

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, February 3, 2017, 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 21, 2016

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

VII. NEW BUSINESS

1. FY2018 Budget Request
2. BOT Policy Review
3. ACCT Governance Leadership Institute, Honolulu
 (March 29-April 1, 2017)
4. President's Travel Request (Feb.-March 2017)

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 21, 2016**

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on December 21, 2016, was called to order at 12:38 p.m., by Vice Chairperson Richard Sablan, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Richard P. Sablan, Vice Chairperson; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Adrian Davis, Student Trustee; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Frank P. Arriola, Chairperson (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Ray 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. Doris Perez, Assistant Director, Planning and Development; Attorney Rebecca Wrightson, 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 3, 2016

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF NOVEMBER 3, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS– None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2016: To date, the College is still due \$4.63 million. DOA has been consistent in submitting appropriations for this fiscal year and is currently at 77% of total collected.

BOT - Meeting of December 21, 2016

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FY2017: Out of the \$20.7 million appropriations for FY2017, DOA has been billed for the amount based on the allotment schedule of \$5.2 million, however, none has been received for this fiscal year. VP Carmen Santos and the President have met with DOA Director, Christine Baletto, regarding this matter. The BOT Chairman and President Okada are also awaiting for an appointment to meet with the Governor regarding GCC's financial status.

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

-Due to unsuccessful attempts in hiring a Facilities Engineer, this position has been downgraded to a Facilities Project Manager. This will then assist in the development of scope of work for upcoming capital improvement projects such as the repair of structural cracks for Bldg. 4000 and retrofitting the steep walkways between Bldg. 500 and 1000.

-Evaluations for the generators that was put out for bid should be completed by December 23, 2016.

-Further updates will be provided under Old Business.

Other activities:

-The College is in final preparations for its fiscal year 2018 budget request. Last year, the Board requested for a separate meeting to review the next budget before final voting. This budget review/preparation is scheduled for January 27, 2017, in the President's Conference Room. The approval of the budget will be during the February board meeting.

-Per last ACCT conference, the President informed the Board that there is some partial funding identified through PPEC for the GCC Board and other trustees in the region, to attend the ACCT Governance Leadership Institute in Honolulu on March 29-April 1, 2017. Board members interested in attending may contact the Board Secretary.

-The GCC Board of Trustees/Foundation Board of Governors (BOT/FBOG) Retreat was held on November 26, 2016, on campus. Some information provided to the boards:

- o Updates to the Strategic and Facilities Master Plan, which is the same presentation that was recently provided to the Board of Trustees.
- o Anticipated dates for the upcoming GCC 40th Anniversary celebration. A timeline of these events will be sent out to the Boards as soon as they become available.
- o Part of the 40th Anniversary events include the "Logo Launch" on February 16, 2017, at the lower campus beginning 3:30 p.m. This gives faculty, students and staff an opportunity to participate to include a scavenger hunt and other activities.
- o The unveiling of the department banners with the new logo will be at 3:45 p.m. on February 16, 2017.

2. Monthly Activities Report.

Student Trustee: Trustee Adrian Davis reported the following:

-Dec. 28, 2016, preparing for the New Student Orientation in the MPA.

-Jan. 5, 2017, is the Student Leadership Training and also planning for the Spring semester activities.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:

-Faculty is currently on break and reported another successful semester, especially with GCC

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accomplishments in the media.

-Expressed appreciation to the Board and Dr. Ray Somera as the chief negotiator for completing the contract negotiations.

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

-Fall semester just ended and now preparing for the Spring semester, including the year-end processes.

-College is working on upgrading some of the old systems.

3. Board of Trustees Community Outreach Report.

-Trustees Arriola, Hara, Belanger attended the BOT/FBOG board retreat on November 26, 2016, on campus.

-BOT/Union negotiations were attended by Trustee Belanger.

-Trustee Ramos reported she recently attended a meeting with representatives from the Kameda Clinic from Japan as part of her job with Selectcare.

Kameda Clinic is interested in establishing a student exchange program with UOG and GCC. With GCC, it will be with the Medical Assisting/LPN program. President Okada mentioned this would be something the GCC Japan Club might be interested in while they are in Japan for the club's regularly planned trip. Dean to look into this. Trustee Ramos will email more details regarding this to President Okada.

-November 2016, Trustee Sablan attended the Guam Contractors Association Awards banquet.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

-Bldg. 100. Payments #1 and #2 were remitted to the contractor today, Dec. 21, 2016.

- o Due to an absence of a GCC Facilities Engineer and through a contract with TRMA, a resident inspector was hired as part of the loan requirement with USDA.
- o The Site Lease Agreement and Facilities Agreement have been signed by all parties involved and also recorded with the Department of Land Management. A complete packet has been submitted to USDA.
- o Closing documents are currently being reviewed by the legal counsel. If closing is finalized before the end of December 2016, the College will be locking in a 2.37% interest rate, which is significantly less than the initial 4.25% interest rate.

-Forensic Lab. One (1) bidder submitted a bid Friday, December 16, 2016, which was significantly higher than anticipated, however, the submission was incomplete.

BOT - Meeting of December 21, 2016

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- Under advisement from TRMA, GCC will put out another bid in a couple of months with some revisions to improve the bid.

-Building 300. TRMA will be submitting its final design by the end of December 2016. The College is also pending the subgrant award from FEMA, which will be followed up for status. All requirements for this subgrant were submitted and once awarded, this will determine when it will go out for bid.

-Wellness Center. This project is still on hold but will review the building codes that was recently passed to see how it affects the current design. The results will determine the new timeline.

-GCC Annex. This project is still on hold due to the construction timeline of other GCC projects and will remain on the Agenda as updates are provided.

VII. NEW BUSINESS. *None*

At approximately 1:02 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:40 p.m., the meeting reconvened to open session.

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ACCEPTS THE PRESIDENT'S REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Vice Chairman Richard Sablan mentioned the following:

1. Announcing that Dr. Mary Okada's evaluation was completed by the Board of Trustees with an exemplary performance and based on the Board of Trustees' percentage, the President will be approved the maximum allowable percentage increase for her salary.
2. Extending congratulations for a successful completion of the contract negotiations to management, especially to Dr. Ray Somera and Trustee Belanger for their efforts.
3. Reiterated Trustee Belanger in also extending thanks to the faculty union for their hard work and efforts for a successful completion of the contract negotiations.


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 DEBORAH BELANGER, THAT THE MEETING OF DECEMBER 21, 2016, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of December 21, 2016, adjourned at approximately 1:45 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary


FEB 03 2017

ATTESTED BY:


GINA Y. RAMOS
Secretary

FEB 03 2017

APPROVED BY:


FRANK P. ARRIOLA
Chairperson

FEB 03 2017

GUAM COMMUNITY COLLEGE
Board of Trustees

VIOLENCE PREVENTION IN THE WORKPLACE

WHEREAS, Guam Community College is committed to providing a safe environment for students and employees; and GCC can best perform its missions of teaching, training and public service when faculty, students, staff, and visitors share a climate that supports a safe learning environment. GCC is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior; and

WHEREAS, violence or the threat of violence is such a destructive and disruptive force whether in the school or workplace; and GCC will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors. Faculty, staff or students engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave), up to and including dismissal, under the appropriate policy or contract; and

WHEREAS, this resolution describes GCC policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors; and

WHEREAS, the Guam Community College Board of Trustees is responsible for developing a college policy addressing disruptive, threatening or violent behavior; and

WHEREAS, the following definitions apply to the implementation of such a policy:

Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

Threatening Behavior includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), general oral ~~or~~ written **or electronic** threats to people or property ("you better watch your back" or "I'll get you") as well as implicit threats ("you'll be sorry" or "this isn't over").

Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. a threat to shoot a named victim).

Primary Response Team refers to the appropriate personnel required to react to an immediate emergency situation such members and action is dictated by the scope and nature of the emergency situation.

Secondary Response Team combines the team which responds on the institutional level to the emergency situation information supplied by the Primary Response Team. This group will be consulted to identify immediate institutional response, short term and long term mitigation of the emergency, and a Post-Incident evaluation used for future planning membership in this team will be dictated by the scope and nature of the situation.

WHEREAS, an individual may be excluded from GCC premises for disruptive, threatening or violent behavior. Additionally, members of the GCC community and individuals not directly connected with the college (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-"notice of withdrawal of consent."); and

GCC Board of Trustees Policy 171 – Violence Prevention in the Workplace

WHEREAS, all college personnel and students are committed to upholding and implementing the college's policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility, or to a Workplace Violence Response Team Member; and

WHEREAS, GCC maintains procedures to guide workplace violence response teams to assist department chairpersons, managers, supervisors and other members of the GCC community; and

WHEREAS, dependent upon the nature of the situation, the following procedures will be utilized:

Emergencies-

For immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapon, or drugs), or any crime in progress, phone or contact Student Support Services, Environmental Health & Safety, and/or 911 ~~and Student Support Services~~.

Non-Emergencies-

Requesting Assistance from the Workplace Violence Response Team Contact:

1. For situations involving staff or faculty employees:
 - a. Human Resources Office in the Administration Building
 - b. Student Support Services
 - c. Environmental Health & Safety
2. For situations involving students:
 - a. Student Support Services
 - b. Assessment & Counseling Department
 - c. Environmental Health & Safety

NOW, THEREFORE, BE IT RESOLVED, Guam Community College has chosen to implement this institutional policy and its associated procedures for preventing and responding to disruptive, threatening or violent behavior involving any member of the GCC community (faculty, staff, students or general community members), as well as guidance for protecting the GCC community from and responding to, such conduct when directed toward them by unaffiliated visitors.

Reviewed & Adopted: February 3, 2017
Resolution -2017

Reviewed & Adopted: September 5, 2008
Resolution 29-2008

Adopted: August 1, 2001
Resolution 7-2001

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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Reviewed & Adopted: February 3, 2017
Resolution ____-2017

Reviewed & Adopted: September 5, 2008
Resolution 29-2008

Adopted: August 1, 2001
Resolution 7-2001

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUDITS

WHEREAS, Guam Community College is required to have an annual audit of its Financial Statements and Compliance and Internal Control audits; and

WHEREAS, the Board of Trustees has stewardship over the resources of Guam Community College and the Board utilizes the annual audit by an external auditor as one way to ensure that those resources are appropriately managed.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College have an annual audit of all funds and accounts; and

BE IT FURTHER RESOLVED, that the College rebid its audit services every three years with an option to renew for one additional fiscal year and that the Office of Public Accountability shall make the selection of the auditing firm or organization and the scope of the audit in accordance with sub-section 1908, Public Audit.

BE IT FURTHER RESOLVED, that the auditors be contractually required to complete the audit within three months of the completion of the Financial Statements and Compliance and Internal Control Reports; and

BE IT FURTHER RESOLVED, that the President review the audits with the Board of Trustees after its completion.

Reviewed with no changes: February 3, 2017
Amended & Adopted: February 6, 2014
Resolution 7-2014

Amended & Adopted: November 17, 2008
Resolution 38-2008

Adopted: July 20, 1994
Resolution 54-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS

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

WHEREAS, the College has the following bank accounts

First Hawaiian Bank

- General Fund Checking
- Federal Funds Checking
- Maximizer Savings Account
- Time Certificate of Deposits
- Marketing Laboratory at:
 - George Washington High School Checking
 - Simon Sanchez High School Checking
 - Southern High School Checking
 - John F. Kennedy High School Checking
 - Okkodo High School Checking

Bank of Guam

- Capital Project Funds Checking Account
- Time Certificate of Deposits
- Payroll Checking Account

Bank of Hawaii

- Student Activity Fund Checking Account

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

WHEREAS, the College requires two signatures (manual or digital) on all bank transactions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes, with the approval of the Board Treasurer/Secretary, the individuals who hold the position titles listed below to endorse bank transactions at the above listed banking institutions:

TITLES

**President
Vice President, Academic Affairs
Vice President, Finance & Administration**

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution: 8-2014

Amended & Adopted: November 4, 2009

Resolution: 2-2010

Amended & Adopted: November 17, 2008

Resolution: 39-2008

Adopted: December 11, 2007

Resolution 2-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**AUTHORIZED SIGNATORIES FOR BANK TRANSACTIONS
(Wire Payment Transactions)**

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

WHEREAS, in order to save time the College has the need to periodically make wire transfers to vendor accounts at off-island banks in payment of College obligations; and

WHEREAS, the College has a General Fund checking account with First Hawaiian Bank in Guam and a Payroll checking account with Bank of Guam; and

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

WHEREAS, the College requires two signatures (manual or digital) on all bank transactions including requests for payment or transfer made by facsimile transfer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the individuals who hold the position titles listed below to request wire payment transactions from the College's General Funds Checking Account at First Hawaiian Bank and the Payroll Checking Account at Bank of Guam.

TITLE
President
Vice President, Academic Affairs
Vice President, Finance & Administration

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

Amended & Adopted: February 3, 2017
Resolution -2017

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

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

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

Adopted: December 11, 2007
Resolution 3-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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(Wire Payment Transactions)**

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Amended & Adopted: February 3, 2017
Resolution ____-2017

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

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

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

Adopted: December 11, 2007
Resolution 3-2008

**GUAM COMMUNITY COLLEGE
Board of Trustees**

NON-APPROPRIATED FUNDS ACCOUNT

WHEREAS, 17 GCA §31112 authorizes the Board of Trustees to collect and manage certain non-appropriated funds from sources such as tuition, fees, and other College-generated sources; and

WHEREAS, the Board of Trustees wishes to prevent these non-appropriated funds from being co-mingled with those obtained from appropriated Government of Guam revenues; and

WHEREAS, the Board of Trustees wishes to manage these funds in a manner which both safeguards them and which also maximizes additional revenue from interest earned thereon.

NOW, THEREFORE, BE IT RESOLVED, that the Board directs the President of the College to deposit all non-appropriated funds in an account in a financial institution(s) authorized by resolution of the Board; said account to require two signatures for transfer/expenditure of funds;

BE IT FURTHER RESOLVED, that the President shall submit an annual budget of non-appropriated income and expenses to the Board of Trustees annually for their approval;

BE IT FURTHER RESOLVED, that the President shall submit a monthly financial report to the Board of Trustees detailing all accounts contained within the non-appropriated fund and a quarterly report showing the balance in each account in all financial institutions having non-appropriated fund deposits.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 10-2014

Amended & Adopted: November 17, 2008

Resolution 41-2008

Adopted: March 16, 1994

Resolution 14-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

THE PRICING OF CONTRACTS FOR SERVICES

WHEREAS, the Guam Community College often contracts to provide special services to external organizations through continuing education, and

WHEREAS, these kinds of services require a special allocation of College resources and create an additional impact on the College.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College price such contractual services at a level that recovers the resources devoted to such efforts and serves as a source of funds to support the College's efforts, and that these contracts be managed in the Non-Appropriated Fund (NAF) or in a Special Projects Fund, and that any previously established contracts and/or their balances be moved to the NAF.

BE IT FURTHER RESOLVED, that funds raised from these efforts be divided three ways: part to the College via the President's account to cover overhead and fixed cost, part to the department who initiated the services, and part to Continuing Education and Workforce Development.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 11-2014

Amended & Adopted: November 17, 2008

Resolution 42-2008

Adopted: October 2, 1996

Resolution 1-97

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROMOTIONAL AND DEVELOPMENT ACCOUNT

WHEREAS, the Guam Community College was established as a public corporation to develop, offer, and implement career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers on Guam; and

WHEREAS, the Board of Trustees recognizes the value of increased public involvement in the planning, management, and operation of the College and supports the intensification of College public relations and promotional efforts; and

WHEREAS, the Board of Trustees is aware of the importance of assisting college administration and representatives in their development and promotional efforts for the College; and

WHEREAS, there is a clear need to establish appropriate incentives not only to fund, develop, and initiate programs for the College, but also to fund, earn, and make available funds for program implementations;

NOW, THEREFORE, THE BOARD OF TRUSTEES RESOLVES AS FOLLOWS:

1. There is hereby established the "PROMOTIONAL AND DEVELOPMENT ACCOUNT" within the Non-Appropriated Fund.
2. The President shall develop guidelines, allowances, and limitations to govern the use of the Account and manage the Account in conformance with all appropriate Board policies and other pertinent regulations.
3. Unless otherwise directed in writing by the Board, the President is authorized to charge to the Fund the following:
 - a. Reimbursements of expenses for public relations and promotional activities authorized by the President.
 - b. Entertainment and public relations activities.
 - c. Fees and expenses incurred in the designing, developing, and applying for grants and aids, both public and government.
 - d. Compensation paid to voting members of the Board pursuant to 17 GCA §31103 and 5 GCA §43104 subject to annual budget appropriation law.
4. The Chairperson of the Board is tasked with the responsibility for overseeing the implementation of this Resolution and shall act for and in behalf of the Board.
5. The President shall submit an annual request to fund the ACCOUNT as a component of the annual NAF Budget.
6. The monthly Financial Status Report of the NAF shall show the expenses to the ACCOUNT for the prior month and Year-to-Date expenses of the ACCOUNT.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 12-2014

Amended & Adopted: November 17, 2008

Resolution 43-2008

Adopted: March 16, 1994

Resolution 16-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CAPITAL PROJECTS FUND

WHEREAS, Guam Community College has received minimal government allocations to provide capital projects and other major construction on the Campus; and

WHEREAS, there are a number of current, critical needs for such capital projects and construction; and

WHEREAS, the accounting for “capital projects” and other “construction in progress” currently takes place in the Renewal and Replacement Fund.

NOW, THEREFORE, BE IT RESOLVED, that the Renewal and Replacement Fund is repealed and replaced with the Capital Projects Fund and that the fund balance available in the Non-Appropriated Fund (NAF) is reserved for such capital projects and shall be transferred from NAF to the Capital Projects Fund when authorized by the Treasurer.

BE IT FURTHER RESOLVED, that expenditure of the Capital Projects Fund shall only be authorized upon appropriation by the Board of Trustees.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 13-2014

Amended & Adopted: November 17, 2008

Resolution 44-2008

Resolution 1-99

Adopted: January 20, 1999

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT ACTIVITY FUNDS

WHEREAS, student organizations at Guam Community College often raise funds as part of their activities; and

WHEREAS, it is necessary to ensure appropriate management of those funds within the financial management regulations of the College.

NOW, THEREFORE, BE IT RESOLVED, that all such funds be deposited with the Business Office and that any disbursement from such funds be given appropriate authorizations at the club and school level; and

BE IT FURTHER RESOLVED, that any disbursements from such funds follow the same requirements for procurement and disbursements from any College funds; and

BE IT FURTHER RESOLVED, that such funds be distinguished according to whether they are raised through extra-curricular student activities; and

BE IT FURTHER RESOLVED, that funds raised through extra-curricular activities be fully available to the students raising the monies.

Reviewed with no changes: February 3, 2017

Reviewed with no changes: February 6, 2014

Amended & Adopted: November 17, 2008

Resolution 45-2008

Adopted: July 20, 1994

Resolution 53-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROCUREMENT POLICY

WHEREAS, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), ~~5120~~, 5302(b) and (c), 5304(b), 5306(d), and 5307, and

WHEREAS, the Board of Trustees wishes to prudently exercise the authority given to the college.

NOW, THEREFORE, BE IT RESOLVED, that the procurement laws and regulations established in Guam's Procurement law, found in 5 G.C.A. Chapter 5, and 2 G.A.R. Division 4 shall be used by GCC in the procurement of all services, supplies, and construction procurement contracts. GCC hereby adopts the laws and regulations established in 5 G.C.A. Chapter 5 and 2 G.A.R. Division 4 as its own regulations.

BE IT FURTHER RESOLVED, that GCC will employ its own Chief Procurement Officer (Procurement & Inventory Administrator), who will serve as the procurement officer for all supplies, services, and construction contracts for GCC.

BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustee's approval, delegate its procurement authority of construction contracts to the Department of Public Works.

BE IT FURTHER RESOLVED, that GCC may, upon the Board of Trustee's approval, delegate its procurement authority of services and supplies contracts to the General Services Agency.

Amended & Adopted: February 3, 2017
Resolution _____-2017

Amended & Adopted: February 6, 2014
Resolution 15-2014

Amended & Adopted: August 2, 2010
Resolution 9-2010

Amended & Adopted: November 17, 2008
Resolution 46-2008
Adopted: March 16, 1994
Resolution 15-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROCUREMENT POLICY

WHEREAS, Guam Community College (hereinafter GCC) is authorized to procure its own services, supplies, and construction procurement regulations pursuant to 5 G.C.A. § 5125, 5131, 5030(k) and (q), 5302(b) and (c), 5304(b), 5306(d), and 5307, and

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Amended & Adopted: February 3, 2017
Resolution ____-2017

Amended & Adopted: February 6, 2014
Resolution 15-2014

Amended & Adopted: August 2, 2010
Resolution 9-2010

Amended & Adopted: November 17, 2008
Resolution 46-2008
Adopted: March 16, 1994
Resolution 15-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CONTRACTUAL AGREEMENTS

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq., amended September 30, 2011 by Public Law 31-99) established Guam Community College with an autonomous Board of Trustees with responsibility for career and technical education on Guam, including responsibility to establish, coordinate, expand and maintain such education; and

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq.) empowers the Board of Trustees to enter into and execute contracts and instruments of every kind and nature necessary or convenient to the exercise of its powers and functions; and

WHEREAS, the "Community College Act of 1977" (codified at 17 GCA §30101, et seq.) empowers the Board of Trustees to hire a chief executive officer with full charge and control of the administrative and business affairs of the college and with the responsibility to see that all rules and regulations of the College are enforced; and

WHEREAS, the Guam Procurement Law (5 GCA §5030d) defines contracts as all types of territorial agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction; and

WHEREAS, the Guam Procurement Law (5 GCA §5030s) defines services as the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product to include printing;

NOW, THEREFORE, BE IT RESOLVED, all contractual service contracts in excess of \$250,000 be submitted to the Board of Trustees for approval prior to commitment of the College to the contract.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 16-2014

Amended & Adopted: November 17, 2008

Resolution 47-2008

Adopted: September 6, 2000

Resolution 19-2000

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TUITION AND FEES

WHEREAS, Guam Community College is charged with providing career and technical education and other related occupational training and education courses of instruction to the Guam Community; and

WHEREAS, non-appropriated funds in the form of tuition and various fees provide a significant part of the total budget of the College; and

WHEREAS, there is a necessity to balance this need for funds with the need for the people of Guam to have access to reasonable-priced career and technical educational opportunities; and

WHEREAS, it is the responsibility of the Board of Trustees to ensure that this balance is maintained;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees shall annually review tuition, fees, and all other charges levied by the College using the following guidelines:

TUITION charges shall be in line with the major purpose of a community college which is to provide post-secondary education at rates that encourage individuals to obtain additional education to upgrade or acquire new career and technical education skills.

LABORATORY FEES shall, at a minimum, recover the costs of specific additional resources inherent to the conduct of instruction of certain classes.

STUDENT ACTIVITY FEES shall be assessed at rates which are comparable to those charged at other similar institutions; they shall be used to partially support student extra-curricular activities.

REGISTRATION AND GRADUATION FEES shall be assessed to help defray the significant costs associated with these activities. Such fees shall be comparable to charges of other similar institutions.

CONTINUING EDUCATION FEES shall be sufficient to cover the full costs associated with the conduct of these courses. This shall include administrative and other costs associated with conducting such programs. Overall charges for such courses shall not average more than 50% of the charges made for similar courses by profit-seeking firms in the community.

AUXILIARY OPERATIONS currently include the Cafeteria, Café, and the Bookstore. A minimum goal in determining their charges for services and materials shall be to recover the full costs of their operations

RELATED EDUCATIONAL ACTIVITIES, shall charge for their services an amount which will cover all direct and indirect costs of their operations. Such charges shall be comparable to the charges at similar centers in the area.

OTHER FEES may be established for building rental or other purposes upon approval of the Board of Trustees. Such fees shall cover the full costs associated with the activities related to the fee.

BE IT FURTHER RESOLVED, that while fees and charges are an important part of the funding of Guam Community College, care should be taken that there is not a proliferation of such fees. In the annual budgeting process, each department shall include within its budget request the full amount necessary to run the department for the coming budget year without regard to fees collected. ~~There shall be no direct linkage between fees and the amount of the budget available to a department.~~

BE IT FURTHER RESOLVED, that any increase in tuition, fees, and other charges shall not be effective until all provisions of any applicable law have been met.

Amended & Adopted: February 3, 2017
Resolution _____-2017

Amended & Adopted: February 6, 2014
Resolution 17-2014

Amended & Adopted: November 17, 2008
Resolution 48-2008

Adopted: March 16, 1994
Resolution 25-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TUITION AND FEES

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Amended & Adopted: February 3, 2017
Resolution ____-2017

Amended & Adopted: February 6, 2014
Resolution 17-2014

Amended & Adopted: November 17, 2008
Resolution 48-2008

Adopted: March 16, 1994
Resolution 25-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT FINANCIAL AID

WHEREAS, Student Financial Aid provides needed support to persons seeking to further their education;
and

WHEREAS, Student Financial Aid can provide an incentive to attend Guam Community College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees directs the President to seek the types of financial support most needed by students: scholarships, grants in aid, work study, Veteran's Education Benefit; and

BE IT FURTHER RESOLVED, that the Financial Aid Office at Guam Community College is designated to administer Student Financial Aid programs; and

BE IT FURTHER RESOLVED, that the Student Financial Aid programs will be administered in such a way to ensure the equitable treatment of all aid applicants; and

BE IT FURTHER RESOLVED, that the Guam Community College comply with all applicable regulations governing financial aid, including the most recent reauthorizations of Title IV of the Higher Education Act, as amended.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 18-2014

Amended & Adopted: November 17, 2008

Resolution 49-2008

Adopted: July 20, 1994

Resolution 55-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

VEHICLE USAGE

WHEREAS, 4 GCA §1103 outlines the general policy on government owned or leased vehicles; and

WHEREAS, Guam Community College owns or leases a number of vehicles which serve a variety of purposes necessary to the operation of the College; and

WHEREAS, the Board of Trustees has the responsibility to develop policy to ensure that such vehicles are used appropriately.

NOW, THEREFORE, BE IT RESOLVED, that the President shall develop guidelines and procedures on the use of College owned and leased vehicles.

Reviewed with no changes: February 3, 2017
Amended & Adopted: February 6, 2014
Resolution 19-2014

Amended & Adopted: November 17, 2008
Resolution 50-2008

Adopted: July 20, 1994
Resolution 52-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CLAIMS OFFICER

WHEREAS, Guam Community College is an autonomous agency of the Government of Guam; and

WHEREAS, 5 GCA §§6102, 6105 state that claims may be filed against autonomous and semi-autonomous agencies for contract matters and for negligent acts; and

WHEREAS, 5 GCA §6103(b) requires that all autonomous and semi-autonomous agencies designate a Claims Officer who will be responsible for receiving and investigating each claim to determine its merits.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby designate the President of Guam Community College to serve as its Claims Officer.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 21-2014

Amended & Adopted: November 17, 2008

Resolution 53-2008

Adopted: March 16, 1994

Resolution 22-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COLLEGE HOUSING

WHEREAS, Guam Community College enrolls students from a variety of off-island locations with said students needing safe and adequate housing while enrolled in the College; and

WHEREAS, certain local resident students may find it more convenient to be housed on campus or campus sponsored locations rather than at their regular domiciles; and

WHEREAS, the College continually partners with community stakeholders and it may be desirable and necessary to provide certain student housing; and

WHEREAS, the College currently has no housing facilities of any type.

NOW, THEREFORE, BE IT RESOLVED, that the administration is authorized and urged to explore all possibilities for partnering, acquiring financial assistance, loans, or grants specifically for student housing.

Reviewed with no changes: February 3, 2017

Amended & Adopted: February 6, 2014

Resolution 22-2014

Amended & Adopted: November 17, 2008

Resolution 54-2008

Adopted: March 16, 1994

Resolution 20-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

UNION OFFICIALS PAYMENT

WHEREAS, the Board has been presented with a legal opinion on the issue of salary payments to union officials to perform union work.

WHEREAS, it is the opinion of GCC's legal counsel that payments to union officials for performance of union duties outside the context of negotiations with GCC is an unfair labor practice and an unauthorized expenditure of funds.

THEREFORE, IT BE HEREBY MOVED, that no salary or other payments shall be made to union officials for any work performed on behalf of the union outside of contractual negotiations with GCC and provided further that all salary payments made to such officials must comply with the Public Employee-Management Relations Act. All prior inconsistent resolutions are hereby revoked and amended.

Reviewed with no changes: February 3, 2017

Reviewed with no changes: February 6, 2014

Amended & Adopted: November 17, 2008

Resolution 55-2008

Adopted: December 30, 1986

Resolution 9-87

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COMMUNITY USE OF PHYSICAL FACILITIES

WHEREAS, the Guam Community College is a community institution and oriented to the educational, cultural and recreational needs of all the citizens of Guam; and

WHEREAS, the Board of Trustees encourages the use of the facilities when they are not required to carry on the programs of the College;

NOW, THEREFORE, BE IT RESOLVED, that community organizations and public agencies shall be granted use of college facilities under the following guidelines:

1. Applications for college facility usage shall originate with established and responsible community non-profit organizations or associations, or public agencies.
2. Priorities shall be maintained in such a way that no group will monopolize the use of the facilities.
3. Community non-profit organizations and public agencies shall be charged a fair usage cost for the use of the facilities. If the use requires special equipment and/or services (such as supervision, set up, clean up, security, etc.), the organization or agency shall be charged additionally for equipment and labor in accordance with the schedule of fees.
4. Whenever a college facility is being used, a college employee shall be on duty and shall be responsible for supervision of the facility.
5. Groups using college facilities shall conform to all Guam laws, ordinances and fire regulations and adherence to the policies and procedures of the institution (e.g. tobacco product, electronic cigarette, and betelnut-free campus, on campus parking, emergencies, etc.).-

Amended & Adopted: February 3, 2017
Resolution _____-2017

Amended & Adopted: February 27, 2012
Resolution 5-2012

Amended & Adopted: November 17, 2008
Resolution 56-2008
Adopted: April 6, 1994
Resolution 44-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

COMMUNITY USE OF PHYSICAL FACILITIES

WHEREAS, the Guam Community College is a community institution and oriented to the educational, cultural and recreational needs of all the citizens of Guam; and

WHEREAS, the Board of Trustees encourages the use of the facilities when they are not required to carry on the programs of the College;

NOW, THEREFORE, BE IT RESOLVED, that community organizations and public agencies shall be granted use of college facilities under the following guidelines:

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4. Whenever a college facility is being used, a college employee shall be on duty and shall be responsible for supervision of the facility.
5. Groups using college facilities shall conform to all Guam laws, ordinances and fire regulations and adherence to the policies and procedures of the institution (e.g. tobacco product, electronic cigarette, and betelnut-free campus, on campus parking, emergencies, etc.).

Amended & Adopted: February 3, 2017

Resolution ____-2017

Amended & Adopted: February 27, 2012

Resolution 5-2012

Amended & Adopted: November 17, 2008

Resolution 56-2008

Adopted: April 6, 1994

Resolution 44-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES

WHEREAS, one of the most important responsibilities of the Board is to ensure the financial viability of the college; and

WHEREAS, providing the resources necessary to the annual operations of the college is a significant part of carrying out that responsibility; and

WHEREAS, although the Board may adopt an operating budget sufficient to meet all the financial needs of the college in any given year, that budget is subject to legislative review and adoption; and

~~**WHEREAS**, through this process the total needs of the college have not been adequately provided for, and the capital improvements needs have been completely unfunded for several years; and~~

~~———— **WHEREAS**, the capital improvement needs of the campus have reached a critical point that the accredited status of the college may be threatened if these needs are not addressed; and~~

~~———— **WHEREAS**, the current economic condition of the island offers little hope that the government will provide for the capital improvement needs of the college in the foreseeable future;~~

NOW, BE IT THEREFORE RESOLVED, that the Board of Trustees shall seek alternative means of funding those needs of the college not provided for by the appropriations process by raising funds from other sources for such purposes as the Board deems necessary; and

BE IT FURTHER RESOLVED, that the Board intends that the immediate beneficiary of any fund raising successes shall be the physical improvement of the campus; and

BE IT FURTHER RESOLVED, that the Board ~~decrees that one day each year~~ shall be designated, as appropriate, and set ~~aside as a day of~~ fund raising activities when all persons associated with the college and its programs shall be encouraged to participate by making a monetary contribution for the improvement of the college and the purpose designated by the Board for that year; and

BE IT FINALLY RESOLVED, that the Board shall organize and/or otherwise support other fund raising activities as may be proposed by students, faculty, staff, administrators or the Guam Community College Foundation in furtherance of this policy.

Amended & Adopted: February 3, 2017
Resolution _____-2017

Reviewed with no changes: February 6, 2014
Amended & Adopted: November 17, 2008
Resolution 57-2008

Adopted: February 17, 1999
Resolution 5-99

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ANNUAL FUND RAISING OF THE BOARD OF TRUSTEES

WHEREAS, one of the most important responsibilities of the Board is to ensure the financial viability of the college; and

WHEREAS, providing the resources necessary to the annual operations of the college is a significant part of carrying out that responsibility; and

WHEREAS, although the Board may adopt an operating budget sufficient to meet all the financial needs of the college in any given year, that budget is subject to legislative review and adoption; and

NOW, BE IT THEREFORE RESOLVED, that the Board of Trustees shall seek alternative means of funding those needs of the college not provided for by the appropriations process by raising funds from other sources for such purposes as the Board deems necessary; and

BE IT FURTHER RESOLVED, that the Board intends that the immediate beneficiary of any fund raising successes shall be the physical improvement of the campus; and

BE IT FURTHER RESOLVED, that the Board shall be designated, as appropriate, and set fund raising activities when all persons associated with the college and its programs shall be encouraged to participate by making a monetary contribution for the improvement of the college and the purpose designated by the Board for that year; and

BE IT FINALLY RESOLVED, that the Board shall organize and/or otherwise support other fund raising activities as may be proposed by students, faculty, staff, administrators or the Guam Community College Foundation in furtherance of this policy.

Amended & Adopted: February 3, 2017
Resolution ____-2017

Reviewed with no changes: February 6, 2014
Amended & Adopted: November 17, 2008
Resolution 57-2008

Adopted: February 17, 1999
Resolution 5-99

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ACADEMIC FREEDOM

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

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

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

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

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

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

WHEREAS, teaching includes but is not limited to: method of teaching, method of presentation, materials used in teaching, presentations and all things related to the students' classroom learning; and

WHEREAS, it carries with it duties correlative with rights.

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

- (a) **The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties**
- (b) **The faculty member is a citizen, 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.**

**Amended & Adopted: _____, 2017
Resolution _____ - 2017**

**Amended & Adopted: January 8, 2009
Resolution 9-2009**

**Adopted: May 17, 2000
Resolution 9-2000**

PRESIDENT'S TRAVEL SCHEDULE
February-March 2017

Conference Title/Sponsor	Date	Location
ACCJC Commission Meeting	February 9, 2017	Oakland, CA
ACCJC Commission Development	March 14-18, 2017	Honolulu, HI
PPEC Spring Meeting/Governance Leadership Institute	March 28-April 1, 2017	Honolulu, HI
ACCJC 2017 Conference	April 4-7, 2017	Irvine, CA

Funding Source in order of travel: 100% ACCJC reimbursement; 100% ACCJC reimbursement; 50% PPEC reimbursement; 100% Promo Fund



GUAM **COMMUNITY** COLLEGE
FISCAL YEAR 2018

**BUDGET
REQUEST**

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumuniddat Guåhan

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2018
BUDGET DOCUMENT CHECKLIST**

[BBMR BDC-1]

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

Date Received by BBMR: _____
Date Reviewed: _____

	Department/Agency		BBMR	
	Yes	No	Yes	No
<u>General</u>				
Is the department/agency request within the Governor's established ceiling?	N/A			
Does the SUMMARY digest totals equal the totals on the detail pages?	x			
Are the required budget forms attached?	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 - REVISED]	x			
e. FY 2018 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	x			
f. FY 2017 (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]	N/A			
i. Prior Year Obligation Form [BBMR PYO-1]	x			
Are the E-Files attached for all budget forms?	x			
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 - REVISED]				
A.) Budget Digest Form [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 - REVISED)?	x			
2. Are amounts reflected in each column accurate?	x			
3. Are computations correct?	x			
<u>Utilities</u>				
Are amounts reflected in each column correct?	x			
<u>Capital Outlay</u>				
Are amounts reflected under columns, "Governor's Request," consistent with schedule F as detailed in the budget digest subform, [BBMR 96A - REVISED]?	x			
<u>Full Time Equivalencies (FTEs)</u>				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	x			
B.) Off-Island Travel Form [BBMR TA-1] (Schedule A)				
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.) Operations Schedules Form [BBMR 96A - REVISED] (Schedules B-F)				
1. Are "Items" under schedules B - F listed in detail?	N/A			
2. Is the "Quantity" and "Unit Price" under schedules B - F reflected for respective items?	N/A			
3. Are corresponding FY 2016 authorized levels under schedules B - F indicated?	N/A			

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FISCAL YEAR 2018
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?	x			
2. Are all LTA and Temp. positions properly identified?	x			
3. Are position numbers reflected?	x			
4. Are the salary levels consistent with the Government of Guam Competitive Wage Act of 2014 and/or Public Safety and Law Enforcement Pay Schedule (40%)?	x			
5. Are filled positions funded?	x			
6. Are increment amounts reflected?	x			
7. Are rates reflected under "Benefits" correct?	x			
8. Are computations correct?	x			
VI. Federal Program Inventory Form [BBMR FP-1]				
Is the form complete and accurate?	x			
VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	N/A			
2. Is the "quantity" and "percentage of use" reflected?	N/A			
3. Are space requirements descriptive and total space reflected and accurate?	N/A			
VIII. Prior Year Obligation Form [BBMR PYO-1]	x			

CERTIFIED AS TO COMPLETENESS AND ACCURACY

DEPARTMENT:

Prepared By: _____

Approved By: _____

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

Date

BBMR ACTION:

Recommendation

☐

Approval

☐

Disapproval

Analyst

Date

**Government of Guam
Fiscal Year 2018**

Agency Budget Certification

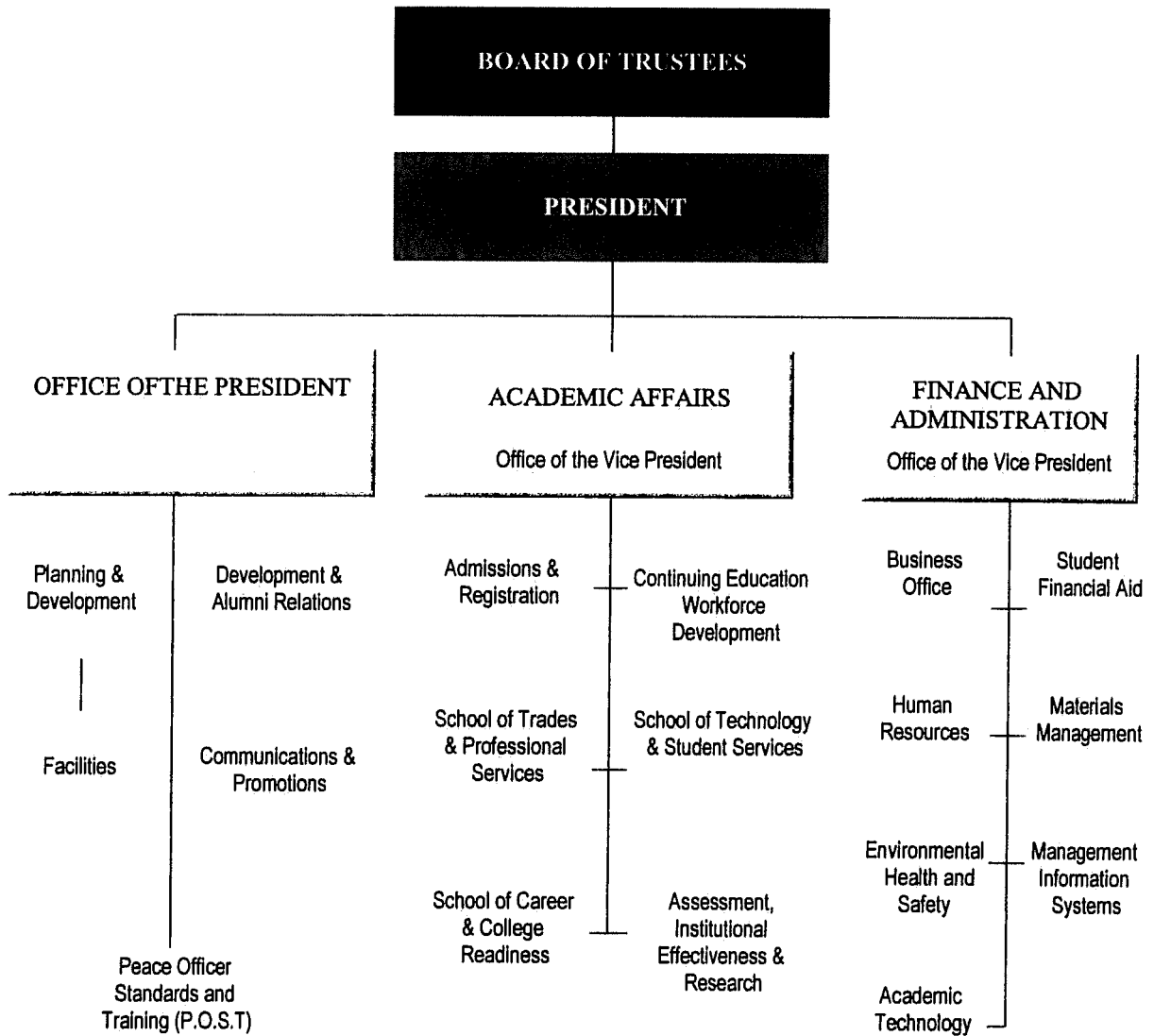
Agency: Guam Community College

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

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

Agency Head: Mary A.Y. Okada Date: 02.06.2017
(Signature)

Guam Community College Organizational Chart



* Administrative Structure

** Operational Structures

Government of Guam
Fiscal Year 2018 Budget
Department/Agency Narrative

Function: Education and Culture

Agency: GUAM COMMUNITY COLLEGE

MISSION STATEMENT:

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

Sinangan Misi3n (Chamorro translation):

Guiya i Kulehon Kumunidat Guahan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikat na kinahulo' i manfáfache'cho' ya u na' guaguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafanangui 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 2018 budget request. This FY2018 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 2018

[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 Output			
Workload Indicator	FY2016 Level of Accomplishment	FY2017 Anticipated Level	FY2018 Projected Level
Retention & Completion – Incorporate the student-centered learning model into the curriculum and the classroom.	<p>Since the adoption of the annual curriculum review cycle which parallels the assessment cycle, the College has completed the review and update of 142 program and course guides or 30%. Total goal of a 100% review expected by March of 2018. Total Postsecondary and Secondary Program and Course Guides: 492</p> <p>Monitor and support the implementation of the annual curriculum review cycle and continue to evaluate the effectiveness of the established cycle.</p>	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.	By March of 2018, the total Postsecondary and Secondary Programs and Courses shall begin the 2-year assessment cycle with a plan for the assessment of student learning outcomes as amended and continuously improved through the curriculum review process.

DECISION PACKAGE

Fiscal Year 2018

[BBMR DP-1]

Department/Agency

GUAM COMMUNITY COLLEGE

Division/Section

Workload Indicator	FY2016 Level of Accomplishment	FY2017 Anticipated Level	FY2018 Projected Level
	Project Win-Win identification of students in three highest degree programs, who have not received a formal award from GCC, and who have 45 GPA credits or more, and encourage completion.	Expand list to next three highest programs and provide communications with students to encourage completion.	Continue to expand list to next three highest programs until all programs are assessed and provide communications with students to encourage completion.
Retention & Completion – Strengthen the professional development support for faculty to effectively implement the student-centered teaching method.	<p>Training sessions held on the incorporation of the SLO best practices into the regular semester and into the development of Student Services student learning outcomes.</p> <p>The integration of components of the unified professional development plan in campus-wide processes and institutional priorities.</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 and student services.</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>	<p>Implement best practices and recommendations for the alignment of SLO's into the curriculum and student services. Continuous assessment review.</p> <p>Continued review of year-end reports for improvement initiatives to address gaps and updates to existing plans and goals.</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>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>The update to the College's annual enrollment projections using linear regression continues to reflect and project enrollment increases for the College each year.</p> <p>Conclusion of the Community College Survey of Student Engagement (CCSSE) administration, which provides information on student engagement, a key indicator of learning and of the quality of community college.</p>	<p>Updates to the Facilities Master Plan, Information Technology Strategic Plan, Physical Master Plan, and other relevant institutional plans based on historical, real-time, and projected data shall be coursed through the College's participatory governance.</p> <p>Analysis of the CCSSE survey results to identify what students do in and out of the classroom, knowing students' goals, and understanding external responsibilities.</p>	<p>Recommendation included in the annual institutional assessment study will be incorporated into the next planning cycle for relevant units.</p> <p>Continued review of year-end reports.</p> <p>Address improvement recommendations from the CCSSE Assessment Report. Refinement of existing institutional practices that will enhance learning, development, and student success.</p>

DECISION PACKAGE

Fiscal Year 2018

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

Workload Indicator	FY2016 Level of Accomplishment	FY2017 Anticipated Level	FY2018 Projected Level
Conducive Learning Environment – Strengthen the participatory governance process to ensure that all stakeholders understand their role in collaborative governance.	<p>The administration of the Survey on Governance Processes and Practices at Guam Community College was initiated in the Spring of 2016. The online survey is designed to evaluate the overall effectiveness of participatory governance at the College.</p> <p>Coordinate the documentation and recording of the governance activities and accomplishments of each governance unit. (100% completed)</p>	<p>Analysis of the results of the Survey on Governance Processes and Practices at Guam Community College.</p> <p>Provide continuous guidance on the documentation and recording of governance efforts in a regular and systematic way. The archive of evidence is made available for review online on the MyGCC portal.</p> <p>Review and update the governance structure based on BOT/Union negotiations and assessment results.</p>	<p>Formulate reports, conduct presentations, and develop strategies aimed at improving and strengthening governance based on the results of the Survey on Governance Processes and Practices at Guam Community College</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, challenges, and recommendations for improvements.</p>
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>Continuous quality improvement of institutional processes linked through the assessments of departmental and institutional plans with an identification of key initiatives detailed in the process of "closing the loop" and addressing the gaps.</p> <p>Annual updates and comprehensive progress reports on the College's existing plans will be incorporated into the regular planning agenda.</p> <p>The campus is engaged in transformational change to support College-wide initiatives of 100% student success.</p>	<p>Updates to the College Information Technology Strategic Plan will be continuous and ongoing.</p> <p>Assessment of the effectiveness of the assessment management system in supporting the expansion of institutional initiatives such as the College's transformation mission of 100% student-centered success.</p>	<p>Recommendation included in the annual institutional assessment study will be incorporated into the next planning and resource allocation cycles for all departments and programs.</p> <p>Implement recommendations from the Assessment management system review into the ITSP priorities and goals.</p>
Improvement & Accountability - Utilize the institution's assessment system and program review to evaluate the effectiveness of the College's resource	<p>The program review process is 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.</p>	<p>Review and update the program review framework to address the transformation vision of 100% student-centered success.</p>	<p>Recommendations included in the annual institutional assessment study will be incorporated into the next planning and resource allocation cycles for all departments and programs.</p>

DECISION PACKAGE

Fiscal Year 2018

[BBMR DP-1]

Department/Agency GUAM COMMUNITY COLLEGE Division/Section

allocation process.			
Workload Indicator	FY2016 Level of Accomplishment	FY2017 Anticipated Level	FY2018 Projected Level
	Continued training and implementation of the GCC Data Driven Dedicated Planning (3DP) framework which represents the resource allocation model. (ongoing)	Continuous updates to the budget and assessment training that expressly utilizes the 3DP process diagram and includes specific examples of the process and the explicit linkages to assessment of student learning outcomes.	Explore the expanded integration of program review, assessment and curriculum, budget development, resource allocation, institutional planning and the transformation vision of 100% student-centered success.
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. (ongoing)</p>	<p>Components of marketing plan to be procured and launched. 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 to 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. (ongoing)</p> <p>Strengthen curriculum through meaningful exchanges (e.g. faculty, students) that provide international exposure and increase educational opportunities for GCC stakeholders. (ongoing)</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, regional and international awareness of the "GCC Brand."</p>

Government of Guam
Fiscal Year 2018
Budget Digest

[BBMR BD-1]

Function:
Department/Agency:
Program: SUMMARY

A B C D E F G H I J K L																
GENERAL FUND				MIDTAS/SPECIAL FUND				FEDERAL MATCH				GRAND TOTAL (ALL FUNDS)				
AS400 Account Code	Appropriation Classification	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances (A + D + G)	FY 2017 Authorized Level (B + E + H)	FY 2018 Governor's Request (C + F + I)			
PERSONNEL SERVICES																
111	Regular Salaries/Increments/Special Pay:	9,983,175	10,745,592	11,184,708	285,262	287,974	299,955	0	0	0	10,268,437	11,033,566	11,484,661			
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0			
113	Benefits:	3,543,413	3,769,835	3,967,552	91,659	90,187	94,503	0	0	0	3,635,071	3,860,022	4,062,055			
	TOTAL PERSONNEL SERVICES	\$13,526,587	\$14,515,427	\$15,152,258	\$376,921	\$378,161	\$394,458	\$0	\$0	\$0	\$13,903,508	\$14,893,588	\$15,546,716			
OPERATIONS																
220	TRAVEL - Off-Island/Local Mileage Reimburs:	626	6,250	9,250	0	0	0	0	0	0	626	6,250	9,250			
230	CONTRACTUAL SERVICES:	1,587,265	1,605,727	1,632,961	1,243	28,700	6,100	0	0	0	1,588,508	1,634,427	1,639,061			
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0			
240	SUPPLIES & MATERIALS:	93,633	293,890	295,220	14,978	86,500	18,500	0	0	0	108,611	380,390	313,720			
250	EQUIPMENT:	29,656	102,512	178,916	9,390	91,926	39,100	0	0	0	39,046	194,438	216,016			
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:	2,421,952	1,272,577	48,676	1,062,111	788,259	1,290,340	0	0	0	3,484,063	2,060,836	1,339,016			
	TOTAL OPERATIONS	\$4,133,132	\$3,280,956	\$2,163,023	\$1,087,722	\$995,385	\$1,354,040	\$0	\$0	\$0	\$5,220,854	\$4,276,341	\$3,517,063			
UTILITIES																
361	Power:	934,121	1,200,040	1,260,000	0	0	0	0	0	0	934,121	1,200,040	1,260,000			
362	Water/ Sewer:	15,569	23,600	21,000	0	0	0	0	0	0	15,569	23,600	21,000			
363	Telephone/ Toll:	96,362	93,600	116,200	0	0	0	0	0	0	96,362	93,600	116,200			
	TOTAL UTILITIES	\$1,046,052	\$1,317,240	\$1,399,200	\$0	\$0	\$0	\$0	\$0	\$0	\$1,046,052	\$1,317,240	\$1,399,200			
450	CAPITAL OUTLAY	10,056	0	\$3,159	\$0	\$0	\$0	\$0	\$0	\$0	\$10,056	\$0	\$3,159			
	TOTAL APPROPRIATIONS	\$18,715,828	\$19,113,623	\$18,717,640	\$1,464,643	\$1,373,546	\$1,748,498	\$0	\$0	\$0	\$20,180,471	\$20,487,169	\$20,466,138			
1/ Specify Fund Source																
FULL-TIME EQUIVALENCIES (FTEs)																
	UNCLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2			
	CLASSIFIED:	208	205	206	5	5	5	0	0	0	213	210	211			
	TOTAL FTEs	210	207	208	5	5	5	0	0	0	215	212	213			

AS400 Account Code	Appropriation Classification	A B C			D E F			G H I			J K L		
		GENERAL FUND			MANPOWER/DEVELOPMENT FUND			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances (A + D + G)	FY 2017 Authorized Level (B + E + H)	FY 2018 Governor's Request (C + F + I)
PERSONNEL SERVICES													
111	Regular Salaries/Increments/Special Pay:	9,477,871	10,154,022	10,562,501	285,262	287,974	299,955	0	0	0	9,763,133	10,441,996	10,862,456
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,359,655	3,554,807	3,741,611	91,659	90,187	94,503	0	0	0	3,451,314	3,644,994	3,836,114
	TOTAL PERSONNEL SERVICES	\$12,837,526	\$13,708,829	\$14,304,112	\$376,921	\$378,161	\$394,458	\$0	\$0	\$0	\$13,214,447	\$14,086,990	\$14,698,570
OPERATIONS													
220	TRAVEL - Off-Island/Local Mileage Reimburs:	626	6,250	9,250	0	0	0	0	0	0	626	6,250	9,250
230	CONTRACTUAL SERVICES:	1,585,468	1,588,859	1,609,986	1,243	28,700	6,100	0	0	0	1,586,711	1,617,559	1,616,086
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	93,393	290,915	292,720	14,978	86,500	18,500	0	0	0	108,371	377,415	311,220
250	EQUIPMENT:	26,953	93,353	166,091	9,390	91,926	39,100	0	0	0	36,343	185,279	205,191
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:	2,047,001	897,626	48,676	783,189	509,337	1,011,416	0	0	0	2,830,190	1,406,963	1,060,092
	TOTAL OPERATIONS	\$3,753,442	\$2,877,003	\$2,126,723	\$808,800	\$716,463	\$1,075,116	\$0	\$0	\$0	\$4,562,242	\$3,593,466	\$3,201,839
UTILITIES													
361	Power:	934,121	1,200,040	1,260,000	0	0	0	0	0	0	934,121	1,200,040	1,260,000
362	Water/ Sewer:	15,569	23,600	21,000	0	0	0	0	0	0	15,569	23,600	21,000
363	Telephone/ Toll:	96,362	93,600	118,200	0	0	0	0	0	0	96,362	93,600	118,200
	TOTAL UTILITIES	\$1,046,052	\$1,317,240	\$1,399,200	\$0	\$0	\$0	\$0	\$0	\$0	\$1,046,052	\$1,317,240	\$1,399,200
450	CAPITAL OUTLAY	\$10,056	\$0	\$3,159	\$0	\$0	\$0	\$0	\$0	\$0	\$10,056	\$0	\$3,159
	TOTAL APPROPRIATIONS	\$17,647,076.46	\$17,903,072	\$17,833,194	\$1,185,721	\$1,094,624	\$1,469,574	\$0	\$0	\$0	\$18,832,797	\$18,997,696	\$19,302,768
1/ Specify Fund Source													
FULL TIME EQUIVALENCIES (FTEs)													
UNCLASSIFIED:													
CLASSIFIED:													
	TOTAL FTEs	198	195	196	5	5	5	0	0	0	203	200	201

AS400 Account Code		Appropriation Classification	GENERAL FUND (LPN/VOC GUIDANCE)					SPECIAL FUND					FEDERAL MATCH					GRAND TOTAL (ALL FUNDS)		
			A	B	C	D	E	F	G	H	I	J	K	L						
			FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances (A + D + G)	FY 2017 Authorized Level (B + E + H)	FY 2018 Governor's Request (C + F + I)						
PERSONNEL SERVICES																				
111	Regular Salaries/Increments/Special Pay:		505,304	591,570	622,205	0	0	0	0	0	0	505,304	591,570	622,205						
112	Overtime:		0	0	0	0	0	0	0	0	0	0	0	0						
113	Benefits:		183,757	215,028	225,941	0	0	0	0	0	0	183,757	215,028	225,941						
	TOTAL PERSONNEL SERVICES		\$689,061	\$806,598	\$848,146	\$0	\$0	\$0	\$0	\$0	\$0	\$689,061	\$806,598	\$848,146						
OPERATIONS																				
220	TRAVEL- Off-Island/Local Mileage Reimburs:		0	0	0	0	0	0	0	0	0	0	0	0						
230	CONTRACTUAL SERVICES:		1,797	16,868	22,975	0	0	0	0	0	0	1,797	16,868	22,975						
233	OFFICE SPACE RENTAL:			0	0	0	0	0	0	0	0	0	0	0						
240	SUPPLIES & MATERIALS:		240	2,975	2,500	0	0	0	0	0	0	240	2,975	2,500						
250	EQUIPMENT:		2,702	9,159	10,825	0	0	0	0	0	0	2,702	9,159	10,825						
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	278,922	278,922	278,924	0	0	0	278,922	278,922	278,924						
	TOTAL OPERATIONS		\$4,739	\$29,002	\$36,300	\$278,922	\$278,922	\$278,924	\$0	\$0	\$0	\$283,661	\$307,924	\$315,224						
UTILITIES																				
361	Power:		0	0	0	0	0	0	0	0	0	0	0	0						
362	Water/ Sewer:		0	0	0	0	0	0	0	0	0	0	0	0						
363	Telephone/ Toll:		0	0	0	0	0	0	0	0	0	0	0	0						
	TOTAL UTILITIES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
450	CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
TOTAL APPROPRIATIONS			\$693,800	\$835,600	\$884,446	\$278,922	\$278,922	\$278,924	\$0	\$0	\$0	\$972,722	\$1,114,522	\$1,163,370						
1/ Per PL 31-229 and PL 32-120 USDA loan repayment from Liquid Fuel Tax Revenues and Real Property Tax Valuation, respectively.																				
FULL TIME EQUIVALENCIES (FTEs)																				
UNCLASSIFIED:			0	0	0	0	0	0	0	0	0	0	0	0						
CLASSIFIED:			12	12	12	0	0	0	0	0	0	12	12	12						
TOTAL FTEs			12	12	12	0	0	0	0	0	0	12	12	12						

Government of Guam
Fiscal Year 2018
Budget Digest

[BBMR BD-1]

Function:
Department/Agency:
Program:

		GENERAL FUND (GCC Apprenticeship Program)												FEDERAL MATCH				GRAND TOTAL (ALL FUNDS)							
		A		B		C		D		E		F		G		H		I		J		K		L	
AS400 Account Code	Appropriation Classification	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Governor's Request	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 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	
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	
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	
	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	
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	
230	CONTRACTUAL SERVICES:	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	
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0	0	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	
271	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	
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	
290	MISCELLANEOUS:	374,951	374,951	0	0	0	0	0	0	0	0	0	0	0	0	0	0	374,951	374,951	0	0	0	0	0	
	TOTAL OPERATIONS	\$374,951	\$374,951	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$374,951	\$374,951	\$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	
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	
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	
	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	
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	
	TOTAL APPROPRIATIONS	\$374,951	\$374,951	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$374,951	\$374,951	\$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	
	CLASSIFIED:	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	

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				\$5,500.00
Local Mileage				\$3,750.00

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

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA:

Education and Culture

DEPARTMENT/AGENCY:

Guam Community College

PROGRAM:

Institutional

SUMMARY

FUND:

General Fund and MDF

Input by Department										Input by Department									
(A)										(B)									
No.	Position Number	Home	Organization	Position Title I/	Name of Incumbent	Grade/Step	Salary	Overtime	Special	Increment		(J)	(K)	(L)	(M)	(N)	(O)	(P)	
										Date	Amount							Medical (Premium)	Dental (Premium)
1	PRE004	1010	Office of the President	Administrative Secretary II	Guerrero, Bertha M.	I-7	35,744.0	0	0	19-Sep-2018	95	35,839	9,931	495	0	518	186	2,473	224
2	PRE005	1010	Office of the President	President	Okada, Mary A.	R-13-a	164,513.0	0	0	01-Jan-2019	5,010	169,523	46,975	0	0	2,385	186	3,852	1,236
3	PRE006	1010	Office of the President	Private Secretary	Muna, Esther A.	I-11	40,501.0	0	0	01-Apr-2019	0	40,501	11,223	495	0	587	186	0	0
4	PRE007	1010	Office of the President	Program Specialist	Santo Tomas, Dennis J.	K-8-b	54,420.0	0	0	01-Jan-2018	1,237	55,657	15,422	495	0	789	186	0	0
5	PRE002	1030	Communications and Promotion	Assistant Director	Flores, Jayne T.	O-6-a	84,040.0	0	0	01-Jan-2018	1,910	85,950	23,817	495	0	1,219	186	1,806	240
6	ASD001	1060	Planning and Development	Administrative Assistant	Arceo, Josephine T.	I-15	49,872.0	0	0	14-Aug-2019	0	49,872	13,820	495	0	0	0	0	0
7	ASD016	1060	Planning and Development	Program Specialist	Johns, Priscilla C.	K-11-a	60,715.0	0	0	01-Jan-2018	1,380	62,095	17,207	0	0	880	186	2,473	224
8	ASD021	1060	Planning and Development	Assistant Director	Perez, Doris C.	O-9-a	94,699.0	0	0	01-Jan-2018	2,152	96,851	26,837	0	0	1,373	186	2,473	224
9	NAF033	1060	Planning and Development	Sustainability & Project Coord	Palacios, Francisco E.	L-7-a	59,028.0	0	0	01-Jan-2018	1,342	60,370	16,728	495	0	856	186	2,145	299
10	AAD079	1061	High School Equivalency	Test Examiner	Cruz, Evangelina P.	I-9	38,043.0	0	0	10-Dec-2017	1,010	39,053	10,822	0	0	552	186	4,489	299
11	ASD009	1065	Facilities	Refrigeration Mechanic II	Quichocho, Joseph R.	I-9	38,043.0	0	0	07-Jul-2018	303	38,346	10,626	495	0	552	186	4,489	299
12	ASD022	1065	Facilities	Maintenance Worker	Toves, III, Albert S.	H-5	30,774.0	0	0	27-Jun-2018	389	31,163	8,635	495	0	446	186	6,234	404
13	ASD033	1065	Facilities	Program Specialist	**Vacant-Perez, L.	K-6-b	52,297.0	0	0	Vacant	0	52,297	14,491	495	0	758	186	6,234	404
14	ASD004	1060	Planning and Development	Programmer IV	**Vacant-Benaavente, J.	N-8	58,053.0	0	0	Vacant	0	58,053	16,086	495	0	842	186	6,234	404
15	ASD034	1065	Facilities	Maintenance Worker	Mangiona, Richard R.	H-3	28,568.0	0	0	01-Jun-2018	361	28,929	8,016	495	0	414	186	0	0
16	ASD036	1065	Facilities	Maintenance Worker	**Vacant-Roberto, J.	H-4	29,640.0	0	0	Vacant	0	29,640	8,213	495	0	430	186	6,234	404
17	ASD037	1065	Facilities	Maintenance Specialist	Roberto, Irey C.	L-4	31,970.0	0	0	27-Dec-2017	1,010	32,980	9,139	495	0	464	186	2,473	224
18	ASD041	1065	Facilities	Maintenance Supervisor	Pritchard, Richard W.	L-3	39,965.0	0	0	23-Feb-2018	1,009	40,974	11,354	495	0	579	186	6,234	404
19	ASD048	1065	Facilities	Maintenance Worker	Iyquilengco, Jon J.	H-5	30,774.0	0	0	24-Jun-2018	389	31,163	8,635	495	0	446	186	2,473	224
20	ASD206	1065	Facilities	Refrigeration Mechanic I	Mantanoa, Jonathan P.	H-4	29,640.0	0	0	07-Apr-2018	567	30,207	8,370	495	0	430	186	6,234	404
21	AAD036	3000	VP Business	Program Specialist	Gima, Wesley T.	K-10-d	60,114.0	0	0	01-Jan-2018	1,366	61,480	17,036	495	0	872	186	1,321	224
22	AAD200	3000	VP Business	Administrative Aide	Castro, Esther Lynn A.	F-1	23,171.0	0	0	05-Dec-2017	732	23,903	6,623	495	0	336	186	0	0
23	BF0013	3000	VP Business	Administrative Assistant	Cruz, Vivian D.	J-10	42,661.0	0	0	11-Mar-2019	0	42,661	11,821	495	0	619	186	0	0
24	BF0022	3000	VP Business	Vice President	Santos, Carmen K.	P-11-a	116,902.0	0	0	01-Jan-2018	3,560	120,462	33,380	495	0	1,695	186	6,234	404
25	BF0003	3010	Business Office	Accountant I	Mayo, Lucille A.	K-2	35,194.0	0	0	09-Nov-2017	1,225	36,419	10,092	495	0	510	186	0	0
26	BF0004	3010	Business Office	Accountant II	Lam, Pik Man	K-5	39,350.0	0	0	16-Aug-2017	249	39,599	10,973	495	0	571	186	0	0
27	BF0005	3010	Business Office	Accountant I	Guerrero, Carol A.	M-9	54,238.0	0	0	29-Sep-2018	143	54,381	15,069	495	0	786	186	2,473	224
28	BF0008	3010	Business Office	Cashier II	Okada, Roma P.	F-2	24,049.0	0	0	25-Apr-2018	456	24,505	6,790	495	0	349	186	0	0
29	BF0009	3010	Business Office	Accounting Technician I	Mesa, Catherine S.	H-5	30,774.0	0	0	03-Jun-2018	389	31,163	8,635	495	0	446	186	3,773	240
30	BF0010	3010	Business Office	Accountant II	Santos Torres, Linda	M-9	54,238.0	0	0	03-Jun-2018	389	54,238	15,029	495	0	786	186	2,473	224
31	BF0012	3010	Business Office	General Accounting Supervisor	San Nicolas, Cheryl B.	P-5	64,388.0	0	0	18-Feb-2018	1,627	66,015	18,293	0	0	934	186	0	0
32	BF0015	3010	Business Office	Accounting Technician II	Borja, Leovonne G.	I-2	29,679.0	0	0	04-Jan-2018	843	30,522	8,458	495	0	430	186	6,234	404
33	BF0029	3010	Business Office	Controller	Uintuaco, Edwin E.	N-8-b	80,626.0	0	0	01-Jan-2018	1,832	82,458	22,849	495	0	1,169	186	1,806	240
34	BF0030	3010	Business Office	Accounting Technician I	Sablan, Darlynn T.	H-5	30,774.0	0	0	25-Mar-2018	680	31,454	8,716	495	0	446	186	1,806	240
35	ASD002	3020	Management Information System	Systems Programmer	Bautista, Kenneth C.	N-10	61,796.0	0	0	06-Jun-2018	653	62,449	17,305	0	0	896	186	2,473	224
36	ASD005	3020	Management Information System	Computer Operator II	David, Margarita Q.	I-16	33,476.0	0	0	22-Nov-2017	1,377	34,793	9,364	495	0	0	0	2,145	0
37	ASD006	3020	Management Information System	Computer Technician II	De Roca, Victor F.	J-3	33,476.0	0	0	27-Jul-2018	317	33,793	9,364	495	0	485	186	3,176	0
38	ASD007	3020	Management Information System	Teleprocessing Netw Coord	Reyes, Richard J.	K-5	39,350.0	0	0	29-Jul-2018	373	39,723	11,007	495	0	571	186	2,473	224
39	ASD008	3020	Management Information System	Computer Systems Analyst II	**Vacant-Rivera, D.	M-6	49,088.0	0	0	Vacant	0	49,088	13,602	495	0	712	186	6,234	404
40	ASD010	3020	Management Information System	Data Processing Systems Admin	Camacho, Francisco C.	N-8-d	82,247.0	0	0	01-Jan-2018	1,869	84,116	23,309	0	0	1,193	186	6,234	404

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

Input by Department																					
(A)		(B)		(C)		(D)	(E)	(F)(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Home	Organization	Position Title I/	Name of Incumbent	Grade/Step	Salary	Overtime	Special	Increment		Subtotal	Retirement (J * 27.71%) (19.01*26PP)	Retire (DDI)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
41	ASD011	3020	Management Information System	Teleprocessing Netw. Coord	Camacho, Christopher J.	K-7	42,389.00	0	17-Mar-2019	0	42,389	11,746	495	0	615	186	3,176	404	16,622	59,011	
42	ASD025	3020	Management Information System	Computer Technician II	De Leon, Benedict C.	J-5	36,061.00	0	30-Apr-2018	683	36,744	10,182	495	0	523	186	1,320	224	12,930	49,674	
43	ASD027	3020	Management Information System	Computer Systems Analyst II	Dacanay, Gerard L.	M-13	61,456.00	0	04-Jun-2019	0	61,456	17,029	495	0	891	186	1,320	224	19,651	81,107	
44	ASD039	3020	Management Information System	Systems Programmer	Solidum, Catherine M.	N-3	48,490.00	0	08-Feb-2018	1,225	49,715	13,776	495	0	703	186	2,473	224	17,857	67,573	
45	BFD006	3030	Human Resources	Human Resources Administrator	Muna, Joann W.	N-11-c	91,760.00	0	01-Jan-2018	2,085	93,845	26,004	0	0	1,331	186	29,567	123,412	77,906		
46	BFD007	3030	Human Resources	Personnel Specialist IV	San Nicolas, Apolline C.	O-4	55,786.00	0	01-Jan-2018	2,085	57,724	15,995	495	0	809	186	2,473	224	20,182	77,906	
47	BFD023	3030	Human Resources	Personnel Specialist II	Chargualaf, Alexis D.	M-2	42,307.00	0	01-Nov-2017	1,938	42,841	11,871	495	0	613	186	6,234	404	19,804	62,645	
48	BFD025	3030	Human Resources	Personnel Specialist I	Siguenza, Rose Marie L.	K-10	46,550.00	0	12-Jan-2018	1,110	47,660	13,207	495	0	504	186	2,473	224	16,585	64,245	
49	BFD031	3030	Human Resources	Personnel Assistant I	Manibusan, Doreen M.	G-13	37,283.00	0	25-Feb-2019	0	37,283	10,331	495	0	541	186	0	0	11,553	48,836	
50	BFD011	3040	Materials Management	Proc & Inventory Administrator	Evangelista, Joleen M.	M-9-C	74,332.00	0	01-Jan-2018	1,690	76,022	21,066	495	0	1,078	186	1,320	0	24,144	100,166	
51	BFD016	3040	Materials Management	Buyer II	Duenas, Debbie C.	I-4	31,970.00	0	15-Jul-2018	303	32,273	8,943	495	0	464	186	2,145	0	12,232	44,505	
52	BFD017	3040	Materials Management	Inventory Management Officer	Rios, Theda R.	J-4	34,736.00	0	01-Nov-2017	1,215	35,951	9,962	495	0	504	186	2,473	224	13,844	49,794	
53	BFD018	3040	Materials Management	Supply Expediter	Blas, Jerome F.	E-11	29,878.00	0	08-Jan-2019	0	29,878	8,279	495	0	433	186	1,320	0	10,713	40,591	
54	BFD020	3040	Materials Management	Buyer I	Palacios, Patricia U.	H-5	30,774.00	0	11-Jan-2018	875	31,649	8,770	495	0	446	186	3,773	240	13,415	45,064	
55	BFD001	3045	Bookstore	Bookstore Manager	Okada, Daniel T.	L-5	43,051.00	0	08-Aug-2018	272	43,323	12,005	495	0	624	186	0	0	13,310	56,633	
56	BFD014	3060	Student Financial Aid	Records & Registration Technic	Rachidleg, Benedict	H-4	29,650.00	0	10-Feb-2018	749	30,399	8,424	495	0	430	186	2,981	404	12,920	43,319	
57	BFD026	3060	Student Financial Aid	Coordinator, Financial Aid	Rios, Esther A.	L-7-b	59,618.00	0	01-Jan-2018	1,355	60,973	16,896	495	0	864	186	2,473	224	21,138	82,111	
58	BFD027	3060	Student Financial Aid	Program Coordinator II	Guerrero, Vivian C.	M-8	52,570.00	0	30-Dec-2018	0	52,570	14,567	495	0	762	186	2,473	224	18,212	70,782	
59	ASD003	3070	Environmental Health and Safety	Environ Health & Safety Admin	Manglona, Gregorio T.	L-8-b	62,039.00	0	01-Jan-2018	1,410	63,449	17,582	495	0	900	186	0	0	19,162	82,611	
60	ASD020	3070	Environmental Health and Safety	Safety Inspector I	Diaz, John L.	I-6	34,439.00	0	24-Oct-2018	0	34,439	9,543	495	0	499	186	0	0	10,723	45,162	
61	ASD017	3080	Admin Support Services	Administrative Assistant	**Vacant-Salas, F.	J-10	42,661.00	0	Vacant	0	42,661	11,821	495	0	619	186	6,235	404	19,760	62,421	
62	AAD077	5000	VP Academic Affairs Division	Administrative Officer	Atogwe, Ana Mari C.	L-5	43,051.00	0	08-Jul-2018	408	43,459	12,042	495	0	624	186	0	0	13,348	56,806	
63	AAD078	5000	VP Academic Affairs Division	Vice President	Somera, Rene Ray D.	P-12-d	125,334.00	0	01-Jan-2018	3,817	129,151	35,788	495	0	1,817	186	3,773	240	42,299	171,450	
64	AAD001	5020	Admissions	Administrative Aide	Untalan, Frances E.	F-5	26,888.00	0	08-Aug-2018	170	27,058	7,498	495	0	390	186	2,473	224	11,266	38,323	
65	AAD003	5020	Admissions	Coordinator, Admissions & Reg.	Ulla-Heath, Julie	M-4-b	60,315.00	0	LTA	0	60,315	16,713	495	0	875	186	2,473	224	20,966	81,281	
66	AAD005	5020	Admissions	Records & Registration Tech	Paulus, Vincent K.	H-7	33,150.00	0	02-Oct-2018	0	33,150	9,186	495	0	481	186	0	0	10,348	43,498	
67	AAD008	5020	Admissions	Records & Registration Tech	Masnayon, Edgar C.	H-8	34,202.00	0	18-Sep-2018	90	34,292	9,502	495	0	496	186	2,473	224	13,376	47,669	
68	AAD184	5020	Admissions	Records & Registration Superv	Conception, Marilyn L.	J-10	42,661.00	0	10-Jul-2019	0	42,661	11,821	495	0	619	186	2,473	224	15,323	57,984	
69	AAD016	5030	Assessment, Ins Effect and Rese	Assistant Director	Montague, Marlena O.	O-5-d	83,208.00	0	01-Jan-2018	1,892	85,100	23,581	495	0	1,207	186	0	0	25,469	110,568	
70	AAD213	5030	Assessment, Ins Effect and Rese	Administrative Assistant	Aguon, Evangeline M.	J-6	37,427.00	0	03-Dec-2018	0	37,427	10,371	495	0	543	186	1,806	240	13,641	51,068	
71	AAD115	5030	Assessment, Ins Effect and Rese	Program Coordinator II	*Vacant-New (Growth)	M-1	40,768.00	0	03-Dec-2018	0	40,768	11,297	495	0	591	186	6,234	404	19,207	59,975	
72	AAD039	5030	Assessment, Ins Effect and Rese	Institutional Researcher	Perez, Angelica Claire U.	L-3-d	51,866.00	0	01-Jan-2018	1,178	53,044	14,699	495	0	752	186	1,320	0	17,452	70,496	
73	AAD038	5050	Continuing Education	Assistant Director	Perez, Rowena Ellen	O-4-c	79,170.00	0	01-Jan-2018	1,799	80,969	22,437	0	0	1,148	186	2,473	224	26,468	107,437	
74	AAD128	5050	Continuing Education	Program Coordinator II	Taitano, Kimberly Ann L.	M-2	42,307.00	0	01-Sep-2018	134	42,441	11,760	494	0	613	186	1,320	224	14,598	57,039	
75	ASD012	5050	Continuing Education	Program Specialist	Sison, Christine B.	K-11-c	61,935.00	0	01-Jan-2018	1,408	63,343	17,552	495	0	898	186	2,981	404	22,516	85,859	
76	AAD182	6,150	Cosmetology	Assistant Instructor	**Vacant-Bukhosa, I.	I-7-a	39,850.00	0	Vacant	0	39,850	11,042	495	0	578	186	6,234	404	18,939	58,789	
77	AAD183	6,150	Cosmetology	Associate Professor	**Vacant-Abshire, R.	I-10-c	67,855.00	0	Vacant	0	67,855	18,803	495	0	984	186	6,234	404	27,106	94,961	
78	AAD187	7000	Dean's Office - TPS	Program Specialist	Sablan, Fermina A.	K-7-b	26,149.00	0	01-Jan-2018	594	26,743	7,410	248	0	379	93	903	120	9,154	35,897	
79	AAD040	6000	Dean's Office - TPS	Dean	Tudela, Virginia C.	O-9-d	97,568.00	0	01-Jan-2018	2,218	99,786	27,651	495	0	1,415	186	6,234	404	36,384	136,170	
80	AAD091	6000	Dean's Office - TPS	Associate Dean	Williams, Pilar A.	N-6-c	75,201.00	0	01-Jan-2018	1,709	76,910	21,312	495	0	1,090	186	2,473	224	25,780	102,690	
81	AAD191	6000	Dean's Office - TPS	Administrative Aide	Mafnas, Tasi Marina B.	F-2	24,049.00	0	15-Jan-2018	683	24,732	6,853	495	0	349	186	0	0	7,883	32,615	
82	AAD204	6000	Dean's Office - TPS	Associate Dean	Diego, Elizabeth A.	M-6-d	75,953.00	0	01-Jan-2018	1,727	77,680	21,525	495	0	1,101	186	2,473	224	26,004	103,684	
83	AAD112	6000	Dean's Office - TPS	Associate Dean	**Vacant-Flores, J.	N-5-c	72,259.00	0	Vacant	0	72,259	20,023	495	0	1,048	186	6,234	404	28,390	100,649	
84	AAD015	6110	Automotive Technology	Assistant Instructor	Cruz, Jesse Q.	I-7-d	41,050.00	0	01-Aug-2018	207	41,257	11,432	495	0	595	186	6,234	404	16,722	57,979	
85	AAD032	6110	Automotive Technology	Instructor	Flores, Joseph L.	J-9-d	50,674.00	0	01-Aug-2018	256	50,930	14,113	495	0	735	186	3,773	240	19,541	70,471	
86	AAD041	6110	Automotive Technology	Assistant Instructor	Pajarillo, Lyndon B.	J-9-c	50,172.00	0	01-Aug-2018	253	50,425	13,973	495	0	727	186	3,773	240	18,899	69,325	
87	AAD141	6110	Automotive Technology	Instructor	Memo, Charles Roy M.	I-12-c	49,592.00	0	01-Aug-2018	251	49,843	13,811	0	0	719	186	0	0	14,716	64,559	
88	AAD144	6110	Automotive Technology	Assistant Instructor	Tabunar, James M.	J-9-d	50,674.00	0	01-Aug-2018	256	50,930	14,113	495	0	735	186	3,773	240	19,541	70,471	
89	AAD150	6110	Automotive Technology	Instructor	Perez, Jonathan J.	J-4-b	40,711.00	0	01-Aug-2018	206	40,917	11,338	495	0	590	186	1,320	224	14,153	55,070	
90	AAD151	6110	Automotive Technology	Assistant Instructor	Lawcock, Danilo J.	I-16-b	57,005.00	0	01-Aug-2018	288	57,293	15,878	0	0	827	186	2,473	224	19,585	76,878	
91	AAD153	6110	Automotive Technology	Instructor	Tudela, Erwin F.	J-15-a	62,450.00	0	01-Aug-2018	315	62,765	17,392	0	0	906	186	0	0	18,484	81,249	
92	AAD154	6110	Automotive Technology	Instructor	Egna, Joel E.	J-9-d	50,674.00	0	01-Aug-2018	256	50,930	14,113	495	0	735	186	6,234	404	22,166	73,095	

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Input by Department

(A)			(B)			(C)		(D)	(E)	(F)(G)	(H)	(I)
No.	Position Number	Home Organization	Position Title I/	Name of Incumbent	Grade/Step	Salary	Overtime	Specials	Increment			
									Date	Amt.		
93	AAD155	6110 Automotive Technology	Tool Mechanic	Joshua, Golden C.	F-4	25,906.0	0	0	10-Feb-2018	655		
94	AAD010	6220 Early Childhood Education	Instructor	Palomo, Melissa L.	J16-d	44,971.0	0	0	01-Aug-2018	227		
95	AAD147	6220 Early Childhood Education	Instructor	Lauilleue, Eleanor H.	J-3-a	38,741.0	0	0	01-Aug-2018	195		
96	AAD185	6220 Early Childhood Education	Professor	Postovsky, Marsha M.	M12-c	91,738.0	0	0	01-Aug-2018	307		
97	AAD198	6220 Early Childhood Education	Professor	Leon Guerrero, Sarah S.	M13-d	88,032.0	0	0	01-Aug-2018	445		
98	AAD027	6220 Early Childhood Education	Administrative Assistant	Pascua, Tara Rose A.	J-3	33,476.0	0	0	01-Apr-2018	634		
99	AAD089	6410 Criminal Justice and Social Science	Assistant Professor	**Vacant-Sison, B.	K-5-b	48,300.0	0	0	Vacant	0		
100	AAD176	6410 Criminal Justice and Social Science	Professor	Cruz, Donna M.	M14-b	89,802.0	0	0	01-Aug-2018	454		
101	AAD186	6410 Criminal Justice and Social Science	Administrative Assistant	Smith, Tishawna P.	J-1	31,076.0	0	0	09-Jan-2018	883		
102	AAD051	6420 Social Science	Assistant Professor	Conception, Jonah M.	K-4-d	47,344.0	0	0	01-Aug-2018	239		
103	AAD053	6420 Social Science	Associate Professor	Munoz, Jose U.	L11-c	70,606.0	0	0	01-Aug-2018	357		
104	AAD019	6550 Business and Visual Communication	Instructor	Lee, Jooho	I-2-b	32,978.0	0	0	LTA	0		
105	AAD188	6610 Adult Basic Education	Program Coordinator I	Joker, Darwin K.	K-4	37,918.0	0	0	15-Nov-2017	1,313		
106	AAD056	6710 Nursing and Allied Health	Instructor	Uchima, Katsuyoshi	J13-b	58,248.0	0	0	01-Aug-2018	294		
107	AAD156	6710 Nursing and Allied Health	Assistant Professor	delos Santos, Maria Cecilia	K15-a	71,193.0	0	0	01-Aug-2018	360		
108	AAD157	6710 Nursing and Allied Health	Instructor	**Vacant-Romulo, D.	J-7-a	45,420.0	0	0	Vacant	0		
109	AAD158	6710 Nursing and Allied Health	Instructor	Dumchus, Karen I.	J14-d	61,832.0	0	0	01-Aug-2018	312		
110	AAD159	6710 Nursing and Allied Health	Instructor	Mafnas, Barbara C.	J15-a	62,450.0	0	0	01-Aug-2018	315		
111	AAD029	6810 Tourism and Hospitality	Assistant Professor	Takano, Carl C.	I-2-b	32,978.0	0	0	LTA	0		
112	AAD055	6810 Tourism and Hospitality	Associate Professor	Blas, Doreen J.	L13-c	76,457.0	0	0	01-Aug-2018	386		
113	AAD057	6810 Tourism and Hospitality	Assistant Professor	Schrago, Marivic C.	K14-c	76,436.0	0	0	01-Aug-2018	386		
114	AAD060	6810 Tourism and Hospitality	Emergency Instructor	Torrella, Patricia N.	L1-a	31,382.0	0	0	LTA	0		
115	AAD062	6810 Tourism and Hospitality	Assistant Professor	Aguilar, Norman L.	K11-d	62,555.0	0	0	01-Aug-2018	316		
116	AAD063	6810 Tourism and Hospitality	Professor	Chong, Eric K.	M14-c	90,700.0	0	0	01-Aug-2018	458		
117	AAD065	6810 Tourism and Hospitality	Assistant Professor	Evangalista, Frank F.	J13-d	59,419.0	0	0	01-Aug-2018	300		
118	AAD066	6810 Tourism and Hospitality	Assistant Professor	Ji, Eric Y.	K4-d	47,344.0	0	0	01-Aug-2018	239		
119	AAD067	6810 Tourism and Hospitality	Instructor	Dingcong, David John P.	J3-a	38,741.0	0	0	LTA	0		
120	AAD068	6810 Tourism and Hospitality	Assistant Professor	Cruz, Carol R.	K13-a	65,746.0	0	0	01-Aug-2018	332		
121	AAD069	6810 Tourism and Hospitality	Instructor	Cosico, Narciso H.	J3-a	38,741.0	0	0	LTA	0		
122	AAD070	6810 Tourism and Hospitality	Administrative Aide	Blas, Joanne M.	F7	28,964.0	0	0	14-Nov-2018	0		
123	AAD082	6810 Tourism and Hospitality	Assistant Instructor	Talavera, Jesse O.	L2-b	32,978.0	0	0	LTA	0		
124	AAD098	6810 Tourism and Hospitality	Assistant Instructor	Haurillon, Bertrand J.	L4-c	36,070.0	0	0	01-Aug-2018	121		
125	AAD017	6950 Construction Trades	Emergency Instructor	Tenorio, Leonard A.	L1-a	31,382.0	0	0	LTA	0		
126	AAD035	6950 Construction Trades	Assistant Instructor	Santos, Ronald T.	L7-c	40,643.0	0	0	01-Aug-2018	205		
127	AAD088	6950 Construction Trades	Assistant Instructor	Diaz, Vicente P.	L2-c	33,314.0	0	0	LTA	0		
128	AAD130	6950 Construction Trades	Associate Professor	**Vacant-San Nicolas, A.	L12-d	74,206.0	0	0	Vacant	0		
129	AAD132	6950 Construction Trades	Associate Professor	Leon Guerrero, Catherine	L11-b	69,907.0	0	0	01-Aug-2018	353		
130	AAD134	6950 Construction Trades	Instructor	Quintanilla, John J.	J12-d	57,101.0	0	0	01-Aug-2018	288		
131	AAD135	6950 Construction Trades	Assistant Instructor	Olson, Todd A.	L8-a	41,460.0	0	0	01-Aug-2018	209		
132	AAD138	6950 Construction Trades	Assistant Instructor	Santos, David T.	L11-a	46,718.0	0	0	01-Aug-2018	236		
133	AAD142	6950 Construction Trades	Instructor	Zillian, John E.	J11-a	53,259.0	0	0	01-Aug-2018	269		
134	AAD012	6970 Marketing	Assistant Professor	Tam, Yvonne	K13-a	65,746.0	0	0	01-Aug-2018	332		
135	AAD023	6970 Marketing	Assistant Instructor	Chargualaf, Katherine M.	L10-d	46,255.0	0	0	01-Aug-2018	234		
136	AAD030	6970 Marketing	Instructor	Randell, Michelle D.	J3-a	38,741.0	0	0	LTA	0		
137	AAD031	6970 Marketing	Instructor	Perez, Nenta R.	J14-c	61,220.0	0	0	01-Aug-2018	309		
138	AAD033	6970 Marketing	Associate Professor	Manzana, Amada A.	L13-b	82,910.0	0	0	01-Aug-2018	418		
139	AAD034	6970 Marketing	Assistant Professor	Guerrero, Norma R.	K7-b	52,297.0	0	0	01-Aug-2018	264		
140	AAD018	6980 Accounting	Professor	Pangelinan, Pilar C.	M13-b	86,298.0	0	0	01-Aug-2018	436		
141	AAD027	6990 Supervision and Management	Assistant Professor	Tupaz, Frederick Q.	K7-a	51,779.0	0	0	01-Aug-2018	262		
142	AAD006	7000 Dean's Office - TSS	Administrative Aide	Bautista, Kimberly C.	F-7	27,907.0	0	0	16-Nov-2018	0		
143	AAD042	7000 Dean's Office - TSS	Word Processing Secretary II	Cabatic, Antonia M.	H-22	52,811.0	0	0	03-Dec-2017	1,366		

Input by Department																							
(A)		(B)		(C)		(D)	(E)	(F)	(G)	(H)	(I)	(J)		(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Home	Organization	Position Title I/	Name of Incumbent	Grade/Step	Salary	Overtime	Special	Increment	Date	Amt.	Subtotal	Retirement (J * 27.71%)	Retire (DDI) (9.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
144	AAD110	7000	Dean's Office - TSS	Dean	Chan, Michael L.	O-6-b	84,881.0	0	0	01-Jan-2018	1,997		86,878	24,074	495	0	1,231	186	1,806	240	28,032	114,909	
145	AAD121	7000	Dean's Office - TSS	Administrative Assistant	Manibusan, Doris E.	J-9	41,350.0	0	0	01-Oct-2017	1,311		42,661	11,821	495	0	600	186	2,473	224	15,304	57,965	
146	AAD165	7000	Dean's Office - TSS	Associate Dean	Hartz, Ronald G.	N-7-a	76,713.0	0	0	01-Jan-2018	1,743		78,456	21,740	495	0	1,112	186	2,473	224	26,230	104,686	
147	AAD101	7110	Math	Instructor	Torres, Il. Carl E.	J-7-d	51,255.0	0	0	01-Aug-2018	259		51,514	14,274	495	0	743	186	0	0	15,699	67,212	
148	AAD171	7110	Math	Assistant Professor	Roden, Wendell M.	K-4-c	46,875.0	0	0	01-Aug-2018	237		47,112	13,055	495	0	680	186	1,320	224	15,959	63,071	
149	AAD173	7110	Math	Assistant Professor	Ginson, Christie Marie F.	K-4-d	47,344.0	0	0	01-Aug-2018	239		47,583	13,185	495	0	686	186	2,145	299	16,997	64,580	
150	AAD174	7110	Math	Associate Professor	Lam, Steve S.	L-10-c	67,851.0	0	0	01-Aug-2018	343		68,194	18,896	495	0	984	186	2,981	404	23,946	92,140	
151	AAD048	7120	Science	Associate Professor	Sung, Anthony Jay J.	L-8-c	62,660.0	0	0	01-Aug-2018	316		62,976	17,451	495	0	909	186	2,981	404	22,425	85,402	
152	AAD179	7120	Science	Associate Professor	Kerr, Jo Nita Q.	L-10-d	68,530.0	0	0	01-Aug-2018	346		68,876	19,086	495	0	994	186	0	0	20,265	89,141	
153	AAD180	7120	Science	Assistant Professor	Joson, John Michael U.	K-8-a	53,881.0	0	0	01-Aug-2017	272		54,153	15,006	495	0	781	186	2,981	404	19,853	74,006	
154	AAD114	7210	Student Support Services	Clerk Typist III	Santos, Irene J.	F-16	38,366.0	0	0	30-Jun-2019	0		38,366	10,631	495	0	556	186	1,806	240	13,420	51,786	
155	AAD117	7210	Student Support Services	School Aide II	Cruz, Harold R.	G-5	28,695.0	0	0	19-Apr-2018	544		29,239	8,102	495	0	416	186	1,806	240	11,245	40,484	
156	AAD193	7210	Student Support Services	School Aide III	Husey, Loraine R.	H-11	37,562.0	0	0	04-Jun-2019	0		37,562	10,408	495	0	545	186	0	0	11,139	48,701	
157	AAD007	7210	Student Support Services	Program Coordinator II	Camacho, Johanna L.	M-5	47,301.0	0	0	07-Jun-2018	597		47,898	13,273	495	0	686	186	2,473	224	17,336	65,235	
158	AAD093	7211	Night Administration	Administrative Aide	Cabrillo, Antonita F.	F-14	36,043.0	0	0	07-Mar-2018	667		36,710	10,172	495	0	523	186	6,234	404	17,519	54,229	
159	AAD149	7211	Night Administration	Program Specialist	Hosei, Huan F.	K-7-c	52,820.0	0	0	01-Jan-2018	1,200		54,020	14,969	495	0	766	186	6,234	404	23,054	77,074	
160	AAD116	7220	Health Services Center	Licensed Practical Nurse I	Mui, Eva Marie L.	HN-4	31,026.0	0	0	24-Feb-2018	788		31,994	8,866	495	0	452	186	6,234	404	16,637	48,631	
161	AAD108	7220	Health Services Center	Instructor	Bataclan, Emma R.	J-11-d	65,324.0	0	0	01-Aug-2018	330		65,654	18,193	495	0	947	186	2,145	0	21,471	87,125	
162	AAD080	7420	Center for Student Involvement	Program Specialist	Leon Guerrero, Barbara B.	K-12-a	63,180.0	0	0	01-Jan-2018	1,436		64,616	17,905	495	0	916	186	6,234	404	26,140	90,757	
163	AAD106	7420	Center for Student Involvement	Program Coordinator II	Lirama, Donnie L.	M-4	45,573.0	0	0	06-Oct-2017	1,728		47,301	13,107	495	0	661	186	4,489	299	18,742	66,043	
164	AAD013	7420	Center for Student Involvement	Program Coordinator I	Leon Guerrero, Leticia An	K-4	37,914.0	0	0	05-Jan-2018	1,077		38,991	10,804	495	0	550	186	2,473	224	14,732	53,723	
165	AAD009	7510	Technology	Associate Professor	Balbin, Sandy R.	L-11-d	71,312.0	0	0	01-Aug-2018	360		71,672	19,860	495	0	1,034	186	1,320	224	22,624	94,297	
166	AAD073	7610	Assessment and Counseling	Associate Professor	Concepcion, Tonirose R.	L-7-d	60,817.0	0	0	01-Aug-2018	307		61,124	16,938	495	0	882	186	1,320	224	20,044	81,169	
167	AAD073	7610	Assessment and Counseling	Administrative Assistant	Anderson, Catherine B.	J-6	37,427.0	0	0	01-Apr-2018	709		38,136	10,567	495	0	543	186	2,473	224	14,488	52,624	
168	AAD102	7610	Assessment and Counseling	Associate Professor	Sablan, Sally C.	L-13-b	75,700.0	0	0	01-Aug-2018	382		76,082	21,082	495	0	1,098	186	0	0	22,861	98,943	
169	AAD103	7610	Assessment and Counseling	Associate Professor	Terlajie, Patricia M.	L-13-a	74,950.0	0	0	01-Aug-2018	382		75,075	20,803	495	0	1,087	186	0	0	22,571	97,646	
170	AAD104	7610	Assessment and Counseling	Associate Professor	Lizama, Troy E.	L-12-a	74,208.0	0	0	01-Aug-2018	375		74,583	20,667	495	0	1,076	186	0	0	22,424	97,007	
171	AAD107	7610	Assessment and Counseling	Associate Professor	Roberto, Anthony J.	L-13-a	82,088.0	0	0	01-Aug-2018	415		82,503	22,861	495	0	1,190	186	3,773	240	28,251	110,753	
172	AAD131	7620	Enrollment Services	Instructor	Arce, Imelda D.	J-14-c	61,220.0	0	0	01-Aug-2018	309		61,529	17,050	495	0	888	186	0	0	18,123	79,653	
173	AAD071	7630	Accommodative Services	Program Specialist	Payne, John F.	K-10-c	59,519.0	0	0	01-Jan-2018	1,352		60,871	16,867	495	0	863	186	1,320	224	19,955	80,827	
174	AAD014	7710	Computer Science	Professor	Teng, Zhaopei	M-14-c	90,700.0	0	0	01-Aug-2018	458		91,158	25,260	495	0	1,315	186	1,320	224	28,800	119,958	
175	AAD020	7710	Computer Science	Instructor	Setzer, Il. Michael D.	J-16-d	66,955.0	0	0	01-Aug-2018	338		67,293	18,647	495	0	971	186	1,320	224	21,348	88,641	
176	AAD081	7750	English	Assistant Professor	Flores, Yvonne C.	K-10-d	60,114.0	0	0	01-Aug-2018	304		60,418	16,742	495	0	872	186	1,320	224	19,343	79,761	
177	AAD081	7750	English	Professor	**Vacant-Baza-Cruz, L	M-13-c	95,461.0	0	0	Vacant	0		95,461	26,452	495	0	1,384	186	1,320	224	29,566	125,027	
178	AAD084	7750	English	Instructor	Calvo, Jr., Vito K.	J-3-d	39,909.0	0	0	01-Aug-2018	202		40,111	11,115	495	0	579	186	2,473	224	15,071	55,182	
179	AAD109	7750	English	Associate Professor	Tenorio, Juanita M.	L-12-c	73,473.0	0	0	01-Aug-2018	371		73,844	20,462	495	0	1,055	186	2,473	224	24,906	98,750	
180	AAD166	7810	Electronics	Assistant Professor	**Vacant-Reid, C.	K-5-c	48,778.0	0	0	Vacant	0		48,778	13,516	495	0	707	186	6,234	404	21,543	70,321	
181	AAD022	7810	Electronics	Instructor	**Vacant-Valenzuela, R.	J-3-a	38,741.0	0	0	Vacant	0		38,741	10,735	495	0	562	186	6,234	404	18,616	57,357	
182	AAD037	7810	Electronics	Assistant Professor	Lee, Hee Suk	K-10-c	59,519.0	0	0	01-Aug-2018	301		59,820	16,576	495	0	863	186	2,473	0	20,593	80,413	
183	AAD037	7810	Electronics	Assistant Professor	Atalig, Adrian M.	K-6-b	50,256.0	0	0	01-Aug-2018	254		50,510	13,996	495	0	729	186	1,320	224	16,950	67,460	
184	AAD161	7810	Electronics	Instructor	Kuper, Terry F.	J-14-c	67,050.0	0	0	01-Aug-2018	339		67,389	18,673	495	0	972	186	1,806	240	22,373	89,761	
185	AAD169	7810	Electronics	Assistant Instructor	Calbang, Joelines P.	J-2-c	33,314.0	0	0	LTA	0		33,314	9,321	495	0	483	186	2,473	224	13,092	46,407	
186	AAD172	7810	Electronics	Instructor	Angay, Roderick R.	J-3-a	38,741.0	0	0	LTA	0		38,741	10,735	495	0	562	186	1,320	224	13,522	52,263	
187	AAD095	7950	Learning Resource Center	Assistant Professor	Matson, Christine B.	K-10-c	70,857.0	0	0	01-Aug-2018	358		71,215	19,734	495	0	1,027	186	6,234	404	28,080	99,294	
188	AAD096	7950	Learning Resource Center	Associate Professor	Neff, Bernard R.	L-10-c	80,776.0	0	0	01-Aug-2018	408		81,184	22,496	495	0	1,171	186	2,473	224	27,045	108,229	
189	AAD097	7950	Learning Resource Center	Library Technician Supervisor	Spambulluri, Juanita I.	J-10	42,661.0	0	0	23-Feb-2018	903		43,564	12,071	495	0	619	186	2,981	404	16,261	59,825	
190	AAD099	7950	Learning Resource Center	Library Technician II	Chelipot, Steve S.	H-8	34,195.0	0	0	30-Mar-2018	637		34,832	9,652	495	0	496	186	1,320	224	12,373	47,205	
191	AAD100	7950	Learning Resource Center	Library Technician I	Manglona, Roland M.	F-2	24,049.0	0	0	11-Apr-2018	456		24,505	6,790	496	0	349	186	0	0	7,821	32,325	
192	AAD025	8000	Dean's Office - CCR	Assistant Professor	Tam, Wilson W.	K-10-d	60,114.0	0	0	01-Aug-2018	304		60,418	16,742	495	0	872	186	2,981	404	21,184	81,602	
193	AAD087	8000	Dean's Office - CCR	Associate Professor	Toves, Rebecca T.	L-13-d	77,221.0	0	0	01-Aug-2018	390		77,611	21,506	495	0	1,120	186	3,773	240	26,835	104,436	
194	AAD164	8000	Dean's Office - CCR	Assistant Professor	Lopez, Il. Jose B.	K-5-d	49,266.0	0	0	01-Aug-2018	249		49,515	13,721	495	0	714	186	2,473	224	17,813	67,328	
195	AAD175	8000	Dean's Office - CCR	Associate Professor	Datin, Theresa Ann H.	L-8-b	62,039.0	0	0	01-Aug-2018	313		62,352	17,278	495	0	900	186	2,473	224	21,555	83,908	
196	AAD194	8000	Dean's Office - CCR	Assistant Professor	De Oro, Vera S.	K-9-d	57,768.0	0	0	01-Aug-2018	292		58,060	16,088	495	0	838	186	6,234	404	24,245	82,305	

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

(PROPOSED)																																			
Input by Department											Input by Department																								
(A)		(B)		(C)		(D)		(E)		(F)(G)		(H)		(I)		(J)		(K)		(L)		(M)		(N)		(O)		(P)		(Q)		(R)		(S)	
No.	Position Number	Home	Organization	Position Title I/	Name of Incumbent	Grade/ Step	Salary	Overtime*	Special*	Increment	(E+F+G+H)		Retirement (J * 27.71%)	Retire (DDI)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL														
197	**AAD024	6730	Practical Nursing	Assistant Professor	Artero, Jennifer B.	K-9-d	57,768	0	0	01-Aug-2018	292	58,060	16,088	0	0	838	186	1,404	0	18,516	76,576														
198	*AAD045	6730	Practical Nursing	Nursing & Allied Health Admini	Mangiona, Dorothy-Lou	M-9-d	75,076	0	0	01-Jan-2018	1,706	76,782	21,276	495	0	1,089	186	3,773	240	27,059	103,840														
199	**AAD050	6730	Practical Nursing	Assistant Instructor	**Vacant-Tyquingco, R.	I-7-a	39,850	0	0	Vacant	0	39,850	11,042	495	0	578	186	0	0	12,301	52,151														
200	*AAD058	6730	Practical Nursing	Administrative Assistant	Huira, Tamara Therese T.	J-4	34,736	0	0	06-Dec-2017	1,104	35,840	9,931	495	0	504	186	4,489	299	15,904	51,744														
201	**AAD083	6730	Practical Nursing	Assistant Professor	Loveridge, Rosemary J.	K-11-d	62,555	0	0	01-Aug-2018	316	62,871	17,422	495	0	907	186	0	0	19,010	81,880														
202	*AAD162	6730	Practical Nursing	Instructor	Joo-Castro, Lucy H.	J-5-d	43,210	0	0	01-Aug-2018	219	43,429	12,034	495	0	627	186	3,773	240	17,355	60,784														
203	**AAD196	6730	Practical Nursing	Instructor	*Vacant-Mangiona, D.	J-3-a	38,741	0	0	Vacant	0	38,741	10,735	495	0	562	186	6,234	404	18,616	57,357														
204	AAD049*	7615	Vocational Guidance Program	Instructor	Oliveros, Sharon J.	J-4-c	41,118	0	0	01-Aug-2018	208	41,326	11,451	495	0	596	186	2,473	224	15,426	56,751														
205	AAD163*	7615	Vocational Guidance Program	Assistant Professor	Analista, Hernalin R.	K-11-d	62,555	0	0	01-Aug-2018	316	62,871	17,422	495	0	907	186	0	0	19,010	81,880														
206	AAD170*	7615	Vocational Guidance Program	Instructor	Rosario, Barbara A.	J-4-d	41,530	0	0	01-Aug-2018	210	41,740	11,566	495	0	602	186	2,473	224	15,546	57,286														
207	AAD178*	7615	Vocational Guidance Program	Associate Professor	Nanpei, Rose Marie D.	I-11-d	71,312	0	0	01-Aug-2018	360	71,672	19,860	495	0	1,034	186	6,234	404	28,213	99,886														
208	AAD195*	7615	Vocational Guidance Program	Assistant Professor	Muna, Brian C.	K-5-c	48,778	0	0	01-Aug-2018	246	49,024	13,585	495	0	707	186	3,773	240	18,986	68,010														
209	**AAD047	5050	Continuing Education	Administrative Assistant	Guerrero, Teresita C.	J-8	40,077	0	0	03-Jun-2018	424	40,501	11,223	495	0	581	186	2,473	224	15,182	55,683														
210	**AAD126	5050	Continuing Education	Program Specialist	Barnhart, Terry L.	K-19-b	84,314	0	0	01-Jan-2018	1,916	86,230	23,894	495	0	0	186	2,473	224	26,777	113,008														
211	**AAD152	6110	Automotive Technology	Instructor	Dennis, Christopher T.	J-12-d	62,539	0	0	01-Aug-2018	316	62,855	17,417	495	0	907	186	0	0	19,005	81,860														
212	**AAD160	6950	Construction Trades	Assistant Instructor	Yanger, Gil T.	I-12-c	54,315	0	0	01-Aug-2018	274	54,589	15,127	495	0	788	186	0	0	16,595	71,185														
213	**AAD026	7810	Electronics	Instructor	Tyquingco, Ricky S.	J-9-d	55,500	0	0	01-Aug-2018	280	55,780	15,457	495	0	805	186	0	0	16,942	72,723														
Grand Total:											11,363,723	0	0	120,937	3,182,399	81,429	0	161,467	39,525	551,260	45,974	4,062,055	15,546,715												

*Practical Nursing

Vocational Guidance*

**Manpower Development Fund

FUNCTIONAL AREA: Education and Culture

DEPARTMENT/AGENCY: Guam Community College

PROGRAM: Institutional

FUND: Federal and NAF

Input by Department																																
(A)			(B)			(C)			(D)			(E)			(F)			(G)			(H)			(I)								
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special	Increment		Subtotal	Retirement (J * 27.71%) (\$19.01*26)	Benefits			Total Benefits (K thru Q)	TOTAL																
								Date	Amt.			Life	Medicare (1.45%*J)	Social Security (6.2%*J)			Medical (Premium)	Dental														
SPECIAL FUNDS																																
1	NAF043	1030	Communications and Promotion	Graphic Artist Technician I	G-3	26,638	0	0	27-Feb-2018	673	27,311	7,568	495	0	386	186	2,473	224	27,311	495	0	0	0	0	0	0	386	186	2,473	224	11,332	38,644
2	PRE008	1050	Alumni Relations and Fundraising	Program Specialist	K-9-a	28,035	0	0	01-Jan-2018	637	28,672	7,945	495	0	407	93	1,867	120	28,672	495	0	0	0	0	0	0	407	93	1,867	120	10,926	39,598
3	NAF044	1060	Planning and Development	Administrative Aide	F-2	24,049	0	0	01-Feb-2018	607	24,656	6,832	495	0	349	186	2,473	224	24,656	495	0	0	0	0	0	0	349	186	2,473	224	10,559	35,215
4	NAF014	3020	Management Information Systems	Computer Technician I	H-2	27,518	0	0	05-Oct-2017	1,050	28,568	7,916	495	0	399	186	2,473	224	28,568	495	0	0	0	0	0	0	399	186	2,473	224	11,693	40,261
5	NAF030	3045	Bookstore	Buyer I	H-4	29,650	0	0	24-Feb-2018	749	30,399	8,424	495	0	430	186	6,234	404	30,399	495	0	0	0	0	0	0	430	186	6,234	404	16,173	46,572
6	NAF002	5000	VP Academic Affairs Division	Word Processing Secretary II	H-5	30,774	0	0	16-May-2018	486	31,260	8,662	495	0	446	186	0	0	31,260	495	0	0	0	0	0	0	446	186	0	0	9,789	41,049
7	NAF042	5020	Admissions	Program Coordinator I	K-10	46,553	0	0	25-Jul-2018	369	46,922	13,002	495	0	675	186	1,806	240	46,922	495	0	0	0	0	0	0	675	186	1,806	240	15,909	62,831
8	NAF012	6000	Dean's Office - TPS	Administrative Assistant	J-6	37,427	0	0	24-Jul-2018	591	38,018	10,535	495	0	543	186	2,473	224	38,018	495	0	0	0	0	0	0	543	186	2,473	224	14,455	52,473
9	NAF010	6110	Automotive Technology	Instructor	J-13-c	58,831	0	0	01-Aug-2018	297	59,128	16,384	495	0	853	186	6,234	404	59,128	495	0	0	0	0	0	0	853	186	6,234	404	24,061	83,189
10	NAF009	6210	Education	Assistant Professor	K-4-d	47,342	0	0	01-Aug-2018	239	47,581	13,185	495	0	686	186	2,473	224	47,581	495	0	0	0	0	0	0	686	186	2,473	224	17,249	64,831
11	NAF048	6210	Education	Assistant Professor	J-2-b	32,978	0	0	LTA	0	32,978	9,138	495	0	478	186	0	0	32,978	495	0	0	0	0	0	0	478	186	0	0	10,298	43,276
12	AAAD054	6420	Social Science	Assistant Professor	K-5-d	53,959	0	0	01-Aug-2018	272	54,231	15,028	495	0	782	186	2,473	224	54,231	495	0	0	0	0	0	0	782	186	2,473	224	19,188	73,419
13	NAF041	6420	Social Science	Assistant Professor	K-5-a	47,817	0	0	01-Aug-2018	242	48,059	13,317	495	0	693	186	1,320	224	48,059	495	0	0	0	0	0	0	693	186	1,320	224	16,235	64,294
14	NAF020	6550	Business and Visual Communication	Assistant Instructor	J-5-d	37,909	0	0	01-Aug-2018	191	38,100	10,558	495	0	550	186	3,773	240	38,100	495	0	0	0	0	0	0	550	186	3,773	240	15,801	53,902
15	NAF040	6550	Business and Visual Communication	Instructor	J-3-d	39,909	0	0	01-Aug-2018	202	40,111	11,115	495	0	579	186	6,234	404	40,111	495	0	0	0	0	0	0	579	186	6,234	404	19,012	59,123
16	AAAD059	6810	Tourism and Hospitality	Instructor	J-10-b	51,692	0	0	01-Aug-2018	261	51,953	14,396	495	0	750	186	1,320	224	51,953	495	0	0	0	0	0	0	750	186	1,320	224	17,371	69,324
17	NAF028	6970	Marketing	Administrative Aide	F-3	24,960	0	0	20-Apr-2018	473	25,433	7,047	495	0	362	186	4,489	299	25,433	495	0	0	0	0	0	0	362	186	4,489	299	12,878	38,311
18	NAF047	6990	Supervision and Management	Instructor	J-3-a	38,741	0	0	LTA	0	38,741	10,735	495	0	562	186	0	0	38,741	495	0	0	0	0	0	0	562	186	0	0	11,978	50,719
19	AAAD120	7000	Dean's Office - TSS	Administrative Aide	F-4	25,906	0	0	01-Aug-2018	164	26,070	7,224	495	0	376	186	1,806	240	26,070	495	0	0	0	0	0	0	376	186	1,806	240	9,832	35,901
20	NAF052	7000	Dean's Office - TSS	Program Coordinator I	K-1	33,904	0	0	LTA	0	33,904	9,995	495	0	492	186	1,320	224	33,904	495	0	0	0	0	0	0	492	186	1,320	224	12,111	46,015
21	NAF053	7000	Dean's Office - TSS	Program Coordinator I	K-1	33,904	0	0	LTA	0	33,904	9,995	495	0	492	186	1,320	224	33,904	495	0	0	0	0	0	0	492	186	1,320	224	10,567	44,471
22	NAF054	7000	Dean's Office - TSS	Administrative Aide	F-1	23,171	0	0	LTA	0	23,171	6,421	495	0	336	186	6,234	404	23,171	495	0	0	0	0	0	0	336	186	6,234	404	14,076	37,247
23	NAF022	7120	Science	Assistant Professor	K-4-d	47,344	0	0	01-Aug-2018	239	47,583	13,185	495	0	686	186	1,320	224	47,583	495	0	0	0	0	0	0	686	186	1,320	224	16,097	63,680
24	AAAD002	7220	Health Services Center	Administrative Assistant	J-4	34,736	0	0	01-Oct-2017	1,325	36,061	9,993	495	0	504	186	1,806	240	36,061	495	0	0	0	0	0	0	504	186	1,806	240	13,223	49,284
25	AAAD137	7750	English	Assistant Professor	K-6-c	50,759	0	0	01-Aug-2018	256	51,015	14,136	495	0	736	186	3,773	240	51,015	495	0	0	0	0	0	0	736	186	3,773	240	19,326	70,342
26	NAF023	7750	English	Assistant Professor	K-5-c	48,778	0	0	01-Aug-2018	246	49,024	13,585	495	0	707	186	2,145	299	49,024	495	0	0	0	0	0	0	707	186	2,145	299	17,417	66,441
27	NAF025	7750	English	Instructor	J-3-a	38,741	0	0	Vacant	0	38,741	10,735	495	0	562	186	6,234	404	38,741	495	0	0	0	0	0	562	186	6,234	404	18,616	57,357	
28	NAF027	7750	English	Instructor	J-5-d	43,216	0	0	01-Aug-2018	218	43,434	12,036	495	0	627	186	0	0	43,434	495	0	0	0	0	0	0	627	186	0	0	13,343	56,777
29	AAAD026	8000	Dean's Office - CCR	Library Technician I	J-4-b	40,711	0	0	01-Aug-2018	206	40,917	11,815	495	0	590	186	2,473	224	40,917	495	0	0	0	0	0	0	590	186	2,473	224	15,306	56,223
30	AAAD201	7950	Learning Resource Center	Instructor	K-4	25,906	0	0	22-Jan-2018	737	26,643	7,383	495	0	376	186	0	0	26,643	495	0	0	0	0	0	0	376	186	0	0	7,944	34,587
31	NAF021	8000	Dean's Office - CCR	Assistant Professor	K-4-d	47,344	0	0	01-Aug-2018	239	47,583	13,185	495	0	686	186	0	0	47,583	495	0	0	0	0	0	0	686	186	0	0	14,553	62,136
32	NAF024	8000	Dean's Office - CCR	Program Coordinator II	J-3-d	39,909	0	0	01-Aug-2018	202	40,111	11,115	495	0	579	186	2,981	404	40,111	495	0	0	0	0	0	0	579	186	2,981	404	15,759	55,870
33	FED032	5050	Continuing Education	Program Specialist	M-1	40,768	0	0	Vacant	0	40,768	11,297	495	0	591	186	6,234	404	40,768	495	0	0	0	0	0	0	591	186	6,234	404	19,207	59,975
34	AAAD122	5050	Continuing Education	Program Specialist	K-7-b	52,297	0	0	01-Jan-2018	1,188	53,485	14,821	495	0	758	186	6,234	404	53,485	495	0	0	0	0	0	0	758	186	6,234	404	22,898	76,383
35	NAF003	5050	Continuing Education	Administrative Aide	F-2	24,049	0	0	01-Jan-2018	683	24,732	6,853	495	0	349	186	0	0	24,732	495	0	0	0	0	0	0	349	186	0	0	7,883	32,615
36	NAF031	5050	Continuing Education	Test Examiner	H-2	27,525	0	0	Vacant	0	27,525	7,627	495	0	275	186	0	0	27,525	495	0	0	0	0	0	0	275	186	0	0	9,789	41,049
37	NAF004	1050	Alumni Relations and Fundraising	Program Specialist	K-8-c	54,965	0	0	01-Jan-2018	1,249	56,214	15,577	495	0	797	186	6,234	404	56,214	495	0	0	0	0	0	0	797	186	6,234	404	23,693	79,907
38	PRE008	1050	Alumni Relations and Fundraising	Program Specialist	K-9-a	28,035	0	0	01-Jan-2018	637	28,672	7,945	495	0	407	93	1,867	120	28,672	495	0	0	0	0	0	0	407	93	1,867	120	10,945	39,618
39	NAF055	1050	Alumni Relations and Fundraising	Program Coordinator I	M-1	40,762	0	0	LTA	0	40,762	11,295	495	0	591	186	6,234	404	40,762	495	0	0	0	0	0	0	591	186	6,234	404	19,205	59,967
40	NAF056	1050	Alumni Relations and Fundraising	Administrative Aide	F-1	23,171	0	0	LTA	0	23,171	6,421	495	0	336	186	6,234	404	23,171	495	0	0	0	0	0	0	336	186	6,234	404	14,076	37,247
						33,904	0	0	LTA	0	33,904	9,995	495	0	492	186	1,320	224	33,904	495	0	0	0	0	0	0	492	186	1,320	224	13,264	

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Input by Department

Input by Department

(A)		(B)		(C)		(D)	(E)	(F) (G)	(H)	(I)	(J)	(K)		(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Home	Organization	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Increment		(E+F+G+I) Subtotal	Retirement (J * 27.41%)	Relire (DDI) (\$19.01*26PP)	Social Security (6.2%*J)	Medicare (1.45%*J)	Life I/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)		(J + R) TOTAL	
									Date	Amt.												
38	ASD008	3020	Management Information System	Computer Systems Analyst II	**Vacant-Rivera, D.	M-6	49,088.00	0	0	Vacant	0	49,088	13,455	0	0	712	178	6,234	404	20,983	70,071	
39	ASD010	3020	Management Information System	Data Processing Systems Admin	Camacho, Francisco C.	N-8-d	82,247.00	0	0	01-Jan-2018	0	82,247	22,544	0	0	1,193	178	6,234	404	30,552	112,799	
40	ASD011	3020	Management Information System	Teleprocessing Netwk Coord	Camacho, Christopher J.	K-6	40,851.00	0	0	17-Sep-2017	0	40,851	11,197	0	0	592	178	3,176	404	16,043	56,894	
41	ASD025	3020	Management Information System	Computer Technician II	De Leon, Benedict C.	J-4	34,736.00	0	0	30-Apr-2017	0	34,736	9,521	0	0	504	178	1,320	224	12,242	46,978	
42	ASD027	3020	Management Information System	Computer Systems Analyst II	Dacanay, Gerard L.	M-12	59,571.00	0	0	04-Jun-2017	0	59,571	16,328	0	0	864	178	1,320	224	18,914	78,485	
43	ASD039	3020	Management Information System	Systems Programmer	Solidum, Catherine M.	N-2	46,717.00	0	0	08-Feb-2017	0	46,717	12,805	0	0	677	178	2,473	224	16,852	63,569	
44	BFD006	3030	Human Resources	Human Resources Administrator	Muna, Joann W.	N-11-c	91,760.00	0	0	01-Jan-2018	0	91,760	25,151	0	0	1,331	178	1,806	240	28,706	120,466	
45	BFD007	3030	Human Resources	Personnel Specialist IV	San Nicolas, Apolline C.	O-4	55,786.00	0	0	30-Nov-2017	0	55,786	15,291	0	0	809	178	2,473	224	19,470	75,256	
46	BFD023	3030	Human Resources	Personnel Specialist II	Chargualaf, Alexis D.	M-1	40,768.00	0	0	01-Jun-2017	0	40,768	11,175	0	0	591	0	6,234	404	18,899	59,667	
47	BFD025	3030	Human Resources	Personnel Specialist I	Siguenza, Rose Marie L.	K-10	46,550.00	0	0	12-Jan-2018	0	46,550	12,759	0	0	0	178	2,473	224	16,129	62,680	
48	BFD031	3030	Human Resources	Personnel Assistant I	Manlusan, Doreen M.	G-12	36,130.00	0	0	25-Feb-2017	0	36,130	9,903	0	0	524	178	0	0	11,100	47,230	
49	BFD011	3040	Materials Management	Proc & Inventory Administrator	Evangelista, Joleen M.	M-9-C	74,332.00	0	0	01-Jan-2018	0	74,332	20,374	0	0	1,078	178	1,320	0	23,445	97,777	
50	BFD016	3040	Materials Management	Buyer II	Duenas, Debbie C.	I-3	30,805.00	0	0	15-Jul-2017	0	30,805	8,444	0	0	447	178	2,145	0	11,708	42,513	
51	BFD017	3040	Materials Management	Inventory Management Officer	Rios, Theda R.	J-4	34,736.00	0	0	01-Nov-2017	0	34,736	9,521	0	0	504	178	2,473	224	13,395	48,131	
52	BFD018	3040	Materials Management	Supply Expediter	Blas, Jerome F.	E-11	29,878.00	0	0	08-Jan-2019	0	29,878	8,190	0	0	433	178	1,320	0	10,616	40,494	
53	BFD020	3040	Materials Management	Buyer I	Palacios, Patricia U.	H-4	29,640.00	0	0	11-Jan-2017	0	29,640	8,124	0	0	430	178	3,773	240	12,745	42,385	
54	BFD001	3045	Bookstore	Bookstore Manager	Okada, Daniel T.	L-4	41,475.00	0	0	08-Aug-2017	0	41,475	11,368	0	0	601	178	0	0	12,643	54,118	
55	BFD014	3060	Student Financial Aid	Records & Registration Tech	Rachielug, Benedict	H-3	28,558.00	0	0	10-Feb-2017	0	28,558	7,828	0	0	414	178	2,981	404	13,395	48,131	
56	BFD026	3060	Student Financial Aid	Coordinator, Financial Aid	Rios, Esther A.	L-7-b	59,618.00	0	0	01-Jan-2018	0	59,618	16,341	0	0	864	178	2,473	224	20,576	80,194	
57	BFD027	3060	Student Financial Aid	Program Coordinator II	Guerrero, Vivian C.	M-7	50,960.00	0	0	30-Jun-2017	0	50,960	13,968	0	0	739	178	2,473	224	17,582	68,542	
58	ASD003	3070	Environmental Health and Safety	Environ Health & Safety Admin	Mangbana, Gregorio T.	L-8-b	62,039.00	0	0	01-Jan-2018	0	62,039	17,005	0	0	900	178	0	0	18,577	80,616	
59	ASD020	3070	Environmental Health and Safety	Safety Inspector I	Diaz, John L.	I-5	33,176.00	0	0	24-Apr-2017	0	33,176	9,094	0	0	481	178	0	0	10,248	43,424	
60	ASD017	3080	Admin Support Services	Administrative Assistant	**Vacant-Salas, F.	J-10	42,661.00	0	0	Vacant	0	42,661	11,693	0	0	619	178	0	0	12,490	55,151	
61	AAD077	5000	VP Academic Affairs Division	Administrative Officer	Atoligue, Ana Mari C.	L-4	41,475.00	0	0	08-Jul-2017	0	41,475	11,368	0	0	601	178	0	0	12,643	54,118	
62	AAD078	5000	VP Academic Affairs Division	Vice President	Somera, Rene Ray D.	P-12-d	125,334.00	0	0	01-Jan-2018	0	125,334	34,354	0	0	1,817	178	3,773	240	40,857	166,191	
63	AAD001	5020	Admissions	Administrative Aide	Untalan, Frances E.	F-4	25,896.00	0	0	08-Aug-2017	0	25,896	7,098	0	0	375	178	2,473	224	10,844	36,740	
64	AAD003	5020	Admissions	Coordinator, Admissions & Reg.	Ullao-Heath, Julie	M-4-b	60,315.00	0	0	LTA	0	60,315	16,532	0	0	875	178	2,473	224	20,777	81,092	
65	AAD005	5020	Admissions	Records & Registration Tech	Paulus, Vincent K.	H-6	31,949.00	0	0	02-Apr-2017	0	31,949	8,757	0	0	463	178	0	0	9,893	41,842	
66	AAD008	5020	Admissions	Records & Registration Tech	Manayon, Edgar C.	H-7	33,155.00	0	0	18-May-2017	0	33,155	9,088	0	0	481	178	2,473	224	12,939	46,094	
67	AAD184	5020	Admissions	Records & Registration Superv	Concepcion, Marilyn L.	J-9	41,350.00	0	0	10-Jul-2017	0	41,350	11,334	0	0	600	178	2,473	224	14,809	56,159	
68	AAD016	5030	Assessment, Ins Effect and Rese	Assistant Director	Montague, Marfelina O.	O-5-d	83,208.00	0	0	01-Jan-2018	0	83,208	22,807	0	0	1,207	178	0	0	24,687	107,895	
69	AAD213	5030	Assessment, Ins Effect and Rese	Administrative Assistant	Agon, Evangeline M.	J-5	36,061.00	0	0	03-Jun-2017	0	36,061	9,884	0	0	523	178	1,806	240	13,126	49,187	
70	ASD004	5030	Assessment, Ins Effect and Rese	Planner IV	**Vacant-Benavente, J.	N-8	58,053.00	0	0	Vacant	0	58,053	15,912	0	0	842	178	6,234	404	24,065	82,118	
71	AAD039	5030	Assessment, Ins Effect and Rese	Institutional Researcher	Perez, Anjelica Claire U.	L-3-d	51,866.00	0	0	18-Jun-2017	0	51,866	14,216	0	0	752	178	1,320	0	16,962	68,828	
72	AAD038	5050	Continuing Education	Assistant Director	Perez, Rowena Ellen	O-4-c	79,170.00	0	0	01-Jan-2018	0	79,170	21,700	0	0	1,148	178	2,473	224	25,723	104,893	
73	AAD128	5050	Continuing Education	Program Coordinator II	Taitano, Kimberly Ann L.	M-1	40,768.00	0	0	01-Sep-2017	0	40,768	11,175	0	0	591	178	1,320	224	13,982	54,750	
74	ASD012	5050	Continuing Education	Program Specialist	Sison, Christine B.	K-11-c	61,935.00	0	0	01-Jan-2018	0	61,935	16,976	0	0	898	178	2,981	404	21,932	83,867	
75	AAD187	6000	Dean's Office - TPS	Program Specialist	**Vacant-Sablan, Fermina A.	K-7-b	26,149.00	0	0	Vacant	0	26,149	7,167	0	0	379	178	3,773	240	12,233	38,382	
76	AAD040	6000	Dean's Office - TPS	Dean	Tudela, Virginia C.	O-9-d	97,568.00	0	0	01-Jan-2018	0	97,568	26,743	0	0	1,415	178	6,234	404	35,469	133,037	
77	AAD091	6000	Dean's Office - TPS	Associate Dean	Williams, Pilar A.	N-6-c	75,201.00	0	0	01-Jan-2018	0	75,201	20,613	0	0	1,090	178	2,473	224	25,073	100,274	
78	AAD204	6000	Dean's Office - TPS	Administrative Aide	Matias, Tasi Marina B.	F-1	23,171.00	0	0	15-Jan-2017	0	23,171	6,351	0	0	336	178	0	0	7,360	30,531	
79	AAD191	6000	Dean's Office - TPS	Associate Dean	Diego, Elizabeth A.	N-6-d	75,953.00	0	0	01-Jan-2018	0	75,953	20,819	0	0	1,101	178	2,473	224	25,290	101,243	
80	AAD015	6110	Automotive Technology	Assistant Instructor	**Vacant-Flores, J.	N-5-c	72,259.00	0	0	Vacant	0	72,259	19,806	0	0	1,048	178	1,404	224	23,155	95,414	
81	AAD032	6110	Automotive Technology	Instructor	Cruz, Jesse Q.	I-7-a	39,850.00	0	0	01-Aug-2017	0	39,850	10,923	0	0	578	178	3,773	240	16,187	56,037	
82	AAD041	6110	Automotive Technology	Instructor	Flores, Joseph L.	J-9-a	49,190.00	0	0	01-Aug-2017	0	49,190	13,483	0	0	713	178	3,773	240	18,882	68,072	
83	AAD141	6110	Automotive Technology	Instructor	Pajarillo, Lyndon B.	J-8-d	48,703.00	0	0	01-Aug-2017	0	48,703	13,349	0	0	706	178	3,773	240	18,247	66,950	
84	AAD141	6110	Automotive Technology	Assistant Instructor	Meno, Charles Roy M.	I-11-d	48,132.00	0	0	01-Aug-2017	0	48,132	13,193	0	0	698	178	0	0	14,069	62,201	
85	AAD144	6110	Automotive Technology	Instructor	Tabanar, James M.	J-9-a	49,190.00	0	0	01-Aug-2017	0	49,190	13,483	0	0	713	178	3,773	240	18,882	68,072	
86	AAD150	6110	Automotive Technology	Instructor	Perez, Jonathan J.	J-3-c	39,514.00	0	0	01-Aug-2017	0	39,514	10,831	0	0	573	178	1,320	224	13,621	53,135	
87	AAD151	6110	Automotive Technology	Assistant Instructor	Lawcock, Danilo J.	I-15-c	55,877.00	0	0	01-Aug-2017	0	55,877	15,316	0	0	810	178	2,473	224	19,001	74,878	

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(Current)

[BBMR SP-1]

Input by Department

en/12.27.16

No.	Position Number	Home	Organization	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special	Increment		Subtotal	Retirement (J + 27.41%)	Relire (DDI) (\$19.01+26PP)	Social Security (6.2%+J)	Medicare (1.45%+J)	Life I/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
										Date	Amt.										
88	AAD153	6110	Automotive Technology	Instructor	Tudela, Erwin F.	J-14-b	60,614.0	0	0	01-Aug-2017	0	60,614	16,614	0	0	879	178	0	0	17,671	78,285
89	AAD154	6110	Automotive Technology	Instructor	Egana, Joel E.	J-9-a	49,190.0	0	0	01-Aug-2017	0	49,190	13,483	495	0	713	178	6,234	404	21,507	70,697
90	AAD155	6110	Automotive Technology	Tool Mechanic	Josha, Golder C.	F-3	24,960.0	0	0	10-Feb-2017	0	24,960	6,842	495	0	362	178	6,234	404	14,514	39,474
91	AAD182	6150	Cosmetology	Assistant Instructor	**Vacant-Bukkos, I.	I-7-a	39,850.0	0	0	Vacant	0	39,850	10,923	495	0	578	178	6,234	404	18,812	58,661
92	AAD183	6150	Cosmetology	Associate Professor	**Vacant-Abshire, R.	L-10-c	67,855.0	0	0	Vacant	0	67,855	18,599	495	0	984	178	6,234	404	26,894	94,749
93	AAD010	6220	Early Childhood Education	Instructor	Paloume, Melissa L.	J-6-a	43,646.0	0	0	01-Aug-2017	0	43,646	11,963	495	0	633	178	4,489	299	18,057	61,703
94	AAD147	6220	Early Childhood Education	Professor	Lauluiele, Eleanor H.	J-3-a	38,741.0	0	0	01-Aug-2018	0	38,741	10,619	495	0	562	178	0	0	11,854	50,594
95	AAD185	6220	Early Childhood Education	Professor	Postrozny, Marsha M.	M-11-d	89,038.0	0	0	01-Aug-2017	0	89,038	24,405	495	0	1,291	178	1,806	240	28,415	117,453
96	AAD198	6220	Early Childhood Education	Administrative Assistant	Leon Guerrero, Sarah S.	M-13-a	85,445.0	0	0	01-Aug-2017	0	85,445	23,420	495	0	1,239	178	2,473	224	27,534	112,979
97	AAD207	6220	Early Childhood Education	Administrative Assistant	Pascua, Tara Rose A.	J-2	32,261.0	0	0	01-Apr-2017	0	32,261	8,843	495	0	468	178	2,473	224	12,681	44,942
98	AAD089	6410	Criminal Justice and Social Science	Assistant Professor	**Vacant-Sison, B.	K-5-b	48,300.0	0	0	Vacant	0	48,300	13,239	495	0	700	178	1,320	224	16,156	64,456
99	AAD176	6410	Criminal Justice and Social Science	Assistant Professor	Cruz, Donna M.	M-13-c	87,158.0	0	0	01-Aug-2017	0	87,158	23,890	495	0	1,264	178	1,320	224	27,371	114,529
100	AAD186	6410	Criminal Justice and Social Science	Administrative Assistant	Smith, Tishawna P.	J-1	31,076.0	0	0	09-Jan-2018	0	31,076	8,518	495	0	451	186	3,773	240	13,663	44,739
101	AAD051	6420	Social Science	Instructor	Concepcion, Jonah M.	J-4-a	40,303.0	0	0	01-Aug-2017	0	40,303	11,047	495	0	584	178	2,473	224	15,001	55,304
102	AAD053	6420	Social Science	Associate Professor	Munoz, Jose U.	L-10-d	68,527.0	0	0	01-Aug-2017	0	68,527	18,783	495	0	994	178	2,473	224	23,147	91,674
103	AAD019	6550	Business and Visual Communication	Instructor	Lee, Joello	I-2-b	32,978.0	0	0	LTA	0	32,978	9,039	495	0	478	0	2,473	224	12,710	45,688
104	AAD188	6610	Adult Basic Education	Program Coordinator I	Joker, Darwin K.	K-4	37,918.0	0	0	15-Nov-2017	0	37,918	10,393	495	0	550	178	3,773	240	15,629	53,547
105	AAD056	6710	Nursing and Allied Health	Instructor	Uchima, Katsuyoshi	J-12-c	56,532.0	0	0	01-Aug-2017	0	56,532	15,495	495	0	820	178	6,234	404	23,626	80,158
106	AAD156	6710	Nursing and Allied Health	Assistant Professor	delos Santos, Maria Cecilia H.	K-14-b	69,098.0	0	0	01-Aug-2017	0	69,098	18,940	495	0	1,002	178	1,806	240	22,166	91,264
107	AAD157	6710	Nursing and Allied Health	Instructor	**Vacant-Romulo, D.	J-6-b	44,083.0	0	0	01-Aug-2017	0	44,083	12,083	495	0	639	178	2,473	224	16,092	60,175
108	AAD158	6710	Nursing and Allied Health	Instructor	Dumchus, Karen I.	J-14-a	60,010.0	0	0	01-Aug-2017	0	60,010	16,449	495	0	870	178	1,320	224	19,536	79,546
109	AAD159	6710	Nursing and Allied Health	Instructor	Mafias, Barbara C.	J-14-b	60,614.0	0	0	01-Aug-2017	0	60,614	16,614	495	0	879	178	0	0	18,166	78,780
110	AAD029	6810	Tourism and Hospitality	Assistant Instructor	Takano, Carl C.	I-2-b	32,978.0	0	0	LTA	0	32,978	9,039	495	0	478	0	0	0	10,013	42,991
111	AAD055	6810	Tourism and Hospitality	Associate Professor	Blas, Doreen J.	L-12-d	74,206.0	0	0	01-Aug-2017	0	74,206	20,340	495	0	1,076	178	6,234	404	28,232	102,438
112	AAD057	6810	Tourism and Hospitality	Assistant Professor	Schrage, Marivic C.	K-13-d	74,189.0	0	0	01-Aug-2017	0	74,189	20,335	495	0	1,076	178	0	0	22,084	96,273
113	AAD060	6810	Tourism and Hospitality	Emergency Instructor	Torrella, Patricia N.	I-1-a	31,382.0	0	0	LTA	0	31,382	8,602	495	0	455	0	2,473	0	12,025	43,407
114	AAD062	6810	Tourism and Hospitality	Assistant Professor	Aguilar, Norman L.	K-11-a	60,715.0	0	0	01-Aug-2017	0	60,715	16,642	495	0	880	178	2,473	224	20,892	81,607
115	AAD065	6810	Tourism and Hospitality	Professor	Chong, Eric K.	M-13-d	88,032.0	0	0	01-Aug-2017	0	88,032	24,130	495	0	1,276	178	2,145	299	28,523	116,555
116	AAD066	6810	Tourism and Hospitality	Instructor	Evangalista, Frank F.	J-13-a	57,674.0	0	0	01-Aug-2017	0	57,674	15,808	495	0	836	178	1,806	240	19,364	77,038
117	AAD066	6810	Tourism and Hospitality	Instructor	ji, Eric Y.	J-4-a	40,303.0	0	0	01-Aug-2017	0	40,303	11,047	495	0	584	178	2,981	404	15,689	55,992
118	AAD067	6810	Tourism and Hospitality	Instructor	Dingcong, David John P.	J-3-a	38,741.0	0	0	LTA	0	38,741	10,619	495	0	562	0	0	0	11,676	50,416
119	AAD068	6810	Tourism and Hospitality	Assistant Professor	Cruz, Carol R.	K-12-b	63,806.0	0	0	01-Aug-2017	0	63,806	17,489	495	0	925	178	2,145	299	21,036	84,842
120	AAD069	6810	Tourism and Hospitality	Instructor	Cosico, Narciso H.	J-3-a	38,741.0	0	0	LTA	0	38,741	10,619	495	0	562	0	2,981	404	14,566	53,306
121	AAD070	6810	Tourism and Hospitality	Administrative Aide	Blas, Joanne M.	F-6	27,907.0	0	0	14-May-2017	0	27,907	7,649	495	0	405	178	2,473	224	11,424	39,331
122	AAD082	6810	Tourism and Hospitality	Assistant Instructor	Talavera, Jesse O.	I-2-b	32,978.0	0	0	LTA	0	32,978	9,039	495	0	478	0	2,473	224	12,710	45,688
123	AAD098	6810	Tourism and Hospitality	Assistant Instructor	Haurillon, Bertrand J.	I-4-c	36,070.0	0	0	01-Aug-2018	0	36,070	9,887	495	0	523	178	2,981	0	14,064	50,133
124	AAD017	6950	Construction Trades	Emergency Instructor	Tenorio, Leonard A.	I-1-a	31,382.0	0	0	01-Aug-2017	0	31,382	8,602	495	0	455	0	0	0	9,552	40,934
125	AAD035	6950	Construction Trades	Assistant Instructor	Santos, Ronald T.	I-6-d	39,446.0	0	0	01-Aug-2017	0	39,446	10,812	495	0	572	178	2,473	224	14,754	54,200
126	AAD088	6950	Construction Trades	Assistant Instructor	Diaz, Vicente P.	I-2-c	33,314.0	0	0	01-Aug-2017	0	33,314	9,131	496	0	483	0	0	0	10,111	43,425
127	AAD130	6950	Construction Trades	Associate Professor	**Vacant-San Nicolas, A.	L-12-d	74,206.0	0	0	Vacant	0	74,206	20,340	495	0	1,076	178	6,510	404	28,508	102,714
128	AAD132	6950	Construction Trades	Associate Professor	Leon Guerrero, Catherine U.	L-10-c	67,855.0	0	0	01-Aug-2017	0	67,855	18,599	495	0	984	178	1,320	224	21,305	89,160
129	AAD134	6950	Construction Trades	Instructor	Quintanilla, John J.	J-12-a	55,423.0	0	0	01-Aug-2017	0	55,423	15,191	495	0	804	178	2,981	404	19,558	74,981
130	AAD135	6950	Construction Trades	Assistant Instructor	Olson, Todd A.	I-7-b	40,336.0	0	0	01-Aug-2017	0	40,336	11,029	495	0	583	178	2,981	404	15,670	55,906
131	AAD138	6950	Construction Trades	Assistant Instructor	Santos, David T.	I-10-b	45,343.0	0	0	01-Aug-2017	0	45,343	12,429	495	0	657	178	1,320	224	14,584	59,927
132	AAD142	6950	Construction Trades	Instructor	Zilian, John E.	J-10-b	51,694.0	0	0	01-Aug-2017	0	51,694	14,169	495	0	750	178	2,473	224	18,289	69,983
133	AAD012	6970	Marketing	Assistant Professor	Tam, Yvonne	K-12-b	63,806.0	0	0	01-Aug-2017	0	63,806	17,489	495	0	925	178	2,473	224	21,784	85,590
134	AAD023	6970	Marketing	Assistant Instructor	Changulaf, Katherine M.	I-10-a	44,890.0	0	0	01-Aug-2017	0	44,890	12,304	495	0	651	178	0	0	13,628	58,518
135	AAD030	6970	Marketing	Instructor	Randle, Michelle D.	J-3-a	38,741.0	0	0	LTA	0	38,741	10,619	495	0	562	0	6,234	404	18,314	57,054
136	AAD031	6970	Marketing	Instructor	Perez, Nenita R.	J-13-d	59,422.0	0	0	01-Aug-2017	0	59,422	16,288	495	0	862	178	1,320	224	19,366	78,788

08/12/27.16

Input by Department

(A)		(B)		(C)		(D)		(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Home	Organization	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		Subtotal (E+F+G+I)	Retirement (J * 27.41%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2%*J)(1.45%*J)	Medicare (1.45%*J)	Life I/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)		(J + R) TOTAL	
										Date	Amt.												
187	AAD096	7950	Learning Resource Center	Associate Professor	Neff, Bernard R.	L-9-d	78,400	0	0	01-Aug-2017	0	78,400	21,489	495	0	1,137	178	2,473	224	25,996	104,396		
188	AAD097	7950	Learning Resource Center	Library Technician Supervisor	Sgambelluri, Juanita I.	J-10	42,661	0	0	23-Feb-2018	0	42,661	11,693	0	0	619	178	2,981	404	15,875	58,536		
189	AAD099	7950	Learning Resource Center	Library Technician II	Cherpot, Steve S.	H-8	34,195	0	0	30-Mar-2018	0	34,195	9,373	495	0	496	178	1,320	224	12,086	46,281		
190	AAD100	7950	Learning Resource Center	Library Technician I	Mangiona, Roland M.	F-1	23,171	0	0	11-Apr-2017	0	23,171	6,351	495	0	336	178	0	0	7,361	30,532		
191	AAD025	8000	Dean's Office - CCR	Assistant Professor	Tam, Wilson W.	K-10-a	58,346	0	0	01-Aug-2017	0	58,346	15,993	0	0	846	178	2,981	404	20,402	78,748		
192	AAD087	8000	Dean's Office - CCR	Associate Professor	Toves, Rebecca T.	L-13-a	74,945	0	0	01-Aug-2017	0	74,945	20,542	495	0	1,087	178	3,773	240	25,820	100,765		
193	AAD164	8000	Dean's Office - CCR	Instructor	Lopez, Il, Jose B.	J-5-a	41,950	0	0	01-Aug-2017	0	41,950	11,498	495	0	608	178	2,473	224	15,477	57,427		
194	AAD175	8000	Dean's Office - CCR	Associate Professor	Datun, Theresa Ann H.	L-7-c	60,211	0	0	01-Aug-2017	0	60,211	16,504	495	0	873	178	2,473	224	20,747	80,958		
195	AAD194	8000	Dean's Office - CCR	Assistant Professor	De Oro, Vera S.	K-9-a	56,062	0	0	01-Aug-2017	0	56,062	15,367	495	0	813	178	6,234	404	23,490	79,552		
196	*AAD024	6730	Practical Nursing	Assistant Professor	Artero, Jennifer B.	K-9-a	56,062	0	0	01-Aug-2017	0	56,062	15,367	495	0	813	178	1,404	0	17,761	73,823		
197	*AAD045	6730	Practical Nursing	Nursing & Allied Health Admini	Mangiona, Dorothy-Lou	M-9-d	75,076	0	0	01-Jan-2018	0	75,076	20,578	495	0	1,089	178	3,773	240	26,353	101,429		
198	*AAD050	6730	Practical Nursing	Assistant Instructor	**Vacant-Tyquengco, R.	L-7-a	39,850	0	0	Vacant	0	39,850	10,923	495	0	578	178	0	0	12,174	52,023		
199	*AAD058	6730	Practical Nursing	Administrative Assistant	Huira, Tamara Therese T.	J-4	34,736	0	0	06-Dec-2017	0	34,736	9,521	495	0	504	178	4,489	299	15,486	50,222		
200	*AAD083	6730	Practical Nursing	Assistant Professor	Loveridge, Rosemary J.	K-11-a	60,715	0	0	01-Aug-2017	0	60,715	16,642	495	0	880	178	0	0	18,195	78,910		
201	*AAD162	6730	Practical Nursing	Instructor	Jo-Castro, Lucy H.	J-5-d	43,210	0	0	01-Aug-2018	0	43,210	11,844	495	0	627	0	3,773	240	16,978	60,188		
202	*AAD196	6730	Practical Nursing	Instructor	*Vacant-Mangiona, D.	J-3-a	38,741	0	0	Vacant	0	38,741	10,619	495	0	562	178	6,234	404	18,492	57,232		
203	AAD049*	7615	Vocational Guidance Program	Instructor	Oliveros, Sharon J.	J-3-d	39,917	0	0	01-Aug-2017	0	39,917	10,941	495	0	579	178	2,473	224	14,890	54,807		
204	AAD163*	7615	Vocational Guidance Program	Assistant Professor	Analista, Hernalin R.	K-11-a	60,715	0	0	01-Aug-2017	0	60,715	16,642	495	0	880	178	0	0	18,195	78,910		
205	AAD170*	7615	Vocational Guidance Program	Instructor	Rosario, Barbara A.	J-4-a	40,303	0	0	01-Aug-2017	0	40,303	11,047	495	0	584	178	2,473	224	15,001	55,304		
206	AAD178*	7615	Vocational Guidance Program	Assistant Professor	Nanpei, Rose Marie D.	K-11-a	60,715	0	0	01-Aug-2017	0	60,715	16,642	495	0	880	178	6,234	404	24,833	85,548		
207	AAD195*	7615	Vocational Guidance Program	Instructor	Muna, Brian C.	J-4-d	41,530	0	0	01-Aug-2017	0	41,530	11,383	495	0	602	178	3,773	240	16,672	58,202		
208	**AAD047	5050	Continuing Education	Administrative Assistant	Guerrero, Teresita C.	J-7	38,854	0	0	01-Aug-2017	0	38,854	10,650	495	0	563	178	2,473	224	14,583	53,438		
209	**AAD126	5050	Continuing Education	Program Specialist	Barnhart, Terry L.	K-18-c	81,827	0	0	03-Dec-2016	0	81,827	22,429	495	0	0	178	2,473	224	25,304	107,131		
210	**AAD152	6110	Automotive Technology	Instructor	Dennis, Christopher T.	J-12-a	60,702	0	0	01-Jan-2017	0	60,702	16,638	495	0	880	178	0	0	18,192	78,894		
211	**AAD160	6950	Construction Trades	Assistant Instructor	Yanger, Gil T.	I-11-d	52,716	0	0	01-Aug-2017	0	52,716	14,449	495	0	764	178	0	0	15,887	68,603		
212	**AAD026	7810	Electronics	Instructor	Tyquengco, Ricky S.	J-9-a	53,875	0	0	01-Aug-2017	0	53,875	14,767	495	0	781	178	0	0	16,221	70,096		
Grand Total:												11,033,566	0	0	156,738	35,446	519,724	44,118	3,860,022	14,893,588			

*Practical Nursing

Vocational Guidance*

**Manpower Development Fund

FUNCTIONAL AREA:

Education and Culture

DEPARTMENT/AGENCY:

Guam Community College

PROGRAM:

Institution

SUMMARY

FUND:

Federal and NAF (as of 01/10/2017)

Input by Department																								
No.	Position Number	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	Input by Department			(S)				
																	(P)	(Q)	(R)					
			Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		E+*G+H	Retire (DDI)	Social Security (6.2%*J)	Medicare (1.45%*J)	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	TOTAL					
				SPECIAL FUNDS							Subtotal	* 27.41*	(\$19.01*26)											
1	NAF043	1030	Communications and Promotion	Graphic Artist Technician I	G-2	25,667	0	0	27-Feb-2017	0	25,667	7,035	495	0	372	178	2,473	224	10,777	36,444				
2	PRE008	1050	Alumni Relations and Fundraising	Program Specialist	K-9-a	28,035	0	0	01-Jan-2018	0	28,035	7,684	495	0	407	178	1,867	120	10,751	38,786				
3	NAF044	1060	Planning and Development	Administrative Aide	F-1	23,171	0	0	01-Feb-2017	0	23,171	6,351	495	0	336	178	2,473	224	10,057	33,228				
4	NAF014	3020	Management Information Systems	Computer Technician I	H-2	27,518	0	0	05-Oct-2017	0	27,518	7,543	495	0	399	178	2,473	224	11,312	38,830				
5	NAF030	3045	Bookstore	Buyer I	H-3	28,558	0	0	24-Feb-2017	0	28,558	7,828	495	0	414	178	6,234	404	15,553	44,111				
6	NAF002	5000	VP Academic Affairs Division	Word Processing Secretary II	H-4	29,640	0	0	16-May-2017	0	29,640	8,124	495	0	430	178	0	0	9,227	38,867				
7	NAF042	5020	Admissions	Program Coordinator I	K-10	46,550	0	0	25-Jul-2018	0	46,550	12,759	0	0	675	178	1,806	240	15,658	62,208				
8	NAF012	6000	Dean's Office - TPS	Administrative Assistant	J-5	36,067	0	0	24-Jul-2017	0	36,067	9,886	495	0	523	178	2,473	224	13,719	49,846				
9	NAF010	6110	Automotive Technology	Instructor	J-12-d	57,103	0	0	01-Aug-2017	0	57,103	15,652	0	0	828	178	6,234	404	23,296	80,399				
10	NAF009	6210	Education	Assistant Professor	K-4-d	47,342	0	0	01-Aug-2018	0	47,342	12,976	495	0	686	178	2,473	224	17,033	64,375				
11	NAF048	6210	Education	Assistant Instructor	I-2-b	32,978	0	0	LTA	0	32,978	9,039	495	0	478	0	0	0	10,013	42,991				
12	NAF045	6410	Criminal Justice	Instructor	J-3-a	38,735	0	0	Vacant	0	38,735	10,617	495	0	562	178	1,320	224	13,396	52,131				
13	AAD054	6420	Social Science	Assistant Professor	K-5-a	52,366	0	0	01-Aug-2017	0	52,366	14,354	495	0	759	178	2,473	224	18,483	70,489				
14	NAF041	6420	Social Science	Assistant Professor	K-4-b	46,418	0	0	01-Aug-2017	0	46,418	12,723	495	0	673	178	1,320	224	15,613	62,032				
15	NAF020	6550	Business and Visual Communication	Assistant Instructor	I-5-a	36,792	0	0	01-Aug-2016	0	36,792	10,085	495	0	533	178	3,773	240	15,304	52,096				
16	NAF040	6550	Business and Visual Communication	Instructor	J-3-a	38,741	0	0	01-Aug-2017	0	38,741	10,619	495	0	562	178	6,234	404	18,492	57,232				
17	AAD059	6810	Tourism and Hospitality	Instructor	J-9-c	50,165	0	0	01-Aug-2017	0	50,165	13,750	495	0	727	178	1,320	224	16,695	66,860				
18	NAF028	6970	Marketing	Administrative Aide	F-2	24,045	0	0	20-Apr-2017	0	24,045	6,591	495	0	349	178	4,489	299	12,400	36,445				
19	NAF046	6980	Accounting	Instructor	J-3-a	38,735	0	0	Vacant	0	38,735	10,617	495	0	562	178	1,320	224	13,396	52,131				
20	NAF047	6990	Supervision and Management	Instructor	J-3-a	38,741	0	0	LTA	0	38,741	10,619	495	0	562	0	0	0	11,676	50,416				
21	AAD120	7000	Dean's Office - TSS	Administrative Aide	F-3	24,960	0	0	01-Aug-2017	0	24,960	6,842	0	0	362	178	1,806	240	9,427	34,387				
22	NAF051	7000	Dean's Office - TSS	Program Specialist	K-6-d	25,636	0	0	01-Jan-2017	0	25,636	7,027	248	0	372	89	903	120	8,759	34,395				
23	NAF052	7000	Dean's Office - TSS	Program Coordinator I	K-1	33,904	0	LTA	0	33,904	9,293	495	0	492	178	1,320	224	12,002	45,906					
24	NAF053	7000	Dean's Office - TSS	Program Coordinator I	K-1	33,904	0	LTA	0	33,904	9,293	495	0	492	178	1,320	224	12,002	45,906					
25	NAF054	7000	Dean's Office - TSS	Administrative Aide	F-1	23,171	0	LTA	0	23,171	6,351	495	0	336	178	0	0	10,458	44,362					
26	NAF022	7120	Science	Instructor	J-4-a	40,303	0	LTA	0	40,303	11,047	495	0	584	178	1,320	224	7,360	30,531					
27	AAD002	7220	Health Services Center	Administrative Assistant	J-4	34,736	0	0	01-Aug-2017	0	34,736	9,521	495	0	504	178	1,806	240	13,848	54,151				
28	AAD137	7750	English	Assistant Professor	K-5-d	49,258	0	0	01-Oct-2017	0	49,258	13,502	495	0	714	178	3,773	240	12,744	47,480				
29	NAF023	7750	English	Assistant Professor	K-4-d	47,344	0	0	01-Aug-2017	0	47,344	12,977	495	0	686	178	2,145	299	16,780	67,920				
30	NAF025	7750	English	Instructor	J-3-a	38,741	0	0	Vacant	0	38,741	10,619	495	0	562	178	6,234	404	18,491	57,232				
31	NAF027	7750	English	Instructor	J-5-a	41,950	0	0	01-Aug-2017	0	41,950	11,498	495	0	608	178	0	0	12,780	54,730				
32	NAF026	8000	Dean's Office - CCR	Instructor	J-3-c	39,514	0	0	01-Aug-2017	0	39,514	10,831	495	0	573	178	2,473	224	14,774	54,288				
33	AAD201	7950	Learning Resource Center	Library Technician I	F-3	24,960	0	0	22-Jan-2017	0	24,960	6,842	0	0	362	178	0	0	7,381	32,341				
34	NAF021	8000	Dean's Office - CCR	Instructor	J-4-a	40,303	0	0	01-Aug-2017	0	40,303	11,047	495	0	584	178	0	0	12,304	52,607				
35	NAF024	8000	Dean's Office - CCR	Instructor	J-3-a	38,741	0	0	01-Aug-2017	0	38,741	10,619	495	0	562	178	2,981	404	15,239	53,979				
36	FED032	5050	Continuing Education	Program Coordinator II	M-1	40,768	0	0	Vacant	0	40,768	11,175	495	0	591	178	1,320	224	13,983	54,751				
37	AAD122	5050	Continuing Education	Program Specialist	K-7-b	52,297	0	0	01-Jan-2018	0	52,297	14,333	495	0	758	178	6,234	404	22,404	74,701				
38	NAF003	5050	Continuing Education	Administrative Aide	F-2	24,049	0	0	11-Jan-2017	0	24,049	6,592	495	0	349	178	0	0	7,614	31,663				
				Fernandez, Stephanie Ann C.																				

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FUNCTION:
DEPARTMENT/AGENCY:
PROGRAM:

Education and Culture
GUAM COMMUNITY COLLEGE
Institutional

[illegible]

Government of Guam

[BBMR EL-1]

New Equipment/Capital and Space Requirement

Function: Education and Culture

Agency:

NEW EQUIPMENT / CAPITAL

Description	Quantity	Percentage of Use	Comments
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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

N/A

Bureau of Budget Management Research
Prior Year Obligations (FY 2017 and Prior FYs)

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					
Total			\$0.00	\$0.00	\$0.00	

Note:

Column A: Completion date of transaction or event prior to October 1, 2017.

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
FY2018 Budget Request by Object (Departmental Level)

[GCC-DEP]

Includes: Priority 1 & 2
 ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments		
	1010 Office of the President	301,519
	1030 Office of Communications & Promotions	85,950
	1060 Planning and Development	327,241
	1061 High School Equivalency	39,053
	1065 Facilities	315,698
	3000 Office of The Vice President (FAD)	248,505
	3010 Business Office	450,753
	3020 Management Information Systems	508,197
	3030 Human Resources	279,353
	3040 Materials Management	205,772
	3045 Bookstore	43,323
	3060 Student Financial Aid	143,943
	3070 Environmental Health & Safety	97,888
	3080 Administrative Support Services & Security	42,661
	5000 Academic Vice President's Office	172,610
	5020 Admissions and Registration	197,475
	5030 Assessment, Institutional Effectiveness and Res	216,339
	5050 Continuing Education & Workforce Development	186,753
	6000 Dean's Office - TPS	279,108
	6110 Automotive	481,850
	6150 Cosmetology	107,705
	6220 Early Childhood Education	298,765
	6410 Criminal Justice	170,514
	6420 Social Science	118,546
	6550 Visual Communications	71,719
	6610 Adult Basic Education	39,231
	6710 Allied Health	300,424
	6730 Practical Nursing	355,572
	6810 Tourism And Hospitality	721,049
	6950 Construction Trades	449,552
	6970 Marketing	348,727
	6980 Accounting	86,734
	6990 Supervision & Management	52,041
	7000 Dean's Office - TSS	316,821
	7110 Math	214,402
	7120 Science	186,006
	7210 Student Support Services	348,047
	7220 Health Center	65,654
	7420 Center for Student Involvement	150,908
	7510 Office Technology	132,796
	7610 Assessment & Counseling	407,908
	7615 Vocational Guidance Program	266,633
	7630 Office of Accommodative Services & Title IX	60,871
	7710 Computer Science	218,869
	7750 English	258,194
	7810 Electronics	249,773
	7950 Learning Resource Center	255,298
	8000 CCR - Developmental Education English/Math	307,956
	TOTAL REGULAR SALARIES/INCREMENTS	\$11,184,706
120 Benefits-Full Time		
	1010 Office of the President	97,845
	1030 Office of Communications & Promotions	27,762

GUAM COMMUNITY COLLEGE

FY2018 Budget Request by Object (Departmental Level)

[GCC-DEP]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
120 Benefits-Full Time		
	1060 Planning and Development	116,308
	1061 High School Equivalency	16,347
	1065 Facilities	141,500
	3000 Office of The Vice President (FAD)	82,794
	3010 Business Office	157,784
	3020 Management Information Systems	185,596
	3030 Human Resources	97,690
	3040 Materials Management	74,349
	3045 Bookstore	13,310
	3060 Student Financial Aid	52,270
	3070 Environmental Health & Safety	29,886
	3080 Administrative Support Services & Security	19,760
	5000 Academic Vice President's Office	55,647
	5020 Admissions and Registration	71,278
	5030 Assessment, Institutional Effectiveness and Res	75,768
	5050 Continuing Education & Workforce Development	63,582
	6000 Dean's Office - TPS	96,052
	6110 Automotive	178,864
	6150 Cosmetology	46,045
	6220 Early Childhood Education	102,232
	6410 Criminal Justice	63,941
	6420 Social Science	41,315
	6550 Visual Communications	31,610
	6610 Adult Basic Education	16,115
	6710 Allied Health	103,420
	6730 Practical Nursing	128,760
	6810 Tourism And Hospitality	252,157
	6950 Construction Trades	157,378
	6970 Marketing	123,039
	6980 Accounting	25,966
	6990 Supervision & Management	15,852
	7000 Dean's Office - TSS	111,528
	7110 Math	72,601
	7120 Science	62,544
	7210 Student Support Services	138,740
	7220 Health Center	21,471
	7420 Center for Student Involvement	59,614
	7510 Office Technology	42,669
	7610 Assessment & Counseling	128,718
	7615 Vocational Guidance Program	97,181
	7630 Office of Accommodative Services & Title IX	19,955
	7710 Computer Science	69,491
	7750 English	91,086
	7810 Electronics	86,530
	7950 Learning Resource Center	91,580
	8000 CCR - Developmental Education English/Math	111,622
	TOTAL BENEFITS-FULL TIME	\$3,967,552
220 Travel: Local Mileage		
	1020 P.O.S.T. Commission & Veterans	5,500
	6110 Automotive	550
	6210 Education	1,000
	6220 Early Childhood Education	1,000

GUAM COMMUNITY COLLEGE

FY2018 Budget Request by Object (Departmental Level)

[GCC-DEP]

Includes: Priority 1 & 2
ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
220 Travel: Local Mileage	6820 Culinary Art	1,200
	TOTAL TRAVEL: LOCAL MILEAGE	\$9,250
230 Contractual Services	1000 Board of Trustees	9,615
	1010 Office of the President	60,000
	1020 P.O.S.T. Commission & Veterans	1,500
	1030 Office of Communications & Promotions	51,692
	1060 Planning and Development	350
	1061 High School Equivalency	2,000
	1065 Facilities	446,000
	3000 Office of The Vice President (FAD)	24,620
	3010 Business Office	47,500
	3020 Management Information Systems	285,000
	3030 Human Resources	2,000
	3040 Materials Management	284,000
	3060 Student Financial Aid	2,125
	3070 Environmental Health & Safety	20,000
	3080 Administrative Support Services & Security	252,314
	5000 Academic Vice President's Office	7,200
	5020 Admissions and Registration	7,200
	5030 Assessment, Institutional Effectiveness and Res	22,650
	6110 Automotive	1,900
	6430 EMT	1,000
	6640 English As a Second Language (ESL)	500
	6710 Allied Health	2,300
	6730 Practical Nursing	15,000
	6810 Tourism And Hospitality	2,000
	6820 Culinary Art	5,000
	7210 Student Support Services	1,680
	7220 Health Center	3,100
	7610 Assessment & Counseling	6,140
	7615 Vocational Guidance Program	7,975
	7630 Office of Accommodative Services & Title IX	36,000
	7710 Computer Science	500
	7950 Learning Resource Center	24,100
	TOTAL CONTRACTUAL SERVICES	\$1,632,961
240 Supplies & Materials	1000 Board of Trustees	1,500
	1030 Office of Communications & Promotions	1,300
	1065 Facilities	130,880
	3000 Office of The Vice President (FAD)	2,000
	3010 Business Office	6,000
	3020 Management Information Systems	15,150
	3030 Human Resources	2,500
	3040 Materials Management	10,000
	3060 Student Financial Aid	1,500
	3070 Environmental Health & Safety	13,000
	3080 Administrative Support Services & Security	4,000
	5000 Academic Vice President's Office	3,000
	5020 Admissions and Registration	8,200
	5030 Assessment, Institutional Effectiveness and Res	490
	6000 Dean's Office - TPS	2,000
	6210 Education	500

GUAM COMMUNITY COLLEGE

[GCC-DEPT]

FY2018 Budget Request by Object (Departmental Level)

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	500
	6430 EMT	1,500
	6440 Human Services	1,000
	6550 Visual Communications	9,500
	6610 Adult Basic Education	500
	6620 Adult High School	500
	6710 Allied Health	1,000
	6730 Practical Nursing	500
	6810 Tourism And Hospitality	200
	6820 Culinary Art	10,500
	6830 Chamorro & Foreign Languages	1,000
	6970 Marketing	9,500
	6980 Accounting	3,000
	6990 Supervision & Management	1,500
	7000 Dean's Office - TSS	5,000
	7110 Math	4,000
	7120 Science	4,000
	7210 Student Support Services	11,500
	7220 Health Center	10,000
	7420 Center for Student Involvement	500
	7510 Office Technology	2,000
	7610 Assessment & Counseling	2,000
	7615 Vocational Guidance Program	2,000
	7630 Office of Accommodative Services & Title IX	1,000
	7710 Computer Science	1,000
	7750 English	1,000
	7950 Learning Resource Center	2,500
	8000 CCR - Developmental Education English/Math	4,000
	TOTAL SUPPLIES & MATERIALS	\$295,220
250 Equipment		
	1020 P.O.S.T. Commission & Veterans	2,600
	1065 Facilities	50,000
	3010 Business Office	1,600
	3020 Management Information Systems	26,705
	5020 Admissions and Registration	3,159
	5030 Assessment, Institutional Effectiveness and Res	1,600
	6000 Dean's Office - TPS	1,500
	6210 Education	500
	6410 Criminal Justice	2,698
	6420 Social Science	3,000
	6430 EMT	3,000
	6440 Human Services	500
	6710 Allied Health	1,000
	6820 Culinary Art	10,000
	6830 Chamorro & Foreign Languages	2,000
	7110 Math	2,100
	7120 Science	3,700
	7420 Center for Student Involvement	125
	7510 Office Technology	2,100
	7610 Assessment & Counseling	1,925
	7615 Vocational Guidance Program	10,825

GUAM COMMUNITY COLLEGE
FY2018 Budget Request by Object (Departmental Level)

[GCC-DEP]

Includes: Priority 1 & 2
 ALL Departments

GENERAL FUND - 01

OBJECT CODE / CATEGORY		DEPARTMENT	AMOUNT REQUESTED	
250	Equipment	7630	Office of Accommodative Services & Title IX	2,000
		7710	Computer Science	5,800
		7750	English	4,000
		7950	Learning Resource Center	28,479
		8000	CCR - Developmental Education English/Math	6,000
		TOTAL EQUIPMENT		\$176,916
290	Miscellaneous Expense	3060	Student Financial Aid	1,000
		5000	Academic Vice President's Office	1,500
		6620	Adult High School	46,176
		TOTAL MISCELLANEOUS EXPENSE		\$48,676
361	Power	1065	Facilities	1,260,000
		TOTAL POWER		\$1,260,000
362	Water/Sewer	1065	Facilities	21,000
		TOTAL WATER/SEWER		\$21,000
363	Telephone/Toll	1065	Facilities	117,780
		TOTAL TELEPHONE/TOLL		\$117,780
364	TELEPHONE/FAX	1065	Facilities	420
		TOTAL TELEPHONE/FAX		\$420
		TOTAL GENERAL FUND		\$18,714,481

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
BOARD OF TRUSTEES

GOALS AND OBJECTIVES:

1. POLICY REVIEW. EVALUATE AND AMEND PERIODICALLY BOARD POLICIES AND THE CODE OF ETHICS POLICY FOR ALL GCC CONSTITUENTS (INCLUDING THE BOARD) TO ALIGN PROCESSES AND PROCEDURES, AS NECESSARY AND APPROPRIATE.
2. ASSESSMENT. SET AN EXAMPLE BY ENGAGING ALL STAKEHOLDERS IN THE COLLEGE'S CONTINUOUS ASSESSMENT AND PLANNING PROCESSES SO THAT THERE IS A CLEAR UNDERSTANDING OF ROLES AND EXPECTATIONS AMONG ALL CONSTITUENTS.
3. GOVERNANCE EVALUATION. ASSESS THE EFFECTIVENESS OF THE PARTICIPATORY GOVERNANCE STRUCTURE AS A WHOLE THROUGH AN INTEGRATED CAMPUS-WIDE SURVEY THAT BUILDS ON PREVIOUS ASSESSMENT WORK.

PERFORMANCE INDICATORS:

1. FOLLOW AND IMPLEMENT THE ESTABLISHED ANNUAL SCHEDULE FOR EVALUATION OF BOARD POLICIES; ADDRESSING 2012 ACCJC REPORT RECOMMENDATIONS.
2. IMPLEMENT REGULAR SCHEDULE FOR BOARD ASSESSMENT TRAINING TO INCREASE&DEEPEN MEMBERS' KNOWLEDGE OF ASSESSMENT/ACCREDITATION FOR ACCOUNTABILITY & IMPROVEMENT; INCLUDE INPUT/PARTICIPATION OF FACULTY SENATE IN THE GBAQ PROCESS.
3. PARTICIPATE ACTIVELY IN CAMPUS-WIDE GOVERNANCE SURVEY.

PROPOSED OUTCOMES:

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

Guam Community College
FY 2018 Budget Request by Department
BOARD OF TRUSTEES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
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)
SUPPLIES & MATERIALS						
4	01	SUPPLIES & MATERIALS	3	500	\$1,500	OFFICE SUPPLIES: 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)
TOTAL BUDGET REQUESTED			12		\$11,115	4 line item(s)

Guam Community College
FY 2018 Budget Request by Department
OFFICE OF THE PRESIDENT

[GCC-DEPT3]

GOALS AND OBJECTIVES:

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

PERFORMANCE INDICATORS:

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

PROPOSED OUTCOMES:

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

Guam Community College
FY 2018 Budget Request by Department
OFFICE OF THE PRESIDENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
5	01	INSTITUTIONAL MEMBERSHIP DUES (ACCJC, AACC, PPEC, ETC.) & SUBSCRIPTIONS, COST FOR LEGAL SERVICES FOR THE COLLEGE'S ATTORNEY	1	60,000	\$60,000	CONTRACT/MEMBERSHIP RENEWAL
			1		\$60,000	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$60,000	1 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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 AND REGULATIONS USING ADMINISTRATIVE ADJUDICATION PROCESS FOR ALL LAW ENFORCEMENT & PEACE OFFICER ORGANIZATIONS ON GUAM; MONITOR POLICY COMPLIANCE & ENFORCE AS DEEMED NECES
2. RECORD & ASSESSMENT. SET EXAMPLES ENGAGING COMM.MEMBERS IN CONTINUOUS ASSESSMENT OF POLICIES/UPDATE OF PLANNING PROCESSES /DEVELOPMENT OF LAW ENFORCEMENT STANDARDS FOR CLEAR UNDERSTANDING OF STRATEGIC DIRECTION & OVERALL EXPECTATIONS FROM LAW ENFORCEME
3. COMPLIANCE&EVAL. ASSESS COMPLIANCE TO P.O.S.T. POLICIES & STANDARDS BY LAW ENFORCEMENT COMMUNITY & LEVERAGE SURVEYS AND EVALUATIONS TO IDENTIFY/ADDRESS WEAKNESS & STRENGTHS OF P.O.S.T. POLICIES AND STATUTES.

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, P.O.S.T. (PEACE OFFICER STANDARDS AND TRAINING) COMMISSION
2. ESTABLISH SUBCOMMITTEES W/TASKS/TIMELINES & REPORT TO P.O.S.T.;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 ARE IN FULL C
3. IMPLEMENT SURVEYS OR EVALUATIONS TO OBTAIN FEEDBACK FROM THE LAW ENFORCEMENT COMMUNITY ON THE POLICIES AND STANDARDS BEING ESTABLISHED AND ENFORCED BY THE P.O.S.T. 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 P.O.S.T. COMMISSION
2. CONDUCT P.O.S.T. MEETINGS ON A REGULAR BASIS, PREFERABLY MONTHLY BUT, AT A MINIMUM, QUARTERLY TO REVIEW AND UPDATE P.O.S.T. STATUTES AND POLICIES AS NEEDED BASED ON MISSION REQUIREMENTS OF ALL PEACE OFFICERS.
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 BUT ALSO RELEVANT TO THE MISSIONS OF THE LAW ENFORCEMENT COMMUNITY.

Guam Community College
FY 2018 Budget Request by Department
P.O.S.T. COMMISSION & VETERANS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
7	01	TRAVEL: OFF ISLAND CONFERENCE	1	5,000	\$5,000	CALEA COMMISSION; ACCREDITATION OF LAW ENFORCEMENT AGENCIES CONFERENCE; IADLEST CONFERENCE; MEMBERSHIP DUES: INTERNATIONAL ASSOCIATION OF DIRECTORS OF LAW ENFORCEMENT STANDARDS AND TRAINING (IADLEST); AND OTHER P.O.S.T. ASSOCIATED MEMBERSHIPS; PRINTING O
6	01	TRAVEL: LOCAL MILEAGE	1	500	\$500	MILEAGE: OUT OF OFFICE MEETINGS AND VISITS TO LAW ENFORCEMENT AGENCIES - REIMBURSEMENT
			2		\$5,500	2 line item(s)
CONTRACTUAL SERVICES						
9	01	CONTRACTUAL SERVICES	1	1,500	\$1,500	DATABASE AND PROGRAM DESIGN AND DEVELOPMENT OF ONLINE P.O.S.T. COMMISSION DATABASE OF PEACE OFFICERS
			1		\$1,500	1 line item(s)
EQUIPMENT						
8	01	EQUIPMENT	1	2,600	\$2,600	LAPTOP COMPUTER FOR P.O.S.T. COMMISSION MEETINGS AND PRESENTATIONS TO THE GUAM LEGISLATURE AND LT GOVERNOR
			1		\$2,600	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$9,600	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
OFFICE OF COMMUNICATIONS & PROMOTIONS

GOALS AND OBJECTIVES:

1. INCORPORATE NEW LOGO DESIGN INTO THE RE-BRANDING CAMPAIGN AND 40TH ANNIVERSARY CELEBRATION FOR 2017 AND THEN CONTINUE IN 2018 TO INCLUDE USING MORE SOCIAL MEDIA TO MARKET GCC EVENTS AND PROGRAMS.
2. REDESIGN THE GCC WEB SITE SO THAT IT IS MOBILE RESPONSIVE AND MORE USER FRIENDLY.
3. MORE USE OF :30 CANDID VIDEOS AS MARKETING VIDEOS ON SOCIAL MEDIA THAT SHOWCASE THE COLLEGE'S FACILITIES, REAL TIME CLASSROOM ACTION, STUDENT TESTIMONIALS, AND THE DIVERSITY OF OUR CAMPUS.
4. DEVELOP A NEW WEB SITE FOR GCC THAT IS MOBILE RESPONSIVE AND THAT CONTAINS A MICROSITE FOR CHACHALANI SO THAT IT IS A LIVING REPOSITORY FOR GCC PHOTOGRAPHS AND EVENTS.

PERFORMANCE INDICATORS:

1. INCREASED LEVEL OF ENROLLMENT IN FALL 2016 (2-3%).
2. INCREASED NUMBER OF HITS ON PAGES ON NEW WEB SITE (10%).
3. INCREASE IN NUMBER OF LIKES, VIEWS, SHARES, ETC. ON GCC SOCIAL MEDIA OUTLETS.
4. GOOGLE WILL NO LONGER MONITOR OUR WEB SITE IF IT IS NOT MOBILE RESPONSIVE. WE NEED A WEB SITE WITH MOBILE RESPONSIVENESS AND A MICROSITE.

PROPOSED OUTCOMES:

1. HELP TO SUSTAIN POSTSECONDARY ENROLLMENT NUMBERS.
2. NEW WEBSITE DRAWS PEOPLE TO GCC. IT BECOMES THE INFORMATION DISSEMINATION CENTER FOR THE COLLEGE.
3. INCREASED SOCIAL MEDIA ENGAGEMENT WITH STUDENTS AND COMMUNITY ABOUT GCC.
4. INCREASED ACTIVITY ON GCC WEB SITE. BY AT LEAST 15%.

Guam Community College
FY 2018 Budget Request by Department
OFFICE OF COMMUNICATIONS & PROMOTIONS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
16	01	NEW, MOBILE RESPONSIVE GCC WEB SITE - GROWTH	1	25,000	\$25,000	DEVELOP A NEW WEB SITE FOR GCC THAT IS MOBILE RESPONSIVE AND REFLECTIVE OF THE NEW LOGO
15	01	FACEBOOK ADVERTISING	12	25	\$300	BOOST FB POSTS
13	01	NCMPR DUES	1	500	\$500	MEMBERSHIP RENEWAL
12	01	ANNUAL REPORT PRINTING	1	1,000	\$1,000	PRINT ANNUAL REPORT
11	01	ADVERTISING: MEDIA CONTRACTS FOR SPRING & FALL 2018	1	10,000	\$10,000	ADVERTISE FALL & SPRING REGISTRATION
10	01	WEB SITE HOSTING, BACKUP AND MAINTENANCE COST FOR ONE YEAR.	12	1,241	\$14,892	MAINTENANCE OF CURRENT WEB SITE.
			28		\$51,692	6 line item(s)
SUPPLIES & MATERIALS						
14	01	SUPPLIES	1	1,300	\$1,300	FLASH DRIVES, RECHARGEABLE BATTERIES, CAMERA FLASH, CAMERA LENS
			1		\$1,300	1 line item(s)
TOTAL BUDGET REQUESTED			29		\$52,992	7 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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 2018* Budget Request by Department**
PLANNING AND DEVELOPMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
16	01	CONTRACTUAL	1	350	\$350	SUBSCRIPTIONS
			1		\$350	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$350	1 line item(s)

Guam Community College
FY 2018 Budget Request by Department
HIGH SCHOOL EQUIVALENCY

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. THE HSE OFFICE WILL PROVIDE COMPUTER BASED TEST (CBT) RESULTS FOR AWARENESS AND TO ASSIST IN STRENGTHENING CURRICULA.
2. THE HSE 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 HSE OFFICE WILL ANALYZE WHETHER CANDIDATES ARE OFFERED THE COMPUTER BASED TEST AT A CONVENIENT DAY/TIME.

PERFORMANCE INDICATORS:

1. ONE HUNDRED PERCENT (100%) OF TEST CANDIDATES THAT TOOK THE 2014 CBT VERSION WILL BE REPORTED ON IN THE LOGBOOK.
2. ONE HUNDRED PERCENT (100%) OF TEST CANDIDATES THAT TOOK THE 2014 CBT VERSION WILL BE PROVIDED INFORMATION REGARDING CAREER PATHWAY FOR ADULT LEARNERS AND COLLEGE ACCESS GRANT PROGRAM. A LIST OF INTERESTED CANDIDATES WILL BE FORWARDED TO THE APPROPRIATE OF
3. ONE HUNDRED PERCENT (100%) OF TEST CANDIDATES THAT TOOK THE 2014 CBT VERSION WILL INDICATE WHETHER TEST HOURS ARE CONVENIENT.

PROPOSED OUTCOMES:

1. BUDGET RELATED PROPOSED OUTCOMES: MAINTAIN LOGBOOK AND MONITOR PROGRAM TEST SCHEDULING.
2. BUDGET RELATED PROPOSED OUTCOMES: REFER CLIENTS' CAREER PATHWAY TO DEAN'S OFFICE.
3. BUDGET RELATED PROPOSED OUTCOMES: ASSURE RECEIPT OF JURISDICTIONAL MEMORANDUM OF UNDERSTANDING TO PROVIDE SERVICES THAT MEET THE NEEDS OF CLIENTS.

Guam Community College
FY 2018 Budget Request by Department
HIGH SCHOOL EQUIVALENCY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
17	01	CONTRACTUAL	1	2,000	\$2,000	TEST BOOKLETS FOR DOC
			1		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$2,000	1 line item(s)

Guam Community College
FY 2018 Budget Request by Department
FACILITIES

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. STUDENTS WILL BENEFIT BY HAVING A SAFE LEARNING ENVIRONMENT AND WORK ORDERS ADDRESSED WITHIN 15 BUSINESS DAYS.
2. STUDENTS WILL BENEFIT BY HAVING TIMELY COMPLETION OF CIP PROJECTS AND THEREBY A SAFE LEARNING ENVIRONMENT.
3. RESEARCH, PLAN AND IMPLEMENT RECYCLING ATOLLS AND BARREL VAULTS THROUGHOUT THE CAMPUS.

PERFORMANCE INDICATORS:

1. AT LEAST NINETY PERCENT (90%) OF THE MAINTENANCE STAFF WILL SUBMIT A PM&I FORM MONTHLY AND 80% SURVEYED WILL BE SATISFIED WITH RESPONSIVENESS AND WORKMANSHIP RECEIVED.
2. NINETY PERCENT (90%) OF PROJECTS WILL BE COMPLETED BY AUGUST 30 ANNUALLY.
3. CONSTITUENTS WILL BE ABLE TO IDENTIFY THE RECYCLING ATOLLS AND BARREL VAULTS AND THE ITEMS THAT ARE RECYCLABLE ON CAMPUS. SURVEYS WILL BE CONDUCTED TO DETERMINE

PROPOSED OUTCOMES:

1. COMPLETION, AND INSPECTION OF PREVENTATIVE MAINTENANCE AND INSPECTION FORMS BY FACILITY MAINTENANCE SUPERVISOR. INCREASE SURVEYED WORK ORDER RESPONDENTS AND INCREASE SERVICE SATISFACTION.
2. CIP PROJECTS WILL BE COMPLETED BY AUGUST 30, 2016.
3. ENSURE THAT AT LEAST 80% OF THE OF SURVEY TAKERS ARE KNOWLEDGEABLE AND SATISFIED WITH BARREL VAULTS AND THE LOCATION AND CONVENIENCE OF RECYCLING ATOLLS PLACED THROUGHOUT CAMPUS.

Guam Community College
FY 2018 Budget Request by Department
FACILITIES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
355	01	CONTRACTUAL	1	200,000	\$200,000	SUBSTANABILITY AND EDUCATIONAL PROJECTS AND ACTIVITIES AND RECYCLING ATOLLS, BARREL VAULTS
351	01	CONTRACTUAL	12	3,400	\$40,800	SERVICE- TRASH COLLECTION
344	01	CONTRACTUAL	12	17,100	\$205,200	SERVICE- JANITORIAL
			25		\$446,000	3 line item(s)
SUPPLIES & MATERIALS						
356	01	SUPPLIES	1	20,000	\$20,000	SUBSTANABILITY AND EDUCATIONAL PROJECTS AND ACTIVITIES AND RECYCLING ATOLLS
20	01	SUPPLIES & MATERIALS	12	700	\$8,400	CARPENTRY
21	01	SUPPLIES & MATERIALS	12	2,200	\$26,400	ELECTRICAL
22	01	SUPPLIES & MATERIALS	12	900	\$10,800	PLUMBING
19	01	SUPPLIES & MATERIALS	12	600	\$7,200	A/C & REFRIGERATION SUPPLIES
24	01	SUPPLIES & MATERIALS	12	340	\$4,080	FUEL
23	01	SUPPLIES & MATERIALS	12	4,500	\$54,000	CUSTODIAL
			73		\$130,880	7 line item(s)
EQUIPMENT						
357	01	EQUIPMENT	1	50,000	\$50,000	SUBSTANABILITY AND EDUCATIONAL PROJECTS AND ACTIVITIES AND RECYCLING ATOLLS
			1		\$50,000	1 line item(s)
POWER						
25	01	UTILITIES	12	105,000	1,260,000	POWER
			12		\$1,260,000	1 line item(s)
WATER/SEWER						
26	01	UTILITIES	12	1,750	\$21,000	WATER/SEWER
			12		\$21,000	1 line item(s)
TELEPHONE/TOLL						
352	01	UTILITIES	12	315	\$3,780	TEPHONE-PUSH TO TALK
27	01	UTILITIES	12	9,500	\$114,000	TELEPHONE - (DSL & VOIP)
			24		\$117,780	2 line item(s)
TELEPHONE/FAX						
353	01	UTILITIES	1	420	\$420	TOLL CALLS/FAX

Guam Community College
FY 2018 Budget Request by Department
FACILITIES

[GCC-DEPT3]

1

\$420

1 line item(s)

TOTAL BUDGET REQUESTED

148

\$2,026,080

16 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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 2018 Budget Request by Department
OFFICE OF THE VICE PRESIDENT (FAD)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
32	01	SOFTWARE	1	1,500	\$1,500	MAC UPGRADE SOFTWARE - PROJECTOR RELATED AND IOS SOFTWARE
31	01	DISTANCE EDUCATION SUPPORT	1	17,000	\$17,000	DISTANCE EDUCATION THIRD PARTY HOSTING, TRAINING AND DEVELOPMENT.
29	01	ANNUAL MEMBERSHIP	1	2,083	\$2,083	EDUCAUSE, ISTE PREMIUM MEMBERSHIP, LEAGUE OF INNOVATION
28	01	MEMBERSHIP	1	4,037	\$4,037	ANNUAL MEMBERSHIP (AGA, CCBO, NACUBO, FI360)
			4		\$24,620	4 line item(s)
SUPPLIES & MATERIALS						
30	01	OFFICE SUPPLIES	4	500	\$2,000	
			4		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			8		\$26,620	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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.
4. 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 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. ACCOUNTING 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. ACCOUNTING WILL ENSURE THAT REPORTS AND ACCOUNT STATEMENT ARE GENERATED AND PROVIDED TO THE STAKEHOLDERS IN 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 IN A TIMELY MANNER.
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.
4. ENSURING INFORMATION ARE DISTRIBUTED TO STAFF AND STUDENTS SO THEY ARE AWARE OF THE ACCOUNT STATUS AND TAKE ACTION AS NEEDED.

Guam Community College
FY 2018 Budget Request by Department
BUSINESS OFFICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
38	01	GLOBAL SOFTWARE - GROWTH	1	10,000	\$10,000	SPREADSHEET SERVER-EXTRACT AND GENERATE FINANCIAL REPORTS. THE BENEFITS OF THE SOFTWARE: COST EFFECTIVE, EASE OF INFORMATION EXTRACTION, EXCEL BASED COMPATIBLE WITH EXISTING BANNER SYSTEM
35	01	CONTRACTUAL - PRINTING	12	250	\$3,000	PRINTING OF WINDOW ENVELOPES
34	01	CONTRACTUAL - POSTAGE	12	500	\$6,000	POSTAGE - ACCOUNT STATEMENT, 1099, 1098, W-2
33	01	CONTRACTUAL - AUDIT FIRM	1	28,500	\$28,500	AUDIT SERVICES FY 2018
			26		\$47,500	4 line item(s)
SUPPLIES & MATERIALS						
36	01	SUPPLIES & MATERIALS	12	500	\$6,000	OFFICE SUPPLIES (TONERS, BANKER BOXES, COLORED PAPERS, DEPOSIT BAGS, CHECKS)
			12		\$6,000	1 line item(s)
EQUIPMENT						
37	01	IT EQUIPMENT - NON CAPITAL	4	400	\$1,600	PRINTER (PRINTING OF ACCOUNT STATEMENT AND INSTALLMENT PLAN DURING REGISTRATION), FOLDING MACHINE (W2, 1098, AND ACCOUNT STATEMENT)
			4		\$1,600	1 line item(s)
TOTAL BUDGET REQUESTED			42		\$55,100	6 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
MANAGEMENT INFORMATION SYSTEMS

GOALS AND OBJECTIVES:

1. PROVIDE EFFECTIVE MANAGEMENT OF COMPUTER TECHNOLOGY AND RELATED RESOURCES TO PROVIDE STUDENTS ACCESS TO TOOLS TO MEET THEIR EDUCATIONAL GOALS.
2. TECHNOLOGY TO SUPPORT BY RETAINING PERSONNEL, OR OUTSOURCING SERVICES, TO HELP MEET THE COMPUTER NEEDS OF STUDENTS, PROGRAMS AND SERVICE AREAS.
3. TO MANAGE COMPUTER HARDWARE, SOFTWARE, AND RELATED EQUIPMENT AND APPLICATIONS TO ENHANCE THE IT INFRASTRUCTURE OF THE COLLEGE.
4. HAVE SERVICES AND RESOURCES TO EXPAND AND INCLUDE LEGACY SYSTEMS WITH THE COLLEGE'S ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) AND OPERATIONS IN THE CLOUD.
5. MEET FUTURE REQUIREMENTS FOR LONG-TERM USE, RELIABILITY, SUPPORT, AND STABILITY OF THE COLLEGE'S SYSTEMS AND OPERATIONS IN THE CLOUD.

PERFORMANCE INDICATORS:

1. 95% AVAILABILITY OF LAB AND OFFICE COMPUTERS, THE INTERNET, MYGCC PORTAL, AND RELATED TECHNOLOGY.
2. 90% COMPLETION OF WORK ORDERS FOR COMPUTER TECHNOLOGY AND ERP-RELATED WORK.
3. GCC'S IT ERP SYSTEM, WILL BE MAINTAINED 100% AS A FULLY HOSTED AND SECURED CLOUD BASED INFRASTRUCTURE AS A SERVICE (IAAS) ENVIRONMENT WITH DISSTER RECOVERY AS A CONTINUITY OF OPERATIONS PLAN.
4. 99.99% AVAILABILITY OF ALL LEGACY AND ERP SYSTEMS.
5. 99.99% OPTIMALLY SETUP AND CONFIGURED TO BE EFFICIENTLY AND SUFFICIENTLY MANAGED, SUPPORTS, AND READILY AVAILABLE FOR UPGRADES OF ALL LEGACY AND ERP SYSTEMS.

PROPOSED OUTCOMES:

1. SUFFICIENT BANDWIDTH TO ACCOMMODATE DISTANCE EDUCATION, CLOUD-BASED RESOURCES, AND ANY OTHER FUTURE PROJECTS AS NEEDED AND PLANNED FOR.
2. ENSURE COLLEGE-WIDE RESOURCES, ARE SUFFICIENT AND OPTIMAL TO MEET THE NEEDS OF LEARNING, TEACHING, COMMUNICATIONS, RESEARCH, AND OPERATIONS IN SUPPORT OF SLO'S, AUO'S, & SSUO'S.
3. WILL IMPROVE GCC'S CLOUD BASE IAAS ERP ENVIRONMENT WITH THE NECESSARY SERVICE LEVEL AGREEMENTS TO MEET ALL SYSTEM'S NEEDS.
4. VULNERABILITIES WILL BE PREVENTED OR MINIMIZED AS IT RELATES TO ENVIRONMENTAL, POWER, NATURAL, OR MAN-MADE DISASTERS.
5. LEGACY AND ERP SYSTEMS WILL BE UPGRADED IN ITS CAPACITY AND CAPABILITIES TO PREVENT HARDWARE OBSOLESCENCE.

Guam Community College
FY 2018 Budget Request by Department
MANAGEMENT INFORMATION SYSTEMS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
51	01	LEGACY AND ERP SYSTEMS CAPACITY UPGRADES & SERVICES FOR CLOUD BASE IAAS ENVIRONMENT(ADDED IN PREPARATION FOR LEGACY AND ERP CAPACITY GROWTH REQUIREMENTS) - GROWTH	1	50,000	\$50,000	CLOUD SERVICE CAPACITY INCREASES TO ACCOMMODATE UPGRADES FOR LEGACY AND BANNER ENVIRONMENTS
40	01	NETWORK SYSTEMS PENETRATION TESTING SERVICES	1	15,000	\$15,000	SECURITY IMPROVEMENTS & VULNERABILITY ASSESSMENT
39	01	CLOUD BASE INFRASTRUCTURE AS A SERVICE (IAAS) MAINTENANCE & RENEWAL	1	220,000	\$220,000	CLOUD BASED HOSTING OF ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM
			3		\$285,000	3 line item(s)
SUPPLIES & MATERIALS						
46	01	UPS BACKUP BATTERY REPLACEMENT	10	500	\$5,000	BACKUP BATTERIES FOR SERVERS' UPS
45	01	TECHNICAL LEARNING / TRAINING MANUALS / BOOKS / SUBSCRIPTIONS	1	525	\$525	EDUCATIONAL / TRAINING SUPPLIES
44	01	TAPE CARTRIDGES	1	2,625	\$2,625	BACKUP TAPES FOR LEGACY AND ENTERPRISE SERVERS
43	01	SYSTEM PREVENTIVE MAINTENANCE	10	500	\$5,000	PREVENTIVE MAINTENANCE (PARTS, SUPPLIES, MATERIALS)
42	01	SAFETY GEAR WEAR & SUPPLIES	2	500	\$1,000	ANNUAL SAFETY GEAR WEAR & SUPPLIES
41	01	GENERAL OFFICE SUPPLIES & MATERIALS	2	500	\$1,000	ANNUAL OFFICE SUPPLIES
			26		\$15,150	6 line item(s)
EQUIPMENT						
52	01	MAC COMPUTERS (ADDED TO UPGRADE OF INTERMAPPER SERVER) - GROWTH	1	10,000	\$10,000	UPGRADE MAC SERVER FOR INTERMAPPER
50	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.)
49	01	MAC COMPUTERS	1	2,229	\$2,229	UPGRADE / REPLACE PERSONNEL MAC COMPUTERS
48	01	COMPUTER UPGRADE / REPLACEMENT	2	2,100	\$4,200	PC DESKTOP COMPUTERS
47	01	NETWORK DIAGNOSTIC FIELD EQUIPMENT/TOOLS	1	1,050	\$1,050	FOR NETWORK MAINTENANCE, TROUBLESHOOTING & REPAIR
			7		\$26,705	5 line item(s)
TOTAL BUDGET REQUESTED			36		\$326,855	14 line item(s)

Guam Community College
FY 2018 Budget Request by Department
HUMAN RESOURCES

[GCC-DEPT3]

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 2018 Budget Request by Department
HUMAN RESOURCES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
58	01	SHRM MEMBERSHIP	1	1,000	\$1,000	REFERENCE MATERIALS & ON-LINE SERVICES
57	01	CUPA MEMBERSHIP	1	1,000	\$1,000	REFERENCE MATERIALS & ON-LINE SERVICES
			2		\$2,000	2 line item(s)
SUPPLIES & MATERIALS						
56	01	PRINTING	1	500	\$500	PRINTING (I.E. ENVELOPES)
55	01	ADVERTISEMENT	1	500	\$500	JOB ANNOUNCEMENT
54	01	TRAINING SUPPLIES	1	500	\$500	SUPPLIES FOR TRAINING
53	01	OFFICE SUPPLIES	2	500	\$1,000	GENERAL OFFICE SUPPLIES
			5		\$2,500	4 line item(s)
TOTAL BUDGET REQUESTED			7		\$4,500	6 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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.

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.

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 7 BUSINESS 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.

Guam Community College
FY 2018 Budget Request by Department
MATERIALS MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
63	01	ADVERTISEMENTS	2	2,000	\$4,000	IFB, RFP, RFQ, RFI ADVERTISEMENTS
62	01	PRINTING SERVICES (BUILDING PLANS)	2	1,000	\$2,000	PRINTING PLANS
61	01	BROKERS FEE & SURPLUS LINES	1	16,000	\$16,000	FEE CHARGED FOR UE COVERAGE
60	01	EDUCATORS INSURANCE PREMIUMS- PGL, ELL, UL, LPL	1	135,000	\$135,000	UNITED EDUCATOR COVERAGE
59	01	PROPERTY, AUTO, CRIME INSURANCE PREMIUMS	1	127,000	\$127,000	INSURANCE COVERAGE FOR COLLEGE PROPERTY
			7		\$284,000	5 line item(s)
SUPPLIES & MATERIALS						
65	01	LABELS FOR TAGGING	2	1,000	\$2,000	SUPPLIES FOR TAGGING EQUIPMENT
64	01	OFFICE SUPPLIES	16	500	\$8,000	PO PAPER, FLASH DRIVES FOR BIDS, TAGS, LABELS, TONER, AND OTHER SUPPLIES FOR OFFICE OPERATIONS
			18		\$10,000	2 line item(s)
TOTAL BUDGET REQUESTED			25		\$294,000	7 line item(s)

Guam Community College
FY 2018 Budget Request by Department
STUDENT FINANCIAL AID

[GCC-DEPT3]

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 2018 Budget Request by Department
STUDENT FINANCIAL AID

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
67	01	DUES AND SUBSCRIPTIONS	1	1,125	\$1,125	NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (NASFAA)
66	01	TRAINING MATERIALS	1	1,000	\$1,000	PROVIDE REQUIRED INFORMATION
			2		\$2,125	2 line item(s)
SUPPLIES & MATERIALS						
68	01	OFFICE SUPPLIES	3	500	\$1,500	MAINTAIN OFFICE FUNCTIONS
			3		\$1,500	1 line item(s)
MISCELLANEOUS EXPENSE						
69	01	FINANCIAL AID PUBLIC RELATIONS MATERIALS	1	1,000	\$1,000	MAINTAIN STUDENT SERVICES
			1		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			6		\$4,625	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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. 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 2018 Budget Request by Department
ENVIRONMENTAL HEALTH & SAFETY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
70	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)
SUPPLIES & MATERIALS						
74	01	TRAINING MATERIALS	1	1,800	\$1,800	SAFETY INSPECTOR NSC TRAINING MATERIALS
73	01	TRAINING MATERIALS	1	1,200	\$1,200	TITLE IX/EH&S TRAINING MATERIALS
72	01	SUPPLIES & MATERIALS	1	6,000	\$6,000	PURCHASE AND REPLACE CAMPUS FIRE EXTINGUISHERS PER NFPA STANDARDS.
71	01	SUPPLIES & MATERIALS	2	2,000	\$4,000	PERSONAL PROTECTIVE EQUIPMENT
			5		\$13,000	4 line item(s)
TOTAL BUDGET REQUESTED			9		\$33,000	5 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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.

Guam Community College
FY 2018 Budget Request by Department
ADMINISTRATIVE SUPPORT SERVICES & SECURITY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
81	01	VEHICLE MAINTENANCE	1	1,700	\$1,700	
80	01	VEHICLE INSPECTION REGISTRATION	5	30	\$150	
79	01	POSTAL BOX RENTAL	1	938	\$938	
78	01	POSTAL METER RENTAL	1	946	\$946	
77	01	COPIER LEASE	12	7,966	\$95,592	WITH 5% ANTICIPATED INCREASE
76	01	COMMUNICATION SYSTEMS	1	2,784	\$2,784	
75	01	SECURITY SERVICES	12	12,517	\$150,204	
			33		\$252,314	7 line item(s)
SUPPLIES & MATERIALS						
82	01	OFFICE SUPPLIES	8	500	\$4,000	
			8		\$4,000	1 line item(s)
TOTAL BUDGET REQUESTED			41		\$256,314	8 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
ACADEMIC VICE PRESIDENT'S OFFICE

GOALS AND OBJECTIVES:

1. ARRANGE FOR ACADEMIC LINKAGES WITH OFF-ISLAND COLLEGES THAT STRENGTHEN QUALITY OF PROGRAM OFFERINGS THROUGH ARTICULATION AND INFORMATION EXCHANGE.
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. PREPARE FOR COLLEGE'S ACCREDITATION REAFFIRMATION AND CAMPUS TEAM VISIT IN SPRING 2018

PERFORMANCE INDICATORS:

1. DEVELOPMENT OF MOA'S THAT PROVIDES FOR MUTUAL BENEFITS BETWEEN GCC AND OTHER INSTITUTIONS.
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. PUBLICATION OF REPORTS AND OTHER INSTRUMENTAL DOCUMENTS THAT SHOW ACCOUNTABILITY AND IMPROVEMENT IN COLLEGE OPERATIONS AND GOVERNANCE.

PROPOSED OUTCOMES:

1. IMPLEMENTATION OF ARTICULATION AGREEMENTS AND PARTNERSHIPS THAT PROMOTE STUDENT SUCCESS IN VARIOUS PROGRAMS.
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. COMPLETED ISER AND ACCREDITATION WEBSITE THAT REFLECTS THOUGHTFUL PRESENTATION OF EVIDENCE.

Guam Community College
FY 2018 Budget Request by Department
ACADEMIC VICE PRESIDENT'S OFFICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
86	01	WEBINAR PURCHASE FOR AAD PROFESSIONAL DEVELOPMENT (PACKAGE OF 6 WEBINARS FROM INNOVATIVE EDUCATORS)	1	1,200	\$1,200	
85	01	COLLEGE CATALOG	20	25	\$500	PRINTING OF CATALOG FOR ACCREDITORS, VETERAN'S OFFICE, & AFFILIATES
84	01	COUNCIL FOR ADULT AND EXPERIENTIAL LEARNING (CAEL) MEMBERSHIP	1	500	\$500	ANNUAL MEMBERSHIP FOR PLA INITIATIVE
83	01	CONTRACTUAL SERVICES	10	500	\$5,000	AVP OFFICE PUBLICATIONS
			32		\$7,200	4 line item(s)
SUPPLIES & MATERIALS						
87	01	SUPPLIES AND MATERIALS	6	500	\$3,000	OFFICE SUPPLIES REPLENISHMENT FOR DAILY OPERATIONS
			6		\$3,000	1 line item(s)
MISCELLANEOUS EXPENSE						
88	01	ACCJC SUBSTANTIVE CHANGE FEES FOR NEW PROGRAM CURRICULUM (2 PROPOSED FOR 2018)	2	750	\$1,500	ACCJC SUBSTANTIVE CHANGE FEES AND CURRICULUM RELATED EXPENSES (E.G, 4-YEAR PROGRAM, ONLINE)
			2		\$1,500	1 line item(s)
TOTAL BUDGET REQUESTED			40		\$11,700	6 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
ADMISSIONS AND REGISTRATION

GOALS AND OBJECTIVES:

1. DATA SECURITY: ASSURE THAT STUDENT RECORDS ARE CENTRALIZED, MAINTAINED, SECURED AND DIGITIZED IN COMPLIANCE WITH LOCAL, FEDERAL, AND GCC POLICIES GOVERNING THESE RECORDS.
2. QUALITY ASSURANCE: MAINTAIN ACCURATE STUDENT RECORDS, DEGREE COMPLETION AUDITS AND EFFECTIVE TRACKING OF STUDENTS' PROGRESS TOWARDS GRADUATION.
3. FERPA TRAINING: CONDUCT TRAINING AND AN AWARENESS CAMPAIGN ON CAMPUS TO INFORM FACULTY, ADMINISTRATORS AND STAFF ABOUT THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
4. PROVIDE EXCELLENT CUSTOMER SERVICE BY INVESTING IN STAFF DEVELOPMENT, UPDATING AND MAINTAINING WEB INFORMATION AND ONLINE SERVICES.
5. MANAGE AND MAINTAIN THE CURRICULUM AND RELATED RECORDS VIA ACALOG AND PROVIDE ACALOG TRAINING FOR FACULTY.

PERFORMANCE INDICATORS:

1. 100% OF STUDENT RECORDS ARE CENTRALIZED AND IMPLEMENT PHASE TO DIGITIZE RECORDS FOR SECURITY AND EASE OF ACCESS.
2. OVER 80% OF RECORDS EXAMINED WILL BE FOUND TO BE ACCURATE AND COMPLETE.
3. 80% OF ALL PERSONS WITH ACCESS TO STUDENT INFORMATION HAVE EITHER PARTICIPATED IN FERPA TRAINING OR HAVE VIEWED POSTED INFORMATION REGARDING FERPA.
4. 80% SURVEYED WILL INDICATE SATISFACTION OF SERVICES.
5. 80% OF ACALOG SUBMISSION MET THE PROCESSING TIMELINE

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. CAPPS UPDATED BY 50%
3. TRAINED STAFF, FACULTY, AND ADMINISTRATORS ARE KNOWLEDGEABLE OF FERPA.
4. SATISFIED CONSTITUENTS
5. UPDATED ACALOG AND CATALOG

Guam Community College
FY 2018 Budget Request by Department
ADMISSIONS AND REGISTRATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
93	01	SEVIS - ANNUAL MEMBERSHIP DUES	1	600	\$600	MEMBERSHIPS
92	01	LRP PUBLICATIONS (FERPA ANSWER BOOK)	1	200	\$200	SUBSCRIPTIONS
91	01	HIGHER EDUCATION DIRECTORY PUBLICATION (ONLINE EDITION)	2	300	\$600	SUBSCRIPTIONS
90	01	DIGITAL ARCHITECTURE ANNUAL MAINTENANCE FEES	1	5,000	\$5,000	ELECTRONIC CATALOG (ACALOG)
89	01	AACRAO - BI-ANNUAL MEMBERSHIP DUES	1	800	\$800	MEMBERSHIPS
			6		\$7,200	5 line item(s)
SUPPLIES & MATERIALS						
95	01	OFFICE SUPPLIES, POSTAGE, OFFICIAL LETTERHEAD & ENVELOPES, TRANSCRIPT PAPER	14	500	\$7,000	FOR DAILY OPERATIONS
94	01	HP LASERJET TONER	4	300	\$1,200	STUDENTS PRINTING DURING REGISTRATION
			18		\$8,200	2 line item(s)
EQUIPMENT						
96	01	PC LAPTOP	2	1,580	\$3,159	TO REPLACE REGISTRAR'S AND 2 DESKTOP
			2		\$3,159	1 line item(s)
TOTAL BUDGET REQUESTED			26		\$18,559	8 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
ASSESSMENT, INSTITUTIONAL EFFECTIVENESS AND RESEARCH

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 WORKSHOPS 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

[GCC-DEPT3]

FY 2018 Budget Request by Department

ASSESSMENT, INSTITUTIONAL EFFECTIVENESS AND RESEARCH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
106	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
103	01	ASSESSMENT AWARDS	12	50	\$600	ASSESSMENT AWARDS GIVEN AT THE END OF THE YEAR.
102	01	ISMP, FIVE YEAR STRATEGIC RESOURCE PLAN REPORTS	1	700	\$700	PROFESSIONAL PRINTING FOR THE MARCH 2018 ACCREDITATION VISIT.
101	01	FACT BOOK, PRESIDENT'S ASSESSMENT, BOT ASSESSMENT, FOUNDATION BOARD ASSESSMENT, MISSION, GOVERNANCE ASSESSMENT REPORTS	1	3,000	\$3,000	PROFESSIONAL PRINTING OF 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
			20		\$22,650	8 line item(s)
SUPPLIES & MATERIALS						
104	01	TRACDAT TAPES	14	35	\$490	BACKUP TRACDAT SERVER.
			14		\$490	1 line item(s)
EQUIPMENT						
105	01	LAPTOP	1	1,600	\$1,600	TO BE USED BY THE AIER ASSISTANT DIRECTOR
			1		\$1,600	1 line item(s)
TOTAL BUDGET REQUESTED			35		\$24,740	10 line item(s)

Guam Community College
FY 2018 Budget Request by Department
DEAN'S OFFICE - TPS

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. SUPPLY APPROPRIATE ADMINISTRATIVE AND TECHNOLOGICAL ASSISTANCE TO FACULTY AND PROGRAMS.
2. SUPPLY ADEQUATE ASSISTANCE TO SUPPORT PROGRAM GROWTH VIA THE CURRICULUM PROCESS FOR BOTH THE COURSE AND PROGRAM LEVEL.
3. ENSURE THAT DCAP'S AGREEMENTS ARE CURRENT

PERFORMANCE INDICATORS:

1. TPS STAFF WILL ROTATE TO PROVIDE COVERAGE AND SUPPORT TO TPS DEPARTMENTS AND PROGRAMS WHENEVER NECESSARY
2. TIMELY SUBMISSION AND REVIEW OF CURRICULUM AND PROGRAM DOCUMENTS.
3. REVIEW DCAP'S AGREEMENTS REGULARLY AND PROVIDE DC'S WITH FEEDBACK

PROPOSED OUTCOMES:

1. SUFFICIENT ADMINISTRATIVE AND TECHNOLOGICAL SUPPORT WILL BE PROVIDED TO TPS PROGRAMS AND DEPARTMENT
2. CURRICULUM DOCUMENTS WILL CONTINUE TO BE MAINTAINED AND DOCUMENTS WILL REMAIN CURRENT WITHIN THE FIVE-YEAR CYCLE
3. DCAP'S AGREEMENTS WILL BE CURRENT. NO EXPIRED AGREEMENTS.

Guam Community College
FY 2018 Budget Request by Department
DEAN'S OFFICE - TPS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
107	01	OFFICE SUPPLIES	4	500	\$2,000	COLLECT, ORGANIZE, PROCESS, AND RESPOND TO REQUISITIONS, CURRICULUM DOCUMENTS, AND CORRESPONDENCE
			4		\$2,000	1 line item(s)
EQUIPMENT						
109	01	EXTERNAL HARD DRIVE	1	250	\$250	EFFECTIVELY STORE AND LOCATE ARCHIVED AND CURRENT RELEVANT MATERIALS SUBMITTED TO AND PREPARED BY THE DEAN'S OFFICE.
108	01	DESKTOP COMPUTER	1	1,250	\$1,250	EFFECTIVELY STORE AND LOCATE ARCHIVED AND CURRENT RELEVANT MATERIALS SUBMITTED TO AND PREPARED BY THE DEAN'S OFFICE.
			2		\$1,500	2 line item(s)
TOTAL BUDGET REQUESTED			6		\$3,500	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
AUTOMOTIVE

[GCC-DEPT3]

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. FEEDBACK FROM ADVISORY COMMITTEE
3. NUMBER OF STUDENTS FROM SECONDARY PROGRAM ENROLLING IN POST-SECONDARY PROGRAM

PROPOSED OUTCOMES:

1. 5% OF GRADUATING SENOIRS 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 2018 Budget Request by Department
AUTOMOTIVE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
110	01	MILEAGE DC	1	550	\$550	TRANSPORTATION DEPARTMENT
			1		\$550	1 line item(s)
CONTRACTUAL SERVICES						
113	01	SERVICE PUBLICATION SUBSCRIPTION DUES	1	1,000	\$1,000	TO SUPPORT AUTO SHOP
112	01	CALIBRATION OF METERS AND A/C	1	200	\$200	TO SUPPORT AUTO SHOP
111	01	WASTE OIL DISPOAL	1	700	\$700	TO SUPPORT AUTO SHOP
			3		\$1,900	3 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,450	4 line item(s)

Guam Community College
FY 2018 Budget Request by Department
EDUCATION

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. EXPLORE THE DEVELOPMENT OF NEW PROGRAMS AND/OR COURSES.
2. ALL FACULTY AND STAFF WILL PARTICIPATE IN PROFESSIONAL DEVELOPMENT ONCE A YEAR.
3. INCORPORATE STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) THROUGHOUT THE CURRICULUM.
4. ALL FACULTY WILL PARTICIPATE IN RECRUITMENT AND MARKETING ACTIVITIES/EVENTS.
5. SUPPORT STUDENTS IN ACHIEVING PROGRAM / COURSE COMPLETION.

PERFORMANCE INDICATORS:

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS.
2. NUMBER OF FACULTY WHO ATTENDED PROFESSIONAL DEVELOPMENT OPPORTUNITIES.
3. CLASSROOM OBSERVATIONS OF FACULTY AND NUMBER OF SLOS IN EACH COURSE GUIDE THAT ADDRESS STEAM CONTENT.
4. NUMBER OF STUDENTS ENROLLED.
5. COMPREHENSIVE ASSESSMENT OF COURSE SLO'S AND PROGRAM OUTCOMES.

PROPOSED OUTCOMES:

1. AT LEAST ONE NEW COURSE AND/OR PROGRAM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES , PROGRAM REVISION/ADOPTION, AND NEW OFFERING).
2. ALL FACULTY AND STAFF ATTEND A MINIMUM OF TWO PROFESSIONAL DEVELOPMENT ACTIVITIES EACH SEMESTER.
3. STUDENT PARTICIPATION IN STEAM RELATED ASSIGNMENTS AND/OR ACTIVITIES INCREASE.
4. MAINTAIN AND/OR INCREASED ENROLLMENT.
5. MAINTAIN AND/OR INCREASED RESULTS OF LEARNING OUTC

Guam Community College
FY 2018 Budget Request by Department
EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
114	01	TRAVEL	2	500	\$1,000	FUEL FOR PRACTICUM TEACHERS WHO DO OBSERVATION
			2		\$1,000	1 line item(s)
SUPPLIES & MATERIALS						
115	01	SUPPLIES	1	500	\$500	FOR PROGRAM AND INSTRUCTIONAL PURPOSES
			1		\$500	1 line item(s)
EQUIPMENT						
116	01	EQUIPMENT	1	500	\$500	TO REPLACE OLD STORAGE AND FILING CABINETS
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			4		\$2,000	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
EARLY CHILDHOOD EDUCATION

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. EXPLORE THE DEVELOPMENT OF NEW PROGRAMS AND/OR COURSES.
2. ALL FACULTY AND STAFF WILL PARTICIPATE IN PROFESSIONAL DEVELOPMENT ONCE A YEAR.
3. INCORPORATE STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) THROUGHOUT THE CURRICULUM.
4. ALL FACULTY WILL PARTICIPATE IN RECRUITMENT AND MARKETING ACTIVITIES/EVENTS.
5. SUPPORT STUDENTS IN ACHIEVING PROGRAM / COURSE COMPLETION.

PERFORMANCE INDICATORS:

1. COMPILATION OF RESEARCH, DATA, ADVISORY MINUTES, COURSE/PROGRAM REVISION OR ADOPTION AND NEW OFFERINGS.
2. NUMBER OF FACULTY WHO ATTENDED PROFESSIONAL DEVELOPMENT OPPORTUNITIES.
3. CLASSROOM OBSERVATIONS OF FACULTY AND NUMBER OF SLOS IN EACH COURSE GUIDE THAT ADDRESS STEAM CONTENT.
4. NUMBER OF STUDENTS ENROLLED.
5. COMPREHENSIVE ASSESSMENT OF COURSE SLO'S AND PROGRAM OUTCOMES.

PROPOSED OUTCOMES:

1. AT LEAST ONE NEW COURSE AND/OR PROGRAM IS EXAMINED EACH YEAR (EVIDENCE WILL BE MINUTES , PROGRAM REVISION/ADOPTION, AND NEW OFFERING).
2. ALL FACULTY AND STAFF ATTEND A MINIMUM OF TWO PROFESSIONAL DEVELOPMENT ACTIVITIES EACH SEMESTER.
3. STUDENT PARTICIPATION IN STEAM RELATED ASSIGNMENTS AND/OR ACTIVITIES INCREASE.
4. MAINTAIN AND/OR INCREASED ENROLLMENT.
5. MAINTAIN AND/OR INCREASED RESULTS OF LEARNING OUTC

Guam Community College
FY 2018 Budget Request by Department
EARLY CHILDHOOD EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
117	01	TRAVEL	2	500	\$1,000	FUEL FOR INSTRUCTORS ASSIGNED TO TEACH PRACTICUM CLASSES
			2		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$1,000	1 line item(s)

Guam Community College
FY 2018 Budget Request by Department
CRIMINAL JUSTICE

[GCC-DEPT3]

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.
5. COLLABORATE WITH LAW ENFORCEMENT AGENCIES AND OTHER ACADEMIC DEPARTMENTS TO MEET P.O.S.T. ACADEMIC REQUIREMENTS

PERFORMANCE INDICATORS:

1. IDENTIFY LEARNING RESOURCES NEEDING REPLACEMENT
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.
5. ACADEMIC COURSES MEET MINIMUM REQUIREMENTS FOR P.O.S.T. CERTIFICATION

PROPOSED OUTCOMES:

1. IMPROVED TEACHING EFFECTIVENESS IN ORDER TO GRASP LEARNING OUTCOMES.
2. CURRICULUM DOCUMENTS WILL BE UP-TO-DATE.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.
4. IMPROVED RETENTION AND COMPLETION RATES.
5. STUDENTS SUCCESSFULLY COMPLETE P.O.S.T. CERTIFIED

Guam Community College
FY 2018 Budget Request by Department
CRIMINAL JUSTICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
118	01	CRIMINAL JUSTICE INSTRUCTIONAL MATERIALS AND SUPPLIES	4	500	\$2,000	PAPER, PENS, MARKERS, LAW ENFORCEMENT ACADEMY INSTRUCTIONAL SUPPLIES, TABLE AND STAND UP BANNERS USING NEW LOGO
			4		\$2,000	1 line item(s)
EQUIPMENT						
119	01	IT EQUIPMENT - COMPUTER	1	1,198	\$1,198	COMPUTER FOR NEW FACULTY
120	01	INSTRUCTIONAL EQUIPMENT	1	1,500	\$1,500	HDMI CORDS, MAC PROJECTOR ADAPTER CORD, CJ/LAW ENFORCEMENT INSTRUCTIONAL DVD
			2		\$2,698	2 line item(s)
TOTAL BUDGET REQUESTED			6		\$4,698	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
SOCIAL SCIENCE

[GCC-DEPT3]

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. PROVIDE INTEGRATED COMMUNITY BASED - STUDENT LEARNING FORUMS
5. FACULTY WILL HAVE PORTABLE CAPABILITY TO CONDUCT EDUCATIONAL OUTREACH PRESENTATIONS.

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. SOCIAL SCIENCE PROGRAM WILL HOST FORUMS EACH SEMESTER.
5. INCREASED STUDENT AND COMMUNITY AT-LARGE ATTENDANCE BY 75%

PROPOSED OUTCOMES:

1. RESULTS WILL BE USED FOR PROGRAM IMPROVEMENT.
2. CURRICULUM DOCUMENTS WILL BE UPDATED.
3. FEWER THAN 5% OF STUDENTS WILL REQUEST FOR SPECIAL PROJECTS OR NEED TO OPEN ADDITIONAL SECTIONS.
4. STUDENTS AND COMMUNITY INTERACT TO PROMOTE SOCIAL
5. IMPROVED CAPABILITIES TO SUPPORT FACULTY PRESENTATIONS IN NON-TRADITIONAL CLASSROOM SETTINGS.

Guam Community College
FY 2018 Budget Request by Department
SOCIAL SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
121	01	SOCIAL SCIENCE INSTRUCTIONAL SUPPLIES	1	500	\$500	PAPER, PENS, MARKERS
			1		\$500	1 line item(s)
EQUIPMENT						
125	01	PORTABLE, WIRELESS PROJECTOR - GROWTH	1	750	\$750	OFF-CAMPUS PRESENTATIONS, NON TRADITIONAL CLASSROOM ENVIRONMENTS.
124	01	INSTRUCTIONAL EQUIPMENT	1	500	\$500	INSTRUCTIONAL RESOURCES, DVDS,
123	01	COMPUTER - GROWTH	1	1,250	\$1,250	TECHNOLOGY UPGRADE
122	01	INSTRUCTIONAL EQUIPMENT	1	500	\$500	INSTRUCTIONAL RESOURCES, DVDS,
			4		\$3,000	4 line item(s)
TOTAL BUDGET REQUESTED			5		\$3,500	5 line item(s)

Guam Community College
FY 2018 Budget Request by Department
EMT

[GCC-DEPT3]

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. 70% OF STUDENTS WHO COMPLETE THE COURSE WILL BE EMPLOYED AS MEDICAL TECHNICIANS.
2. 70% WILL PASS THE EMT NATIONAL STANDARDS EXAMINATION.
3. UTILIZE FUNDING THROUGH VARIOUS SOURCES TO UPGRADE INSTRUCTORS KNOWLEDGE AND SKILLS AS WELL AS EQUIPMENT FOR EFFECTIVE INSTRUCTION AND LEARNING.

PROPOSED OUTCOMES:

1. STUDENTS WHO ARE EMPLOYED AS EMERGENCY MEDICAL TECHNICIANS WILL INDICATE THEY ARE WELL PREPARED TO WORK AS EMT'S.
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 PRACTICES IN THEIR FIELD.

Guam Community College
FY 2018 Budget Request by Department
EMT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
126	01	ADMINISTRATIVE FEES	1	1,000	\$1,000	MEDICAL DIRECTOR, DR. VINCENT T. AKIMOTO
			1		\$1,000	1 line item(s)
SUPPLIES & MATERIALS						
128	01	SUPPLIES	3	500	\$1,500	FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES
			3		\$1,500	1 line item(s)
EQUIPMENT						
127	01	EQUIPMENT	3	1,000	\$3,000	FOR INSTRUCTIONAL PURPOSES
			3		\$3,000	1 line item(s)
TOTAL BUDGET REQUESTED			7		\$5,500	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
HUMAN SERVICES

[GCC-DEPT3]

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.
5. ENHANCE WORKFORCE TRAINING CAPACITY

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.
5. IDENTIFY SPECIALTY COURSE OFFERINGS TO MEET WORKPLACE TRAINING REQUIREMENTS.

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.
5. OBTAIN TRAINING CREDENTIALS TO OFFER CERTIFICATE C

Guam Community College
FY 2018 Budget Request by Department
HUMAN SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
130	01	HUMAN SERVICES INSTRUCTIONAL MATERIALS AND SUPPLIES - GROWTH	1	500	\$500	PAPERS, PENS, MARKERS, INSTRUCTIONAL SUPPLIES, TABLE AND STAND UP BANNERS USING NEW LOGO
129	01	HUMAN SERVICES INSTRUCTIONAL MATERIALS & SUPPLIES	1	500	\$500	PAPER, PENS, MARKERS, INSTRUCTIONAL SUPPLIES, TABLE AND STAND UP LOGO BANNERS
			2		\$1,000	2 line item(s)
EQUIPMENT						
131	01	INSTRUCTIONAL EQUIPMENT - GROWTH	1	500	\$500	HUMAN SERVICES INSTRUCTIONAL DVD
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			3		\$1,500	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
VISUAL COMMUNICATIONS

[GCC-DEPT3]

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 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 2018 Budget Request by Department
VISUAL COMMUNICATIONS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
134	01	OFFICE SUPPLIES	2	500	\$1,000	SUPPORT INSTRUCTION
133	01	COMPUTER SUPPLIES & SOFTWARE	5	500	\$2,500	SUPPORT INSTRUCTION
132	01	INSTRUCTIONAL MATERIALS & SUPPLIES	12	500	\$6,000	SUPPORT INSTRUCTION
			19		\$9,500	3 line item(s)
TOTAL BUDGET REQUESTED			19		\$9,500	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
ADULT BASIC EDUCATION

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. DEVELOP CURRICULUM TO INCORPORATE WORKPLACE ADULT EDUCATION AND LITERACY ACTIVITIES.
2. DEVELOP CURRICULUM TO INCORPORATE SOCIAL STUDIES, SCIENCE AND TECHNOLOGY FOR BASIC SKILLS COURSES.
3. INCREASE ENROLLMENT IN THE BASIC SKILLS COURSES.

PERFORMANCE INDICATORS:

1. APPROVED CURRICULUM BY STATE AGENCY OFFICE AND/OR LEARNING OUTCOMES COMMITTEE.
2. APPROVED CURRICULUM BY STATE AGENCY OFFICE AND/OR DEAN AND AVP.
3. NUMBER OF ABE STUDENTS IN FALL 2017 AND SPRING 2018.

PROPOSED OUTCOMES:

1. TRAINING/ORIENTATION WILL BE CONDUCTED WITH ADJUNCT FACULTY REGARDING THE NEW CURRICULUM.
2. AN INCREASE IN STUDENTS' GAINS (POSTTESTS) THAT WILL RESULT TO ADVANCEMENT TO NEXT LEVEL.
3. A 10% INCREASE IN ENROLLMENT FOR ABE COURSES.

Guam Community College
FY 2018 Budget Request by Department
ADULT BASIC EDUCATION

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
135	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES.
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

Guam Community College
FY 2018 Budget Request by Department
ADULT HIGH SCHOOL

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. DEVELOP CURRICULUM TO INCORPORATE WORKPLACE ADULT EDUCATION AND LITERACY ACTIVITIES.
2. INCREASE AHS COMPLETION RATE BY 35%.
3. RESEARCH AND DEVELOP AN I-BEST PROGRAM FOR ADULT HIGH SCHOOL STUDENTS.

PERFORMANCE INDICATORS:

1. APPROVED CURRICULUM BY STATE AGENCY OFFICE AND/OR LEARNING OUTCOMES COMMITTEE.
2. NUMBER OF AHS STUDENTS WHO COMPLETE AND GRADUATE IN AY17-18.
3. IMPLEMENTATION PLAN PRESENTED TO DEANS AND ACADEMIC VICE PRESIDENT FOR APPROVAL.

PROPOSED OUTCOMES:

1. TRAINING/ORIENTATION WILL BE CONDUCTED WITH ADJUNCT FACULTY REGARDING THE NEW CURRICULUM.
2. AT LEAST 65 AHS STUDENTS WILL GRADUATE IN AY17-18.
3. I-BEST IMPLEMENTATION TRAINING WILL BE CONDUCTED WITH ADJUNCT AND FULL-TIME FACULTY.

Guam Community College
FY 2018 Budget Request by Department
ADULT HIGH SCHOOL

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
136	01	INSTRUCTIONAL SUPPLIES	1	500	\$500	ENSURE FACULTY ARE EQUIPPED WITH SUPPLIES NEEDED TO CARRY OUT INSTRUCTIONAL ACTIVITIES.
			1		\$500	1 line item(s)
MISCELLANEOUS EXPENSE						
138	01	AHS REGISTRATION FEE	200	162	\$32,400	SUPPORT STUDENTS' EFFORTS TO COMPLETE AHS GRADUATION REQUIREMENTS.
137	01	AHS TUITION & FEE	24	574	\$13,776	SUPPORT STUDENTS' EFFORTS TO COMPLETE AHS GRADUATION REQUIREMENTS.
			224		\$46,176	2 line item(s)
TOTAL BUDGET REQUESTED			225		\$46,676	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
ENGLISH AS A SECOND LANGUAGE (ESL)

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. REVISE CURRICULUM TO INTEGRATE ENGLISH LITERACY AND CIVICS EDUCATION INTO ESL COURSES.
2. INCORPORATE TECHNOLOGY WITHIN ESL CURRICULUM.
3. INCREASE ESL STUDENT ENROLLMENT.

PERFORMANCE INDICATORS:

1. APPROVED CURRICULUM BY STATE AGENCY OFFICE AND/OR DEAN AND AVP.
2. APPROVED CURRICULUM BY STATE AGENCY OFFICE AND/OR DEAN AND AVP.
3. NUMBER OF ESL STUDENTS ENROLLED IN FALL 2017 AND SPRING 2018.

PROPOSED OUTCOMES:

1. TRAINING/ORIENTATION WILL BE CONDUCTED WITH ADJUNCT FACULTY REGARDING THE NEW CURRICULUM.
2. TRAINING SESSION WILL BE CONDUCTED WITH ADJUNCT FACULTY REGARDING THE REVISED CURRICULUM DOCUMENTS.
3. A 10% INCREASE IN STUDENT ENROLLMENT IN THE ESL COURSES FOR FALL 2017 AND SPRING 2018.

Guam Community College
FY 2018 Budget Request by Department
ENGLISH AS A SECOND LANGUAGE (ESL)

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
139	01	RESOURCES FOR ESL FACULTY	1	500	\$500	MEMBERSHIP RENEWAL
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$500	1 line item(s)

Guam Community College
FY 2018 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 WILL CONTINUE TO HIGHER EDUCATION IN THE HEALTHCARE FIELD.
2. 70% WILL PASS THE CERTIFIED MEDICAL ASSISTANT EXAM.
3. UTILIZE PROFESSIONAL DEVELOPMENT FUNDING THROUGH PDRC OR OTHER SOURCES TO ENHANCE INSTRUCTOR CREDENTIALS AND CURRICULUM DEVELOPMENT.

PROPOSED OUTCOMES:

1. STUDENTS EMPLOYED AS MEDICAL ASSISTANTS WILL INDICATE THAT THEY WERE WELL-PREPARED FOR ENTRY LEVEL WORK THROUGH GRADUATE AND POST-GRADUATE SURVEYS.
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 PRACTICES IN THEIR FIELD.

Guam Community College
FY 2018 Budget Request by Department
ALLIED HEALTH

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
141	01	HENRY SCHIEN EMR LICENSING/SUPPORT FEES	1	2,000	\$2,000	FEES TO MAINTAIN HENRY SCHEIN EMR PROGRAM, MEDICAL ASSISTING PROGRAM
140	01	BIOHAZARD WASTE DISPOSAL	1	300	\$300	TO DISPOSE OF MEDICAL SHARPS SUPPLIES PER JACHO REQUIREMENT
			2		\$2,300	2 line item(s)
SUPPLIES & MATERIALS						
142	01	SUPPLIES	2	500	\$1,000	FOR INSTRUCTIONAL AND OPERATIONAL COSTS
			2		\$1,000	1 line item(s)
EQUIPMENT						
143	01	VEHICLE MAINTENANCE	1	1,000	\$1,000	ALLIED HEALTH DEPARTMENT VEHICLE MAINTENANCE
			1		\$1,000	1 line item(s)
TOTAL BUDGET REQUESTED			5		\$4,300	4 line item(s)

Guam Community College
FY 2018 Budget Request by Department
PRACTICAL NURSING

[GCC-DEPT3]

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 OR WILL CONTINUE TO HIGHER EDUCATION IN THE HEALTHCARE FIELD.
2. 85% OF STUDENTS WILL PASS LAB & CLINICAL SKILLS NECESSARY FOR ENTRY LEVEL WORK IN THE HEALTHCARE FIELD AS DEMONSTRATED THROUGH SKILLS TESTS AND CLINICAL EVALUATIONS.
3. UTILIZE PROFESSIONAL DEVELOPMENT FUNDING THROUGH PDRC OR OTHER FUNDING SOURCES TO UPGRADE INSTRUCTORS KNOWLEDGE AND SKILLS IN THEIR CONTENT AREA.

PROPOSED OUTCOMES:

1. STUDENTS EMPLOYED AS LPN'S WILL REFLECT THAT THEY ARE WELL PREPARED FOR THE NCLEX-PN EXAM AND ENTRY LEVEL NURSING.
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 PRACTICES IN THEIR FIELD.

Guam Community College
FY 2018 Budget Request by Department
PRACTICAL NURSING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
149	01	ATI RESOURCES - GROWTH	11	500	\$5,500	DIAGNOSTIC READINESS TEST TO PREPARE STUDENTS TO TAKE NCLEX EXAM
147	01	ADMINISTRATIVE FEES	1	1,000	\$1,000	MEDICAL DIRECTOR, DR. VINCENT T. AKIMOTO
146	01	EQUIPMENT REPAIR	1	500	\$500	TO MAINTAIN AND REPAIR EXISTING EQUIPMENT USE BY DEPARTMENT FOR INSTRUCTIONAL USE (IE: MANIKINS, LABORATORY EQUIP, MULTIMEDIA)
145	01	ATI RESOURCES	15	500	\$7,500	DIAGNOSTIC READINESS TEST TO PREPARE STUDENTS TO TAKE NCLEX EXAM
144	01	MOUNTAIN MEASUREMENT	1	500	\$500	NCLEX-PN REPORTS TO TRACK PROGRESS OF PN STUDENTS WHO TAKE THE NCLEX-PN EXAM TO DETERMINE PASS/FAIL RATES
			29		\$15,000	5 line item(s)
SUPPLIES & MATERIALS						
148	01	SUPPLIES	1	500	\$500	FOR INSTRUCTIONAL AND OPERATIONAL PURPOSES
			1		\$500	1 line item(s)
TOTAL BUDGET REQUESTED			30		\$15,500	6 line item(s)

Guam Community College
FY 2018 Budget Request by Department
TOURISM AND HOSPITALITY

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. ASSESSMENT: CONTINUOUS ASSESSMENT OF PROGRAMS AND CURRICULUM
2. PROGRAM ACCREDITATION: SEEK ACCREDITATION FROM ACCREDITATION COMMISSOIN FOR PROGRAMS IN HOSPITALITY ADMINISTRATION OR ACPHA.
3. 4-YEAR PROGRAM: PLAN FOR THE DEVELOPMENT OF A FOUR-YEAR DEGREE PROGRAM IN HOSPITALITY

PERFORMANCE INDICATORS:

1. ONE-HUNDRED PERCENT (100%) OF PROGRAMS AND COURSES WILL BE ASSESSED.
2. ACPHA APPLICATION SUBMITTED AND SELF-STUDY CONDUCTED.
3. A COMPLETED "DEMAND AND EMPLOYMENT" STUDY THAT SUPPORTS THE NEED FOR A FOUR-YEAR PROGRAM IN CULINARY AND HOSPITALITY.

PROPOSED OUTCOMES:

1. PROGRAMS AND COURSES ARE UPDATED BASED ON THE RESULTS OF ASSESSMENTS.
2. ACPHA REQUIRED SELF-STUDY REPORT COMPLETED AND SUBMITTED. ACPHA SITE VISIT WILL BE SCHEDULED FOR THE NEXT FY.
3. A COMPLETED "DEMAND AND EMPLOYMENT" STUDY THAT SUPPORTS THE NEED FOR A FOUR-YEAR PROGRAM IN CULINARY AND HOSPITALITY.

Guam Community College
FY 2018 Budget Request by Department
TOURISM AND HOSPITALITY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
150	01	INDUSTRY MEMBERSHIP:PATA, GVB, GHRA, MCA, ACF, SKAL	1	2,000	\$2,000	INDUSTRY MEMBERSHIP
			1		\$2,000	1 line item(s)
SUPPLIES & MATERIALS						
151	01	INSTRUCTIONAL MATERIALS	1	200	\$200	UPDATE COURSE INSTRUCTORS' TEACHING RESOURCES TO SUPPORT TEACHING AND LEARNING
			1		\$200	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$2,200	2 line item(s)

Guam Community College
FY 2018 Budget Request by Department
CULINARY ART

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. CONTINUE PROGRAM ACCREDITATION STATUS FROM THE AMERICAN CULINARY FEDERATION EDUCATIONL FOUNDATION , WHICH DIRECTLY AFFECTS THE CERTIFICATE OF RECOGNITION OF QUALITY PROGRAM RECENTLY RECEIVED FROM WACS (WORLD ASSOCIATION OF CHEF SOCIEITIES).
2. IN COLLABORATION WITH CE, DEVELOP SHORT-TERM EDUCATIONAL PROGRAMS THAT WILL SERVE THE COMMUNITY, IE SHORT COOKING COURSES ETC.
3. ADDRESS EQUIPMENT ISSUES IN PREPARATION FOR THE UPCOMING ACFEF ACCREDITATION TEAM VISIT.

PERFORMANCE INDICATORS:

1. COMPLETED ACFEF SELF-STUDY
2. COMPLETED CE PAPERWORK AND COURSE SCHEDULE.
3. EQUIPMENT WILL BE ASSESSED AND REPAIRED

PROPOSED OUTCOMES:

1. THE PROGRAM WILL CONTINUE TO RECEIVE ACCREDITATION STATUS FROM ACFEF.
2. IMPLEMENTATION OF ONE-DAY COOKING OR BAKING COURSES FOR THE COMMUNITY .
3. EQUIPMENT WORKING AND IN ORDER PRIOR TO ACFEF SITE VISIT.

Guam Community College
FY 2018 Budget Request by Department
CULINARY ART

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
TRAVEL: LOCAL MILEAGE						
152	01	LOCAL MILEAGE REIMBURSEMENT	6	200	\$1,200	FOR FOOD PURCHASING WITH PO
			6		\$1,200	1 line item(s)
CONTRACTUAL SERVICES						
153	01	ANSUL RECERTIFICATION FOR CULINARY LAB	2	2,500	\$5,000	ANNUAL FIRE DEPT CODE REQUIREMENT (EVERY 6 MOS.)
			2		\$5,000	1 line item(s)
SUPPLIES & MATERIALS						
157	01	CULINARY KITCHEN LAB: LP GAS	6	500	\$3,000	REQUIRED ITEM FOR CULINARY LABS
156	01	OFFICE SUPPLIES	4	500	\$2,000	TO SUPPORT THE CULINARY PROGRAM
155	01	CLEANING AND SANITATION CHEMICALS FOR KITCHEN LAB	10	500	\$5,000	TO MEET PUBLIC HEALTH AND ACF SANITATION STANDARDS
154	01	DRY CLEANING SERVICE	1	500	\$500	MAINTAIN CULINARY LINENS
			21		\$10,500	4 line item(s)
EQUIPMENT						
159	01	INSTRUCTIONAL EQUIPMENT	2	3,000	\$6,000	TO SUPPORT THE CULINARY PROGRAM
158	01	CLASSROOM/LAB SMALLWARE	4	1,000	\$4,000	TO SUPPORT THE CULINARY PROGRAM
			6		\$10,000	2 line item(s)
TOTAL BUDGET REQUESTED			35		\$26,700	8 line item(s)

Guam Community College
FY 2018 Budget Request by Department
CHAMORRO & FOREIGN LANGUAGES

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. PROVIDE ADEQUATE INSTRUCTIONAL RESOURCES TO SUPPORT LEARNING OUTCOMES AND FACULTY INSTRUCTION.
2. PROVIDE ADEQUATE RESOURCES TO SUPPORT THE CURRICULUM REVIEW AND UPDATE.
3. PROVIDE SUPPLEMENTAL RESOURCES FOR STUDENTS AND TEACHER USE.

PERFORMANCE INDICATORS:

1. STUDENTS MEET INTENDED LEARNING OUTCOMES.
2. FACULTY SURVEY RESULTS.
3. STUDENTS WILL REPORT SUCCESS IN DEMONSTRATING THE NECESSARY INFORMATION.

PROPOSED OUTCOMES:

1. SEVENTY PERCENT OF STUDENTS ENROLLED IN LANGUAGE COURSES MEET INTENDED LEARNING OUTCOMES.
2. LANGUAGE COURSE INSTRUCTORS WILL CONVEY 100% TEACHING SATISFACTION.
3. STUDENTS WILL DEMONSTRATE EFFECTIVE INFORMATION ACQUISITION.

Guam Community College
FY 2018 Budget Request by Department
CHAMORRO & FOREIGN LANGUAGES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
160	01	CLASSROOM SUPPLIES FOR DEPARTMENT	1	1,000	\$1,000	INSTRUCTIONAL SUPPORT FOR CHAMORRO AND FOREIGN LANGUAGE CLASSES
			1		\$1,000	1 line item(s)
EQUIPMENT						
162	01	REPLACE LINE CONDITIONER	1	1,000	\$1,000	TO PROTECT CLASSROOM COMPUTERS IN JAPANESE LANGUAGE CLASSROOM.
161	01	INSTRUCTIONAL DVD, VIDEO	1	1,000	\$1,000	INSTRUCTIONAL SUPPORT FOR CHAMORRO AND FOREIGN LANGUAGE CLASSES
			2		\$2,000	2 line item(s)
TOTAL BUDGET REQUESTED			3		\$3,000	3 line item(s)

Guam Community College
FY 2018 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 2018 Budget Request by Department
MARKETING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
165	01	OFFICE SUPPLIES	5	500	\$2,500	SUPPORT INSTRUCTION
164	01	COMPUTER SUPPLIES & SOFTWARE	8	500	\$4,000	SUPPORT INSTRUCTION
163	01	INSTRUCTIONAL MATERIALS & SUPPLIES	6	500	\$3,000	SUPPORT INSTRUCTION
			19		\$9,500	3 line item(s)
TOTAL BUDGET REQUESTED			19		\$9,500	3 line item(s)

Guam Community College
FY 2018 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 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 2018 Budget Request by Department
ACCOUNTING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
167	01	COMPUTER SUPPLIES & SOFTWARE	3	500	\$1,500	SUPPORT INSTRUCTION
166	01	INSTRUCTIONAL MATERIALS & SUPPLIES	3	500	\$1,500	SUPPORT INSTRUCTION
			6		\$3,000	2 line item(s)
TOTAL BUDGET REQUESTED			6		\$3,000	2 line item(s)

Guam Community College
FY 2018 Budget Request by Department
SUPERVISION & MANAGEMENT

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. EQUIP SUPERVISION & MANAGEMENT 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 & 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 2018 Budget Request by Department
SUPERVISION & MANAGEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
168	01	INSTRUCTIONAL MATERIALS & SUPPLIES	3	500	\$1,500	SUPPORT INSTRUCTION
			3		\$1,500	1 line item(s)
TOTAL BUDGET REQUESTED			3		\$1,500	1 line item(s)

Guam Community College
FY 2018 Budget Request by Department
DEAN'S OFFICE - TSS

[GCC-DEPT3]

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 2018 Budget Request by Department
DEAN'S OFFICE - TSS

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
169	01	OFFICE SUPPLIES	10	500	\$5,000	COLLECT, ORGANIZE, PROCESS & RESPOND TO REQUISITION; CURRICULUM DOCUMENTS & CORRESPONDENCE
			10		\$5,000	1 line item(s)
TOTAL BUDGET REQUESTED			10		\$5,000	1 line item(s)

Guam Community College
FY 2018 Budget Request by Department
MATH

[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 COURSE GUIDES TO BETTER SERVE THE NEEDS OF THE STUDENTS.
3. CONTINUE TO CREATE AND HAVE APPROVED MATH COURSES THAT ARTICULATE TO OTHER INSTITUTIONS TO KEEP UP WITH NEW DEVELOPMENTS.
4. ENCOURAGE ALL FULL-TIME PERMANENT FACULTY MEMBERS ATTEND OR PARTICIPATE IN AT LEAST ONE PROFESSIONAL DEVELOPMENT ACTIVITY EITHER ON ISLAND OR OFF-ISLAND.
5. CREATE AN ASSESSMENT TO ASSIST/ENSURE STUDENT READINESS FOR COLLEGE LEVEL MATH COURSES.

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 MATH COURSES WILL BE REVISED OR UPDATED, APPROVED, AND IMPLEMENTED.
3. COURSE GUIDES FOR NEW COURSES WILL BE SUBMITTED THROUGH THE CURRICULUM PROCESS FOR APPROVAL.
4. MOST, IF NOT ALL, FULL-TIME FACULTY MEMBERS WILL ATTEND OR PARTICIPATE IN AT LEAST ONE PROFESSIONAL DEVELOPMENT ACTIVITY EITHER ON ISLAND OR OFF-ISLAND AS ATTENDEE AND/OR PRESENTER.
5. ASSESSMENT WILL BE DELIVERED ON OR BEFORE THE FIRST DAY OF CLASS TO COLLECT DATA WHICH WILL BE USED TO IMPROVE ENROLLMENT.

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 MATH COURSE GUIDES WILL BE REFLECTED IN EACH OF THE COURSE SYLLABI.
3. NEWLY APPROVED COURSES WILL BE MADE AVAILABLE TO STUDENTS WHO PLAN TO CONTINUE ON TO A FOUR YEAR DEGREE UPON COMPLETION OF AN AA/AS.
4. FACULTY WILL CONDUCT WORKSHOPS WITHIN AND/OR OUTSIDE THE CLASSROOM.
5. A BETTER UNDERSTANDING OF THE NEEDS OF OUR COMMUNITY.

Guam Community College
FY 2018 Budget Request by Department
MATH

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
170	01	INSTRUCTIONAL & OPERATIONAL SUPPLIES	8	500	\$4,000	CLASSROOM AND FACULTY OFFICE SUPPLIES FOR APPROX 2 CLASSES IN AY2018.
			8		\$4,000	1 line item(s)
EQUIPMENT						
171	01	LAPTOP COMPUTER	1	2,100	\$2,100	REPLACEMENT OF FACULTY'S OFFICE OBSOLETE COMPUTER
			1		\$2,100	1 line item(s)
TOTAL BUDGET REQUESTED			9		\$6,100	2 line item(s)

Guam Community College
FY 2018 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 COURSE GUIDES TO BETTER SERVE THE NEEDS OF THE STUDENTS.
3. CONTINUE DEVELOPMENT OF PROGRAM GUIDE AND COURSE GUIDES FOR ENVIRONMENTAL TECHNICIAN PROGRAM.
4. ENCOURAGE ALL FULL-TIME PERMANENT FACULTY MEMBERS 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 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.
4. MOST, IF NOT ALL, FULL-TIME 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' 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.
4. FACULTY WILL CONDUCT WORKSHOPS WITHIN AND/OR OUTSIDE

Guam Community College
FY 2018 Budget Request by Department
SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
172	01	INSTRUCTIONAL& LABS EQUIPMENT	8	500	\$4,000	CLASSROOM, FACULTY OFFICES, AND LABS SUPPLIES FOR CLASSES AND LABS.
			8		\$4,000	1 line item(s)
EQUIPMENT						
174	01	LAPTOPS COMPUTERS	2	1,600	\$3,200	TO REPLACE OUTDATED FACULTY COMPUTERS
173	01	COURSE DVD'S	1	500	\$500	CLASSROOM INSTRUCTION NEEDS
			3		\$3,700	2 line item(s)
TOTAL BUDGET REQUESTED			11		\$7,700	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
STUDENT SUPPORT SERVICES

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. SSS WILL ADDRESS ANTIQUATED PROGRAM, SIMPLY ID. IT WILL BE REPLACED WITH IDENTIFICATION MANAGEMENT SOFTWARE SOLUTION DESIGNED WITH CONTEMPORARY TECHNOLOGY AND BASED ON OPEN STANDARDS RESULTING IN A SOLUTION WITH A FOCUS ON COST SAVINGS, COMPLIANCE AND OPT
2. SSS WILL ADDRESS AND TO PROVIDE FOR ON-CALL LTA POSITIONS IN ORDER TO RETAIN A POOL OF AVAILABLE AND QUALIFIED SUBSTITUTES.
3. SSS WILL ADDRESS EFFICIENCY AND EFFECTIVENESS OF ROOM ASSIGNMENTS/RESERVATIONS AND THE MEANS TO IMPROVE THE SYSTEM.

PERFORMANCE INDICATORS:

1. EVALUATE AND ASSESS OF ID PROCESSING FOR EMPLOYEES, STUDENTS, FACULTY, STAFF, ADMINISTRATORS, AND CONTRACTORS AMEND TO PROVIDE EFFICIENCY OF ID PROCESSING. ASSESSMENT DATA BASED PROCESS.
2. EVALUATE AND ASSESS LTA ON-CALL SUBSTITUTES AVAILABILITY AND COVERAGE PROVIDE CONSTITUENTS (FACULTY, STAFF, ADMINISTRATORS) DATA BASED EVIDENCE TO EFFECTUATE SUSTAINABLE POOL OF ON-CALL SUBSTITUTES. ASSESSMENT DATA BASED PROCESS.
3. EVALUATE AND ASSESS STEP-BY-STEP PROCESS FOR THE ROOM UTILIZATION (EVENTS MANAGEMENT) AND THE OTHER STUDENT MODULES. ASSESSMENT DATA BASED PROCESS.

PROPOSED OUTCOMES:

1. UPON RECEIPT OF A STUDENT IDENTIFICATION CARD, 100% OF STUDENTS WILL BE ABLE TO PRESENT THEIR ID CARD UPON REQUEST.
2. STUDENTS UPON RECEIVING AN ON-CALL SUBSTITUTES, 50% OF THE STUDENTS WILL INDICATE SATISFACTION OF INSTRUCTOR COVERAGE.
3. UPON COMPLETION OF A ROOM UTILIZATION SURVEY, 60% OF STUDENTS WILL INDICATE THEIR SATISFACTION OF THE CLASSROOM

Guam Community College
FY 2018 Budget Request by Department
STUDENT SUPPORT SERVICES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
175	01	RADIO/CELLULAR FOR SECURITY AND SSS OFFICE PERSONNEL	12	140	\$1,680	RADIO/ CELLULAR PHONES FOR COMMUNICATION FOR CAMPUS SAFETY, EMERGENCY, AND SECURITY DURING REGULAR AND AFTER HOURS FOR SECURITY GUARDS AND SSS PERSONNEL. COST INCLUDE MONTHLY RECURRING COS
			12		\$1,680	1 line item(s)
SUPPLIES & MATERIALS						
181	01	OFFICE SUPPLIES FOR OPERATIONS	4	500	\$2,000	GENERAL OFFICE OPERATION SUPPLIES: (FOLDERS, PENS, PENCILS, NOTEPADS, FLASHLIGHTS, KEY LABELS KEY BOXES, KEY RINGS, STAPLES, AND COLOR PAPERS.
180	01	OFFICE SUPPLIES	4	500	\$2,000	PROVIDE INSTRUCTIONAL MATERIALS AND RESOURCES FOR FACULTY WORKROOM
179	01	UNITED STATES AND GUAM FLAGS	1	500	\$500	TO COVER FOR UNFORESEEABLE DAMAGE, WEAR AND TEAR ON THE FLAGS.
178	01	XEROX PAPER	6	500	\$3,000	XEROX PAPER FOR XEROX MACHINE FOR OFFICE OPERATION
177	01	ID PRINTER INK CARTRIDGES	1	2,000	\$2,000	ID PRINTER INK CARTRIDGES REPLENISHMENT TO PRINT STUDENTS, EMPLOYEES, AND CONTRACTORS.
176	01	IDENTIFICATION CARD FOR STUDENTS, EMPLOYEES, FACULTY, AND CONTRACTORS.	1	2,000	\$2,000	SUPPLIES (E.G ID RENEWAL SEMESTER STICKERS, ID POUCHES, ID PINS) NEEDED TO SUPPORT INCREASED POSTSECONDARY ENROLLMENT AND TO INCLUDE CROSS-ENROLLED SECONDARY STUDENTS, EMPLOYEES, AND CONTRACTORS IDENTIFICATION CARDS FOR SECURITY AND SAFETY.
			17		\$11,500	6 line item(s)
TOTAL BUDGET REQUESTED			29		\$13,180	7 line item(s)

Guam Community College
FY 2018 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/QUESTIONNAIRE INCLUDES SPECIFIC QUESTIONS RELATED TO HEALTH TO HEALTH CARE KNOWLEDGE, CARE, TREATMENT, AS WELL AS INJURY PREVENTION & INFECTION CONTROL.
2. THE HEALTH SERVICES CENTER SURVEY/QUESTIONNAIRE INCLUDES QUESTIONS ON STRESS MANAGEMENT, EMOTIONAL, & HOLISTIC HEALTH PROMOTION.
3. HEALTH SERVICES SURVEY/QUESTIONNAIRE INCLUDES SPECIFIC QUESTIONS RELATED TO HEALTH ENCOURAGEMENT ASSOCIATED WITH HEALTHIER LIFESTYLE BEHAVIOR MODIFICATION.

PROPOSED OUTCOMES:

1. UPON SUCCESSFUL COMPLETION OF RECEIVING INTAKE AT THE HEALTH SERVICES CENTER, STUDENTS WILL DEMONSTRATE UNDERSTANDING OF THEIR INJURY I.E. WOUND CARE (CUTS & SCRAPES) & INFECTION PREVENTION TO PREPARE STUDENTS TO BE EFFECTIVE ISSUE-LITERATE HEALTH CARE CO
2. UPON COMPLETION OF HEALTH TEACHINGS, STUDENTS WILL UNDERSTAND THE IMPORTANCE OF HOLISTIC HEALTH (SINCE BODY & MIND SHOULD WORK TOGETHER HARMONIOUSLY, PROMOTING MENTAL HEALTH & STUDENTS' HOLISTIC GROWTH & DEVELOPMENT) THAT WILL ENHANCE OVERALL EDUCATIONAL
3. UPON SUCCESSFUL COMPLETION OF RECEIVING INTAKE AT THE HEALTH SERVICES CENTER, STUDENTS WILL DEMONSTRATE APPRECIATION FOR THE COLLEGE HEALTH PROGRAMS AND OTHER LEARNING SUPPORT SERVICES THAT HELP STUDENTS ACHIEVE THEIR ACADEMIC, INTELLECTUAL, AND PERSONAL

Guam Community College
FY 2018 Budget Request by Department
HEALTH CENTER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
182	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)
SUPPLIES & MATERIALS						
183	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)
TOTAL BUDGET REQUESTED			3		\$13,100	2 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 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 2018 Budget Request by Department
CENTER FOR STUDENT INVOLVEMENT

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
184	01	OFFICE SUPPLIES, SOFTWARE	1	500	\$500	TO SUPPORT OFFICE FUNCTIONS
			1		\$500	1 line item(s)
EQUIPMENT						
185	01	BOOKS AND MANUALS	1	125	\$125	TO ENHANCE THE FUNCTIONS OF THE CSI OFFICE
			1		\$125	1 line item(s)
TOTAL BUDGET REQUESTED			2		\$625	2 line item(s)

Guam Community College
FY 2018 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. TO SUCCESSFULLY INSTILL STUDENT LEARNING OUTCOMES FOR EACH COURSE.
3. STRENGTHEN INDUSTRY PARTNERSHIPS.

PERFORMANCE INDICATORS:

1. NUMBER OF COURSE GUIDES FOR THE DEPARTMENT.
2. ASSESS ALL PROGRAMS AND COURSES WITHIN THE CYCLE TIMEFRAMES.
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. TO PROVIDE SUPPORT FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLO'S FOR EACH COURSE.
3. AT LEAST 70% OF THE PARTICIPANTS WILL INDICATE 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 2018 Budget Request by Department
OFFICE TECHNOLOGY

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
187	01	INSTRUCTIONAL MATERIALS & SUPPLIES	3	500	\$1,500	INSTRUCTIONAL
186	01	ANNUAL MEMBERSHIP DUES	1	500	\$500	INSTRUCTIONAL
			4		\$2,000	2 line item(s)
EQUIPMENT						
188	01	DESKTOP	1	2,100	\$2,100	FACULTY USE
			1		\$2,100	1 line item(s)
TOTAL BUDGET REQUESTED			5		\$4,100	3 line item(s)

Guam Community College
FY 2018 Budget Request by Department
ASSESSMENT & COUNSELING

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. POST SECONDARY STUDENT EDUCATIONAL PLAN
2. USE OF CAREER INTEREST ASSESSMENTS IN GUIDING CTE PROGRAM PLACEMENT
3. ADULT HIGH SCHOOL STUDENTS' KNOWLEDGE OF REQUIREMENTS FOR PROGRAM COMPLETION

PERFORMANCE INDICATORS:

1. AFTER MEETING WITH A COUNSELOR, POSTSECONDARY STUDENTS WILL BE ABLE TO IDENTIFY THEIR PROGRAM OF STUDY EDUCATIONAL REQUIREMENTS.
2. UPON COMPLETION OF A CAREER INTEREST ASSESSMENT AND PARTICIPATION IN CAREER PRESENTATION CONDUCTED BY A CTE COUNSELOR, PARTICIPANTS WILL BE ABLE TO ANALYZE THEIR CAREER ASSESSMENT RESULTS AND APPLY THE INFORMATION IN SELECTING A SECONDARY GCC CTE PROGRAM
3. UPON SUCCESSFUL COMPLETION OF PRE-ENROLLMENT COUNSELING SESSIONS, ADULT HIGH SCHOOL STUDENTS WILL GAIN KNOWLEDGE OF REQUIREMENTS FOR PROGRAM COMPLETION

PROPOSED OUTCOMES:

1. THIRTY PERCENT (30%) OF THE POSTSECONDARY STUDENTS WHO MEET WITH A COUNSELOR WILL COMPLETE THE FIRST YEAR OF THEIR EDUCATIONAL PLAN.
2. FROM THE GROUP OF PRESENTATION PARTICIPANTS, 70% WILL BE ABLE TO RECOGNIZE THE TOP THREE SCORES THAT MAKE UP THEIR HOLLAND CODE AND SELECT POTENTIAL GCC/CTE CAREER PROGRAMS OR PATHWAYS.
3. FIFTY (50%) OF ADULT HIGH SCHOOL STUDENTS WHO MEET WITH A COUNSELOR FOR PRE-ENROLLMENT COUNSELING WILL COMPLETE AN EDUCATIONAL PLAN FOR THEIR PROGRAM OF STUDY.

Guam Community College
FY 2018 Budget Request by Department
ASSESSMENT & COUNSELING

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
195	01	BUSINESS CARDS	4	45	\$180	REFLECT NEW LOGO TO DISTRIBUTE TO ALL STAKEHOLDERS
193	01	CHOICES LICENSE RENEWAL	1	900	\$900	SITE LICENSE
190	01	PLACEMENT TEST ADMINISTRATION	1	4,500	\$4,500	ADMINISTRATIVE UNITS FOR MATH & ENGLISH PLACEMENT TESTS
189	01	MEMBERSHIP DUES	4	140	\$560	KEEP CURRENCY OF PROFESSIONAL AREA EXPERTISE THROUGH RESPECTIVE ASSOCIATIONS
			10		\$6,140	4 line item(s)
SUPPLIES & MATERIALS						
191	01	SUPPLIES	4	500	\$2,000	OFFICE SUPPLIES TO SUPPORT COUNSELING OPERATIONS
			4		\$2,000	1 line item(s)
EQUIPMENT						
196	01	CORDLESS TELEPHONE	1	135	\$135	REPLACE INOPERABLE OFFICE PHONE
194	01	PORTABLE SPEAKERS	2	270	\$540	PRESENTATIONS IN REMOTE LOCATIONS
192	01	DESKTOP COMPUTER	1	1,250	\$1,250	UPGRADED COMPUTER NEEDED FOR COUNSELOR FUNCTION
			4		\$1,925	3 line item(s)
TOTAL BUDGET REQUESTED			18		\$10,065	8 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
VOCATIONAL GUIDANCE PROGRAM

GOALS AND OBJECTIVES:

1. POST SECONDARY STUDENT EDUCATIONAL PLAN
2. USE OF CAREER INTEREST ASSESSMENTS IN GUIDING CTE PROGRAM PLACEMENT
3. ADULT HIGH SCHOOL STUDENTS' KNOWLEDGE OF REQUIREMENTS FOR PROGRAM COMPLETION

PERFORMING INDICATORS:

1. AFTER MEETING WITH A COUNSELOR, POSTSECONDARY STUDENTS WILL BE ABLE TO IDENTIFY THEIR PROGRAM OF STUDY EDUCATIONAL REQUIREMENTS.
2. UPON COMPLETION OF A CAREER INTEREST ASSESSMENT AND PARTICIPATION IN CAREER PRESENTATION CONDUCTED BY A CTE COUNSELOR, PARTICIPANTS WILL BE ABLE TO ANALYZE THEIR CAREER ASSESSMENT RESULTS AND APPLY THE INFORMATION IN SELECTING A SECONDARY GCC CTE PROGRAM
3. UPON SUCCESSFUL COMPLETION OF PRE-ENROLLMENT COUNSELING SESSIONS, ADULT HIGH SCHOOL STUDENTS WILL GAIN KNOWLEDGE OF REQUIREMENTS FOR PROGRAM COMPLETION

PROPOSED OUTCOMES:

1. THIRTY PERCENT (30%) OF THE POSTSECONDARY STUDENTS WHO MEET WITH A COUNSELOR WILL COMPLETE THE FIRST YEAR OF THEIR EDUCATIONAL PLAN.
2. FROM THE GROUP OF PRESENTATION PARTICIPANTS, 70% WILL BE ABLE TO RECOGNIZE THE TOP THREE SCORES THAT MAKE UP THEIR HOLLAND CODE AND SELECT POTENTIAL GCC/CTE CAREER PROGRAMS OR PATHWAYS.
3. FIFTY (50%) OF ADULT HIGH SCHOOL STUDENTS WHO MEET WITH A COUNSELOR FOR PRE-ENROLLMENT COUNSELING WILL COMPLETE AN EDUCATIONAL PLAN FOR THEIR PROGRAM OF STUDY.

Guam Community College
FY 2018 Budget Request by Department
VOCATIONAL GUIDANCE PROGRAM

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
204	01	SIGNAGE, BANNERS, FOR RECRUITMENT	5	900	\$4,500	TO SUPPORT CTE ACTIVITIES AT H.S. SITES & OTHER VENUES
200	01	MEMBERSHIP DUES	5	150	\$750	CURRENCY IN PROFESSIONAL EXPERTISE THROUGH RESPECTIVE ASSOCIATIONS
199	01	WIFI SERVICE	5	500	\$2,500	SERVICE FOR REMOTE SITES
197	01	BUSINESS CARDS	5	45	\$225	NEW LOGO TO DISTRIBUTE TO ALL STAKEHOLDERS
			20		\$7,975	4 line item(s)
SUPPLIES & MATERIALS						
201	01	SUPPLIES	4	500	\$2,000	OFFICE SUPPLIES TO SUPPORT CTE ACTIVITIES
			4		\$2,000	1 line item(s)
EQUIPMENT						
205	01	PORTABLE CARRIER WWHEELS	5	85	\$425	TRANSPORT RESOURCES
203	01	DESKTOP COMPUTER	3	2,000	\$6,000	REPLACE IRREPARABLE DESKTOP, UPGRADE SHS, ADMIN. ASST. & TESTING
202	01	LAPTOP COMPUTERS	3	1,250	\$3,750	REPLACE IRREPARABLE LAPTOP AND FOR PORTABILITY & TESTING
198	01	PAPER SHREDDER	5	130	\$650	DISPOSE OF CONFIDENTIAL INFORMATION
			16		\$10,825	4 line item(s)
TOTAL BUDGET REQUESTED			40		\$20,800	9 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
OFFICE OF ACCOMMODATIVE SERVICES & TITLE IX

GOALS AND OBJECTIVES:

1. IMPROVED SERVICES AND FACULTY RESPONSIVENESS TO STUDENTS WITH DISABILITIES. OAS SCHEDULED TRAININGS WITH NON-PROFIT AND GOVERNMENT AGENCIES FOR FACULTY.
2. STUDENTS WILL RECEIVE SUPPORT SERVICES TO INCREASE OR MAINTAIN THEIR GPA. 60% OF THE TOTAL STUDENTS RECEIVING ACADEMIC ACCOMMODATIONS WILL MAINTAIN AND/OR IMPROVE THEIR GPA TO A 2.0 OR BETTER.
3. INCREASED SATISFACTION THROUGH BETTER ACCESS TO ASSISTIVE TECHNOLOGY, LEARNING SOFTWARE, AND AUXILIARY AIDS AND SERVICES, ADDRESSING LEARNING BARRIERS TO EDUCATIONAL MATERIALS.
4. MEET THE NEED OF INCREASED STUDENT REQUESTS FOR ACCOMMODATIVE SERVICES.

PERFORMANCE INDICATORS:

1. TRAINED FACULTY, WILL INDICATE A BETTER UNDERSTANDING OF A STUDENT'S DISABILITY AND THEIR NEEDS. ANOTHER INDICATOR WILL BE ANY CERTIFICATES THEY MAY RECEIVE FROM TRAINING SESSIONS.
2. OAS WILL MONITOR STUDENT PROGRESS BY OBTAINING PROGRESS REPORTS FROM INSTRUCTORS, TO ADDRESS DEFICIENCIES AND TO IMPROVE STUDENT LEARNING OUTCOMES.
3. SEMESTER END SURVEYS WILL REPORT IMPROVED SATISFACTION.
4. STUDENTS, FACULTY, AND ADMINISTRATORS WITH DISABILITIES WILL INDICATE HAVING RECEIVED THE SERVICES THEY NEED BASED ON THEIR DISABILITY.

PROPOSED OUTCOMES:

1. FACULTY WILL BE ABLE TO RESPOND BETTER TO THE NEEDS OF STUDENTS.
2. 60% OF THE STUDENTS RECEIVING ACCOMMODATIONS WILL RECEIVE A GPA OF 2.0 OR BETTER BY THE END OF EACH SEMESTER.
3. 60% OF STUDENTS REGISTERED WITH OAS WILL HAVE REPORT BEING VERY SATISFIED IN SURVEYS WITH THE SERVICES PROVIDED BY OAS.
4. STUDENTS AND FACULTY WITH DISABILITIES WILL REPORT BEING ABLE TO PARTICIPATE IN THE CLASSROOM AND AT COLLEGE EVENTS DUE TO THE SERVICES OF PROVIDED THE OFFICE OF ACCOMMODATIVE SERVICES.

Guam Community College
FY 2018 Budget Request by Department
OFFICE OF ACCOMMODATIVE SERVICES & TITLE IX

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
211	01	SERVICE PROVIDERS FOR STUDENTS WITH DISABILITIES - GROWTH	16	500	\$8,000	DUE TO INCREASE IN SERVICES IN THE CLASSROOM AND COLLEGE EVENTS
207	01	RENEW LICENSES FOR COMPUTER PROGRAMS	4	500	\$2,000	COMPUTER PROGRAMS FOR STUDENTS WITH DISABILITIES IN SUPPORT OF THEIR ACADEMIC SUCCESS
206	01	SERVICE PROVIDERS FOR STUDENTS WITH DISABILITIES	52	500	\$26,000	CONTRACTS FOR INTERPRETERS FOR THE DEAF/HARD OF HEARING AND FOR NOTE-TAKERS FOR OTHER STUDENTS WITH DISABILITIES.
			72		\$36,000	3 line item(s)
SUPPLIES & MATERIALS						
208	01	SUPPLIES	2	500	\$1,000	TO SUPPORT THE OPERATIONS OF THE OFFICE OF ACCOMMODATIVE SERVICES
			2		\$1,000	1 line item(s)
EQUIPMENT						
210	01	FOUR DRAWER FILING CABINET	2	500	\$1,000	TO SECURE STUDENT RECORDS & A.T. EQUIPMENT FOR STUDENTS WITH DISABILITIES.
209	01	AUXILIARY AIDS	2	500	\$1,000	ASSISTIVE DEVICES FOR STUDENTS WITH DISABILITIES IN SUPPORT OF THEIR ACADEMIC SUCCESS
			4		\$2,000	2 line item(s)
TOTAL BUDGET REQUESTED			78		\$39,000	6 line item(s)

Guam Community College
***FY 2018* Budget Request by Department**
COMPUTER SCIENCE

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. TO SUCCESSFULLY INSTILL STUDENT LEARNING OUTCOMES FOR EACH COURSE.
2. TO INCREASE STUDENT COMPLETION IN THE COMPUTER SCIENCE PROGRAM.
3. TO MEET THE NEEDS OF THE COMMUNITY.

PERFORMANCE INDICATORS

1. ASSESS ALL PROGRAMS AND COURSES WITHIN THE CYCLE TIMEFRAMES.
2. NUMBER OF STUDENTS GRADUATING WITH COMPUTER SCIENCE ASSOCIATE DEGREES.
3. COMPUTER SCIENCE ADVISORY COMMITTEE MEETING MINUTES.

PROPOSED OUTCOMES:

1. TO PROVIDE SUPPORT FOR THE INSTRUCTIONAL NEEDS OF FACULTY BOTH IN THE CLASSROOM AND COMPUTER LABS IN ORDER TO SUCCESSFULLY ACCOMPLISH THE SLO'S FOR EACH COURSE.
2. INCREASED NUMBER OF STUDENTS GRADUATING FROM THE COMPUTER SCIENCE PROGRAM ANNUALLY.
3. ADDRESS THE NEEDS/CONCERNS IDENTIFIED IN THE ADVISORY COMMITTEE MEETING MINUTES.

Guam Community College
FY 2018 Budget Request by Department
COMPUTER SCIENCE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
212	01	ANNUAL MEMBERSHIP DUES	1	500	\$500	MEMBERSHIP RENEWAL
			1		\$500	1 line item(s)
SUPPLIES & MATERIALS						
215	01	MATERIALS AND SUPPLIES	2	500	\$1,000	
			2		\$1,000	1 line item(s)
EQUIPMENT						
214	01	LAPTOP	1	1,600	\$1,600	FACULTY USE/(UPGRADE)
213	01	LAPTOP COMPUTER	2	2,100	\$4,200	FACULTY USE/(UPGRADE)
			3		\$5,800	2 line item(s)
TOTAL BUDGET REQUESTED			6		\$7,300	4 line item(s)

Guam Community College
FY 2018 Budget Request by Department
ENGLISH

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. IMPROVE THE QUALITY OF CLASSROOM INSTRUCTION BY USING TECHNOLOGY AND PROVIDING OPPORTUNITIES FOR STUDENT WORK TO BE DISPLAYED.
2. CONTINUE EFFORTS OF ARTICULATION WITH THE UNIVERSITY OF GUAM.
3. REVIEW THE EFFECTIVENESS OF SLOS FOR EN110, EN111, EN125, EN194, EN210, AND TH101 COURSES.

PERFORMING INDICATORS:

1. FACULTY WILL UTILIZE MULTIMEDIA OPTIONS IN CLASSROOM INSTRUCTION TO PROMOTE AND RECOGNIZE VARIED LEARNING STYLES AND ENHANCE STUDENT LEARNING. HIGHLIGHT AND/OR SHOWCASE STUDENT WORK AT ON AIR (ON ART IN RESEARCH) AND OTHER VENUES.
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 LIBERAL STUDIES PROGRAM (FORMERLY KNOWN AS THE INTERDISCIPLINARY ARTS & SCIENCES PROGRAM)
3. ASSESSMENT DATA INPUTTED INTO TRACDAT FOR EN110, EN111, EN125, EN194, EN210, AND TH101 SLOS.

PROPOSED OUTCOMES:

1. ONE HUNDRED PERCENT (100%) OF FACULTY WILL UTILIZE MULTIMEDIA EQUIPMENT AS EVIDENCED IN INSTRUCTION. STUDENT WORK WILL BE DISPLAYED.
2. ONE HUNDRED PERCENT (100%) OF COURSE GUIDES WILL BE UP-TO-DATE AND NINETY (90%) WILL ARTICULATE TO THE UNIVERSITY OF GUAM.
3. ONE HUNDRED PERCENT (100%) OF COURSE SLOS WILL BE REVIEWED, ANALYZED AND MODIFIED IF NECESSARY BASED ON FACULTY EXPERTISE; EVIDENCE COLLECTED AND ENTERED INTO TRACDAT.

Guam Community College
FY 2018 Budget Request by Department
ENGLISH

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
216	01	SUPPLIES AND MATERIALS	2	500	\$1,000	TO PURCHASE INSTRUCTOR AND CLASSROOM SUPPLIES/MATERIALS, SUCH AS MARKERS, XEROX (COPIER) PAPER, ERASERS, DRY-ERASE CLEANERS, STAPLES/STAPLERS, SCISSORS, CLOROX WIPES, HAND SANITIZERS, PAPER TOWELS, BATTERIES, SCOTCH TAPES, FOLDERS, LABELS, PENS, PENCILS,
			2		\$1,000	1 line item(s)
EQUIPMENT						
219	01	EQUIPMENT/NON-CAPITAL	2	1,250	\$2,500	TO PURCHASE IPADS AND/OR LAPTOPS FOR INSTRUCTIONAL PURPOSES IN CLASSROOMS NOW EQUIPPED WITH MULTIMEDIA PROJECTORS FOR EFFECTIVE AND INTERACTIVE PRESENTATIONS TO STUDENTS
218	01	EQUIPMENT/NON-CAPITAL	1	600	\$600	TO PURCHASE SUPPLEMENTAL INSTRUCTIONAL MATERIALS, ADAPTERS (VGA TO HDMI, MINI HDMI, VGA TO LIGHTENING CORD OR 18-PIN AND FANS,
217	01	EQUIPMENT/NON-CAPITAL	3	300	\$900	TO PURCHASE SPEAKERS TO SUPPLEMENT MULTI-MEDIA/LAPTOP INSTRUCTION BY FACULTY AND PRESENTATIO
			6		\$4,000	3 line item(s)
TOTAL BUDGET REQUESTED			8		\$5,000	4 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
LEARNING RESOURCE CENTER

GOALS AND OBJECTIVES:

1. PROVIDE PRINT, DIGITAL AND TECHNOLOGICAL RESOURCES TO SUPPORT STUDENT LEARNING AND FACULTY INSTRUCTION. .
2. PROVIDE RESOURCES TO SUPPORT THE CURRICULAR NEEDS OF FACULTY AND STUDENTS.
3. PROVIDE INFORMATION LITERACY INSTRUCTION TO ENSURE STUDENTS BECOME EFFECTIVE LIBRARY USERS, INFORMATION CONSUMERS AND LIFELONG LEARNERS.
4. DEMAND FOR ADDITIONAL ELECTRONIC RESOURCES INCLUDING E-BOOKS, E-BOOK READERS AND COMPUTER TABLETS TO FACILITATE THE USE OF ENHANCED ELECTRONIC SERVICES.

PERFORMANCE INDICATORS:

1. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT PRINT, DIGITAL AND TECHNOLOGICAL RESOURCES.
2. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES SUFFICIENT RESOURCES TO SUPPORT THE CURRICULUM.
3. 80% OF STUDENTS WILL REPORT SUCCESS IN DEMONSTRATING THE NECESSARY INFORMATION LITERACY SKILLS.
4. 80% OF STUDENTS WILL AGREE THAT THE LIBRARY PROVIDES E-BOOKS, E-READERS, AND COMPUTER TABLETS FOR STUDENTS TO MEET THEIR ACADEMIC NEEDS.

PROPOSED OUTCOMES:

1. GCC LIBRARY WILL HAVE LEARNING RESOURCES TO MEET STUDENT NEEDS.
2. STUDENTS WILL BECOME COMPETENT USERS OF LIBRARY RESOURCES.
3. STUDENTS WILL DEMONSTRATE EFFECTIVE INFORMATION LITERACY SKILLS.
4. LRC WILL HAVE SUFFICIENT ELECTRONIC RESOURCES.

Guam Community College
FY 2018 Budget Request by Department
LEARNING RESOURCE CENTER

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
231	01	LIBRARY DETECTION SYSTEM MAINTENANCE	1	5,200	\$5,200	SECURITY FOR LIBRARY ITEMS
230	01	EBSCO ACADEMIC E-BOOKS SUBSCRIPTION	1	3,500	\$3,500	RESOURCES FOR STUDENT LEARNING
229	01	EBSCO NURSING E-BOOKS SUBSCRIPTION	1	2,000	\$2,000	RESOURCES FOR STUDENT LEARNING
228	01	EBSCO COMMUNITY COLLEGE E-BOOKS SUBSCRIPTION	1	3,200	\$3,200	RESOURCES FOR STUDENT LEARNING
227	01	EBSCO FULL TEXT PERIODICAL DATABASE	1	5,500	\$5,500	RESOURCES FOR STUDENT LEARNING
226	01	PRINT PERIODICAL SUBSCRIPTION	1	3,500	\$3,500	RESOURCES FOR STUDENT LEARNING
225	01	LOCAL SUBSCRIPTIONS	1	1,200	\$1,200	GUAM AND MICRONESIAN PERIODICALS TO SUPPORT STUDENT LEARNING
			7		\$24,100	7 line item(s)
SUPPLIES & MATERIALS						
232	01	COPIER PAPER, OFFICE AND LIBRARY SUPPLIES	5	500	\$2,500	TO SUPPORT LIBRARY SERVICES FOR STUDENTS
			5		\$2,500	1 line item(s)
EQUIPMENT						
235	01	I-PAD TABLETS - GROWTH	25	560	\$14,000	STUDENT USE
234	01	PERIPHERALS	1	3,500	\$3,500	RESOURCES TO PROVIDE SERVICES TO STUDENTS
233	01	BOOKS, DVDS	1	10,979	\$10,979	RESOURCES FOR STUDENT LEARNING
			27		\$28,479	3 line item(s)
TOTAL BUDGET REQUESTED			39		\$55,079	11 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
CCR - DEVELOPMENTAL EDUCATION ENGLISH/MATH

GOALS AND OBJECTIVES:

1. IMPROVE THE QUALITY OF INSTRUCTION BY IMPLEMENTING BEST PRACTICES SPECIFIC FOR DEVELOPMENTAL EDUCATION
2. IDENTIFY ACADEMIC RESOURCES/SUPPORT SERVICE FOR DEVELOPMENTAL EDUCATION
3. REVISE STUDENT LEARNING OUTCOMES
4. REDESIGN DEVELOPMENTAL ENGLISH CURRICULUM TO REFLECT BEST PRACTICES

PERFORMANCE INDICATORS

1. FACULTY WILL CONDUCT RESEARCH TO COMPILE A LIST OF BEST PRACTICES FOR DEVELOPMENTAL EDUCATION
2. FACULTY WILL EXAMINE SEVERAL SUCCESSFUL DEVELOPMENTAL EDUCATION PROGRAMS
3. PILOT INNOVATIVE PRACTICES FOR DEVELOPMENTAL ENGLISH
4. REVISION OF DEVELOPMENTAL ENGLISH SLOS

PROPOSED OUTCOMES:

1. STUDENT LEARNING OUTCOMES WILL BE REVISED TO REFLECT BEST PRACTICES
2. ACADEMIC RESOURCES/SUPPORT SERVICES FOR DEVELOPMENTAL EDUCATION WILL BE IDENTIFIED
3. FACULTY WILL SELECT BEST PRACTICES FOR IMPLEMENTATION IN THE CLASSROOMS/PROGRAM
4. SUBMIT A PROPOSAL FOR THE DEVELOPMENTAL EDUCATION

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department
CCR - DEVELOPMENTAL EDUCATION ENGLISH/MATH

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
SUPPLIES & MATERIALS						
238	01	INSTRUCTIONAL SUPPLIES - GROWTH	4	500	\$2,000	CLASSROOM SUPPLIES AND MATERIALS
237	01	INSTRUCTIONAL SUPPLIES	4	500	\$2,000	TO PURCHASE INSTRUCTOR AND CLASSROOM SUPPLIES/MATERIALS
			8		\$4,000	2 line item(s)
EQUIPMENT						
239	01	EQUIPMENT - GROWTH	1	3,000	\$3,000	CLASSROOM EQUIPMENT
236	01	AUDIO-BOOKS/CLASS SET OF NOVELS	1	3,000	\$3,000	TO PURCHASE FOR AUDIOBOOKS AND ACCOMPANYING NOVELS FOR LARGE GROUP INSTRUCTION
			2		\$6,000	2 line item(s)
TOTAL BUDGET REQUESTED			10		\$10,000	4 line item(s)

GUAM COMMUNITY COLLEGE
FY2018 Budget Request by Object (Departmental Level)

[GCC-DEPT]

Includes: Priority 1 & 2
ALL Departments

SPECIAL FUND

OBJECT CODE / CATEGORY		DEPARTMENT		AMOUNT REQUESTED
290	Miscellaneous Expense	3010	BUSINESS OFFICE	278,924
TOTAL MISCELLANEOUS EXPENSE				\$278,924
TOTAL GENERAL FUND				\$278,924

Guam Community College
FY 2018 Budget Request by Department SF
BUSINESS OFFICE

[GCC-DEPT3]

GOALS AND OBJECTIVES:

1. THE BUSINESS OFFICE WILL OBTAIN FINANCIAL SUPPORT FOR BUILDING 100 AND FORENSIC LAB CONSTRUCTIONS VIA USDA LOAN.

PERFORMANCE INDICATORS:

1. 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. 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.

Guam Community College
FY 2018 Budget Request by Department SF
BUSINESS OFFICE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
MISCELLANEOUS EXPENSE						
1	01	LOAN REPAYMENT	1	278,924	\$278,924	PER PL 32-120 USDA LOAN REPAYMENT REAL PROPERTY VALUATION
			1		\$278,924	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$278,924	1 line item(s)

GUAM COMMUNITY COLLEGE
FY2018 Budget Request by Object (Departmental Level)

[GCC-DEP]

Includes: Priority 1 & 2
 ALL Departments

MANPOWER DEVELOPMENT FUND - 04

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
110 Regular Salaries/Increments	6110 AUTOMOTIVE	62,855
	6910 APPRENTICESHIP	126,731
	6950 CONSTRUCTION TRADES	54,589
	7810 ELECTRONICS	55,780
	TOTAL REGULAR SALARIES/INCREMENTS	\$299,955
120 Benefits-Full Time	6110 AUTOMOTIVE	19,005
	6910 APPRENTICESHIP	41,959
	6950 CONSTRUCTION TRADES	16,596
	7810 ELECTRONICS	16,943
	TOTAL BENEFITS-FULL TIME	\$94,503
230 Contractual Services	6910 APPRENTICESHIP	4,100
	6950 CONSTRUCTION TRADES	2,000
	TOTAL CONTRACTUAL SERVICES	\$6,100
240 Supplies & Materials	6910 APPRENTICESHIP	18,500
	TOTAL SUPPLIES & MATERIALS	\$18,500
250 Equipment	6110 AUTOMOTIVE	35,100
	6910 APPRENTICESHIP	4,000
	TOTAL EQUIPMENT	\$39,100
290 Miscellaneous Expense	6910 APPRENTICESHIP	1,011,416
	TOTAL MISCELLANEOUS EXPENSE	\$1,011,416
TOTAL MANPOWER DEVELOPMENT FUND		\$1,469,574

Guam Community College
FY 2018 Budget Request by Department (MDF)
AUTOMOTIVE

[GCC-DEPT3]

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. FEEDBACK FROM ADVISORY COMMITTEE
3. NUMBER OF STUDENTS FROM SECONDARY PROGRAM ENROLLING IN POST-SECONDARY PROGRAM

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 2018 Budget Request by Department (MDF)
AUTOMOTIVE

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
EQUIPMENT						
30	04	ALIGNMENT SERVICE TOOLS	10	200	\$2,000	TO SUPPORT AUTO SHOP
29	04	TOOL ROOM FIRE CABINET	5	200	\$1,000	TO SUPPORT AUTO SHOP
28	04	EXHAUST AND COOLING FANS FOR SHOP	3	2,500	\$7,500	TO SUPPORT AUTO SHOP
27	04	VEHICLE LIFT 4-POST	1	5,000	\$5,000	TO SUPPORT AUTO SHOP
26	04	AUTO BODY SERVICE TOOLS	1	1,650	\$1,650	TO SUPPORT AUTO SHOP
25	04	REPLACEMENT OF BROKEN TOOLS	1	500	\$500	TO SUPPORT AUTO SHOP
24	04	STEERING AND SUSPENSION SERVICE TOOLS	2	450	\$900	TO SUPPORT AUTO SHOP
23	04	HVAC SERVICE TOOLS	6	100	\$600	TO SUPPORT AUTO SHOP
22	04	TRANSMISSION SERVICE TOOLS	4	150	\$600	TO SUPPORT AUTO SHOP
21	04	ENGINE SERVICE TOOLS	1	500	\$500	TO SUPPORT AUTO SHOP
20	04	TRANSMISSION SERVICE TOOLS	1	800	\$800	TO SUPPORT AUTO SHOP
19	04	GAS WELDING OUTFIT REPLACEMENT PARTS	1	300	\$300	TO SUPPORT AUTO SHOP
18	04	MIG WELDER REPLACEMENT PARTS	1	1,250	\$1,250	TO SUPPORT AUTO SHOP
17	04	VEHICLE COMPUTER ALIGNER	1	12,500	\$12,500	TO SUPPORT AUTO SHOP
			38		\$35,100	14 line item(s)
TOTAL BUDGET REQUESTED			38		\$35,100	14 line item(s)

Guam Community College
FY 2018 Budget Request by Department (MDF)
APPRENTICESHIP

[GCC-DEPT3]

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 2018 Budget Request by Department (MDF)
APPRENTICESHIP

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
9	04	CONTRACTUAL SERVICES	1	3,000	\$3,000	SUPPORT CURRICULUM FOR PROGRAMS
1	04	GCC PLACEMENT TEST	50	22	\$1,100	PLACEMENT REQUIREMENT FOR ADVISEMENT
			51		\$4,100	2 line item(s)
SUPPLIES & MATERIALS						
11	04	OFFICIAL VEHICLE	1	500	\$500	MAINTENANCE (OIL CHANGE, SAFETY INSPECTION, ETC.)
8	04	AUTOMOTIVE SERVICE TECHNOLOGY SUPPLIES	4	500	\$2,000	SUPPORT AUTO COLLISION REPAIR, AUTOMOTIVE, AUTO BODY PROGRAMS (CLASS USE)
7	04	CONSTRUCTION TRADES SUPPLIES	4	500	\$2,000	SUPPORT CONSTRUCTION, ELECTRICAL, ARCHITECTURAL ENGINEERING, WELDING PROGRAMS (CLASS USE)
6	04	ELECTRONICS SUPPLIES	4	500	\$2,000	SUPPORT ELECTRONICS PROGRAMS (CLASS USE)
5	04	MATHEMATICS SUPPLIES	4	500	\$2,000	SUPPORT MATHEMATICS PROGRAM (CLASS USE)
4	04	OFFICE TECHNOLOGY SUPPLIES	4	500	\$2,000	SUPPORT OFFICE TECHNOLOGY PROGRAMS (CLASS USE)
3	04	TOURISM SUPPLIES	4	500	\$2,000	SUPPORT TOURISM, CULINARY ARTS PROGRAM (CLASS USE)
2	04	APPRENTICE GRADUATION PROMOTION	100	60	\$6,000	GOWNS, T-SHIRTS, TASSEL AND SASHES
			125		\$18,500	8 line item(s)
EQUIPMENT						
12	04	AUTOMOTIVE SERVICE TECHNOLOGY EQUIPMENT	1	2,000	\$2,000	SUPPORT AUTO COLLISION REPAIR, AUTOMOTIVE, AUTO BODY PROGRAMS (CLASSROOM USE)
10	04	CONSTRUCTION TRADES EQUIPMENT	1	2,000	\$2,000	SUPPORT CONSTRUCTION, ELECTRICAL, ARCHITECTURAL ENGINEERING, WELDING PROGRAMS (CLASS USE)
			2		\$4,000	2 line item(s)
MISCELLANEOUS EXPENSE						
13	04	MISCELLANEOUS	2	505,708	1,011,416	TUITION, BOOKS, FEES
			2		\$1,011,416	1 line item(s)
TOTAL BUDGET REQUESTED			180		\$1,038,016	13 line item(s)

[GCC-DEPT3]

Guam Community College
FY 2018 Budget Request by Department (MDF)
CONSTRUCTION TRADES

GOALS AND OBJECTIVES:

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

PERFORMANCE INDICATORS:

1. INCREASE IN ENROLLMENT FOR ALL CERTIFICATE AND DEGREE PROGRAMS UNDER CONSTRUCTION TRADES.
2. ASSESSMENT RESULTS REPORTED IN TRACDAT.
3. NUMBER OF PROGRAMS AND CERTIFICATES WITH NATIONAL ARTICULATION.

PROPOSED OUTCOMES:

1. INCREASED ENROLLMENT IN CONSTRUCTION TRADES, ENGINEERING OR SURVEYING COURSES AND PROGRAMS.
2. INCREASE IN INSTRUCTIONAL CADRE.
3. ASSESSMENT OBJECTIVES ARE MET AND ADDITIONAL COURSES OFFERED TO MEET THE NEEDS OF STUDENTS.

Guam Community College
FY 2018 Budget Request by Department (MDF)
CONSTRUCTION TRADES

[GCC-DEPT3]

REQ#	FUND	DESCRIPTION	QTY	UNIT	COST	JUSTIFICATION
CONTRACTUAL SERVICES						
14	04	PROMOTIONAL ITEMS	1	2,000	\$2,000	SUPPORT APPRENTICESHIP COURSES UNDER CONSTRUCTION TRADES PROGRAM
			1		\$2,000	1 line item(s)
TOTAL BUDGET REQUESTED			1		\$2,000	1 line item(s)

Guam Community College
2018 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	PRIOR YEARS		
	ACTUAL as of 09/30/16	2017 BUDGET REQUEST	FY 2018 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Industry Certification)	55,862	54,972	72,715
Health Certificate	79,025	66,000	72,000
Industry Certification	1,692	151,446	153,200
* Other Projects	729,003	493,835	0
* Gov't Guam/Private Industries Training Requests	289,819	85,919	414,500
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	20,098	20,000	25,000
TAM workshop (Alcohol Beverage Control)		132,000	99,000
Tour Guide Certification			13,500
WorkKeys Assessment/NCRC		209,995	311,654
Public Health		400,000	611,000
Total Continuing Education	1,175,499	1,614,167	1,772,569
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute	0	35,750	178,635
Criminal Justice Academy	12,480	90,210	391,020
Sustainability			10,000
* Other Projects			
Total Trades & Professional Services	12,480	125,960	579,655
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	20,650	57,000	38,000
Principles of Voice & Data	0	51,000	34,000
Other Projects			
Total Technology & Student Services	20,650	108,000	72,000
TOTAL REVENUE	1,208,629	1,848,127	2,424,224

PROJECTED EXPENDITURES	PRIOR YEARS		
	ACTUAL as of 09/30/16	2017 BUDGET REQUEST	FY 2018 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	23,364	54,972	72,715
Health Certificate	55,686	66,027	72,000
Industry Certification	740	151,446	153,200
* Other Projects	111,857	493,835	0
* Gov't Guam/Private Industries Training Requests	170,447	85,919	414,500
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	7,066	20,000	25,000
TAM Workshops (Alcohol Beverage Control)		132,000	99,000
Tour Guide Certification			13,500
WorkKeys Assessment/NCRC		209,995	311,654
Public Health		400,000	611,000
Total Continuing Education	369,161	1,614,194	1,772,569
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute	0	27,849	178,635
Criminal Justice Academy	30,808	69,245	391,020
Sustainability		13,300	10,000
* Other Projects			
Total Trades & Professional Services	30,808	110,394	579,655
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	10,023	74,899	37,680
Principles of Voice & Data	12,162	31,299	32,600
Other Special Projects			
Total Technology & Student Services	22,185	106,198	70,280
TOTAL EXPENDITURES	422,153	1,830,786	2,422,504
NET PROFIT/(LOSS)	786,476	17,341	1,720

Notes:

* Other Projects budget is projected for projects not anticipated.

Guam Community College
2018 BUDGET REQUEST - NAF

		PRIOR YEAR	
		2017 Budget Request	FY 2018 PROJECTION
PROJECTED REVENUES			
Educational and General Operations Revenue			
3	Tuition Net of Capital Improvement	2,684,740	2,719,200
6	Capital Improvement Fees (Resolution 4-99)	683,000	691,000
4	Technology Fee for Upgrades (Resolution 11-2000)	179,990	176,470
4	Technology Fee for Current Operations (Resolution 11-2000)	179,990	176,470
	Student Activity Fee	73,970	72,520
	Perm. Faculty Positions (Resolution 5-2006)	1,820,160	1,843,524
	Perm. Staff/Admin Positions (Resolution 5-2006)	728,064	737,410
	Other Fees Net of Tech and Stud Act Fees	291,000	285,000
	Lab Fees	236,000	227,000
	Total General Operations Subsidy	6,876,914	6,928,594
Auxiliaries Revenue			
	Bookstore Sales	1,206,250	1,100,000
	Food Services	31,200	33,750
	Total Auxiliaries	1,237,450	1,133,750
Other Sources Revenue			
	Administrative Recoveries	120,000	135,000
	Interest/Miscellaneous Income	45,000	45,000
	Total Other Sources	165,000	180,000
TOTAL PROJECTED REVENUE		8,279,364	8,242,344
		2017 Budget Request	FY 2018 PROJECTION
PROJECTED EXPENDITURES			
Educational and General Expenditures			
	GovGuam Supplement - Other	1,400,000	1,338,000
	GovGuam Supplement - Adjunct/Substitutes	1,295,000	1,295,000
	GovGuam Supplement - PT Salaries		
2	Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	2,548,224	2,580,934
4	Technology Fee for Current Operations	180,000	176,000
4	Technology Fee for Upgrades (Resolution 11-2000)	180,000	176,000
	Total E & G Expenditures	5,603,224	5,565,934
Other Educational and General Expenditures			
	Promotion and Development	200,000	200,000
	Professional Development - Faculty	75,000	75,000
	Professional Development - Staff	50,000	50,000
5	Student Activity Fee - Dean Accts.	14,794	14,504
	Pacific Island Student Transition	6,475	6,475
	Graduation	12,000	12,000
	Bank Fee Expenditures	63,000	63,000
	Board of Trustees Travel	25,000	25,000
	Faculty Senate	5,000	5,000
	WP Secretary II (Salaries & Benefits)	39,582	41,049
	USDA Loan Repayment	270,096	269,372
	Cosmetology	14,454	-
	Education / ASL	23,928	23,214
	Computer Science	16,228	12,494
	Electronics	12,714	13,082
	Office Technology	16,929	15,939
	Automotive	14,467	14,157
	Allied Health	25,889	26,111
	Visual Communications	13,985	17,371
	English - Theater	2,106	1,040
	CCR English	14,323	12,136
	Criminal Justice	14,310	25,785
	Science	19,224	-
	Culinary	30,600	33,300
	Staff Senate		1,500
	Spring 2018 Accreditation Visit		75,000
	Total Other E & G Expenditures	980,084	1,032,529
	Total E & G Expenditures	6,583,308	6,598,463
Auxiliaries Expenditures			
	Bookstore	959,044	900,000
	Total Auxiliaries	959,044	900,000
TOTAL CURRENT EXPENDITURES		7,542,352	7,498,463
TRANSFER			
	Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475
	Transfer from Foundation - Other		
	Transfer to Foundation		
	Transfer to Capital Improvement Fees	683,000	691,000
	Transfer to Student Activity Fees	59,176	58,016
	Total Transfer	735,701	742,541
TOTAL EXPENDITURES AND TRANSFERS		8,278,053	8,241,004
INCREASE (USE) OF RESERVE		1,311	1,340

- Notes: 1) The FY2017 Original Budget Amount reflects the Initial budget approved
2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively
3) Tuition & Fees projection is based on: SP17 estimated, SU16, & FA16 enrollment figures. No increase budgeted.
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 Technology Fee for Upgrades is based on the projected Technology Fee for Upgrades of \$180,000.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 10, 2017, 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 3, 2017

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

VII. NEW BUSINESS

1. Additional FY2017 Capital Improvement Project
2. BOT/Faculty Agreement

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 3, 2017**

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on February 3, 2017, was called to order at 12:05 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Ms. Gina Ramos, Secretary; Mr. Eloy P. Hara, Treasurer; Mr. Adrian Davis, Student Trustee; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Mr. Richard P. Sablan, Vice Chairperson (schedule conflict); Ms. Deborah C. Belanger (schedule conflict); Mr. Kenneth Bautista, Support Staff Advisory Member (schedule conflict); Mr. John Benito (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; Attorney Rebecca Wrightson, Legal Counsel; Ms. Haidee Eugenio from Pacific Daily News.

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 21, 2016

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 21, 2016, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS– None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2016: As of Feb. 3, 2017, the College has received 80% of its FY2016 allotment. Since January 2017, the College has not received any funding for the prior year. The College continues to be in constant communication with DOA as to receiving the balance of approximately \$3.7 million.

FY2017: As of January 1, 2017, the College has received \$1.2 million for its FY2017 funding and

still receiving weekly releases from DOA for College operations from the General Fund.

None received for MDF. The President will issue a memo regarding the status of MDF indicating no release of funds other than support for the Apprentices in the program.

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

- Anticipate bids to be issued in March 2017 for a campus wide painting project to be done during the summer to include colors from the new logo.
- Bids will also be issued for structural cracks. Will continue to seek advice from TRMA for some of the scope of work.
- The College received its solar compactor to compress trash using less volume in the trash bins and anticipate less trash pickups.
- The College is reviewing a request for timeline extensions for the Building 100 project due to permits issuance.

Other activities:

- Representatives from the Dong Seoul University from Korea have been on campus for the past several weeks including a visit from its College President yesterday. Students were engaged in an ESL program, plus sharing our culture and language. This is a result of a January 2017 visit to Korea by Dr. Somera and representative of the National Science Foundation in anticipation of further research programs and GCC articulation agreements.
- The College is preparing for the graduation ceremony on May 12, 2017 at 4:00 p.m. at the UOG Calvo Field House and anticipate a large turnout.
- The President met with Senator Joe San Agustin, Chairman of the Committee on Education and was given a status of the College including its financial status and said he will assist with this. He was also invited to the logo launch.

2. Monthly Activities Report.

Student Trustee: Trustee Adrian Davis reported the following:

- Feb. 10, 2017, Training Room 5108: The Student Organization Officer & Advisor Training will be held at 8:30am; 12pm will be the first COPSA General Membership meeting for this semester; and 3pm is the Student Organization Health Certificate Workshop.
- Feb. 16, 2017: Preparing and assisting for the GCC new logo launch. First 200 students participating will receive a t-shirt with the new logo, plus 5 "COPSA dollars." Student organizations will also set up fundraising booths and invited all members to attend.

The President also reported that Board members will be given t-shirts with the new logo.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:

- Spring semester has started.
- Faculty asked for the Jan. 10, 2017 ratification meeting to be postponed for more time to review the BOT/Faculty Agreement. Request for extension by faculty is due today, Feb.3, 2017. Another agreement training for faculty is scheduled for Feb. 10, 2017 and Feb. 17, 2017.

Mr. Tupaz mentioned faculty members expressed they did not have time to review the agreement

and said part of it was due to a lot of members not attending the first training. An announcement was made and Mr. Tupaz mentioned there is no reason for faculty to say they did not have the opportunity to review. Mr. Tupaz further mentioned they anticipate ratification on Feb. 24, 2017 and will present this to the Board on March 3, 2017.

Support Staff Advisory Member: None reported at this time.

3. Board of Trustees Community Outreach Report.

- Trustees Arriola recently attended the Guam International Airport Authority golf tournament.
- Trustees Arriola and Hara attended the BOT policy review on January 27, 2017.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Building 100 and Forensic Lab Extension Loan.

-Bldg. 100. This building is currently under construction. There is request for an extension of the timelines due to the delay with the issuance of permits.

-Forensic Lab. This was put out for bid. A non-award was issued and now waiting for the appeal period should there be any appeals. If this goes forward, anticipate to issue another bid later in February 2017, or early in March 2017, as recommended by the architect.

-Building 300. The design for this project is complete. The College is now waiting for final documents from FEMA to issue funding. The College will then go forward with the bid.

-Wellness Center. This project is still on hold but will review this with the other construction project timelines. In the meantime, GCC students have formed a men's college basketball team and a women's college volleyball team and looking forward to a GCC wellness facility.

VII. NEW BUSINESS.

1. **FY2018 Budget Request.** The Board was presented with the proposed Fiscal Year 2017 budget for the College to include the 2018 NAF Budget Request and NAF Special Projects Budget Request. The Board was given the opportunity to review the budget prior to today's Board meeting.

This budget request shows a significant decrease in water from approximately \$96,000 to \$21,000 due to locating water leaks on campus and rain water catchment systems in two buildings.

Trustee Hara mentioned a possible retro of four (4) months to recover any funds due to water leaks. The College will look into this. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PROPOSED GUAM COMMUNITY COLLEGE FISCAL YEAR 2018 BUDGET, NAF BUDGET REQUEST AND NAF SPECIAL PROJECTS BUDGET REQUEST, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time, Chairman Arriola extended appreciation to everyone for their team effort in putting together the FY2018 budget request.

2. **BOT Policy Review.** A Policy review work session was recently held. Trustees Hara and Arriola were also in attendance. Policy reviews are part of the accreditation recommendation for a periodic process of updating Board policies.

The Board was then presented with BOT policies, for consideration with recommended changes, as follows:

Policy 171-Violence Prevention in the Workplace; Policy 204-Audits; Policy 208-Authorized Signatories for Bank Transactions; Policy 209- Authorized Signatories for Bank Transactions (Wire Payment Transactions); Policy 212-Non-Appropriated Funds Account; Policy 214-The Pricing of Contracts for Services; Policy 216-Promotional and Development Account; Policy 220-Capital Projects Fund; Policy 224-Student Activity Funds; Policy 228-Procurement Policy; Policy 232-Contractual Agreements; Policy 236-Tuition and Fees; Policy 240-Student Financial Aid; Policy 244-Vehicle Usage; Policy 256-Claims Officer; Policy 264-College Housing; Policy 276-Union Officials Payment; Policy 284-Community Use of Physical Facilities; Policy 292-Annual Fund Raising of the Board of Trustees; and Policy 460-Academic Freedom.

At this time, Chairman Arriola extended appreciation to the Academic Vice President, Finance & Administration, the Deans and President Okada for their team effort in reviewing the Board policies. A motion was then made, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD ADOPTS THE UPDATED BOARD OF TRUSTEES POLICIES 171, 204, 208, 209, 212, 214, 216, 220, 224, 228, 232, 236, 240, 244, 256, 264, 276, 284, 292, AND POLICY 460, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

3. **ACCT Governance Leadership Institute, Honolulu, Hawaii (March 29-April 1, 2017).** This was travel recently presented to the Board as part of Board training. Trustees Arriola, Sablan, Hara and Belanger are interested in attending. Funding associated with this is partially covered by a Department of Interior grant that was given to PPEC. Depending on the total amount of trustees and member institutions participating for the whole region, there will be a percentage allocated. At this time the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES' TRAVEL TO ATTEND THE ACCT GOVERNANCE LEADERSHIP INSTITUTE IN HONOLULU, HAWAII, MARCH 29-APRIL 1, 2017. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

4. President's Travel Request (Feb.-March 2017). At this time, the President informed the Board of the following travel request:

- ACCJC Commission Meeting, February 9, 2017, Oakland, California, 100% ACCJC reimbursable.
- ACCJC Commission Development, March 14-18, 2017, Honolulu, Hawaii, 100% ACCJC reimbursable.
- PPEC Spring Meeting/Governance Leadership Institute, March 28-April 1, 2017, Hawaii, 50% PPEC reimbursable.
- ACCJC 2017 Conference, April 4-7, 2017, Irvine, California, 100% Promo Fund.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR FEBRUARY-MARCH 2017. NONE OPPOSED, MOTION CARRIED. (Voting: 4 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 1:18 p.m., the meeting reconvened to open session.

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD ACCEPTS 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 ELOY HARA, SECONDED BY TRUSTEE ADRIAN DAVIS, THAT THE MEETING OF FEBRUARY 3, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of February 3, 2017, adjourned at approximately 1:19 p.m.


SUBMITTED BY:

 **MAR 10 2017**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 **MAR 10 2017**
GINA Y. RAMOS
Secretary

APPROVED BY:

 **MAR 10 2017**
FRANK P. ARRIOLA
Chairperson

On November 2015, a CIP project, to address the steep walkway between buildings 1000 and 500, was identified and approved by BOT members. Recognizing the necessity for students to safely negotiate to and from buildings, BOT members approved (November 2016) to advance this ADA covered walkway/ramp project. In the absence of the Facility Engineer Administrator, TRMA will develop the project's schematic design for an ADA covered walkway/ramp from building 1000 to 500. TRMA's schematic design includes the architectural drawings and specifications for the purpose of a Design-Build bid.

The College also seeks to absorb the cost of the extension made by Royal Orchid Guam Hotel to the courtyard café (fronting building 300) for \$65,000 along with the As Built Drawings.

Public Law 29-113, established GCC's Tobacco Series B Endowment fund for \$66,847. The available balance of \$141,273 (December 2016) may be expended "exclusively for the enhancement of learning resources and technology, and for the purpose of funding capital improvement projects expenditures at GCC including capital improvement projects".

Accordingly, GCC recommends for the **Tobacco Series B Endowment** fund in the amount of \$141,273 is initially used to support the cost of the ADA covered walkway/ramp Capital Improvement Project followed by GCC's CIP project.

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, May 5 2017, 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 elected GCC Trustee Student Member, Luke Fernandez
2. Roll Call
3. Recital of Mission Statement
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES

1. Monthly Meeting of March 10, 2017

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

VII. NEW BUSINESS

1. Updated Positions:
 - a. Coordinator of Admissions & Registration
 - b. Nursing and Allied Health Administrator
2. President's Travel Request (June-July 2017)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

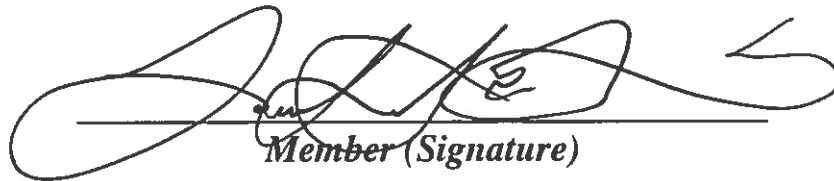
GUAM COMMUNITY COLLEGE
Board of Trustees

OATH OF OFFICE

I, LUKE FERNANDEZ, 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:

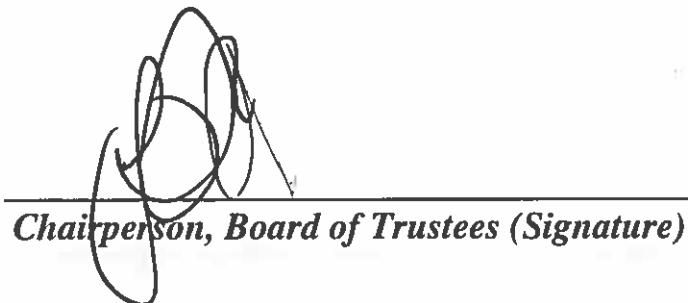
MEMBER, BOARD OF TRUSTEES
Guam Community College

***Pursuant to 6 GCA 4308, I declare that the foregoing is true and correct,
Executed at Mangilao-Guam Community College on May 5, 2017.***



Member (Signature)

The Oath of Office was administered by the Chairperson, Board of Trustees.



Chairperson, Board of Trustees (Signature)

CERTIFICATE OF

Election



Awarded to:

LUKE FERNANDEZ

Duly elected by the students of GCC and certified by the election committee, the above named individual is sworn in this 5th day of May 2017 as the student member of the Board of Trustees, to serve until April 2018.

A blue ink signature, appearing to be 'L. Fernandez', is written over a horizontal line.

Chairperson

Board of Trustees

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of March 10, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on March 10, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Mr. Adrian Davis, Student Trustee; Ms. Deborah C. Belanger; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member. Not in attendance: Ms. Gina Ramos, Secretary (schedule conflict); 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; Dr. Gina Tudela, Dean, TPS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson, 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 – February 3, 2017

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF FEBRUARY 3, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.
(Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS– None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2017: Based on the amount billed, the College has received a collective total of approximately 33% of its budget for FY2017, which equates to the following: \$3 million from the General Fund, \$154,000 from the General Fund that supports LPN and Vocational Guidance; \$77,490 from the Apprenticeship Fund/General Fund; \$182,400 for MDF; \$24,154 from the Tourist Attraction Fund that supports LMP/ProStart.

FY2016: No additional funds were received for FY2016 but anticipate to receive something before the GCC audit is released. The College continues to communicate with DOA regarding this.

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

- Anticipate a demonstration of the mass notification fire alarm system to take place on Monday, March 20, 2017 during the College Assembly. Will listen to the different sounds associated with the different drills. This was a \$500,000 upgrade.
- Awaiting for the bid to be issued for the repair of structural cracks for Building 3000 and Building 4000.
- Another formal bid for the acquisition of air-conditioners will also be issued. Last year's bid was cancelled.
- The doors for the MPA building will be replaced. The Purchase Order for Kautz & Sons were already issued.
- The College has been successful with the water bottle filling stations throughout the campus and planning on expanding this.
- Bid proposals for the painting of the facility will be going out for bid.
- As part of GCC's sustainability initiatives:
 - The sustainability office have a schedule for sorting mixed paper from the various GCC buildings and properly discarded.
 - Since January 2017, the following were recycled: 37,000 lbs. of aluminum, 23 lbs. of plastic, 11 lbs. of metal and 30 lbs. of glass.
 - This includes the proper disposal of 115 lbs. of trash and waste.
- As of February 28, 2017, all elevators on campus are properly working.

Other activities:

Accreditation updates:

- The President provided updates relating to Accreditation to be aware of the status of the preparations. She explained that Dr. Somera served as a member of the ACCJC evaluation team on an accreditation visit to Irvine Community College in California, Feb. 26-March 2, 2017; during the same period, Ms. Marlena Montague, Assistant Director for AIER, also served as a member of the ACCJC evaluation team on a visit to Saddleback College in California.

On their return to Guam, both Dr. Somera and Ms. Montague attended an assessment workshop, "Making Student Learning Assessment Useful and Used," hosted by the Kapiolani University in Hawaii. This was facilitated by Dr. Linda Suskie who was contracted by the ACCJC.

- The Institutional Self Evaluation Report (ISER) is in its second draft form and is also posted on MyGCC for the campus community feedback by the end of the week.
- Drafts from the Standards Chairs I-IV are being reviewed by a team of advisors before submission into a template developed by Dr. Somera.
- ISER writing process will be given during the College Assembly on March 20, 2017. Trustee Belanger will be providing comments on Standard IV, Leadership and Governance.
- Monday, March 13, 2017, is the official countdown for GCC's Accreditation visit, which will be 364 days before the visit.
- The Accreditation visit is May 12-15, 2018 and the President asked everyone to mark their calendar. A countdown meter will be displayed on the homepage of MyGCC to include a memo from Dr. Somera regarding the ISER timelines.
- A Joint meeting of the boards will be scheduled before the Accreditation visit to review the ISER and receive information on the accreditation process.
- The final ISER is due to ACCJC in December 2017 but will be submitted to them in late October, early November 2017 to provide the evaluation team a head start should they require additional information.
- To date, there are no issues that the College is aware of, however, the GCC Administrators have as a component of their evaluation, a specific Standard. For example, Financial Standards is part of the Finance & Administration Vice President's evaluation.
- The College has 512 apprentices, anticipate 100 completing.
- Graduation is May 12, 2017 at 4:00 p.m., at the UOG Calvo Field House.
- Effective October 1, 2017, several faculty members will be promoted. Each have received their letter of certification from the President. They are Jonah Concepcion, Dr. Toni Rose Concepcion, Eric Ji, Jose Lopez, Pilar Pangelinan, Zhaopei Teng and Trisha Unten.
- In preparation for Accreditation, the College is currently working with TRMA with the color code schematics for the buildings and will move forward for a RFP process for painting.
- As discussed with the Board in previous meetings, generators will be purchased for the Allied Health Center and Building A.
- Based on some work done by the department and in cooperation with the RIF Team and the Dean, the Cosmetology instructional space will be considered beginning this summer. Anticipate launching the Cosmetology program by Fall 2017. Working on the space because the curriculum program has since been updated.
- Major success for the College is the Resolution for the Career and Technical Education Program with the Department of Education.
 - o This is basically the funding for Title V that supports the various high schools programs.
 - o There is a bridge agreement that has been entered between GCC and Department of Education in cooperation and support with Senator Joe San Agustin and the Governor's Office through Eric Palacios.
 - o Have met with GDOE to provide the bridge funding for all CTE programs.
 - o As a result of this bridge agreement, the Culinary Team for LMP ProStart for Okkodo High School will be traveling for the national competition.
 - o Today, March 10, 2017, the College received the official notice from GDOE that the RFP

services for CTE has been released and the College will also be responding to this.
-When the new logo was launched, the Trustees have new t-shirts and will be provided with one.

2. Monthly Activities Report.

Student Trustee: Trustee Adrian Davis reported the following:

- March 3, 2017, "The Edge" student conference at the Westin Resort: Conference was a success with good attendance.
- March 30, 2017, Spring Festival in the Student Center Courtyard, 4pm-8pm: Student organizations will be selling food. Board members were invited to attend.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:

- Most of faculty are in mid-term and are also preparing for the Spring Festival.
- Looking forward to the College campus visit with high school students. CTE employees will be assisting.
- Preparing for a GCC showcase event at the Micronesia Mall.
- Regarding the LOC documents, a record number of curriculum documents were reviewed in the same line as what the President explained in terms of assessment and accreditation.
- Spring 2018 schedule trying to get students to register with the Chalani 365 program.
- Further details regarding the BOT/Faculty Agreement will be explained under the New Business.

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

- During the upcoming College Assembly on Monday, March 20, 2017, employees will be updated regarding the 2018 accreditation visit.

At this time, the Chair asked if there is an accreditation schedule especially for faculty. The President explained that everyone will be provided an accreditation update during the College Assembly, including posting of the ISER draft report on the website to give the campus community an opportunity to provide feedback to the Standards Chairs which are all faculty members.

3. Board of Trustees Community Outreach Report.

- Trustee Belanger attended the Engineer Week luncheon and the Guam Museum exhibition reception.
- Trustee Sablan attended the Lt. Governor's birthday on March 9, 2017.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

- Building 100 and Forensic Lab Extension Loan.**

-Bldg. 100. The first change order was issued on February 22, 2017, submitted and approved for the removal of the Cosmetology area, which will be situated in another area. Also, included are the typhoon shutters for Bldg. 100 and Bldg. E to include window blinds. Anticipate another change order with regards to capping off the power source to Bldg. 100. The power source to this facility is old, which is tripping the generators in Bldg. E. The Chair requested to also have an assessment of the water pipes for leaks.

-Forensic Lab. Finalizing the protest on this project and response to this was sent out today, March 10, 2017. The College will have to wait for a response in fifteen (15) days and anticipate a resolution by this time.

-Building 300. Per last information received from Homeland Security regarding the FEMA funds, they are waiting for the Bureau of Budget and Resource Management Office to set up the account number so that they can issue the award. Once the account is set up, College will then go forward with the bid.

-Wellness Center. This project is still on hold but will review this with the other construction project timelines.

VII. NEW BUSINESS.

1. Additional FY2017 Capital Improvement Project. The President provided an overview of this project, as follows:

-In November 2015, a CIP project was identified as part of the 2017 CIP proposal that was approved by the Board to address the walkway between Buildings 1000 and 500.

-Today's request for the Board's consideration is to identify another project, which is to purchase the extension that a former vendor, Orchid Café, built while it was still in operation as a courtyard cafe.

-While Orchid Café was renting the courtyard café, an extension was built with the College's approval.

-In order for the College to purchase this extension, it would require the Board's approval.

-The College is requesting the Board's approval for an ADA covered walkway/ramp project so that it can submit this to GEDA as part of the funding for the Tobacco Series B.

-The authorization from the Board would be to reallocate the funding for the projects herein.

-The interest earned on the Tobacco Series B funds will be used to construct the walkway; and because the café extension is already built, it will be funded as a CIP project.

-As of December 2016, there is an available balance of \$141,273 in the Tobacco Series B Endowment fund.

-Recommending this fund be used for the ADA walkway/ramp as part of the GCC CIP project.

There were questions from the Board as to what is included in the extension. The President confirmed that this extension has air-conditioning and is a furnished area that the students are

currently utilizing. After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD AUTHORIZES THE COLLEGE TO USE THE TOBACCO SERIES B ENDOWMENT FUND IN THE AMOUNT OF ONE HUNDRED FORTY-ONE THOUSAND TWO HUNDRED SEVENTY-THREE DOLLARS (\$141,273) TO USE TO SUPPORT THE COST OF THE ADA COVERED WALKWAY/RAMP AS A GCC CAPITAL IMPROVEMENT PROJECT, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. **BOT/Faculty Agreement.** At this time, Trustee Belanger thanked Dr. Ray Somera, and Mr. Fred Tupaz, Chief Negotiators for the BOT-Faculty Union negotiations and for going through the negotiations process.

Trustee Belanger then reported as follows:

- The initial attempt began on March 2016 and was unsuccessful.
- Negotiations reconvened in September 2016 and completed negotiations on December 2016.
- The group collectively spent over 200 hours negotiating.
- Approach used was an Interest-Based Bargaining (IBB), which emphasized student success and mission excellence.
- The new Agreement will go into effect during Fall 2017 (Academic Year 2017-2018) through Fall 2023 (Academic Years 2022-2023) for six (6) years.

-The following were reported as highlights of changes in the Agreement:

- Faculty Senate/College Governing Council now have separation from the Union oversight.
- Faculty, including the Department Chairs, are defined as 9-month faculty.
- Separate provisions exist now for respective faculty (Secondary/Post Secondary Instructional & Secondary/Post Secondary Non Instructional).
- The Department Chair responsibilities are now more defined in the context of Administrative vs. Academic.
- Department Chairs will have options for 10, 11, 12 months periods and these will be separate from their workload.
- The Participatory Governance Committees have changes. The Local Union committees are included in the contract. Institutional committees are now under the purview of the Vice President for Academic Affairs (VPAA); and there will be a one year transition period.
- The Negotiations committee, formerly the Job Specs/Evaluation, convenes two (2) years prior to the contract expiration to make any suggestions for the next contract.
- The Advancement in Rank changes have new deadlines and the leadership requirement are only for certain ranks.

- There are four (4) additional personal days for leave for faculty but no payment for unused leave.
- There are additional articles: Secondary Non-Instructional; placeholder articles on Distance Education and Year Round Education.
- Workload changes are clearer and emphasize on instructional/non-instructional responsibilities, not committee work. Faculty will report in 2 days prior to start of semester; last day is 3 duty days after last class; alternative working assignments require discussion with the Dean.
- Evaluation is more flexible in terms of mutually agreed upon timelines; flexible criteria for GenEd and Non Instructional; 4 ISMP goals in old evaluation rubric now changed to 7 categories + 8th category for Exceptional Activities. This must be approved by the evaluator, Dean and VPAA.
- The Agreement is easier to read, and is better formatted. It is also more flexible, focused on core duties and responsibilities. It is in line with the institutional goals (ISMP), which emphasize on student success and achievement and a high quality of work-life for faculty.

-At this time, Mr. Tupaz mentioned he wanted to also thank Dr. Ray Somera, Trustee Belanger and the rest of the administrative team for their part in the negotiations. He then reported the following:

- On January 20, 2017, faculty was to ratify the contract but asked for an extension during the last Board of Trustees meeting and was granted.
- Faculty was given until February 3, 2017 to review and provide comments.
- Faculty then met and also had a meeting with the Administrative team to go through the comments. Opportunity was provided for discussions on issues brought up.
- Training regarding the contract were scheduled for faculty on February 10 and February 17, 2017.
- Twenty (20) faculty members attended the Feb. 10th training and none participated on Feb. 17th.
- A vote to ratify was scheduled on February 24, 2017.
- 71 of the 84 Faculty Union members turned out to participate in the vote. 45 voted in favor of ratification reflecting 63.3% of the 71 votes casted. 26 voted not to ratify and 13 members did not show up.
- The Union Executive Council met twice before officially certifying the results and address an issue regarding the election.
- As a result, the Union Executive Council made a decision to move forward with the ratification.
- Certification of the votes was provided to Dr. Somera on February 29, 2017.

The Board then made a motion as follows:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD RATIFY THE AGREEMENT BETWEEN THE GCC FACULTY UNION, LOCAL 6476 AFT/AFL-CIO AND THE GCC BOARD OF TRUSTEES FOR FACULTY FOR ACADEMIC YEAR 2017-2023, 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 12:57 p.m., the meeting reconvened to open session.

At this time, Trustee Deborah Belanger thanked and acknowledged the Negotiating Team for participating in the negotiations process, as follows:

For the Board: Dr. Ray Somera as the Chief Negotiator, Deborah Belanger, Dr. Mary Okada, Carmen Santos, Dr. Gina Tudela, Dr. Mike Chan, Joann Muna, and Pilar Williams.

For the Faculty: Fred Tupaz as the Chief Negotiator, Carl Torres II, Sally Sablan, Donna Cruz Christopher Dennis, Eric Chong, Barry Mead, and Dr. Karen Sablan.

At this time, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD SABLAN, 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 DEBORAH BELANGER, THAT THE MEETING OF MARCH 10, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of March 10, 2017, adjourned at approximately 1:00 p.m.

SUBMITTED BY:

 MAY 05 2017

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

 MAY 05 2017

 **GINA Y. RAMOS**
Secretary

APPROVED BY:

 MAY 05 2017

FRANK P. ARRIOLA
Chairperson

COORDINATOR OF ADMISSIONS AND REGISTRATION

NATURE OF WORK IN THIS CLASS:

The Coordinator of Admissions and Registration is charged with the establishment and supervision of a comprehensive registration system, which will fulfill divisional as well as institutional needs that greatly benefit students. Responsibilities include the establishment and continuous assessment of a process for admission, retention, and completion of students for the whole institution as well as the development and maintenance of a computerized, centralized record keeping system for all divisions.

ILLUSTRATIVE EXAMPLES OF WORK (These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed).

Develops a comprehensive registration system for all divisions – a quick and non-bureaucratic registration system which covers counter and web-based registration.

Establishes a system for the maintenance of all student records for the College. The system must conform to nationally accepted standards.

Supervises the transfer of student records to a central location as may be necessary from time to time.

Establishes a folder/file for each student which will be easily available when needed and where only pertinent information is kept.

Handles all admissions and registration inquiries about the college and provides information to students who express interest in registering.

Reviews all applications for admission of foreign student and, when warranted, issues I-20 forms. Also handles requests for work-permits, extensions and multiple entry I-20.

Evaluates records for graduating students.

Reviews and certifies all official transcripts, diplomas and certificates.

Coordinates with all divisions for the issuance of diplomas and leads in arrangements for graduation ceremonies.

Directs and implements the print or online publication of the master class schedule each semester and the college catalog each academic year.

Meets and confers with various institutional constituents to gain understanding of institutional needs in the areas of admissions, registration, retention and completion of students.

Directs, administers, and maintains the student module of the student information system, in coordination and consultation with other department's modules.

Provides leadership for the department's continuous assessment process that aligns with institutional reporting deadlines.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Extensive knowledge of student admissions and registration policies and procedures of both the secondary and post-secondary levels.

Knowledge of nationally accepted standards in the development and maintenance of student records.

Knowledge of the provisions of the Family Educational Rights and Privacy Act (FERPA), including capability to conduct FERPA training for relevant college stakeholders.

Knowledge of course requirements in the various certificate and associate degree programs.

Ability to evaluate credits earned in other educational institutions and determine their acceptability/transferability to GCC.

Ability to make decisions in accordance with institutional policies and guidelines.

Ability to interpret and apply pertinent laws, regulations and policies governing student admissions and registration.

Skill in analyzing course contents of proposed new courses to determine if said new course will duplicate any existing course.

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's degree in computer science, psychology, educational administration or guidance counseling with one year experience in the area of admission and registration; or
- B. Bachelor's degree in psychology, computer science, education or related field plus two (2) years experience in the area of admissions and registration.

Ratified: MAY 05 2017

FRANK P. ARRIOLA

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M

Nursing and Allied Health Administrator

NATURE OF WORK:

The position of Nursing and Allied Health Administrator is a full-time academic administrator. The Nursing and Allied Health Administrator shall serve as the Director of Nursing and Department Chairperson for the Nursing and Allied Health programs. Primary responsibilities include planning, organizing, implementing, and evaluating the nursing and allied health programs. The Nursing and Allied Health Administrator shall work closely with the respective dean in curriculum, budgetary and personnel matters. Work is performed in accordance with established Board policies, laws, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples may not include all the duties which may be assigned; and any one position may not include all the duties listed.)*

Ensures compliance with the Administrative Rules and Regulations for the Guam Board of Nurse Examiners as it pertains to the College's Nursing and Allied Health programs.

Directs, plans, organizes and coordinates all aspects of the Practical Nursing and Allied Health programs including funding, staffing, delivery and evaluation.

Works collaboratively with the Dean, faculty, and other staff to develop, implement and evaluate student admission, curriculum, retention, and graduation standards in the Practical Nursing and Allied Health programs.

Establishes and maintains partnerships with community-based organizations, hospitals, and other healthcare organizations.

Carries out functions of Nursing Director as regulated by the Guam Board of Nurse Examiners to ensure program compliance.

Provides leadership for the department's continuous assessment process that aligns with institutional reporting deadlines.

Supervises and evaluates assigned department faculty and staff; updates written job descriptions for staff positions; recommends the retention and employment of faculty and staff; coordinates department schedules and workload assignments.

Supervises the preparation, review and revision of the class schedule and the development of course curriculum, syllabi, catalogs or other materials related to the Practical Nursing Program and Allied Health programs.

Assists in the resolution of complaints and grievances by student, staff and faculty in accordance with College policies and procedures.

Works closely with the clinical site coordinators in arrangement of clinical sites and student compliance in clinical lab courses.

Develops annual budget; monitors and controls expenditures within adopted budget; oversees and prepares reports and ensures timely and accurate submission.

Tracks key academic metrics used to monitor performance of the Practical Nursing Program and Allied Health programs, including, but not limited to: NCLEX pass rates, graduation rates, student satisfaction, and graduate employment rates.

Participates on college committees and in community service opportunities as assigned.

Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of nursing and allied health professions.

Knowledge of the institutional missions, goals and objectives of the College and their relationship to the nursing and allied health programs.

Ability to work effectively with a wide variety of people, both individually and in groups.

Ability to speak and write clearly, concisely, and effectively.

Ability to comprehend and analyze detailed written matter.

Ability to assess, organize and plan effectively.

Ability to prioritize work, establishes realistic timelines, and meets deadlines.

Ability to exercise independent judgment based on a thorough comprehension of pertinent rules and regulations.


Ability to supervise work and training of nursing and allied health personnel.

Ability to work effectively under pressure.

MINIMUM EXPERIENCE AND TRAINING:

- A. A current, active and unencumbered registered nurse license on Guam; and
- B. Must possess both a Bachelors' degree in nursing and a Master's degree in nursing; and
- C. Educational preparation and at least two (2) years of experience in teaching and learning principles for adult education, including curriculum development and administration, and at least four (4) years of clinical experience; and
- D. Current knowledge of nursing practice.

Ratified: MAY 05 2017

FRANK P. ARRIOLA

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade: M

PRESIDENT'S TRAVEL SCHEDULE
June - July 2017

Conference Title/Sponsor	Date	Location
ACCJC Commission Meeting	June 7-10, 2017	Oakland, CA
ACCJC Presidential Search Final Interviews	June 28-29, 2017	Novato, CA
PPEC Summer Meeting	July 15, 2017	Palau
30 th Pacific Education Conference	July 16-18, 2017	Palau

Funding Source in order of travel: 100% ACCJC reimbursement; 100% ACCJC reimbursement; 50% PPEC reimbursement; 100% PREL

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, June 1, 2017, 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 5, 2017

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

VII. NEW BUSINESS

1. 5-Year Academic Calendar (AY2017-2022)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of May 5, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on May 5, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, 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. The Board Chairperson, Frank Arriola, swore in the newly elected GCC Board of Trustees Student Member, Mr. Luke Fernandez.

2. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Mr. Luke Fernandez, Student Trustee; **Other members:** Ms. Gina Ramos, Secretary (schedule conflict); Ms. Deborah C. Belanger (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Frederick Tupaz, Faculty Advisory Member; Dr. R. Ray D. Somera, Vice President Academic Affairs Division; Dr. Michael Chan, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Ms. Joann Muna, Human Resources Administrator; Attorney Rebecca Wrightson, Legal Counsel; COPSA Representatives: Kieth Nonato, Joshua Perez, Adrian Flores, Carl Torres II; CSI Representatives: Barbara Leon Guerrero, Latisha Leon Guerrero, Donnie Lizama; Kathryn Maloney; Troy Lizama; Adrian E. Davis, BOT Student Member 2016-2017.

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

II. APPROVAL OF MINUTES – March 10, 2017

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF MARCH 10, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS– None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2017: The College has received year to date for FY2017, \$5.428 million from all funding sources from the Government of Guam. This equates to approximately 39% the amount requested in the College budget appropriation for FY2017, which equates to the following: \$4.9 million from the General Fund to support operations, approximately \$200,000 from the General Fund that supports LPN and Vocational Guidance; \$122,000 from the Apprenticeship Fund/General Fund; \$182,000 for MDF; \$24,000 from the Tourist Attraction Fund that supports LMP/ProStart for travel for the ProStart competition.

A remittance was received last week in the amount of approximately \$1.2 million and anticipates to receive additional relief for FY2017 to “catch up.” The President will be meeting with the DOA Director next week regarding this.

The Board was also informed of the GCC Budget hearing scheduled on June 2, 2017.

Capital Improvement Projects and other activities: President Okada reported the following:
-The final testing for the mass notification fire alarm system is scheduled for this weekend. The President has informed the vendor of the urgency in getting full clearance of this by the end of May 2017. The College is currently on a fire watch with the Guam Fire Department and is currently keeping a fire log as a requirement.

Other activities:

- A scope of work for additional water filling stations is being prepared to decrease recycling of plastic water bottles on campus.
- A pre-bid for air-conditioning units to be replacement throughout the campus was held on April 13, 2017, and bid proposals will be reviewed on May 9, 2017.
- The Chairman mentioned there are new air-conditioning and energy efficient units in the market that the College can look into. The President said she will pass this information to GCC procurement.
- A Campus Safety and Security Plan Task Force has been formed. The President mentioned that a video regarding campus security was viewed during an ACCT presentation. The President also showed this to the GCC Administrators as a recommendation on how to improve the GCC campus security plan in case of emergencies. This will eventually be viewed by all administrators and staff.
- Mr. Franklin Arriola, a new employee under the Facilities and Maintenance department will be in charge of the CIP upgrades and developing the scope of work for these projects.
- A major project at the College is the campus wide painting. Pre-bid was attended by 9 prospective bidders with site visits conducted on May 1-2, 2017. Bid evaluations should be completed shortly. Due to limited funding, multiple vendors will be considered for this project and painting should begin in August 2017. The color scheme will include the new logo colors. GCC Maintenance will also assist in the preparation work.
- The GCC Commencement is Friday, May 12, 2017, at 4:00 p.m., at the UOG Calvo Field House. There will be 525 Associate Degrees and Certificates awarded, which is the highest number conferred so far for GCC. Mr. Anthony Victor Reyes will be awarded the Most Distinguished

Graduate, also graduating with a dual degree; and Mr. Robin Daniel B. Alex will be awarded the Distinguished Graduate.

-Command Sgt. Maj. Agnes Quintanilla Diaz, first woman to rise to her rank in the Guam Army National Guard, will be the 2017 commencement speaker. She is a 1983 graduate from Voc-Tech High; a 1988 Retail & Marketing Associate Degree graduate; and a former GCC Marketing Instructor.

-The Guam Department of Education's Deputy Superintendent, Ms. Erika Sotto Cruz, will be the 2017 Distinguished Alumnus. Ms. Cruz is a 1985 graduate from Voc-Tech High and has been employed with DOE for 20 years.

-The 2017 GCC Graduation will be the first year to restrict its number of guests due to last year's over capacity at the Field House and the Guam Fire Department's policy.

-The Honorable Senator Louise Borja Muna, a former GCC graduate will be singing the National Anthem and Guam Hymn during GCC's graduation on May 12, 2017.

-The Board was informed that members of the Board of Trustees and the Foundation Board of Governors were provided information of the upcoming Fiduciary Essentials (FE) conference on Guam on July 12, 2017, hosted by the Asia Pacific Association for Fiduciary Studies (APAFS). As part of their fiduciary responsibility, both Boards were highly encouraged to attend this one (1) day conference.

-A new program was recently launched and named in honor of GCC's Registrar, the late Patrick Clymer, called **CLYMER** - Classroom Learning Yields Math & English Readiness. This allows high school students who recently graduated to be placed into a college level math and English courses without taking a placement test, as long as the graduates did well in these two courses.

-Another program recently launched is the Chalani 365, which is a year-round registration. It allows GCC students to register for classes at one time for an entire academic year. This will teach students to plan ahead in anticipation of completing a two-year college degree as planned. This also allows the College to plan and ensure students have the courses they need to graduate and are offered.

-The College will be applying for a Department of Interior grant to be considered for a solar canopy and solar parking stalls thereby increasing its solar capacity.

-The audits for the Board of Trustees and Foundation Board of Governors are complete and going on its 16 years of a clean audit. The College would have to continue and focus more on its program review due to a request to reassess the courses offered in the high schools so that industry needs are supported leading to employment such as IT. Will be working with GDOE's Superintendent and providing him with updates.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:

-May 8, 2017, last day for Monday/Wednesday classes.

-April 7, 2017, last COPSA general membership meeting for Spring.

-May 15, 2017, beginning of the Student Leadership Training for 2017-2018.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:

-Faculty have been busy and just hosted the Math Kangaroo in March 2017.

-Education department held a pinning ceremony.

-Elections were recently held for 2 departments.

- Recently held a Zero-K on campus and raised \$7,100 for the Guam Foster Families Association, which was attended by approximately more than 300 people.
- Faculty held a retreat during Easter break and out of 99 fulltime faculty members, approximately 50 participated. 35 faculty took a course on developing faculty ethics.
- The faculty had positive feedback regarding the College Assembly with the integrated approach in terms of having staff, faculty and administrator together in discussions. There seemed to be a common theme among the employees.

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

- Semester is winding down and everyone is getting ready for the graduation on May 12, 2017.
- Classrooms are being prepared for the Summer semester, which begins June 3, 2017.

There was a question regarding summer enrollment. Dr. Ray reported that based on Chalani 365 there are approximately 350+ enrolled. He further reported that there is usually 500 enrolled during the peak season, however, this enrollment is the advanced registration. Last year was lower at approximately 218 enrolled. The President also informed the Board there are two Criminal Justice cycles this year.

3. Board of Trustees Community Outreach Report.

- Businesswoman of the Year, attended by Trustees Arriola.
- Bank of Guam Economic forum, attended by Trustee Arriola.
- March 29-April 1, 2017, Trustees Arriola, Hara and Belanger attended the ACCT Governance Leadership Institute in Honolulu, Hawaii.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Bldg. 100. Construction is ongoing and we can now see the second floor.

-Forensic Lab. There are no issues on the protest and this project is now ready to go out for bid by the end of May 2017. Bid will be repackaged to include alternates and award to be based on funding availability.

-Building 300. This should have already been awarded by FEMA. Unsure why there has been delayed over a year now. As soon as this is ready to proceed, bid packets will be finalized by TRMA and the bid issued.

-Wellness Center. This project is still on hold but will review this with the other construction project timelines. Designs are complete and will wait for the completion of Building 100, approximately by January 2018. Do not want ribbon cutting to coincide with the Accreditation visit.

The President reported that due to the military issuing out contracts, bonding for contractors are

on hold with these projects, which in turn does not allow these companies to submit their bid proposals. The Chairperson mentioned that big companies that strictly rely on foreign labor should invest and collaborate with the College to really develop a local program for its workforce.

VII. NEW BUSINESS.

1. Updated Positions:

- a. Coordinator of Admissions & Registration**
- b. Nursing and Allied Health Administrator**

Copies of the updated position description for a Coordinator of Admissions & Registration; and for a Nursing and Allied Health Administrator were presented for the Board's consideration.

After several discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE UPDATED POSITIONS FOR THE COORDINATOR OF ADMISSIONS & REGISTRATION; AND THE NURSING AND ALLIED HEALTH ADMINISTRATOR, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

2. President's Travel Request (June-July 2017). At this time, the President informed the Board of the following travel request:

- ACCJC Commission Meeting, June 7-10, 2017, correction not in Oakland but in San Jose, California, 100% ACCJC reimbursement.
- ACCJC Presidential Search Final Interviews, June 28-29, 2017, in Novato, California, 100% ACCJC reimbursement.
- PPEC Summer Meeting, July 15, 2017, in Palau, 50% PPEC reimbursement.
- 30th Pacific Education Conference, July 16-18, 2017, in Palau, 100% PREL reimbursement.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE LUKE FERNANDEZ, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR JUNE-JULY 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At approximately 12:45 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:14 p.m., the meeting reconvened to open session.


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 MAY 5, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of May 5, 2017, adjourned at approximately 1:15 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary


JUN 01 2017

ATTESTED BY:


GINA Y. RAMOS
Secretary

JUN 01 2017

APPROVED BY:


FRANK P. ARRIOLA
Chairperson

JUN 01 2017

Guam Community College
FIVE-YEAR ACADEMIC CALENDAR
AY2017-2018 – AY 2021-AY2022

	2017	2018	2019	2020	2021
Faculty Start Date	8/14/2017	8/13/2018	8/12/2019	8/10/2020	8/9/2021
First Day of Monday-Wednesday Classes	8/16/2017	8/15/2018	8/14/2019	8/12/2020	8/11/2021
First Day of Tuesday-Thursday Classes	8/17/2017	8/16/2018	8/15/2019	8/13/2020	8/12/2021
First Day of Friday	8/18/2017	8/17/2018	8/16/2019	8/14/2020	8/13/2021
First Day of Saturday Classes	8/19/2017	8/18/2018	8/17/2019	8/15/2020	8/14/2021
Labor Day Holiday (Observed)	9/4/2017	9/3/2018	9/2/2019	9/7/2020	9/6/2021
All Soul's Day Holiday (Observed)	11/2/2017	11/2/2018	11/1/2019	11/2/2020	11/2/2021
Veteran's Day Holiday (Observed)	11/10/2017	11/12/2018	11/11/2019	11/11/2020	11/11/2021
Thanksgiving Break	11/23/17-11/26/17	11/22/18-11/25/18	11/28/19-12/01/19	11/26/20-11-29/20	11/25/21-11/28/21
Our Lady of Camarin Day (Observed)	12/8/2017	12/7/2018	12/9/2019	12/8/2020	12/8/2021
Last Day of Monday-Wednesday Classes	11/29/2017	12/3/2018	12/2/2019	12/2/2020	12/1/2021
Last Day of Tuesday-Thursday Classes	12/5/2017	11/29/2018	11/26/2019	11/24/2020	12/2/2021
Last Day of Friday Classes	12/15/2017	12/14/2018	12/6/2019	11/20/2020	12/3/2021
Last Day of Saturday Classes	12/9/2017	12/8/2018	12/7/2019	11/21/2020	12/4/2021
Grades Due	12/20/2017	12/19/2018	12/12/2019	12/7/2020	12/9/2021
Potential Make-up Days	11/03,11/17,12/1	11/09,11/16,11/30	11/15,11/22,12/6	11/13,11/20,12/4	11/12,11/19, 12/03
SPRING TERM	2018	2019	2020	2021	2022
Faculty Start Date	1/8/2018	1/7/2019	1/13/2020	1/11/2021	1/10/2022
First Day of Monday-Wednesday Classes	1/10/2018	1/9/2019	1/15/2020	1/13/2021	1/12/2022
First Day of Tuesday-Thursday Classes	1/11/2018	1/10/2019	1/16/2020	1/14/2021	1/13/2022
First Day of Friday Classes	1/12/2018	1/11/2019	1/17/2020	1/15/2021	1/14/2022
First Day of Saturday Classes	1/13/2018	1/12/2019	1/18/2020	1/16/2021	1/15/2022
Martin Luther King Jr. (Observed)	1/15/2018	1/21/2019	1/20/2020	1/18/2021	1/17/2022
Guam History & Chamorro Heritage Day - (Observed)	3/5/2018	3/4/2019	3/2/2020	3/1/2021	3/7/2022
Spring Break	03/26/18-04/01/18	04/15/19-04/21/19	04/06/20-04/12/20	03/29/21-04/04/21	4/11/22-4/17/22
Potential Make-up Days	04/13,04/20,04/27	04/05,04/19,04/26	04/03,04/17,04/24	04/02,04/16,04/23	4/8, 4/18, 4/22
Last Day of Friday Classes	4/27/2018	4/26/2019	5/1/2020	4/30/2021	4/29/2022
Last Day of Saturday Classes	4/28/2018	4/27/2019	5/2/2020	5/1/2021	4/30/2022
Last Day of Tuesday-Thursday Classes	5/1/2018	4/30/2019	5/5/2020	5/4/2021	5/5/2022
Last Day of Monday-Wednesday Classes	5/7/2018	5/6/2019	5/11/2020	5/10/2021	5/4/2022
Grades Due	5/10/2018	5/9/2019	5/14/2020	5/13/2021	5/12/2022
Commencement Exercise	5/11/2018	5/10/2019	5/15/2020	5/14/2021	5/13/2022
Memorial Day Holiday (Observed)	5/28/2018	5/27/2019	5/25/2020	5/31/2021	5/30/2022
SUMMER TERM	2018	2019	2020	2021	2022
Faculty Start Date / 1st Day of Classes	6/1/2018	5/31/2019	5/29/2020	5/28/2021	5/27/2022
Potential Make-up Days	06/29,07/06,07/13	06/28,07/05,07/12	06/26,07/03,07/10	06/25,07/02,07/09	6/24, 07/01,07/09
Independence Day Holiday (Observed)	7/4/2018	7/4/2019	7/3/2020	7/5/2021	7/4/2022
Last Day of Classes	7/13/2018	7/12/2019	7/10/2020	7/9/2021	7/8/2022
Grades Due (except Saturday classes)	7/18/2018	7/17/2019	7/15/2020	7/14/2021	7/13/2022
Liberation Day Holiday (Observed)	7/20/2018	7/22/2019	7/21/2020	7/21/2021	7/21/2022

NOTES:

- 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: _____

Frank P. Amato, Chairperson
Board of Trustees

Date: 6/1/2017

PRESIDENT'S TRAVEL SCHEDULE
June - 2017

Conference Title/Sponsor	Date	Location
Westcare	June 23-24, 2017	Henderson, NV

Funding Source in order of travel: 100% Westcare reimbursement

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, August 11, 2017, 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 June 1, 2017

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
 - Accreditation Update (with Data Extract)
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

VII. NEW BUSINESS

1. BOT Policy Review (continuation)
2. Above Step Recruitment for the Nursing & Allied Health Administrator
3. 5-Year Strategic Resource Plan
4. President's Travel Request (October 2017)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

June 16, 2017

Dr. Mary A.Y. Okada
President/CEO
Guam Community College
P. O. Box 23069
Guam, M.I. 96921

Dear President/CEO Okada:

In response to your request of June 7, 2017 to reschedule the date of the team visit, this will confirm that the date of the External Evaluation Visit to Guam Community College is now scheduled for the week of Tuesday, March 6, 2018 through Friday, March 9, 2018. The visit will begin on Tuesday, March 6, 2018 to accommodate Guams national holiday on Monday, March 5, 2018.

If you have questions feel free to call me.

Sincerely,



Dr. Stephanie Droker,
Vice President

SD/tl

cc: Dr. Ray D. Somera, Accreditation Liaison Officer

DATA EXTRACT #2 (Meaningful Data for the GCC Board)

Institution Set Standards¹

Graduation Rate² for college-level students

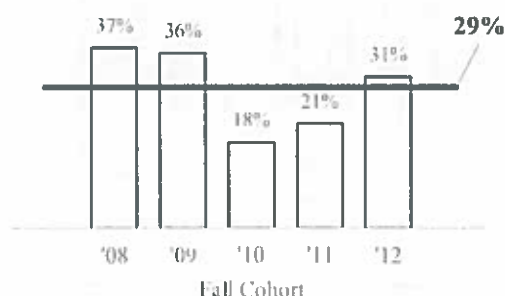
Earned Degree/Certificate within 150% of normal time

The standard is 25% of Fall cohort (first-time, full-time, degree-seeking) students graduate within 150% of normal time.



Earned Degree/Certificate within 200% of normal time

The standard is 29% of Fall cohort (first-time, full-time, degree-seeking) students graduate within 200% of normal time.



Graduation Rate² including pre-collegiate students

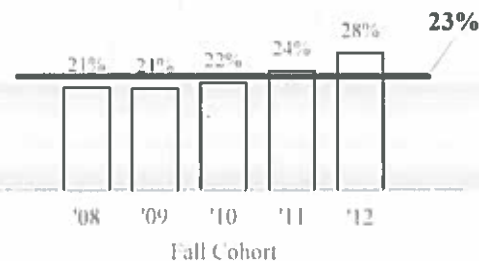
Earned Degree/Certificate within 150% of normal time

The standard is 13% of Fall cohort (first-time, full-time, degree-seeking, including developmental) students graduate within 150% of normal time.



Earned Degree/Certificate within 200% of normal time

The standard is 23% of Fall cohort (first-time, full-time, degree-seeking, including developmental) students graduate within 200% of normal time.



¹ The benchmark for each institution-set standard is represented as a horizontal black line. Currently, benchmarks are reported as suggested minimum target measurements. The optimum benchmark for each standard will be further explored, recommended to the College Governing Council and Board of Trustees, then updated in Fact Book Volume 12.

² The benchmarks for Graduation Rate are based on a five-year average of full-time, new and first-time, degree-seeking students per Fall Cohort year who graduated within 150% and 200% of time. Students enrolled in developmental courses are not included for college-level students, and are included for pre-collegiate students.

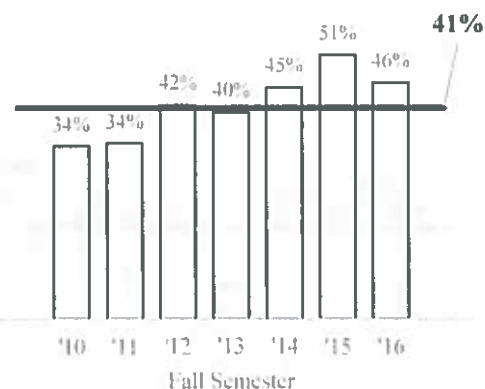
DATA EXTRACT #2

(Meaningful Data for the GCC Board)

Student Progression¹

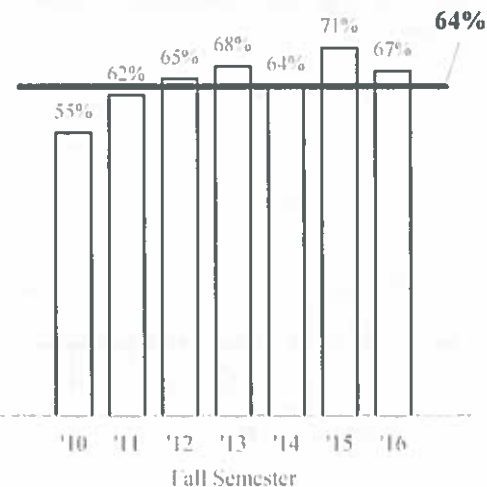
Developmental English

The standard is 41% of Fall cohort students pass developmental English.



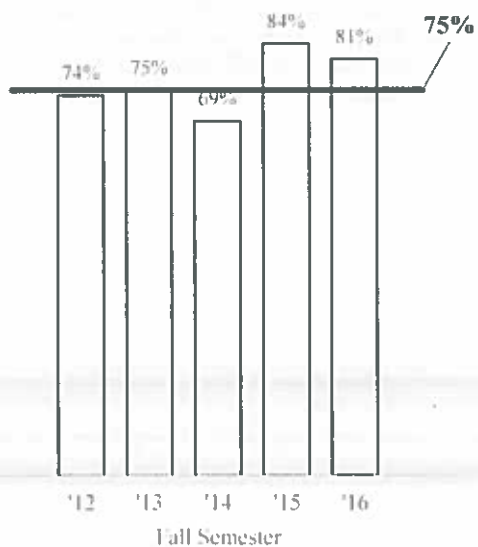
Developmental Math

The standard is 64% of Fall cohort students pass developmental Math.



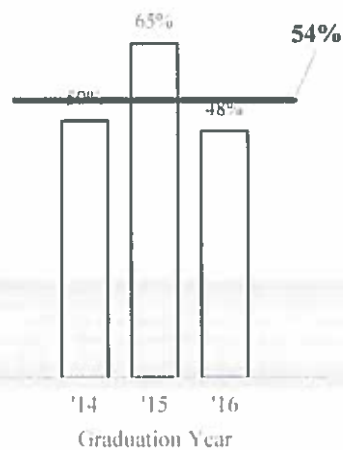
Course Completion⁴

The standard is 75% of Fall cohort students successfully complete courses.



Job Placement Rate⁵

The standard is 54% of students are employed or remain employed (up to two years) after graduation.



¹ The benchmarks for Student Progression for Developmental Math and English courses are based on a five-year average of Fall-enrolled students who passed and did not pass between Fall 2008 and Fall 2012.

⁴ The benchmark for Course Completion is based on a five-year average of all Fall-enrolled (including developmental courses) students who successfully completed a course – either through earned credit or no credit – between Fall 2008 and Fall 2012.

⁵ The job placement rate includes students from programs where at least 10 students graduated in the designated year.

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of June 1, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on June 1, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Gina Ramos, Secretary; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Mr. Richard P. Sablan, Vice Chairperson (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Dr. Gina Tudela, Dean, TPS; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson, 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 5, 2017

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, AND SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 5, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – None.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2017: As of May 31, 2017, the College received 40% of its total amount requested, which equates to 30% of the total budget for the year. Based on the allotment schedule, the College is working with DOA and anticipate increasing its collections. A meeting was scheduled earlier with the DOA Director but is currently off-island, however, a telephone conference is scheduled next week.

The College has received year to date for FY2017, as follows: \$5,735,682 from the General Fund

to support operations, approximately \$200,000 from the General Fund that supports LPN and Vocational Guidance; \$122,500 from the Apprenticeship Fund/General Fund; \$182,000 for MDF; \$24,000 from the Tourist Attraction Fund.

At this time, the President brought to the Board's attention that GCC met with GDOE regarding Title V funding. During this meeting a document was signed by the acting superintendent at the time, the Federal Programs Officer and the third party custodian identifying that GCC was going to continue up to \$200,000 of additional services to cover the month of January 2017, until such time that a contract is in place based on the RFQ that went out to bid. On April 27, 2017, a letter was received informing the College that the third party custodian retracted this authorization.

The College spent approximately \$80,000 associated with this signed document. Since January 2017, services has been provided, including equipment and supplies have been purchased to support the secondary schools.

It is not acceptable for the College to not receive funding after the authorization was signed but will try to work out a solution for this matter by alternate means, including additional discussions with the Superintendent.

-The GCC budget hearing has been rescheduled to Monday, June 5, 2017 at 3:30 p.m.

ACCT and accreditation updates. Several months ago, the Board was informed that the new school that the College developed identifying developmental education will be called the School of Career and College Readiness (CCR).

Through the transformation process and after discussions with Dr. Laura Souder, faculty members, and Associate Dean, Dr. Liz Diego, the faculty felt that it would have a more positive effect to change it from CCR to Career and College Success (CCS). The CCR is included in the GCC Organizational Chart per Policy 140, which was recently updated.

To change CCR to CCS does not require Board approval due to this being below the level of the President's Office. This will be changed accordingly to CCS and will be acknowledged by the Board Chairperson.

Based on the ACCT conference recently attended by the Board members, a recommendation was made to all attendees that the Board should be more informed of its college data, which exists for policies and decision making. The President and the AVP will be providing regular accreditation updates utilizing the College's data such as from the GCC Fact Book.

As part of today's update, the third draft of the Institutional Self Evaluation Report is open for institutional community comments and available for the Board's comments before it is finalized. Trustee Belanger is currently involved with reviewing Standard IV relating to Governance with the Board of Trustees.

Trustee Ramos mentioned since accreditation updates will be reported regularly then maybe it should be a standing item on the Board Agenda. The President will add this as part of her report

that will currently focus on data. After the Accreditation visit in 2018, it can be changed to College Data. Data are currently on the website, however, during board meetings an explanation of said data will be part of the reporting.

-ACCUPLACER is the new placement testing program for the College because the old program will no longer be supported.

-As part of placement testing, several students have signed up for the CLYMER program. Student have to submit their high school transcript to be considered. If qualified, students would not have to take the placement test based on their high school grades.

-As part of the new program to increase recruitment, retention and completion, Chalani 365 is now in place for students. This will assist students in planning their academic path to completion and also will help the College ensure the courses are offered to support this. This program is considered an intrusive intervention to ensure students are enrolling in the required courses to meet their goal of completion at least within 2 years.

The College completed the transformation training for Cohort III. This process identifies areas of underperformance in the College and changing the way things are done to lead to 100% student success.

-A Cohort IV transformation training will be launched in the fall and will probably be the last training for a while and anticipate more faculty members attending.

-The President further reported that approximately a year ago, the College began engaging in this transformation process. There were discussions in the past that if the funding models change and things required the College to change, or to pivot and change the College's direction, the College needed to know how to do so.

-At this point, things have changed and the Federal government resources are decreasing and being allocated elsewhere.

-This transformation process has given the College the tools to re-examine, re-access and shift its thinking of how the College can do things economically, thus securing the College operation for at least the next 50 years.

-Due to space availability, the DYA director, deputy director with a few staff for a total of 6 participants, were invited to the Cohort III transformation training.

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

-G4S conducted training on how to use and activate the panels for the mass notification system to specific individuals assigned to health & safety and emergency personnel. As part of the safety plan, refresher trainings will be conducted to be familiarized with this operation.

-Several bids have gone out such as the painting project with 11 potential bidders.

-The rebid for the construction of a new building for the Forensic Lab will go out this week.

-As part of the painting projects, structural cracks in buildings will be included in the bid, as far as interior painting, this will be handled by the GCC Maintenance crew.

-Two (2) additional water filling stations will be placed on campus. One will be installed in Bldg. 2000 and another in the Allied Health Bldg., both on the 1st floor.

-The following is a report of the recycling efforts on campus:

- 12 oz. plastic bottles eliminated using the stations:
Oct.-Dec. 2016 at 2,692; and from Jan.-March 2017 at 3,514.
- Energy generated from the PV systems equals an average savings of \$4,000/month.

- Energy costs from Oct-Dec. 2016 = \$75,000; Jan.-March 2017 = \$73,000.
- Waste diversion (recycling): Aluminum = 478 lbs.; mixed paper = 668 lbs.; food waste = 517 lbs.; green waste = 217 lbs.

Other activities:

Simon Sanchez High School presentation regarding charter school. GCC presented an alternative opportunity on how Simon Sanchez could potentially be rebuilt. The President conducted a presentation relating to a middle college concept, as follows:

- A student would attend high school and upon graduation would have a certificate or an associate degree.
- This model has already been done and was successful in the mainland.
- A framework is being developed to offer middle college on Guam.
- This does not require legislation because GCC currently offers programs in the high schools.
- This is also an opportunity for GCC to expand its secondary programs under its enabling law with its current Board and existing facilities.
- The concept is a free community college for students who are able to graduate in high school with a college certificate or degree.
- Anticipate the GCC campus as the pilot for the middle college with an opportunity for expansion at another area.
- There is a potential for a transfer of 20 acres of land to GCC in the northern part of Guam that is being worked in collaboration with Senator San Agustin.
- This is a good concept that will assist in the areas of recruitment, retention, graduation and also addressing areas of demand in the workforce.
- The whole program will be career & technical education driven and GCC currently has some of the resources available for this program.
- Additionally, GCC has an adult high school program that provides the math, English, history, etc.
- Programs that are already on campus will be developed and synchronized for this program.
- Dr. Somera is currently working on the details in developing the structure for the academic requirement.
- This program falls in line with the DEAL and DECAPS program.
- As an example, the President informed the Board that there is a student graduating from high school who enrolled in the 3-year automotive program in high school, earned a certificate of mastery, completed the work experience and will get 15 automotive credits, took DEAL and will graduate 18 college credits. This student will be enrolled at GCC as an advanced postsecondary student.
- The middle college program will be mentioned to the senators during GCC's budget hearing.
- This will not have an impact on the postsecondary teachers, however, it will be an expansion due to the additional secondary programs.
- When the pilot program begins on campus, the College anticipates starting with 120 students.
- The secondary programs will remain as is because this concept is not for all students and involves those who can handle both high school and college at the same time.
- One option for class scheduling is extend class duration but start time would be between 10:00 a.m. to 12:00 Noon.
- President Okada explained that during her presentation at Simon Sanchez, she mentioned that this program would need their community's support and if it is not supported, GCC will find a community that will be supportive.

- This would be a GCC program and currently collaborating with the GDOE Superintendent.
- Interscholastic programs can be worked out by entering into an agreement with another school and bussing will be provided.
- Later discussions could be a charter middle school program that may get support with the new Secretary of Education.

Five (5) GCC employees completed the Title IX investigators training and were certified, which is a sexual assault and family violence prevention program, which was paid by a Guam Coalition grant.

- Seven (7) administrators participated in the basic Title IX training program to include the President. This is an overview relating to institutional requirements for improvements in policies and procedures relating to Title IX.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:

- July 2017: Officers for this academic school year are in training and are also planning activities for this academic year.
- June 2, 2017: Summer classes begin.
- July 19, 2017: New student orientation.

Faculty Advisory Member: Mr. Fred Tupaz was unavailable.

Support Staff Advisory Member: Mr. Kenneth Bautista was unavailable.

3. Board of Trustees Community Outreach Report.

- May 12, 2017, GCC Graduation, attended by Trustees Arriola, Belanger, Hara, Ramos and Fernandez.
- May 19, 2017, Wine Tasting, attended by Trustees Frank Arriola, Richard Sablan, Eloy Hara.

The President mentioned she received positive feedback regarding the wine tasting and reported further, as follows:

- This was the first time a wine tasting was held at the LRC.
 - All appetizers were prepared by the GCC Culinary students who did an excellent job.
 - All of the wine were donated and some will be used for the 40th Anniversary Dinner.
 - Participants will be invited to the Leadership Dinner on June 17, 2017, and will be provided with an expanded overview of the GCC Capital Improvement Projects.
 - The GCC Board of Governors, Lorraine Okada, Josephine Mariano, James Martinez, Ed Ilao, and Narlin Manalo were in attendance.
- Businesswoman of the Year, attended by Trustees Deborah Belanger and Frank Arriola.
 - Presentation at Simon Sanchez regarding middle collage, attended by Trustee Deborah Belanger.

VI. UNFINISHED BUSINESS

1. Construction Projects Updates

President Okada reported on the following:

-Bldg. 100. Construction is still ongoing for Bldg. 100. GCC was notified that the contractor lost 20 of its construction workers and will be submitting a request for an extension. The contractor will also provide an updated project completion timeline.

-Forensic Lab. Anticipate this project to be ready to go out for a rebid tomorrow, June 2, 2017.

-Building 300. Final document required by FEMA has been submitted. The grant award should be issued by tomorrow, June 2, 2017 and scheduled to go out for bid during the first part of July 2017.

-Wellness Center. Although the designs are complete, this project is still on hold.

Due to construction timelines, the President reported there will be three (3) construction projects ongoing at the same time.

VII. NEW BUSINESS.

1. 5-Year Academic Calendar (AY2017-2022). The Board was provided with an updated 5-year academic calendar, which is revised annually.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE UPDATED 5-YEAR ACADEMIC CALENDAR FOR ACADEMIC YEAR 2017-2022, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. President's additional travel. At this time, an additional item regarding the President's travel for June 2017 was added to the Agenda as part of the June 2017 travel request. The President then informed the Board of the following travel request:

-Westcare, June 23-24, 2017, Henderson, Nevada, 100% Westcare reimbursement.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE LUKE FERNANDEZ, THAT THE BOARD APPROVE THE ADDITIONAL ITEM ON THE AGENDA TO INCLUDE AN ADDITIONAL TRAVEL FOR THE

PRESIDENT'S TRAVEL REQUEST FOR JUNE 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 12:45 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:13 p.m., the meeting reconvened to open session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE ELOY HARA, THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. 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 DEBORAH BELANGER, SECONDED BY TRUSTEE GINA RAMOS, THAT THE MEETING OF JUNE 1, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of June 1, 2017, adjourned at approximately 1:14 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

AUG 11 2017

ATTESTED BY:

for

GINA Y. RAMOS
Secretary

AUG 11 2017

APPROVED BY:


FRANK P. ARRIOLA
Chairperson

AUG 11 2017

AUG 11 2017 *ab*

2017-2021

Strategic Resource Plan



GUAMCOMMUNITYCOLLEGE

**GUAM COMMUNITY COLLEGE
STRATEGIC RESOURCE PLAN
2017-2021**

Vision

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

Mission

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

Sinangan Mision (Chamorro translation)

Guiya I Kulehon Kumunidā't Guāhan, i mas takhilo' mamanguen fina'che'cho' yan i teknikat na kinahulo' i mamfāfa'che'cho' ya u na'guāguāha nu i manākhilo' yan manmaolek na tiningo' ni I manmafananagui yan i fina'nā'guen cho'cho' gi iya Maikronisiha.

EXECUTIVE SUMMARY

This document represents a Five-Year Strategic Resource Plan (FYSRP) that sets forth a framework for the Board of Trustees and the College administration to examine future implications of major financial decisions. GCC's annual planning cycle integrates priorities and key initiatives articulated in the college's Institutional Strategic Master Plan (ISMP), Program, Course, Student Services, and Administrative Unit Assessment Plans and Program Review, and other institutional plans with the resources necessary to meet strategic planning objectives. This document is updated every five years and is divided into three sections.

- 1) **Summary.** Integrates the assumptions and summarizes conclusions reached in this five-year resource plan.
- 2) **Projections and Assumptions.** The five-year projections included are for all local and federal funds of the College except those that are self-supporting such as the Auxiliary and Restricted Funds.
- 3) **Historical Data.** Summarizes the financial history to determine trends and used as a basis for many of the assumptions within the plan.

Major Operating Funds

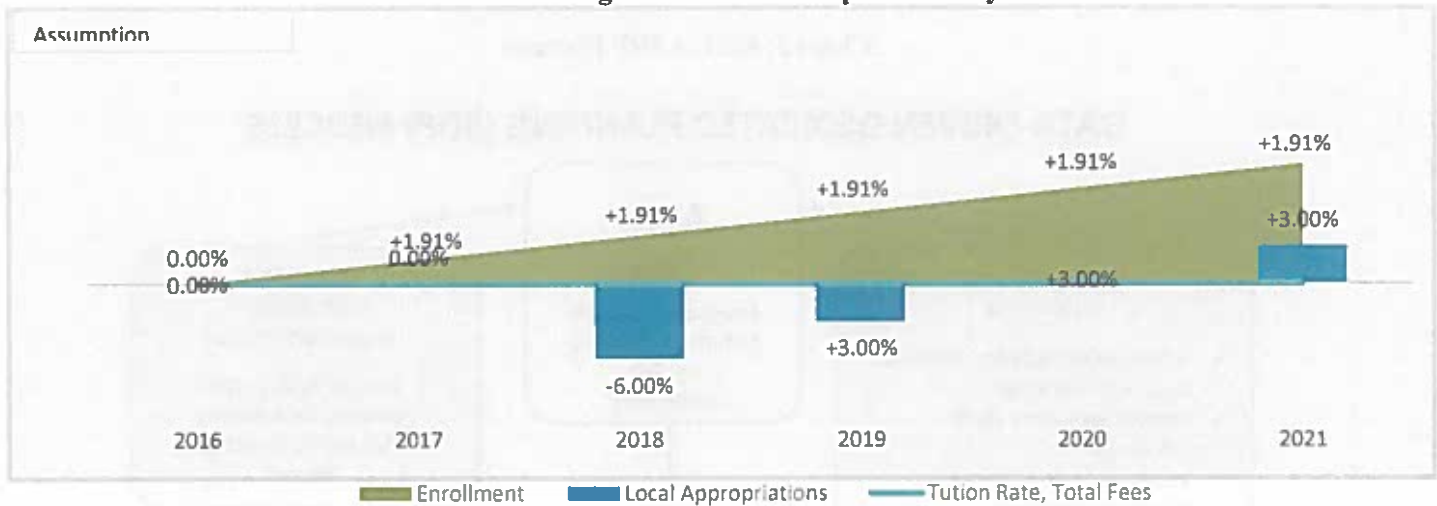
The major operating funds of the College are the Appropriated and Non-Appropriated Funds. The major sources of revenue for these funds consist of local Government of Guam appropriations and tuition and fees (non-appropriated) funding. The increase in revenue assumptions used for appropriated and non-appropriated funding are summarized in *Chart 1: Percent change in revenue from prior fiscal year* on the next page.

Local Government of Guam Appropriations

Based on the Governor of Guam, *I Maga'lāhen Guāhan*, budget for fiscal year 2017, a predicted moderate to increased growth pace is forecasted for Guam in 2017 and the next few years¹. Therefore, the College conservatively forecasts no growth in its local appropriation budget beyond a conservative rate of inflation of 3%.

¹ Three areas that will affect the economic outlook of the island: (1) Department of Defense construction: Contracts have averaged around \$240 million annually, and indicators of new construction will see continued construction growths; (2) Tourism: Increase in visitors from Korea and China due to direct flights and new carriers entering the market. This coupled with the completion of the Dusit Thani in 2015,

Chart 1. Percent change in revenue from prior fiscal year



*Baseline is fiscal year 2016.

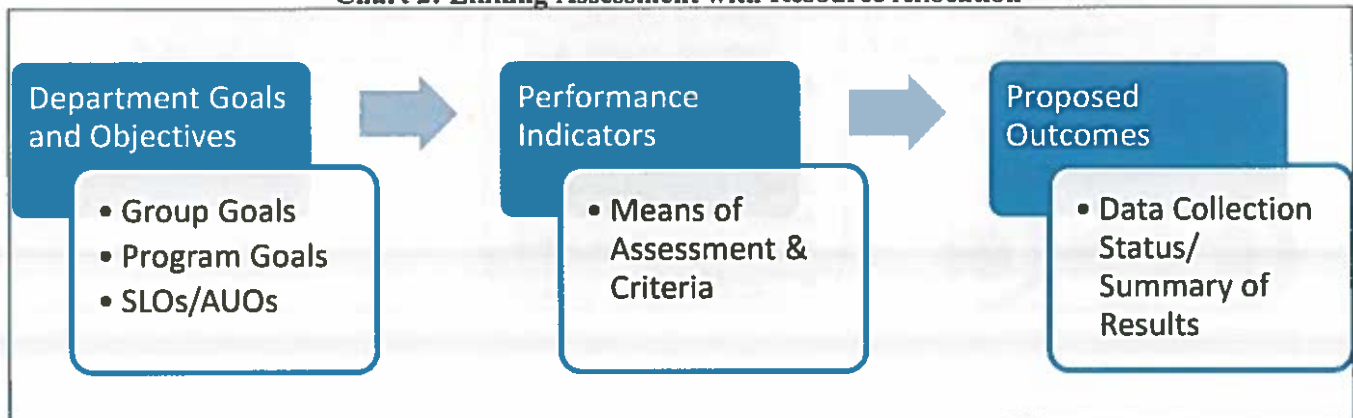
*There is no expected increase to tuition rates and student fees. Course lab fees are subject to change.

Sources of revenue for GCC operating funds:

Of the entire Government of Guam budget, education encompasses 38%, of which the College accounts for 2%. The allocation of the general fund to the College for its operations and the licensed practical nursing and vocational guidance programs is computed by the Government of Guam Bureau of Budget and Management (BBMR) and the Legislative Office of Finance and Budget (OFB). The College's local appropriation funds primarily support personnel, utilities, and major contractual services.

The College submits an annual budget request to BBMR and OFB on February 15 of each year for the following fiscal year. The annual budget is partially based on each department's need, which is justified through using a data-driven dedicated planning process (3DP). The planning process links strategic planning, budgeting, and planning for institutional growth needs with program review, assessment and the self-study process. In addition, departments may submit a growth budget request for related programmatic growth initiatives. The College's Business Office reviews and incorporates requests into the College's annual budget request. The Board of Trustees reviews and approves the final budget.

Chart 2: Linking Assessment with Resource Allocation



providing more hotel rooms for the tourism industry; and (3) Construction for military, public, and private sectors: Published military projects from 2016 and continuing into 2017 totaled \$277 million.

Chart 3: GCC's 3DP Process:

DATA-DRIVEN DEDICATED PLANNING (3DP) PROCESS

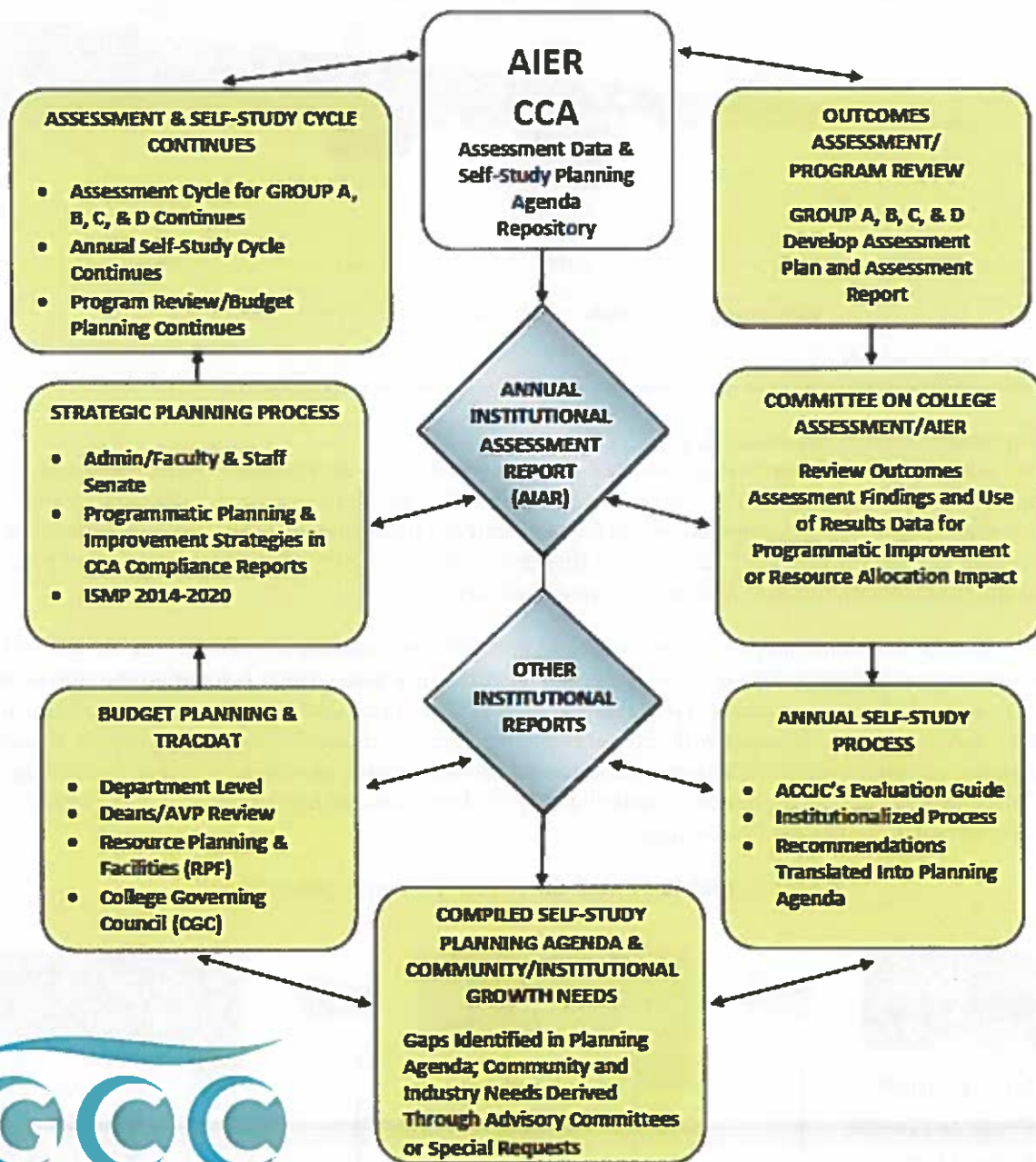


Chart 4: Sources of Revenue for GCC Operating Funds

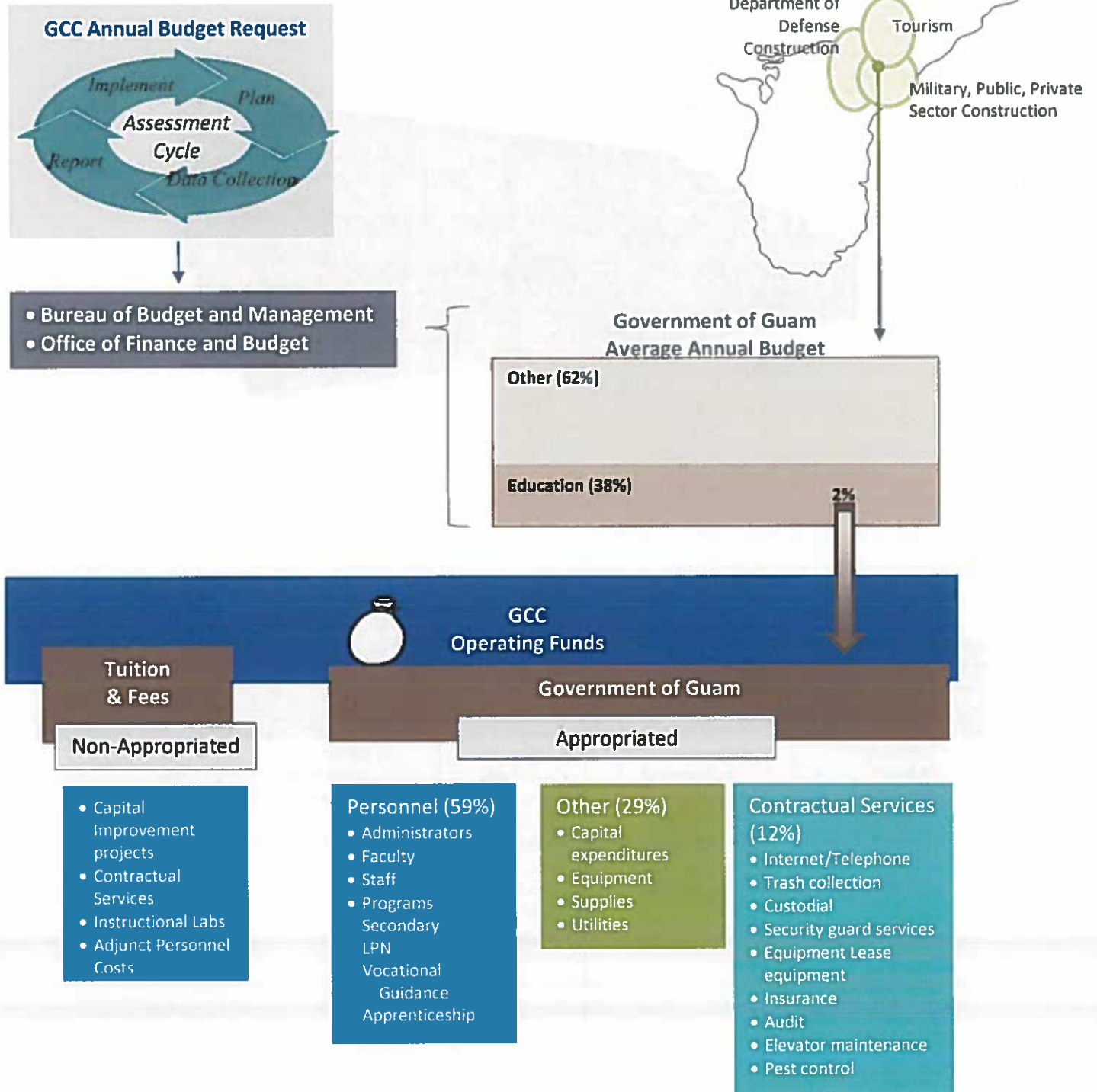
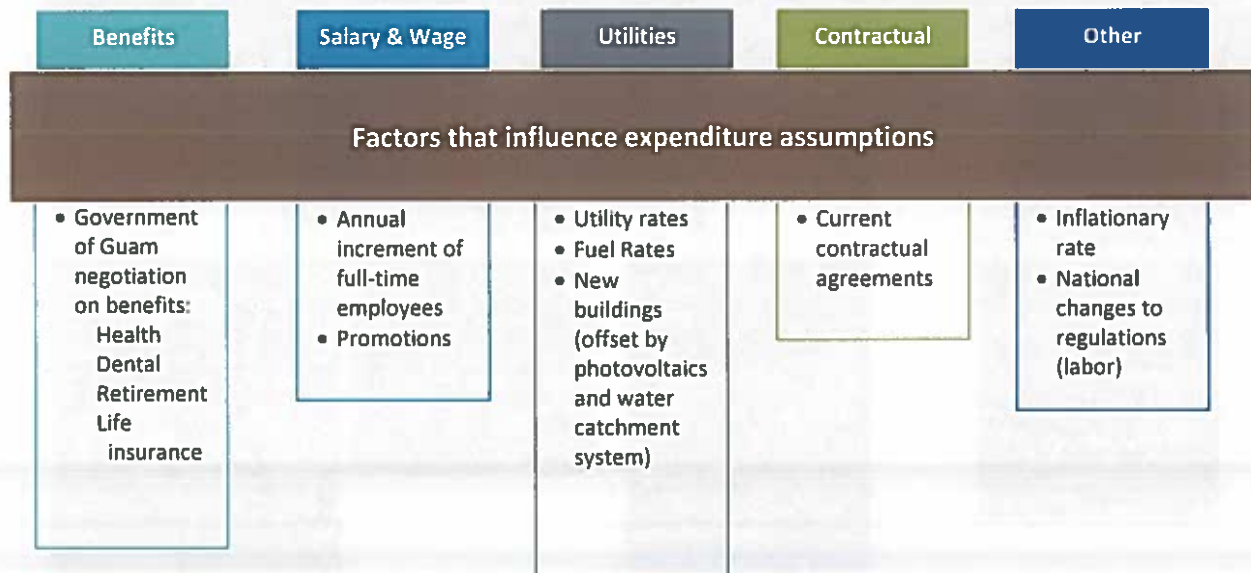
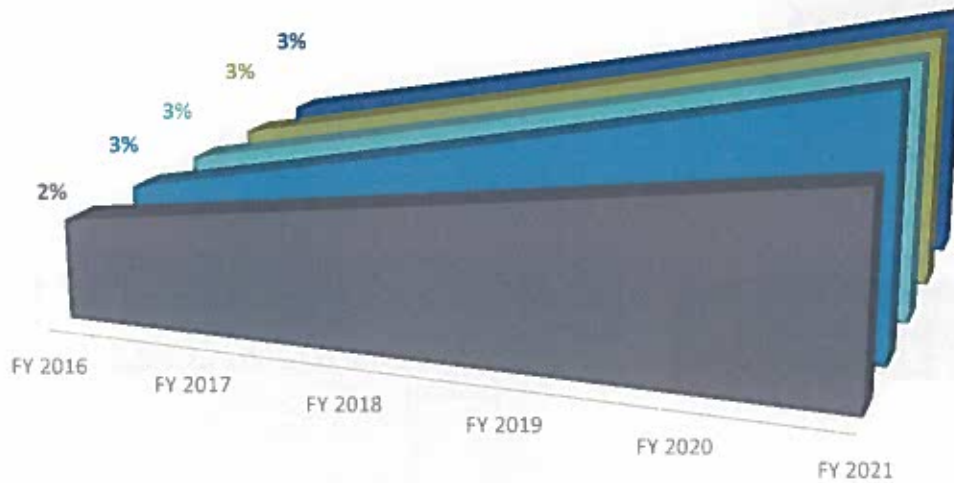


Chart 5: Annual percent change in Expenditures



Projections and Assumptions

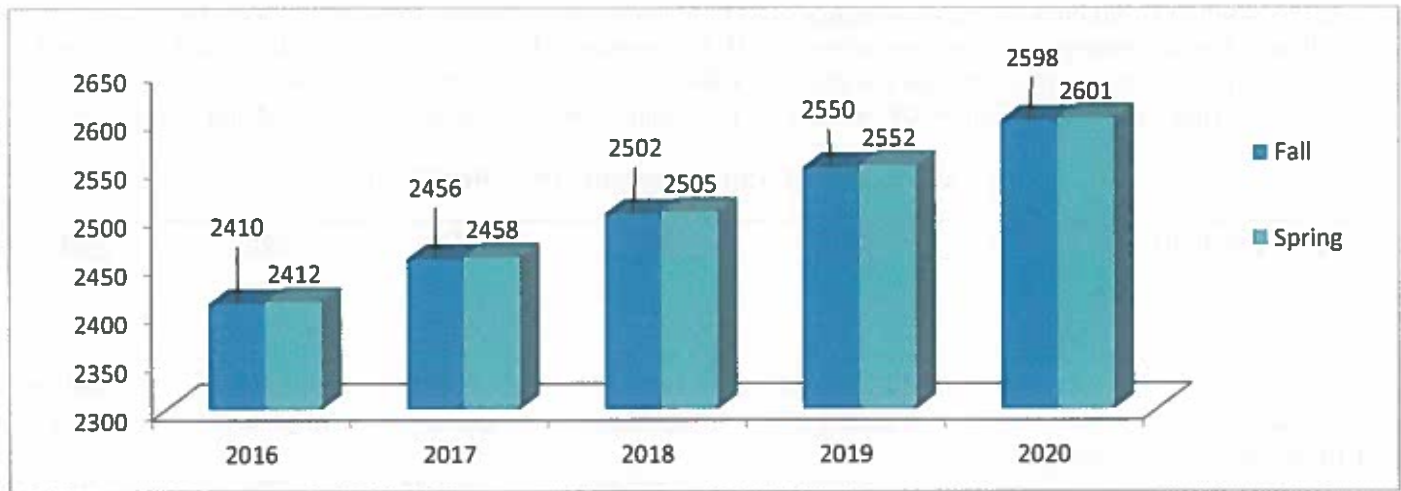
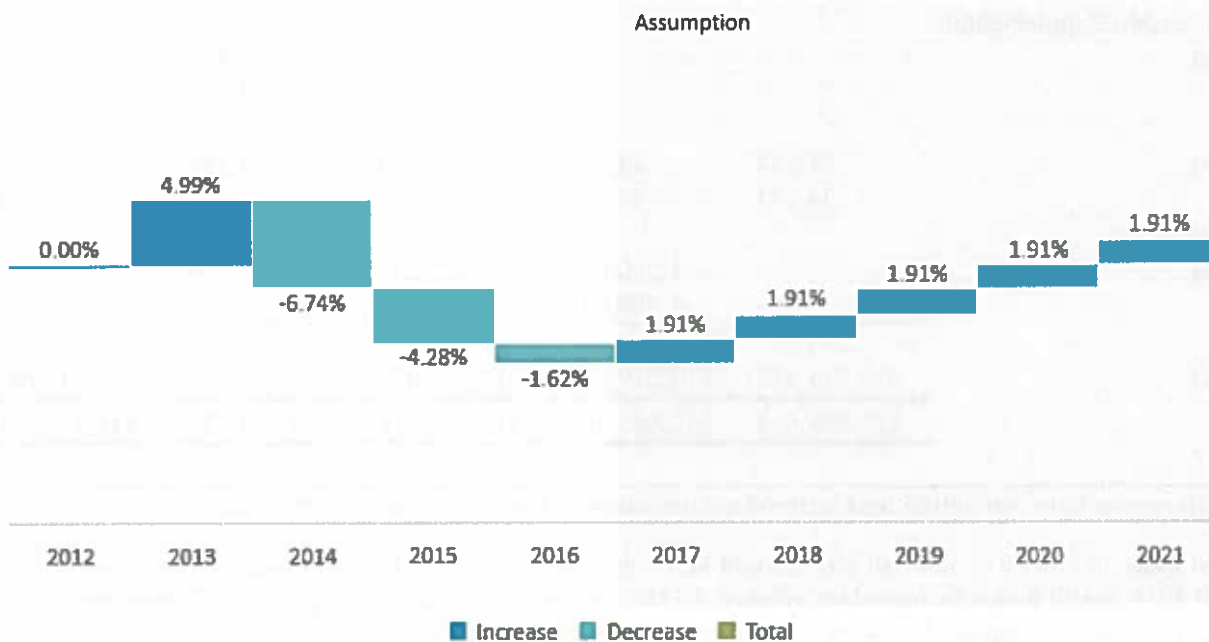
GCA Chapter 7, Title 22, §7120 allocates 70% of the Manpower Development Fund (MDF) to GCC, however the amount appropriated is based on estimates and adjusted by the Government of Guam Department of Administration based on actual cash collections. MDF revenues are generated from annual registration fee collected for non-immigrant temporary workers or H-2B Workers. The approval rates of H2-B workers by the US Citizenship and Immigration Services has declined from 95% approval in 2015 to currently less than 5% approval. Thus, the funding from MDF revenues is predicted to decline significantly in 2018 and future years.

Table 1: Actual Appropriations (2012 thru 2016)

Appropriations	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
General Fund					
Authorized	\$13,296,517	\$13,301,611	\$14,261,859	\$16,376,571	\$18,003,072
Actual	12,501,508	12,503,514	14,683,574	16,376,571	14,746,723
LPN/Vocational Guidance					
Authorized	705,058	705,058	782,570	782,570	835,600
Actual	655,704	662,754	743,442	782,570	693,276
Manpower Development Fund					
Authorized	1,688,448	1,688,448	1,770,203	988,586	879,906
Actual	787,712	894,981	708,692	988,586	879,906
GF Apprenticeship Supplemental					
Authorized	-	-	-	1,132,850	374,951
Actual	-	-	-	1,132,850	374,951
TAF					
Authorized	24,154	24,154	24,154	24,154	24,154
Actual	24,154	24,154	24,154	24,154	24,154
TAF Supplemental					
Authorized	-	1,500,000	522,241	-	-
Actual	-	1,500,000	496,129	-	-
Authorized	\$15,714,177	\$17,219,271	\$17,361,027	\$19,304,731	\$20,117,683
Actual	\$13,969,078	\$15,585,403	\$15,427,016	\$19,304,731	\$16,719,010

NOTE: Differences between actual and authorized amounts is due to GovGuam reserves.

Tuition and Fees. In Fall 2016 and Fall 2012, credit hours increased by 3% and 12%, respectively. From Fall 2013 to Fall 2015, credit hours decreased on average 3.33%, annually. Currently, the Spring 2017 semester postsecondary enrollment number has decreased by approximately 14% with a decrease of approximately 16% in credit hours when compared to the Fall 2016 semester. Based on this information enrollment has stabilized. As detailed in The Projections of Fall Enrollment to 2022 report developed by AIER, enrollment is expected to be approximately 1.9% per academic year.

Chart 6: Unduplicated Fall and Spring Enrollment**Chart 7: Percent change in fall enrollment from prior year**

Source: GCC Fact Book, Volume 11

Fall 2011 was the last time the College increased its tuition and fees based on a 5 year plan adopted by the Board of Trustees in March 9, 2006 (Resolution 5-2006). At that time, the College increased Tuition and Fees from \$110 to \$130 per credit hour – an 18.2% increase. The College does not anticipate any additional increases in tuition and fees in the near future. However, as budgets are developed annually, the need for tuition and fee increases will be reviewed as part of the budget process. Based on *Table 2: Comparison of Fall 2011 and 2017 Regional*

College/University Tuition Rates below, GCC's \$130 per credit tuition and fees is competitive as compared with other Colleges within the Pacific region area which range from \$105 - \$210 per credit hour.

Table 2: Comparison of Fall 2011 & 2017 Regional College/University Tuition Rates

College/University	2011 Cost per Credit Hour	2017 Cost Per Credit Hour
Guam Community College	\$130/credit	\$130/credit
University of Guam	\$190/credit	\$210/credit
Northern Marianas College	\$95/credit	\$128.25/credit
Hawaii Community College	\$97/credit	\$126/credit
Honolulu Community College	\$97/credit	\$126/credit
Kapiolani Community College	\$97/credit	\$126/credit
College of the Marshall Islands	\$97/credit	\$130/credit
Palau Community College	\$110/credit	\$110/credit
College of Micronesia – FSM	\$105/credit	\$105/credit

Maximum Pell awards have increased steadily over the past 6 years annually by 1% to 2%, with \$5,815 for academic year 2016-2017. Federal cuts by the Trump administration include decreased funding for SEOG and Federal Work Study grant awards. Further federal cuts could include cuts to Pell awards affecting 55% to 65% of students who rely on Pell as their funding source for tuition, fees, and books. The US DOE changes to the financial aid grant programs will continue to be monitored closely.

Expenditure Assumptions

In 2016, College operated with 246 full-time personnel positions consisting of 112 faculty, 35 administrators, and 97 staff. There has been no major growth in the total number of employees over the past few years. This does not include the 91 adjunct faculty members hired to teach additional postsecondary courses. The College's local appropriation funds are used to provide personnel and other resources to the five secondary high schools and the post-secondary programs. The College continues to receive funding for the Licensed Practical Nursing (LPN) and Vocational Guidance programs. The LPN program addresses the islands' continued need to develop and train students for the Allied Health fields. The additional funding also places Vocational Counselors in each of the six public high schools to provide information to students about the career and technical opportunities available from the College. The College continues to receive funds from the Manpower Development Fund to support the apprenticeship programs which served 560, 528, and 459 apprentices in 74, 84, and 81 employers for Fall 2016, 2015, and 2014, respectively.

Table 3: GCC Employee Counts- 2012 thru 2016

Fulltime Employees					
Employee Classification	2012	2013	2014	2015	2016
Staff	89	95	104	97	95
Administrators	34	35	35	32	35
Faculty	115	114	115	114	112
Fulltime employee totals	238	244	254	243	242
Faculty	2012	2013	2014	2015	2016
Full-time	115	114	115	114	112
Adjunct	94	84	79	57	91
Faculty Total	209	198	194	171	203

Source: GCC Fact Book, Volume 11

For the operating funds of the College, the largest expenditure is personnel costs. Currently, personnel costs represent 51% of the total operating expenses of the College and consist of salaries and mandated Government of

Guam benefits of retirement, medical, dental, and life insurance. Following personnel costs (salaries, wages, and benefits) is contractual expenditures which accounts for approximately 7.2% of budgeted expenditures. Contractual expenditures cover trash collection, custodial, security guard services, lease of photocopying equipment, insurance, audit, grass cutting, and pest control. Capital expenditures, equipment, supplies, utilities and other make up the balance of the expenditures. The following summarizes the expenditure assumptions for operational expenditures used in the five-year resource plan.

Table 4: Percentage Change in Expenditures- FY2016 thru FY2020

EXPENDITURES	<u>CHANGE</u>					
	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>
Salaries and Wages	3%	3%	3%	3%	3%	3%
Benefits	3%	3%	3%	3%	3%	3%
Contractual Expenditures	3%	3%	3%	3%	3%	3%
Utilities	2%	2%	2%	2%	2%	2%
Other Expenditures	3%	3%	3%	3%	3%	3%

(Note: Instructional expenditures are expected. Change will reflect enrollment changes of 1.9%)

The Agreement Between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO & the Guam Community College Board of Trustees 2017-2023 covers faculty, both instructional and non-instructional in the secondary and postsecondary environments. Full-time permanent classified staff is covered under the Government of Guam Civil Service Commission. Administrators' salaries and wages are governed by the GCC Board of Trustees. Annual increments for fulltime employees range from between 3%-4%, not inclusive of promotion costs. Annual salaries and benefits increases from FY2011-2016 averaged 5%. The increases in salaries, wages, and benefits are based on the average historical increase over the past 5 years. The increases from current contractual agreements have been used in the projections. The College relies on the government of Guam to negotiate its health, dental, retirement, and life insurance benefits. Other expenditures are budgeted with minimal increase for FY2017 and at an estimated inflationary rate of 3% per each year after.

FY17 Utilities is budgeted for a minimal 2% increase considering increases in utility rates, fuel rates, and those associated to the new buildings that will be placed into service, which will be offset with savings from sustainability measures such as photovoltaics and water catchment systems. The amount allocated for capital improvement projects will expand and contract in line with the budgets allocated through the non-appropriated funds.

Grants. The office of Development and Alumni is tasked to develop grant proposals on behalf of the College. Grants will include support for the implementation of key projects such as GCC's Banner system, recruitment, sustainability projects, and furniture and other CIP projects.

GCC is the State Agency for WIOA (in partnership with Guam Department of Labor, 2016 WIOA State Plan for the Territory of Guam), Title II, Adult Education and Family Literacy Act and Carl D. Perkins IV. As such, eligible providers may submit an application requesting for these Federal funds to support and implement new innovative activities related to adult or career and technical education programs. The Planning and Development Office administers these grants and announces the availability of funds annually. GCC will continue to monitor these two grants, awarded by the US Department of Education (USDOE), as the federal government requirements are changing. GCC annually receives approximately \$1 million to support programmatic endeavors to support Adult and Career and Technical Education in the secondary and post-secondary environments. It is projected that because of GCC's designation as both the State and Local Educational Agency awards to GCC from USDOE will continue to support resource planning.

Capital Expenditures

Short Term. Funding for repair and upkeep of the College's aging buildings has been through local appropriated and non-appropriated unrestricted funds. Through the Planning and Development Office, an annual announcement for capital improvement projects (CIP) is posted online and made at the department chairperson meetings to give faculty and non-faculty the opportunity to submit projects aside from through the regular budgetary process. CIPs are compiled and presented to the Resource, Planning, and Facilities Committee (RPF) whose members include a student, staff, faculty (Faculty Senate Chair, Senate Chair Elect, and Faculty Union Chair), dean, assistant director of planning and development, and the Vice President for Finance and Administration. RPF gives priority to critical projects to provide a conducive learning environment and work environment to the students, faculty and staff at GCC. The priority list is forwarded to the College Governing Council (CGC) for consideration. Approved projects are presented to the BOT for funding consideration. Equipment and small purchase needs are requested through the annual budget cycle requests. The College's technology and network infrastructure, including computerized classrooms, are guided by the College's Information Technology Strategic Plan priorities and the Enterprise Architecture. Technology funding is allocated under the non-appropriated funds on an annual basis from recalculation of the College Technology Fees collected. Additional funding at the departmental level for technology is requested through the annual budget process and informed by assessment results. CIP budget limits follow parameters set forth in board resolutions and calculated annually during the budget request period. The GCC Technical Opportunities Assessment Plan (a.k.a. Energy Audit) completed in February 23, 2011 has allowed GCC to include into the CIP requests, energy saving projects such as change out of light fixtures and HVAC replacements. Other projects include classroom furniture and equipment replacement, campus-wide fire alarm and mass notification system, Building 1000 restroom renovations, ADA walkway, Barrel Vault covered walkway, classroom furniture and fixture upgrades and other projects.

Long Term. Long term planning process for capital projects evolves informally and formally. The informal process (Stage I) starts with an all-inclusive discussion amongst the Vice President for Finance and Administration, Vice President for Academic Affairs, deans, assistant directors (communications and promotions, planning and development, alumni, and continuing education), and Human Resources as to the need, opportunities, possible obstacles, and sustainability of capital projects. Later, a consultant further develops a draft plan (Stage II) based on findings from these sessions and presents it to stakeholders through committees whose members include faculty, staff, and students - making certain departmental and programmatic needs are thoroughly addressed (e.g., enrollment growth, and technological and curriculum needs, etc.). The consultant then incorporates feedback and comments from faculty and non-faculty into a final draft (Stage III) prior to presenting the plan to management. Finally, sessions to roll out the plan takes place with stakeholders (Stage IV). Projects include construction of Wellness Center and Maintenance Building and renovation of Building 300.

Capital Assets and Long Term Debt. GCC's capital assets is \$35,010,234 as of September 30, 2016, include property, plant, and equipment. Costs incurred for the A&E and construction of buildings not completed at the end of a fiscal year are included in CIP. The ARRA funded Student Center construction was substantially completed in October 2011 and the Foundation Building completed in later October 2012. Building 200 (Building E) renovation/construction project was completed in December 2014. The College was able to pay off the USDA Water Tank Loan in FY2013. In FY16, the College was awarded a \$5,000,000 Community Facilities Direct loan from USDA for the renovation and construction of Building 100 and the Gregorio D. Perez Crime Lab extension. Building 100 renovation project was awarded in September 2016 and anticipated completion expected by January 2018. Building 100 will be connected to Building E and renamed upon completion. The Forensic DNA Building is expected to go out to bid in May 2017. The College remained current in the repayment of Learning Resource and Foundation Building construction loans from USDA and requests are reserved for long term capital projects to include construction of new buildings or major renovations of existing facilities.

Fund Balances. The College has a policy of a balanced operating budget with which it has complied. Any excess in the operating funds increases the fund balance. Through board resolution each year, funds can be used for

future instructional and academic equipment purchases or major capital projects. In addition, the college maintains reserve fund for capital improvement projects and maintains a cash balance of at least 5% unrestricted expenditures based on accreditation requirements. As of September 30, 2016, these reserves are reported in the audited financial statements.

Strategic Planning. Strategic Planning is an on-going process that ultimately culminates in the fulfillment of the GCC mission and vision long-term goals. As a living document, this strategic plan will be evaluated annually and modified as economic and environmental changes occur over the next five years. Strategic planning involves taking a holistic overview of the entire organization and responding to changes in the organization so as to more accurately respond to financial, physical, technological, and human resource needs. The goal of the strategic planning process is to provide GCC with tools and plans to anticipate and respond to change – both internal and external – to its environment. These changes are systematically evaluated and integrated into the planning processes developed by the College. The Strategic Planning process at GCC links with the ISMP, budget planning process, program review, Facility Master Plan, and Information Technology Strategic Plan, to the expected enrollment growth projected in this Strategic Resource Plan. These are evident in the assessment process which requires academic and non-academic programs and units to link departmental goals with institutional goals, through TracDat.

Linking College Goals and Priorities

Institutional Strategic Master Plan (2014-2020):

1. Retention and Completion
 - a. Incorporate the student-centered learning model into the curriculum and the classroom.
 - b. Strengthen the professional development support for faculty to effectively implement the student-centered teaching method.
2. Conducive Learning Environment
 - a. Enhance and monitor the college's facilities master plan to keep pace with institutional growth and educational projections and priorities.
 - b. Strengthen the participatory governance process to ensure that all stakeholders understand their role in collaborative governance.
3. Improvement and Accountability
 - a. Update the college's existing institutional financial/resource allocation master plan to align with the college's new institutional strategic master plan, vision, mission, and goals.
 - b. Utilize the institution's assessment system and program review to evaluate the effectiveness of the college's resources allocation process.
4. Visibility and Engagement
 - a. Develop 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.
 - b. Promote internationalizing our campus.

The ISMP covers the period through 2020, and serves as a guide and plan to enable the College to realize its long term goals and initiatives. The ISMP may be found in Appendix B of this report.

The 2015-2020 Physical Master Plan found in Appendix C of this report was completed in July 2016 and presented to the Board of Trustees at the September 30, 2016 meeting. Campus discussions were held and input sought to review the document before finalizing. The Physical Master Plan serves to address the expected growth of campus facilities, classrooms, and parking due to enrollment estimates and environmental factors. Three new planning factors included the GCC Annex, Building 300 and the new ponding basin.

The Institutional Strategic Master Plan found in Appendix D of this report guides and supports the institution's mission and technology needs by identifying goals and objectives, strategies, and standards for the on-campus and distance learning environments that promote student learning outcomes and success.

The 5-Year Distance Education Strategic Plan (DESP) 2015-2020 guides the College in its distance education efforts. The impact of rapid change in educational technologies, and increased need for technological support from the College require continual assessment. The DESP takes into consideration the various factors that impact DE, such as academic planning and technology services that enable the promotion of growth, effectiveness, and efficiency of robust DE implementations. The DESP allows the College to carefully determine resources needed to provide access to students.

The Comprehensive Professional Development Plan (CPDP) effective in the Spring of 2016 covers the professional development needs of all the important sectors of the college, from faculty to staff to administrators. A section is also devoted to the professional development of adjunct faculty. The CPDP provides a distinct focus in which professional development is implemented with the central goals of improving instructional practices and increasing the delivery of services to our students.

The 2015-2020 organizational and academic priorities were approved on May 8, 2015 at the Joint Leadership meeting. Any changes to the institutional priorities will be modified based on community and institutional needs and reviewed annually through the participatory governance process. Institutional priorities for professional development consist of organizational and academic priorities as defined in Appendix G-Institutional Priorities.

The 2017-2020 GCC Marketing Plan found in Appendix H of this report incorporated the College's ISMP marketing goals in order to elevate GCC to new levels of engagement with regard to career and technical education and workforce development, on local, regional, national and international levels. The various components of the Marketing Plan are designed to highlight and promote GCC programs, technology, facilities, and most importantly, student/graduate successes.

Future Plan

The purpose of this 5-Year Strategic Resource Plan is to identify baseline data, evaluate, and set forth financial and other resource priorities that the Board of Trustees and the College administration should plan for and address. These issues include the following

- Continued decreases in local government appropriations and federal grant funds.
- Defense Buildup Plans and decreases in H2B visa approvals, requiring an increased Guam skilled workforce.
- Projected enrollment growth and increased human, physical, and financial needs recognized through the assessment and budget process.
- Addressing long-term and short-term capital improvement projects.
- Updating the strategic resource plan and ensuring institutional priorities are implemented.

Long-term capital, classroom, and infrastructure projects as identified in the Physical Master Plan (Appendix C) will not be met through current resources. New sources of funding through federal, local, or other sources will be necessary to address the growth needs of the College.

Current revenue sources are available through appropriated and non-appropriated funds. However, with the slight growth of the local Guam economy and uncertainties that exist regarding the new Trump administration coupled with the H2B visa issues and the proposed defense buildup plans, expected growth in the near future may potentially be unrealized for local appropriations. Therefore, for this analysis expected growth is conservatively set at 3%.

Tuition and fees are expected to increase due to increased enrollment with maintained rate per credit hour. Based on the tuition increase and enrollment projection increases of 1.9% annually over the next five years, non-appropriated funds from tuition and fees would be a significant source of funding. Additionally, combined with

the fact that 55%-65% of the post-secondary students receive financial aid through Pell grants, tuition and fees revenue will need to be monitored closely.

SUMMARY

GCC continues to be a good steward of its local and federal funds, as can be seen with its maintenance of 16 years as a low risk auditee. The College continues to update its policies and procedures in regards to resource allocation and management, to ensure the inclusion of college leadership in the planning process, through participatory governance. The projections of this 5-Year Strategic Resource Plan are presented as a basis for discussions on strategic planning as the College addresses the future needs of its stakeholders and the institution.

In order for the College to implement the ISMP strategic goal initiatives, accommodate future growth, and maintain current education resources, an annual review of the strategic plan is necessary. Additional resources identified to meet the needs of the Guam Community College will allow it move forward into the future. Information and discussions in this plan will be used as building block for the annual budget development process. Through this process, GCC will continue to pioneer labor force development within the Western Pacific, best understanding and meeting the educational, career and technical training needs of the economy. As Guam's premier career and technical institution, it is the finest secondary and postsecondary basic educational institution serving the island's adult community. Its excellence will continue to be recognized; because of its service to employers, employees and the community at large.

PRESIDENT'S TRAVEL SCHEDULE
October - 2017

Conference Title/Sponsor	Date	Location
PPEC Fall Meeting	October 12-13 2017	Honolulu, HI

Funding Source in order of travel: 50% PPEC reimbursement

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL PROGRAMS,
STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF TRUSTEES**

WHEREAS, Guam Community College remains steadfast in its commitment to provide the citizens of Guam and the region with quality educational programs and services that undergo systematic and continual assessment; and

WHEREAS, the Board adopted an established cycle of program evaluation to fulfill the following objectives:

Assess program quality, productivity, need and demand;

Improve the quality of academic offerings and vocational training;

Ensure wise allocation of resources;

Determine the program's effectiveness and to implement program improvement strategies; and

WHEREAS, the 2014 newly-approved Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards mandate a more comprehensive assessment process for all instructional programs, student services and administrative units on campus; and

WHEREAS, assessment of student learning outcomes must be the cornerstone of all assessment activities, as indicated in the new accreditation standards; and

WHEREAS, the regular cycle of assessment at GCC should be on a two-year cycle as determined by a staggered assessment schedule of programs, services, and administrative units; and

WHEREAS, the Board of Trustees and the Foundation Board, shall set an example of compliance with the new accreditation standards.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees assigns the responsibility to the President and/or his designee, with consultation from the Committee on College Assessment, to refine, monitor and strengthen the campus-wide assessment plan and schedule, as well as report assessment results in a timely manner to all stakeholders of the college, and

BE IT FURTHER RESOLVED, that the Comprehensive Assessment for Instructional Programs, Student Services, Administrative Units and the Board of Trustees shall be in effect each academic year.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 46-2014

Amended & Adopted: November 17, 2008
Resolution 58-2008

Adopted: September 4, 2002
Resolution 13-2002

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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**GUAM COMMUNITY COLLEGE
Board of Trustees**

INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY

WHEREAS, an academic calendar is an integral part of instructional programming and it provides information vital to students' educational planning; and

WHEREAS, the Academic Calendar establishes the work year for academic staff; and

WHEREAS, Guam Community College's Board Policy 310, Resolution 30-94 "Instructional Calendar, Postsecondary and Secondary," mandates the development of a five year GCC Academic Calendar; and

WHEREAS, the Agreement between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the GCC Board of Trustees (Agreement) also identifies steps and responsibilities in developing the GCC Academic Calendar (Reference-Agreement).

NOW, THEREFORE, BE IT RESOLVED, to clarify and to guide the process in the creation of the Academic Calendar, that the Calendar Committee, as empowered by the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the Guam Community College Board of Trustees 2017-2023 Agreement, will be responsible for developing and recommending the Academic Calendar to the Board of Trustees for its annual adoption.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 47-2014

Amended & Adopted: November 17, 2008
Resolution 59-2008

Adopted: April 6, 1994
Resolution 30-94

**GUAM COMMUNITY COLLEGE
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Deleted: 2010-2016

Deleted:

Amended & Adopted: 2017
Resolution -2017

Amended & Adopted: December 11, 2014
Resolution 47-2014

Amended & Adopted: November 17, 2008
Resolution 59-2008

Adopted: April 6, 1994
Resolution 30-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

SATELLITE CAREER/TECHNICAL PROGRAMS (CTE), AUTHORIZATION

WHEREAS, the “Community College Act of 1977” created by Public Law 14-77 (as amended by Public Law 31-99 in 2011) established several purposes of the Guam Community College; including “to coordinate vocational-career and technical education (CTE) programs in all public schools” and “to expand and maintain postsecondary and secondary educational programs in the vocational-technical (CTE) fields”; and

WHEREAS, the need and demand for College programs far exceeds the College's ability to acquire facilities sufficient to carry out such purposes in any single campus; and

WHEREAS, many more students would be served if CTE programs and courses are offered in Guam public and private high schools.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the administration to offer Satellite CTE programs at Guam high schools in a manner mutually agreeable to those schools and the College.

BE IT FURTHER RESOLVED, that the College shall attempt to maximize opportunities to provide secondary career-technical education (CTE) through satellite programs.

BE IT FURTHER RESOLVED, that enrollment in satellite programs be included in the enrollment reports regularly submitted to the Board of Trustees.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 48-2014

Amended & Adopted: November 17, 2008
Resolution 60-2008

Adopted: April 6, 1994
Resolution 31-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the administration to offer Satellite ~~CTE~~ programs at Guam high schools in a manner mutually agreeable to those schools and the College.

BE IT FURTHER RESOLVED, that the College shall attempt to maximize opportunities to provide secondary career-technical education (CTE) through satellite programs.

BE IT FURTHER RESOLVED, that enrollment in satellite programs be included in the enrollment reports regularly submitted to the Board of Trustees.

Amended & Adopted: _____, 2017
Resolution _____-2017

Amended & Adopted: December 11, 2014
Resolution 48-2014

Amended & Adopted: November 17, 2008
Resolution 60-2008

Adopted: April 6, 1994
Resolution 31-94

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**GUAM COMMUNITY COLLEGE
Board of Trustees**

ARTICULATION AND TRANSFER AGREEMENTS

WHEREAS, the primary purpose of the Board is to stimulate, develop, foster, and promote cooperation, planning and improvement of instructional programs in the Pacific region and beyond; and

WHEREAS, another purpose of the Board is to coordinate developments among the postsecondary educational institutions of the Pacific and beyond with the goal of avoiding unnecessary duplication; and

WHEREAS, Guam Community College is a member of the Pacific Postsecondary Education Council or PPEC, an organization of public colleges and universities in the American-affiliated Pacific Islands; and

WHEREAS, GCC is a signatory in the Pohnpei Accord (2004) which articulated the collaborative relationship between the University of Guam and two-year public institutions in the Micronesian region; and

WHEREAS, the Board is interested in facilitating inter-institutional and mutual cooperation through articulation and transfer agreements with PPEC-member institutions and other higher education institutions beyond our region.

NOW, THEREFORE, BE IT RESOLVED, by the Board that:

1. Courses and programs of study offered by the Guam Community College be structured to allow better opportunities for students to enroll among PPEC-member institutions with a minimum of loss of credits in transfer.
2. Courses and programs of study at the two-year level become more readily transferrable to the University of Guam, and other PPEC-member institutions, as well as other United States-based and other international institutions which have forged articulation and transfer agreements with GCC.
3. The Guam Community College identify reciprocal transfer courses in PPEC-member institutions' student catalogs, and initiate dialogue regarding articulation agreements with such institutions. This will be done with other higher institutions of learning that have articulation and transfer agreements with GCC.
4. Institutions which are not presently accredited are subject to institutional review and approved procedures currently in effect.

Reviewed with no changes: _____, 2017

Amended & Adopted: December 11, 2014

Resolution 49-2014

Amended & Adopted: November 17, 2008

Resolution 61-2008

Adopted: April 6, 1994

Resolution 29-294

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 (and territory) develop a State Plan that reflects 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: _____, 2017
Resolution _____ - 2017

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

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Amended & Adopted: . 2017
Resolution - 2017

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 EDUCATION PROGRAMS

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 education programs; and

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) to create a "workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes";

WHEREAS, the purpose of the Adult Education and Family Literacy Act (Title II of the Workforce Innovation and Opportunity Act), is to "create a partnership among the Federal Government, States and localities to provide, on a voluntary basis, adult education and literacy services in order to:

1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency,
2. Assist adults who are parents or family members to obtain the educational skills that are necessary to become full partners in the educational development of their children; and lead to sustainable improvements in the economic opportunities for their family;
3. Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and
4. Assist immigrants and other individuals who are English language learners in improving their reading, writing, speaking, and comprehension skills in English; and mathematics skills, and in acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship."

WHEREAS, under the WIOA, Title II – Adult Education and Family Literacy, adults are defined as individuals,

1. "who have attained 16 years of age,
2. who are not enrolled or required to be enrolled in secondary school under State law, and
3. who –
 - (i) is basic skills deficient;
 - (ii) does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education, or
 - (iii) is an English language learner."

WHEREAS, the WIOA, Title II, 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: _____, 2017; Resolution ____-2017

Amended & Adopted: July 31, 2015; Resolution 12-2015

Amended & Adopted: November 17, 2008; Resolution 63-2008

Adopted: April 6, 1994; Resolution 27-94

GUAM COMMUNITY COLLEGE
Board of Trustees

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Amended & Adopted: _____, 2017; Resolution _____-2017
Amended & Adopted: July 31, 2015; Resolution 12-2015
Amended & Adopted: November 17, 2008; Resolution 63-2008
Adopted: April 6, 1994; Resolution 27-94

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**GUAM COMMUNITY COLLEGE
Board of Trustees**

**WORKFORCE DEVELOPMENT ADVISORY COMMITTEES
FOR CAREER AND TECHNICAL EDUCATION (CTE)**

WHEREAS, the beneficial role and function of Workforce Development Advisory Committees is nationally recognized as a means of ensuring quality in Career and Technical Education (CTE); and

WHEREAS, the CTE programs of Guam Community College will benefit from the advisory assistance of such committees.

NOW, THEREFORE, BE IT RESOLVED, that there shall be established one functioning Workforce Development Advisory Committee for each CTE program of the College.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Guam Community College shall have the authority (Public Law 14-77, as amended by Public Law 31-099:4 in 2011) for appointing members to the various workforce advisory committees upon recommendation by the department in each CTE area.

Amended & Adopted: _____, 2017
Resolution ____-2017

Amended & Adopted: December 11, 2014
Resolution 50-2014

Amended & Adopted: November 17, 2008
Resolution 64-2008

Adopted: April 6, 1994
Resolution 28-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**WORKFORCE DEVELOPMENT ADVISORY COMMITTEES
FOR CAREER AND TECHNICAL EDUCATION (CTE)**

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BE IT FURTHER RESOLVED, that the ~~President-Board of Trustees~~ of the Guam Community College shall have the authority ~~(Public Law 14-77, as amended by Public Law 31-099; 4 in 2011)~~ for appointing members to the various workforce advisory committees upon recommendation by the department in each CTE area.

Amended & Adopted: _____, 2017
Resolution _____-2017

Amended & Adopted: December 11, 2014
Resolution 50-2014

Amended & Adopted: November 17, 2008
Resolution 64-2008

Adopted: April 6, 1994
Resolution 28-94

**Guam Community College
Board of Trustees**

CREDIT HOUR POLICY

WHEREAS, the Guam Community College conducts undergraduate level credit courses under a semester system of approximately fifteen (15) weeks each semester per academic year (or its equivalent in the summer session); and

WHEREAS, a credit hour policy will codify the College's requirement of course contact hours in compliance with Federal and accrediting agency guidelines; and

WHEREAS, the attached guidelines, as the final product of the work of the Learning Outcomes Committee (LOC) and the Faculty Senate, as approved by the College Governing Council, includes two-years' worth of study and analysis from GCC faculty and administrators as well as data and study about this issue from accrediting agencies and other postsecondary institutions outlining the College's minimum number of hours necessary for the award of one unit of college credit; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees supports this "Credit Hour Policy" which reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) a minimum of 45 hours of student work for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours.

BE IT FINALLY RESOLVED, that this Credit Hour Policy proposed by the College Governing Council and approved by the President, be adopted by the Guam Community College Board of Trustees.

Reviewed with no changes: _____ **2017**

Adopted: June 13, 2012

Resolution: 10-2012

**Guam Community College
Board of Trustees**

PRIOR LEARNING ASSESSMENT

WHEREAS, GCC recognizes the value of non-traditional college-level learning such as Prior Learning Assessment (PLA); and

WHEREAS, Prior Learning Assessment is defined as a structured process for colleges to assess and validate a learner's prior learning and competencies; and

WHEREAS, the College recognizes that students may have had prior learning experiences, which might translate to academic credit; and

WHEREAS, the College adheres to the following standards for assessing experience for awarding college credit:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted; and

WHEREAS, since 1977, GCC has officially recognized "Non-Traditional and Sponsored Learning" as a legitimate way of earning college level credit; and

WHEREAS, since 1977, GCC has awarded credit to students for "Non-Traditional and Sponsored Learning" such as credit by examination, external examination, transfer credit, military education, prior learning, and work experience; and

WHEREAS, GCC's institutional philosophy includes, but is not limited, to providing each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering courses and programs that are characterized by:

- Responsiveness to the educational and cultural needs of the community;
- Affirmative action for nontraditional students; and
- Currency and relevance through Continuing Education and Lifelong Learning;

and

WHEREAS, GCC is committed to student success that lead to increased graduation rates; and

WHEREAS, GCC believes, through established research studies, that students who receive credit via PLA have a higher chance of completing their program of study towards an industry certificate, a certificate or degree; and

WHEREAS, GCC needs to consolidate its PLA practices into one central policy to conform to accreditation standards and best practices.

NOW, THEREFORE, BE IT RESOLVED, that Guam Community College hereby adopts a consolidated policy governing recommended standards of practice in Prior Learning Assessment (PLA).

Reviewed with no changes: _____ **2017**

Adopted: **February 6, 2014**

Resolution: **2-2014**

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROFESSIONAL DEVELOPMENT

WHEREAS, the Board of Trustees recognizes the importance of well trained 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 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 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, Academic Vice President and the President for final approval.
2. The selection of administrators and staff will be through the Administrators/Staff Professional Development Committee. 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 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 scheduling of the professional development activity will not compromise the critical operations of the department and the Guam Community College.
2. The professional development activity is required by the employee's supervisor as part of an employee improvement plan.
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.

Reviewed with no changes: _____, 2017
Amended and Adopted: January 13, 2015 (*updated*)
Resolution 1-2015

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

Adopted: July 20, 1994
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. (Under Guam laws a conviction can result in fines from \$100.00 to \$100,000.00, up to 15 years to life imprisonment, or both). Additionally, the employee in violation will be subjected to disciplinary or adverse actions upon conviction for an offense that occurred in the workplace, or in the course of their employment.
3. All employees are required to report any conviction received for a drug statute violation not later than five days after such conviction. The College may at its discretion offer an employee counseling or rehabilitation in lieu of or in addition to disciplinary action. However, this option is discretionary and includes considering all circumstances, the offense, and appropriateness of exercising such options.

BE IT FURTHER RESOLVED, that regarding alcohol:

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

Amended & Adopted: _____, 2017
Resolution -2017

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

Adopted: March 16, 1994
Resolution 23-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL

EMPLOYEES

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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.

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BE IT FURTHER RESOLVED, that regarding alcohol:

- ~~1. 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.~~
- ~~1.2. 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.~~
- ~~3. Violation of the prohibitions indicated in paragraph 1 of this section on alcohol may result in referral to local law enforcement officials for prosecution. Employees may also be subject to disciplinary or adverse actions. The College may at its discretion offer employees counseling or rehabilitation in lieu of disciplinary actions.~~

Amended & Adopted: _____, 2017
Resolution -2017

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

Adopted: March 16, 1994
Resolution 23-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

RECRUITMENT ABOVE THE MINIMUM STEP

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection; qualification; classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations does not set criteria for compensation on initial employment.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on RECRUITMENT ABOVE THE MINIMUM STEP affecting academic personnel only:

The minimum rate of each Pay Grade shall be the normal rate for initial employment; provided however that the President may authorize initial employment in a position up to Step 7 on the basis of one (1) year of creditable work experience for each Pay Step increase up to six (6) years of creditable work experience beyond the minimum experience and training required. The President may, with the approval of the Board of Trustees, authorize recruitment at a higher Step not to exceed Step 10 if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience. The increment schedule consisting of Step 11 through Step 20 shall not be used for recruitment above step.

BE IT FURTHER RESOLVED THAT, the Recruitment Above the Minimum Step procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Reviewed with no changes: _____, 2017
Amended & Adopted: January 8, 2009
Resolution 3-2009

Adopted: December 21, 1994
Resolution 5-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PAY ADJUSTMENT ON PROMOTION

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its respective academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection; qualification; classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations does not set criteria for pay adjustment on promotion.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on PAY ADJUSTMENT ON PROMOTION affecting academic personnel only:

Permanent full-time employees of the Guam Community College who are promoted competitively, or by reclassification, or temporarily, to a higher Pay Grade, shall receive a salary which is not less than a two-Step pay increase in the Pay Grade held prior to promotion but not more than a thirty percent rate increase without the approval of the Board of Trustees. In no event shall the salary rate exceed Step 20 in the New Pay Grade.

BE IT FURTHER RESOLVED THAT, the Pay Adjustment on Promotion procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Reviewed with no changes: _____, 2017
Amended & Adopted: January 8, 2009
Resolution 4-2009

Adopted: January 4, 1995
Resolution 6-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

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

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

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

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

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

Reviewed with no changes: _____, 2017
Amended & Adopted: January 13, 2015
Resolution 2-2015

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

Adopted: July 5, 1995
Resolution 10-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

APPEALS TO THE CIVIL SERVICE COMMISSION

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

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

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

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

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

Amended & Adopted: _____, 2017
Resolution _____, 2017

Reviewed with no changes: January 13, 2015
Amended & Adopted: January 8, 2009
Resolution 7-2009

Adopted: July 5, 1995
Resolution 12-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

APPEALS TO THE CIVIL SERVICE COMMISSION

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

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

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

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

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

~~**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.~~

Amended & Adopted: _____, 2017
Resolution _____, 2017

Reviewed with no changes: January 13, 2015
Amended & Adopted: January 8, 2009
Resolution 7-2009

Adopted: July 5, 1995
Resolution 12-95

**GUAM COMMUNITY COLLEGE
Board of Trustees**

**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 on file at the President's Office.

Reviewed with no changes: _____, 2017
Amended & Adopted: January 13, 2015
Resolution 3-2015

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, lifelong learning, service to others, enrichment through diversity, commitment to excellence, collegiality, mutual respect, and professional integrity; and

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

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

WHEREAS, all employees of the Guam Community College are to be guided by 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, which is on file at the President's Office.

Reviewed with no changes: _____ 2017

Amended & Adopted: January 13, 2015

Resolution 4-2015

Adopted: March 6, 2008

Resolution 6-2008

**Guam Community College
Board of Trustees**

GCC'S MERIT BONUS POLICY

WHEREAS, the Board of Trustees wishes to acknowledge the entitlement, in accordance with and pursuant to any other applicable legal authority, of qualifying employees to be awarded merit bonus payments pursuant to 4 GCA §6203, and wishes to memorialize GCC's intent to award merit bonuses in accordance with that statute.

NOW, THEREFORE, IT IS RESOLVED that pursuant to 4 GCA §6203, merit bonuses shall be rewarded to qualifying employees by a lump sum bonus payment for up to three prior years.

IT IS FURTHER RESOLVED that the Board of Trustees acknowledges that the College may seek an appropriation to fund the payment of merit bonuses to eligible employees.

IT IS FURTHER RESOLVED that GCC recognizes the statutory limitations imposed by the applicable law limits the eligibility of qualifying employees to receive merit bonuses beyond this three year period recognized by GCC.

IT IS FURTHER RESOLVED that GCC may, upon the Board of Trustee's approval, promulgate additional rules and regulations to ensure the payment of merit bonuses to eligible employees.

Reviewed with no changes: _____, 2017

Adopted: August 30, 2013

Resolution No.: 8-2013

**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, healthy, 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.

Reviewed with no changes: 2017

Amended & Adopted: January 13, 2015

Resolution 5-2015

Amended & Adopted: January 8, 2009

Resolution 11-2009

Adopted: April 6, 1994

Resolution 32-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

STUDENT CO-CURRICULAR ACTIVITIES

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

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

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

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

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

Reviewed with no changes: _____, 2017

Amended & Adopted: January 8, 2009

Resolution 12-2009

Adopted: April 6, 1994

Resolution 33-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS

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

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

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

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

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

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

Reviewed with no changes: _____, 2017
Amended & Adopted: January 8, 2009
Resolution 13-2009

Adopted: April 6, 1994
Resolution 34-94

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PACIFIC ISLANDS STUDENT ENDOWMENT FUND

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees 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.

Reviewed with no changes: 2017

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

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

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

**Guam Community College
Board of Trustees**

“ENRICHMENT STUDENT” CATEGORY

WHEREAS, 17 GCA, Section 31107, mandates Guam Community College “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.

Reviewed with no changes: _____ 2017

Amended & Adopted: January 13, 2015

Resolution 7-2015

Adopted: May 8, 2008

Resolution 8-2008

**Guam Community College
Board of Trustees**

GCC APPRENTICESHIP TRAINING PROGRAM

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

Reviewed with no changes: _____

Amended & Adopted: January 13, 2015

Resolution 8-2015

Adopted: October 7, 2009

Resolution 1-2010

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

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, October 19, 2017, 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 August 11, 2017

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
 - Accreditation Update (with Data Extract)
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

VII. NEW BUSINESS

1. BOT Fiscal Calendar (2017-2018)
2. BOT Assessment Plan (2018-2020)
3. President's Travel Request (October-November 2017)

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

**GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of August 11, 2017**

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on August 11, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Ms. Gina Ramos, Secretary (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member; Mr. Kenneth Bautista, Support Staff Advisory Member; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Michael Chan, Dean, TSS; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson, 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 – June 1, 2017

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 1, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – Letter from ACCJC regarding adjustments to the accreditation visit to March 6-9, 2018 due to an upcoming Guam holiday in observance of Guam History and Chamorro Heritage Day and a retreat previously scheduled for the ACCJC Commissioners that coincides with the initial visit in 2018.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

1. President's Report: President Okada reported on the following:
Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2017: Since the last meeting, which was in June 2017, there is good news with the College's

financial status. As of August 11, 2017, the College is now in a good cash position due to receiving 65% of its total General fund allotment. There were discussions with DOA and have agreed to initially release \$500,000 to the College every week. After further discussions and in order to catch up with the College's allotment releases, DOA increased the amount to a total of \$700,000 each week. Allotment releases has been consistent and anticipate will be caught up before FY2017 ends.

The President further reported that last semester there was a hold on professional and staff development travel, however, with the current financial status, it will be lifting this restriction.

The College has received year to date 68% of its allotment for FY2017 which equates to the following: \$11,079,527.85 from the General Fund to support operations, approximately \$626,700 from the General Fund that supports LPN and Vocational Guidance; \$281,000 from the Apprenticeship Fund/General Fund; \$182,437 for MDF; \$24,000 from the Tourist Attraction Fund to support the ProStart and Culinary Program; plus capital improvement fund of \$185,000. This equals to a total of \$12,379,980.44 received for FY2017.

The College will continue to monitor its allotment releases, which has seven (7) weeks left to receive the remainder of its appropriations for FY2017.

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

- Campus painting projects for four (4) major buildings at the front of the campus are ongoing. Should be completed by August 25, 2017. There is a little bit of an interference with the start of the semester but notices are posted online for the entire campus community.
- Anticipate the next series of buildings for the painting project will be put out for bid during the Christmas break so as not to interfere with the students navigating on campus.
- Completed the balancing of the humidity in Room 3127 in the Allied Health building and faculty is moving back into this facility as of today.
- Bid proposals for the ADA walkway is being evaluated. This area is located by Building 500, which is a very steep hill.
- There has been two (2) unsuccessful bids sent out twice for the renovation of the Cosmetology classrooms. The College, however, is soliciting price quotes from vendors so that this project can move forward.
- Another unsuccessful bid is for the Cloud base infrastructure for MIS. The College will also solicit price quotes for this project. The challenge for this is that most of the internet based companies are off-island, including those that the College has been dealing with throughout the years. It makes it difficult for these companies to submit bids while they are off-island.

Other activities:

- There are four (4) different academies that are concurrently ongoing at the College, which has not happened in a long time. The Criminal Justice Academy will be having its completion ceremony the evening of August 11, 2017.
- The College is hosting a first-ever Marine Terrestrial Law Enforcement Academy from around the Pacific Region to include Pohnpei, Kosrae, Chuuk, Palau, and Yap in collaboration with the Department of Agriculture. Also ongoing is the Department of Corrections cycle and the Guam Fire Department cycle.

-Recently, through a partnership with the University of Hawaii at Manoa, and through funding from the U.S. National Science Foundation (NSF), the College had an opportunity to bring representatives from the Pacific Region with the idea of increasing STEM majors among the Pacific Islanders. This collaboration was headed by Professor Joni Kerr from the GCC Science department.

-GCC participated in the 73rd Liberation Day Parade on July 21, 2017, the highlight of this event was to showcase the new GCC logo and in celebration of its 40th year anniversary.

-The College completed its testimony for its FY2018 Budget Request and President Okada also provided testimony for the bi-annual budget submitted by Speaker Cruz.

Accreditation Updates (with Data Extract): The President reported the following data:

-Provided data for the Board on what the institution's set standards are in terms of the graduation rates for college level students and pre-collegiate students for 2008-2013.

-She explained that on the table during the period of 2008-2013, the fall cohort institutional set standard is 25% of the fall cohort. This means the first time, full-time degree seeking students that graduate with 150% of the normal time. That the second table to the right is completion within 200% of the normal time.

-The President further explained that basically the 150% means that a 2-year degree takes 3 years for completion and 200% means a 2-year degree takes a student 3 years to complete.

-These are the institutional set standards that are identified as part of the accreditation process and how the College is tracking with that.

-It is difficult for Associate degree students because most of the enrollment are part-time students.

-Will continue to monitor these standards to ensure that they are obtainable and sustainable.

-Data will also be entered into the annual GCC Factbook.

-The Board were also informed that to date, that approximately 140 students are currently taking advantage of the CLYMER program, which includes, public, private and Department of Defense students.

-Data are also provided during the GCC Convocations and College Assembly.

-These data also helps GCC how to plan, budget, recruit, and facilities usage.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:

-Aug. 16, 2017 (Wed.): First day of classes for the new semester.

-Sept. 1, 2017 at the MPA: 8:30am is the Student Organization Officer & Advisor Induction Ceremony; Student Organization Officer & Advisor Training and the COPSA General Membership meeting; and the Student Organization Health Certificate Workshop.

-Sept. 15, 2017: COPSA General Membership Meeting.

-Sept. 21, 2017: Fall Festival and the Tour of the Pacific, 4pm-8pm in the Student Center Courtyard.

-Sept. 29, 2017: The "Need to Lead" student conference will be held at the Pacific Star Resort in Tumon.

There was a concern regarding unpainted areas that seemed incomplete but was informed the campus painting project is still ongoing.

Faculty Advisory Member: Mr. Fred Tupaz reported the following:

- Faculty are looking forward to the new academic year and anticipate working with the administration with the new BOT-Faculty Union contract in place.
- Some long term employees retired but some will return as adjuncts.

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

- Staff are busy with registration for the new semester.
- Computer in the student lab and library have been upgraded.
- Waterblasting on campus especially within the parking areas with parking stalls being painted as well.

3. Board of Trustees Community Outreach Report.

- June 17, 2017, GCC 40th Anniversary Leadership dinner, attended by Trustees Gina Ramos, Richard Sablan, Frank Arriola, and Deborah Belanger.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. Construction is ongoing and still progressing well and anticipated deadline is during the first quarter of 2018. Awaiting timeline extension from contractor due to losing his H2 workers.

-Forensic Lab. This was sent out for a rebid with two (2) potential bidders. Awaiting the final evaluations and anticipate receiving this before the end of the August 2017.

-Building 300. A bid will go out for this construction next week. Federal funding for this has been awarded and will continue to move forward on this project.

-Wellness Center. The President is currently working out a strategy with the Vice Presidents to put together a funding proposal. Anticipate completing the proposal in 2018, which will also go through the governance process to obtain feedback on this funding strategy.

Due to some of these projects being Federally funded there are certain obligations that has to be met and construction has to move forward even with other construction projects currently ongoing. The College will also be meeting with USDA regarding its loans.

VII. NEW BUSINESS.

1. BOT POLICY REVIEW (Continuation). The President reported that several months ago a BOT Policy review was scheduled and several policies were updated. Copies of the adopted policies with recommendations were provided to the Board for consideration. After discussions and review, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD ADOPT THE UPDATED BOARD OF TRUSTEES POLICIES, AS PRESENTED, WITH CORRECTIONS, AS FOLLOWS: POLICY 306-COMPREHENSIVE ASSESSMENT OF INSTRUCTIONAL PROGRAMS, STUDENT SERVICES, ADMINISTRATIVE UNITS AND THE BOARD OF TRUSTEES; POLICY 310-INSTRUCTIONAL CALENDAR, POSTSECONDARY AND SECONDARY; POLICY 315-SATELLITE CAREER/TECHNICAL PROGRAMS (CTE), AUTHORIZATION; POLICY 320-ARTICULATION AND TRANSFER AGREEMENTS; POLICY 325-GUAM'S CAREER AND TECHNICAL EDUCATION SYSTEM; POLICY 330-GUAM'S ADULT EDUCATION PROGRAMS; POLICY 335-WORKFORCE DEVELOPMENT ADVISORY COMMITTEES FOR CAREER AND TECHNICAL EDUCATION (CTE); POLICY 345-CREDIT HOUR POLICY; POLICY 350-PRIOR LEARNING ASSESSMENT; POLICY 400-PROFESSIONAL DEVELOPMENT; POLICY 410-STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL - EMPLOYEES; POLICY 420-RECRUITMENT ABOVE THE MINIMUM STEP; POLICY 425-PAY ADJUSTMENT OF PROMOTION; POLICY 430-VOLUNTEER POLICY-FOR INSTRUCTIONAL/NON-INSTRUCTIONAL SERVICES; POLICY 440-APPEALS TO THE CIVIL SERVICE COMMISSION; POLICY 465-EMERITI AT THE GUAM COMMUNITY COLLEGE; POLICY 470-THE GUAM COMMUNITY COLLEGE CODE OF ETHICS; POLICY 475-GCC'S MERIT BONUS POLICY; POLICY 500-POSTSECONDARY STUDENT HANDBOOK; POLICY 505-STUDENT CO-CURRICULAR ACTIVITIES; POLICY 510-ADMISSION AND ATTENDANCE OF INCARCERATED STUDENTS; POLICY 515-PACIFIC ISLANDS STUDENT ENDOWMENT FUND; POLICY 520-"ENRICHMENT STUDENT" CATEGORY; POLICY 711-GCC APPRENTICESHIP TRAINING PROGRAM. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

2. ABOVE STEP RECRUITMENT FOR THE NURSING & ALLIED HEALTH ADMINISTRATOR. The President explained that she would need to be comfortable with the administrative and process steps for GCC to hire a Nursing and Allied Health Administrator. That there are different policies that allow for this.

Resolution 2-2001 allows for the recruitment above the minimum step for allied health and emergency medical service professionals. This was for the full time faculty members that GCC was trying to recruit for Allied Health and nursing because it was having difficulties recruiting.

BOT Resolution 10-2008 allows for the recruitment for full-time nurses not to exceed Step 10.

Board of Trustees Policy 420 also allowed the President, "with the approval of the Board of Trustees, authorize recruitment at a higher Step not to exceed Step 10 if such action is based on recruitment difficulties or by the new employee's special or unusual qualifications or experience."

Then the Board recently approved the Allied Health Administrator position, which used to be a faculty position but labeled as an administrator in the old contract. In the new contract, it is an

administrative position.

These Resolutions and policies do not allow the President to hire the position of Nursing and Allied Health Administrator to Step 10. The following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE TO ALLOW THE GUAM COMMUNITY COLLEGE TO HIRE FOR THE POSITION OF NURSING AND ALLIED HEALTH ADMINISTRATOR FROM STEP 7 TO STEP 10, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. 5-Year Strategic Resource Plan. The President explained that this plan was previously approved by the Board and has since been updated. This updated plan has gone through the College Governing Council and the Resource Planning and Facilities committee. The Board was then presented with the updated 5-Year Strategic Resource Plan for 2017-2021 for consideration.

After discussions, a motion was made as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE UPDATED 5-YEAR STRATEGIC RESOURCE PLAN FOR 2017-2021, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

4. President's additional travel. The President informed the Board of the following travel request: PPEC Fall meeting, October 12-13, 2017, in Honolulu, Hawaii, 50% PPEC reimbursement. After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD SABLAN, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At this time, Mr. Fred Tupaz announced that the annual John K. Lee 5K is scheduled for November 11, 2017 and asked the Board to save this date as part of the GCC 40th Anniversary celebration. He mentioned that the students are organizing this event, however, they are seeking additional support from the Board. BOT Chair Frank Arriola mentioned he will provide his support after the planning of the September 30, 2017 GCC golf tournament. Mr. Tupaz also mentioned he will be contacting the President regarding this.

At approximately 1:05 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:24 p.m., the meeting reconvened to open session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. 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 LUKE FERNANDEZ, THAT THE MEETING OF AUGUST 11, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of August 11, 2017, adjourned at approximately 1:25 p.m.

SUBMITTED BY:


OCT 19 2017
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


OCT 19 2017
GINA Y. RAMOS
Secretary

APPROVED BY:


OCT 19 2017
FRANK P. ARRIOLA
Chairperson

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Standards of Good Practice

In support of effective community college governance, the Board¹ believes:

- ✦ That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- ✦ That it must clearly define and articulate its role;
- ✦ That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CFO;
- ✦ That it always strives to differentiate between external and internal processes in the exercise of its authority;
- ✦ That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- ✦ That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- ✦ That its trustee members vote their conscience and support the decision or policy made;
- ✦ That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- ✦ That it endeavors to remain always accountable to the community;
- ✦ That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

¹The term "board" refers to a community college board of trustees or appropriate governing authority.

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Member in Good Standing

Presented to

Guam Community College

for

July 1, 2017 – June 30, 2018



Bakari G. Lee

Bakari G. Lee, ACCT Chair

J. Noah Brown

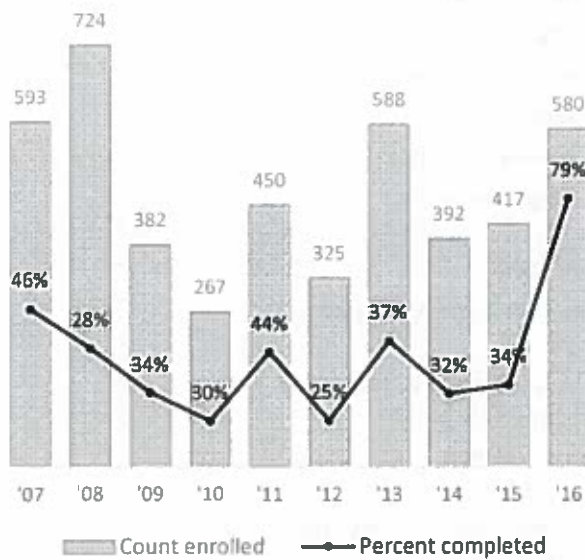
J. Noah Brown, ACCT President and CEO

DATA EXTRACT #3 (Meaningful Data for the GCC Board)

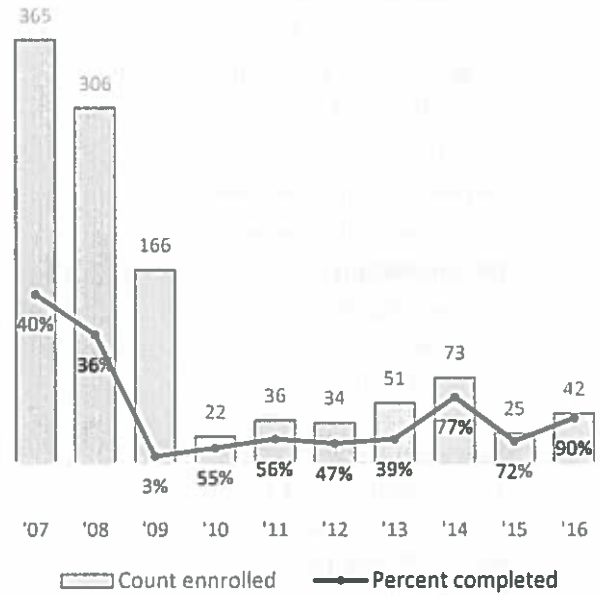
Adult Education

Percent Completers by Program^{1,2}

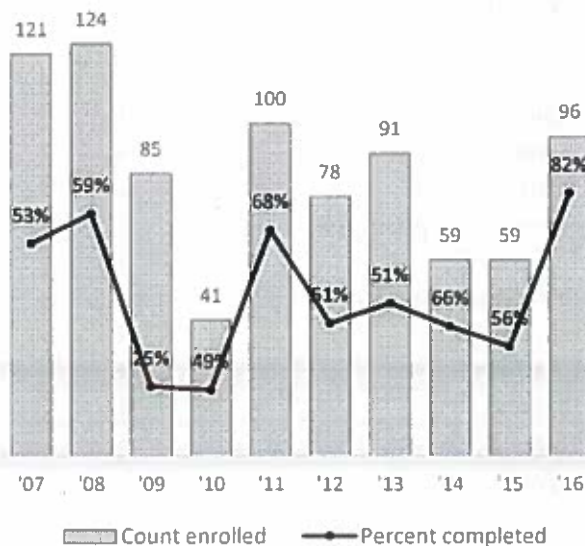
Adult Basic Education



Adult Secondary Education



English as a Second Language



2016 Enrollment by Age and Ethnicity

	Age Category (years old)					Total
	16-18	19-24	25-44	45-59	60+	
Native Hawaiian or Other Pacific Islander	101	196	157	25	1	480
Asian	20	33	75	34	9	171
Hispanic of Latino	9	9	14	1	1	34
Two or more races	4	6	5	2	0	17
White	3	3	2	1	2	11
American Indian or Alaska Native	0	1	1	0	0	2
Black or African American	0	1	2	0	0	3
Total	137	249	256	63	13	718

¹ **Count enrolled:** number of students having acquired at least 12 hours of instruction during the program year. **Percent completed:** percent of students (i.e. "count enrolled") who have completed a level of competency.

² **ABE:** Adult Basic Education; **ASE:** Adult Secondary Education; **ESL:** English as a Second Language.

DATA EXTRACT #3
(Meaningful Data for the GCC Board)

Apprenticeship

Enrollment by Employer³

Public Sector			
Guam Police Department	55	Guam Waterworks Authority	6
Department of Corrections	40	Judiciary of Guam	5
Department of Land Management	27	Port Authority of Guam	5
Guam Power Authority	19	Department of Youth Affairs	4
GHURA	14	Guam Law Library	2
Department of Education	10	Guam Housing Corp.	1
Department of Administration	7	Guam Legal Services	1
Private Sector			
Docomo Pacific	62	Baldyga Group	2
GTA Teleguam	50	Duenas, Camacho Associates	2
Cabras Marine	43	DZSP 21	2
G4S Security Systems	22	EURO Car Servicing, Inc.	2
Hawaiian Rock Products	11	G4S Secure Solutions	2
JMSI Electrical, LLC.	11	Ironwood Estates	2
Nissan Motors Guam	11	Ironwood Manor	2
Barrett Plumbing	9	Micro. Renewable Energy, Inc.	2
Gulf Copper	9	Pacific Biomedical	2
Nippo Corp.	9	RLS Services	2
Atkins Kroll	7	Sumitomo Mitsui	2
Core Tech Int'l	7	Universal Tire Supply	2
Lam Lam Tours	7	Addison Global Interiors	1
TLC Day Care	7	Arluis Weddling	1
IMCO General Incorporated	6	ASIG	1
Korando	5	Asu Smokehouse	1
Mid Pac Far East	5	Carrier Guam, Inc.	1
Perez Bros.	5	F.A.C.S. Inc.	1
AAFES Car Care	4	Island CERTS Corp.	1
Infant of Prague	4	Kloppenburg Enterprises, Inc.	1
P.R. Balagtas	4	Lots of Learning	1
Cars Plus	3	Pacific Human Resources	1
Guam Auto Spot	3	TG Engineers	1
Pacific Unlimited	3	United Tire Service	1
Tristar Terminals Guam, Inc.	3	V.P. Olivares	1
A/C Technology, Inc.	2	W.B. Flores & Co.	1
Grand Total			546

³ Enrollment count from October to December of each year.

GUAM COMMUNITY COLLEGE
Board of Trustees

Annual Fiscal Year Calendar, October 2017 thru September 2018
Approved by GCC Board of Trustees: October 19, 2017

OCTOBER 2017		NOVEMBER 2017		DECEMBER 2017		JANUARY 2018	
<u>MARCH 6-9, 2018 ACCJC TEAM VISIT</u>		<u>MARCH 6-9, 2018 ACCJC TEAM VISIT</u>		<u>MARCH 6-9, 2018 ACCJC TEAM VISIT</u>		<u>MARCH 6-9, 2018 ACCJC TEAM VISIT</u>	
19- Thurs., BOT monthly meeting (12pm) campus		03- Fri., BOT monthly meeting (12pm)		01- Thurs., BOT monthly meeting (12pm)		05- Fri., BOT monthly meeting (12pm)	
23- College Assembly, 8am-4pm		10- GCC 40 th Anniversary Gala		Reminder: BOT Elections 2017		17- Wed., Foundation Board of Governors mtg, 12pm, GCC campus	
25- Wed., Foundation Board of Governors mtg, 12pm, GCC campus		12- Sun., Annual 2/5K Run (John K. Lee re scholarships)		13- Wed., Foundation Board of Governors mtg, 12pm, GCC campus		TBA Mtg. of the Joint Educational Board (P.L. #19-40, 17 GCA, Chapter 16A)	
-GCC PAR EXCELLENCE GOLF TOURNAMENT (Leo Palace (scheduled in Sept. 2017)		29- Wed., Foundation Board of Governors mtg, 12pm, GCC campus		Reports Due:		NOTE: (**update BOT training) BOARDS & COMMISSION EDUCATIONAL REQUIREMENT	
-ACCT Annual Leadership Congress (was in Las Vegas Sept. 2017)		TBA Sat., -Board of Trustees /Foundation Board Annual Meeting (Joint Boards Retreat)		Reports Due:		Reports Due:	
TBA - BOT Retreats		1) (Per Board Bylaws, Article III, Section 1)		Reports Due:		Reports Due:	
Reports Due:		Reports Due:		Reports Due:		Reports Due:	
BOT CHAIR		BOT CHAIR		BOT CHAIR		BOT CHAIR	
Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)		Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)		BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233		BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233	
PRESIDENT:		PRESIDENT:		PRESIDENT:		PRESIDENT:	
Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.		Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.		Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.		Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.	
Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)		Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)		Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)		Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7102.2)	
TBA-POLICY REVIEWS		TBA-POLICY REVIEWS		TBA-POLICY REVIEWS		TBA-POLICY REVIEWS	

*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."

PLEASE NOTE: Dates are subject to change.

OCT 19 2017

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GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2017 thru September 2018

Approved by GCC Board of Trustees: October 19, 2017

FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018
<p><u>MARCH 6-9, 2018 ACCJC TEAM VISIT</u></p> <p>2- Fri., BOT monthly meeting (12pm)</p> <p>21- Wed., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p><u>BOARD:</u> No later than the 15th of February, submittal of GCC's annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature</p> <p>TBA-POLICY REVIEWS</p>	<p>2- Fri., BOT monthly meeting (12pm)</p> <p><u>ACCJC TEAM VISIT</u></p> <p>21- Wed., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>TBA-POLICY REVIEWS</p>	<p>6- Fri., BOT monthly meeting (12pm)</p> <p>8- Wed., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>*New Student Trustee elected</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> For FY2017 - Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2)</p> <p>TBA-POLICY REVIEWS</p>	<p>4- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in)</p> <p>11- Fri., GCC <u>COMMENCEMENT</u>, 6:00pm.</p> <p>23- Wed., Foundation Board of Governors mtg., 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>TBA-POLICY REVIEWS</p>

OCT 19 2017

*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."

PLEASE NOTE: Dates are subject to change.

GUAM COMMUNITY COLLEGE

Board of Trustees

Annual Fiscal Year Calendar, October 2017 thru September 2018

Approved by GCC Board of Trustees: October 19, 2017

JUNE 2018	JULY 2018	AUGUST 2018	SEPTEMBER 2018
<p>1- Fri., BOT monthly meeting (12pm)</p> <p>20- Wed., Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p><u>PRESIDENT:</u> June 30th - Graduate Employment Report due re Public Law 32-181</p> <p>TBA-POLICY REVIEWS</p>	<p>6- Fri., BOT monthly meeting (12pm)</p> <p>18- Wed., Foundation Board of Governors mtg, 12pm, GCC campus</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> Quarterly BOT Attendance Report to Governor (Per 5GCA, Chapter 43, §43107)</p> <p>BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter.</p> <p>Quarterly Report on status of MDF to BOT, ATP Council, Legislature. (22GCA §7120.2)</p> <p>TBA-POLICY REVIEWS</p>	<p>3- Fri., BOT monthly meeting (6pm)</p> <p>TBA Convocation</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>BOT Annual Educational Requirements, Public Law #32-031</p> <p>*ACCT Leadership Congress, New York, New York, October 24-27, 2018</p> <p>TBA-POLICY REVIEWS</p>	<p>7 or 14- Fri., BOT monthly meeting (12pm)</p> <p>19- Wed., 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>*ACCT Leadership Congress, New York, New York, October 24-27, 2018</p> <p>TBA- POLICY REVIEWS</p> <p>TBA- GCC PAR EXCELLENCE GOLF TOURNAMENT (Leo Palace, Sept. or Oct. 2018)</p> <p>TBA-College Assembly</p> <p>Reports Due:</p> <p><u>BOT CHAIR</u> BOT Reporting requirement re meetings to OPA, Legislature & Governor, Public Law#31-233</p> <p>TBA-POLICY REVIEWS</p>

Adopted by the GCC Board of Trustees:

Date:

OCT 19 2017


FRANK P. ARRIOLA, 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 *Lilheslatura* to the board or commission."

PLEASE NOTE: Dates are subject to change.

GUAM COMMUNITY COLLEGE
AY 2018-2020 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 update By-Laws to align processes and procedures, as necessary and appropriate.	<p>1a. 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>1b. Conduct periodic review of the Board's Policies for publication both in print and electronic format. Include update of BOT membership Handbook.</p>	<p>1a. January 2018</p> <p>1b. BOT monthly meetings and as scheduled.</p>	<p><u>Board of Trustees:</u> *All BOT members</p> <p><u>Staff and President:</u> * Divisional departments and Board's Administrative Secretary * Vice President, Academic Affairs * Vice President, Finance & Administration</p>

CONCUR: X
 DO NOT CONCUR: _____


 Frank P. Arriola
 Chairperson, Board of Trustees

OCT 19 2017

GUAM COMMUNITY COLLEGE
AY 2018-2020 Board of Trustees Assessment Activities & Timeline

GOAL #2 Board Assessment	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<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>2a. Implement a regular schedule for board assessment training to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement.</p> <p>2b. Include the input and participation of the Management Team, Faculty Senate, Staff Senate, and Council On Postsecondary Student Affairs (COPSA) in the Governing Board Assessment Questionnaire (GBAQ) process.</p> <p><u>Outcome:</u></p> <ul style="list-style-type: none"> Board of Trustees' forum for Faculty Senate, Staff Senate, and the Council on Postsecondary Student Affairs (COPSA) 	<p>2a. Semi-Annually</p> <ul style="list-style-type: none"> December 2017 August 2018 <p>2b. GBAQ to be conducted</p> <ul style="list-style-type: none"> November 2017 Final Report: February 2018 	<p><u>Board of Trustees:</u> Entire Board</p> <p><u>Staff:</u> *Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER) *Board's Administrative Secretary</p>

CONCUR: X
 DO NOT CONCUR: _____




Frank P. Ariola
 Chairperson, Board of Trustees

OCT 19 2017

GUAM COMMUNITY COLLEGE
AY 2018-2020 Board of Trustees Assessment Activities & Timeline

GOAL #3 Governance	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
<p><u>Governance Evaluation (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"> Evidence of input by the Management Team, faculty, staff and student representatives present at Board meetings will reflect their close connection with the participatory governance process. 	<p>3a. Spring 2018</p>	<p><u>Board of Trustees:</u> *Entire Board</p> <p><u>Staff:</u> *Assistant Director, Office of Assessment, Institutional Effectiveness & Research (AIER) *Board's Administrative Secretary</p>

CONCUR: X
DO NOT CONCUR: _____


Frank P. Arraras
Chairperson, Board of Trustees

OCT 19 2017

PRESIDENT'S TRAVEL SCHEDULE
October - November 2017

Conference Title/Sponsor	Date	Location
REL Board Meeting	October 3-6, 2017	Honolulu, HI
WestCare Tri Annual Board of Directors Meeting	October 27-30, 2017	Las Vegas, NV
17th Annual Pacific Regional Investment Conference	November 30-December 1, 2017	Manila, PI

Funding Source in order of travel: McREL International (100% funded); WestCare (100% funded); APAFS reimbursement (TRD)

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Thursday, November 16, 2017, 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 19, 2017

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President's Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
 - Accreditation Update (with Data Extract#4)
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

VII. NEW BUSINESS

1. BOT By-Laws update
2. President's Travel Request (December 2017-January 2018)

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 19, 2017

Minutes

I. CALL TO ORDER

The monthly meeting of the GCC Board of Trustees held on October 19, 2017, was called to order at 12:00 p.m., by Chairperson Frank Arriola, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank P. Arriola, Chairperson; Mr. Richard P. Sablan, Vice Chairperson; Mr. Eloy P. Hara, Treasurer; Ms. Deborah C. Belanger; Mr. Luke Fernandez, Student Trustee. **Other members:** Ms. Gina Ramos, Secretary (schedule conflict); Mr. John Benito (off-island).

Others in attendance: Dr. Mary A.Y. Okada, President; Mr. Frederick Tupaz, Faculty Advisory Member represented by Ms. Jonita Kerr; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen K. Santos, Vice President, Finance & Administration Division; Dr. Michael Chan, Dean, TSS; Ms. Doris Perez, Assistant Director, Planning and Development; Ms. Jayne Flores, Assistant Director, Communications and Promotions; Attorney Rebecca Wrightson, 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 – August 11, 2017

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, AND SECONDED BY TRUSTEE ELOY HARA, THAT THE BOARD APPROVE THE MEETING MINUTES OF AUGUST 11, 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.
(Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS – Certificate as a “Member of Good Standing” received from the Association of Community College Trustees (ACCT) for July 1, 2017-June 30, 2018.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

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

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

FY2017: As the College closed FY2017, it received 79% of the General Fund for its appropriations.

The College has received year to date 83% of its allotment for FY2017 which equates to the following: \$14,078,648 from the General Fund to support operations, approximately \$696,333 from the General Fund that supports LPN and Vocational Guidance; \$312,000 from the Apprenticeship Fund/General Fund; \$182,400 for MDF; \$24,154 from the Tourist Attraction Fund to support the ProStart and Culinary Program.

Do not anticipate receiving any funds for MDF but Apprenticeship programs will continue. Received \$278,922 for the USDA repayment loan. None received for the First Generation Fund of \$200,000. To date the College is owed a balance of \$3 million with the 10% set aside for FY2017. Anticipate receiving the balance before December 31, 2017. Will continue to track this and work with the Department of Administration.

FY2018: The College received \$1.4 million as of October 2017. Received \$700,000 twice and anticipate receiving \$1.4 million every month. Still working on trying to collect the remainder of last fiscal year's funds but have been receiving for FY2018 appropriations making the cash flow good and will continuously work with DOA on this.

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

- Several CIP projects are ongoing since last fiscal year such as the painting on campus beginning with the Anthony Leon Guerrero Allied Health building, the Learning Resource Center (LRC), the Student Center and the Foundation Building.

- Phase II of the painting project will be for the Technology Center and the administration building. This will be done when students are out during the Christmas break and again so as not to interfere with the students navigating on campus and especially since the weather has been very windy.

- The GCC maintenance crew will continue to assist with the water blasting of the remainder of the buildings before the Accreditation visit.

- The fire sprinkler system for Building 2000 has been leaking and last time it was changed out was 2009 when the College received ARRA funds but now would need to be replaced.

- The bid for Rooms A6, A7 and A8 for cosmetology has been awarded, including for the ADA ramp located due to students' concern of the steep slope leading down from the Tech building to Building 500.

- Solar light batteries for the parking lights would have to be replaced. Bids will go out for this but in the meantime GCC Maintenance have been using floodlights as a temporary measure.

- Including as an option on the air-conditioning specifications for energy efficient systems, which the College already has some on campus.

- Since the last meeting in August 2017, there has been discussions with the Governor's office regarding the free college concept. Will have further discussions with the Governor to pilot this program with programs the College is already offering. The anticipated timeline to pilot this program is Fall 2018. The College is currently offering programs such as the Adult Education, Developmental Education, and CTE programs that can be made a part of this free college concept. This is part of the quality focus essay associated with Accreditation but will move forward on this after the Accreditation visit in March 2018.

- Several College employees attended a Cyber Trap seminar hosted by UOG.

- Sixteen (16) participants within the region completed the inaugural Regional Marine and Terrestrial Conservation Enforcement Academy on campus with funding support through NOAA,

Department of Interior, U.S. Forest Service, USAid, the FSM government, and the office of Raymond James Asia Pacific Group. Training for this focused on law enforcement professionals in the region as it relates to conservation in marine and wildlife, including human trafficking.

- Completed partnership with Andersen Air Force Base for pre-architectural drafting and surveying class at GCC with the AutoCAD program with 24 participants from the 554th Construction Battalion taking the MASTERSuite test.

- The President also explained the Federal program operated by Mr. Carlos Camacho regarding building houses for individuals with lower income. One of the federal grant requirement is for owners to put in sweat equity. Through a participative agreement with the GCC Construction Trades programs, students in this class participate as part of their lab work out in the field at the construction site as part of the sweat equity requirement. Some of these students might also be eligible for this housing program. There has been positive feedback with this program. Moving forward these students also have an opportunity to be employed with Mr. Camacho using their skills.

- Working on the generators for the buildings with the primary generators to be used for those with instructional classrooms and will be put out to bid with specifications to include the housing for the generators and not just installing generators.

- The chiller system in the LRC would have to be replaced.

- In preparation for the accreditation visit, anticipate signage for all buildings including numbers and directional signs on campus to be complete.

Other activities:

- A final copy of the ISER report should be provided to the Board of Trustees (BOT) sometime in November 2017, and a BOT retreat together with the Foundation Board of Governors (FBOG) should be scheduled to explain the report. Both the BOT and FBOG will be given a period of time to also review for input.

At this time Dr. Ray Somera explained that the final draft should be completed approximately November 6, 2017. This will also be posted on MyGCC for an approximately two (2) weeks comment period to give the GCC community opportunity to provide input.

For clarification, Trustee Belanger asked if Board members are randomly selected to be interviewed during the ACCJC accreditation visit. President Okada explained that interviews have to be scheduled but there will also be an open forum. Interviews could be with Trustees available and usually with the individual responsible with Standard IV.

President Okada also explained that meeting to discuss the ISER report is important especially should the Board recommend something to be included in the report, the comment period as explained by Dr. Ray is an opportunity to submit input.

- The President further explained the importance of knowing what is in the ISER report because it will be signed by the different College governance bodies to include the Board of Trustees, the President, Vice President, Faculty Senate, etc.

Trustee Belanger explained that the BOT By-Laws should be updated. A preliminary review of the By-Laws will be scheduled next month and also presented for further review. She further explained that other components of the Board also need to be updated. Need to start aligning

BOT - Meeting of October 19, 2017

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everything with the current process of the institution. The President explained that modifications will then be processed similar to a policy review.

-A Joint Educational Board (Tri-Board) meeting will be scheduled in December 2017.

-A BOT/FBOG retreat will be scheduled for January 2018.

Accreditation Updates (with Data Extract): The President reported Data Extract #3 as follows:

-One side explained information extracted relating to the Apprenticeship program.

-This data shows which public and private sector companies are currently participating under the GCC Apprenticeship program and the number of employees each company has that are in the program.

-Based on this data there are currently 546 apprentices.

-This number does not represent everyone who are enrolled at the same time but depends on how the courses are scheduled and what are offered during each semester.

-This is where the money for MDF in the Apprenticeship program out of the General Fund goes to support tuition, fees, and books for all these apprentices.

2. Monthly Activities Report.

Student Trustee: Trustee Luke Fernandez reported the following:

The Student Organization Officer & Advisor Induction Ceremony on September 1, 2017, was a successful event.

-All who participated in the Student Organization Health Certificate Workshop passed the test.

-Approximately 500 plus students participated during the Fall Festival and the Tour of the Pacific on September 21, 2017. 209 surveys were collected for the Tour of the Pacific survey, and 2,900 COPSAs were deposited into the organizational accounts.

-150 participated in the "Need to Lead" student conference on September 29, 2017.

-October 26, 2017, 4pm-8pm: COPSA Halloween costume contest.

-October 20, 2017, 12pm: COPSA General membership meeting.

Faculty Advisory Member: Mr. Fred Tupaz was represented by Ms. Jonita Kerr and reported the following:

-Thanked the President for a very successful Government of Guam Labor Day celebration on Sun., September 3, 2017 at Ypao.

-GCC will be hosting a Marianas Terrestrial Conservation workshop on Nov. 17-18, 2017, in the MPA. This is in collaboration with faculty from Iowa State and with various individuals from different agencies on Guam such as the Dept. of Agriculture and the U.S. Fisheries and Wildlife. Those interested in conservation in the Northern Marianas, including students were invited.

Support Staff Advisory Member: No report provided.

3. Board of Trustees Community Outreach Report.

-ACCT Leadership Congress conference in Las Vegas, Nevada, Sept. 26-29 2017, were attended by Trustees Arriola, Hara, Sablan and the President.

-September 2017, Trustee Arriola and the President met with government officials in Washington D.C. prior to the ACCT conference. Met with representatives at the U.S. Department of Interior,

USDA and with Congresswoman Bordallo's staff.

The President reported that with USDA, the College is working to help USDA facilitate a P3 conference on Guam because USDA funding models have shifted towards more public private partnerships. This is similar to the conference some of the Trustees attended in San Diego but we are waiting for dates. Anticipate bringing this workshop to Guam because USDA really want to utilize the leveraging of their federal money with private partners that can help move projects forward.

Two projects were presented to USDA that the College is seeking assistance with funding. This is for the Wellness Center and the parking garage, which are the two major capital projects for the College with the collaboration of public private partnerships.

-Trustee Belanger has been attending ongoing Standard IV and the Accreditation Steering Committee (ASC) team meetings at the College.

-Trustee Sablan participated during the GCC golf tournament on September 30, 2017.

VI. UNFINISHED BUSINESS

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

-Bldg. 100. This project is progressing and as of October 1, 2017, is 50.4% complete. Still waiting for the extension request due to the H2 workers issue.

-Forensic Lab. This project went out to bid because of a protest. A response was issued and anticipate it will be resolved in two weeks. If the protest is resolved, the winning bidder will proceed.

-Building 300. The bid was reissued because there were no submissions the first time. This time there are three potential bidders. Bid opening is scheduled for November 1, 2017.

A question was asked as to why there were no bidders the first time the bid was issued. Companies who normally submit bids were notified and asked this. One reason was the timing due to bonding projects and until lifted then can they submit a bid.

Bldg. 100 and Forensic Lab are tied into a \$5 million USDA loan. A Resolution will be submitted to the Foundation Board to increase this loan because of a cost overrun with the Forensic Lab and maximize the buying power of the debt service repayment.

-Wellness Center. *As previously presented in the President's report.*

VII. NEW BUSINESS.

1. BOT FISCAL CALENDAR (2017-2018). The Board was presented with the Board of Trustees Fiscal Calendar for 2017-2018. This is also in line with reporting requirements to the Guam Legislature and also subject to change and subject to quorum. After discussions and

review, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES FISCAL CALENDAR FOR 2017-2018, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

The Board Chair requested to have the calendar highlighted with schedules specific to the accreditation. Trustee Belanger also asked that the Board have access to the accreditation information under MyGCC. The President informed the Board that the College is still populating this online. Dr. Ray mentioned that this link will be provided to the Board and to also register each Board member as member under Accreditation 2018.

2. BOT ASSESSMENT PLAN (2018-2020). The Board was presented with the Board of Trustees Assessment Plan for 2018-2020. The President explained that every unit of the institution has to conduct an assessment. She further explained this is in line with what Trustee Belanger mentioned earlier with the evaluation and amendments to the Board policies and By-Laws to align the processes. This includes the objectives of each of the assessment plan activities, its timeline and individuals responsible for the activities, such as the Board of Trustees with the support of the College administration. The first goal is to update the BOT policies, By-Laws and BOT membership Handbook; second goal is engagement of stakeholders of the College and continued assessment and planning processes; and the third goal is the Governance Evaluation and has to do with the participatory governance structure as identified in Standard IV.

After discussions, the following motion was then made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE BOARD OF TRUSTEES ASSESSMENT FOR 2018-2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

3. PRESIDENT'S TRAVEL REQUEST (October-November 2017). The President informed the Board of the following travel request:

- REL Board Meeting, October 3-6, 2017 Honolulu, Hawaii, 100% REL funded. This was previously approved electronically by the Board.
- WestCare Tri Annual Board of Directors Meeting, October 27-30, 2017, Las Vegas, Nevada, 100% WestCare funded.
- 17th Annual Pacific Regional Investment Conference, November 30-December 1, 2017, Manila, PI, reimbursement is \$500 for travel and lodging and the President will be recertified. This APAFS conference is highly recommended for both the Board of Trustees and the Foundation Board of Governors due to their fiduciary responsibilities. This is part of the Fiduciary Essentials

training that was held on Guam recently.

After discussions, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE LUKE FERNANDEZ, AND SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL REQUEST FOR OCTOBER-NOVEMBER 2017, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

At approximately 1:02 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 1:35 p.m., the meeting reconvened to open session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY HARA, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE PRESIDENT'S REPORT BE ACCEPTED, WITH CORRECTIONS. 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 DEBORAH BELANGER, SECONDED BY TRUSTEE RICHARD SABLAN, THAT THE MEETING OF AUGUST 11, 2017, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 5 ayes, 0 nays)

There being no further discussions, the meeting of October 19, 2017, adjourned at approximately 1:37 p.m.

SUBMITTED BY:

 **NOV 16 2017**
BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:



GINA Y. RAMOS
Secretary

NOV 16 2017

APPROVED BY:



FRANK P. ARRIOLA
Chairperson

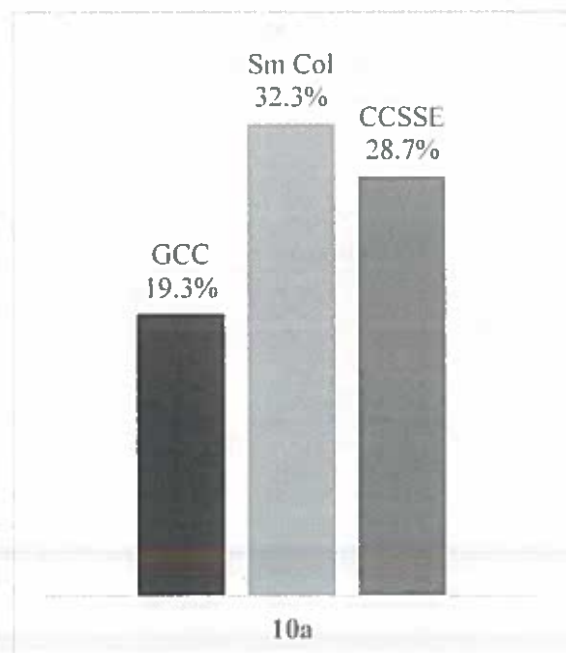
NOV 16 2017

DATA EXTRACT #4 (Meaningful Data for the GCC Board)

Community College Survey of Student Engagement Aspects of Lowest Student Engagement¹

2016 CCSSE Cohort Student Respondent Profile

- Three-year cohort (2014, 2015 and 2016 respondent data)
- Includes 701 institutions
 - 326 Small Colleges (<4,500 students)
- Nationwide survey
 - 46 states
 - 3 Canadian provinces
 - Guam, Micronesia, Marshall Islands
- Over 425,000 student respondents

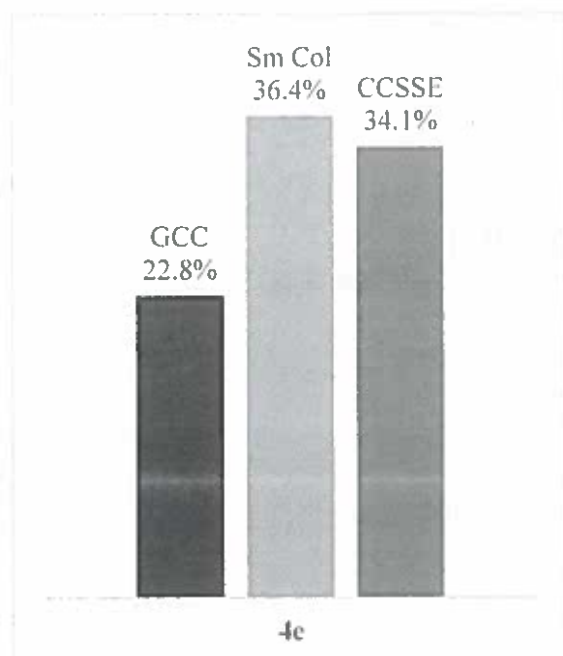


Item 10: About how many hours do you spend in a typical 7-day week doing each of the following?

10a. Preparing for class (studying, reading, writing, rehearsing, doing homework, or other activities related to your program)

	GCC	Small Colleges	2016 Cohort
None	1.1%	1.8%	1.6%
1-5 hours	49.6%	39.0%	39.5%
6-10 hours	30.0%	29.5%	30.2%
11-20 hours	11.9%	18.5%	18.4%
21-30 hours	4.2%	7.0%	6.7%
More than 30 hours	3.1%	4.2%	3.7%
Total	n=542	n=133,273	n=425,154

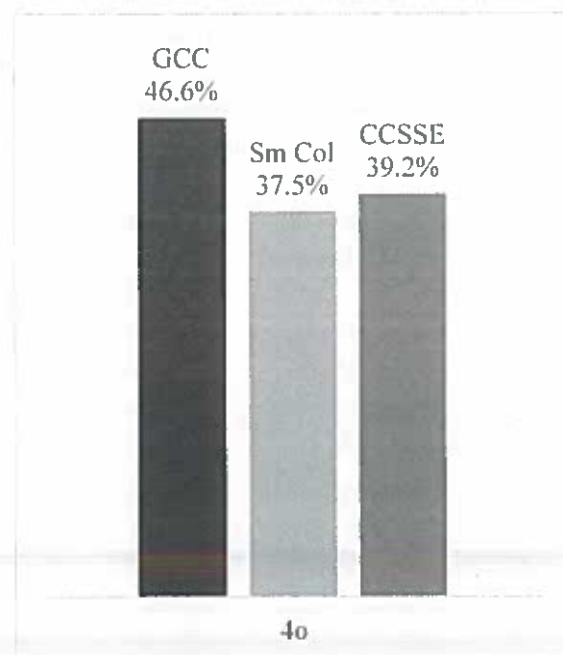
¹ The three (of five) aspects of lowest student engagement were extracted from the CCSSE 2016 Key Findings for GCC report produced by the Center for Community College Student Engagement. The three (of five) items represent the largest differences between the mean scores of the 2016 CCSSE Cohort and GCC.



Item 4: In your experiences at this college during the current school year, about how often have you done each of the following?

4e. Came to class without completing readings or assignments

	GCC	Small Colleges	2016 Cohort
Never	22.8%	36.4%	34.1%
Sometimes	58.5%	51.0%	52.4%
Often	15.0%	8.9%	9.6%
Very often	3.7%	3.7%	3.9%
Total	n=548	n=134,566	n=429,365



Item 4: In your experiences at this college during the current school year, about how often have you done each of the following?

4o. Received prompt feedback (written or oral) from instructors on your performance

	GCC	Small Colleges	2016 Cohort
Never	9.1%	6.2%	7.0%
Sometimes	37.5%	31.3%	32.2%
Often	35.7%	40.0%	39.2%
Very often	17.7%	22.4%	21.6%
Total	n=549	n=134,447	n=429,061

GUAM COMMUNITY COLLEGE
Board of Trustees

BY-LAWS

ARTICLE I

THE INSTITUTION

SECTION 1. NAME OF THE COLLEGE

~~The name of the College shall be the "Guam Community College" in accordance with Section 5116 of the Government Code of Guam.~~ Guam Community College was created by the Community College Act of 1977.¹

ARTICLE II

BOARD OF TRUSTEES

SECTION 1. TRUSTEES

The Board of Trustees shall consist of seven (7) trustees; of the seven, one is to represent organized labor on organized labor island, one is to represent business & industry and employer organizations, one is to represent the students of the College, and the remainder shall be members of the general public;² (provided, however, that at least two (2) of the seven (7) trustees shall be women.)

~~There may be in addition to the trustees, advisors who shall be without vote.~~

SECTION 2. APPOINTMENT

Trustees shall be nominated and appointed by I Maga'lahan Guahan ~~the Governor of Guam~~ with the advice and consent of I Liheslaturan Guahan ~~the Guam Legislature~~. ~~Advisors to the Board of Trustees shall be appointed by and serve at the pleasure of the Board.~~

Student member shall be elected by a plurality vote of students of the school. The student member must be a student at the college and may be re-elected to no more than one (1) successive one-year term. The procedures for election of the student members shall be

¹ 17 GCA § 30101

² 17 GCA § 31101 (b)

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developed by The Board of Trustees. ³

SECTION 3. TERM OF OFFICE

A. ~~Three (3) Trustees are shall be appointed each for a term for a term of five three (53)~~
~~years, three (3) trustees shall be appointed to terms of five (5) years and the seventh (7th)~~
~~shall be an elected student member who shall serve a term of one (1) year. with the~~
~~exception of the student member who is elected for a term of one (1) year*.~~—All
vacancies occurring on the Board of Trustees, with the exception of the student member,
shall be filled by the ~~Governor~~ I Maga'lahaen with Guahan with the advice and consent of
~~the Legislature~~ I Liheslaturean Guahan for the unexpired term. ⁴ ~~*Guidelines for Student~~
~~Trustee Election to the Board of Trustees*~~

B. No person may serve as a trustee if he/she is a Government of Guam employee or if such
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service would amount to a conflict of interest.

SECTION 4. OATH OF OFFICE

Before service on the Board of Trustees, each trustee shall take the oath of office required of all
officers of the Government of Guam.

SECTION 5. POWERS AND DUTIES

The Board of Trustees shall adopt policies, rules, and regulations necessary ~~to-for~~ the operation
of the College. They shall also appoint and evaluate the President of the College.

The Board shall have the following duties: ⁵

³ 17GCA §31101 (a)

⁴ 17GCA §31101 (a)

⁵ 17GCA §31108 (a-g)

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- (a) to evaluate existing and potential job skills needed in the territory of Guam, including business, industry, territorial and federal governments;
- (b) to coordinate and recommend improvements in career and technical educational programs in order to match career and technical education programs with current and existing job needs;
- (c) to encourage work-study programs in industry and more scholarships funded by private employers, labor unions, territorial and federal governments;
- (d) to encourage retraining programs for the unemployed and under-employed in order to provide a guaranteed work force;
- (e) to evaluate and make recommendations for executive and legislative action to improve programs regarding job innovation and development;
- (f) to act as the Board of Control for Vocational Education; and
- (g) to formulate plans and objectives in measurable terms and to continuously evaluate, in terms of those plans and objectives, the various programs operated by the College to determine if the College is complying with its statutory mandate and to that end, to provide for five (5) year follow-up studies of the various graduates of the various programs operated by the College.

SECTION 6. COMPENSATION

The voting trustees shall receive the sum of fifty dollars (\$50.00) for each attendance at the meeting of the Board at which a quorum is present, but such compensation shall be limited to not more than one-hundred dollars (\$100.00) in any calendar month. Trustees shall be reimbursed for actual travel, in accordance with Travel Policy. ~~Subsistence~~, and out-of-pocket expenses incurred in the discharge of their responsibilities shall be reimbursed in accordance with GCC Procurement Regulations. ~~-(Note Revised 4/5/95; from \$75 to \$50)~~

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETINGS

The annual meeting of the College shall be held as a special meeting in addition to the regular meetings during the month of November of each year at such time, date, and place within Guam as selected by the Board and shall be for passing upon reports for the previous fiscal year and transacting such other business as may come before the meeting. It shall be the responsibility of

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the President to make adequate plans and preparations for the annual meeting.

SECTION 2. MEETINGS OPEN TO THE PUBLIC

All regular and special meetings of the Board of Trustees shall be open to the public, except during such times as are provided by the laws of Guam.

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SECTION 3. REGULAR MEETINGS

Regular meetings of the Board of Trustees shall be held at such date, time, and place as may from time to time be determined by the Board. A copy of the agenda, with documentation, is to be delivered to Board members at least five (5) calendar days prior to the meeting. Any documentation delivered less than (5) calendar days prior to the meeting may result in the agenda item being deferred until the next regular or special meeting.

SECTION 4. SPECIAL MEETINGS

A special meeting may be called at any time by the Chairman, or by the majority of the Trustees of the College, by delivering personally written notice or by mail a written notice to each member of the Board of Trustees. Notice to Trustees and the media shall take place at least twenty-four (24) hours prior to meeting time. The call and notice shall specify the time and place of the meeting and the agenda with supporting documentation. No other business shall be considered at the special meeting. The twenty-four (24) hour notice may be waived in the event of an emergency certified in writing by the Chairperson or majority of the Board of Trustees. Written notice may be dispensed with as to any member who at, prior to the time the meeting convenes, files with the Secretary of the Board of Trustees, a written waiver of notice. Said written notice may be dispensed with as to any member who is actually present at the meeting at the time it convenes.

SECTION 5. NOTICE OF MEETINGS

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All meetings, both regular and special, shall be widely announced to the public. Such notice shall be given to all media on Guam at least 24 hours prior to the meeting time.

SECTION 6. QUORUM

Four (4) trustees shall constitute a quorum of the Board of Trustees for the purpose of conducting the business of the College and exercising its powers, and for all other purposes. The concurrence of four (4) trustees shall be necessary for the validity of any act of the Board at a duly called and noticed regular or special meeting.

SECTION 7. ORDER OF BUSINESS

The following shall be the order of business:

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1. Roll Call
2. Approval of Minutes (previous meeting)
3. Communications
4. Public Discussion
5. President's Report
6. Committee-Monthly Activity Reports
7. Unfinished Business
8. New Business
9. Executive Session (if necessary)
10. Reopening of Meeting to Public
11. Adjournment

SECTION 8. PUBLIC DISCUSSION

Public Discussion shall be for the purpose of allowing anyone the opportunity to bring pertinent matters before the Board. A request to make a presentation during Public Discussion must be made at least forty-eight (48) hours prior to the Board meeting and must be accompanied by a

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copy of the presentation to be made. No action of the Board may be taken on any item of Public Discussion at the meeting first presented with the sole exception being the referral of the item to the President or other official of the College for follow-up.

SECTION 9. BOARD CALENDAR

The Chairperson of the Board shall cause to be developed an annual Board Calendar which indicates items which routinely require Board action, periodic reports, and the meeting dates for that calendar year.

SECTION 10. OFFICIAL ACTIONS

All policy decisions shall be in written resolution form; the resolution as approved shall be attached to the official minutes of the meeting at which it was approved.

Whenever a handbook, state plan, or similar extensive document is approved, one copy of that document shall be placed in the Recording Secretary's file and one copy shall be placed in the Board of Trustees library.

Other Board of Trustees official actions, except as provided by law, which are topic specific and not general policy statements need not be in resolution form. These motions as approved shall

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be a part of the regular minutes of the meeting at which they were approved.

SECTION 11. RULES OF ORDER

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order".

ARTICLE IV

OFFICERS

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SECTION 1. OFFICERS, ELECTION, AND TERM

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Officers are elected at the December meeting in odd numbered years and shall serve two (2) year terms.

SECTION 2. CHAIRPERSON

The Chairperson shall determine the agenda of meetings, preside at all meetings of the Board of Trustees, shall appoint all committees, shall have all the powers and duties conferred upon him/her by law, and shall perform such other duties as may be prescribed by the Board.

SECTION 3. VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairman. In case of resignation, removal, or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until a new Chairperson is elected.

SECTION 4. SECRETARY

The Secretary shall cause to be kept the minutes of each meeting and shall authenticate the signature of the Chairperson or Vice Chairperson, by attesting to it. The Secretary shall have custody of the seal to all resolutions, contracts, and instruments authorized to be executed by the College requiring this seal. In the absence of the Secretary, the Treasurer shall act in that capacity.

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SECTION 5. TREASURER

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The Treasurer shall authorize the President to deposit the funds of the College in the name of the College in such banks as the Board may select. In the absence of the Treasurer, the Secretary shall act in that capacity.

SECTION 6. VACANCIES

Any vacancy among the officers of the Board shall be filled by election among the members; the person so elected shall complete the remainder of the term of office until the next regular elections are held.

SECTION 7. COMMITTEES

The Board may establish Ad Hoc Committees from time-to-time as necessary to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Such committees shall automatically expire upon completion of their assigned task.

The Board shall establish Advisory Committees for each of the different career programs or levels of instruction and appoint committee members from among people in the community who can best advise the Board in their area of expertise or on matters pertaining to the Board's responsibilities as established by law. ~~permanent Standing Committees to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Standing Committee chairpersons will be elected among the Board members.~~

~~(The above amendment was approved by the Board of Trustees on December 29, 2005)~~

~~Responsibilities of Board Standing Committees:~~

~~1. Academic Affairs Standing Committee~~

~~The Academic Affairs Standing Committee shall review Board level policy concerns and transactions related to academic programs and student services and provide the full Board its advice and counsel relative to such matters. It will also assist the Board in assuring that educational and all other academic activities of the college are consistent with GCC's mission, goals and the Institutional Strategic Master Plan (ISMP).~~

~~2. Business and Finance Standing Committee~~

⁶ 17GCA § 31102

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~~The Business and Finance Standing Committee shall consider, review, and make recommendations to the full Board on matters relative to the fiscal management and business operations of the college. It will also assist the Board in assuring that educational and all other academic activities of the college are consistent with GCC's mission, goals and the Institutional Strategic Master Plan (ISMP).~~

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~~3. Administrative Services Standing Committee~~

~~The Administrative Services Standing Committee shall review Board level policy concerns and transactions related to physical facilities, administrative services, and information management systems and to provide the full board its advice and counsel to such matters. It will also assist the Board in assuring that educational and all other academic activities of the college are~~
~~☐ CheckBox1~~ ~~consistent with GCC's mission, goals, and the Institutional Strategic Master Plan (ISMP).~~

ARTICLE V

PRESIDENT AND OTHER OFFICIALS

SECTION 1. PRESIDENT

The President is an unclassified employee appointed by the Board of Trustees who shall fix the compensation for the office; the President can only be removed for cause by the Board. The President is the Chief Executive Officer of the College and the executive officer of the Board and shall have full charge and control, not in conflict with the policy making authority of the Board of Trustees, of the administration and business affairs of the College.

The powers of the President include the following: ⁷

- A. To see that all policies, polieies, rules, and regulations are enforced.
- B. To attend all meetings of the Board and submit a ~~monthly President's Report~~ engeneral report of the affairs of the College, and to keep the Board advised of the needs of the College.

⁷ 17GCA § 31110

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- C. To devote his/her entire full-time to the business affairs of the College; to select and appoint the employees of the College; to plan, organize, coordinate and control the services of such employees exercising such power under the general direction of the Board.
- D. To have prepared the budget submission of the College for the consideration and approval of the Board of Trustees.
- E. To cause to be submitted to ~~the Governor~~ Maga'lahi (the Governor) and ~~(the~~ Lihiestatura (the Legislature) one hundred twenty (120) days from the end of each fiscal year a report describing the condition and progress of career and technical education during the year including a financial report showing the result of operations for the preceding fiscal year and financial status of the College on the last day. The report shall be made in the manner provided by the ~~Board. Legislature those required status and financial reports when due and in the manner prescribed by the Board.~~
- F. To act, in cases where action must be taken within the College, where the Board of Trustees has provided no guides for administrative action, provided, however, that all actions and/or decisions shall be subject to review and concurrence by the Board of Trustees at the next regular meeting. It shall be the duty of the President

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_____to inform the Board promptly of such action and to recommend a policy therefore.

- G. To perform such duties as the Board may require.

SECTION 2. OTHER PERSONNEL

The President shall hire other personnel as necessary to carry out the business of the College. The qualifications, duties, and salary ranges of such personnel shall be determined by the Board subject to the laws of the Territory of Guam. All employees of the College with the exception of the President and Private Executive Secretary are classified employees.

SECTION 3. AFFIRMATIVE ACTION

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The Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment of all persons regardless of race, religion, color, sex (including gender identity or expression), age, handicap, or national origin.

~~Furthermore, the Guam Community College is committed to comply with all Guam and Federal statutes, rules, and regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to the Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14 46, June 30, 1977; Executive Order 76 9, March 25, 1976; Title VI of the Civil Rights Act of 1964 (Public Law 88 352), 42 USC Section 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Public Law 93 112), 29 USC Section 794 et seq.; the Americans with Disabilities Act of 1990. (Public Law 101 336 (s.933)); and all requirements imposed by or pursuant to the Regulations (34 CFR parts, 12, 100, 104, and 106 issued pursuant the Act and now in effect); and any other law or Executive Order concerning discrimination of any kind.~~

SECTION 4. BONDING

The Treasurer/Secretary and any other officer or agent of the College charged with responsibility for the custody of any of its funds or property shall be bonded in such sum and with such surety as the Board shall determine. The Board at its discretion may also require any other officer,

agent, or employee of the College to be bonded in such amount and with such surety as it may determine.

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ARTICLE VI

FINANCIAL CONSIDERATIONS

SECTION 1. CONTRACTS

Except as otherwise provided in these by-laws, the Board may authorize by resolution any

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officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and behalf of the College and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, AND ORDERS FOR PAYMENT

All checks, drafts, or other orders for payment of money issued in the name of the College shall be signed by such officer or officers, agent or agents, employee or employees of the College in such manner as shall from time-to-time be determined by official action of the Board in the form of a resolution.

SECTION 3. DEPOSITS

All funds with the exception of petty cash, ~~in an amount not to exceed \$1,000,~~ shall be deposited daily to the credit of the College in such bank or banks as the Board may select.

SECTION 4. FISCAL YEAR

The fiscal year of the College shall begin on the first day of October of each year and shall end on the thirtieth day of September of the following year.

SECTION 5. FUNDING

The Guam Community College, as an semi-autonomous Government of Guam agency, is funded by the Government of Guam through Legislative appropriations. The Board of Trustees shall seek Federal funds and grants, private donations and grants, and any other funding which will enable the College to provide as broad a range of educational programs as possible.

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By-Laws

SECTION 6. GUAM COMMUNITY COLLEGE FOUNDATION

There shall be a Guam Community College Foundation administered by a Board of Governors which shall have the responsibility to oversee the financial management of the endowment funds of the College. Members of the Board of Governors are selected by that body.

In accordance with the Articles of Incorporation of the Board of Governors, the Chairperson of the Board of Trustees (or his designee) and another member of the Board of Trustees, selected by that body, shall be members of the Board of Governors.

ARTICLE VII

MISCELLANEOUS

SECTION 1. POLICIES, RULES, AND REGULATIONS

~~The Board of Trustees shall have the power to make and adopt such policies, rules, and regulations, not inconsistent with law, or these by laws, as it may find necessary for the management of the business and affairs of the College.~~ The Board shall adopt reasonable policies, rules and regulations not inconsistent with the laws of the United States and this Territory (a) for its own governance, (b) for the governance of the College and (c) for the purpose of carrying out all other duties and powers herein conferred. ⁸

All policies, rules and regulations adopted by the Board shall be made available to the public. ⁹

SECTION 2. SEAL OF THE COLLEGE

The seal of the College shall be surrounded by the name of the College and the date of creation in the form of a circle containing the College logo. The seal shall be affixed to all resolutions and contracts.

ARTICLE VIII

AMENDMENTS

⁸ 17GCA § 31104

⁹ 17GCA § 31105

GCC Board of Trustees
By-Laws

SECTION 1. AMENDMENT TO BY-LAWS

These by-laws may be amended by the Board to the extent permitted by applicable laws and by-laws at a regular or special meeting, provided that any proposed amendment to be voted on at any meeting shall be included in the notice of such meeting.

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Page 11

IN WITNESS WHEREOF, the undersigned, being the current members of the Board of Trustees of Guam Community College, have hereunto subscribed their names this ~~15th~~ _____ day of ~~December, 1993~~ _____, 2017.

/s/ _____
RICHARD G. TENNESSEN, Ed.D. **FRANK P. ARRIOLA** **JOSE T. MUNOZRI**
Chairman _____ **Vice Chairman**

ATANACIO T. DIAZ **MARCUS P.**
MAGALLANESGINA Y. RAMOS **ELOY P. HARA**
Secretary _____ **Treasurer**

/s/ _____ /s/ _____
LORRAINE C. YAMASHITA, Ed.D. **DEBORAH C. BELANGER** **ESTHER L. CRUZL**
Member _____ **Member**

GUAM COMMUNITY COLLEGE
Board of Trustees

FIRST AMENDED BY-LAWS

ARTICLE I

THE INSTITUTION

SECTION 1. NAME OF THE COLLEGE

Guam Community College was created by the Community College Act of 1977. ¹

ARTICLE II

BOARD OF TRUSTEES

SECTION 1. TRUSTEES

The Board of Trustees shall consist of seven (7) trustees; of the seven, one is to represent organized labor on island, one is to represent business & industry and employer organizations, one is to represent the students of the College, and the remainder shall be members of the general public; ² (provided, however, that at least two (2) of the seven (7) trustees shall be women.)

SECTION 2. APPOINTMENT

Trustees shall be nominated and appointed by *I Maga'lahaen Guahan* with the advice and consent of *I Liheslaturan Guahan*.

Student member shall be elected by a plurality vote of students of the school. The student member must be a student at the college and may be re-elected to no more than one (1) successive one-year term. The procedures for election of the student members shall be developed by The Board of Trustees. ³

SECTION 3. TERM OF OFFICE

- A. Three (3) trustees shall be appointed for a term of three (3) years, three (3) trustees shall be appointed to terms of five (5) years and the seventh (7th) shall be an elected student member who shall serve a term of one (1) year. All vacancies occurring on the Board of

¹ 17 GCA § 30101

² 17 GCA § 31101 (b)

³ 17GCA §31101 (a)

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Trustees, with the exception of the student member, shall be filled by the *I Maga'lahen Guahan* with the advice and consent of *I Liheslaturan Guahan* for the unexpired term. ⁴

- B.** No person may serve as a trustee if he/she is a Government of Guam employee or if such service would amount to a conflict of interest.

SECTION 4. OATH OF OFFICE

Before service on the Board of Trustees, each trustee shall take the oath of office required of all officers of the Government of Guam.

SECTION 5. POWERS AND DUTIES

The Board of Trustees shall adopt policies, rules, and regulations necessary for the operation of the College. They shall also appoint and evaluate the President of the College.

The Board shall have the following duties: ⁵

- (a) to evaluate existing and potential job skills needed in the territory of Guam, including business, industry, territorial and federal governments;
- (b) to coordinate and recommend improvements in career and technical educational programs in order to match career and technical education programs with current and existing job needs;
- (c) to encourage work-study programs in industry and more scholarships funded by private employers, labor unions, territorial and federal governments;
- (d) to encourage retraining programs for the unemployed and under-employed in order to provide a guaranteed work force;
- (e) to evaluate and make recommendations for executive and legislative action to improve programs regarding job innovation and development;
- (f) to act as the Board of Control for Vocational Education; and
- (g) to formulate plans and objectives in measurable terms and to continuously evaluate, in terms of those plans and objectives, the various programs operated by the College to determine if the College is complying with its statutory mandate and to that end, to provide for five (5) year follow-up studies of the various graduates of the various programs operated by the College.

⁴ 17GCA §31101 (a)

⁵ 17GCA §31108 (a-g)

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SECTION 6. COMPENSATION

The voting trustees shall receive the sum of fifty dollars (\$50.00) for each attendance at the meeting of the Board at which a quorum is present, but such compensation shall be limited to not more than one-hundred dollars (\$100.00) in any calendar month. Trustees shall be reimbursed for actual travel, in accordance with Travel Policy. Subsistence, and out-of-pocket expenses incurred in the discharge of their responsibilities shall be reimbursed in accordance with GCC Procurement Regulations.

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETINGS

The annual meeting of the College shall be held as a special meeting in addition to the regular meetings during the month of November of each year at such time, date, and place within Guam as selected by the Board and shall be for passing upon reports for the previous fiscal year and transacting such other business as may come before the meeting. It shall be the responsibility of the President to make adequate plans and preparations for the annual meeting.

SECTION 2. MEETINGS OPEN TO THE PUBLIC

All regular and special meetings of the Board of Trustees shall be open to the public, except during such times as are provided by the laws of Guam.

SECTION 3. REGULAR MEETINGS

Regular meetings of the Board of Trustees shall be held at such date, time, and place as may from time to time be determined by the Board. A copy of the agenda, with documentation, is to be delivered to Board members at least five (5) calendar days prior to the meeting. Any documentation delivered less than (5) calendar days prior to the meeting may result in the agenda item being deferred until the next regular or special meeting.

SECTION 4. SPECIAL MEETINGS

A special meeting may be called at any time by the Chairman, or by the majority of the Trustees

GCC Board of Trustees By-Laws

of the College, by delivering personally written notice or by mail a written notice to each member of the Board of Trustees. Notice to Trustees and the media shall take place at least twenty-four (24) hours prior to meeting time. The call and notice shall specify the time and place of the meeting and the agenda with supporting documentation. No other business shall be considered at the special meeting. The twenty-four (24) hour notice may be waived in the event of an emergency certified in writing by the Chairperson or majority of the Board of Trustees. Written notice may be dispensed with as to any member who at, prior to the time the meeting convenes, files with the Secretary of the Board of Trustees, a written waiver of notice. Said written notice may be dispensed with as to any member who is actually present at the meeting at the time it convenes.

SECTION 5. NOTICE OF MEETINGS

All meetings, both regular and special, shall be widely announced to the public. Such notice shall be given to all media on Guam at least 24 hours prior to the meeting time.

SECTION 6. QUORUM

Four (4) trustees shall constitute a quorum of the Board of Trustees for the purpose of conducting the business of the College and exercising its powers, and for all other purposes. The concurrence of four (4) trustees shall be necessary for the validity of any act of the Board at a duly called and noticed regular or special meeting.

SECTION 7. ORDER OF BUSINESS

The following shall be the order of business:

1. Roll Call
2. Approval of Minutes (previous meeting)
3. Communications
4. Public Discussion
5. President's Report
6. Monthly Activity Reports
7. Unfinished Business
8. New Business
9. Executive Session (if necessary)
10. Reopening of Meeting to Public
11. Adjournment

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SECTION 8. PUBLIC DISCUSSION

Public Discussion shall be for the purpose of allowing anyone the opportunity to bring pertinent matters before the Board. A request to make a presentation during Public Discussion must be made at least forty-eight (48) hours prior to the Board meeting and must be accompanied by a copy of the presentation to be made. No action of the Board may be taken on any item of Public Discussion at the meeting first presented with the sole exception being the referral of the item to the President or other official of the College for follow-up.

SECTION 9. BOARD CALENDAR

The Chairperson of the Board shall cause to be developed an annual Board Calendar which indicates items which routinely require Board action, periodic reports, and the meeting dates for that calendar year.

SECTION 10. OFFICIAL ACTIONS

All policy decisions shall be in written resolution form; the resolution as approved shall be attached to the official minutes of the meeting at which it was approved.

Whenever a handbook, state plan, or similar extensive document is approved, one copy of that document shall be placed in the Recording Secretary's file and one copy shall be placed in the Board of Trustees library.

Other Board of Trustees official actions, except as provided by law, which are topic specific and not general policy statements need not be in resolution form. These motions as approved shall be a part of the regular minutes of the meeting at which they were approved.

SECTION 11. RULES OF ORDER

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order".

ARTICLE IV

OFFICERS

**GCC Board of Trustees
By-Laws**

SECTION 1. OFFICERS, ELECTION, AND TERM

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Officers are elected at the December meeting in odd numbered years and shall serve two (2) year terms.

SECTION 2. CHAIRPERSON

The Chairperson shall determine the agenda of meetings, preside at all meetings of the Board of Trustees, shall appoint all committees, shall have all the powers and duties conferred upon him/her by law, and shall perform such other duties as may be prescribed by the Board.

SECTION 3. VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairman. In case of resignation, removal, or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until a new Chairperson is elected.

SECTION 4. SECRETARY

The Secretary shall cause to be kept the minutes of each meeting and shall authenticate the signature of the Chairperson or Vice Chairperson, by attesting to it. The Secretary shall have custody of the seal to all resolutions, contracts, and instruments authorized to be executed by the College requiring this seal. In the absence of the Secretary, the Treasurer shall act in that capacity.

SECTION 5. TREASURER

The Treasurer shall authorize the President to deposit the funds of the College in the name of the College in such banks as the Board may select. In the absence of the Treasurer, the Secretary shall act in that capacity.

SECTION 6. VACANCIES

Any vacancy among the officers of the Board shall be filled by election among the members; the

**GCC Board of Trustees
By-Laws**

person so elected shall complete the remainder of the term of office until the next regular elections are held.

SECTION 7. COMMITTEES

The Board may establish Ad Hoc Committees from time-to-time as necessary to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Such committees shall automatically expire upon completion of their assigned task.

The Board shall establish Advisory Committees for each of the different career programs or levels of instruction and appoint committee members from among people in the community who can best advise the Board in their area of expertise or on matters pertaining to the Board's responsibilities as established by law.⁶

ARTICLE V

PRESIDENT AND OTHER OFFICIALS

SECTION 1. PRESIDENT

The President is an unclassified employee appointed by the Board of Trustees who shall fix the compensation for the office; the President can only be removed for cause by the Board. The President is the Chief Executive Officer of the College and the Executive Officer of the Board and shall have full charge and control, not in conflict with the policy making authority of the Board of Trustees, of the administration and business affairs of the College.

The powers of the President include the following:⁷

- A. To see that all policies, rules and regulations are enforced.
- B. To attend all meetings of the Board and submit a general report of the affairs of the College, and to keep the Board advised of the needs of the College.
- C. To devote his/her entire time to the business of the College; to select and appoint the employees of the College; to plan, organize, coordinate and control the services of such employees exercising such power under the general direction of

⁶ 17GCA § 31102

⁷ 17GCA § 31110

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the Board.

- D. To have prepared the budget submission of the College for the consideration and approval of the Board of Trustees.
- E. To cause to be submitted to *I Maga'lahi (the Governor)* and *I Liheslatura (the Legislature)* one hundred twenty (120) days from the end of each fiscal year a report describing the condition and progress of career and technical education during the year including a financial report showing, the result of operations for the preceding fiscal year and financial status of the College on the last day. The report shall be made in the manner provided by the Board.
- F. To act, in cases where action must be taken within the College, where the Board of Trustees has provided no guides for administrative action, provided, however, that all actions and/or decisions shall be subject to review and concurrence by the Board of Trustees at the next regular meeting. It shall be the duty of the President to inform the Board promptly of such action and to recommend a policy therefore.
- G. To perform such duties as the Board may require.

SECTION 2. OTHER PERSONNEL

The President shall hire other personnel as necessary to carry out the business of the College. The qualifications, duties, and salary ranges of such personnel shall be determined by the Board subject to the laws of the Territory of Guam. All employees of the College with the exception of the President and Private Executive Secretary are classified employees.

SECTION 3. AFFIRMATIVE ACTION

The Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment of all persons regardless of race, religion, color, sex (including gender identity or expression), age, handicap, or national origin.

SECTION 4. BONDING

The Treasurer/Secretary and any other officer or agent of the College charged with responsibility for the custody of any of its funds or property shall be bonded in such sum and with such surety as the Board shall determine. The Board at its discretion may also require any other officer,

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agent, or employee of the College to be bonded in such amount and with such surety as it may determine.

ARTICLE VI

FINANCIAL CONSIDERATIONS

SECTION 1. CONTRACTS

Except as otherwise provided in these by-laws, the Board may authorize by resolution any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and behalf of the College and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, AND ORDERS FOR PAYMENT

All checks, drafts, or other orders for payment of money issued in the name of the College shall be signed by such officer or officers, agent or agents, employee or employees of the College in such manner as shall from time-to-time be determined by official action of the Board in the form of a resolution.

SECTION 3. DEPOSITS

All funds with the exception of petty cash, shall be deposited daily to the credit of the College in such bank or banks as the Board may select.

SECTION 4. FISCAL YEAR

The fiscal year of the College shall begin on the first day of October of each year and shall end on the thirtieth day of September of the following year.

SECTION 5. FUNDING

The Guam Community College, as a semi-autonomous Government of Guam agency, is funded by the Government of Guam through Legislative appropriations. The Board of Trustees shall seek Federal funds and grants, private donations and grants, and any other funding which will

**GCC Board of Trustees
By-Laws**

enable the College to provide as broad a range of educational programs as possible.

SECTION 6. GUAM COMMUNITY COLLEGE FOUNDATION

There shall be a Guam Community College Foundation administered by a Board of Governors which shall have the responsibility to oversee the financial management of the endowment funds of the College. Members of the Board of Governors are selected by that body.

In accordance with the Articles of Incorporation of the Board of Governors, the Chairperson of the Board of Trustees (or his designee) and another member of the Board of Trustees, selected by that body, shall be members of the Board of Governors.

ARTICLE VII

MISCELLANEOUS

SECTION 1. POLICIES, RULES, AND REGULATIONS

The Board shall adopt reasonable policies, rules and regulations not inconsistent with the laws of the United States and this Territory (a) for its own governance, (b) for the governance of the College and (c) for the purpose of carrying out all other duties and powers herein conferred. ⁸

All policies, rules and regulations adopted by the Board shall be made available to the public. ⁹

SECTION 2. SEAL OF THE COLLEGE

The seal of the College shall be surrounded by the name of the College and the date of creation in the form of a circle containing the College logo. The seal shall be affixed to all resolutions and contracts.

ARTICLE VIII

AMENDMENTS

⁸ 17GCA § 31104

⁹ 17GCA § 31105

**GCC Board of Trustees
By-Laws**

SECTION 1. AMENDMENT TO BY-LAWS

These by-laws may be amended by the Board to the extent permitted by applicable laws and by-laws at a regular or special meeting, provided that any proposed amendment to be voted on at any meeting shall be included in the notice of such meeting.

IN WITNESS WHEREOF, the undersigned, being the current members of the Board of Trustees of Guam Community College, have hereunto subscribed their names this **16th** day of **November** **2017**.

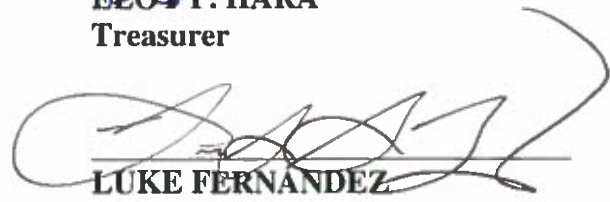


FRANK P. ARRIOLA
Chairperson

RICHARD P. SABLAN
Vice Chairperson

GINA Y. RAMOS
Secretary

ELOY P. HARA
Treasurer

DEBORAH C. BELANGER
Member

LUKE FERNANDEZ
Member

PRESIDENT'S TRAVEL SCHEDULE
December 2017 – January 2018

Conference Title/Sponsor	Date	Location
REL Pacific Governing Board Meeting	December 11-14, 2017	Honolulu, HI
ACCJC Commissioner Meeting	January 9-13, 2018	Novato, CA
Visit to Ming Chuan University	January 23-26, 2018	Taiwan

Funding Source in order of travel: REL Pacific (100% funded); ACCJC (100% funded); Promo Account (100%)

Standard IV: Leadership and Governance

The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution.

Standard IV.A.1

Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.

Evidence of Meeting the Standard

Guam Community College is committed to maintaining a culture of success where students, faculty, administrators, and staff work together in a positive and collaborative way. This culture promotes innovation toward institutional excellence and supports the institution's mission, goals, and values.

College goals and core values are articulated through the 2014-2020 Institutional Strategic Master Plan (ISMP), institutional excellence is advocated through the mission statement, and improvement at all levels is supported through the participatory governance structure. The 2014-2020 ISMP is available to all constituents on the GCC public website.¹

The Board of Trustees (BOT), president and other institutional leaders identified through Policy 140 encourage innovation and institutional excellence and together with the College Governing Council (CGC), Council of Postsecondary Student Affairs (COPSA), faculty and staff senate representatives, and institutional committees make up the college participatory governance process.²

The participatory governance process is the formal avenue used by college constituents to put forward ideas for college planning, programming, and improvement. Informally, individuals within the institution may bring ideas to their respective representatives for dialogue, consideration, and action.

The office of the president encourages innovation of student-focused success, through the President's Innovative Ideas Program (PIIP). This program supports ISMP Goal One:

¹ 2014-2020 ISMP

² Policy 140 Organizational Chart

Retention and Completion by encouraging college personnel to develop strategies that address developmental education and skills gaps, completion challenges, and develop pathways to improve college readiness, and increase completion and success rates of students with developmental education issues.³

Additionally, the office of the Vice President for Academic Affairs (VPAA) developed the Small Assessment Grant Award (SAGA), which supports ISMP Goal Two: *Conducive Learning Environment*, Goal Three: *Improvement and Accountability*, and Goal Four: *Visibility and Engagement*. The SAGA award provides funding support for departments, and faculty to develop and improve course assessment, enhance student-learning outcomes, and serves as an incentive to those willing to engage in small research projects.⁴ Examples of SAGA awards include the Dual Enrollment Accelerated Learning Program (DEAL) and the Dual Credit Articulated Program of Study (DCAPS) for secondary students. The DEAL program agreement with public and private schools on Guam, allows eligible high school juniors and seniors to simultaneously earn college credit for Math and English courses and the DCAPS program allows students completing trades and technical courses to earn college credit. College credits awarded range from three to fifteen credits across various Career and Technical Education (CTE) programs, thus streamlining the post-secondary process and decreasing college completion time.⁵ College credits awarded range from three (3) to fifteen (15) credits across various Career and Technical Education (CTE) programs. The development of these programs supports the College's 2014-2020 ISMP goals of *strengthening and improving student success and course improvement through visibility and engagement*.⁶ Since inception, there has been a steady increase of high school graduates enrolling in College courses, and this information is disseminated to stakeholders through SAGA reports and Fact Books.⁷

College performance data can be found in the annual reports, Institutional Assessment reports, audit reports, financial reports, Fact Books, media releases, and publications. These documents are available to all constituents electronically through the GCC public website. Registered students, faculty, staff, and administrators have access to reports, campus events, committee minutes and other pertinent information on the college website. In addition, a GCC impact video that illustrates the College's success is presented to faculty, and staff, during College assemblies and convocations, and to students during "Meet the President" events, during BOT meetings, and as supporting evidence during legislative budget hearings.

Institutional performance and updates are provided biannually to students during the president's town hall meetings, "Meet the President." These events are electronically broadcast to students on the MYGCC announcement tab, and in COPSA calendars and flyers. This forum allows for student's participation in college improvement and provides students with the opportunity to express ideas for institutional improvement.

³ President's Innovative Ideas Program

⁴ Small Assessment Grant Award

⁵ AVP Saga Volume 5, 2013, p.5

⁶ 2014-2020 ISMP

⁷ Factbook Volume 11, p. 22

Annual College convocation events update faculty, staff, and administrators on college finance, campus improvements, and construction progress. Other mechanisms for participation of college improvement ideas can be discussed during department, committee, student leadership, department chair, and president's management team meetings.

As institutionalized, college assessment follows a two-year cycle of program evaluation and review that is supported through Policy 306⁸. Departmental assessment plans include specific goals, data, artifacts, and outcomes that are uploaded to TracDat and are accessible to the departments being assessed and the Office of Assessment. Institutional Effectiveness and Research (AIER) stores hard copies of all assessment reports. All College departments, whether academic or administrative, are tasked with their own assessment and ideas for improvement are outlined in implementation of assessment results. Each employee of the College contributes to the departmental assessment plan as each position is attached to a course, program, or unit that is assessed.

The College recognizes the importance of input from all stakeholders to ensure the highest quality, student-centered education. The participatory governance structure supports the College community in decision-making and institutional improvement processes. The College Governing Council (CGC) is the focal point of the participatory governance structure, and consists of administrators, faculty, staff, and student representatives who collaborate in deciding what governance-related issues and concerns will be forwarded to the College president or reported during the BOT monthly meetings through their respective representatives. Collaboration of stakeholders throughout the College creates opportunities to assist faculty and departments in developing strategies to improve student completion rates, enhance student learning, and improve course assessment.

Analysis and Evaluation

The president and VPAA have been leaders in providing opportunities and incentives for institutional improvement at the College. Several mechanisms are in place for stakeholders to bring forward ideas for institutional improvement. There are various programs in place that endeavor to provide effective leadership throughout the campus. Over the past several years, a more collaborative atmosphere has developed between the administration, students, faculty, and staff, leading to more pronounced institutional improvement.

Standard IV.A.2

⁸ Policy 306 Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and the Board of Trustees

The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.

Evidence of Meeting the Standard

Since the ACCJC visit in 2012, the College continues to develop, and improve the participatory governance structure to ensure that all levels of decision-making are captured and provide the mechanism for which all constituents can bring forward ideas for institutional improvement. The Participatory Governance Structure Handbook was developed through research and collaboration with various stakeholders at the College and provides the participatory governance history, structure, and roles of each group in the decision-making process.⁹ Administrative leadership at the College consists of the Board of Trustees (BOT), the president, vice president for academic affairs/Accreditation Liaison Officer (VPAA/ALO), vice president of finance and administration, and officers of the College. Faculty and staff are represented through respective Senates, the Council on Postsecondary Student Affairs (COPSA) represents student's governance, and the College Governing Council (CGC) represents a combination of participants from all sectors.

The establishment of participatory governance has been successful and has “brought forth a systematic participative process in the effective discussion, planning, and implementation of corrective measures on issues affecting the institution.”¹⁰ In order to meet institutional needs that impact student learning and to ensure conformity with accreditation standards, changes in the Participatory Governance structure occurred following the GCC Faculty Union Local 6476 AFT/AFL-CIO and the GCC BOT 2017-2023 Agreement in Spring 2017. Faculty participation in institutional committees is now voluntary with committee selection prior to the start of the academic year, an open meeting policy, and oversight of the committees is the responsibility of the Vice President for Academic Affairs/Accreditation Liaison Officer (VPAA/ALO).

As of Fall 2017 the committees under VPAA oversight include:

1. The College Governing Council (CGC) which addresses college wide governance concerns and consists of voting administrators, students, faculty, and staff representatives who collectively make governance-related recommendations to the College president.
2. The Council of Postsecondary Student Affairs (COPSA) is the official student representative body for student governance, and guides student organizations, assists to collaborate in the formulation of policies and procedures that affect students, and serves as the voice to addresses student concerns.¹¹
3. The Faculty Senate is the official faculty representative body and effective Fall 2017 the faculty senate president attends weekly meetings of the Academic

⁹ Participatory Governance Structure Handbook

¹⁰ AY 2014-2015 Participatory Governance Structure Handbook, p. 5

¹¹ Council of Postsecondary Student Affairs

- Affairs Division (AAD) management team in order to report on faculty related issues and participate in faculty-related discussions.
4. The Staff Senate is the official staff representative body.
 5. The institutional committees include: Accreditation Steering Committees,, the Committee on College Assessment (CCA), and the Curriculum Review Committee (CRC).
 6. Effective Fall 2017 faculty committees under the oversight of the Faculty Union include the Calendar, Negotiation, Advancement-in-Rank, Professional Development Review (PDRC) and Resources, Planning and Facilities (RPF) committees.¹²

Prior to 2017 BOT-Faculty Union changes, committees under the Faculty Senate included Learning Outcomes, General Education, Promotion, General Education, Professional Development Review, Promotions, and the Council of Department Chairs.¹³

College policies encourage student participation in the governing process, as reflected in the policies below:

- Board Policy 500 – Student Handbook Policies ¹⁴
- Board Policy 505 – Student Co-Curricular Activities ¹⁵

Handbooks and agreements specify responsibilities of each governance body:

- Participatory Governance Structure Handbook, 2017-2018 ¹⁶
- Student Handbook 2017-2018 ¹⁷
- Guam Community College Board of Trustees & Faculty Agreement 2017-2023¹⁸

The governance groups create avenues for dialogue on college issues and ensure administrators, students, faculty, and staff communicate and collaborate to provide the highest quality student-centered education. All groups have approved bylaws and roles in the decision-making process, and the Participatory Governance Structure Handbook (PGSH) describes these roles. The Participatory Governance Structure is presented in an organizational chart in the PGSH.¹⁹ Participatory Governance committees are required to complete meeting minutes and submit year-end reports to the VPAA/ALO.²⁰ The year-end report includes committee discussion of goals, challenges encountered, successes achieved, and an assessment of the effectiveness of the committee in meeting its goals set for the academic year.²¹ Prior to Fall 2017, in an effort to ensure committee accountability and faculty participation committee chairpersons authenticated faculty participation by completing the Faculty Accountability Report for Committee Work. This document has been made redundant but year-end reports continue to be required.

¹² BOT/Faculty Union Agreement 2017-2023, page 22

¹³ AY 2012-2015 Participatory Governance Structure Handbook, p. 6

¹⁴ Board Policy 500 – Student Handbook Policies

¹⁵ Board Policy 505 – Student Co-Curricular Activities

¹⁶ Participatory Governance Structure Handbook, 2014-2015

¹⁷ Student Handbook 2017-2018

¹⁸ Guam Community College Board of Trustees & Faculty Agreement 2017-2023

¹⁹ Participatory Governance Structure Handbook, p. 7

²⁰ Governance Report Templates-Year-End Report, Meeting Minutes, and Meeting Agenda, Comprehensive Evidence Inventory

²¹ Faculty Accountability Report for Committee Work

Postsecondary and adult high school students are represented by COPSA, which appoints students to institutional committees and serves as a voice to address student governance. The CGC has two student members and one elected student trustee serves on the BOT to ensure the students' voice in the governance process. The GCC Student Handbook provides students with names of officers of the College and student leaders serving on COPSA and the BOT.²² As part of the College's regular practice two years before the actual visit, the Accreditation Steering Committee (ASC) has been expanded to include student members, staff, and administrators to assist in the completion of the Institutional Self Evaluation Report (ISER).

The institution's governance processes illustrate official responsibilities and provide a voice for administrators, faculty, staff, and students. The process promotes campus wide input for continuous improvement and provides a mechanism to ensure policies and procedures are updated and function effectively.

Analysis and Evaluation

College stakeholders collaborate through defined roles as identified in the participatory governance structure handbook (PGSH) in the development of policies, practices, and agreements that align with the mission, goals, and values that benefit not only the College but the community of Guam. The College supports planning processes, which has improved the governance structure since the 2012 ACCJC visit. The PGSH guides the role of all stakeholders in participatory governance and this process has produced a College environment for empowerment, innovation and institutional excellence.

Standard IV.A.3

Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.

Evidence of Meeting the Standard

The College strives for institutional excellence and successful outcomes by encouraging stakeholders to contribute and participate in policy and procedure development. Participatory governance is an essential component of the College's operations. The *Agreement Between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO and the Guam Community College Board of Trustees 2017-2023, Article I and VII*, recognizes and empowers faculty in institutional governance. The broad participation of faculty and administrators in the decision-making processes that support policies, planning, budget, and institutional effectiveness is vital to the College mission and student success.²³

Local (Union) committees and the College Governing Council (CGC) bring forth recommendations to the president and the BOT for review and approval. These include for example, the 2018 GCC budget requests,²⁴ the 2017 capital improvement projects,

²² AY 2017-2018 Guam Community College Student Handbook, p.6

²³ Board-Faculty Agreement 2017-2023

²⁴ 2018 GCC Budget

and the adoption of the Comprehensive Professional Development Plan (2016), the 2017-2020 Strategic Resource Plan²⁵, the 2014-2020 Institutional Strategic Master Plan (ISMP), and other institutional plans.

The voice and concerns of the faculty, administrators, staff, and students are represented in the many committees of the College to address the different aspects of institutional concerns. For example, the Committee on College Assessment (CCA) “guides and assists campus constituents to fulfill their assessment requirements.”²⁶ Five faculty committees following the completion of the new union contract will include college administrators, and will exist to address “faculty specific” governance. The roles of each committee are outlined in the Faculty Union Local 6476 AFT/AFL-CIO and the GCC BOT 2017-2023 Agreement, page 22-25 and include:

1. Calendar committee creates five-year academic calendar.
2. Resources, Planning, and Facilities committee reviews facilities master plan and recommends capital improvement projects with impact on student learning outcomes as a priority.
3. Negotiations committee will convene in 2021, two years prior to expiration date of the current board/faculty agreement.²⁷
4. Advancement-in-rank committee reviews faculty applications for promotion that are forwarded to the president for consideration.
5. Professional Development Review Committee (PDRC) reviews, evaluates, and approves applications and funding for faculty professional development, such as pursuit of higher credentials, training, workshops, or conferences, off- or on island.

Analysis and Evaluation

Administrators actively participate with faculty in the development of assessment plans and reports, and through active participation in the governance committees. Faculty and administrators collaboratively participate in College endeavors at three different levels; individual, departmental, and committee levels. A defined structure exists for participation, such as in the budget process. Faculty input is sought for departmental budget requests and assessment reports. The department chairs in collaboration with their respective Deans review the departmental budget requests, feedback is provided, and then goes through the participatory governance review process. A positive impact to improving dialogue between faculty and administrators has been felt throughout the campus.

Standard IV.A.4

²⁵ 2017-2021 Strategic Resource Plan

²⁶ Participatory Governance Handbook pg. 8

²⁷ BOT-Faculty Union Local 6476 AFT/AFL-CIO Agreement 2017-2023

Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.

Evidence of Meeting the Standard

Faculty and administrators share the responsibility for curriculum development, quality, and continuous evaluation and assessment of that curriculum. Curriculum board policies “Series 300” exist to guide the curriculum process. Board Policy 306, delineates a staggered two-year cycle of program, services, and administrative assessment.²⁸ The College’s two-year assessment cycle schedule is available externally on the MyGCC website.²⁹

The curriculum writing process for secondary, postsecondary, and continuing education (CE) courses underwent restructuring and is reflected in the restructured participatory governance process. The newly-revised 2017 Curriculum Manual, guides and defines the roles and responsibilities of the faculty, department chair, curriculum review committee (CRC), Deans, Vice President for of Academic Affairs (VPAA), President and Registrar in the curriculum process.³⁰ Faculty and department chairpersons remain authors of mission-centered course and program curriculum documents that guide course revisions and development at the College. Curriculum writing workshops and online tools are provided to ensure faculty understand the process, and the MYGCC announcement portal is used to communicate these events.³¹ Since 2012 the Learning Outcomes Committee (LOC) supported by the faculty senate and defined in the 2010-2016 Faculty/BOT agreement regulated curriculum development. Following the ratification of the BOT-Faculty Union Local 6476 AFT/AFL-CIO Agreement 2017-2023, the LOC and the General Education (Gen Ed.) committees were reconstituted as the Curriculum Review Committee (CRC) and comprises of faculty, Registrar, Associate Deans, program specialists, support staff, and administrators to ensure compliance with ACCJC standards.³²

The Curriculum Review Committee (CRC) provides online documents, curriculum manual, and instructions for submittal of documents on their committee site on MyGCC. The curriculum writing and reviewing process is completed through an online Acalog system and the CRC reviews curriculum documents prior to submittal to the Deans that ensures and regulates, through quality control, an academically sound curriculum that reflects the mission of the College and meets the evolving needs of the community. As defined in the AY 2014-2015 Participatory Governance Structure Handbook, the online Acalog curriculum approval ACALOG process ensures the development and revision of academically sound curriculum that reflects the mission of the College.³³

²⁸ Board Policy 306 Comprehensive Assessment Instructional Programs, Student Services, Administrative Units and the Board of Trustees

²⁹ GCC two-year assessment cycle

³⁰ Curriculum Manual AY 2017-2018 page 13-30

³¹ Curriculum Writing Workshop

³² BOT-Faculty Union Local 6476 AFT/AFL-CIO Agreement 2017-2023

³³ AY 2014-2015 Participatory Governance Structure Handbook, p.10

In addition, the CRC reviews, explores and assesses the effectiveness of general education policies and procedures, making recommendations to the Faculty Senate, Department and Committee Chairpersons, and administrators as appropriate. Workshops using the Acalog system are provided and training documents are available internally on the College website for curriculum authors.³⁴ The curriculum committee meets regularly and annually updates the manual, course, and program curriculum templates. Prior to Fall 2017 the now defunct Learning Outcomes Committee (LOC) via MYGCC Announcements asked for stakeholder's feedback on revising and updating the 2017 curriculum manual.³⁵ The updated Curriculum Manual was made available to the campus, fall 2017.³⁶ Additionally, the College ensures appropriate information is disseminated regarding institutional plans, policies, and curricular change via departmental meetings and academic directives by the VPAA.

Analysis and Evaluation

Guam Community College policies, procedures, and manuals establish the roles faculty, committee members, and administrators have in the curriculum writing process. The curriculum manual clearly defines the roles and responsibilities for those involved in curriculum writing and revision process. The CRC through established procedures, assessment cycles, and roles as outlined in the participatory governance structure and curriculum manual ensures that the curriculum process guides and continually improves student learning outcomes. The Annual Review Cycle Schedule is posted internally on the College website and since 2015, many departments have completed or continuing the program and course curriculum review process. Program and course assessments are available on TracDat to verified users.

Standard IV.A.5

Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.

Evidence of Meeting the Standard

College stakeholders are committed through the participatory governance structure in maintaining a culture where the Board of Trustees (BOT), students, faculty, administrators, and staff contribute in planning, policy, and decision-making processes at the College. The Council on Postsecondary Student Affairs (COPSA) exists as the student governance body to ensure students' interests, needs and concerns when necessary, are brought to the attention of the president through the governance process. Student board policies (Series 500) and the 2016-2017 student handbook guides students in academic policies, procedures, and decision-making processes at the College.³⁷ The staff senate as outlined in the participatory governance handbook is the official representative body for full-time permanent staff employees and appoints staff members to institutional committees, and allows the exchange of information between staff and other stakeholders at the College.

³⁴ How to attach documents in ACALOG

³⁵ MYGCC Announcements February 24, 2017

³⁶ AY2017-2018 Curriculum Manual

³⁷ 2017-2018 Student Handbook

The 2014-2020 Institutional Strategic Master Plan (ISMP) guides the decision-making processes at the College and effective planning provides the tools needed to manage College finances, facilities, and ensures that the best quality education is provided to students. Additionally, strategic planning processes are linked to the facility master plan, budget planning, and information technology strategic master plans.³⁸

The College governing board is responsible for establishing policies to assure the quality, effectiveness, and integrity of the decision-making process to achieve College goals, mission, and improve student success. College assemblies, employee convocations, MyGCC announcements, board meetings, annual reports, and student events such as “Meet the President” are avenues used to communicate planning, new college programs, and results of the decision-making processes at the College.³⁹ Additionally the dissemination and sharing of this information, such as media releases and newsletters can be found in the public domain of the College website.⁴⁰

Analysis and Evaluation

Policies, procedures, manuals, workshop trainings, and college agendas guided by the ISMP, exist to direct stakeholders in the complex dynamics of decision-making at the College. The president updates the Board at board meetings, converses with students during ‘Meet the President’ events, and addresses faculty and staff during annual convocations and assemblies.⁴¹ As already mentioned, the president provides quarterly reports to the public auditor and legislative speaker disclosing all funds and administrative plans for the preceding quarter (BOT Annual Fiscal Year Calendar). In addition, the president holds town hall meetings with the students every semester to update them on College developments. Concerns raised by students at these forums are systematically documented, the results of which are reported back to students in succeeding forums.

Institutional assessment and curriculum development is continuous and an ongoing process at the College. The message from the president in the 2014-2020 ISMP details a 20% growth in student population, program expansion, and upgrades to the physical campus over the past six years benefit current and future students.⁴²

Standard IV.A.6

The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.

Evidence of Meeting the Standard

The College participatory governance structure encompasses all stakeholders in the decision-making process. Participant groups led by the Board of Trustees (BOT) include the president, College Governing Council (CGC), institutional committees, faculty senate, faculty senate committees, staff senate, and the Council on Postsecondary Student Affairs (COPSA), as outlined in the AY 2014-2015 participatory governance handbook.

³⁸ 2014-2020 Institutional Strategic Master Plan

³⁹ ‘Meet the President’ Spring 2015

⁴⁰ 2015-2016 Annual Report this is (latest version on website)

⁴¹ Chachalani June-August 2017

⁴² 2014-2020 ISMP

⁴³ The Board of Trustees and all institutional committee meetings are open to everyone on campus, encouraging clarity and transparency in the process. BOT agendas, attendance and meeting minutes are published on the College external website, and committee minutes, and accountability reports are published on committee internal sites,

The CGC whose members include representatives from the faculty senate, staff senate, COPSA, faculty union, and administrators make recommendations to the president. The president reviews the recommendations and makes the final decision to present to the Board of Trustees (BOT). The BOT has the responsibility to ensure the College meets the needs of its stakeholders and to ensure decision-making processes are communicated through policies, meeting minutes, annual, and public reports. The new Participatory Governance Structure Handbook (2017) guides College stakeholders in the decision-making process at the institution.

Other methods used to communicate leadership, planning, and governance-related decisions, actions, and outcomes, include the 2014-2020 Institutional Strategic Master Plan (ISMP), by-laws, financial reports, resource allocations, committee minutes, “Chachalani” newsletters, employee emails, media releases, and MYGCC announcements. Public reports are available to all stakeholders on the MYGCC public website.⁴⁴ Guam Community College media releases ⁴⁵ is a format used to communicate campus-wide decision-making processes such as campus construction,⁴⁶ commencement ceremonies,⁴⁷ accreditation of programs, clean audits, and scholarship awards.⁴⁸ The Office of Assessment, Institutional Effectiveness, and Research (AIER) is the central repository for all governance reports. The president communicates College updates to students via “Meet the President” events each semester and to all employees during convocations and College assemblies. Additionally, Citizen Centric Reports (CCR) summarizes the year's events, academic highlights, achievements, financial status, and student outcomes at the College, such as increased student enrollment and graduation, and audit reports.⁴⁹ The CCR is submitted to the Office of Public Accountability (OPA) each year.

The MyGCC announcements forum is a useful online tool and documents decision-making process to College stakeholders, such as College assembly agendas, assessment deadlines, ACCJC updates, student scholarships, upcoming events, as well as faculty, and staff workshops. The president’s contract was due to expire June 2016 and the BOT announced to its constituents, via the MyGCC announcements that the board had extended the president’s contract through June 2019.⁵⁰ This was positive and open communication shared to the College constituents prior to the media release.

Analysis and Evaluation

⁴³ AY 2014-2015 participatory governance handbook

⁴⁴ Chachalani’ newsletters

⁴⁵ media releases

⁴⁶ campus construction

⁴⁷ commencement ceremonies

⁴⁸ 16th Consecutive Clean Audit

⁴⁹ AY2016Citizen-Centric Reports

⁵⁰ MYGCC Announcements May 8, 2015

GCC is not only a leader in workforce development but a leader in effective communication techniques. Information and decisions are extensively communicated to internal and external stakeholders, through “Meet the President” events, College assemblies, convocations, and professional development workshops. MyGCC announcements, media releases, Citizen Centric Reports, and “Chachalani” newsletters communicate campus-wide events and are available for all internal and external users of the College website.⁵¹

Standard IV.A.7

The leadership roles and the institution’s governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

Evidence of Meeting the Standard

The College’s governance structure has historically consisted of and continues to guide and include the means for broad participation in the decision-making processes by faculty, staff, administrators, and students, which support student programs and services leading to improved institutional effectiveness. Governance processes and practices continue to acknowledge the designated roles and responsibilities of the Board and the College President. The representative body for student governance is the Council on Postsecondary Student Affairs (COPSA), faculty and staff are supported through their respective senates, and administrators are appointed by the College president to serve in institutional committees and councils based on their primary roles and responsibilities.

Through the established assessment infrastructure of the College and directed by Policy 306, the systematic cycle of assessment and evaluation continues to provide the mechanism for regular documentation, reflection, and implementation of improvements based on actionable data and recommendations resulting from the assessment of student learning outcomes.⁵² This data is evaluated and reported each year in the Annual Institutional Assessment Report (AIAR).⁵³ Evidence of the assessment history at the College since 2003 is in the TracDat assessment management system through the system’s reporting capabilities.

As guided by Policy 306, there is a staggered two-year schedule of programs, services, and administrative units assessment at the College where stakeholders initiate the two-year assessment cycle by developing assessment plans that include student learning outcomes or administrative unit outcomes detailing what a student should know and be able to do upon completion of a course, program, student service, or other related activities. Included with the development of an assessment plan is the thoughtful selection of assessment methods and targeted performance measures along with a tie-in to the planning, resource allocation, and strategic initiatives of the College. The next step in the assessment cycle is the data collection period in which the assessment methods and instruments begin to collect the specific information needed to demonstrate mastery of the student learning outcomes or administrative unit outcomes. Thereafter, the data is

⁵¹ BOT meeting February, 2017

⁵² Policy 306 Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and BOT

⁵³ 16th Annual Institutional Assessment Report (AIAR)

analyzed and evaluated to determine if the target performance is achieved or not, and a discussion of the results with action items for the assessment unit to implement improvements to close gaps in performance and increase student learning and achievement.

As detailed in the Comprehensive Institutional Assessment Plan for Programs, Services, Administrative Units, and the Board of Trustees document, the plan provides guidance to assessment and evaluation processes for the expressed purpose of marking accomplishment and informing institutional planning.⁵⁴

A wide array of evidence of the effectiveness of leadership and governance at the College exist, including the direct evidence of assessment documented in the TracDat assessment management system; the institution-level assessment studies of the President and the Board of Trustees found in the President's Performance Appraisal Survey Reports and the Board of Trustees' Assessment Reports based on studies conducted by the Office of Assessment, Institutional Effectiveness and Research (AIER); and the minutes of various stakeholder sessions such as the Meet the President sessions with students. Examples of reports, such as the 2012 President's Performance Appraisal Report, are available on the public website.⁵⁵

Prior to fall 2017, committee goals and faculty performance was assessed through meeting minutes, year end reports, and Faculty Accountability for Committee Work form, where committee chairs would report faculty attendance and participation, as well as progress in meeting committee goals. Additionally, beginning in the spring semester of 2014, governance committees were required to submit an annual Governance Year End Report to the Vice President for Academic Affairs. These reports were designed to collect the critical information and data needed to support institutional improvements and to document the progress made in implementing these improvements. Committee chairpersons were responsible to assess the effectiveness of the committee in achieving the goals set for the academic year. Since spring 2014, committees have submitted these self-assessments and evaluations at the end of each academic year. The data and information contained in these reports are used as talking points for the next academic year and an analysis is included in the Survey on Governance Processes and Practices at Guam Community College Report prepared by the Office of Assessment, Institutional Effectiveness and Research.⁵⁶

Administrators, faculty, and staff undergo rigorous individual performance evaluations and these results are kept on file in the HR department. One of the methods of assessing faculty teaching effectiveness is with the IDEA Student Ratings of Instruction Survey instrument administered by the Office of Assessment, Institutional Effectiveness and Research each fall semester of an academic year or as resources allow.⁵⁷ These results are used during administrator and faculty evaluations as evidence of performance. The College has adopted a TracDat-based program review model that integrates assessment

⁵⁴ Comprehensive Institutional Assessment Plan for Programs, Services, Administrative Units, and the Board of Trustees

⁵⁵ 2012 President's Performance Appraisal Report

⁵⁶ Faculty Senate Year End Report and Evidence Memo

⁵⁷ IDEA Student Ratings of Instruction Survey Report, Fall 2014.

results with planning and budgeting. Most importantly, evaluation reports of the governance structures are published and made available in MyGCC.

Analysis and Evaluation

Evaluation of the leadership and governance processes on campus is integrated in the College's institution-wide assessment initiative and is evidenced in the various institutional documentation found throughout the College's website and housed in the designated institutional repository at the Office of Assessment, Institutional Effectiveness and Research (AIER). These reports such as Annual Reports, Factbooks and Annual Institutional Assessment Reports (AIAR) serve as evidence to the public and the College community that the leadership of the College is committed to assessing its performance and implementing improvements based on the data and feedback presented.⁵⁸ Leadership effectiveness is assessed through the feedback received by campus stakeholders who have had direct contact or observation of governance processes and practices.

Standard IV.B. Chief Executive Officer

Standard IV.B.1

The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

Evidence of Meeting the Standard

Pursuant to Public Law 14-77, Chapter 31, Section 3110, the college's president is selected by, and reports to the Board of Trustees (BOT). As the Chief Executive Officer (CEO), the president has the primary responsibility for the administrative and business affairs of the College.⁵⁹ The president is delegated through Policy 455, to oversee the administration and implementation of institutional policies and BOT executive directives for the quality of the institution.⁶⁰ Additionally, the president through Policy 115, is authorized to initiate policy recommendations, administer educational programs, conduct College business, and implement Board decisions.⁶¹ The president is an extremely visible and competent leader of Guam Community College and her effectiveness is assessed by the BOT through a performance review, BOT minutes, and various institutional reports. These reports capture activities performed by the President and the institution that address the criteria identified in the 2014-2020 Institutional Strategic Master Plan (ISMP).⁶²

The president guides the comprehensive strategic planning process involving the College community in setting goals and priorities for the institution linked to data-driven evidence directly provided through the Assessment, Institutional Effectiveness, and Research (AIER) Office. This organized and integrated planning process is supported by AIER.

⁵⁸ 16th Annual Institutional Assessment Report AY2016-2017

⁵⁹ public law 14-77 Chapter 31 3110, p. 7

⁶⁰ Policy 455 Selection of the President

⁶¹ Policy 115 Code of Trustee Ethics and Conduct

⁶² 2014-2020 Institutional Strategic Master Plan

The president, as supported by the BOT and its policies, is responsible for the financial and overall management of local and federal resources to ensure that all funds are managed with the highest level of accountability. This includes accountability of financial resources in accordance with federal requirements as directed by BOT Policy 200.⁶³ Since the beginning of her tenure, the president's strong background in accounting and the College's reliability on the allocation of federal funds has served as an advantage in actively pursuing funding sources to meet the College's needs, including various federal grants to allow for the much needed construction and refurbishment of the college campus environment vital to student learning and success as well as increasing the space capacity to serve the increased student enrollment. This is evident in the awarding of millions in dollars of federal grants and contracts from the United States Department of the Interior (USDOI), United States Department of Education (USDOE), Federal Emergency Management Agency (FEMA), and low interest loans from the United States Department of Agriculture (USDA), Citizen Centric Report 2016⁶⁴, FY 2017 and 2016 Budget Requests.⁶⁵

It is also the president's responsibility to uphold and safeguard the quality of the institution for student centered success by selecting personnel who meet professional, educational, industry, and administrative standards (Personnel Rules & Regulations-Classified Services Employees; GCC Personnel Rules & Regulations for Academic Personnel). Additionally, in alignment with the Comprehensive Professional Development Plan (CPDP, 2016), and Board Policy 400, the president supports and ensures the availability of funding for the administration of the Professional Development Review Committee (PDRC) activities for employee professional development and personnel training (Administrative Directive No. 2013-03: Professional Development). In addition, the president has integrated professional development training sessions for employees as part of the agenda during annual college assemblies (College assembly minutes March 20, 2017).⁶⁶

The president emphasizes the importance of linking a comprehensive assessment process that continuously assesses the quality of the college's educational programs, student support services, and administrative services to positively impact the cornerstone of assessment activities, namely the student learning outcomes (SLOs) relative to student success. The implementation of GCC's Data Driven Dedicated Planning (3DP) process directly ties in assessment to planning, decision-making, human resources needs, and financial resources that directly support activities that promote college effectiveness, values, and goals.⁶⁷

The president uses various avenues to communicate college effectiveness to the community, students, staff, faculty, and administrators. The president conducts a two-day "Meet the President" event every semester to communicate the college's goals, as well as discuss the College's sustainability practices, campus improvements, and other

⁶³ BOT Policy 200 'Fiduciary Responsibility

⁶⁴ Citizen-Centric Report 2016

⁶⁵ FY2016 Budget Request p. 56

⁶⁶ Board Policy 400 Professional Development

⁶⁷ 2014-2015 GCC Assessment Handbook, pg. 12

significant activities to improve GCC's institutional effectiveness.⁶⁸ Following her presentation, the president welcomes the students to ask questions or raise issues that concern them. The steady increase in numbers of students attending these events verifies that this has become a popular avenue for students to communicate directly with the president.⁶⁹

The president communicates institutional values, goals, and college updates to staff, faculty, and administrators at yearly convocations and college assemblies. At these assemblies, the president discusses college enrollment, provides financial updates, planning, and campus developments, and provides various training sessions for employees' professional development. In addition, the president communicates through and participates in the governance process as set forth under the Participatory Governance Structure.⁷⁰

The president communicates to external stakeholders via statements titled 'President's Message' in various college documents such as the introduction in the 2014-2020 Institutional Strategic Master Plan (ISMP), Annual Reports, and college catalogs, both secondary and postsecondary.⁷¹ These avenues allow the president to communicate the achievement of ISMP goals and college successes. Examples of this included in the 2015-1016 Annual report include the largest graduating class in the college history.⁷² Additionally, the 2014-15 Annual report announced an increase in student enrollment and completion, new college programs, and new campus facilities.⁷³

Most importantly, the president participates in, serves in executive positions, and networks with numerous public, national, and civic organizations such as being the Vice President of the Guam Women's Chamber of Commerce (GWCC),⁷⁴ member of the American Association of Community Colleges (AACC),⁷⁵ Asian Pacific Association for Fiduciary Studies (APAFS), Association of Community College Trustees (ACCT), Chair of Pacific Postsecondary Education Council (PPEC),⁷⁶ board chairperson for Pacific Islands branch of the non-profit organization WestCare, and serves on the board of the Guam Contractors Association (GCA) Trades and Academy, the Pacific Resources for Education and Learning (PREL). She was also the former president of the Guam American Association of University Women (AAUW), and until February 2017, served on President Obama's Advisory Commission on Asian Americans and Pacific Islanders (AAPI).⁷⁷

The Foundation Board of Governors and BOT meetings are other avenues the President uses to communicate the college's financial status, capital improvement projects, and

⁶⁸ Meet the President Fall 2014

⁶⁹ September 2016 Chachalani, p.3

⁷⁰ Participatory Governance Structure

⁷¹ 2017 College e-catalog

⁷² AY 2015-16 Annual Report p.8

⁷³ AY2014-2015 Annual Report p.4

⁷⁴ GWCC

⁷⁵ AACC

⁷⁶ PPEC

⁷⁷ President's Bio 2015

other activities that pertain to institutional performance. To ensure government transparency, these meeting minutes are available to all stakeholders on GCC's public website and board meetings are open to members of the public.

Analysis and Evaluation

The president of the college is an effective, competent, and compelling leader who directs the college in planning, organizing, budgeting, selecting personnel and assesses institutional effectiveness, in general. The college, led by Dr. Mary Okada and supported through federal funding, has seen tremendous growth of newly constructed and renovated buildings that supports the 2014-2020 ISMP and the college mission to be a leader in career and technical workforce development.⁷⁸ Increasing student numbers have supported the need to upgrade facilities and create a technology-savvy learning environment for students, and a better working environment for staff and faculty, as well. The President encourages staff, faculty, and administrators to continue to perform to the best of their ability, even with the budget challenges facing the College. Public documents available on the college's public website, allow the President to update constituents on developments at GCC. The "Message from the President" in various public reports communicates the college's commitment to prepare students for the workforce locally and internationally through high quality education.⁷⁹

Standard IV.B.2

The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.

Evidence of Meeting the Standard

The powers of the president entrusted to her by the Board of Trustees Policy 400⁸⁰ and Public Law 14-77, ensures the College is adequately staffed with qualified employees to competently implement the mission and College goals for student success.⁸¹ The president's management team meets weekly and addresses relevant issues that impact the operations of the College. At these meetings, managers make reports from the academic affairs, finance, and administration divisions and the various offices under the divisions.⁸² The president delegates and relies on the administrators to assist, guide, and plan throughout the decision-making processes. The management structure is stable and has had no significant changes in the past six years. Board Policy 115, ensures regular evaluation is aligned with the best interest of the educational needs of Guam, delegating authority to the president and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.⁸³

The president ensures that the organizational structure is updated as needed. The organizational chart is updated as changes are made. It was amended to include Academic Technology under the Finance and Administration Division (2014), and a new

⁷⁸ Mission Statement

⁷⁹ 2014-2020 ISMP p. 3

⁸⁰ Policy 400 Professional Development

⁸¹ Public Law 14-77

⁸² 2013 President Management meeting minutes more update meeting minutes

⁸³ Policy 115 Code of Trustee Ethics and Conduct

School of Career and College Readiness (CCR, 2015).⁸⁴ In Fall 2015, an administrator was appointed to CCR and in Spring 2016 the President approved the transfer of all developmental courses and faculty in English and Math to CCR. Additionally, in July 2013, there were participatory discussions regarding the organization/realignment of work experience programs, student health center, and learning resources center.⁸⁵

The Academic Affairs Division houses the following:

- The School of Trades and Professional Services (TPS)
- The School of Technology and Student Services (TSS)
- The School of Career and College Success (CCS)
- Admissions and Registration
- Assessment, Institutional Effectiveness and Research Office (AIER)
- Continuing Education and Workforce Development

The Finance and Administration Division includes:

- Business Office
- Financial Aid
- Materials Management (Procurement)
- Administrative Support Services
- Human Resources
- Management Information Systems (MIS)
- Environmental Health and Safety
- Academic Technology

The Office of the President consists of:

- Development and Alumni Relations
- Communications and Promotions
- Planning and Development (which oversees Facilities)
- Peace Officer Standards and Training (POST) Commission

Analysis and Evaluation

The president ensures the College's administrative structure is organized and staffed in accordance with the institution's mission statement and purpose. Delegation of authority to administrators and staff is consistent with their work experience, expertise, and job responsibilities to fit their area of responsibility. All job announcements to fill positions are signed off by the president after budgets are identified. Academic administrators complete a 2016 Academic Administrators Work Planning and Performance Evaluation (WPPE) tool and meet with their evaluators to discuss their goals at the beginning of the calendar year.⁸⁶ Academic administrators are evaluated on four categories, namely: Managing Operations, Managing Finance and People, Managing Information, and Transformational Leadership. A midterm review is conducted in June or July, and final reviews occur in December. Annual evaluations of all administrators are reviewed by the president and all administrators have clearly defined job descriptions. Job descriptions are updated by the Human Resources office and reviewed by the president and her

⁸⁴ Policy 140

⁸⁵ Reorganization/Realignment

⁸⁶ 2016 Academic Administrators Work Planning and Performance Evaluation (WPPE) Tool

management team, and are approved by the BOT as the need arises, depending on the changing needs of the College.

Standard IV.B.3.

Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by:

- *establishing a collegial process that sets values, goals, and priorities;*
- *ensuring the college sets institutional performance standards for student achievement;*
- *ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions;*
- *ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning;*
- *ensuring that the allocation of resources supports and improves achievement and learning; and*
- *establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.*

Evidence of Meeting the Standard

The president led the collegial process of the development of the 2014-2020 ISMP which was presented to the college campus via various avenues for review and processing to include 2012 President's ISMP Update meeting,⁸⁷ ISMP 2013 Update,⁸⁸ 2014 ISMP Update Presentation,⁸⁹ and 2015 ISMP Update Presentation.⁹⁰ Subsequent updates are discussed in the most recent review report conducted by the Planning and Development office. The president communicates institutional goals, outcomes, and future plans to the general community via various avenues including public reports, annual reports, monthly 'Chachalani' newsletters⁹¹, audit reports, Citizen-Centric reports, and Board of Trustee meetings.⁹² During board meeting the president reports on the College's financial, educational, institutional, and operational status.⁹³ In addition, the president meets with her management team to address and review college business. General discussions regarding public hearings regarding fee schedules, staff/administrator professional development training, and the need to orient newly elected Government of Guam (Gov. Guam) senators to the campus are examples of topics discussed during these meetings.⁹⁴ All committees under the participatory governance structure establish goals that are uploaded to MyGCC and accessible to all stakeholders, including the president. At the beginning of every academic year, during convocation, the president communicates institutional values, goals, and direction.⁹⁵ Each semester during the general assembly the president addresses and updates faculty and staff regarding issues facing the College.

⁸⁷ 2012 President's ISMP Update meeting

⁸⁸ ISMP 2013 Update

⁸⁹ 2014 ISMP Update Presentation

⁹⁰ 2015 ISMP Update Presentation

⁹¹ Chachalani September 2016, p. 10

⁹² AY 2014-2015 Annual Report, p. 4

⁹³ BOT minutes Feb 3, 2017

⁹⁴ January 22, 2013 meeting minutes

⁹⁵ 2013-14 Convocation Scripts

For two consecutive days during spring and fall semesters, the president hosts town hall meetings titled “Meet the President” updating students on current events. She also uses this forum to address questions, issues, and concerns from students.⁹⁶

In Spring 2017, the college proudly received its 16th clean audit from Deloitte and Touche, an independent auditor. The president credits GCC’s systematic procurement process, secure accountability guidelines, and GCC’s Finance and Administration departmental efforts, with this continued solid performance. The audit performance is shared not only within the college but in media releases, as 16 consecutive years of clean audit reports for the College is an exceptional milestone due to the fact that the College continues to be the only government of Guam agency that has consistently maintained a ‘low-risk status,’⁹⁷ among all GovGuam agencies.

Analysis and Evaluation

The 2014-2020 ISMP provides the goals that guides the college mission, establishes priorities, and guides student’s success.⁹⁸ Guided by the ISMP, Factbooks, and Annual Reports, the president addresses the achievement of student outcomes, as a guiding principle in all her public pronouncements. For example, the president’s message in the AY 2015-2016 Annual Report highlights the priority of 100% student success and introduces the slogan, ‘Students First, Mission Always.’⁹⁹ Allocation of resources is effective as evidence by the College’s 16th consecutive clean audit, and is also documented in FY 2016 Citizen-Centric Reports (CCR) along with academic highlights, student enrollment, and upcoming capital improvement projects.¹⁰⁰ The president reported in the AY 2013-2014 Annual Report, a record number of students graduating from GCC, national recognition of Veteran education by the “Military Times Magazine,” and other accomplishments to support the 2014-2020 college goals.¹⁰¹

Standard IV.B.4

The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.

Evidence of Meeting the Standard

The president maintains a visible and positive leadership role in the college’s accreditation process. The president regularly updates faculty, staff, and administrators on the accreditation process during college assemblies and convocations.¹⁰² An Accreditation Flow sheet exists to guide the College in this process.¹⁰³ In 2014 the president was elected by members of the Pacific Postsecondary Education Council

⁹⁶ Meet the President Fall 2014

⁹⁷ Media Release April 2017

⁹⁸ ISMP 2014-2020

⁹⁹ AY 2015-2016 Annual Report

¹⁰⁰ FY F2016 Citizen-Centric Reports

¹⁰¹ AY 2013-2014 Annual Report, p.5

¹⁰² Chachalani June-Aug 2017 From the President

¹⁰³ Accreditation 2018 Flow sheet 6 Year Cycle

(PPEC) to serve as the ACCJC Pacific College representative from July 2014-2017.¹⁰⁴ To ensure the College meets ACCJC standards in the accreditation process, the president appointed the Vice President for Academic Affairs (VPAA), to the dual role of Accreditation Liaison Officer (ALO) and VPAA since 2007. To date, the College's ALO has also served as a member of a visiting team member in five (5) ACCJC team visits, including a follow up visit. In her role as ACCJC Commissioner since 2016, the president herself frequently travels to Accreditation Commission for Community College and Junior Colleges (ACCJC) conferences and workshops. A role of the BOT is to review and approve the president's travel schedule and Spring 2016 the BOT approved the president for travel to the 2016 Commission Development Workshop sponsored by the Accreditation Commission for Community College and Junior Colleges (ACCJC) in Berkeley, California¹⁰⁵

Through the participatory governance structure institutional committees overseen by the ALO were developed with a responsibility for the accreditation process and these Standard Committees have been in place since the 2012 ACCJC visit, and were put into place for the 2006 visit. These standard committee members meet regularly to address the ACCJC accreditation standards, and prepare mini-ISERs for feedback and discussion. For example, feedback on the ACCJC Mid-term report was discussed during the November 2014 Accreditation Standards Committee meeting¹⁰⁶. Additionally, the College required the BOT and all employees to complete the 2014 and 2016 ACCJC Accreditation Basics training to better understand the purposes and context of the whole accreditation process.¹⁰⁷

Analysis and Evaluation

The president is knowledgeable and visible in the accreditation process at the college. On September 2016, in preparation for the March 2018 ACCJC accreditation team visit, an Accreditation Steering Committee (ASC) comprised of BOT members, administrators, students, faculty, and staff, was formally convened by the Accreditation Liaison Officer (ALO) to further enhance the drafting of the ISER.¹⁰⁸ During the Fall 2016 College Assembly, the president updated faculty, staff, and administrators about changes to the ACCJC online Accreditation Basics Course and standard committee members were requested to complete the new online course by November 17, with all successfully completing this task. The college's full-time employees and BOT members were asked to complete the course by October 31, 2017.¹⁰⁹ As of this writing, all employees of the college have completed the course online, with their certificates of completion on file at the AIER office.

On October 20, 2016, the Accreditation Steering committee members and the president attended a one-day ISER training event facilitated by ACCJC, in preparation of the committees developing the 2017 ISER and the upcoming March 2018 accreditation team visit. Board members, president and president-elect from the Staff and Faculty senates were also invited to attend the training to garner a better understanding of the

¹⁰⁴ Media Release June 2014

¹⁰⁵ February 9, 2016 BOT meeting minutes

¹⁰⁶ Accreditation Standards Meeting Minutes November 2014

¹⁰⁷ Accreditation Basics Course 2014

¹⁰⁸ Accreditation Steering Committee

¹⁰⁹ Memo Accreditations Basics 2016

accreditation process. Since the ACCJC 2012 visit and prior to Fall 2016 faculty driven accreditation committees led the college in the development of the Institutional Self Evaluation Report (ISER). Working together is part of the College's accreditation vision, and through participatory governance these committees contributed significantly to the form and content of the final ISER.

Standard IV.B.5

The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.

Evidence of Meeting the Standard

GCC is mandated by Public Law 14-77 to be the vocational leader for secondary and postsecondary education. On September 30, 2011, the law was amended by P.L. 31-099 to reflect the terminology change, from "vocational" to "career and technical education," in keeping with changes at the federal level. The original 1977 public law mandated GCC to provide career and technical education, various occupational training and education to grow a skilled workforce, and to offer technical programs in the public high schools. The law also expanded the short-term extension and apprenticeship programs and identified GCC as the State Agency and Board of Control for Vocational Education.¹¹⁰

The President through BOT Policy 115 'Code of Trustee Ethics & Conduct' has been given the authority to "initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions." The president fulfills the college's mandate of providing career and technical education by overseeing the administration of the board policies which support these local Guam and federal laws and regulations. The President has the authority to explore and apply for federal grants and currently administers grants such as Title IV federal funded aid, Carl Perkins, Workforce Investment and Opportunity Act (WIOA), Adult Education, and other sub-awards, such as Title V grants.¹¹¹

The president is responsible for the overall financial management of the College as directed by BOT Policy 200 'Fiduciary Responsibilities'.¹¹² Working with the Vice President of Finance and Administration, the president ensures the prudent management and administration of all revenues and expenditures from appropriated, non-appropriated, as well as federal and local funds. As part of managing the finances, budget development guidelines are properly adhered to, adequate internal control structures exist, and independent annual audits occur.

¹¹⁰ PL 14-77

¹¹¹ Policy 115 Code of Trustee Ethics & Conduct

¹¹² BOT Policy 200 'Fiduciary Responsibilities'

The President regularly communicates to the Board at its monthly meetings the College's financial status, capital improvement projects, changes to local and federal rules and regulations, operational procedure changes, and policy updates. In line with the mission, the President's assessment plan, includes continued efforts for collaboration toward developing a process to measure progress towards achieving ISMP goals, with these goals linked to the mission of the College.

Analysis and Evaluation

The president through designation from the BOT, is responsible for the overall management of the operations and finances of the College. She oversees the college's finances, and operations, through effective leadership and guidance in institutional planning, documentation and updates of processes, collection of data, and decision-making processes in alignment with GCC's mission. She maintains leadership by making sure the campus facilities is maintained and in improvements are aligned with strategic plans, such as the Physical Master Plan and the Institutional Strategic Master Plan (ISMP).

Guam Community College continues to be a role model for the community in adherence to statutes, regulations and policies. The president has gained the trust of grantees for multiple federal grants and our compliance is exemplified in the maintenance of 16 years designation of a 'low risk' auditee status, based on the March 31, 2017 issuance of its FY16 audit report.

Standard IV.B.6

The CEO works and communicates effectively with the communities served by the institution.

Evidence of Meeting the Standard

Since her appointment as president in June 2007, Dr. Mary Okada has worked tirelessly to support the mission of the College. The president communicates regularly with college constituents, the community of Guam, and national and international entities. In the College's continuing effort to communicate effectively with the community, and business industries, the president and her team work with local government and educational agencies to advance the College's mission and goals. The president regularly attends and often speaks at community events and is an active participant in ongoing discussions with external entities. The president serves in active roles in local and national organizations such as the following examples:

- Commissioner, Accrediting Commission for Community and Junior Colleges
- Vice President, Guam Women's Chamber of Commerce,
- Board Member, Guam Contractors Association, Guam Trades Academy
- Board Member, Pacific Resources for Education and Learning (PREL)
- President, American Association of University Women- Guam Chapter

In addition to her responsibilities in these organizations, Dr. Okada is also the Chairperson for the Pacific Postsecondary Education Council (PPEC), as well as the

Pacific Islands branch of the non-profit organization, WestCare. She is a member of American Association of Community Colleges (AACC), Asian Pacific Association for Fiduciary Studies (APAFS), American Association of University Women (AAUW), and Association of Community College Trustees (ACCT) (President's Bio, 2015). Additionally, in 2014 she was appointed by President Obama, to serve as the Vice-Chair on the advisory commission on Asian Americans and Pacific Islanders (AAPI) (BOT meeting June 2014). Dr. Okada resigned from this position in early 2017. Through her visibility in these roles, the president actively promotes the mission of the College as she advocates for, and supports growth of educational opportunities in Guam and Micronesia.

The president communicates to stakeholders utilizing College annual reports, as well as, but not limited to, institutional documents such as the 2014-2020 Institutional Strategic Master Plans (ISMP), Factbooks, and Annual Institutional Assessment Reports (AIAR). Each report begins with a 'Message from the President' where she updates stakeholders on college news and events.

The president consistently provides updates on college finances, federal grants, capital improvement projects, and other activities during the Board of Trustee (BOT) monthly meetings, and this is documented in the BOT meeting minutes. The president is visibly active in college events, as featured in the monthly online newsletter, 'Chachalani.' The president uses this forum to communicate events such as the 16th clean audit (Chachalani March, April, May 2017) Chalani 365 (Chachalani February 2017), and building 100 expansion and renovation (Chachalani February 2017).

The president communicates with college constituents throughout the academic year. "Town Hall" meetings with students are held in the college's Multi-Purpose Auditorium (MPA) two evenings each semester. These events are advertised on "My GCC Announcements" and campus flyers and are primarily designed for students to meet the president, but are open to and attended by faculty, staff, administrators, and BOT members. The president uses these events to greet the students and update them on college services, funding, scholarships, programs, planning, and other events. The students are given the opportunity to make suggestions or voice any concerns at the end of each session during an open 'question and answer' session format. If there are questions the president cannot answer she will refer the questions to other administrators present at the event. During the spring 2015 "Meet the President" event, students asked 31 questions. Examples of questions include; asking for online courses, adding courses, and asking if students can walk in the commencement ceremony prior to completing one final course.¹¹³ Student's questions are answered during these meetings, and when necessary administrators and faculty support the president in providing answers to the questions.

Mandatory college assemblies, staff, and faculty professional development trainings, are events where the president provides updates of the institutional strategic master plan (ISMP), budgetary announcements, upcoming events, grants, and campus

¹¹³Meet the President Spring 2015

improvements. During the Fall 2016 college assembly, in keeping with the college mission, the president updated college employees on the 2014-2020 ISMP, regarding curriculum review and assessment, federally mandated graduate employment numbers, GCC's current financial status, and upcoming campus improvement projects.¹¹⁴ During the Fall 2013 college assembly, "Closing the Loop" was discussed by the president.¹¹⁵ In her role as president, Dr. Okada also attends government budget hearings and BOT meetings to communicate college needs and she meets regularly with external entities, such as the Guam Department of Education.¹¹⁶ She attends public hearings, community, national, and international events. This visibility enables her to be aware of the activities, needs and demands of local, national and international communities, and provides greater awareness of GCC and its services and programs.¹¹⁷

Analysis and Evaluation

The president communicates to stakeholders via the 'President's Message' the college's mission, vision, core values, and goals necessary for achieving overall excellence in career and technical workforce development.¹¹⁸ The president communicates College accomplishments and student success to stakeholders, as evidenced in the Annual Reports.¹¹⁹ Highlights in these reports include GCC focus on sustainability, the record number of graduating students in May 2014, and designation of GCC as "Best for Vets Career and Technical College" by Military Times magazine.

During the board monthly meetings, the president regularly updates members and attendees on upcoming campus events and finances. Of concern in one of these meetings, for example, is the slow movement of allotment releases from the general fund, only \$4.63 million (or 77%) of the FY2016 appropriated funds, she reported, has been released and no FY 2017 funds have been provided, but the president communicated she would be monitoring the release of these payments and hoped to meet with the Governor of Guam regarding the College's financial status.¹²⁰ The president updates the board on building renovations and federal grant opportunities available for future college renovations; for example Building 300 being funded by FEMA.¹²¹

The president routinely holds "Meet Your President" town hall meetings with students each semester.¹²² These events allow students to ask questions, and address their concerns. The number of students attending these events has steadily increased and this has been a good way for students to familiarize themselves with the president and be update on campus construction, for example. During the spring 2015 "Meet the President" event, the president revealed the development of new programs, increased student enrollment, the availability of scholarships, and the expansion of college buildings.¹²³

¹¹⁴ Fall 2016 College Assembly

¹¹⁵ Closing the Loop

¹¹⁶ Department of Education 2015

¹¹⁷ BOT meeting September 2015

¹¹⁸ ISMP 2014-2020 p.3

¹¹⁹ 2014-2015 Annual Report, p. 5. and 2015-2016 Annual Report

¹²⁰ BOT meeting February 2017

¹²¹ BOT meeting February 2016

¹²² Meet the President Fall 2016

¹²³ Meet the President February 2015

During the AY 2013-2014 “Meet the President” town hall meetings, the president updated students regarding; ongoing and upcoming construction projects and the need to track GCC graduates. She introduced the 2014-2020 Institutional Strategic Master Plan (ISMP), and revealed that GCC was the first college to introduce the “Keep Your Guard Up” college initiative which offers courses to returning deployed soldiers.¹²⁴

Public reports are posted on MyGCC and these reports allow the president, through the “President’s Message” to communicate the college mission, vision, and goals, to external and internal stakeholders.¹²⁵

Standard IV.C: Governing Board

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the College or the district/system.

Standard IV. C.1

The institution has a governing board that has the authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.

Evidence of Meeting the Standard

The responsibilities of the Board of Trustees (BOT) as defined in Article Two, Section Five, of the BOT By-Laws directs the BOT to approve policies and regulations necessary for operation of the college. Policy 110 establishes the guidelines for the review of policies to assure quality and effectiveness of student learning programs and services as well as the sound operation of the College.¹²⁶ Board responsibilities include the evaluation of existing and potential job skills needed in industry and offer more scholarships funded by private employers, labor unions, and territorial, and federal government. Other board responsibilities include the encouragement of retraining programs for the unemployed and under-employed in order to provide a guaranteed workforce; evaluations and recommendations for executive and legislative action to improve programs regarding job innovation and development; coordination and recommendation of improvements in vocational educational programs in order to match program outcomes with current and existing job needs; encouragement of work-study

¹²⁴ AY 2013-2014

¹²⁵ President’s Message

¹²⁶ Policy 110 Board Policy Development and Review

programs, and formulation of plans and objectives in measurable terms, and continuous evaluation of the various programs operated by the College to determine if the College is complying with its statutory mandate. The College also must provide five-year follow-up studies of the graduates of the various programs operated by the College.¹²⁷

Analysis and Evaluation

The Board is regularly informed and aware of the College's growth, outcomes, development and budget. Monthly financial reports are reviewed during regularly scheduled meetings. Current issues, new activities, and program changes are channeled to the Board at these monthly meetings via reports from the President, the Student Trustee, the Faculty Advisory Member, and the Support Staff Advisory Member.

Standard IV.C.2

The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.

Evidence of Meeting the Standard

The College's Board of Trustees (BOT) pursuant to Public Law 14-77¹²⁸ and GCC BOT By-Laws and outlined in the 2015-2016 BOT Membership Handbook consists of seven members comprised of five official voting members and two non-voting advisory members, who through their various professional experiences positively impact college outcomes.¹²⁹ BOT Policy 111 'Adoption of the BOT Handbook' direct members on the meeting process, conduct, and development of activities, timelines and development plans.¹³⁰ All members of the governing board have committed the college's mission statement to memory through its recital prior to every board meeting.

Analysis and Evaluation

The board secretary provides Board members with agendas, related documents as well as any updated financial academic reports, electronically prior to board meetings to generate constructive and collective discussions for decision making. During board meetings, discussions surround previously provided documents and decisions are documented through board minutes, board resolutions, policy updates and board action.

Board members through Policy 115 'Code of Ethics & Conduct' have developed healthy working relationships and are encouraged after deliberation to collectively support final BOT decisions.¹³¹ BOT members support each other as evidenced by one student member resignation letter which read, "I most especially appreciate the support that each member has given me throughout my service as the student member."¹³² The BOT code of ethical conduct encourages members to respect individual opinions but to govern in the best interests and educational needs of the college by working as a united unit. BOT

¹²⁷ Graduate Employment Report, 2015

¹²⁸ Public Law 14-77

¹²⁹ GCC BOT By-Laws

¹³⁰ BOT Policy 111

¹³¹ Policy 115 Code of Ethics & Conduct

¹³² BOT Meeting January 2016

meetings require voting of motions and numerous meetings show that motions are passed without objection and in full support of the board members.¹³³

Standard IV.C.3

The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.

Evidence of Meeting the Standard

Policy 455 'Selection of the President identifies the process of appointing a screening committee tasked to conduct Presidential searches. This committee oversees the search process and provides recommendations to the governance board of at least two applicants best suited for the position. The Board of Trustees (BOT) guided by Board Policy 455 'Selection of the President,' follows a detailed process and a screening committee comprised of a board member, student trustee, faculty president, BOT advisory members and two members of the public are appointed to guide the selection process.¹³⁴ The current president was selected in 2007 using this process. The president's contract includes a provision for an annual evaluation that is conducted by the BOT and kept on file in the board secretary's office. Evaluation of the president indicates that the Board may solicit input from various constituents, typically including senior staff, the academic governance, and union representatives. The president completes an annual self-assessment, updates goals for the following year, and meets with the BOT to review documents. When the evaluation is complete, the Board meets with the president and is provided with the final written document. A signed copy of the President's evaluation is placed on file in the Human Resources Office. The president's evaluation process is used to determine salary increases (BOT meeting February 2017), as well as recommendations to the Board on the renewal of contracts.¹³⁵ Corrective action, per board policy can include suspension, reassignment, or resignation. In 2015, following the board assessment of the president's performance, her contract was extended through June 2019.¹³⁶

Analysis and Evaluation

The Board upholds its responsibility of presidential selection and evaluation very seriously, following a rigorous selection and evaluation process. With the assistance of the Human Resources office and the Screening Committee, the Board followed requirements in this area during the last presidential search. The current president, Dr. Okada, was selected in 2007 using this process, her contract was reassessed in 2015, and extended until 2019, and the president was allocated the maximum percentage wage increase due to her exemplary performance (BOT meeting February 2017).¹³⁷

Standard IV.C.4

¹³³ BOT Meeting minutes, 2017

¹³⁴ Policy 455 Selection of the President

¹³⁵ BOT meeting February 2017

¹³⁶ BOT meeting minutes, January 13, 2015, p.7

¹³⁷ BOT meeting minutes February 2017

The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure.

Evidence of Meeting the Standard

Board policies mandate that the Board of Trustees (BOT) act as an independent policy-making body reflecting the public interest in educational quality. The Board members, apart from the student representative, are nominated by the Governor and confirmed by the Guam Legislature. The composition of the board as prescribed in Public Law 17-44GCA, chap.31 subsection 31101,¹³⁸ and BOT By-Laws identifies the composition of the board and represents various business and industries.¹³⁹ Every governing Board member is a non-owner of the College.¹⁴⁰ It states further that the trustee shall not be a government of Guam employee nor shall the trustee have a conflict of interest with the college to ensure the best interest of the community.

Board Policy 140, cites that the BOT and President will protect and promote the interest of Guam Community College. In addition, the Board practices policy-making roles through standing committees.¹⁴¹

Analysis and Evaluation

BOT meeting minutes throughout 2014-2017 show trustees regularly attend internal and external events and this is showcased in the meeting minutes, such as the Community Outreach Report, where board members, for example, report their activities outside of board meetings such as attending retreats, networking with international entities,¹⁴² attending agency meetings, national conferences, and participating in the college's graduation ceremonies.¹⁴³ These outreach events provide board members various rich opportunities to represent the college and promote its educational programs. Most importantly, each board member is a strong advocate of the college mission, as each member can recite the institution's mission statement from memory.

Standard IV.C.5

The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.

Evidence of Meeting the Standard

In December 2014, the Board of Trustees (BOT) amended and re-adopted BOT Policy 306 "Comprehensive Assessment of Instructional Programs, Student Services,

¹³⁸ Public Law 17-44GCA, chap.31 subsection 31101

¹³⁹ BOT By-Laws

¹⁴⁰ Policy 120 Orientation of new BOT members

¹⁴¹ Policy 140 Organizational Chart

¹⁴² BOT minutes February 2017

¹⁴³ BOT meeting minutes July 2016

Administrative Units and the Board of Trustees.” As a policy that has been in place at the college since 2003, this policy describes the Board’s commitment to provide students with, and systematically assess quality educational programs and services. To ensure that this process is continuous and ongoing, the board adopted a two-year cycle of program review for all programs, student services and administrative units of the College, as reflected in a comprehensive assessment plan. The program and course reviews are currently ongoing as of spring 2017.¹⁴⁴

Analysis and Evaluation

The Board amended/updated Policy 306 in response to mandated and newly approved accreditation standards and to provide a more comprehensive process for all instructional programs, student services, and administrative units on campus. The two-year cycle of program review, as accomplished through TracDat fulfills the following objectives: assess program quality, productivity, need and demand; improve the quality of academic offerings and career and technical education; ensure wise allocation of resources; determine program effectiveness; and implement program improvement strategies.

The Board regularly amends, and adopts current board policies that are reviewed, drafted, and revisited during BOT meetings. During the BOT meeting of April 8, 2016, the Board updated the following policies: Policy 100 ‘Mission Statement’, Policy 111 ‘Adoption of BOT Membership Handbook’, Policy 135 ‘Acting President’, Policy 145 ‘Identity System Manual’, Policy 150 ‘Media Relations’, Policy 155 ‘GCC Protocol Guide’, Policy 170 ‘Campus Crime and Security’, Policy 175 ‘GCC as a Tobacco Product, Electronic Cigarette and Betel nut-Free Campus’. The BOT continues to update policies throughout 2016 and 2017, as indicated in the BOT Assessment Plan (BOT Assessment Plan, 2016.) The president also regularly reports and updates the board on the financial status of the college during BOT meetings.

Standard IV.C.6

The institution or the governing board publishes the board bylaws and policies specifying the board’s size, duties, responsibilities, structure, and operating procedures.

Evidence of Meeting the Standard

The GCC Board of Trustees (BOT) as guided by BOT By-Laws, Article II, consists of seven members appointed by the Governor of Guam and confirmed by the Guam Legislature. Of the seven trustees, six members are appointed to a five-year term by the Governor of Guam and include a representative of the labor sector of the workforce, and representatives from the business and industry, and the remaining members are members of the public. The student trustee is elected by the student body to serve a one-year term.¹⁴⁵

The Board of Trustees (BOT) member information, policies, bylaws, meeting minutes, and attendance, are available to the community and posted on the public forum of the website.¹⁴⁶ The BOT bylaws stipulate the board’s duties, responsibilities, structure, and operating procedures.¹⁴⁷ Additionally, the BOT membership handbook provides members

¹⁴⁴ BOT Policy 306 Comprehensive Assessment of Instructional Programs

¹⁴⁵ BOT By-Laws, Article II

¹⁴⁶ The BOT

¹⁴⁷ BOT bylaws

additional information including, policies, bylaws and detailed guidance on board membership requirements, and the handbook while not a public document is available for viewing and is kept in the board secretary's office. Article II of the BOT By-Laws provides instruction on the appointment, powers, responsibilities, and length of term of voting and nonvoting member selection, as follows:

- Article I – The Institution – Defined as ‘Guam Community College’
- Article II - Board of Trustees – number of members, appointment, term of office, trustee powers, and compensation.
- Article III - Meetings – guidance on annual, public, regular, and special meetings, quorum requirements, rules, and order of business.
- Article IV - Officers – election term, and job descriptions of chairperson, vice chairperson, secretary, treasurer, vacancies, standard committee descriptions (Academic Affairs, business and finance, and administrative services).
- Article V – President – duties and powers of the president, Guam and Federal statutes, rules and regulations regarding equal opportunities for education, training, and employment.
- Article VI – Financial Considerations – board authority for contracts, checks, drafts, orders for payment, deposits, fiscal year, funding sources, and GCC foundation.
- Article VII- Miscellaneous – policies, rules, regulations, and college seal.
- Article VIII- Amendments – guidance on amending the by-law

Analysis and Evaluation

The appointment and confirmation of BOT members is under the authority of the Governor of Guam and the Guam Legislature, as reflected in Policy 195 ‘Selection and Appointment of Guam Community College Trustees,’ in compliance with Public Law 14-77, as amended and updated in Public Law 31-99.¹⁴⁸ Trustees, excluding the student member, are appointed for a five-year term, by the Governor of Guam and appointees are orientated to the role, duties, and responsibilities of BOT as outlined in Policy 120 ‘Orientation of New Board of Trustees Members.’¹⁴⁹ Appointees through Policy 111 ‘Adoption of BOT Membership Handbook’ are provided with electronic copies of the Handbook, to guide them in their role, duties, by-laws, policies, code of ethics, and responsibilities. The board secretary electronically provides copies of BOT meeting minutes and agendas to board member prior to every meeting.¹⁵⁰ As guided by Policy 120 ‘Orientation of New Board of Trustees Members’ BOT orientation is the responsibility of the BOT Chairperson and College president. The board publishes bylaws and policies electronically and are updated as needed, as deemed necessary and appropriate.

Standard IV.C.7

¹⁴⁸ Policy 195 Selection and Appointment of Guam Community College Trustees

¹⁴⁹ Policy 120 Orientation of New Board of Trustees Members

¹⁵⁰ Policy 111 Adoption of BOT Membership Handbook

The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

Evidence of Meeting the Standard

The Board of Trustees (BOT) through the GCC BOT By-laws Article VII are provided the power to make, adopt, or amend policies, rules, and regulations that enable them to effectively manage college business.¹⁵¹ The BOT Assessment, Activities, and Timeline support this and outlines the board's goal to continue to periodically evaluate board policies and code of ethics. To ensure college effectiveness, the board regularly assesses and updates college policies. Board policy review is continuous and ongoing and follows a regular cycle. The BOT Policy Review Report provides evidence that policies were reviewed and when the next review is due, and the BOT Fiscal Year Calendar provides a monthly timetable for policy review.

Analysis and Evaluation

The BOT consistently meets every month throughout the calendar year. Attendance reports, a complete inventory of meeting minutes, and agendas are available on the BOT public website. Meeting minutes reflect discussions, priorities, schedules and other institutional updates as well as actions taken by the board. The GCC board policies are divided into six categories; General Board Policies (Series 100), Financial Board Policies (Series 200), Curriculum Board Policies (Series 300), Employee Board Policies (Series 400), Student Board Policies (Series 500), and Apprenticeship Board Policies (Series 700). Since the last team visit 2012, the board has extensively added, reviewed, and updated college policies.¹⁵² For example, Board policy 350 'Prior Learning Assessment',¹⁵³ BOT Policy 199 'Social Media',¹⁵⁴ and BOT Policy 475 'Merit bonus' have been added and board policies series 100 through 700 have been reviewed.¹⁵⁵ The board reviewed and amended eight (series 100) board policies during the second quarter, 2016.¹⁵⁶ The board's review of policies is continuous and ongoing.¹⁵⁷

Standard IV.C.8

To ensure the institution is accomplishing its goals for student success, the governing Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

Evidence of Meeting the Standard

The governing board is committed in providing students with quality educational programs and Policy 306 established a two-year cycle of program review, assessment, and use of the results to improve academic offerings. The review includes assessing programs, productivity, program demand, and development. The 2014-2020 Institutional Strategic Master Plan (ISMP) embodies this objective. The major goals of the ISMP

¹⁵¹ BOT By-laws Article VII

¹⁵² BOT Policy Series 100-700

¹⁵³ Board policy 350 Prior Learning Assessment

¹⁵⁴ BOT Policy 199 Social Media

¹⁵⁵ BOT Policy 475 Merit bonus

¹⁵⁶ April 8, 2016 BOT Meeting minutes

¹⁵⁷ February 3, 2017 BOT Meeting minutes

include: Retention and Completion, Conducive Learning Environment, Improvement and Accountability, and Visibility and Engagement. Included within these goals are key initiatives, focused on student-centered learning concepts, curriculum and educational delivery, strengthening faculty professional development, updating facilities, strengthening participatory governance, aligning resource allocation with the ISMP, continual assessment and program review, marketing the ‘GCC’ brand, and internationalization efforts.¹⁵⁸ The College monitors and regularly reviews its progress on meeting the goals and initiatives of the ISMP and the governing board is updated on student success and institutional plans during board meetings. Board meeting agenda titles include:

- President’s Report: Financial Status, Capital Improvement Projects, and Other Activities: report finances, hiring of staff, campus construction and upgrades.
- Student Advisor, Faculty Senate, and Staff Senate Report: student, faculty and staff activities and developments.

Assessment results are reported using various methods, for example, through the annually-published College Fact Book, which includes detailed data on institutional-set student achievement benchmarks for enrollment, course completion, retention, persistence, college to university transfers, and graduate employment rates. The Fact Book is provided to campus constituents including the Board of Trustees (BOT) and an electronic copy is available on the College’s public website. The BOT receives quarterly departmental reports that highlight student success including enrollment, course completion, retention, persistence, transfer, and employment.¹⁵⁹

Analysis and Evaluation

The board is kept updated during board meetings regarding College events, achievements, and outcomes. Board members are provided electronic and hard copies of the Factbooks that report key indicators of student success. For example, Factbook Volume 10 compares College trend data over a ten-year period, and showcases a 36% increase in student enrollment.¹⁶⁰ The office of Assessment, Institutional Effectiveness and Research (AIER) collects the data and results are published in the Fact Books and results are used to improve student success.

Standard IV.C.9

The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

Evidence of Meeting the Standard

Guam Community College has established Policy 120 ‘Orientation of New Board Members’ to guide members in understanding the roles, function, conduct, and responsibilities necessary for successful leadership. Providing guidelines and training ensures that board members are orientated and provided documents to support them in their success as a valued member of the board. The BOT Handbook is provided to trustees upon appointment, which outlines in detail expectations of board

¹⁵⁸ 2014-2020 ISMP, p.3-7

¹⁵⁹ Factbook Volume 11

¹⁶⁰ Factbook Volume 10

members. Ongoing training for board development includes board members attending trainings and conferences provided by the Association of Community College Trustees (ACCT), and attending board retreats on Guam.¹⁶¹

Analysis and Evaluation

Newly appointed board members are provided a policy handbook and a board membership handbook and their orientation is the responsibility of the BOT Chairperson and College president. Policy 120 states that orientation must occur within one month of newly appointed members and include but not limited to; college tour, conflict of interest and ethics training, copies of current operational budgets, copies of board meetings, copy of the Trustees roles and responsibilities, and a BOT membership handbook that provides in-depth guidance in this process.

Board members regularly attend College, community, and national events that are reflected in board minutes. Examples of events attended by board members include but not limited to College assemblies, College convocations, Joint Board Retreats, Public-Private Partnership Higher Education Summits, ACCT Annual Leadership Congress, , ACCT conference calls, and Policy review training.

Standard IV.C.10

Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.

Evidence of Meeting the Standard

The GCC Board of Trustees (BOT) Assessment Activities and Timeline was developed to guide the board in supporting governance, assessment, and institutional effectiveness (AY 2015-2017 Assessment Plan). Like other programs and units at the college, the assessment of board effectiveness is guided by Policy 306.¹⁶² The Assessment, Institutional Effectiveness, and Research (AIER) office conducts assessments of BOT members 'inside voices' (self-assessment) and is summarized in the BOT assessment reports. "The board assessment reports serve as evidence for the public and college community that the board is serious about assessing its performance and that trustees are committed to being an effective governing board."¹⁶³

Additionally, Board assessments are conducted by non-board participants 'outside voices' who regularly attend board meetings and activities, and results are summarized in the BOT assessment reports. Board evaluations are organized into five areas, namely: Board-CEO Relations, Board Meetings (Interaction and Dynamics), Board

¹⁶¹ Policy 120 Orientation of New Board Members

¹⁶² Policy 306 Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and the Board of Trustees

¹⁶³ 5th Board of Trustees' Assessment Report, 2013, p.i

Responsibilities, Personal Conduct, and Evaluation. Board members complete the Board Self-Evaluation Questionnaire (BSEQ) on BOT relationships and activities, referred to as ‘inside voices.’ The objective of both surveys is for Board members to identify strengths and weaknesses in Board functioning and gain a better understanding of expectations from themselves and other participants to be an effective and efficient Board. (Midterm Report-AIER, page 1537, tab 74, Fall 2013). Data gathered provides mechanisms of success and means for continuous quality improvement. The surveys help broaden Board member’s perspectives on college diversity and the educational quality issues affecting its daily operations. The BOT assessment reports are public documents and are available online.¹⁶⁴

Analysis and Evaluation

Through the coordination of AIER, the Board conducted its self-assessment via Survey Monkey (Fifth Board of Trustee’s Assessment Report found in Midterm Report to ACCJC; March 2015). Results of the assessment indicate that the Board is visible amongst stakeholders; however, the stakeholders’ perceptions may be improved by increased Board member attendance and participation at college-wide events to display a sense of collaboration, support, and recognition. The Board Self Assessment Questionnaire (BSEQ) was the tool utilized in the survey and it was completed by all board members while the Governing Board Assessment Questionnaire (GBAQ) was completed by non-board members who frequently attend board meetings. The latter results determined that the board was functioning effectively, but with room for improvement to strengthen the board’s overall performance. Results further showed strong outcomes in relation to personal conduct and board/CEO relations.¹⁶⁵

Standard IV.C.11

The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

Evidence of Meeting the Standard

Guam Community College Policy 115 ‘Code of Trustee Ethics & Conduct’ provides performance standards required of elected board members and acknowledges the College mission to provide the highest quality of education for students.¹⁶⁶ Guam Public Law 14-77 and Article II of the GCC BOT Bylaws enforces that no member of the board shall be a government of Guam employee nor have any family, ownership, or other personal financial interest in the College and board members must submit pursuant to Guam public law, a ‘conflict of interest disclosure statement.’¹⁶⁷ Upon appointment to the board, members are required through Public Law 24-91, Section 13104.1 of Title 4, Guam Code Annotated, to complete a conflict of interest training, which is completed on

¹⁶⁴ BOT 5th Assessment Report

¹⁶⁵ Fifth Board of Trustees Assessment Report, pp. ii-iii

¹⁶⁶ Policy 115 Code of Trustee Ethics & Conduct

¹⁶⁷ BOT Bylaws

campus. Additionally, board members through Policy 115 and BOT by-laws are asked to respect peer opinions, avoid all conflicts of interest and work together harmoniously in the decision-making process, promote a healthy working relationship with the president and good relations with each other while working in the spirit of the college. Additionally, the BOT membership handbook provided to incoming board members during orientation details trustee roles, responsibilities, by-laws, and reiterates the ethics and conduct policy.

Analysis and Evaluation

Board members adhere to Guam Public Laws, policies, and procedures at the College, and are held to the highest standard of professional conduct and integrity. In the continuing effort to uphold and maintain professional conduct and code of ethics policies, board members follow the conditions of service as outlined in the BOT handbook. According to the results of the board member's self-evaluation questionnaire (BSEQ) regarding board responsibilities, board members consistently follow the board ethics policy, and leave implementation to the president (Fifth Board of Trustees Assessment Report, p. 18). Board member 'Conflict of interest disclosure statements' and completion of conflict of interest training evidence is kept on file with the BOT secretary at the College, and all board members to date, have participated in this requirement and board members continue to work harmoniously in the interest of the College.¹⁶⁸

Standard IV.C.12

The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

Evidence of Meeting the Standard

Board members supported through Public Law 14-77 are tasked with the responsibility of developing, adopting, and regulating college policies, and supporting the president in initiating these policies. Board Policy 115, section nine, delegates "Authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions."¹⁶⁹

Board Policy 110 delegates the board's role in board policy development, review, and regulation and the BOT Annual Fiscal Year Calendar provides a timeline of meeting dates, dates of policy review, and submission of reports and is kept on file in the board secretary's office. The BOT Assessment Activities and Timeline designate the objectives and timeline of board goals, of which Goal One is 'Review of Board Policies' (AY 2015-2017 BOT Assessment Activities & Timeline) that allows for the periodic review of all board policies.¹⁷⁰

Analysis and Evaluation

¹⁶⁸ Fifth Board of Trustees Assessment Report, p. 18.

¹⁶⁹ Board Policy 115 Code of Trustee Ethics & Conduct #9

¹⁷⁰ Board Policy 110 Development & Review

Board Policy 110 provides Board members with the capability to develop, adopt, and regulate institutional policies necessary for college success. As Chief Executive Officer (CEO) the president is crucial to the achievement of college goals and performance and therefore it is imperative that she has full control of the administrative and business affairs of the college and this requirement is outlined in the BOT handbook.

According to the Fifth BOT Assessment Report (2015), all board members strongly agree that there is a high level of respect and trust between the board and the president. The report also states that “the board always delegates administrative matters to the president and refrains from micromanaging the College.”¹⁷¹

Standard IV.C.13

The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission Policies, accreditation process, and the college’s accredited status, and supports through policy the college’s efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

Evidence of Meeting the Standard

Board members are provided with the “ACCJC Guide to Accreditation for Governing Boards” publication that directs their role in the accreditation process, and receive updates during board meetings on the accreditation process and trainings available at the college.¹⁷² In preparation for the final development of the ISER and upcoming 2018 team visit, the ALO convened the Accreditation Steering Committee (ASC) to strengthen the existing drafts of the ISER and two board members –the former board Chair and the student trustee-- were appointed to the Standard IV committee to assist in the completion of the report. The board as a whole is regularly updated by the president on the ISER process, informed of ISER training for standard committee members, accreditation training for board members, and development of an accreditation calendar for board members.¹⁷³

To assist in the understanding of, and commitment to the accreditation process, all board members completed two rounds of the ACCJC online accreditation basics course --the first one in 2012 and again in 2017 when they took the updated Accreditation Basics online course. The latter was the second time they took it as part of the college-wide preparations for accreditation.¹⁷⁴ Board members have also attended ACCJC-related trainings and other professional development activities related to the accreditation process, including ISER training.¹⁷⁵

Analysis and Evaluation

The Board of Trustees as a governance body is an important component in the accreditation process, with the trustees appropriately informed of ISER development and

¹⁷¹ Fifth BOT Assessment Report, 2013, p.16

¹⁷² ACCJC Guide to Accreditation for Governing Boards

¹⁷³ BOT Meeting Minutes, November 3, 2016, p.2

¹⁷⁴ Accreditation Basics

¹⁷⁵ ISER training

progress in the course of its preparation. In fact, two BOT members were appointed to the accreditation steering committee by the ALO and they were fully supportive of the ISER process. They also completed, along with the rest of the Board members, the online ACCJC Accreditation Basics, as part of their preparation for the accreditation process.

It is worthwhile to note that one board member was actively involved in the writing and rewriting of the ISER. She attended various training sessions, as well as ISER meetings, and was fully committed to the successful reaccreditation process at the College. Having been the chair of the board during the 2006 visit, she understands how important it is that the college receives its reaffirmation of accreditation.

Standard IV.D Multi-College Districts or Systems

Since Guam Community College is not part of a multi-college district or system, this section does not apply.

This means that of the 128 standards that need to be addressed by the ISER, only 121 standards actually apply to Guam Community College.

