	1,550	\$3,100	CONTRACTUAL SERVICES TO FACILITATE PATIENT CARE.
			2		\$3,100	1 line item(s)
<b>SUPPLIES &amp; MATERIALS</b>						
184	01	SUPPLIES & MATERIALS	1	10,000	\$10,000	PURCHASE OF MEDICAL/NURSING SUPPLIES AND OTHER MATERIALS (I.E. PPD SOLUTION, GLOVE PREP PADS, OTC MEDS, AED PADS, CHOLESTEROL GLUCOSE STRIPS, BATTERIES, XEROX PAPER, FOLDERS, STAPLES, WATER SUPPLY, ETC.) TO FACILITATE PATIENT CARE.
			1		\$10,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>3</b>		<b>\$13,100</b>	<b>2 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**CENTER FOR STUDENT INVOLVEMENT**

**GOALS AND OBJECTIVES:**

1. PROVIDE TRAINING FOR THE COUNCIL ON POSTSECONDARY STUDENT AFFAIRS (COPSA) OFFICERS: A) ON THEIR ROLES AND RESPONSIBILITIES AS THE REPRESENTATIVE VOICE FOR THE STUDENT BODY TO FACILITATE CONCERNS TO ADMINISTRATION AND THE COMMUNITY; AND B) TO PLAN AND IM
2. PROVIDE GUIDANCE AND A RESOURCE SYSTEM FOR ALL STUDENT ORGANIZATIONS
3. PROVIDE TRAINING OPPORTUNITIES TO EMPOWER AND EQUIP OUR STUDENTS WITH SKILLS THEY CAN UTILIZE IN THE CLASSROOM AND IN THE WORKPLACE.

**PERFORMANCE INDICATORS:**

1. COPSA OFFICERS WILL SIT ON COLLEGE COMMITTEES TO ENSURE STUDENT REPRESENTATIVE VOICE AND THE NUMBER OF CAMPUS-WIDE ACTIVITIES OFFERED TO STUDENTS.
2. TRAINING AND DOCUMENTS AVAILABLE FOR STUDENT ORGANIZATIONS.
3. REGULAR OFFERINGS OF WORKSHOPS / TRAINING SESSIONS FOR STUDENTS TO DEVELOP AND APPLY THEIR LEADERSHIP AND EMPLOYABILITY SKILLS.

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**CENTER FOR STUDENT INVOLVEMENT**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
185	01	OFFICE SUPPLIES, SOFTWARE	4	500	\$2,000	TO SUPPORT OFFICE FUNCTIONS
			4		\$2,000	1 line item(s)
<b>EQUIPMENT</b>						
186	01	BOOKS AND MANUALS	1	500	\$500	TO ENHANCE THE FUNCTIONS OF THE CSI OFFICE
			1		\$500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>5</b>		<b>\$2,500</b>	<b>2 line item(s)</b>

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**OFFICE TECHNOLOGY**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. REVIEW AND UPDATE PROGRAM CURRICULUM TO REFLECT CURRENT STANDARDS/PRACTICES IN THE WORKPLACE LOCALLY, NATIONALLY AND/OR GLOBALLY.
2. PROMOTE OFFICE TECHNOLOGY TO INCREASE STUDENT ENROLLMENT.
3. STRENGTHEN INDUSTRY PARTNERSHIPS.

**PERFORMANCE INDICATORS:**

1. NUMBER OF COURSE GUIDES FOR THE DEPARTMENT.
2. NUMBER OF INSTITUTIONAL OUTREACH ACTIVITIES SUPPORTED EACH YEAR.
3. NUMBER OF STUDENTS WHO HAVE COMPLETED THE TECHNICAL AND/OR PROGRAM REQUIREMENTS AND ARE GIVEN THE OPPORTUNITY TO PARTICIPATE IN JOB SHADOWING, PRACTICUM, AND/OR COOPERATIVE EDUCATION/WORK LEARN.

**PROPOSED OUTCOMES:**

1. REVIEW AND UPDATE 100% OF THE COURSE GUIDES THAT ARE OVER FIVE (5) YEARS OLD OR AS NEEDED, WITH INPUT FROM THE ADVISORY COMMITTEE.
2. THE NUMBER OF STUDENTS ENROLLED IN THE OFFICE TECHNOLOGY PROGRAM WILL INCREASE BY 5%.
3. AT LEAST 70% OF THE PARTICIPANTS WILL INDICATE IN THE OUTGOING TEST/SURVEY THAT THEIR RESPECTIVE COURSE/PROGRAM REQUIREMENTS PREPARED THEM FOR THE WORK FORCE EXPERIENCE AND/OR MAY LEAD TO EMPLOYMENT WITH THE RESPECTIVE COMPANY/ORGANIZATION.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**OFFICE TECHNOLOGY**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
187	01	INSTRUCTIONAL MATERIALS & SUPPLIES	2	500	\$1,000	INSTRUCTIONAL
			2		\$1,000	1 line item(s)
<b>EQUIPMENT</b>						
188	01	LAPTOPS- FACULTY USE	2	1,600	\$3,200	FACULTY USE/INSTRUCTIONAL
			2		\$3,200	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			4		\$4,200	2 line item(s)

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ASSESSMENT AND COUNSELING**

**GOALS AND OBJECTIVES:**

1. ADMINISTER PSYCHOLOGICAL PREFERENCES WORKSHOPS AND/OR PRESENTATIONS.
2. CONDUCT ADULT HIGH SCHOOL CAREER COUNSELING.
3. TO ENSURE ONGOING REVIEW AND EVALUATION OF COUNSELING SERVICES, PROGRAMS, AND INITIATIVES OCCUR.

**PERFORMANCE INDICATORS:**

1. UPON COMPLETION OF PSYCHOLOGICAL PREFERENCE WORKSHOPS AND/OR PRESENTATIONS, STUDENTS WILL GAIN KNOWLEDGE OF PSYCHOLOGICAL PREFERENCES TO HELP THEM UNDERSTAND AND RESPECT SELF AND OTHERS. UPON COMPLETION OF ACQUIRING KNOWLEDGE THROUGH CAREER COUNSELING SESS
2. UPON COMPLETION OF ACQUIRING KNOWLEDGE THROUGH CAREER COUNSELING SESSIONS, THE ADULT HIGH SCHOOL DIPLOMA PROGRAM STUDENTS WILL BE ABLE TO EMPLOY EFFECTIVE INFORMED DECISION-MAKING SKILLS AND IDENTIFY A CAREER GOAL AND CREATE AN EDUCATIONAL PLAN CONSISTENT
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. THE POST-SURVEY RESULTS WILL SHOW A 50% INCREASE IN KNOWLEDGE OF PSYCHOLOGICAL PREFERENCES TO HELP UNDERSTAND AND RESPECT SELF AND OTHERS.
2. EIGHTY (80%) PERCENT OF THE ADULT HIGH SCHOOL DIPLOMA PROGRAM STUDENTS WILL COMPLETE AN INDIVIDUAL EDUCATIONAL PLAN.
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 2016 Budget Request by Department**  
**ASSESSMENT AND COUNSELING**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
190	01	COMPASS ADMINISTRATION UNITS	1	4,000	\$4,000	UNITS CONSIST OF STUDENT INFORMATION, MATH, ENGLISH AND ESSAY MATERIALS
189	01	CHOICES LICENSE RENEWAL	1	900	\$900	SITE LICENSE RENEWAL
			<b>2</b>		<b>\$4,900</b>	<b>2 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
191	01	SUPPLIES	5	500	\$2,500	SUPPORT THE COUNSELING DEPARTMENT OPERATIONS
			<b>5</b>		<b>\$2,500</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
193	01	MULTI MEDIA PROJECTOR	1	1,500	\$1,500	SUPPORT OF CAREER COUNSELOR FUNCTIONS
192	01	DESKTOP COMPUTER	1	1,250	\$1,250	UPGRADED COMPUTERS NEEDED IN SUPPORT OF CAREER COUNSELOR FUNCTIONS FOR STUDENT SUPPORT SERVICES. (PATTY)
			<b>2</b>		<b>\$2,750</b>	<b>2 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>9</b>		<b>\$10,150</b>	<b>5 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**VOCATIONAL GUIDANCE PROGRAM**

**GOALS AND OBJECTIVES:**

1. GUIDING SECONDARY STUDENTS' CAREER DECISIONS THROUGH THE USE OF CAREER INTEREST ASSESSMENTS
2. TO COORDINATE WITH GUAM DOE COUNSELORS TO INCREASE THE NUMBERS OF STUDENTS ENROLLED IN GCC'S SECONDARY CAREER TECHNICAL EDUCATION PROGRAMS.
3. TO ENSURE ONGOING REVIEW AND EVALUATION OF COUNSELING SERVICES, PROGRAMS, AND INITIATIVES OCCUR.

**PERFORMANCE INDICATORS:**

1. NUMBER OF STUDENTS CONTINUING FROM FIRST YEAR TO SECOND YEAR AND THE NUMBER OF STUDENTS CONTINUING FROM SECOND YEAR TO THIRD YEAR IN GCC'S CAREER TECHNICAL PROGRAMS.
2. IMPLEMENT REGULAR SCHEDULE FOR BOARD ASSESSMENT TRNG TO INCREASE/DEEPEN MEMBERS' KNOWLEDGE OF ASSESSMENT/ACCREDITATION FOR ACCOUNTABILITY & IMPROVEMENT; INCLUDE INPUT/PARTICIPATION OF FACULTY SENATE IN THE GOVERNING BOARD ASSESSMENT QUESTIONNAIRE PROCESS
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. CAREER PRESENTATIONS WILL BE CONDUCTED IN EACH PUBLIC HIGH SCHOOL WITH AT LEAST 30 SECONDARY CTE STUDENTS IN THE FINAL YEAR OF THEIR CTE PROGRAM. FROM THIS POOL OF PRESENTATION PARTICIPANTS, 70% WILL BE ABLE TO RECOGNIZE THE TOP THREE SCORES THAT MAKE UP
2. 5% INCREASE IN THE NUMBER OF GUAM DOE STUDENTS TRANSITIONING IN GCC'S CAREER TECHNICAL EDUCATION PROGRAMS FROM FIRST YEAR TO SECOND YEAR AND A 5% INCREASE OF GUAM DOE STUDENTS TRANSITIONING IN GCC'S CAREER TECHNICAL PROGRAMS FROM SECOND YEAR TO THIRD YEAR
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 2016 Budget Request by Department**  
**VOCATIONAL GUIDANCE PROGRAM**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
196	01	MEMBERSHIP DUES (ACA)	5	220	\$1,100	COUNSELING RELATED PROFESSIONAL ASSOCIATION MEMBERSHIP RENEWALS FOR EACH CAREER COUNSELOR
195	01	BUSINESS CARDS FOR COUNSELORS	5	40	\$200	NEEDED FOR DISTRIBUTION TO STUDENTS IN INFORMATIONAL PACKETS, DURING RECRUITMENT PRESENTATIONS FOR CTE PROGRAMS, DURING OFFICE VISITS BY STUDENTS, AND DURING COMMUNITY EDUCATIONAL EVENTS
194	01	WIFI SERVICES ONLY	5	500	\$2,500	HIGH SPEED DATA SERVICES NEEDED BY COUNSELORS WHEN AT REMOTE SITES AS NECESSARY TO PERFORM JOB FUNCTIONS.
			<b>15</b>		<b>\$3,800</b>	<b>3 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
197	01	SUPPLIES (GENERAL OFFICE USE)	12	500	\$6,000	OFFICE & COMPUTER SUPPLIES TO SUPPORT COUNSELING ACTIVITIES
			<b>12</b>		<b>\$6,000</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
201	01	PROJECTORS	6	1,000	\$6,000	FOR USE BY COUNSELORS TO SUPPORT OPERATIONS
200	01	LAPTOP COMPUTER	2	1,600	\$3,200	FOR USE BY COUNSELORS TO SUPPORT OPERATIONS
199	01	DESKTOP COMPUTER	1	1,250	\$1,250	UPGRADED COMPUTERS NEEDED IN SUPPORT OF CAREER COUNSELOR FUNCTIONS FOR STUDENT SUPPORT SERVICES. (TIYAN)
198	01	EXTERNAL HARD DRIVES	6	250	\$1,500	FOR USE BY COUNSELORS TO SUPPORT OPERATIONS
			<b>15</b>		<b>\$11,950</b>	<b>4 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>42</b>		<b>\$21,750</b>	<b>8 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ACCOMMODATIVE SERVICES**

**GOALS AND OBJECTIVES:**

1. STUDENTS WITH DISABILITIES WHO ARE REGISTERED WITH THE OFFICE OF ACCOMMODATIVE SERVICES WILL RECEIVE REASONABLE ACADEMIC ACCOMMODATIONS IN THE CLASSROOM TO ADDRESS LEARNING BARRIERS IN TO ACCESS THE EDUCATIONAL MATERIALS AT GUAM COMMUNITY COLLEGE.
2. STUDENTS WITH DISABILITIES WHO ARE RECEIVING REASONABLE ACCOMMODATIONS WILL RECEIVE AN ADDITIONAL SUPPORT SERVICE TO INCREASE OR MAINTAIN THEIR GPA. 50% OF THE TOTAL STUDENTS WITH DISABILITIES RECEIVING REASONABLE ACADEMIC ACCOMMODATIONS WILL MAINTAIN AND
3. STUDENTS WITH DISABILITIES WILL HAVE ACCESS TO ASSISTIVE TECHNOLOGY TO ADDRESS LEARNING BARRIERS IN ORDER TO ACCESS EDUCATIONAL MATERIALS AT GUAM COMMUNITY COLLEGE.

**PERFORMANCE INDICATORS:**

1. STUDENTS WITH DISABILITIES WILL PROVIDE THEIR APPROVED ACADEMIC ACCOMMODATIONS FORM (AAAF) TO THEIR INSTRUCTORS SO THAT THE ACCOMMODATIONS WILL BE PROVIDED TO THEM. STUDENTS WITH DISABILITIES WILL HAVE THEIR INSTRUCTORS SIGN THE FACULTY SIGNATURE FORM AND
2. OAS WILL MONITOR STUDENT PROGRESS BY OBTAINING PROGRESS REPORTS FROM INSTRUCTORS. OAS WILL ALSO REVIEW AND COMPILE THE GPA AT THE END OF THE SEMESTER.
3. THE ASSISTIVE TECHNOLOGY WILL BE REVIEWED AND IMPLEMENTED TO MEET THE NEEDS OF THE STUDENTS REGISTERED WITH OAS.

**PROPOSED OUTCOMES:**

1. 100% OF STUDENTS REGISTERED WITH THE OFFICE OF ACCOMMODATIVE SERVICES WHO ARE ELIGIBLE FOR REASONABLE ACCOMMODATIONS WILL BE PROVIDED WITH SOME SORT OF REASONABLE ACCOMMODATIONS IN THE CLASSROOM. THEY WILL BE PROVIDED WITH THEIR AAAF TO DELIVER TO THEIR I
2. 50% OF THE STUDENTS RECEIVING REASONABLE ACADEMIC ACCOMMODATIONS WILL RECEIVE A GPA OF 2.0 OR BETTER BY THE END OF EACH SEMESTER.
3. 100% OF STUDENTS REGISTERED WITH OAS WILL HAVE ACCESS TO THE FULLY IMPLEMENTED ASSISTIVE TECHNOLOGY TO ENHANCE THEIR LEARNING AND ACCESS EDUCATIONAL INFORMATION TO ADDRESS LEARNING BARRIERS.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ACCOMMODATIVE SERVICES**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
205	01	TITLE IX RESOURCE MATERIALS	1	500	\$500	ATIXA MAXSTACK RESOURCE MATERIALS
204	01	TITLE IX COORDINATOR TRAINING	1	500	\$500	TRAINING SPECIFIC TO TITLE IX COORDINATOR FUNCTIONS
203	01	TITLE IX COORDINATOR MEMBERSHIP	4	500	\$2,000	ANNUAL MEMBERSHIP FEES
202	01	SERVICE PROVIDERS FOR STUDENTS	48	500	\$24,000	CONTRACTS FOR INTERPRETERS FOR DEAF/HEARING IMPAIRED STUDENTS
			<b>54</b>		<b>\$27,000</b>	<b>4 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
206	01	SUPPLIES	1	500	\$500	TO SUPPORT THE OPERATIONS OF THE OFFICE OF ACCOMMODATIVE SERVICES
			<b>1</b>		<b>\$500</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
208	01	AUXILIARY AIDS	4	500	\$2,000	COMPUTER PROGRAMS FOR STUDENTS WITH DISABILITIES IN SUPPORT OF THEIR ACADEMIC SUCCESS
207	01	AUXILIARY AIDS	10	100	\$1,000	ASSISTIVE DEVICES FOR STUDENTS WITH DISABILITIES IN SUPPORT OF THEIR ACADEMIC SUCCESS
			<b>14</b>		<b>\$3,000</b>	<b>2 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>69</b>		<b>\$30,500</b>	<b>7 line item(s)</b>

**Guam Community College**  
***FY 2016* Budget Request by Department**  
**COMPUTER SCIENCE**

[GCC-DEPT3]

**GOALS AND OBJECTIVES:**

1. TO INCREASE STUDENT RETENTION IN THE COMPUTER SCIENCE PROGRAM.
2. TO INCREASE STUDENT COMPLETION IN THE COMPUTER SCIENCE PROGRAM.
3. TO MEET THE NEEDS OF THE COMMUNITY.

**PERFORMANCE INDICATORS:**

1. NUMBER OF CANCELLED CLASSES PER SEMESTER.
2. NUMBER OF STUDENTS GRADUATING WITH COMPUTER SCIENCE ASSOCIATE DEGREES.
3. COMPUTER SCIENCE ADVISORY COMMITTEE MEETING MINUTES.

**PROPOSED OUTCOMES:**

1. REDUCTION IN THE NUMBER OF CANCELED CLASSES PER SEMESTER.
2. INCREASED NUMBER OF STUDENTS GRADUATING FROM THE COMPUTER SCIENCE PROGRAM ANNUALLY.
3. ADDRESS THE NEEDS/CONCERNS IDENTIFIED IN THE ADVISORY COMMITTEE MEETING MINUTES BY IMPLEMENTING RECOMMENDATIONS.



**Guam Community College**  
**FY 2016 Budget Request by Department**  
**COMPUTER SCIENCE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
209	01	ADMINISTRATIVE/INSTRUCTIONAL SUPPLIES	3	500	\$1,500	COMPUTER SCIENCE PROGRAM
			3		\$1,500	1 line item(s)
<b>EQUIPMENT</b>						
211	01	LAPTOP	1	1,600	\$1,600	FACULTY USE/INSTRUCTIONAL- (UPGRADE)
210	01	HI END COMPUTER – FACULTY USE	2	2,100	\$4,200	FACULTY USE/INSTRUCTIONAL- (UPGRADE)
			3		\$5,800	2 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			6		\$7,300	3 line item(s)

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ENGLISH**

**GOALS AND OBJECTIVES:**

1. IMPROVE THE QUALITY OF CLASSROOM INSTRUCTION THROUGH THE USE OF TECHNOLOGY.
2. CONTINUE EFFORTS OF ARTICULATION WITH THE UNIVERSITY OF GUAM.
3. REVIEW THE EFFECTIVENESS OF SLOS FOR EN110, EN111, EN125, AND EN210 COURSES.

**PERFORMANCE INDICATORS:**

1. INSTRUCTORS WILL UTILIZE MULTIMEDIA OPTIONS IN CLASSROOM INSTRUCTION TO ENHANCE STUDENT LEARNING.
2. EXPLORE AND CREATE FINE ARTS AND HUMANITIES COURSES TO ENHANCE GENERAL EDUCATION REQUIREMENTS AND OPTIONS, IN ORDER TO MEET THE EDUCATIONAL NEEDS OF STUDENTS IN THE INTERDISCIPLINARY ARTS & SCIENCES PROGRAM.
3. ASSESSMENT DATA INPUTTED INTO TRACDAT FOR EN110, EN111, EN125, AND EN210 SLOS.

**PROPOSED OUTCOMES:**

1. 100% OF INSTRUCTORS WILL UTILIZE MULTI-MEDIA EQUIPMENT AS EVIDENCED IN LESSON PLANS.
2. 100% OF COURSE GUIDES WILL BE UP TO DATE AND 90% WILL ARTICULATE TO THE UNIVERSITY OF GUAM.
3. 100% OF COURSE SLOS WILL BE REVIEWED, ANALYZED AND MODIFIED IF NECESSARY BASED ON EVIDENCE COLLECTED AND ENTERED INTO TRACDAT.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**ENGLISH**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
212	01	SUPPLIES AND MATERIALS	1	1,000	\$1,000	TO PURCHASE INSTRUCTOR AND CLASSROOM SUPPLIES / MATERIALS
			1		\$1,000	1 line item(s)
<b>EQUIPMENT</b>						
214	01	EXTERNAL SPEAKERS	5	300	\$1,500	TO PURCHASE SPEAKERS TO SUPPLEMENT MULTI-MEDIA/LAPTOP INSTRUCTION BY FACULTY AND PRESENTATION NEEDS BY STUDENTS
213	01	EQUIPMENT/NON-CAPITAL	2	1,250	\$2,500	TO PURCHASE DESKTOP COMPUTERS TO REPLACE CURRENT COMPUTERS WHICH ARE NOT UPGRADABLE/AS IDENTIFIED BY MIS
			7		\$4,000	2 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>8</b>		<b>\$5,000</b>	<b>3 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**DEVELOPMENTAL EDUCATION ENGLISH**

**GOALS AND OBJECTIVES:**

1. IMPROVE THE QUALITY OF CLASSROOM INSTRUCTION THROUGH THE USE OF TECHNOLOGY.
2. CONTINUE EFFORTS TO ALIGN EN100W-FUND. OF ENGLISH/WRITING RUBRIC WITH EN110-FRESHMAN COMPOSITION RUBRIC.
3. REVIEW THE EFFECTIVENESS OF SLOS FOR EN100B, EN100R, AND EN100W COURSES.

**PERFORMANCE INDICATORS:**

1. INSTRUCTORS WILL UTILIZE TECHNOLOGY, SUCH AS MULTIMEDIA OPTIONS, AUDIOBOOKS, ELECTRONIC READERS, COURSE STUDIO ETC. IN CLASSROOM INSTRUCTION TO ENHANCE STUDENT LEARNING.
2. FULL-TIME FACULTY (BOTH ENGLISH AND DEVELOPMENTAL) WILL WORK COLLABORATIVELY WITH EACH OTHER AND ADJUNCT FACULTY TO BEGIN MINI-WORKSHOPS DESIGNED AS PROFESSIONAL DEVELOPMENT ACTIVITIES, TO DISCUSS WRITING PIECES, THE RUBRICS, AND CALIBRATION SESSIONS.
3. ASSESSMENT DATA INPUTTED INTO TRACDAT FOR EN100B, EN100R, AND EN100W SLOS.

**PROPOSED OUTCOMES:**

1. 70% OF INSTRUCTORS WILL UTILIZE MULTI-MEDIA EQUIPMENT, COURSE STUDIO, AND OTHER TECHNOLOGY AS EVIDENCED IN LESSON PLANS AND INSTRUCTION.
2. FACULTY WILL MEET AND COLLABORATE IN DEVELOPING PROFESSIONAL DEVELOPMENT ACTIVITIES AND OFFER ONE (1) CALIBRATION SESSION PER YEAR.
3. 100% OF COURSE SLOS WILL BE REVIEWED, ANALYZED AND MODIFIED IF NECESSARY BASED ON EVIDENCE COLLECTED AND ENTERED INTO TRACDAT.

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**DEVELOPMENTAL EDUCATION ENGLISH**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
216	01	INSTRUCTIONAL SUPPLIES	1	2,000	\$2,000	TO PURCHASE INSTRUCTOR AND CLASSROOM SUPPLIES/MATERIALS
215	01	SUPPLIES AND MATERIALS	1	3,000	\$3,000	TO PURCHASE STANDARDIZED READING TESTS FOR EN100B AND EN100R (PRE-POST FORMS) ND=2000/GMRT=1000.00/TIME READING BOOKS=2000.00
			2		\$5,000	2 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>2</b>		<b>\$5,000</b>	<b>2 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**LEARNING RESOURCES CENTER**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT PRINT AND DIGITAL RESOURCES.
2. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT TECHNOLOGICAL RESOURCES
3. 80% OF STUDENTS WILL REPORT SUCCESS IN DEMONSTRATING THE NECESSARY INFORMATION LITERACY SKILLS.

**PROPOSED OUTCOMES:**

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

**Guam Community College**  
**FY 2016 Budget Request by Department**  
**LEARNING RESOURCES CENTER**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
224	01	BOOKS	1	7,000	\$7,000	RESOURCES FOR STUDENT LEARNING
223	01	OFFICE SUPPLIES	3	500	\$1,500	TO SUPPORT LIBRARY SERVICES FOR STUDENTS
222	01	PRINT PERIODICAL SUBSCRIPTIONS	1	3,000	\$3,000	RESOURCES FOR STUDENT LEARNING
221	01	EBSCO ACADEMIC E-BOOKS SUBSCRIPTION	1	3,500	\$3,500	RESOURCES FOR STUDENT LEARNING
220	01	ALARM FOR REAR EXIT	1	1,500	\$1,500	SECURITY FOR LIBRARY ITEMS. CURRENTLY NO SECURITY OF REAR DOOR EXIT.
219	01	LOCAL SUBSCRIPTIONS	1	1,200	\$1,200	GUAM AND MICRONESIAN PERIODICALS TO SUPPORT STUDENT LEARNING
218	01	EBSCO FULL TEXT PERIODICAL DATABASE	1	5,235	\$5,235	RESOURCES FOR STUDENT LEARNING
217	01	3M SERVICE CONTRACT FOR SECURITY GATE	1	4,800	\$4,800	SECURITY FOR LIBRARY ITEMS
			<b>10</b>		<b>\$27,735</b>	<b>8 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>10</b>		<b>\$27,735</b>	<b>8 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 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. MEETINGS WITH ADVISORY COMMITTEE
3. INVENTORY

**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 2016 Budget Request by Department (MDF)**  
**AUTOMOTIVE TECHNOLOGY**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
1	04	AUTOMOTIVE SUPPLIES	30	500	\$15,000	TO SUPPORT AUTO SHOP
			<b>30</b>		<b>\$15,000</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
9	04	CLUTCH SPRING COMPRESSOR	4	150	\$600	TO SUPPORT AUTO SHOP
2	04	AUTO BODY SERVICE TOOLS	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	GOLD GAS 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	A/C CLUTCH COMPRESSOR TOOL	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	VEHICLE LIFT	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
			<b>27</b>		<b>\$20,114</b>	<b>15 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>57</b>		<b>\$35,114</b>	<b>16 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department (MDF)**  
**APPRENTICESHIP**

**GOALS AND OBJECTIVES:**

1. INCREASE EMPLOYER PARTICIPATION IN THE APPRENTICESHIP PROGRAM.
2. INCREASE THE NUMBER OF APPRENTICESHIP COMPLETERS.
3. INCREASE THE NUMBER OF ACTIVE APPRENTICES IN THE PROGRAM

**PERFORMANCE INDICATORS:**

1. THERE WILL BE A POSITIVE INCREASE IN THE NUMBER OF ACTIVE EMPLOYERS REGISTERED WITH THE PROGRAM
2. THERE WILL BE AN INCREASE IN THE NUMBER OF APPRENTICES WHO RECEIVE THEIR COMPLETION CERTIFICATES.
3. THERE WILL BE A STEADY INCREASE IN THE NUMBER OF ACTIVE APPRENTICES IN THE PROGRAM.

**PROPOSED OUTCOMES:**

1. 10% OF ACTIVE EMPLOYERS WILL HAVE EMPLOYEES REGISTERED IN THE PROGRAM.
2. 10% OF APPRENTICES WILL RECEIVED COMPLETION CERTIFICATE.
3. 10% INCREASE IN THE NUMBER OF ACTIVE APPRENTICES ENROLLED IN THE PROGRAM.

**Guam Community College**  
**FY 2016 Budget Request by Department (MDF)**  
**APPRENTICESHIP**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
18	04	GCC PLACEMENT TEST	350	22	\$7,700	PLACEMENT REQUIREMENT FOR ADVISEMENT (\$20.00 PER PLACEMENT TESTING)
17	04	CONTRACTUAL SERVICES	4	5,000	\$20,000	SUPPORT CURRICULUM FOR PROGRAMS
			<b>354</b>		<b>\$27,700</b>	<b>2 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
27	04	TOURISM SUPPLIES	10	500	\$5,000	SUPPORT TOURISM, CULINARY ARTS PROGRAM (CLASSROOM USE)
19	04	APPRENTICE GRADUATION PROMOTION	10	500	\$5,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
20	04	SUPPLIES FOR COPIER, PRINTER	6	500	\$3,000	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)
26	04	OFFICE TECHNOLOGY SUPPLIES	10	500	\$5,000	SUPPORT OFFICE TECHNOLOGY PROGRAMS (CLASSROOM USE)
28	04	APPRENTICE GRADUATION PROMOTION	2	2,000	\$4,000	GOWNS, T-SHIRTS, TASSEL AND SASHES
29	04	OFFICIAL VEHICLE	1	500	\$500	MAINTENANCE (OIL CHANGE, SAFETY INSPECTION, ETC.)
25	04	MATHEMATICS SUPPLIES	10	500	\$5,000	SUPPORT MATHEMATICS PROGRAM (CLASSROOM USE)
			<b>104</b>		<b>\$55,000</b>	<b>11 line item(s)</b>
<b>EQUIPMENT</b>						
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	1	7,000	\$7,000	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	2	2,500	\$5,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
35	04	COLOR PRINTER	2	3,000	\$6,000	SUPPORT PROGRAM FUNCTIONS/ACTIVITIES/ACADEMICS
			<b>8</b>		<b>\$39,000</b>	<b>6 line item(s)</b>
<b>MISCELLANEOUS EXPENSE</b>						
48	04	TUITION, BOOKS AND FEES	1	1,573,209	1,573,209	

**Guam Community College**  
**FY 2016 Budget Request by Department (MDF)**  
**APPRENTICESHIP**

1

\$1,573,209

1 line item(s)

**TOTAL BUDGET REQUESTED**

467

\$1,694,909

20 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Budget Request by Department (MDF)***  
**CONSTRUCTION TRADES**

**GOALS AND OBJECTIVES:**

1. PREPARE STUDENTS TO WORK IN THE CONSTRUCTION INDUSTRY AS SEMI-SKILLED TO SKILLED CRAFTS PEOPLE.
2. ALL FACULTY IN TRADES CERTIFIED AND RECERTIFIED AS CONTREN INSTRUCTORS.
3. CREATION OF COMMUNITY BASED COURSES WITH NATIONAL CERTIFICATION.

**PERFORMANCE INDICATORS:**

1. ENROLLMENT AND RETENTION.
2. ASSESSMENT RESULTS REPORTED IN TRACDAT.
3. NUMBER OF FACULTY RECERTIFIED AND CERTIFIED.

**PROPOSED OUTCOMES:**

1. INCREASE NUMBER OF COMPLETERS PURSUING CERTIFICATION AND MEANINGFUL EMPLOYMENT.
2. STUDENTS WILL RECEIVE NATIONALLY RECOGNIZED CERTIFICATION.
3. OFFER MORE CONSTRUCTION TRADES COURSES THROUGH CONTINUING EDUCATION.

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department (MDF)**  
**CONSTRUCTION TRADES**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
47	04	WOOD LAMINATES	4	500	\$2,000	FOR INSTRUCTIONAL USE
46	04	LUMBER	5	500	\$2,500	FOR INSTRUCTIONAL USE
45	04	CONSUMABLE WELDING SUPPLIES	4	500	\$2,000	FOR INSTRUCTIONAL USE
43	04	OFFICE SUPPLIES	2	1,000	\$2,000	SUPPLIES FOR INSTR. OFFICE USE
42	04	GASES	3	500	\$1,500	TO SUPPORT COURSES & INSTR.
39	04	SUPPLIES FOR TRUCK DRIVING	1	3,000	\$3,000	MAINTENANCE AND FUEL
38	04	HEAVY EQUIPMENT PROGRAM SUPPLIES	1	5,000	\$5,000	SAFETY & MAINTENANCE REQUIREMENT
37	04	TRAINING SUPPLIES	3	1,000	\$3,000	ELECTRICAL PROGRAM
36	04	PLUMBING SUPPLIES	3	1,000	\$3,000	TRAINING
			<b>26</b>		<b>\$24,000</b>	<b>9 line item(s)</b>
<b>EQUIPMENT</b>						
41	04	SHOP EQUIPMENT (HVAC)	1	4,326	\$4,326	FOR INSTRUCTIONAL USE
40	04	HAND TOOLS	1	10,000	\$10,000	FOR INSTRUCTIONAL USE
			<b>2</b>		<b>\$14,326</b>	<b>2 line item(s)</b>
<b>MISCELLANEOUS EXPENSE</b>						
44	04	PROMOTIONAL ITEMS	2	1,000	\$2,000	TO SUPPORT COURSES & INSTR.
			<b>2</b>		<b>\$2,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>30</b>		<b>\$40,326</b>	<b>12 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department SF**  
**BUSINESS OFFICE**

**GOALS AND OBJECTIVES:**

1. THE BUSINESS OFFICE WILL PROVIDE FINANCIAL INFORMATION TO GCC DEPARTMENT HEADS TO BETTER SUPPORT STUDENT LEARNING PROGRAMS AND SERVICES THROUGH BUDGET MONITORING AND PERFORMANCE.
2. THE BUSINESS OFFICE WILL SUBMIT MONTHLY FINANCIALS TO THE MANAGEMENT, LEGISLATURE AND POSTED TO MYGCC COMMUNITY WEBSITE TO BETTER INFORM OF GCC'S FINANCIAL POSITION AND RESOURCES.
3. BUSINESS OFFICE WILL ACCURATELY ACCOUNT FOR COLLEGE'S ACTIVITY THROUGH KEEPING FINANCIAL RECORDS IN COMPLIANCE WITH GAAP AND US OMB CIRCULAR REQUIREMENTS TO ENSURE FINANCIAL INFORMATION ARE IN CONSISTENT WITH THE COLLEGE'S MISSION AND GOALS.
4. THE BUSINESS OFFICE WILL OBTAIN FINANCIAL SUPPORT FOR BUILDING 100 AND FORENSIC LAB CONSTRUCTIONS VIA USDA LOAN.

**PERFORMANCE INDICATORS:**

1. THE ACCOUNTANTS WILL ENSURE THAT BUDGETS ARE LOADED PRIOR TO START OF NEW FISCAL YEAR AND EACH RESPECTIVE DEPARTMENT HEADS ARE INFORMED OF THE BUDGET LOAD.
2. THE ACCOUNTANTS WILL PREPARE THE MONTHLY FINANCIAL STATEMENTS. THE GENERAL ACCOUNTING SUPERVISOR AND CONTROLLER WILL REVIEW THE F/S PRIOR TO MONTHLY SUBMITTAL AND WEB POSTING
3. THE ACCOUNTING STAFF WILL PREPARE THE AUDIT SCHEDULE AND DOCUMENTS FOR ANNUAL F/S AND COMPLIANCE AUDIT. THE CONTROLLER WILL PREPARE THE PRELIMINARY F/S FOR AUDIT
4. THE ACCOUNTING TECH WILL ENSURE THAT MONTHLY AMORTIZATION PAYMENT IS PROPERLY DISBURSED. THE CONTROLLER WILL ENSURE THAT FUNDING IS AVAILABLE FOR PAYMENT.

**PROPOSED OUTCOMES:**

1. ENSURING BUDGET LOADS ARE COMPILED AND APPROVED BY THE MANAGEMENT, BOT AND LEGISLATURE ON A TIMELY MANNER. ALSO, ENSURES THAT BUDGETS ARE LOADED WITHIN TWO WEEKS OF NEW FISCAL YEAR TO SUPPORT COLLEGE OPERATION.
2. THE MONTHLY REPORTING ENSURES THAT THE COLLEGE COMMUNITIES ARE AWARE OF COLLEGE FINANCIAL STABILITY AND AVAILABLE FINANCIAL RESOURCES.
3. TO BETTER INFORM THE STAKEHOLDERS OF THE FINANCIAL STATUS OF THE COLLEGE AND AVAILABLE RESOURCES IN ORDER TO CARRY OUT THE COLLEGE MISSION AND GOALS.
4. THE CONTROLLER WILL ENSURE THAT THE COLLEGE IS IN COMPLIANCE WITH THE LOAN COVENANT AGREEMENT. THE BUILDINGS WILL PROVIDE BETTER FACILITY AND UPDATED TECHNOLOGY TO THE COLLEGE STAKEHOLDERS.

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Budget Request by Department SF**  
**BUSINESS OFFICE**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>MISCELLANEOUS EXPENSE</b>						
1	01	LOAN REPAYMENT	4	69,731	\$278,922	PER PL 32-120 USDA LOAN REPAYMENT REAL PROPERTY VALUATION
			4		\$278,922	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			4		\$278,922	1 line item(s)



The logo for Guam Community College (GCC) is located in the top left corner. It consists of the letters "GCC" in a large, bold, serif font, enclosed within a rectangular border.

GUAM COMMUNITY COLLEGE

*Kulehon Kumunidat Guahan*

The background of the entire page is a black and white photograph of a classroom. Several students are seated at desks, facing towards the right side of the frame. They appear to be engaged in a lecture or discussion. The lighting is bright, and the students are dressed in casual attire.

# Growth Budget Request

Guam Community College

Fiscal Year

2016



**GUAM COMMUNITY COLLEGE**

[GCC-DEPT1]

**FY2016 Growth Budget Request by Object (Departmental Level)**

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

**GENERAL FUND - 01**

<b>OBJECT CODE / CATEGORY</b>	<b>DEPARTMENT</b>	<b>AMOUNT REQUESTED</b>
<b>230 Contractual Services</b>	1030 Communications & Promotions	14,400
	3010 Business Office	3,000
	3020 Management Information Systems	91,000
	6640 English as a Second Language (ESL)	2,500
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$110,900</b>
<b>240 Supplies &amp; Materials</b>	3010 Business Office	1,500
	6640 English as a Second Language (ESL)	5,000
	7950 Learning Resources Center	18,100
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$24,600</b>
<b>250 Equipment</b>	3010 Business Office	1,600
	3020 Management Information Systems	12,000
	7760 Developmental Education English	4,340
	7950 Learning Resources Center	5,000
	<b>TOTAL EQUIPMENT</b>	<b>\$22,940</b>
<b>290 Miscellaneous Expense</b>	7120 Science	500
	<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>\$500</b>
<b>450 Capital Outlay</b>	3020 Management Information Systems	106,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$106,000</b>
<b>TOTAL GENERAL FUND</b>		<b>\$264,940</b>

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Growth Budget Request by Department***  
**COMMUNICATIONS & PROMOTIONS**

**GOALS AND OBJECTIVES:**

1. DEVELOP A PLAN TO RE-LAUNCH A STRENGTHENED MARKETING CAMPAIGN THAT PROVIDES STRENGTHENED AWARENESS OF THE EDUCATIONAL AND WORKFORCE DEVELOPMENT PROGRAMS OFFERED AT THE COLLEGE.
2. REDESIGN THE GCC WEB SITE SO THAT IT IS MORE USER FRIENDLY.

**PERFORMANCE INDICATORS:**

1. MAINTAINED HIGH LEVEL OF ENROLLMENT PER SEMESTER.
2. INCREASED NUMBER OF HITS ON PAGES ON NEW WEB SITE (5%); INCREASED NUMBER OF VOTES ON FRONT PAGE POLL (5%).

**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.

**Guam Community College**  
**FY 2016 Growth Budget Request by Department**  
**COMMUNICATIONS & PROMOTIONS**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
2	01	SOCIAL MEDIA BOOSTING FUNDS FOR FACEBOOK	1	400	\$400	THIS MONEY WILL BE USED TO BOOST SELECTED SOCIAL MEDIA POSTINGS ABOUT GCC ON OUR FACEBOOK PAGE, IN ORDER TO INCREASE GCC'S REACH ON THIS MEDIUM.
1	01	WEB SITE REDESIGN & MOBILE SITE	1	14,000	\$14,000	REDESIGN WEB SIT FOR LAUNCH IN 2017 WITH MOBILE CAPABILITY.
			2		\$14,400	2 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			2		\$14,400	2 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Growth Budget Request by Department***  
**BUSINESS OFFICE**

**GOALS AND OBJECTIVES:**

1. THE BUSINESS OFFICE WILL GENERATE REPORTS AND ACCOUNT STATEMENT TO BOTH STAFF AND STUDENTS, RESPECTIVELY, TO PROVIDE BETTER SERVICES AND UPDATE ON THE ACCOUNTS WITHIN THE COLLEGE..

**PERFORMANCE INDICATORS:**

1. THE ACCOUNTANTS AND ACCOUNTING TECH WILL ENSURE THAT REPORTS AND ACCOUNT STATEMENTS ARE GENERATED AND PROVIDED TO THE STAKEHOLDERS ON A TIMELY MANNER.

**PROPOSED OUTCOMES:**

1. ENSURING INFORMATION ARE DISTRIBUTED TO STAFF AND STUDENTS IN ORDER TO BE AWARE OF THE ACCOUNT STATUS AND TO TAKE ACTION WHEN NEEDED ON A TIMELY MANNER.

**Guam Community College**  
**FY 2016 Growth Budget Request by Department**  
**BUSINESS OFFICE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
4	01	CONTRACTUAL - PRINTING	6	250	\$1,500	PRINTING OF ENVELOPES WITH WINDOW
3	01	CONTRACTUAL - POSTAGE	12	125	\$1,500	POSTAGE STAMP - ACCOUNT STATEMENT, 1099, 1098, W-2
			<b>18</b>		<b>\$3,000</b>	<b>2 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
5	01	SUPPLIES & MATERIALS	3	500	\$1,500	OFFICE SUPPLIES (TONERS, BANKER BOXES, COLORED PAPERS, DEPOSIT BAGS, CHECKS)
			<b>3</b>		<b>\$1,500</b>	<b>1 line item(s)</b>
<b>EQUIPMENT</b>						
6	01	IT EQUIPMENT - NON CAPITAL	1	1,600	\$1,600	REPLACE OLD LAPTOPS
			<b>1</b>		<b>\$1,600</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>22</b>		<b>\$6,100</b>	<b>4 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Growth Budget Request by Department**  
**MANAGEMENT INFORMATION SYSTEMS**

**GOALS AND OBJECTIVES:**

1. IT OPERATIONS: TO EQUIP MIS WITH THE NECESSARY TOOLS AND HARDWARE SYSTEMS TO CARRY OUT OPERATIONS.
2. IT SUSTAINABILITY: TO PREPARE AND ACQUIRE THE REQUIREMENTS FOR UPCOMING ERP SYSTEMS UPGRADES AND DISTANCE EDUCATION PILOT PROJECT.
3. IT SECURITY: TO SECURE GCC'S INTERNAL AND EXTERNAL NETWORK INFRASTRUCTURE AND SYSTEMS.

**PERFORMANCE INDICATORS:**

1. BACKUP DRIVES, MACINTOSH PLATFORM WORKSTATIONS, MACINTOSH SERVER, ERP UPS SERVERS, AND MULTIMEDIA PROJECTORS WILL BE AVAILABLE FOR EFFICIENT OPERATIONS.
2. ERP ENVIRONMENT HARDWARE CAPACITY WILL BE SUFFICIENT IN PREPARATION FOR BANNER XE, BDMS, LP5, ODS, EDW, COGNOS, AND RELATED SYSTEMS UPGRADES AND DE MOODLE REMOTE HOSTING WILL SUPPORTED.
3. NETWORK SYSTEMS PENETRATION AND TESTING WILL BE CONDUCTED TO IDENTIFY AREAS OF VULNERABILITY AND IMPROVE SECURITY DUE TO MAJOR CHANGES IN THE INFRASTRUCTURE.

**PROPOSED OUTCOMES:**

1. MIS WILL ENSURE CRITICAL FILES AND IMAGES WILL BE BACKED UP AND PROTECTED, MACINTOSH-BASED APPLICATIONS WILL BE SUPPORTED, INTERMAPPER NETWORK MONITORING SOFTWARE WILL BE MAINTAINED ON THE MACINTOSH SERVER, ERP SERVERS WILL BE PROTECTED FROM POWER OUTAGE
2. MIS WILL UPGRADE RAM, DISK STORAGE CAPACITY, AND CPU POWER FOR THE VM-VIRTUAL MACHINE ENVIRONMENT THAT HOUSES THE ERP SYSTEMS AND SECURE FUNDS FOR THE REMOTE HOSTING OF MOODLE.
3. MIS WILL IMPROVE AND PROVIDE FOR TIGHTER SECURITY OF GCC'S SYSTEMS AND SUPPORTING INTERNAL AND EXTERNAL NETWORK INFRASTRUCTURE.



**Guam Community College**  
**FY 2016 Growth Budget Request by Department**  
**MANAGEMENT INFORMATION SYSTEMS**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
9	01	ORACLE ACTIVE DATA GUARD LICENSING VIA ELLUCIAN SUPPORT INC.	1	66,000	\$66,000	ACTIVE ORACLE DATABASE DISASTER RECOVERY SOFTWARE LICENSE & MAINTENANCE
8	01	NETWORK SYSTEMS PENETRATION TESTING SERVICES(ADDED DUE TO MAJOR UPDATES/UPGRADES IN NETWORK ENVIRONMENT & NEW INTERNET VENDOR)	1	15,000	\$15,000	SECURITY IMPROVEMENTS & VULNERABILITY ASSESSMENT
7	01	DISTANCE EDUCATION MOODLE REMOTE HOSTING & SERVICES (ADDED FOR DE PILOT PROJECT)	1	10,000	\$10,000	MOODLE ENVIRONMENT HOSTING & SERVICES FOR DISTANCE EDUCATION
			3		\$91,000	3 line item(s)
<b>EQUIPMENT</b>						
11	01	MAC COMPUTERS (REPLACEMENT OF MAC WORKSTATION & CRASHED MAC SERVER)	2	6,000	\$12,000	UPGRADE / REPLACE PERSONNEL MAC COMPUTERS
			2		\$12,000	1 line item(s)
<b>CAPITAL OUTLAY</b>						
10	01	ERP SYSTEMS HARDWARE UPGRADES & SERVICES FOR BANNER VIRTUAL ENVIRONMENT(ADDED IN PREPARATION FOR BANNER XE UPGRADE REQUIREMENTS)	1	106,000	\$106,000	RAM & DISK CAPACITY INCREASES FOR BDMS, LP5, ODS, EDW COGNOS, & BANNER XE UPGRADES
			1		\$106,000	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			6		\$209,000	5 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Growth Budget Request by Department***  
**ENGLISH AS A SECOND LANGUAGE (ESL)**

**GOALS AND OBJECTIVES:**

1. ESL PROGRAM AND COURSE GUIDES WILL REFLECT UPDATED EXPECTATIONS FOR COLLEGE AND CAREER READINESS

**PERFORMANCE INDICATORS:**

1. NEW ESL PROGRAM AND COURSE GUIDES

**PROPOSED OUTCOMES:**

1. ESL PROGRAM PARTICIPANTS WILL BE BETTER PREPARED FOR ACHIEVING ENGLISH LANGUAGE SKILLS TO ACHIEVE COLLEGE OR CAREER GOALS.

[GCC-DEPT3]

**Guam Community College**  
**FY 2016 Growth Budget Request by Department**  
**ENGLISH AS A SECOND LANGUAGE (ESL)**

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>CONTRACTUAL SERVICES</b>						
19	01	REVISION OF ESL PROGRAM AND COURSE GUIDES	1	2,500	\$2,500	SINCE THERE ARE NO FULL-TIME MEMBERS OF THE ADULT EDUCATION FACULTY, A FACULTY MEMBER WILL BE CONTRACTED TO DEVELOP THE PROGRAM AND COURSE GUIDE REVISIONS FOR ESL
			1		<b>\$2,500</b>	<b>1 line item(s)</b>
<b>SUPPLIES &amp; MATERIALS</b>						
20	01	ESL SOFTWARE LICENSES	1	5,000	\$5,000	ENHANCE INSTRUCTIONAL STRATEGIES USING SOFTWARE FOR ESL LEARNING
			1		<b>\$5,000</b>	<b>1 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>2</b>		<b>\$7,500</b>	<b>2 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Growth Budget Request by Department***  
**SCIENCE**

**GOALS AND OBJECTIVES:**

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

**PERFORMANCE INDICATORS:**

1. CONDUCT COMPREHENSIVE COURSE ASSESSMENT TO SHOW THAT CRITERIA OF THE COURSES' SLOS ARE MET.
2. COURSE GUIDES FOR MOST, IF NOT ALL, OF SCIENCE COURSES WILL BE REVISED OR UPDATED, APPROVED, AND IMPLEMENTED.
3. IMPLEMENTATION OF THE ENVIRONMENTAL TECHNICIAN PROGRAM IN FALL 2015 AND PROGRAM ASSESSMENT WILL BE CONDUCTED IN SPRING 2017.

**PROPOSED OUTCOMES:**

1. EACH OF THE COURSES' SLOS SHOWS THAT AT LEAST 70% OF THE STUDENTS WHO COMPLETED THE RESPECTIVE COURSES WITH A 70% PASSING RATE.
2. THE CHANGES OF THE REVISED OR UPDATED SCIENCE COURSE GUIDES WILL BE REFLECTED IN EACH OF THE COURSE SYLLABI.
3. COMPLETION RATE OF THE ENVIRONMENTAL TECHNICIAN PROGRAM WILL BE 60% OR MORE.

**Guam Community College**  
**FY 2016 Growth Budget Request by Department**  
**SCIENCE**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>MISCELLANEOUS EXPENSE</b>						
24	01	MAINTENANCE OF LABS EQUIPMENTS	1	500	\$500	LABS EQUIPMENT IS USED FOR HANDS ON INSTRUCTIONAL PURPOSES TO APPLY CLASSROOM INSTRUCTIONAL CONCEPTS.
			1		\$500	1 line item(s)
<b>TOTAL BUDGET REQUESTED</b>			<b>1</b>		<b>\$500</b>	<b>1 line item(s)</b>

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Growth Budget Request by Department***  
**DEVELOPMENTAL EDUCATION ENGLISH**

**GOALS AND OBJECTIVES:**

1. IMPROVE AND ENHANCE THE QUALITY OF CLASSROOM INSTRUCTION AND STUDENT LEARNING THROUGH THE INTEGRATION AND USE OF TECHNOLOGICAL DEVICES.

**PERFORMANCE INDICATORS:**

1. INSTRUCTORS WILL INCLUDE VARIED TECHNOLOGICAL DEVICES WHICH WILL BE BENEFICIAL TO INSTRUCTION AND STUDENT LEARNING IN NEW COURSE GUIDES, AND REVISIONS TO EXISTING COURSE GUIDES.

**PROPOSED OUTCOMES:**

1. 80% OF THE DEVELOPMENTAL COURSES WILL BE EQUIPPED WITH TECHNOLOGICAL DEVICES ENHANCE INSTRUCTION.

**Guam Community College**  
***FY 2016 Growth Budget Request by Department***  
**DEVELOPMENTAL EDUCATION ENGLISH**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
EQUIPMENT						
25	01	WOODEN BOOK SHELVES	7	620	\$4,340	
			7		\$4,340	1 line item(s)
TOTAL BUDGET REQUESTED			7		\$4,340	1 line item(s)

[GCC-DEPT3]

**Guam Community College**  
***FY 2016 Growth Budget Request by Department***  
**LEARNING RESOURCES CENTER**

**GOALS AND OBJECTIVES:**

1. GCC LIBRARY WILL HAVE SUFFICIENT LEARNING RESOURCES TO MEET STUDENT NEEDS.

**PERFORMANCE INDICATORS:**

1. STUDENTS WILL BECOME COMPETENT USERS OF LIBRARY TECHNOLOGY.

**PROPOSED OUTCOMES:**

1. STUDENTS WILL DEMONSTRATE EFFECTIVE INFORMATION LITERACY SKILLS.



**Guam Community College**  
**FY 2016 Growth Budget Request by Department**  
**LEARNING RESOURCES CENTER**

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
<b>SUPPLIES &amp; MATERIALS</b>						
33	01	BOOKS	1	2,500	\$2,500	TO SUPPORT STUDENT LEARNING IN DEVELOPMENTAL ENGLISH READING CLASSES.
32	01	BOOK CART	1	600	\$600	TO SUPPORT SERVICES FOR STUDENTS.
31	01	DISPLAY CASE	1	1,500	\$1,500	TO SUPPORT SERVICES FOR STUDENTS BY DISPLAYING LIBRARY MATERIALS.
30	01	BOOKS	1	3,000	\$3,000	TO SUPPORT STUDENT LEARNING IN EDUCATION COURSES.
29	01	BOOKS	1	4,000	\$4,000	TO SUPPORT STUDENT LEARNING IN ALLIED HEALTH.
28	01	BOOKS	1	5,000	\$5,000	TO SUPPORT LIBRARY MATERIALS FOR THE NEW HUMAN SERVICES PROGRAM.
27	01	BOOKS	1	1,500	\$1,500	TO SUPPORT LIBRARY MATERIALS FOR VISCOM.
			<b>7</b>		<b>\$18,100</b>	<b>7 line item(s)</b>
<b>EQUIPMENT</b>						
35	01	PC DESKTOP	2	1,250	\$2,500	LIBRARY EMPLOYEES AND CIRCULATION DESK COMPUTERS TO SUPPORT LIBRARY SERVICES FOR STUDENTS. THE CURRENT COMPUTERS CAN'T SUPPORT THE NEXT GCC OPERATING SYSTEM UPGRADE.
34	01	IMAC	1	2,500	\$2,500	FACULTY COMPUTER TO SUPPORT SERVICES FOR STUDENTS REFERENCE DESK AND OPAC COMPUTERS.
			<b>3</b>		<b>\$5,000</b>	<b>2 line item(s)</b>
<b>TOTAL BUDGET REQUESTED</b>			<b>10</b>		<b>\$23,100</b>	<b>9 line item(s)</b>



Guam Community College  
2016 BUDGET REQUEST - NAF

PRIOR YEARS				
ACTUAL				
as of				
09/30/14				
2015 BUDGET				
REQUEST				
FY 2016				
PROJECTION				
PROJECTED REVENUES				
Educational and General Operations Revenue				
	Tuition Net of Capital Improvement	7,194,774	2,889,000	2,794,000
	6 Capital Improvement Fees (Resolution 4-99)		734,000	710,000
	4 Technology Fee for Upgrades (Resolution 11-2000)		195,000	188,000
	4 Technology Fee for Current Operations (Resolution 11-2000)		195,000	188,000
	Student Activity Fee		80,000	77,000
	Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)		2,741,861	2,651,594
	Other Fees Net of Tech and Stud Act Fees		322,000	304,000
	Lab Fees		229,000	236,000
	Total General Operations Subsidy	7,194,774	7,385,861	7,148,594
Auxiliaries Revenue				
	Bookstore Sales	1,194,562	1,206,250	1,206,250
	Food Services	16,800	31,200	31,200
	Total Auxiliaries	1,211,362	1,237,450	1,237,450
Other Sources Revenue				
	Administrative Recoveries	133,170	90,000	120,000
	Interest/Miscellaneous Income	40,479	55,000	45,000
	Other (Citi Foundation, NSTI and PREL Grant)	115,000		
	Total Other Sources	288,649	145,000	165,000
TOTAL PROJECTED REVENUE		8,694,785	8,768,311	8,551,044
ACTUAL				
as of				
09/30/14				
2015 BUDGET				
REQUEST				
FY 2016				
PROJECTION				
PROJECTED EXPENDITURES				
Educational and General Expenditures				
	GovGuam Supplement - Other	1,958,129	1,475,130	1,475,130
	GovGuam Supplement - Adjunct/Substitutes	1,507,761	1,200,000	1,350,000
	GovGuam Supplement - PT Salaries			
	7 Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	1,463,728	2,741,861	2,651,594
	4 Technology Fee for Current Operations	182,870	195,000	188,000
	4 Technology Fee for Upgrades (Resolution 11-2000)	182,870	195,000	188,000
	Total E & G Expenditures	5,295,358	5,806,991	5,852,724
Other Educational and General Expenditures				
	Promotion and Development	121,871	200,000	200,000
	Professional Development - Faculty	74,532	75,000	75,000
	Professional Development - Staff	49,274	50,000	50,000
	5 Student Activity Fee - Dean Accts.	1,937	16,000	15,400
	Pacific Island Student Transition	4,528	6,475	6,475
	Graduation	11,800	12,000	12,000
	Bank Fee Expenditures	61,013	55,000	63,000
	Board of Trustees Travel	17,316	25,000	25,000
	Faculty Senate	4,163	5,000	5,000
	WP Secretary II (Salaries & Benefits)	35,970	35,970	38,328
	USDA Loan Repayment	179,969	269,373	269,373
	Cosmetology	19,916	10,782	11,205
	Education / ASL	20,078	29,556	27,684
	Computer Science	417	14,525	14,068
	Electronics	7,833	12,597	12,439
	Office Technology	8,589	16,804	16,018
	Automotive	14,706	23,772	14,525
	Allied Health	21,677	30,026	25,139
	Visual Communications	9,686	16,733	16,732
	English	18,977	17,442	17,100
	Criminal Justice	3,920		5,040
	Science	9,891	19,380	19,080
	Culinary	42,273	37,240	22,680
	Faculty/BOT Negotiations			10,025
	Staff Senate			1,000
	Total Other E & G Expenditures	740,336	978,675	972,311
	Total E & G Expenditures	6,035,694	6,785,666	6,825,035
Auxiliaries Expenditures				
	Bookstore	857,127	959,044	959,044
	Total Auxiliaries	857,127	959,044	959,044
TOTAL CURRENT EXPENDITURES		6,892,821	7,744,710	7,784,079
TRANSFER				
	Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475
	Transfer from Foundation - Other			
	Transfer to Foundation			
	6 Transfer to Capital Improvement Fees	732,000	734,000	710,000
	Transfer to Student Activity Fees	64,000	64,000	61,600
	Total Transfer	789,525	791,525	765,125
TOTAL EXPENDITURES AND TRANSFERS		7,682,346	8,536,235	8,549,204
INCREASE (USE) OF RESERVE		1,012,439	232,076	1,840

- Notes: 1) The FY2015 Original Budget Amount reflects the initial budget approved.
- 2) The FY2014 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/14.
- 3) Tuition & Fees projection is based on SP14, SU14, & FA14 enrollment figures. No increase budgeted. SP15 N/A.
- 4) Of the \$73.00 Technology fee, \$36.50 is reserved for the Upgrades and \$36.50 is for Computer Operations.
- 5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.
- 6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.
- 7) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

Guam Community College

2016 BUDGET REQUEST - NAF SPECIAL PROJECTS

PRIOR YEARS			
PROJECTED REVENUES			
	ACTUAL as of 09/30/14	2015 BUDGET REQUEST	FY 2016 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	25,622	304,200	179,760
Health Certificate	83,780	113,000	73,500
SHRM Learning System			
Industry Certification	1,515	493,632	506,560
* Other Projects	365,758		
GCC Room Rental		10,000	
* Gov't Guam/Private Industries Training Requests	199,443	1,107,300	55,500
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	10,281	144,825	63,165
WorkKeys Assessment/NCRC		162,500	308,750
Public Health			577,500
Total Continuing Education	686,399	2,335,457	1,764,735
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification		24,000	0
Immunizations			
Public Health - Education	462,050	577,500	0
Allied Health Special Projects	48,149		10,840
Tour Guide	4,297	11,250	7,000
Hospitality Institute	5,240	141,040	29,040
Criminal Justice Academy	141,475	94,590	90,210
GED	6,035	50,000	50,000
Adult Basic Education	-157		
Culinary Arts	1,300		
* Other Projects			
Total Trades & Professional Services	668,389	898,380	187,090
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	12,444	38,000	38,000
Networking Courses (CCNA)	19,278	64,000	16,000
Principles of Voice & Data	600	30,000	30,000
Other Projects			
Total Technology & Student Services	32,322	132,000	84,000
TOTAL REVENUE	1,387,110	3,365,837	2,035,825

PROJECTED EXPENDITURES			
	ACTUAL as of 09/30/14	2015 BUDGET REQUEST	FY 2016 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	5,657	235,193	179,760
Health Certificate	20,536	81,021	52,656
SHRM Learning System			
Industry Certification	0	493,612	506,560
* Other Projects	344,708		
Gov't Guam/Private Industries Training Requests	88,343	990,929	55,500
Prometric/Pan/Ed2go Online Courses/HOST TESTING	5,960	57,930	58,242
WorkKeys Assessment/NCRC		141,173	308,667
Public Health			577,500
Total Continuing Education	465,205	1,999,858	1,738,885
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification	-1,015	24,000	0
Immunizations			
Public Health - Education	405,510	577,500	0
Allied Health Special Projects			9,807
Tour Guide	2,827	9,102	3,517
Hospitality Institute	63,835	141,028	15,933
Criminal Justice Academy	196,763	70,578	69,245
High School Equivalency	4,903	36,514	7,200
Culinary Arts	729		
* Other Projects			
Sustainability			13,300
Total Trades & Professional Services	673,552	858,722	119,002
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	2,511	32,309	37,274
Networking Courses (CCNA)		63,343	15,847
Principles of Voice & Data		24,252	29,383
Other Special Projects			
Total Technology & Student Services	2,511	119,904	82,504
TOTAL EXPENDITURES	1,141,269	2,978,484	1,940,390
NET PROFIT/(LOSS)	245,841	387,353	95,435

Notes:                      \* Other Projects budget is projected for projects not anticipated.

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, March 5, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement

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

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of February 6, 2015

**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 100 and Forensic Lab

**VII.                   NEW BUSINESS**

**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 6, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on February 6, 2015, was called to order at 12:05 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (off-island); Ms. Gina Ramos (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; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Dr. Gina Tudela, Dean, TPS; Dr. Michael Chan, Dean, TSS; Mr. R. Gary Hartz, Associate Dean, TSS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann Muna, Human Resources Administrator; Ms. Toni Chamberlain, President, Staff Senate; Mr. Anthony Roberto, Faculty Senate; Ms. Rosanna Martinez, President, COPSA; Mr. R. Gregory Sablan, Assistant Director, Development & Alumni Relations; Attorney Matthew Kane, Legal Counsel.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – January 13, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JANUARY 13, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.**  
**(Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS – None at this time.**

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: As of February 2, 2015, the College received approximately \$2.729 Million from the General Fund; \$130,428 from the LPN/Vocational Guidance Fund; \$188,000 from the General Fund for the apprenticeship program. However, no significant funding received from Dept. of Administration since January 2, 2015 but has continuously been working with DOA for release of funds.

**Capital Improvement Projects and other activities:** President Okada reported the following:

**CIP Projects.**

FY2015:

- G4S has been awarded approximately \$400,000 for the fire alarm and mass notification system.
- Continue to work with SOWs for various CIP projects approved by the Board for FY2015.
- Currently working on a new project for the renovation of a one-storey facility for Building 300. Will seek funding with the GCC Foundation Board for the Architectural and Engineering design, however, will apply for federal grants as an additional funding source for the majority of this project.

**Other projects:**

- The College has been informed by the National Council for Marketing & Public Relations (NCMPR) that it will be awarded a "Government Public Relations Award" for the Keep Your Guard Up program. Ms. Jayne Flores, GCC PIO submitted an application for this recognition and will be representing the College during an upcoming NCMPR Conference.
- The College is in its final stage working with GPA regarding its sustainability solar rooftop project. Mr. Francisco Palacios, Sustainability Coordinator, is the GCC point of contact for this project assisting with reviewing of bids. There is currently a draft MOA in progress.
- Approximately \$42,000 in Asian & Pacific Islander American Scholarship Fund (APIASF) scholarships were recently awarded to 14 students, 3 receiving \$5,000 and the remainder receiving \$2,500 each.
- Will be setting up a workshop for the BOT and FBOG to attend with this year's commencement speaker, Mr. Neil Horikoshi, President & Executive Director of APIASF.
- Mr. Ralph Gregory Sablan was recently hired on February 2, 2015, as the Assistant Director for the Development and Alumni Relations office.
- The President recently met with the UOG President and DOE Superintendent and has scheduled a Tri-Board meeting for February 28, 2015 in Tiyan.
- There are approximately 35 participants signed up for the FEMA L0363 Multi-Hazard Emergency Planning for Higher Education class on campus March 24-26, 2015. In attendance will be representatives from Palau Community College, Northern Marianas College, UOG,



***BOT - Meeting of February 6, 2015***  
***Page 3 of 7***

Homeland Security and various government agencies associated with higher education.

-The FY2014 audit should be completed soon. The College received the draft financials with no issues to date.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

-Feb. 6, 2015: This morning, Trustee Anderson attended the GCC Student Organization Officer and Advisor Training workshop. This afternoon, there will be a COPSA General Membership meeting. Over 60 students signed up for the health certificate workshop that is also scheduled this afternoon.

-Feb. 18, 2015: COPSA movie night at 6:00 p.m. showing "Guardians of the Galaxy" at the student center. BOT members were invited to attend.

-Feb. 20, 2015: COPSA second general membership meeting.

-Feb. 24-25, 2015: "Meet the President" meetings.

-March 6, 2015: "Students Leading Students" conference at the Westin in Tumon.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

-Faculty met on Feb. 2, 2015 to ratify the faculty evaluation rubrics. More information will be reported by Dr. Ray Somera regarding this ratification for Board approval

-Feb. 5-6, 2015: Lodging Management Program competition in the GCC Multipurpose Auditorium.

-A non-profit organization management certification program is in the process and will be initially led by Dr. Ray Somera and Mr. Pete Roberto through the Human Services program.

-GCC English Department teamed up with Mr. Don Muna and Mr. Kel Muna and invited GCC students to attend a showing on campus of their documentary, "Talent Town." This documentary highlights Guam's local talent and culture in art, music and writing, which were incorporated as part of the students' curriculum.

-Mr. Dan Ho, Visual Marketing Instructor, in charge of the "Micronesia Challenge" program, which airs on Guam, has useful training modules.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

-February 2, 2015, GCC College Assembly: Part two of the Professional Development presentation by Mr. Terry Sumerlin was held at the MPA.

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

-Jan. 5, 2015: Governor's Inauguration Reception: attended by Trustee Sablan.

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

-Building 100. This project is pending USDA approval before proceeding with the construction, plus a legal counsel review.

-Forensic Lab Extension Loan. The College is communicating with Dr. John Peterson from UOG to assist in an archaeological dig for the location of the expansion for the forensic lab. This archaeological clearance is a requirement by the Department of Parks and Recreation.

2. **Western Interstate Commission for Higher Education (WICHE).** This relates to Guam Legislature Resolution No. 234-32 (COR) that was previously presented to the BOT for consideration. The President reported that a representative from WICHE made a presentation before the Pacific Post Secondary Education Council (PPEC) last month in Hawaii. There were no additional responses from other pacific colleges in support of WICHE. CNMI is currently seeking Guam's assistance in the \$120,000 annual fee to participate. After discussions, a decision was made that GCC will continue to seek articulation agreements with other colleges and that it would not benefit GCC to join WICHE at this time.

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE GUAM COMMUNITY COLLEGE (GCC) WILL CONTINUE TO CONSIDER ARTICULATION AGREEMENTS WITH OTHER INSTITUTIONS AND WILL DISSOLVE THE WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE) FROM THE GCC BOARD OF TRUSTEES AGENDA UNDER UNFINISHED BUSINESS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

#### **VII. NEW BUSINESS.**

1. **FY2016 Budget Request.** The Board was presented with the proposed Fiscal Year 2016 budget for the College. After several discussions, the following motion was made:

#### **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE FISCAL YEAR 2016 BUDGET, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

2. **Midterm Report Certification for ACCJC.** The Board was presented for its consideration with the final draft of the Guam Community College Midterm Report for submission to the Accrediting Commission for Community and Junior Colleges (ACCJC). The BOT Chairperson will certify on behalf of the Board. Representatives from the Faculty Senate,

Staff Senate, and the COPSA President were also present in support of this report, which is due March 2015. The final Midterm Report will be submitted next week to the ACCJC.

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SALBAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE MIDTERM REPORT FOR SUBMISSION TO THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC), WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

3. **Sustainability Policy.** The Board was presented with a resolution for consideration in support of sustainability efforts on campus. A draft Sustainability Policy was also referenced. After discussions, there was recommendation to add the verbiage, "is a policy" to the fourth paragraph. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ADOPT THE RESOLUTION "*I TANO', I HANOM, YAN I AIRE*, SUSTAINABILITY RESOLUTION" REFERENCING THE SUSTAINABILITY POLICY, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

4. **Proposed Fee Structure.** The President explained that as required by law, the College held a public hearing regarding establishing and updating fees for GCC's Prior Learning Assessment, Continuing Education, and High School Equivalency programs. The public hearings were held on campus January 20-21, 2015. A copy of the proposed fee structure approved by the Resource Planning and Finance Committee and the College Governing Council was provided to the Board for consideration. A motion was then made, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PROPOSED FEE STRUCTURE FOR THE GUAM COMMUNITY COLLEGE PRIOR LEARNING ASSESSMENT, CONTINUING EDUCATION AND HIGH SCHOOL EQUIVALENCY PROGRAMS, AS PRESENTED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

5. **Approval of Faculty Ratification of Updated Evaluation Tool.** Dr. Ray Somera explained that approximately a year ago, a team was set up to revisit the current faculty

evaluation rubrics. Five administrators and five faculty members met regularly and have completed faculty evaluation tool negotiations. The updated faculty evaluation rubrics were ratified on February 2, 2015 and as a result, 63%, or 42 of 67 total dues-paying members present voted to ratify the revised rubrics. Mr. Fred Tupaz, President of the GCC Faculty Union explained that faculty was given several opportunities to provide input. The evaluation tools reflect the GCC Mission Statement, the Institutional Strategic Master Plan goals and accreditation standards. The BOT Chairperson requested for a copy of the Rubrics Evaluation Tool to be attached to the memo from the Faculty Union dated February 4, 2015, that was presented to the Board herein. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE UPDATED FACULTY EVALUATION RUBRICS FROM THE GUAM COMMUNITY COLLEGE FACULTY UNION RATIFIED ON FEBRUARY 2, 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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 1:34 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger extended the following:

1. Appreciation to Ms. Maria S. Connelley for serving as a GCC BOT member, who recently resigned, and congratulating Ms. Connelley on her new job at the Department of Labor.
2. Kudos to GCC's English department for incorporating elements of the "Talent Town" documentary during this semester's studies and inspiring students in developing their talents.
3. Kudos to the Visual Communications department and Instructor Dan Ho for the college challenge project with GCC.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**


**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF FEBRUARY 6, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of February 6, 2015, adjourned at approximately 1:36 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO** MAR 05 2015  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA** MAR 05 2015  
Secretary

**APPROVED BY:**

  
**DEBORAH C. BELANGER** MAR 05 2015  
Chairperson

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, April 9, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

1.       Roll Call
2.       Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II.          APPROVAL OF MINUTES**

1.       Monthly Meeting of March 5, 2015

**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 100 and Forensic Lab

**VII.                    NEW BUSINESS**

1.        5-year Academic Calendar-updated
2.        President's Travel Request (June-August 2015)

**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 5, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on March 5, 2015, was called to order at 12:03 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Richard P. Sablan; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (off-island); 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; Dr. Michael Chan, Dean, TSS; Ms. Doris Perez, Assistant Director, Planning & Development.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – February 6, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 6, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS – None at this time.**

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: As of March 4, 2015, the College received approximately \$4.679 Million from the General Fund; \$195,000 from the LPN/Vocational Guidance Fund; \$283,000 from the General Fund for the apprenticeship program; \$82,300 for the MDF; \$24,000 for the TAF. Based on



total amount billed, 57% was received overall. The President met with the Governor's staff last week and reported to expect more cash flow with anticipated corporate and property tax payments.

The FY2014 audit report will be released next week and the College maintained its standing of another clean audit for the 14<sup>th</sup> consecutive year. Some highlights in the report are decrease in some expenditures, increase in net assets, infrastructure and capital improvements.

**Capital Improvement Projects and other activities:** President Okada reported the following:

**CIP Projects.**

CIP projects with the most activity to date: Drinking fountains, no response for quotes from on island vendors, will obtain quotes off-island and GCC maintenance to install; hand railings for Bldg. 2000, quotes are under review by Materials Management; Bldg. 1000 restroom renovation, pre-bid conference held Feb. 24, 2015 and opening bid is March 11, 2015; Bldgs. C and D, class room door replacements, pre-bid and site visits held and have six prospective bidders.

**Other activities:**

- GCC Parade of Shoes fundraiser, March 6, 2015 in the MPA.
- Reviewing final draft for the call out for Distinguished Alumni.
- Finalizing first generation training April 10, 2015, co-sponsored by UOG, College Access, GCC and Guam Women's Chamber of Commerce. Dr. Laura Souder and Dr. Sam Betances to be guest speakers.
- A Guam Tropical Energy Code conference was held on March 3-4, 2015, co-hosted by the Guam Energy Office, GCC and the Guam Building Code Council. Approximately 73 participated on March 3<sup>rd</sup> and 91 on March 4<sup>th</sup>. Also in attendance was Senator Tom Ada. It is anticipated that the Tropical Energy Code will be updated through legislation.
- The promotions committee recommended and approved the promotion of Ms. Rosemary Loveridge, a faculty member.
- Distance education courses will be offered during the fall semester. This is in line with the ACCJC recommendation to complete a strategic plan for Distance Education. The College will start with four (4) courses to pilot to determine if the College infrastructure can withstand this program before any expansion.
- The President will be submitting her trip report regarding the ACCT Legislative Summit in Washington D.C. she attended February 2015 with Ms. Doris Perez, Assistant Director from Planning and Development.
- A new GCC logo competition has been announced to the College community. Criteria to include something cultural and depicts GCC.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

## ***BOT - Meeting of March 5, 2015***

### ***Page 3 of 4***

-March 6, 2015: As previously reported, "Students Leading Students" conference at the Westin in Tumon.

-March 13 and 27, 2015: COPSA General Membership meetings.

-March 19, 2015: Movie night to feature "Maleficent." BOT members encouraged to attend.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

-Faculty assisted with advising potential students during the Feb. 28, 2015, College Access and Community Resource Fair at the Micronesia Mall.

-Recent competition winners: Prostart competition won by Simon Sanchez; Okkodo won the LMP.

-DECA competition ongoing beginning March 4, 2015.

-DECA Awards banquet is scheduled on Sat., March 7, 2015: BOT members invited.

-Education department recently held a successful letter-writing event with pen pals from various schools.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

-Feb. 28, 2015, College Access and Community Resource Fair at Micronesia Mall: attended by support staff.

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

-Feb. 28, 2015, College Access and Community Resource Fair: Attended by Trustee Anderson.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

-**Building 100.** Communicated with local USDA, which will contact the USDA office in Hawaii and once awarded will proceed with this project. Anticipate 3-4 months for the bid process.

-**Forensic Lab Extension Loan.** Media recently reported there are major issues with this building. Have communicated with personnel and have offered to utilize a section of Bldg. 100, while the College awaits word from USDA regarding Bldg. 100.

### **2. NEW BUSINESS *(None at this time)***

At approximately 12:20 p.m., the meeting went into Executive Session.

## **VIII. EXECUTIVE SESSION**

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

At 12:53 p.m., the meeting reconvened to open session.

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Congratulations to Okkodo High School for winning the GCC CTE Lodging Management Program competition.
2. Congratulations to the winners of the GCC CTE ProStart and Lodging Management Programs "food truck" competition held at Simon Sanchez High School on February 13, 2015.
3. Kudos to the Guam Energy Office, GCC and the Guam Building Code Council for hosting the Guam Tropical Energy Code conference on March 3-4, 2015 at the Westin.
4. Kudos to GCC CACG for hosting the College Access and Community Resource Fair on Saturday, February 28, 2015, at the Micronesia Mall.
5. Congratulations to Simon Sanchez High School ProStart team for its fifth championship win in the local ProStart competition.
6. Congratulations to Ms. Rosemary Loveridge on her recent promotion.

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

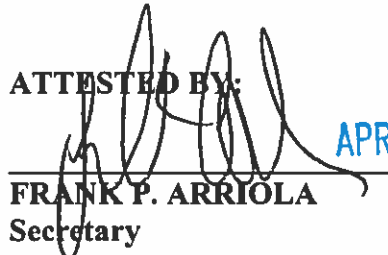
**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF MARCH 5, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of March 5, 2015, adjourned at approximately 12:55 p.m.

**SUBMITTED BY:**

 **APR 09 2015**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APR 09 2015**

**APPROVED BY:**

 **APR 09 2015**  
**DEBORAH C. BELANGER**  
Chairperson

**Guam Community College**  
**Five-Year Academic Calendar**  
**AY2015-2016 – AY2019-2020**

FALL TERM	2015	2016	2017	2018	2019
Faculty Start Date	8/14/2015	8/12/2016	8/11/2017	8/10/2018	8/9/2019
First Day of Monday-Wednesday Classes	8/19/2015	8/17/2016	8/16/2017	8/15/2018	8/14/2019
First Day of Tuesday-Thursday Classes	8/20/2015	8/18/2016	8/17/2017	8/16/2018	8/15/2019
First Day of Friday	8/21/2015	8/19/2016	8/18/2017	8/17/2018	8/16/2019
First Day of Saturday Classes	8/22/2015	8/20/2016	8/19/2017	8/18/2018	8/17/2019
Labor Day Holiday (Observed)	9/7/2015	9/5/2016	9/4/2017	9/3/2018	9/2/2019
All Soul's Day Holiday (Observed)	11/2/2015	11/2/2016	11/2/2017	11/2/2018	11/1/2019
Veteran's Day Holiday (Observed)	11/11/2015	11/11/2016	11/10/2017	11/12/2018	11/11/2019
Thanksgiving Break	11/26/15-11/29/15	11/24/16-11/27/16	11/23/17-11/26/17	11/22/18-11/25/18	11/28/19-12/01/19
Our Lady of Camarin Day (Observed)	12/8/2015	12/8/2016	12/8/2017	12/7/2018	12/9/2019
Last Day of Monday-Wednesday Classes	12/9/2015	12/5/2016	11/29/2017	12/3/2018	12/2/2019
Last Day of Tuesday-Thursday Classes	12/3/2015	12/1/2016	12/5/2017	11/29/2018	11/26/2019
Last Day of Friday Classes	12/4/2015	12/9/2016	12/15/2017	12/14/2018	12/6/2019
Last Day of Saturday Classes	12/5/2015	12/3/2016	12/9/2017	12/8/2018	12/7/2019
Grades Due	12/14/2015	12/14/2016	12/20/2015	12/19/2018	12/12/2019
Potential Make-up Days	11/13, 11/20, 12/4	11/04, 11/18, 12/2	11/03, 11/17, 12/1	11/09, 11/16, 11/30	11/15, 11/22, 12/6
SPRING TERM	2016	2017	2018	2019	2020
Faculty Start Date	1/8/2016	1/8/2017	1/5/2018	1/11/2019	1/10/2020
First Day of Monday-Wednesday Classes	1/13/2016	1/11/2017	1/10/2018	1/16/2019	1/15/2020
First Day of Tuesday-Thursday Classes	1/14/2016	1/12/2017	1/11/2018	1/17/2019	1/16/2020
First Day of Friday Classes	1/15/2016	1/13/2017	1/12/2018	1/18/2019	1/17/2020
First Day of Saturday Classes	1/16/2016	1/14/2017	1/13/2018	1/19/2019	1/18/2020
Martin Luther King Jr. (Observed)	1/18/2016	1/18/2017	1/15/2018	1/21/2019	1/21/2019
Guam History & Chamorro Heritage Day - (Observed)	3/7/2016	3/6/2017	3/5/2018	3/4/2019	3/2/2020
Spring Break	03/21/16-03/27/16	04/10/17-04/16/17	03/26/18-04/01/18	04/15/19-04/21/19	04/06/20-04/12/20
Last Day of Monday-Wednesday Classes	5/9/2016	5/8/2017	5/7/2018	5/6/2019	5/11/2020
Last Day of Tuesday-Thursday Classes	5/3/2016	5/2/2017	5/1/2018	4/30/2019	5/5/2020
Last Day of Friday Classes	4/29/2016	4/28/2017	4/27/2018	4/26/2019	5/1/2020
Last Day of Saturday Classes	4/30/2016	4/29/2017	4/28/2018	4/27/2019	5/2/2020
Grades Due	5/12/2016	5/11/2017	5/10/2018	5/9/2019	5/14/2020
Commencement Exercise	5/13/2016	5/12/2017	5/11/2018	5/10/2019	5/15/2020
Memorial Day Holiday (Observed)	5/30/2016	5/29/2017	5/28/2018	5/27/2019	5/25/2020
Potential Make-up Days	04/15, 04/22, 04/29	04/07, 04/21, 04/28	04/13, 04/20, 04/27	04/05, 04/19, 04/26	04/03, 04/17, 04/24
SUMMER TERM	2016	2017	2018	2019	2020
Faculty Start Date / 1st Day of Classes	6/3/2016	6/2/2017	6/1/2018	5/31/2019	5/29/2020
Independence Day Holiday (Observed)	7/4/2016	7/4/2017	7/4/2018	7/4/2019	7/3/2020
Last Day of Classes	7/15/2016	7/14/2017	7/13/2018	7/12/2019	7/10/2020
Liberation Day Holiday (Observed)	7/21/2016	7/21/2017	7/20/2018	7/22/2019	7/21/2020
Grades Due (except Saturday classes)	7/20/2016	7/19/2017	7/18/2018	7/17/2019	7/15/2020
Potential Make-up Days	07/01, 07/08, 07/15	06/30, 07/07, 07/14	06/29, 07/06, 07/13	06/28, 07/05, 07/12	06/26, 07/03, 07/10

**NOTE:**

- 1) Satellite Program and cross-enrolled classes will follow the official Department of Education schedule for their respective schools.
- 2) Summer Term courses with more than 60 contact hours require additional class sessions.
- 3) Summer Saturday-only classes start the Saturday before the first day of weekday classes.
- 4) This schedule is subject to change.

**Mission Statement**

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

Approved: \_\_\_\_\_

Deborah C. Belonger, Chairperson  
Board of Trustees

Date: \_\_\_\_\_

4/9/15

**PRESIDENT'S TRAVEL SCHEDULE**  
**June - August 2015**

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
ACCJC Commission Meeting	June 3-5, 2015	Oakland, CA	Accrediting Commission for Community and Junior Colleges (ACCJC)
APIASF Education Summit	June 23-24, 2015	Washington, D.C.	Asian & Pacific Islander American Scholarship Fund (APIASF)
CCID's Asia Pacific Forum and PPEC's Regional Assessment & Accreditation Workshop	July 10-14, 2015	Honolulu, HI	Community Colleges for International Development (CCID) / Pacific Postsecondary Education Council (PPEC)
PREL Board of Directors Meeting	July 27, 2015	Marshall Islands	Pacific Resources for Education and Learning (PREL)
PPEC Meeting	August 5-6, 2015	Palau	Pacific Postsecondary Education Council (PPEC)

*Funding Source in order of travel:  
100% ACCJC reimbursable; 100% Promotional/Development Fund; 100% Promo/Dev; 100% PREL reimbursable; and 50% Promo/Dev/50% PPEC reimbursable*

# **GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Monthly Meeting – Friday, May 1, 2015, 12:00 p.m.**

**President's Conference Room, Building 2000**

## **AGENDA**

### **I. CALL TO ORDER**

1. Swearing In and Administration of the Oath of Office for re-elected GCC Trustee Student Member **Elmarie Anderson**
2. Roll Call
3. Recital of Mission Statement

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

### **II. APPROVAL OF MINUTES**

1. Monthly Meeting of April 9, 2015

### **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 100 and Forensic Lab

**VII.                    NEW BUSINESS**

1.       Resolution for Building 300 renovation

**VIII.                  EXECUTIVE SESSION**

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

**IX.                    ADJOURNMENT**

# *Certificate of Election*



GUAM COMMUNITY COLLEGE

*Kulehon Kurnunidát Guáhan*

Accredited by the  
Western Association of  
Schools and Colleges

*Awarded to:*

**ELMARIE ANDERSON**

*Duly elected by the students of GCC and certified by the election committee, the above  
named individual is sworn in this 1st day of May 2015 as the student member of the  
Board of Trustees, to serve until April 2016.*

*Robert C. Wells*

Chairperson  
Board of Trustees



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

**OATH OF OFFICE**

*I, **ELMARIE ANDERSON**, do solemnly swear in the presence of almighty God that I will well and faithfully support the Constitution of the United States, the laws of the United States applicable to Guam, and the laws of Guam, and that I will conscientiously and impartially discharge my duties as:*

**MEMBER, BOARD OF TRUSTEES**  
**Guam Community College**

*Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,  
Executed at Mangilao-Guam Community College on May 1, 2015.*

  
\_\_\_\_\_  
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 April 9, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on April 9, 2015, was called to order at 12:07 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (off-island).

**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; Dr. Michael Chan, Dean, TSS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Debra B. Lefing attended on behalf of Attorney Matthew Kane.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – March 5, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 5, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.**  
**(Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS – None at this time.**

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: To date, the College received approximately \$4.1 Million from the General Fund; \$195,000 from the LPN/Vocational Guidance Fund; \$283,000 from the General Fund for the apprenticeship program; \$82,000 for the MDF; \$24,000 for the TAF. This constitutes 24% of the total appropriation or 41% based on the allotment schedule.

Copies of the FY2014 audit report from Deloitte & Touche were provided to the Board. Ms. Carmen Santos, Vice President of Finance and Administration explained the highlights of the audit report. As previously reported by the President, Ms. Santos explained that some highlights in the report are decrease in some expenditures, increase in net assets, infrastructure and capital improvements. Ms. Santos also reported that in the Public Auditor's financial highlight report for FY2014, GCC received a low-risk audit for the 14<sup>th</sup> consecutive fiscal year and was noted as the only Government of Guam agency to maintain this status.

Ms. Santos also informed the Board of a new reporting requirement beginning FY2015. The unfunded liability will be required to be recorded for all government agencies.

**Capital Improvement Projects and other activities:** President Okada reported the following:

**CIP Projects-updates:**

-Regular meetings are held with G4S regarding the mass notification system project; all generators are back on line and fully operational; Building A-renovation will begin soon to reposition the cosmetology program out of Building 100, which will also be under renovation. The move for cosmetology will be a permanent relocation.

**Other activities:**

- The College will be working with the District Attorney, Alicia Limitiaco, who is hosting a conference in June 2015.
- The Governor has appointed Mr. Eloy Hara as a new BOT member but awaiting confirmation from the Guam Legislature. Will inform the BOT once confirmation date is scheduled.
- President and Dr. Underwood met with the Governor regarding WICHE to express their concerns. WICHE has been in contact with the Governor. The Governor will provide a draft response for review before final submission. The President will keep the BOT informed on this issue.
- PPEC recently sponsored a CFO training in Honolulu and attended by Pacific colleges in the region.
- Culinary students provide a buffet luncheon every Wednesday at the MPA with different menus each time. Emails will be sent to the Board who were encouraged to participate.
- College will be involved with several activities during Earth month involving sustainability.
- Other than the Guam Tropical Energy Code conference hosted by the College in March 2015, the College will also participate in the UOG Center for Island Sustainability Conference.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- April 9, 2015, 4pm-8pm: Spring Festival at GCC Student Center. All are encouraged to attend. Activities include an Icon contest and various entertainments.
- April 10 and April 24, 2015, 12pm, Student Center: COPSA general membership meeting.
- May 14, 2015, 12pm: Luncheon for graduates before GCC graduation on May 15, 2015.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

- Faculty is busy with end of semester projects.
- Culinary students host a lunch buffet every Wednesday at the MPA.
- Criminal Justice and Social Science classes will be presenting a film on the Marshal Islands highlighting the challenges they are currently experiencing.
- April 17, 2015, Accounting Conference.
- Assisting GAIN with a pet supply drive.
- Planning a Foster Families Association Zero-K to kick off "Foster Families" month on May 1, 2015.
- Education department will be planning an end of the year activities.
- The student recruitment program held on March 26, 2015 has assisted students with pre-enrollment.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

- March 30, 2015: Early registration for the summer and fall started.
- March 27, 2015: Mes Chamorro luncheon celebration.
- April 12, 2015, 9am-2pm, Agana Heights Gym: GCC Employee Association car wash for \$5.
- 

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

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

-**Building 100 and Forensic Lab Extension Loan.** The College has received a draft of the lease-leaseback agreement from the attorneys. Will provide updates once review is complete for BOT consideration before presenting to FBOG.

-USDA will be on-island next week and anticipate meeting with its engineer, Brian Daily. AIA forms have been requested to ensure requirements are met. Once designs are approved, this will go out to bid.

-Other projects in progress are the GCC Annex; Wellness Center & Maintenance Building; Building 300 to be presented at the next meeting.

## **VII. NEW BUSINESS**

**1. 5-year Academic calendar-updated.** The Board was presented with an updated 5-year Academic calendar for AY2015-2016 through AY2019-2020. It was noted that the makeup dates are not associated with the holidays. The following motion was then made:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE UPDATED 5-YEAR ACADEMIC CALENDAR, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**2. President's Travel Request (June-August 2015).**

-ACCJC Commission Meeting, June 3-5, 2015, Oakland, California.

-APIASF Education Summit, June 23-24, 2015, Washington D.C.

-CCID's Asia Pacific Forum and PPEC Regional Assessment & Accreditation Workshop, July 10-14, 2015, Honolulu, Hawaii.

-PREL Board of Directors Meeting, July 27, 2015, Marshall Islands.

-PPEC Meeting, August 5-6, 2015, Palau.

It was noted that White House Initiative on Asian American and Pacific Islanders Commission are having a meeting in May, however, due to the GCC graduation, the President has declined to attend.

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR JUNE 2015 THROUGH AUGUST 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:39 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 1:05 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD AMEND PRESIDENT MARY A.Y. OKADA'S EMPLOYMENT CONTRACT BY EXTENDING FOR AN ADDITIONAL THREE (3) YEARS WITH TWO (2) OPTIONS FOR THREE (3) YEARS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Kudos to GCC and the National Guard for the medic recruitment.
2. Kudos to GCC and CACG STEM summit for middle and high school students.
3. Kudos to GCC for its 14<sup>th</sup> consecutive clean audit by the independent auditor Deloitte & Touche.
4. Thanking the Haligi Company for their presentation of digital drawing pads to students in the Haligi Cultural Animation Art Program.
5. Congratulations to George Washington High School for winning the Math and Science Academic Challenge.
6. Kudos to GCC for engaging students in a drug free webinar sponsored by the Economic Modeling Specialists International (EMSI).

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**


**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF APRIL 9, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of April 9, 2015, adjourned at approximately 1:07 p.m.

**SUBMITTED BY:**

 MAY 01 2015  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

MAY 01 2015

**APPROVED BY:**

 MAY 01 2015  
**DEBORAH C. BELANGER**  
Chairperson



## *Project* AIM

April 28, 2015

To: Chairwoman Deborah Belanger  
& Honorary Board Members  
Board of Trustees  
Guam Community College  
Sesame Street  
Mangilao, GU 96913

Håfa Adai Chairwoman Belanger & Honorary Board Members:

You are cordially invited to attend Project AIM, TRiO's 21st Annual Awards Banquet Ceremony. This event will be held on Friday, May 8, 2015 at the GCC Multi-Purpose Auditorium, 6 P.M. Please RSVP by Friday, May 7. We would be honored to have your presence as we highlight the milestones of our participants and to be graduates.

Sincerely,

Huan Hosei  
Project Director  
Project AIM, SSS, TRiO

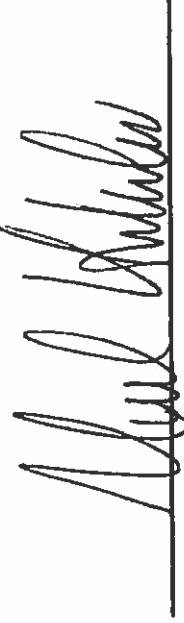
TRIO PROGRAMS • U.S. DEPARTMENT OF EDUCATION  
Academic Counseling & Advisement • Tutorials • Peer Counseling  
Mentorship • Cultural Enrichment • Student Activities  
P.O. Box 23069 Barrigada, Guam 96921  
Phone: (671) 735-5595 • Fax: (671) 734-5238  
[www.guamcc.edu](http://www.guamcc.edu)

# *Certificate of Appreciation*

This certificate is presented to

*Guam Community College*

for your significant contribution of time and effort recruiting team members to serve as Volunteer Readers for the 2015-2016 APIASF Scholarship Program. Your spirit of volunteerism helped us select a new cohort of APIASF Scholars and future community leaders!



Neil Horikoshi  
President & Executive Director



Cecilia Marshall  
Director, APIASF Scholarship Program

 **APIASF<sup>®</sup>** Today's Minds,  
Tomorrow's Future  
Asian & Pacific Islander American Scholarship Fund



**Guam Community College  
Board of Trustees  
Resolution 10-2015**

**REQUEST TO PROCEED WITH THE OPPORTUNITY  
TO RENOVATE BUILDING 300**

**WHEREAS**, the GCC Board of Trustees authorized the update of the Physical Master Plan; and

**WHEREAS**, the Guam Community College ("GCC") will continue to address the physical needs of the campus; and

**WHEREAS**, GCC recognizes the need to expand its facilities in response to increased enrollment, retention, and program; and

**WHEREAS**, GCC has the opportunity to renovate existing metal wall and roof panel buildings built in the 1960's; and

**WHEREAS**, there is a need to renovate building 300 to house Hotel Operations & Management, Marketing, Tourism & Travel Management and Visual Communication programs; and

**WHEREAS**, program expansion will require additional classroom, laboratory, and office space; and

**WHEREAS**, the Board of Trustees continues to support the College's endeavors for capital improvement projects and construction projects; and

**WHEREAS**, the purpose of the GCC Foundation is to support the College's activities, goals, plans, projects, and programs, to include funding for capital improvement projects.

**NOW, THEREFORE, BE IT RESOLVED**, that the GCC Board of Trustees authorizes the President to proceed with this opportunity, seek required legislation for this project, and request that the GCC Foundation Board of Governors fund the conceptual design for the project in the amount of \$272,502.

**ADOPTED** the 1st day of May 2015.

  
\_\_\_\_\_  
**DEBORAH C. BELANGER**  
Chairperson

**ATTESTED BY:**

  
\_\_\_\_\_  
**FRANK P. ARRIOLA**  
Secretary

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Monday, June 1, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

1.       Roll Call
2.       Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II.          APPROVAL OF MINUTES**

1.       Monthly Meeting of May 1, 2015

**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 100 and Forensic Lab

***BOT - Meeting Agenda***

***June 1, 2015***

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**VII.                    NEW BUSINESS**

**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 1, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on May 1, 2015, was called to order at 12:00 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. **Swearing In and Administration of Oath of Office.** Board Chairwoman Deborah Belanger swore in Ms. Elmarie Anderson, who was re-elected as the GCC Board of Trustees Student Member.
2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Gina Ramos; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Mr. John Benito (schedule conflict); Mr. Frederick Tupaz, Faculty Advisory Member (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; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Samantha Cruz; Attorney Matthew Kane, Legal Counsel.

3. **Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – April 9, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF APRIL 9, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.**

1. The Board received an invitation to attend the Project Aim, Trio's 21st Annual Awards Banquet ceremony on May 8, 2015, at the GCC Multi Purpose Auditorium (MPA).
2. GCC was awarded a Certificate of Appreciation for being a volunteer reader for grants during the 2015-2016 Asian & Pacific Islander American Scholarship Fund (APIASF) by Mr. Neil Horikoshi, President. Ms. Bonnie Datuin, Program Specialist from the Development & Alumni Relations office represented GCC.

**IV. PUBLIC DISCUSSION** – None at this time.

**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:

FY2015: No additional funding has been received since last reported during the April 9, 2015 BOT meeting. As last reported, the College received approximately \$4.1 Million from the General Fund, which constitutes 24% of the total appropriation or 41% based on the allotment schedule. At this point in the fiscal year, the College should have received approximately 50%. This does not affect the operations at the College but will continue to communicate and follow up with DOA.

**Capital Improvement Projects and other activities:** President Okada reported the following:

**CIP Projects-updates:**

-There are currently several CIP projects ongoing but the following is an update: water pumps for Building 2000 is down but will be repaired; project for the drinking water stations will require a direct water line to GWA and Facilities personnel are currently working this out; fire alarm/mass notification system project is going well, just requires additional wiring.

-The FY2016 CIP projects are currently under review and will be forwarded to the Board once finalized. Included as part of anticipated projects is the Board's request for additional generators for all the buildings.

**Other activities:**

-Few more days left before this semester is over and graduation begins in 14 days.

-There are several grants currently being worked on, however, three major grants focus on developmental education reform, adult education and a federal mediation consolidation services grant.

-Have communicated with GPA and still working on some type of project with them.

-Several faculty and administrators attended a workshop presented by Dr. Betances and Dr. Souder with UOG/DOE relating to first generation students which was a success made possible through the College Access Grant.

-Also, currently working on a grant for approximately \$1,500 per student.

-Have recently approved the school of Career and College Readiness. Anticipate this to assist students' college completion.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

## ***BOT - Meeting of May 1, 2015***

### ***Page 3 of 5***

- The April 9, 2015, Spring Festival raised approximately \$2,500. The event also included the student trustee election with approximately 500 students participating.
- April 24, 2015, is this semester's last COPSA general membership meeting attended by approximately 73 students. Newly elected student officers were also introduced.
- May 15, 2015, 6pm: GCC graduation and as last reported May 14, 2015, is the students' graduation practice and luncheon.

**Faculty Advisory Member:** The President reported that Mr. Frederick Tupaz was unavailable due to a Zero-K hosted in conjunction with the GCC Supervision and Management class and the Foster Families Association to be held later on this evening on campus May 1, 2015.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

- Classes are winding down and all are preparing for the May 15, 2015 graduation.
- Building A is being prepared for the relocation of the Cosmetology class. Anticipate this to be done by next week.
- Encourage the Board to participate in the Foster Families Association Zero-K fundraiser today, which First Lady Christine Calvo is expected to attend.

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

- Trustee Arriola recently attended a Chamber of Commerce meeting.
- Trustee E. Anderson attended the "On Air" presentation on campus and the Island Sustainability conference.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

**-Building 100 and Forensic Lab Extension Loan.** The College met with USDA officials and will be finalizing two more documents for closing documents. Once finalized the College will go out for bid.

## **VII. NEW BUSINESS**

1. **Resolution for Building 300 Renovation.** The Board was presented with Resolution 10-2015 for consideration. After discussion, the following motion was made:

### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE GCC BOARD OF TRUSTEES RESOLUTION NO. 10-2015, "REQUEST TO PROCEED WITH THE OPPORTUNITY TO RENOVATE BUILDING 300," WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

***BOT - Meeting of May 1, 2015***

***Page 4 of 5***

At approximately 12:30 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

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

At 12:40 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ACCEPTS THE PRIOR AND CURRENT PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Kudos to GCC for hosting the "Accounting for the Future" conference for students.
2. Kudos to the Simon Sanchez High School ProStart team for placing fifth out of forty-eight teams in the National ProStart Competition in Las Vegas, Nevada.
3. Kudos to the GCC English department for hosting the "On Air" (On Art in Research) showcase.
4. Kudos to the students in the Supervision and Management class for teaming up with the Foster Families Association in hosting the Foster Families Zero-K on May 1, 2015.
5. Congratulations to Okkodo High School for its second place finish in the National Hotel and Hospitality (formerly LMP) competition in Orlando, Florida.

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE MEETING OF MAY 1, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**


There being no further discussions, the meeting of May 1, 2015, adjourned at approximately 12:42 p.m.

**SUBMITTED BY:**

  
**BERTHA M. GUERRERO**  
Recording Secretary


JUN 01 2015

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

JUN 01 2015

**APPROVED BY:**

  
**DEBORAH C. BELANGER**  
Chairperson

JUN 01 2015



Secretary of  
Defense

EMPLOYER SUPPORT  
*Freedom*  
**AWARD**  
*2015 Nominee*



EMPLOYER SUPPORT OF THE GUARD AND RESERVE  
★ ★ ★ ★ ★ **HONORS** ★ ★ ★ ★ ★

## Guam Community College

IN RECOGNITION OF EXEMPLARY SUPPORT OF NATIONAL GUARD AND RESERVE MEMBER EMPLOYEES

Mr. M Alex Baird  
Principal Deputy  
Family and Employer Programs and Policy



Mr. Paul E. Mook  
National Chair  
Employer Support of the Guard and Reserve



# EMPLOYER SUPPORT of the GUARD and RESERVE

PRESENTS THIS

# ABOVE AND BEYOND AWARD

TO

Guam Community College

PRESENTED ON BEHALF OF THE MEN AND WOMEN OF THE NATIONAL  
GUARD AND RESERVE FORCES, FOR OUTSTANDING SERVICE AND CONTINUING  
SUPPORT TO THE NATIONAL DEFENSE

  
EXECUTIVE DIRECTOR  
EMPLOYER SUPPORT OF THE GUARD AND RESERVE



  
NATIONAL CHAIR  
EMPLOYER SUPPORT OF THE GUARD AND RESERVE

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Friday, July 31, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Swearing In and Administration of the Oath of Office for appointment of Trustee Member **Eloy Hara**.
2. Roll Call
3. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of June 1, 2015

**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 100 and Forensic Lab

**VII. NEW BUSINESS**

1. Policy Review (325, 330, 190)
2. President's Travel Request (August-October 2015)

**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, ELOY P. HARA, 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 July 31, 2015.***



**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 June 1, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on June 1, 2015, was called to order at 12:10 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Ms. Elmarie Anderson, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory. Not in attendance: Mr. John Benito (schedule conflict); Ms. Gina Ramos (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Matthew Kane, Legal Counsel.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – May 1, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 1, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS.** GCC was awarded two certificates during an ESGR gala event approximately two weeks ago:

1. "Freedom Award" certificate from the Secretary of Defense in recognition of exemplary support of the National Guard and Reserve member employees.
2. "Above and Beyond Award" certificate from the Employer Support of the Guard and Reserve (ESGR) in recognition of its support of the men and women in the National Guard and Reserve.

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: As of May 29, 2015, the College received approximately \$6.141 Million from the General Fund; \$260,800 from the LPN/Vocational Guidance Fund; \$377,600 from the General Fund for the apprenticeship program; \$494,000 for the MDF; \$24,000 for the TAF for a total of \$7.298 Million, which constitutes 56% of the total appropriation billed. The College will continue to work with the Department of Administration on its allotment releases.

**Capital Improvement Projects and other activities:** President Okada reported the following:

**CIP Projects-updates:**

- Vendors initially were not responding to the College request for proposals to repair the three water pumps. JMI was the only reliable vendor to submit one for Buildings 400, 1000, and 2000. Project cost is \$44,000 and anticipate 18 weeks for completion.
- Renovations to Building A for the cosmetology program are on hold due to low enrollment. Academic classes for this program will be on campus, however, lab work will be relocated to a rental site off campus, which was previously a beauty salon. The lease agreement is currently being reviewed by legal counsel. Nine students are currently enrolled and will be notified of the change.
- The College will introduce a bill to the Guam Legislature to fund part of the GCC Wellness Center through the office of Speaker Won Pat. Renderings have been received from TRMA and anticipate the Architectural and Engineering designs to be completed soon. Once complete, the College will seek additional funding. This will be a LEED building and will cost approximately \$6 Million.
- The College submitted a grant last week in conjunction with the representatives from the Guam Coalition Human Trafficking Task Force and the OASIS Empowerment Center. This will cover the research with regards to human trafficking on Guam and within the region.

**Other activities:**

- After two postponements due to Typhoon Dolphin, the graduation was held on Tuesday, May 19, 2015.
- A Joint Leadership meeting was recently held consisting of representatives from the Management Team, Faculty Senate, and Staff Senate. The institutional priorities were finalized, and other initiatives were discussed that will be reviewed for modification and implementation for the next academic year.
- On May 14, 2015, administrators and board members attended a workshop with the graduation keynote speaker, Mr. Neil Horikoshi, President of APIASF. Discussed were ideas on how to engage in fundraising activities, AAPI scholarship program updates, and continued support to the College, including granting of additional funding.
- Mr. Don Muna was named the 2015 Distinguished Alumni.
- GCC students collected and donated nonperishable items and clothing to the Yigo Mayor's office to assist victims of Typhoon Dolphin.
- Several recent events on and off campus: the Non-Profit Congress; Project Aim awards

ceremony; GCC was represented at the GDOE Foundation Teacher of the Year gala, the UOG Commencement and the JFK National Technical Honor Society induction ceremony held last Friday with two GCC students receiving recognition for the CTE programs.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- The GCC graduation luncheon was cancelled due to Typhoon Dolphin.
- COPSA officers has held two retreats to date with several more to be scheduled. Next retreat will be in July 2015.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

- There was good support from faculty for attending the graduation.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

- Staff is preparing for the summer classes.
- As last reported June 4, 2015, is the Staff/Administrator Professional Development day in the MPA and a GCC Employee's Association fundraiser is scheduled for June 5, 2015.

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

- Trustees Belanger and Arriola attended the workshop with graduation guest speaker Mr. Neil Horikoshi from APIASF on May 14, 2015; and the GCC Graduation on May 19, 2015.
- Trustee Arriola also attended a high school graduation in Palau and reported that some students anticipate registering for the GCC fall semester.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

**-Building 100 and Forensic Lab Extension Loan.** As last reported, the College is awaiting final approval from USDA for Building 100 and anticipates this to happen soon.

-The President met with the Acting Chief of Police and provided the floor plan for the Forensic Lab, plus discussed the recruitment of an additional Criminalist in FY2017. Further discussions included the CJ Academy and the Guam Police Department in-house training.

## **VII. NEW BUSINESS. *None at this time.***

At approximately 12:30 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, the Board made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Congratulations to GCC for a very successful graduation on Tuesday, May 19, 2015.
2. Appreciation to Mr. Neil Horikoshi from APIASF and Mr. Don Muna for being guest speakers during the GCC graduation ceremony.
3. Congratulations to GCC for being recognized by the Employer Support of the Guard and Reserve (ESGR).

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE MEETING OF JUNE 1, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

There being no further discussions, the meeting of June 1, 2015, adjourned at approximately 1:00 p.m.

**SUBMITTED BY:**

 **BERTHA M. GUERRERO**  
Recording Secretary JUL 3 1 2015

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

JUL 3 1 2015

**APPROVED BY:**

 **DEBORAH C. BELANGER**  
Chairperson JUL 3 1 2015

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GUAM'S ~~VOCATIONAL-CAREER AND~~ TECHNICAL EDUCATION SYSTEM ~~(CTE)~~**

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) identified Guam Community College as the State Agency for ~~Vocational-Career and~~ Technical Education (CTE), to serve as the Board of Control for vocational education for the purposes of the United States Vocational Education Act" on Guam; and

WHEREAS, the Carl D. Perkins ~~Vocational and Applied Technology Education Act~~ ~~Career and Technical Education Improvement Act of 2006~~ (CTE), ~~as amended~~ requires each State (or territory) develop State Plans that reflect more fully the academic and ~~vocational-career and~~ technical (CTE) skills of secondary and postsecondary students who enroll in ~~a vocational-technical (CTE)~~ programs by:

- a. Developing challenging academic and technical standards, and assisting students in meeting those standards (i.e. high-skill, high-wage or high demand occupations in current or emerging professions).
- b. Developing services and activities that integrate rigorous and challenging academic and ~~vocational-career and~~ technical (CTE) instruction that link secondary and postsecondary education for participating ~~vocational-career and~~ technical education (CTE) students.
- c. Providing services and activities designed to develop, implement, and improve ~~vocational-career and~~ technical education (CTE), including Tech Prep education.
- d. Conducting and disseminating national research and disseminating information on best practices that improve ~~Vocational-Career and~~ Technical Education (CTE) programs, services, and activities.
- e. Providing technical assistance that:
  1. Promotes leadership, initial preparation, and professional development at the State and ~~local~~ levels; and
  2. Improves the quality of ~~vocational-career and~~ technical education (CTE) for teachers, faculty administrators, and counselors.
- f. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area ~~vocational-career and~~ technical education (CTE) schools, local workforce investment boards, business and industry, and intermediaries; and
- g. Providing individuals with opportunities to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

WHEREAS, the Perkins Act mandate States to establish an accountability system and maintain a database that identifies information that support core indicators of performance for secondary and postsecondary ~~Vocational-Technical Education (CTE)~~ participants that are complete, accurate, valid and reliable; and

WHEREAS, through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education ~~(CTE)~~ Committee, will assist in developing and keeping within the nationally required measures for secondary and postsecondary ~~vocational-technical-education (CTE)~~ students; and

WHEREAS, the purpose of core indicators of performance are to monitor outcomes at the local and State level to provide data for Federal reporting and to develop a system to enhance the improvement of ~~vocational-technical-education (CTE)~~ programs on Guam.

NOW, THEREFORE, BE IT RESOLVED, that through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education (CTE) Committee shall assist in the development of the State Plan and core indicators of performance that measure secondary and postsecondary ~~Vocational-Career and~~ Technical Education (CTE) program participants' attainment of program completion and challenging academic and skill proficiencies.

BE IT FURTHER RESOLVED, that the President of the Guam Community College is recognized as the State Director for ~~Vocational-Career and~~ Technical Education (CTE) and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

**Amended & Adopted:** 7/31, 2014'S  
**Resolution** 11-2014'S

Amended & Adopted: November 17, 2008  
Resolution 62-2008

Adopted: April 6, 1994  
Resolution 26-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM**

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) identified Guam Community College as the State Agency for Career and Technical Education (CTE), to serve as the Board of Control for vocational education for the purposes of the United States Vocational Education Act" on Guam; and

**WHEREAS**, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (CTE), requires each State (or territory) develop State Plans that reflect more fully the academic and career and technical (CTE) skills of secondary and postsecondary students who enroll in CTE programs by:

- a. Developing challenging academic and technical standards, and assisting students in meeting those standards (i.e. high-skill, high-wage or high demand occupations in current or emerging professions).
- b. Developing services and activities that integrate rigorous and challenging academic and career and technical (CTE) instruction that link secondary and postsecondary education for participating career and technical education (CTE) students.
- c. Providing services and activities designed to develop, implement, and improve career and technical education (CTE), including Tech Prep education.
- d. Conducting and disseminating national research and disseminating information on best practices that improve Career and Technical Education (CTE) programs, services, and activities.
- e. Providing technical assistance that:
  1. Promotes leadership, initial preparation, and professional development at the State and local levels, and
  2. Improves the quality of career and technical education (CTE) for teachers, faculty administrators, and counselors.
- f. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education (CTE) schools, local workforce investment boards, business and industry, and intermediaries, and
- g. Providing individuals with opportunities to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

**WHEREAS**, the Perkins Act mandate States to establish an accountability system and maintain a database that identifies information that support core indicators of performance for secondary and postsecondary CTE participants that are complete, accurate, valid and reliable; and

**WHEREAS**, through the State Agency Office, the Adult Education and Career and Technical Education Committee, will assist in developing and keeping within the nationally required measures for secondary and postsecondary CTE students; and

**WHEREAS**, the purpose of core indicators of performance are to monitor outcomes at the local and State level to provide data for Federal reporting and to develop a system to enhance the improvement of CTE programs on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee shall assist in the development of the State Plan and core indicators of performance that measure secondary and postsecondary Career and Technical Education (CTE) program participants' attainment of program completion and challenging academic and skill proficiencies.

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College is recognized as the State Director for Career and Technical Education (CTE) and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

**Amended & Adopted: July 31, 2015  
Resolution 11-2015**

**Amended & Adopted: November 17, 2008  
Resolution 62-2008**

**Adopted: April 6, 1994  
Resolution 26-94**

**GUAM COMMUNITY COLLEGE**  
Board of Trustees

**GUAM'S ADULT EDUCATIONAL SYSTEM**

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) recognizes Guam Community College as the State Agency for Adult Education, "to act as administrator for the Federal Adult Basic Education Program," and

**WHEREAS**, the purpose of the Adult Education and Family Literacy Act (Title II of the Workforce Investment Act), is to develop a State Plan and create a partnership among the Federal Government, States and localities to provide, on a voluntary basis, adult education and literacy services or instruction below the postsecondary level in order to:

1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, and
2. Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and
3. Assist adults in the completion of a secondary school education.

**WHEREAS**, under the Workforce Investment Act, Title II – Adult Education and Family Literacy, adults are defined as individuals,

1. who have attained 16 years of age, and
2. who are not enrolled or required to be enrolled in secondary school under State law, and
3. who –
  - (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society,
  - (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education, or
  - (iii) are unable to speak, read, or write the English language.

**WHEREAS**, the Adult Education and Family Literacy Act mandate States and Territories to establish an accountability system and maintain a database that identifies information that support core indicators of performance for adult education participants, that are complete, accurate, valid, and reliable; and

**WHEREAS**, through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education (CTE) Committee, will assist in developing and keeping within the nationally required measures for adult education participants; and

**WHEREAS**, the purpose of the core indicators of performance are to monitor outcomes at the local and State level, to provide data for Federal reporting, and to develop a system to enhance the improvement of adult education programs on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that through the State Agency Office, the Adult Education and ~~Vocational-Career and~~ Technical Education (CTE) Committee will assist in the development of the State Plan and the core indicators of performance that measure the adult education participants' educational learning gains or completion of their adult education program.

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College is recognized as the State Director for Adult Education and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

**Amended & Adopted:** 7/31, 2014; Resolution 12-2014  
**Amended & Adopted:** November 17, 2008; Resolution 63-2008  
**Adopted:** April 6, 1994; Resolution 27-94

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**GUAM'S ADULT EDUCATIONAL SYSTEM**

**WHEREAS**, the "Community College Act of 1977" (codified at 17 GCA §§30101, et seq.) recognizes Guam Community College as the State Agency for Adult Education, to act as administrator for the Federal Adult Basic Education Program; and

**WHEREAS**, the purpose of the Adult Education and Family Literacy Act (Title II of the Workforce Investment Act), is to develop a State Plan and create a partnership among the Federal Government, States and localities to provide, on a voluntary basis, adult education and literacy services or instruction below the postsecondary level in order to:

1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, and
2. Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and
3. Assist adults in the completion of a secondary school education.

**WHEREAS**, under the Workforce Investment Act, Title II – Adult Education and Family Literacy, adults are defined as individuals,

1. who have attained 16 years of age, and
2. who are not enrolled or required to be enrolled in secondary school under State law, and
3. who –
  - (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society,
  - (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education, or
  - (iii) are unable to speak, read, or write the English language.

**WHEREAS**, the Adult Education and Family Literacy Act mandate States and Territories to establish an accountability system and maintain a database that identifies information that support core indicators of performance for adult education participants, that are complete, accurate, valid, and reliable; and

**WHEREAS**, through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee, will assist in developing and keeping within the nationally required measures for adult education participants; and

**WHEREAS**, the purpose of the core indicators of performance are to monitor outcomes at the local and State level, to provide data for Federal reporting, and to develop a system to enhance the improvement of adult education programs on Guam.

**NOW, THEREFORE, BE IT RESOLVED**, that through the State Agency Office, the Adult Education and Career and Technical Education (CTE) Committee will assist in the development of the State Plan and the core indicators of performance that measure the adult education participants' educational learning gains or completion of their adult education program.

**BE IT FURTHER RESOLVED**, that the President of the Guam Community College is recognized as the State Director for Adult Education and is authorized to submit the State Plan and supporting documents to the United States Department of Education.

**Amended & Adopted: July 31, 2015; Resolution 12-2015**  
**Amended & Adopted: November 17, 2008; Resolution 63-2008**  
**Adopted: April 6, 1994; Resolution 27-94**

**PRESIDENT'S TRAVEL SCHEDULE**  
August - October 2015

Conference Title	Date	Location	Sponsor:
2015 National Meeting for Adult Education State Directors	August 25-28, 2015	Alexandria, VA	U.S. Department of Education
iCount Symposium	September 14-17, 2015	Washington, DC	White House Initiative on AAPIs
President's Advisory Commission	September 21-25, 2015	Maui, Honolulu, and Pacific Islands	White House Initiative on AAPIs
WestCare Foundation Meeting	September 26, 2015	Las Vegas, NV	WestCare Foundation
Future of CTE Summit	October 6-8, 2015	Orlando, FL	NASDCTE

*Funding Source in order of travel: 100% ABE Federal Funds;  
100% WHIAAPI reimbursable; 100% Westcare Foundation; 100% CTE Federal Funds*

**GUAM COMMUNITY COLLEGE**  
**- KULEHON KUMUNIDAT GUAHAN -**

**TRAVEL**  
**- PROCEDURES -**

*Revised and updated, 4/30/15*

Ver 1.11  
4/27/15

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**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

**WHEREAS**, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

**NOW, THEREFORE, BE IT RESOLVED**, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees.

**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

**Amended & Adopted: July 24, 2014  
Resolution No: 39-2014**

**Amended & Adopted: November 3, 2011  
Resolution 4-2012**

**Amended & Adopted: September 5, 2008  
Resolution 34-2008  
Adopted: February 1, 1995  
Resolution 8-95**

Secretary

## TRAVEL PROCEDURES

### - OFF ISLAND TRAVEL -

#### SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

Approval of travel is done through a travel authorization form (TA). Travelers normally utilize the most economical means of transportation. After return from a trip, the traveler is to file a trip report and a travel reimbursement form (TR). A traveler may be reimbursed for travel for actual lodging and for per diem or actual meals. Travelers must receive **PRIOR** approval for all travel costs prior to travel.

#### TRAVEL AUTHORIZATION

Off island travel is initiated at GCC by preparation of a Travel Authorization (TA) request at the departmental level. The TA is then routed to the Immediate Supervisor/Dean and Division Head (i.e. Vice President/President) for review and approval. Final approval is given by the President. The request should be prepared to allow sufficient time for the approval process to be completed and at least **fourteen calendar days** ticketing prior to the time scheduled for the travel. This should take into consideration the processing and approval time required (*i.e. processing time + review and approval time + 14 calendar day minimum ticketing = Total amount of time needed for TA processing*) Exceptions can be made only in an emergency.

The traveler shall fill out Travel Authorization form (see **Appendix 1**) and the Travel Authorization Checklist (see **Appendix 2**) and ensure that all required information is attached. The traveler will attach the **actual** itinerary to the travel authorization and a list of anticipated expenditures. Ticket arrangements are required to be made from the list of authorized travel agents and one quote may come from the airline directly. Three price quotations for three different routes, must accompany all travel authorizations. (Note: Due to some travel agency inability to provide quotations that exceed more than a few days, price quotations must be obtained at the beginning of the TA process, prior MMO processing, and before certification and approval by the VP of Finance and Administration and the President. This will cut down on the number of times a traveler will request for price quotations). On date of ticket purchase, the instant purchase price for tickets will be verified and checked with airline or with travel agent to obtain the most economical price.

A **make-up lesson plan** for Instructional/Non-Instructional: to include: a) Instructor's Name, b) room number, c) descriptive daily lesson plan, d) for non-instructional, a makeup schedule d) Signature of traveler should be included in the Travel Authorization documents. (see **Appendix 10**)

It may be appropriate for the College to send a traveler to more than one conference. If there are open days between conferences, the traveler and the person authorizing the travel should discuss

and agree upon, in writing, whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

A copy of the standard travel authorization form (TA) is included in **Appendix 2**.

Travel authorization is required for all travel related activities. This includes travel paid by the College, by a third party, or with \$0 funding requirements, and whether the traveler is using leave without pay, administrative leave, annual leave, or personal leave. Faculty travel that is non-PDRC funded must submit the Professional Development Activity Record form to PDRC (See Appendix 11.).

## **TYPES OF TRAVEL AUTHORIZATION**

The following types of travel are authorized as indicated:

### **Travel on Official College Business**

The Chairperson of the Board of Trustees shall authorize travel for members of the Board and the President. The President shall authorize travel for all other employees. Any requests not duly authorized via an approved travel authorization **prior** to the commencement of travel will be charged to the individual traveler.

### **Travel with side trip or extension of dates at same travel location**

The travel policy states that travel be performed for the direct benefit of the College. However, travelers who want to include a side trip into their travel or extend the dates at the same travel location must pay the cost of the additional trip/dates and any other related costs. The College will pay the lowest travel cost, based on determination of the total trip cost.

Travelers must obtain at a minimum 4 price quotations to include the following when including a side trip:

- a. 3 price/route quotations with extended dates to the conference and back.
- b. 1 price/route quotations with extended dates inclusive of side trip.

Travelers must obtain at a minimum 4 price quotations to include the following for an extension of dates at the same travel location:

- a. 3 price/route quotations with extended dates to the conference and back.
- b. 1 price/route quotations with original dates to the conference and back.

### **Travel of Employees hired from Off-Island**

This travel is approved by the President and is covered by the employment contract. A person whose education has been covered by payment from the GovGuam Student Financial Assistance Fund within twelve months of the first workday at the College is not entitled to recruitment travel funds as an off-island hire.

### **Student Group Travel**

Student group travel (consisting of student, faculty and GCC employee chaperone) shall be allowed to make travel arrangements directly with airlines. This will allow for group discounts to be obtained and flexibility in travel changes. Documentation of the discount and savings must be noted. Additionally, student group travel for off-island competitions may require the group to arrive at the location additional days before the competition. The request for the extended days with any supporting documentation must be submitted and attached to the TA. This will be reviewed by the Vice President of Finance and Administration on a case by case basis.

For student group travel, the actual method will be utilized for lodging and transportation, and meals will be paid on the per diem basis.

## **FINANCING OF TRAVEL**

Travel costs will be paid by GCC per the approved travel authorization. Travelers will have their airline ticket and registration fees paid for with institutional funds, via the GCC corporate credit card. Lodging may be requested to be paid via the College corporate credit card. Also, travelers may apply for a travel advance of 80% of the authorized per diem. Per diem advances will be made available up to two business days in advance of the trip. Travelers will be required to sign the Advance Per Diem Agreement (Appendix 8). An earlier advance may be authorized by the Vice President of Finance and Administration, with proper justification. The President may authorize travel without completion of a travel authorization. This will be done **only** in emergencies.

The traveler must make a written request for the advance per diem, (As noted on the Form TA) at least three days prior to departure. Additionally, the traveler is responsible for ensuring that the request for GCC corporate card is made to purchase the airline ticket, within the advance purchase requirements.

## **COST-SHARING**

The traveler and the person authorizing the travel may make a cost-sharing agreement about travel costs. These agreements outline a percentage to be paid by the College. They could also agree for the College to pay a flat amount and the traveler paying the remainder, or a combination of the two methods. They could agree to share the types of costs such as the traveler paying for transportation and the College paying for meals and lodgings.

The Guam Community College may make cost-sharing agreements (prior to travel) with other institutions. If a cost-sharing agreement is made, the traveler must submit documentation of the costs to be paid by the College.

**Example:** There is only \$700 budgeted for travel in a grant. The traveler may agree to cost-share arrangement by submitting documentation to support at least \$700 in expenses.

## **ALLOWABLE EXPENDITURES AND REIMBURSEMENT**

Reimbursement for travel expenses related to lodging and meals will follow the below requirements:

- 1) **Lodging** – Actual method of reimbursement will be used for lodging (hotel) expense. These costs should be inclusive of actual lodging costs, taxes, and fees related to the number of days approved for lodging. The lodging costs should not exceed the standard daily lodging rate (exclusive of taxes) stated on the per diem website. If traveler requests for lodging costs in excess of published standard lodging rates from [www.gsa.gov](http://www.gsa.gov), the request must be made in advance with justification documenting the need and purpose for the higher lodging rate.

**Example:** The conference is being held at a hotel whose cost is \$150 per day, but standard lodging is \$100 per day. It is beneficial to the traveler to stay in the same hotel as the conference site.

- 2) **Meals and Incidentals** - There are two options for seeking reimbursement for meals (breakfast, lunch, and dinner) and incidental expenses. The Federal Travel Regulation Chapter 300, Part 300-1, under Per Diem Allowance describes incidental expenses as “fees and tips given to porters, baggage carriers, hotel staff and staff on ships.”
  - a. The first option is to seek per diem. Under the per diem method, a standard daily amount is available. This amount is expected to cover standard meal and incidental expenses. Documentation of standard per diem expense is not required when seeking reimbursement under the per diem option. If conference fees include meals, the traveler will reduce their per diem for these meals.
  - b. The second option is to seek reimbursement for all reasonable expenses, also called the Actual Method. Reasonable expenses include all expenses covered by per diem plus other directly related travel expenditures. In this option, additional appropriate documentation is required and the traveler must provide documentation to support the actual cost requests. All requests for actual cost must be requested and approved in advance prior to travel. Upon return the traveler must fill out and attach receipts to the Trip Reimbursement Detail Form (**Appendix 5**).

At Guam Community College almost all travelers utilize the per diem method. This usually provides the greatest efficiency for the traveler and the College.

Standard expenditures covered by meal and incidental per diem:

The following are examples of other travel related costs for which a person may seek reimbursement even if the per diem method is used. Major expenses of this type should be approved at the time of the travel authorization.

**TABLE 1**

1.	Conference or meeting fees.
2.	Long distance calls directly related to the purpose of the travel. Include information on the number called and the business purpose of the expense.
3.	Excess baggage or shipping related to carrying materials to/from a conference or meeting. This includes storage and transfers of such materials.
4.	Justified Business Center services.
5.	Rental of internet access computers or other necessary equipment.
6.	Ground Transportation-round trip from airport to hotel.
7.	Guides and interpreters.
8.	Drivers of vehicles or boats.
9.	Storage of property.
10.	Hire of a meeting or presentation room or space.
11.	Entertainment expenses.
12.	Small supplies.
13.	Rental cars and local transportation.
14.	Necessary storage of baggage.
15.	Other justified expenses directly related to the travel.
16.	Checked luggage fee for the first standard sized bag if there is a fee and based on airline requirements. Justification for second bag must be business related.

The following are examples of costs that are not allowable:

1. Flight insurance (exception, GDOE students).
2. Repairs to home while traveling.
3. Reading materials unrelated to official business.
4. Video or cable charges.
5. Clothing.
6. Alcoholic beverages.
7. Athletic room fee.
8. ATM Fees.
9. Non-justified travel or conference related expenses.

## PER DIEM

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodging for the travel period. If conference fees include meals, the traveler will reduce their per diem for these meals.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins two hours before scheduled takeoff at the airport and ends one hour after return. All time is counted as Guam time.

**Example:** A person leaves Guam at 6:00 a.m. on March 1 and returns to Guam at 6:00 p.m. on March 5. The trip has four travel days: March 1, 2, 3, and 4.

**Example:** A traveler travels six days to Chicago. This includes one day of travel to Chicago, a four day conference and one day for return. The traveler may request meal and incidental per diem for 6 days and actual lodging costs. The traveler does not have to submit any receipts for meal and incidentals, only for lodging. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses. If the Chicago hotel costs more than the allowable lodging per diem rate, the traveler must provide documentation justifying the hotel chosen.

The per diem rates are based on the per diem rate authorized by law. Currently, the rate is available on the following website:

<http://www.gsa.gov>

The traveler is entitled to the meals and incidental per diem rate for each travel day of official travel. No more than one day of per diem or expenses may be claimed before the beginning of official business and one day claimed for the return. Exceptions may only be made with prior approval and documentation on the TA.

The following **standard calculation** can be applied for counting travel days:

**Trip to the US Mainland:**

The traveler may claim a travel day going and a travel day for return for meal and incidental per diem.

**Trip to Hawaii:**

The traveler may claim one meal and incidental per diem travel day.

**Trip to any of the Micronesian Islands, Japan and Philippines:**

The traveler may claim one travel day. If the airline schedule does not allow a direct return, required stay over days may be claimed. However, documentation must be provided indicating flight availability.

If a traveler goes on annual leave during the trip, the travel days end at the time of the end of business. The traveler may be entitled to meal and incidental per diem and/or actual hotel expense during a layover on the travel back to Guam.

If a trip is less than one day, the traveler is entitled to all **actual** allowable expenditures. However, the traveler is not entitled to meal and incidental per diem.

**Example:** A traveler goes to Saipan in the morning and returns that evening. The traveler is entitled to actual allowable expenditures but not to per diem.

If a person begins travel with a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return. Exceptions must be authorized in advance.

**Example:** A traveler begins travel on Sunday while on stand-by to return home on Friday. If the traveler is not able to get on the Friday flight, the traveler is not on travel status while waiting for the next available flight.

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates (per 5GCA §23104 (a)(2) Per Diem Allowance).

## **SALARY AND USE OF LEAVE WHILE TRAVELING**

The traveler shall be on administrative leave and will receive a regular salary during the authorized travel time. In general, a traveler will be eligible for one day of administrative leave for each day of authorized travel time. No advances of an employee's salary may be made except in case of emergency. Travelers must attach their Leave Application with the TA as noted in the TA Checklist.

If the traveler becomes sick during a trip or uses other types of leave while on travel status, the traveler must attach a copy of the approved leave form to the travel reimbursement (TR) request.

Upon returning to Guam, the traveler must show the hour of departure and return to duty.

When a traveler takes sick leave because of illness or injury not due to personal misconduct, the prescribed reimbursement will be authorized for a period not to exceed ten days. The approved leave form shall accompany the travel reimbursement request.

## **REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT**

The traveler must file a trip report form (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within 10 business days of return from travel to the supervisor. A copy of the approved trip report form should be attached to the request for reimbursement. A traveler who is only claiming meal and incidental per diem need only file a copy of the travel authorization and backup, actual lodging receipts, the ticket or (e-ticket) and original boarding



passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

If the traveler claims actual meal and incidental expenses and any advance exceeds the amount claimed in the travel reimbursement request, the traveler shall refund the excess at the time the travel reimbursement is submitted. Failure to refund the excess at time of travel reimbursement will result in immediate payment due and deduction from employee's payroll.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that may have been made. If any advance is not returned within business 10 days, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. Such recovery may be by set-off of salary due, retirement credit, or other financial charges. This may be sought from the person to who advanced or the estate by such legal method of recovery as may be necessary. The traveler will be responsible for any attorney or collection fees paid to collect balances owed.

When actual expenditures are claimed, receipts must support all expenditures. Reimbursement of meals will not exceed the standard authorized rate. Items in a travel reimbursement not properly supported by receipts, will not be reimbursed.

Persons traveling in foreign countries should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged and exchange rate.

All claims for entertainment expense, including those incurred while on travel status, must be justified in writing. Such expenses are reimbursable only when directly connected with the official business of the college. The justification will state:

1. The date of entertainment.
2. The specific purpose of entertainment or the nature of business benefit.
3. The specific names and occupations of the persons entertained.
4. The name and address of the facility used for entertainment.
5. Appropriate receipts.
6. The business purpose of the entertainment and what business was discussed.

A copy of a request for reimbursement form (TR) is included in **Appendix 3**.

**Travelers are responsible for submitting a copy of the required reports to the department funding the travel.**

### **TRAVELER'S TRANSPORTATION**

All travelers will travel by economy class with the lowest fare airline. The Chairperson of the Board or the President may allow a different class of travel for official business reasons or health reasons. The Vice President of Finance and Administration may allow other than the lowest fare airline to significantly reduce travel time.

Travel arrangements will be made from the list of approved travel agencies and one quote may come from an online airline/website. A traveler must make arrangements early enough to take advantage of the 14 day advance ticket purchase and available discounts. After arrangements are made, payment will be made by the Business Office.

All travel must be by a usually-traveled route. Traveling to the U.S. mainland by going through Japan is considered a usually-traveled route. Travel by other routes is allowable only if the Vice President of Finance and Administration specifically permits such a route.

A person traveling by an indirect route for personal convenience will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred on a usually-traveled route.

If specifically justified and approved in **advance**, the expenses of a car rental may be reimbursed to an employee also claiming per diem. Such approval is given only if there is a business need for such a car. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts.

### **SPECIAL QUESTIONS**

#### **Extension of Travel Time**

The extension of official travel for GCC requires prior approval by the person authorizing the travel. Exceptions may be made for emergency situations.

#### **Frequent Flyer Programs**

College personnel enrolled in any frequent traveler program while traveling for the College may utilize benefits for their own travel.

## **Payback Obligation**

Guam Community College has a “payback” policy, Administrative Directive 2010-01. This means that if a person travels off island for training and then leaves the College within twelve months, the person is be liable to pay back the costs of the training. The dates and percentages in the “Administrative Directive 2010-01” will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the *Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement* form prior to leaving on their trip. See **Appendix 7** for these forms. Any requests for exemptions to this directive must be made in writing directly to the President, via the employee’s supervisor.

*The following are additional programs that should be reviewed to ensure compliance with those applicable policies and procedures payback provisions:*

Faculty - The Professional Development Review Committee internal operating procedures.

Staff – The Staff/Administrator Development/ Program Procedures

## **TRAVEL PROCEDURES**

### **- ON ISLAND TRAVEL -**

Guam Community College makes College automobiles available when an employee must travel on College activities. The most common case of this is when an employee must travel to another site for business or to conduct a class. In general, employees should utilize College transportation for such purposes. Employees are required to follow the GCC Vehicle Guidelines and Procedures published on MyGCC. In special circumstances where there is a significant inconvenience in utilizing a College vehicle, an employee may be authorized to utilize their personal transportation for College purposes. Such travel must be authorized ahead of time. For employees claiming mileage, a purchase order for estimated mileage and timeframe must be processed before travel commences.

At the time of reimbursement, the employee should supply a copy of the documentation, a log listing the day and time of each trip, the beginning and ending mileage and the net mileage. See **Appendix 6** for the Mileage Reimbursement Log. Mileage reimbursement requests must be submitted on a monthly basis to Materials Management Office, no later than 20 days after the expense is incurred.

Requests for mileage reimbursement will be at the standard IRS rates, which can be viewed at the Internal Revenue Service website, [www.irs.gov](http://www.irs.gov). The Controller will publish the current mileage reimbursement rate on MyGCC.



**Guam Community College  
Travel Request/Authorization**

TA No.

1. TO <b>MATERIALS MANAGEMENT/ FINANCE &amp; ADMINISTRATION</b>	2. FROM (Division/Department)	3. REQUEST DATE
4. NAME OF TRAVELER	5. TITLE	6. BUDGET ACCOUNT CODE (FOAP)
7. TRAVEL DESTINATION(S)  FROM  TO		8. APPROX. LENGTH OF TRAVEL (DAYS)
		9. DATE TRAVEL COMMENCES

10. DESCRIBE ROUTE PLANNED

11. PURPOSE OF TRAVEL (Describe in Full - use reverse side if more space is required)

12. TRAVEL ADVANCE REQUIRED (Attach memo requesting for any travel advances)

13. SIGNATURE OF TRAVELER	DATE	14. SIGNATURE OF SUPERVISOR (Include Name and Title)	DATE
15. SIGNATURE OF DIVISION HEAD (Include Name & Title)	DATE		

16. ESTIMATED TRAVEL COST

17. PAYABLE TO (Complete Name & Address)

A. TRANSPORTATION COST

B. CONFERENCE/MEETING COST

C. PER DIEM

D. MISCELLANEOUS

TOTAL COST

NOTE: Travel Procedures specifies that airline tickets and meeting costs are to be paid through the Guam Community College Corporate Card, with minimum exceptions.

18. CERTIFICATION OF FUNDS AVAILABILITY (Fin. & Adm. Div.)	19. PRESIDENT'S APPROVAL
<b>CARMEN K. SANTOS, CPA</b> V.P. for Finance & Administration	<b>MARY A.Y. OKADA, Ed.D.</b> President
DATE	DATE

GCC Form TA

Appendix 1

04/21/15

**GUAM COMMUNITY COLLEGE  
Travel Request/Authorization Checklist**

<b>Traveler</b> _____		<b>Prepared by</b> _____ <b>Administrative Staff</b>
<b>Yes</b>	<b>NO</b>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Properly filled out Travel Request/Authorization with authorized signatures? (Appendix 1)
<input type="checkbox"/>	<input type="checkbox"/>	2. Printed per diem rates for cities traveling to, from the following website: <a href="http://www.gsa.gov">http://www.gsa.gov</a> , search for per diem rates.
<input type="checkbox"/>	<input type="checkbox"/>	3. Lodging, meals and incidental calculation breakdown sheet with deduction of meals provided by the conference.
<input type="checkbox"/>	<input type="checkbox"/>	4. Three price quotations from approved list of travel agents or airline? Note: Please indicate last date to purchase tickets. Indicate if travel with side trip or extension of dates at same travel location. Ensure the lowest airfare possible is selected.
<input type="checkbox"/>	<input type="checkbox"/>	5. Memo or email requesting for advance per diem addressed to VP of Finance and Administration, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	6. Attach Lodging/Hotel cost breakdown including taxes with supporting hotel price quotes. Include a copy of hotel authorization form for GCC Credit Card usage.
<input type="checkbox"/>	<input type="checkbox"/>	7. Registration/Conference fees with proper forms attached?
<input type="checkbox"/>	<input type="checkbox"/>	8. Signed administrative leave form?
<input type="checkbox"/>	<input type="checkbox"/>	9. Is the travel required per existing contracts, law, or rule? If yes, attach documents.
<input type="checkbox"/>	<input type="checkbox"/>	10. Is there more than one (1) traveler attending the same conference, seminar, workshop, or meeting? If yes, attach justification.
<input type="checkbox"/>	<input type="checkbox"/>	11. If travel is for "meeting," is documentation from meeting official indicating times, dates, and purpose of meetings attached? Attach brochure of conference/training and agenda to include conference and any meals provided.
<input type="checkbox"/>	<input type="checkbox"/>	12. Is Travel Authorization being submitted 14 calendar days prior to travel commencement date? If not, is explanation attached?
<input type="checkbox"/>	<input type="checkbox"/>	13. Payback Policy signed. (Appendix 7)
<input type="checkbox"/>	<input type="checkbox"/>	14. Faculty makeup plan, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	15. Other documentation to support travel and link to Institutional Priorities. (Appendix 4a)
<input type="checkbox"/>	<input type="checkbox"/>	16. Does traveler have a personal copy of the approved final Travel Authorization form?

Disclaimer Note: This checklist should be used in conjunction with the GCC Travel Procedures.

# Guam Community College Trip Reimbursement

DATE: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	TA NUMBER: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	DATE(S) OF TRAVEL: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
NAME OF TRAVELER: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	TIME DEPARTED: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	TIME RETURNED: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Append a trip report to this document. The trip report should cover trip objectives and benefits derived. Include a copy of the TA and any related documentation provided with the TA. Provide two copies of this document. Travelers who want to claim actual expenses rather than per diem must also fill out a TR-03 form.

Were there any significant differences between the travel plan authorized on the TA and the actual trip?      YES      NO

If yes, please explain the changes below. Significant differences include a significant change in cost of travel, length of stay, or itinerary.

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When such differences increase the cost of the travel to the College, appropriate additional approval is required.

<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Signature of Supervisor (Include Name and Title)      Date	Signature of Division Head (Include Name and Title)      Date

## EXPENDITURE REIMBURSEMENT CLAIMED:

Provide appropriate documentation per the instructions of the Travel Policy and Procedures manual. This documentation should include a copy of the ticket and documentation on meeting or conference charges paid by the traveler.

## PER DIEM CLAIMED:

Number of days authorized travel times the standard per diem rate for the destination.  
(Indicate amount less any advance claimed)

## ADDITIONAL EXPENDITURES CLAIMED:

Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Description: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Description: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Amount: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Amount: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Description: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Description: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Amount: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Amount: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

TOTAL AMOUNT CLAIMED: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	TRAVELER'S SIGNATURE :      DATE: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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(Travelers are responsible for submitting a copy of the required reports to the department funding the travel.)



## GUAM COMMUNITY COLLEGE TRIP REPORT FORM

**NOTE:** Please note that this report must be submitted to supervisor no more than 10 days upon completion of travel.

Name:	Department:
Signature:	Travel Dates:
	Date(s) of Event:

- A. Name and location of conference, workshop, or training event:
- B. How will you apply information or skills acquired from this event to enhance or improve student learning outcomes or student needs as it relates to your department's plan and mission?
- C. How does this event relate to the Institutional Learning Outcomes of the College? (Refer to Appendix 4)
- D. How does this event support the Institutional Priorities of the College? (Refer to Appendix 4)
- E. How has this event contributed to your professional growth in your role at the College?
- F. Other pertinent information (i.e., Business contacts established on trip)



**GUAM COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT PRIORITIES  
ACADEMIC YEAR 2014-2015**

**INSTITUTIONAL PRIORITIES  
By Topical Category**

**ORGANIZATIONAL PRIORITIES**

1. Compliance with federal/local/contractual requirements (e.g. , grants, programs, contract, etc.)
2. Diversification of funding sources and implementation of financial stabilization strategies
3. Extending workforce development through community partnerships
4. Improving delivery of services to students
5. Modernization of classrooms, instructional technology, and facilities
6. Professional career planning, leading to upward mobility program for employees (through professional development, credentialing, and morale building)
7. Internationalization efforts
8. Succession planning
9. Sustainability and “greening” of the campus (i.e., using renewable energy/alternative energy sources)

**ACADEMIC PRIORITIES**

1. Accreditation – Student Learning Outcomes (SLOs), program review, linking institutional planning to budget, curriculum revision
2. Career and technical workforce development, to include Advisory Committees
3. Communicating career pathways, career clusters, and career and educational plans
4. Course and program level assessment, General Education, Institutional Learning Outcomes (ILOs)
5. Curriculum and program expansion in career and technical education fields
6. Enrichment in one’s content area, or improving staff or faculty competencies as related to their work (i.e. licensing, credentialing, and certification)
7. “Greening” of the curriculum
8. Linking secondary and postsecondary programs
9. Science, Technology, Engineering, Mathematics (STEM) – related activities
10. Student evaluation of learning and teaching processes in the classroom that promote critical thinking skills, diverse learning styles, and student motivation

**Guam Community College**  
**Trip Reimbursement Detail (Supplemental) Form**

**NOTE:** Travelers who claim actual expenditures rather than per diem must provide information in the following format.  
 The traveler must also attach receipt on all expenditures over \$15.

DESCRIPTION OF ITEM CLAIMED (Enter dates at right)	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
Breakfast								
Lunch								
Dinner								
Rental Cars and Local Transportation								
Lodging								
Phone (Business Calls)								
Conference or Meeting Fees								
Justified Business Center Services								
Other (specify)								
a)								
b)								
c)								
d)								
<b>TOTAL:</b>								
<b>Traveler's Name:</b> _____								<b>Signature:</b> _____
								<b>Date:</b> _____

**Tel: 671-735-5540/5542**  
**Fax: 671-734-5238**

## MILEAGE REIMBURSEMENT

### Mileage Report of Private Vehicles Use on Official Business

**FOR FACULTY:** Please refer to ARTICLE VII – SECONDARY FACULTY WORKING CONDITIONS, Page 85, G. General Provisions, No 5, a.b.c., and ARTICLE XIX – POST SECONDARY INSTRUCTIONAL FACULTY CONDITIONS, Page 98 G. General Provisions, No 5, a.b.c.

[illegible]

**Note:** Monthly Mileage reimbursement must be submitted to Materials Management prior or before the 20<sup>th</sup> day of the following month.

**GUAM COMMUNITY COLLEGE**  
**Office of the President**  
**735-5700/5638**

OCT 01 2009

**MEMORANDUM**

**TO:** Administrators/Faculty/Staff

**FROM:** President *Myra Ade*

**SUBJECT:** Administrative Directive 2010-01  
PAYBACK PROVISIONS FOR ADMINISTRATORS/ FACULTY/STAFF

This Administrative Directive 2010-01 supercedes Administrative Directive 2009-01,

The Guam Community College values, encourages and supports the training and professional development of its Administrators/Faculty/Staff to further maximize and improve their knowledge and skills. Professional development for the Administrators/Faculty/Staff provides opportunities for them to serve the educational process, the academic community, and the institution by increasing their effectiveness as an Administrator/Faculty/Staff through participation in ongoing training and development in their current capacities, while preparing for the future.

Effective immediately, when Administrator/Faculty/Staff personnel receives financial assistance from the Guam Community College and leaves the college before working the equivalent of **12-months** after receipt of funding, the following table will be used to determine the amount of money to be paid to the college by the recipient:

Time Worked After Funding (months)	Percentage of payback	Amount
a	100.0%	
1		Less \$200.00 from entire travel & trip expense
2		Less \$400.00 from entire travel & trip expense
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Not Balance
12	0.0%	

**Memo from President**  
**Revised Administrative Directive 2010-01**  
**Re: Payback Provisions for Administrators/Faculty/Staff**  
**Page 2 of 2**

This payback provision allows the Guam Community College to recover money, all or in part, for training of Administrators/Faculty/Staff who depart from the college prior to fulfilling their training obligations.

GCC's payback provision will not apply to college-required workshops, conferences and/or seminars approved by the president of the college. Also excluded from this provision will be travel expenses provided by a funding source separate from GCC.

This document serves as a binding contract between **(employee full name)** and **Guam Community College**, as acknowledged and agreed upon by the signatures below.

\_\_\_\_\_  
**(Employee Full name), Employee**

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Employee Immediate Supervisor), (Title)**

Date: \_\_\_\_\_

\_\_\_\_\_  
**MARY A.Y. OKADA, Ed.D., President**

Date: \_\_\_\_\_

## **Advance Per Diem and Advanced Miscellaneous Costs Agreement**

DATE: \_\_\_\_\_

Guam Community College Business Office

RE: Advanced Per Diem and Miscellaneous Cost PO \_\_\_\_\_

By signing below, I agree that I have received advanced per diem and/or advanced miscellaneous costs and I will be attending the conference/seminar/travel that was requested in my Travel Authorization. In the event that I am unable to attend ***all or any part*** of the conference, seminar or requirements of this trip, I will notify GCC Business Office immediately. The Business Office will calculate the payback of the advance per diem due to GCC. Any miscellaneous advances received in excess of costs shall be refunded to the College.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that have been made. If any advance is not returned within 10 business days of return from travel, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. I agree that any advances will be deducted from my next paycheck or other payments due to me. If the paycheck is insufficient to cover funds advanced, I agree that GCC has the right to deduct from subsequent paychecks until the amount is refunded in full. I will be responsible for any attorney or collection fees paid to collect balances owed.

\_\_\_\_\_  
Signature  
Print Name  
Date

### Lodging, Meals and Incidental Expenses (M&IE) Calculation Breakdown

Date	Lodging	Breakfast	Lunch	Dinner	IE	Total
Example	\$150	\$7	\$11	\$23	\$5	\$196



## Faculty Make-up Plan or Coverage of Services

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of Leave: \_\_\_\_\_

Course Number(s) and Title(s), if applicable: \_\_\_\_\_

Plan:

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_____	_____	_____
Print Name	Signature	Date

Acknowledged by:

_____	_____	_____
Department Chairperson	Signature	Date
Approved by:		

_____	_____	_____
Dean	Signature	Date



**GUAM COMMUNITY COLLEGE  
Professional Development Activity Record  
(NON-PDRC Funding)**

---

**MEMORANDUM**

**DATE:**

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

**VIA:** Dr. Rene Ray Somera, AVP

**FROM:** Sally Sablan, PDRC Chairperson 2014-2015

**RE:** Professional Development Activity

Dear President Okada,

Please note that this activity has been recorded by PDRC.

Faculty Name:

Division/Dept:

Activity:

Time frame:

Location:

Amount:

Funding Source:

Respectfully submitted,

---

Faculty Print and Signature

---

Date

Recorded by:

---

Sally Sablan, PDRC Chairperson 2014-15

---

Date

C: Faculty, Dean, School, PDRC Chair, Business Office

Revised 08.28.14



**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, September 3, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of July 31, 2015

**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 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - GCC Annex

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of July 31, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on July 31, 2015, was called to order at 12:15 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Swearing In and Administration of the Oath of Office for appointment of Trustee**

**Member Eloy Hara.** Board Chairwoman Deborah Belanger swore in Mr. Eloy P. Hara, a newly appointed GCC Board of Trustees Member.

**2. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Ms. Gina Ramos; Mr. Eloy P. Hara; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory. Not in attendance: Mr. John Benito (schedule conflict); Mr. Richard P. Sablan (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Joann Muna, Human Resources Administrator; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Matthew Kane, Legal Counsel.

**3. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – June 1, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 1, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.**  
**(Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.**

**1.** The College received the standard notification from the ACCT that it is a member of good standing and consistently been active and have paid its membership dues.

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

FY2015: Currently, the College received a total of approximately \$9.345 Million from the different funds in the budget appropriation, as follows: \$8.188 Million from the General Fund; \$260,000 from the LPN/Vocational Guidance Fund; \$377,000 from the General Fund for the apprenticeship program; \$494,000 for the MDF; \$24,000 for the TAF to support the ProStart travel. The last allotment received was on June 24, 2015. The College will continue to work with the Department of Administration on its allotment releases.

**Capital Improvement Projects and other activities:** President Okada reported the following:

-Congresswoman Bordallo recently released a notification of grant award for the College to receive approximately \$1.1 Million in FEMA funding. The total grant is \$1.6 Million of which, \$500,000 is 25% for matching, which is a FEMA grant requirement. This grant is for the strengthening and hardening and renovation of Building 300. This accelerates the process of temporarily relocating culinary and maintenance, which are currently housed in this building.

The A&E design for this has been awarded and will be followed up with the architect. The renovated building will consist of classrooms to support the ProStart and Tourism & Hospitality programs.

-Due to the move of some George Washington High School students to Tiyan High, there is space now to move programs such as VisCom, Marketing, LMP and Electronics this academic year back to GW, creating space at the College. Next academic year, the next move will be the Secondary Education program.

-Due to a compliance with Guam Public Law 32-181, the College reported to the Legislature its first Post Graduate Employment Report for 2014. This report entailed tracking students to ask what degree they received; whether they are employed in the area they received their degree and their salary. The College had to submit this by June 30, 2015.

-The College recently attending its budget hearing for FY2016, which the President reported was a success. Trustee Arriola attended this and also mentioned it was a success. The budget request was for approximately \$20 Million. The College anticipates receiving the full budget request.

-The President and Dr. Ray attended a CCID conference relating to internationalization and curriculum with representatives from Japan, Korea, India and Indonesia. President Okada and Dr. Tellei from Palau Community College gave a presentation on behalf of the Pacific Postsecondary Education Council (PPEC). As a result, this presentation received many positive feedback and interests for the Pacific region. Dr. Ray and President Okada recently received requests for collaboration from Korea and Japan.

-The President and Dr. Ray recently attended and presented at an ACCJC regional conference on assessment. This received positive feedback, too, and as a result Dr. Ray will be providing technical assistance and assessment training to the College of Micronesia in the FSM and the Palau Community College regarding paraprofessionals in the health area, including SLOs and TracDat training for accreditation purposes.

-Dr. Ray explained that the Palau Community College and CNMI will be the first two colleges in

the Pacific that will have the new accreditation standards.

President Okada explained to Trustee Hara what are the ACCJC and PPEC, including the College's role in providing training for paraprofessionals in the region with grant funding.

**Other activities:**

- During the summer, other activities included the -National Summer Transportation Institute (NSTI) program, plus a robotics class, which was very popular.
- As part of promoting GCC, the College is a sponsor of the Guam Women's Masters Basketball Association relating to the wellness facility currently being planned for GCC. There will be commercials and public service announcements as part of this sponsorship. There will be a game tonight at the Father Duenas Phoenix Center with GCC Criminal Justice students participating.
- The new GCC logo will be unveiled in 2016 and launched in 2017 for GCC's 40<sup>th</sup> anniversary. The Board as well as students will be provided an opportunity to review/vote what was submitted to the logo committee.

**2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- COPSA members have been attending leadership trainings with two more scheduled on August 4 and August 6, 2015.
- August 12, 2015, 9am and 1pm: New student orientation.
- August 17, 2015, 6pm: COPSA informed by CSI to attend Convocation on campus.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

- National Summer Transportation Institute (NSTI) programs: A total of 22 initially signed up but 20 students completed. Even with the two that dropped out, it still had a 100% completion rate for the grant.
- Pedestrian walkway project: This project is the walkway in front of the Victoria Mart and GCC Foundation exit parking lot. Students designed and developed and executed this project.

**Support Staff Advisory Member:** Not in attendance, no report submitted.

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

- Trustee Arriola attended the budget hearing for FY16 for the College

**VI. UNFINISHED BUSINESS**

**1. Construction Projects Updates.**

- Building 100 and Forensic Lab Extension Loan. As last reported, the College is awaiting final approval from USDA for Building 100. A right of way document from USDA has to be executed but still working on the details with the Board of Trustees and the Foundation Board.
- Two GCC expansion projects should be going out to bid soon.

During the next meeting the construction updates for Building 300, GCC Annex, and GCC Wellness Center will be included as part of the construction updates.

## **VII. NEW BUSINESS.**

### **1. Policy Updates (325, 330 and 190).**

**-Policy 325, GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM:** This is an update of the terminology previously used and the proposal will reflect Guam's Career and Technical Education to be consistent with the Guam Code Annotated.

**-Policy 330, GUAM'S ADULT EDUCATIONAL SYSTEM:** This policy was also updated to change the terminology to reflect Career and Technical Education (CTE).

**-Policy 190:** This policy was previously updated, which also removed the administrative procedures from the policy itself. The procedures are a stand alone document and are now separated from the policy.

**Travel Procedures:** The updated Travel Procedures was revised and updated as of April 30, 2015. This updated version has been reviewed by the Resource Planning & Facilities Committee and the College Governing Council through the participatory governance process. Ms. Carmen Santos signed as the Chair; Mr. Anthony Roberto as the Co-chair; and Ms. Toni Chamberlain also as the Co-Chair. The recommended updated version was then forwarded to the President.

The Board was informed that with the updated procedure, the Federal GSA per diem rate has been adopted for lodging and meals. Actual hotel per diem was also adopted. These updated procedures will be in place beginning Academic Year 2015-2016 and also posted on the Board of Trustees website.

## **MOTION**

**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE UPDATED GCC BOARD OF TRUSTEES (BOT) POLICY 325 AND POLICY 330, WITH RECOGNITION OF THE UPDATED ADMINISTRATIVE PROCEDURES FOR THE BOT TRAVEL POLICY 190, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

### **2. President's Travel Request (August-October 2015)**

**-2015 National Meeting for Adult Education State Directors, August 25-28, 2015, Alexandria, Virginia, sponsored by the United States Department of Education.**

- iCount Symposium, September 14-17, 2015 in Washington, D.C., sponsored by the White House Initiative on AAPIs.
- President's Advisory Commission, September 21-25, 2015, in Honolulu, sponsored by the White House Initiative on AAPIs, 100% funded by the White House.
- WestCare Foundation Meeting, September 26, 2015, Las Vegas, NV, sponsored and funded by the WestCare Foundation.
- Future of CTE Summit, October 6-8, 2015, in Orlando, Florida, sponsored by the NASDCTE.

Trustee Arriola mentioned the ACCT Leadership Congress conference in San Diego, California on October 14-17, 2015. Part of the discussion during this conference is the free community college tuition for everyone for two years. The February 2015 ACCT trip is not recommended due to weather conditions during that time. Trustees Belanger, Arriola, Hara and Anderson were interested in attending. The travel request will include this travel.

### **MOTION**

**IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR AUGUST 2015 THROUGH OCTOBER 2015, AND AS AMENDED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At approximately 12:50 p.m., the meeting went into Executive Session.

### **VIII. EXECUTIVE SESSION**

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

At 1:30 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:

### **MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Welcome to the newest BOT member, Mr. Eloy Hara. A GCC Board of Trustee new membership packet will be provided to Mr. Hara to include the CD regarding the educational training requirement and Board of Trustees policies that govern the BOT.



2. Kudos to the College for the completion of the Department of Transportation grant.
3. Kudos to the College on a successful budget hearing for FY2016.
4. Congratulations to President Mary A.Y. Okada on her contract amendment.

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**


**IT WAS MOVED BY TRUSTEE FRANK ARRIOLA, SECONDED BY TRUSTEE ELOY HARA, THAT THE MEETING OF JULY 31, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of July 31, 2015, adjourned at approximately 1:35 p.m.

**SUBMITTED BY:**

 SEP 03 2015  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

 SEP 03 2015  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

 SEP 03 2015  
**DEBORAH C. BELANGER**  
Chairperson

**PRESIDENT'S TRAVEL SCHEDULE**  
November-December 2015

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
Supporting Student Success at Minority Serving Community Colleges Conference and PPEC Fall Meeting	November 16-18, 2015	Washington, DC	U.S. Department of Office of Career, Technical, and Adult Education/ Post Secondary Education Council (PPEC)
15 <sup>th</sup> Annual APAFS Board meeting & Pacific Region Investment Conference	December 2-4, 2015	Manila, Philippines	Asia Pacific Association for Fiduciary Studies

*Funding Source in order of travel: 50% PPEC Grant Funds; 100% Promo Fund*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Thursday, October 1, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I. CALL TO ORDER**

1. Roll Call
2. Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II. APPROVAL OF MINUTES**

1. Monthly Meeting of September 3, 2015

**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 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - GCC Annex

***BOT - Meeting Agenda***

***October 1, 2015***

***Page 2***

**VII.                    NEW BUSINESS**

**VIII.                  EXECUTIVE SESSION**

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

**IX.                    ADJOURNMENT**

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of September 3, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on September 3, 2015, was called to order at 12:12 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory; Mr. Kenneth Bautista, Support Staff Advisory Member. Not in attendance: Ms. Gina Ramos (schedule conflict); Mr. John Benito (schedule conflict).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Matthew Kane, Legal Counsel.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – July 31, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JULY 31, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**III. COMMUNICATIONS.** – None to report.

**IV. PUBLIC DISCUSSION** – None at this time.

**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:

FY2015: As of September 3, 2015, the College received a total of approximately \$10.997 Million, which equates to approximately 56% of the requested allotment. \$8.688 Million from the General Fund; \$260,800 from the LPN/Vocational Guidance Fund; \$377,600 from the General Fund for the apprenticeship program; \$659,000 for the MDF; \$24,000 for the TAF.

## ***BOT - Meeting of September 3, 2015***

### ***Page 2 of 5***

The College anticipates receiving more funding soon due to Section 30 funds. The last allotment received was on August 21, 2015 in the amount of \$500,000. Payroll and other obligations are currently being met.

#### **Capital Improvement Projects and other activities:** President Okada reported the following:

- The water pumps have been successfully installed and water service is back to normal due to JMI submitting a proposal and completing the work.
- Water pumps for Building D and the Allied Health are down but water service is still being received into those buildings due to its low location. Bids for these pumps have gone out.
- Other than the generator in Building D, all the other generators were currently serviced and are all on a general maintenance schedule.
- Other CIP projects should be done soon such as the downstairs bathrooms in the Technology building, which is currently being renovated and will be completed in late October 2015, and the second floor bathrooms will be done in December 2015.
- The mass notification fire alarm system will be complete in November 2015.
- A detailed list of FY2016 CIP projects will be presented to the Board at the next BOT meeting.

#### **Other activities:**

- Based on the Joint Board Retreat on August 22, 2015, TRMA presented the updated campus master plan. Hard copies will be provided to BOT members who were unable to participate.
- The Imagine Guam team from Governor Calvo's office presented during the August 22, 2015 Joint Board Retreat and are interested in how the College has developed a comprehensive master plan and monitoring of its finances and its performance based evaluations. The Governor's office requested for a presentation for its cabinet members. The College will be hosting this leadership meeting in early October 2015.
- Twenty-six graduated from the Criminal Justice Academy 13<sup>th</sup> Supplemental cycle which held a successful ceremony last month.
- Some faculty completed the "Techniques in Alcohol Management" training who are now certified to teach this course in compliant with Guam Public Law 32-051. A proposal will be submitted next week to the Alcoholic Beverage Control Board for GCC to offer this program. The public law requires alcohol beverage servers to complete this program and be licensed every three years.
- A new student orientation was recently held with a total of 383 students participating. Surveys were also handed out for students.
- The GCC Veteran's Club will have a short flag ceremony 9:30am on September 11, 2015, launching the naming of the Mansana Lounge in the Foundation Building as the "Veterans Resource Center & Lounge."
- The College conducted a "winning formula resource tool kit" for middle and high school teachers with Dr. Laura Souder, on campus. A list is being developed for interested individuals for a UOG, GDOE, private schools and GCC event entitled, "Educating, Retaining, and. Graduating First Generation Students."
- The College completed the on-site medical review for Medical Assisting and awaiting the report.

## **2. Monthly Activities Report**

## ***BOT - Meeting of September 3, 2015***

***Page 3 of 5***

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

- On August 12, 2015, 383 students attended the new student orientation and 343 (approximately 87%) participated in a survey.
- Sept. 4, 2015: COPSA first general membership meeting, induction ceremony for student organizations and officers, and a health certificate workshop for students.
- Sept. 6, 2015: GCC Labor Day picnic, student leaders are aware of this event and some might attend.
- Sept. 24, 2015, Fall Festival 4pm-8pm, Student Center Courtyard: This year's event will be promoting the Festival of Pacific Arts with displays of the different islands, including student organizations fundraising booths.
- Sept. 25, 2015: COPSA second general membership meeting.

Trustee Frank Arriola requested for upcoming GCC events to be emailed via the outlook calendar.

Results of the new student orientation survey is available should BOT members want a copy.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

- Faculty appreciated the new projectors and air conditioning updates in the classrooms.
- From a facilities perspective, classrooms were in disarray for several teachers. Contractors did not clean their debris but in the future would appreciate leaving classrooms intact for students.
- Looking forward to how the 27<sup>th</sup> pay period will be addressed for some faculty.
- Believes faculty morale is up and there is more collaboration with administration.
- Sept. 4, 2015, 3:30pm: Negotiations meetings will begin.

At this time, the President explained the 27<sup>th</sup> pay period to the Board. This leap year created an additional pay period in December. This will only affect the 9-month faculty members for GCC, UOG and DOE. The President reported that proposals are being set up and a meeting will be scheduled with the faculty senate and then will be presented to the Board.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows.

- Fall semester is in full swing and staff are happy with the water situation being back to normal especially in the administration building.
- Sept. 25, 2015, 5:30pm-9:00pm: GCC Employee's Association fundraiser at Guma Tasa in Mangilao behind KFC restaurant.

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

- Trustees Belanger and Anderson attended the Convocation on August 17, 2015 in the MPA.
- Trustees Belanger and Hara attended the Joint Board Retreat on August 22, 2015 in the Student Center Training Room 5108.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates.**

**-Building 100 and Forensic Lab Extension Loan.** The final documents will be submitted to the USDA. Once the final two documents are received from the Foundation Board, a letter of

condition will be issued, this will allow the College to move forward with the bid for Bldg. 100 and the Forensic Lab.

-Building 300. Maintenance, the ProStart kitchen and two administrative offices have until the end of this academic year to vacate this building to start construction. TRMA has begun the designs as presented during the campus facility update. Faculty members will communicate with Planning & Development and Facilities to complete the A&E design.

-Wellness Center. Waiting for a final meeting with architects on the design. Once this is done, bid documents will be finalized. There is a potential for a naming opportunity for this building, plus the DNA Lab extension.

-GCC Annex. The President explained the process in moving forward with this project:

-The College would need Legislative support to enter into an agreement with the private landowners.

-The College is also required to go out for bid first to solicit other parties that may have land adjacent to the College that could be potentially used for this project expansion.

-The GCC architect and the landowners will communicate for the A&E design and after the landowners finish building the facilities, the College would then seek Legislative approval for the lease.

-The lease agreement would be for forty (40) years with the option to purchase.

## **VII. NEW BUSINESS.**

### **1. President's Travel Request (November-December 2015)**

-Supporting Student Success at Minority Serving Community Colleges Conference and PPEC Fall Meeting, November 16-18, 2015, Washington, DC, sponsored by the U.S. Department of Office of Career, Technical, and Adult Education/Post Secondary Education Council (PPEC).

-15<sup>th</sup> Annual APAFS Board meeting & Pacific Region Investment Conference, December 2-4, 2015, Manila, Philippines, sponsored by the Asia Pacific Association for Fiduciary Studies.

## **MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR NOVEMBER 2015 THROUGH DECEMBER 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 5 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 1:17 p.m., the meeting reconvened to open session.

At this time, Chairwoman Belanger extended the following:

1. Congratulations to the GCC Criminal Justice 13<sup>th</sup> supplemental academy on their successful ceremony.
2. Kudos to the College for a very successful Fall Convocation on August 17, 2015.
3. Kudos for a job well done to COPSA, administrators and others who coordinated the new student orientation.
4. Thank you to Dr. Laura Souder and Dr. Samuel Betances for their presentation during the professional development training on "Educating, Retaining, and. Graduating First Generation Students".

At this time, the Board made the following motion:

**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF SEPTEMBER 3, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)**

There being no further discussions, the meeting of September 3, 2015, adjourned at approximately 12:20 p.m.

**SUBMITTED BY:**

 **OCT 01 2015**  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

 **OCT 01 2015**  
**DEBORAH C. BELANGER**  
Chairperson

**PRESIDENT'S TRAVEL SCHEDULE**  
November 2015

Conference Title	Date	Location	Sponsor:
American Samoa Community College Accreditation Visit	November 2-6, 2015	Pago Pago, American Samoa	Accreditation Commission for Community College and Junior Colleges (ACCJC)

*Funding Source in order of travel: 100% ACCJC reimbursement*

**GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Monthly Meeting – Tuesday, November 10, 2015, 12:00 p.m.**  
**President's Conference Room, Building 2000**

**AGENDA**

**I.           CALL TO ORDER**

1.       Roll Call
2.       Recital of Mission Statement  
*Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.*

**II.           APPROVAL OF MINUTES**

1.       Monthly Meeting of October 1, 2015

**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 100 and Forensic Lab
  - Building 300
  - Wellness Center
  - GCC Annex

**VII.                    NEW BUSINESS**

1. BOT Fiscal Calendar (2015-2016)
2. BOT Assessment Plan (2015-2017)
3. Article XV-Reduction in Force/Cosmetology Program
4. President's Travel Request (December 2015-January 2016)

**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 1, 2015**

**Minutes**

**I. CALL TO ORDER**

The monthly meeting of the GCC Board of Trustees held on October 1, 2015, was called to order at 12:15 p.m., by Chairperson Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

**1. Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Richard P. Sablan; Mr. Eloy P. Hara; Ms. Elmarie Anderson, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory; Mr. Kenneth Bautista, Support Staff Advisory Member. **Not in attendance:** Mr. John Benito (schedule conflict); Mr. Frank P. Arriola (off-island); Ms. Gina Ramos (off-island).

**Others in attendance:** Dr. Mary A.Y. Okada, President; Ms. Carmen Santos, Vice President, Finance and Administration; Dr. Michael Chan, Dean, TSS; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Matthew Kane, Legal Counsel.

**2. Recital of Mission Statement.** Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**II. APPROVAL OF MINUTES – September 3, 2015.**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD APPROVE THE MEETING MINUTES OF SEPTEMBER 3, 2015, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS – None.**

**IV. PUBLIC DISCUSSION – None at this time.**

**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:

**FY2015:** The College closed out FY2015 yesterday, September 30, 2015 and balance on the allotment is \$6.823 Million. Last payment received was on September 21, 2015 of approximately \$1.4 Million.

The College communicated with DOA regarding closing out the financials of FY2015 but would

need a schedule of when it will be receiving the remainder of its allotment from the General Fund.

Aside from the allotment of \$6.823 Million due the College, the following have yet to be received: \$260,800 is remaining for the LPN/Vocational Guidance Fund; \$472,000 for the General Fund for the apprenticeship program; \$329,000 for the MDF; \$100,000 for the Capital Improvement Fund. All funds of approximately \$7.985 Million is the total owed to the College for FY2015. The College will continue to work with the Department of Administration on this matter.

**Capital Improvement Projects and other activities:** President Okada reported the following:

-A preliminary list of the FY2016 CIP will be presented this month to the RPF Committee. Once it has gone through this governing process, the finalized list will be forwarded to the Board. Approximately \$700,000 has been appropriated for FY2016 CIP to include the generators as recommended by the Board.

**FY2015 CIP:**

- Still pending completion of the fire alarm/mass notification system, anticipate this to be done next month.
- Waiting on assessment of the GPA power supply for the generators in Building D. This will determine what is needed such as a line conditioner, etc.
- Building B renovations is included as part of the Master Plan that was updated for CIP funding.
- Drinking water fountains project has been awarded to Genesis Tech.
- Building 1000 bathroom renovations; electrical provisions for approximately twenty plus laptops in room C23; and installation of shower partitions for students in Student Center are a work in progress.
- A utility cart for maintenance has been ordered, which will be utilized on campus.

**Other activities:**

- The College submitted applications for nine categories in the MagPro employee recognition program, with a banquet to be held November 6, 2015.
- An induction ceremony was held for new student officers for various student organizations.
- The College Assembly on September 18, 2015 was a success with guest speakers Dr. Laura Souder and Dr. Samuel Betances. They will also lead the transformation process in the development of the new school of Career and College Readiness in setting up of the groundwork and infrastructure.
- There was excellent employee participation during the GCC Labor Day picnic on Sept. 6, 2015. GCC won 2<sup>nd</sup> place in the table/tent decorating contest.
- The College participated in the First Hawaiian Bank Business Woman of the year gala, which will also provide the College with scholarships.
- On September 11, 2015, the Veteran's Lounge/Study Room in the Foundation Building was dedicated.
- The College also participated in the Red Ball.
- A presentation was made before the Alcohol Beverage Control Board at Revenue and Taxation

regarding a responsible alcohol server training program. There are approximately 20,000 Guam residents that would have to comply with this new law who are required to be licensed to serve alcohol. The College is one of several providers to offer this type of training and anticipate a positive response next month.

-The Filipino Community of Guam donated \$4,000 for the APIASF scholarship fundraising for GCC and UOG students.

- A Culinary Cuisine buffet fundraiser will be held on October 12, 2015, 11:15am-12:30pm, at the MPA, showcasing different meals from different countries at \$10 per person.

## **2. Monthly Activities Report**

**Student Trustee:** Student Trustee Elmarie Anderson reported as follows:

-September 24, 2015, Fall Festival: This event was a success and was attended by approximately 610 GCC students who signed up for five "COPSA" dollars. Students from UOG also attended. This event included a costume competition to promote the 12th Festival of the Pacific Arts.

-September 25, 2015, COPSA general membership meeting: An "Imagine Guam" presentation was conducted by the Governor's office.

-October 2, 2015, "Building a Stronger Workforce" conference, 8:30am-4:30pm at the Westin Resort: Organized by COPSA, Project Aim, Assessment & Counseling Department, and the Center for Student Involvement.

-October 9 and October 23, 2015: Next COPSA general membership meeting.

**Faculty Advisory Member:** Mr. Frederick Tupaz reported as follows:

-Faculty preparing for midterms.

-"Cardboard Challenge" is being planned by the Education Department next week, which will have both private and public schools participating.

-Sat., November 7, 2015, John K. Lee/GCC Foundation 2K/5K Walk/Run will be held at Chamorro Village.

**Support Staff Advisory Member:** Mr. Kenneth Bautista reported as follows:

-College Assembly on September 18, 2015, was a success as well as the GCC Labor Day picnic on September 6, 2015.

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

-Trustees Richard Sablan and Elmarie Anderson attended the GCC Labor Day picnic on Sept. 6, 2015.

-Trustee Belanger participated in the ACCT invitation via conference call on September 8, 2015, with Dr. Jill Biden and officials from the White House Office of Public Engagement regarding President Obama's education initiative, "Free Community College Tuition Call to Action."

-Trustee Belanger attended the Council for Native Hawaiian Advancement (CNHA) 14th Annual Native Hawaiian Convention on September 22-24, 2015.

## **VI. UNFINISHED BUSINESS**

### **1. Construction Projects Updates**

-Building 100 and Forensic Lab Extension Loan. While in Honolulu, the President had an opportunity to meet with Mr. Chris J. Kanazawa, USDA representative in Hawaii, to consider a two-part request for this project. Currently, USDA requested GCC to construct both projects and then drawdown the funds.

The President requested to first complete the construction of Building 100 and then drawdown. The second request is to complete construction on the Forensic Lab and then also drawdown the funds.

The President sent an email to Mr. Joe Diego, the USDA representative on Guam concerning the College's request and to apprise him of the President's meeting with Mr. Kanazawa. To date, there has been no update.

-Building 300 and Wellness Center. Still pending for the finalization of the Architectural and Engineering designs for these projects. The College will communicate with TRMA for a follow up meeting.

-GCC Annex. The College has requested for bids soliciting interested parties that may have properties in the area that could be potentially used for this expansion project. Once this is done, the College will move forward on this.

## **VII. NEW BUSINESS.**

At this time, the President informed the Board of a travel request as follows:

-American Samoa Community College accreditation visit, November 2-6, 2015, sponsored by the Accreditation Commission for Community College and Junior Colleges (ACCJC).

At approximately 12:39 p.m., the meeting went into Executive Session.

## **VIII. EXECUTIVE SESSION**

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

At 12:48 p.m., the meeting reconvened to open session.

At this time, the Board made the following motion:



**MOTION**

**IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE BOARD AMEND THE AGENDA UNDER NEW BUSINESS TO INCLUDE THE PRESIDENT'S TRAVEL REQUEST. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR NOVEMBER 2015. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

**MOTION**

**IT WAS MOVED BY TRUSTEE ELMARIE ANDERSON, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

At this time, Chairwoman Belanger extended the following:

1. Congratulations to GCC on the dedication of the Veteran's Club Study Room/Student Lounge.
2. Congratulate to the College for hosting the Fall Festival "Tour of the Pacific."
3. Thank you to hotel Lotte's pastry chef Myra Tiamzon's, a 2013 GCC Culinary Arts graduate, for her demonstration in the GCC Culinary Arts kitchen on September 24, 2015.
4. Good luck to the contestants during the upcoming 2<sup>nd</sup> annual GCC Global Cardboard Challenge scheduled for October 6-8, 2015 in the MPA.
5. Kudos to the College for winning 2<sup>nd</sup> place during the 2015 Government of Guam Labor Day decorating contest.
6. Thanking the Filipino Association for their donation to the APIASF for scholarships.
7. Noting the faculty's appreciation to Dr. Laura Souder and Dr. Samuel Betances for their presentation during the College Assembly.
8. Congratulations to the newly elected student organization leaders.

**IX. ADJOURNMENT.** At this time, a motion was made to adjourn the meeting, as follows:

**MOTION**

**IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE ELMARIE ANDERSON, THAT THE MEETING OF OCTOBER 1, 2015, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)**

***BOT - Meeting of October 1, 2015***  
***Page 6 of 6***

There being no further discussions, the meeting of October 1, 2015, adjourned at approximately 12:52 p.m.

**SUBMITTED BY:**

*Bertha M. Guerrero* NOV 10 2015  
**BERTHA M. GUERRERO**  
Recording Secretary

**ATTESTED BY:**

*for* *[Signature]* NOV 10 2015  
**FRANK P. ARRIOLA**  
Secretary

**APPROVED BY:**

*Deborah C. Belanger* NOV 10 2015  
**DEBORAH C. BELANGER**  
Chairperson

# Memorandum

Guam Community College  
**RECEIVED**

OCT 21 2015

PRESIDENT'S OFFICE

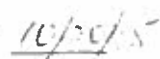
To: Mary A.Y. Okada, President  
From: Carmen K. Santos (Chair)  
Anthony Roberto (Co-Chair)  
Antonia Chamberlain (Co-Chair)  
College Governing Council

Date: 10/20/15  
Re: FY16 CIP

The College Governing Council met Thursday, 10/15/15 to discuss the FY2016 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.

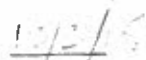
  
Carmen K. Santos, Chair

  
Date

  
Antonia Chamberlain, Co-Chair

  
Date

  
Anthony Roberto, Co-Chair

  
Date

NOV 10 2015

## **Proposed, 2016 Capital Improvement Projects**

(Update as of October 14, 2015 and as recommended by RPF and CGC)

<b>CIP Number</b>	<b>CIP Description</b>	<b>ROM Estimate</b>
16.01	Building E, Installation of Sustainable Window Blinds on Eastern & Western Facing Facades	\$10,000
16.02	Bldg 600, Retrofit of the 500-600 Open Yard for Facility Maintenance Relocation & Storage	\$110,000
16.03	Building 3000, Restoration of the Domestic Water System (i.e., Submersible Pumps, VFDs, Fittings, etc.)	\$34,000
16.04	Building 3000, Build of 600 KW Generator Set for Buildings 3000 and A	\$230,000
16.05	Building 4000, Repair Wall~Structural Cracks #	\$54,000
16.06	Campus-wide, Retrofit of Steep Walkway between Buildings 500 & 1000 for ADA Compliance	\$185,000
16.07	Campus-wide, Acquisition of Classroom Collaterals (i.e., Desks, Chairs, Whiteboards, etc.)	\$50,000
16.08	Campus-wide, Acquisition of Air Conditioners	\$30,000
	<b>SUB TOTAL</b>	<b>\$703,000</b>

<b>CONTINGENCY PROJECTS</b>		
	Campus-wide, Phase-1, Painting of Buildings 3000, 4000, 5000, 6000 & Associated Pathways	
	Building 2000, Reconfiguration of Parking Lot (i.e., stalls, PV lights, Trees, etc.)	
	Campus-wide, Installation of Directory Information Kiosks~Signages & Building Labels	
	Campus-wide, Construct of the GCC~MIS~FO Network Backbone	
	Building D, Installation of DC-Power Plant for MIS Servers	
	Campus-wide, Re-Striping of Parking Stalls	
	Building D, & NE Zone, Installation of 7-each, PV~Parking Lot Lights	
	Campus-wide, Installation of Power~Line Conditioners at Buildings D, E, 2000, 5000 & 6000	
	Building 2000, Build of 500 KW Generator Set for Building 2000, (future) Wellness Center & Firing Range	
	Campus-wide, Replacement of Dilapidated, Perimeter Fencing & Gates	
	Building 2000, Replacement of 4-each, Defective Exhaust Fans	
	Building D, Renovation of Men's & Ladies' Restrooms	
	Building 400, Replacement of 3-each of the MPA's Corroded Doors	
# If covered by GCC's insurance policy then budget will support the painting of buildings		
<b>Grand Total</b>		<b>\$703,000</b>

NOV 10 2015

**GUAM COMMUNITY COLLEGE**

Board of Trustees

Annual Fiscal Year Calendar, October 2015 thru September 2016

Approved by GCC Board of Trustees: November 10, 2015

OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015	JANUARY 2016
<p>1- Thurs., BOT monthly meeting (12pm) campus</p> <p>14-17 ACCT Annual Leadership Congress</p> <p>24 Sat, BOT Retreat (tentative)</p> <p>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></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 &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>10- Tues., BOT monthly meeting (12pm)</p> <p>28- Sat., BOT Retreat (tentative)</p> <p>TBA BOT POLICY REVIEW</p> <p>TBA Board's Annual Meeting (Time &amp; Venue to be determined) (Per Board Bylaws, Article III, Section I)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>10- Thurs., BOT monthly meeting (12pm)</p> <p>(BOT Elections)</p> <p>19- Sat, BOT Retreat (tentative)</p> <p>TBA Wed., Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> GCC's Annual Report to the Governor (**update BOT training) **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>8- Fri, BOT monthly meeting (12pm)</p> <p>16- Sat, BOT Retreat(tentative)</p> <p>TBA Mtg .of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A)</p> <p>TBA BOT POLICY REVIEW</p> <p>NOTE: (**update BOT training) BOARDS &amp; COMMISSION EDUCATIONAL REQUIREMENT</p> <p><b>Reports Due:</b></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 &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, 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."

NOV 10 2015

**GUAM COMMUNITY COLLEGE**

Board of Trustees

Annual Fiscal Year Calendar, October 2015 thru September 2016

Approved by GCC Board of Trustees: November 10, 2015

<b>FEBRUARY 2016</b>	<b>MARCH 2016</b>	<b>APRIL 2016</b>	<b>MAY 2016</b>
<p>5- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>13- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>TBA- GCC Joint Boards Retreat (Date, Time, Venue to be determined)</p> <p>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><b>BOARD:</b> No later than the 15<sup>th</sup> of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</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>TBA BOT POLICY REVIEW</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p>	<p>1- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>9- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p>BOT POLICY REVIEW</p> <p><b>Reports Due:</b></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 &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> For FY2015 - Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>6- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>13- <u>Fri.</u>, GCC Commencement, 6:00pm.</p> <p>21- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature &amp; 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."

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**GUAM COMMUNITY COLLEGE**

Board of Trustees

Annual Fiscal Year Calendar, October 2015 thru September 2016

Approved by GCC Board of Trustees: November 10, 2015

JUNE 2016	JULY 2016	AUGUST 2016	SEPTEMBER 2016
<p>3- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>11- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p>22- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u></p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u></p> <p>June 30<sup>th</sup> - Graduate Employment Report due re Public Law 32-181</p>	<p>1- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>19- <u>Sat.</u>, BOT Retreat(Tentative)</p> <p><b>Reports Due:</b></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 &amp; Governor, Public Law#31-233</p> <p>Quarterly Report to the Public Auditor &amp; Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)</p>	<p>5- <u>Fri.</u>, BOT monthly meeting (6pm)</p> <p>13- <u>Sat.</u>, BOT Retreat Assessment work session (Tentative)</p> <p>TBA Convocation</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u></p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p>BOT Annual Educational Requirements, Public Law #32-031</p>	<p>2- <u>Fri.</u>, BOT monthly meeting (12pm)</p> <p>10- <u>Sat.</u>, BOT Retreat (Tentative)</p> <p>14- <u>Wed.</u>, Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>TBA- Meeting of the Joint Education Boards (P.L. 19-40, Chapter 16A)</p> <p><b>Reports Due:</b></p> <p><u>BOT CHAIR</u></p> <p>BOT Reporting requirement re meetings to OPA, Legislature &amp; Governor, Public Law#31-233</p> <p>TBA- <b>POLICY REVIEWS</b></p>

Adopted by the GCC Board of Trustees:

Date:

*Deborah C. Belanger*

11/10/15

Deborah C. Belanger, Chairperson

\*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."

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**GUAM COMMUNITY COLLEGE**  
**AY 2015-2017 Board of Trustees Assessment Activities & Timeline**

GOAL #1 Review of Board Policies	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<u>Policy Review (Continued).</u> Continue to 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.	<p><b>1a.</b> Follow and implement the established annual schedule for the evaluation of board policies (including the mission statement review) in compliance with Board of Trustees Membership Handbook</p> <p><b>1b.</b> Conduct periodic review of the Board's Policies for publication both in print and electronic format. Include update of BOT membership Handbook.</p> <p><b>1c.</b> Respond to the 2012 ACCJC report recommendation to separate Board policies and administrative procedures that operationalize the policy.</p> <p><b>Outcome:</b>            Continued to revise BOT policies that separate the procedural portion of the policies into a companion document of administrative procedures in order to consolidate and facilitate administrative changes without unduly taxing the Board to act upon changes that do not affect the integrity of the policy itself.</p>	<p><b>1a.</b> January 2016</p> <p><b>1b.</b> BOT monthly meetings and as scheduled.</p>	<p><u>Board of Trustees:</u>            *All BOT members</p> <p><u>Staff:</u>            * Divisional departments and Board's Administrative Secretary            * Vice President, Academic Affairs            * Vice President, Finance &amp; Administration</p>

CONCUR: ☒   
 DO NOT CONCUR: ☐

  
 Chairperson, Board of Trustees

NOV 10 2015



**GUAM COMMUNITY COLLEGE**  
**AY 2015-2017 Board of Trustees Assessment Activities & Timeline**

GOAL #2 Board Assessment	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Assessment (Continued).</u>  Continue to set an example by engaging all stakeholders in the College's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.</p>	<p><b>2a.</b> Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement.</p>	<p><b>2a.</b> Semi-Annually</p> <ul style="list-style-type: none"> <li>• December 2015</li> <li>• August 2016</li> </ul>	<p><u>Board of Trustees:</u>  Entire Board</p> <p><u>Staff:</u>  *Assistant Director, Office of Assessment &amp; Institutional Effectiveness (AIE)  *Board's Administrative Secretary</p>
	<p><b>2b.</b> Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process.</p> <p><u>Outcome:</u></p> <ul style="list-style-type: none"> <li>• Board of Trustees' forum for Faculty Senate, Staff Senate, and the Council on Postsecondary Student Affairs (COPSA)</li> </ul>	<p><b>2b.</b> GBAQ to be conducted</p> <ul style="list-style-type: none"> <li>• Spring 2016</li> <li>• Final Report: July 2016</li> </ul>	

CONCUR: ☒   
DO NOT CONCUR: ☐

*Robert C. Pralang* NOV 10 2015  
Chairperson, Board of Trustees

**GUAM COMMUNITY COLLEGE**  
**AY 2015-2017 Board of Trustees Assessment Activities & Timeline**

GOAL #3 Governance	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Governance Evaluation</u>  <u>(Continued)</u>. Continue to assess the effectiveness of the participatory governance structure as a whole through an integrated campus-wide survey that builds on previous assessment work.</p>	<p>3a. Participate actively in campus-wide governance survey.</p> <p><u>Outcome:</u></p> <ul style="list-style-type: none"> <li>Evidence of input by the faculty, staff and student representatives present at Board meetings will reflect their close connection with the participatory governance process.</li> </ul>	<p>3a. Spring 2015</p>	<p>Board of Trustees:  *Entire Board</p> <p><u>Staff:</u>  *Assistant Director, Office of Assessment &amp; Institutional Effectiveness (AIE)  *Board's Administrative Secretary</p>

CONCUR: ☒   
DO NOT CONCUR: ☐

Richard C. Palley NOV 10 2015  
Chairperson, Board of Trustees

## ARTICLE XV - FINANCIAL EXIGENCY / REDUCTION IN FORCE

### A. INTENT

The Board recognizes that it is in the best interest of the College to promote stable employment for faculty at the college. The Board also recognizes that the existence of a financial exigency or a need for reduction in force is a serious circumstance. The Board agrees that a reduction in force shall be taken only as the final step of a planned process.

- > If the College President, with the concurrence of the Board, determines that circumstances exist which could ultimately require laying off faculty, the College President shall initially convene a Financial Exigency Committee or the Faculty Reduction In Force Committee in the case of other circumstances as defined below (Article XV. B.4). The College President is responsible for administering the financial exigency or reduction in force procedures.

### B. DEFINITIONS

These definitions shall apply only to Article XV:

1. Demotion – a voluntary change in position to a position with a lower salary.
2. Financial Exigency – a reduction in College expenditures due to a reduction in the College budget that is beyond the control of the College.
3. Layoff – the involuntary termination of employment as a result of reorganization, lack of work, or lack of funds.
4. Other circumstances – instances involving program deletions or cutbacks due to prolonged diminished enrollment or prolonged inability to hire sufficient faculty members in a program, program deletions or cutbacks as a result of well documented changing island needs, and/or the reorganization of degree or curricular offerings or requirements resulting from a change in the mission, academic requirements of the College, or technological changes. Instances such as these involve changes occurring over the course of more than one academic year.
5. Reduction In Force – the laying off of faculty.
6. Reduction In Salary – a reduction in salary without a change in position.
7. Transfer – the lateral movement of a faculty member within the College without any change in position title or salary.
8. Inter-agency transfer – the movement to a different department or agency in the Government of Guam.

### C. PLANNING FOR FINANCIAL EXIGENCY

#### FINANCIAL EXIGENCY COMMITTEE

The purpose of this Committee will be to determine whether or not a true financial exigency exists. It will also be tasked with finding and recommending solutions to the perceived exigency which may include a recommendation for a College-wide Reduction in Force. Any finding or recommendation identified by the Financial Exigency Committee that includes any provision of Article XV. D. shall not be implemented without the convening of the Reduction in Force Committee with the exception of the following, and using the Alternative Assignment form (Appendix B.3):

1. Reprogramming of College-wide budget, or
2. Shared load between departments and/or programs, or
3. Reassignment to another department and/or program, or

NOV 10 2015

**PRESIDENT'S TRAVEL SCHEDULE**  
December 2015 - January 2016

<b>Conference Title</b>	<b>Date</b>	<b>Location</b>	<b>Sponsor:</b>
PREL Board of Directors Meeting	December 8-9, 2015	Honolulu, HI	PREL
2016 Commission Meeting	January 6-8, 2016	Sacramento, CA	Accreditation Commission for Community College and Junior Colleges (ACCJC)

*Funding Source in order of travel: 100% PREL reimbursement; 100% ACCJC reimbursement*