

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 09/01/16 @ 10:00a.m.
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

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.

2) Approval of Prior Minutes: 05/11/16

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. School of College & Career Readiness
- d. Faculty Senate Campus Safety Concerns
- e. Faculty Active Shooter Training

4) New Business:

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee

Thursday, 09/01/16 @ 10:00am

Faculty Senate Office/C2

Meeting Minutes

1) Call to Order: @ 10:08 a.m.

Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	✓
Carol Guerrero	Staff	anamari.atoigue@guamcc.edu	✓
Joanne Blas	Staff	joanne.blas1@guamcc.edu	✓
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	✓
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	✓
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	absent
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	absent
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	absent
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	✓
Doris Perez	Administrator	doris.perez@guamcc.edu	absent

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

Motion to approve minutes of May 11, 2016 made by L. Leon Guerrero with corrections, seconded by C. Guerrero. No further discussion. Motion passed unanimously.

4) Old Business:

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

- i. FY2016 appropriations, 51% received. Last amount was received on August 23, 2016 for \$250,000. \$2M cash reserve is still in place by DOA.
- ii. Building 100 Bid has been awarded to Propacific. Propacific is currently reviewing the contract and timeframe to start, estimated to be early September. Project timeframe is 450 calendar days and expected to be completed around November 2017. Groundbreaking scheduled for September 14, 2016 at 10:00am.
- iii. Bid for A/C units are currently under protest, and there is a procurement stay. Website services new contract will be cancelled based on the OPA decision from the appeal on August 22, 2016. Florescent Lighting System replacement bid currently under evaluation. Other current bids out include insurance coverage and automotive specialty tools and equipment. Cisco Firewall and Multimedia projector bids completed.
- iv. BOT Policy 185 and draft procedures are open for comments until September 16, 2016. Jayne Flores is soliciting comments.
- v. Future Banner projects include online requisition, ACH vendor payment, adjunct faculty workload, MyCourse Studio template, online transcripts, course waitlist and moving Banner to the Cloud. MIS is working on a system disaster recovery project. New requirements of financial aid require additional tracking of students. The Banner Group is reviewing options, including new software to address this.
- vi. MIS completed moving MyGCC to the Cloud this summer. Other testing Banner projects to include moving Banner to new platform, testing for events management, and self-service procurement purchase orders.
- vii. Computer upgrades this summer will occur in D2, D3, D10 and A27 labs (105 computers to be purchased, total \$127K).
- viii. Five year Financial Resource Plan – work in progress.
- ix. Scholarships: First Hawaiian Bank BWOY scholarship deadline August 31, 2016 (received 2 applications); GCC Foundation Scholarships due August 31, 2016, total of 10 scholarships and 30 students applied; APIASF awarded 3 students, \$7500 total scholarships. Pending MATSON scholarship for Accounting, Automotive Service Technology and Medium/Heavy Truck Diesel Technology.

- x. CACGP completed their grant on August 13, 2016, currently continuing their program under reduced local funding, serving the same populations.
- b. Facilities Report – C. Santos reported on the following:
 - i. LRC –
 - 1. Replacement order for counter, will be coming in by September.
 - 2. A/C is working, but parts that need to be repaired will be installed by September 09, 2016.
 - ii. Elevators –
 - 1. Adult Education signs were posted on doors. P. Terlaje reported that the issue was the students were ESL students. C. Santos recommended that Adult Education translate the door signs.
 - 2. OTIS is currently the only service providers for elevators. They are basically overwhelmed with workload. They service GCC elevators when they are available to do so.
 - iii. Allied Health Building –
 - 1. Room 3120 leaking from condensation.
 - 2. Storage adjacent to J. Kerr lab – leaking from condensation especially when there is rainy weather.
 - 3. All Science faculty from building were relocated. Mold testing was done over the summer. The building is clear from mold per safety.
 - 4. Parking area entrance speed bump is breaking off at front of campus.
 - 5. Developmental Faculty – P. Terlaje asked, “Who is responsible to ensure that air conditioners are working properly?” because at the beginning of Fall 2016 semester air conditioning were not working properly. C. Santos will refer to D. Perez.
 - iv. Building E – entrance door not working.
- c. School of Career & College Readiness – Dr. M. Chan reported faculty and P. Williams and Dr. E. Diego will be meeting for their 1st planning session on Friday, September 02, 2016. P. Williams and Dr. E. Diego will be discussing numerous ideas they would like to implement to improve the Math and English developmental courses. Faculty agreed to remove this issue from the agenda and will be brought to the table when discussion is needed.
- d. Faculty Senate Campus Safety Concerns –
 - i. MPA – several roaches. F. Sablan submitted a work order during Summer 2016.
 - ii. Walkway from MPA to Building E has mildew.
 - iii. Building E – faculty offices requested for blinds. C. Santos reported that D. Perez and S. Leon Guerrero discussed this issue and the issue was resolved. However, C. Santos will refer this to D. Perez.
 - iv. CIP 16 – status of walkway between the Tech Center and Automotive, steep slope. C. Santos reported it has not been placed into the bid as there is no one to prepare the scope of work. We have not been able to hire a Facilities Engineer to write up the scope of work. C. Santos will refer to D. Perez.
 - v. Building E – faculty requested for additional parking slots for the disabled. Evaluation was done and parking slots are sufficient enough. C. Santos will follow up with D. Perez and G. Manglona. C. Guerrero suggested to research the population of disabilities versus the number of disabled parking slots to determine if sufficient parking slots are provided.
- e. Faculty Active Shooter Training – Faculty Senators and Criminal Justice Department will join forces with R. Perez (CE Administrator) and G. Manglona (Safety Administrator) to plan for training at the scheduled Monday, October 24, 2016 College Assembly.

5) New Business:
None

6) Open Discussion:

- a. Students reported the following:
 - i. Royal Orchid Café – issues include hours of operation, language barrier, and portions of food given.
 - ii. Roasted – issues is they have good food but too expensive.
 - iii. Friday, September 02, 2016 – COPSA induction.
 - iv. Thursday, September 22, 2016 – Fall Festival from 4:00 – 8:00pm. Student Center Courtyard.
 - v. Tuesday, September 27 & Wednesday, 28, 2016 – Meet the President at 6:15pm in the MPA.

7) Next Meetings – RPF scheduled meetings:

- a. Thursday, September 29, 2016 @ 8:00am
- b. Thursday, October 20, 2016 @ 8:30am
- c. Thursday, November 17, 2016 @ 9:00am
- d. Wednesday, December 07, 2016 @ 9:00am

8) Adjournment: @ 11:00 a.m. Motion was made by C. Guerrero, seconded by L. Leon Guerrero. Motion passed.

RPF
FINANCIAL STATUS UPDATE
September 1, 2016

- FY2016 appropriations status below, 51% received. Last amount received on 8/23/16 for \$250,000. \$2M cash reserve is still in place as per DOA.

FY 2016 8/31/2016					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	16,502,816	7,846,723	48%	44%
LPN / VocGuidance	835,600	765,967	467,936	61%	56%
MDF	879,906	806,581	659,930	82%	75%
GF -					
Apprenticeship	374,951	343,705	295,274	86%	79%
TAF	24,154	24,154	21,739	90%	90%
Capital Projects	278,922	255,679	116,218	45%	42%
First Gen Trust Fund	200,000	200,000	200,000	100%	100%
Totals	20,596,605	18,898,901	9,607,818	51%	47%

- Building 100 Bid has been awarded to Propacific. They are currently reviewing the contract and timeframe to start should be early Sept. Project timeframe is 450 calendar days and expected to be completed around November 2017. *GROUND BREAKING ON 09/14/16 @ 1000AM*
- Bid for A/C units are currently under protest, procurement stay. Website services new contract will be cancelled, based on the OPA decision from the appeal on 8/22/16. Fluorescent Lighting System replacement bid currently under evaluation. Other current bids out include insurance coverage and automotive specialty tools and equipment. Cisco Firewall and Multimedia projectors bids completed. Pending bid is Forensic Lab construction. *UNTIL 09/16/16.*
- BOT Draft Policy 185 and *DRAFT* procedures are open for comment. Jayne Flores is soliciting comments.
- Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, MyCourse Studio template, online transcripts, course waitlist, moving Banner to the Cloud.. MIS working on system disaster recovery project. New requirements of financial aid require additional tracking of students, the Banner Group is reviewing options and new software to address this.
- MIS has completed moving MyGCC to the Cloud this summer . Other testing Banner projects to include moving Banner to new platform, testing for events management, and self-service procurement purchase orders.
- Computer upgrades this summer were completed for D2, D3, D10 and A27 labs (105 computers to be purchased totaling \$127K)
- Five year Financial Resource Plan –work in progress.
- Scholarships: First Hawaiian Bank BWOY scholarship deadline 8/31/16 (received 2 applications); GCC Foundation Scholarships due 8/31/16, total of 10 scholarships and 30 students applied; APIASF awarded 3 students, \$7500 total scholarships. Pending MATSON scholarship for Accounting, Automotive Service Technology and Medium/Heavy Truck Diesel Technology.
- CACGP completed their grant on 8/13/16, currently continuing their program under reduced local funding, serving the same populations. *(BASIC SERVICES)*

Current YTD expenditures & encumbrances for FY16 as of 8/31/16 are as follows:

	FY16					
	Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
Salaries - Full Time	\$8,694,707	\$249,517	\$ -	\$ 908,487	\$ 113,893	\$ 9,966,603
Salaries - Part Time	-	-	-	969,142	62,392	1,031,533.24
Benefits	3,121,226	80,986	-	425,448	48,409	3,676,068.91
Travel	626	-	-	86,520	34,785	121,931.80
Contractual Services	853,773	1,243	-	501,891	119,431	1,476,338.73
Supplies and Materials	75,236	13,934	-	96,316	33,481	218,967.02
Equipment	23,305	9,390	-	491,522	9,483	533,700.26
Miscellaneous	33,893	473,932	-	88,476	31,679	627,980.46
Interest Expense	-	-	-	143,239	-	143,239.16
Power	549,497	-	-	(6,329)	-	543,167.58
Water/Sewer	9,475	-	-	-	-	9,474.64
Telephone	81,838	-	-	-	-	81,838.45
Capital Outlay	-	-	-	65,277	-	65,276.75
Indirect Costs	-	-	-	-	295,684	295,683.83
Subtotal						
Expenditure	\$13,443,576	\$829,003	\$ -	\$3,769,987	\$ 749,238	\$18,791,804
Encumbrances	538,230	43,776	-	830,851	95,944	1,508,802
Total Exp & Enc	<u>\$13,981,806</u>	<u>\$872,779</u>	<u>\$ -</u>	<u>\$4,600,838</u>	<u>\$ 845,182</u>	<u>\$20,300,606</u>

FROZE ON FUND: 1, 4, & 5

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 10/06/16 @ 8:00a.m.
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

Mission Statement:

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2) Approval of Prior Minutes: 09/01/16

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty Senate Campus Safety Concerns
- d. Faculty Active Shooter Training
- e. CIP17
- f. CIP Update

4) New Business:

- a. WiFi in Classrooms

5) Open Discussion:

6) Next Meeting: 10/20/16 @8:30a.m.

7) Adjournment:

GUAM COMMUNIT COLLEGE

Resources, Planning & Facilities Committee
Thursday, 10/06/16 @ 8:00am
Faculty Senate Office/C2

Meeting Minutes

1. Call to Order: @ 8:08 a.m.

2. Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	✓
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	✓
Joanne Blas	Staff	joanne.blas1@guamcc.edu	✓
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	✓
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	✓
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	✓
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	✓
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	absent
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	✓
Doris Perez	Administrator	doris.perez@guamcc.edu	absent
Guest			
Gregorio Manglona	Administrator	gregorio.manglona@guamcc.edu	✓

3. Recital of GCC Mission Statement

4. Approval of Prior Minutes:

Motion to approve minutes of September 01, 2016 made by P. Terlaje, seconded by C. Guerrero. No further discussion. Motion passed unanimously.

5. Old Business:

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

- FY2016 appropriations, 63% received. Last amount was received on October 5, 2016 for \$500,000. \$1.8M cash reserve is still in place by DOA.
- Building 100 Bid has been awarded to Propacific. Contract was signed and notice to proceed occurred on 09/13/2016. Project timeframe is 450 calendar days and project completion date is scheduled for 12/07/2017. Thank you for all who participated in the groundbreaking on 09/14/2016.
- Fire Alarm and Mass Notification system GFD inspection scheduled for 10/31/2016.
- Bid for A/C units are currently under protest, and there is a procurement stay. Website services new contract will be cancelled based on the OPA decision from the appeal on 08/22/2016. Website SOP will be reevaluated for re-bid in FY17. Florescent Lighting System replacement bid currently under evaluation. Other current bids out include insurance coverage and automotive specialty tools and equipment. Cisco Firewall and Multimedia projector bids completed. Pending bid is Forensic Lab construction, maintenance and facility vehicles, 50kw solar walkway canopy.
- FY16 closing is on-going. GCC has rolled encumbrances from FY16 to FY17 and FY17 budgets will be loaded no later than 10/10/2016. Requisitions will be accepted once budgets are loaded.
- Future Banner projects include online requisition, ACH vendor payment, adjunct faculty workload, MyCourse Studio template, online transcripts, course waitlist and moving Banner to the Cloud. MIS is working on a system disaster recovery project. New requirements of financial aid require additional tracking of students. The Banner Group is reviewing options, including new software to address this. Other testing Banner projects to include moving Banner to new platform, testing for events management, and self-service procurement purchase orders. Requesting for Faculty Senate representation for Banner Group meetings occurring every other Wednesday.
- Five year Financial Resource Plan – work in progress.

- viii. Scholarships: Aklan Association of Guam Scholarship (\$500) deadline extended to 10/27/2016. University of Philippines Alumni Scholarship (2) pending MATSON (4 @ \$750) scholarship for Accounting, Automotive Service Technology and Medium/Heavy Truck Diesel Technology.
- ix. Pell for AY17-18 increased from \$5815 to \$5920, a \$105 increase.
- x. MIS has noticed a spike in internet bandwidth usage and will be increasing the campus bandwidth in October 2016.
- xi. 10/25/2016 is the final installment payment for Fall 2016 students who signed a payment plan.
- b. Facilities Report – C. Santos reported on D. Perez's response to the questions and concerns discussed at the RPF committee meeting on 09/1/2016. *As per D. Perez's note: Please remind everyone to submit a work order. Work orders should be submitted whenever staff notices a problem. Work orders were not submitted for majority of the items listed below. Additionally, on top of the disruptions several of the staff were sick or on annual leave. Plus, there was only one A/C Refrigeration Mechanic on board and the other mechanic was on leave due to personal reasons.*
 - i. MPA –
 - 1. Has been fumigated for roach infestation.
 - 2. Walkway from MPA to Building E was water blasted from the stairway of the MPA to the construction site of Building E. Project is expected to be completed by Friday, 10/07/2016.
 - ii. Elevators –
 - 1. Adult Education signs were posted on doors. P. Terlaje reported that the issue was the students were ESL students. C. Santos recommended that Adult Education translate the door signs in different languages. S. Leon Guerrero suggested to place a call button or doorbell at the bottom of the stairway. Dean M. Chan will put that suggestion forward.
 - 2. OTIS is currently the only service providers for elevators. They are basically overwhelmed with workload. They service GCC elevators when they are available to do so.
 - iii. Allied Health Building –
 - 1. Room 3120 leaking from condensation, a work order has been issued.
 - 2. Lab Storage adjacent to J. Kerr lab work order has been issued.
 - 3. The building is clear from mold as per safety. Vendor provided information and RFQ was issued. RFQ is due to GCC by Friday, 10/07/2016.
 - 4. Parking area entrance speed bump work order has been issued.
 - 5. 3114 A/C was on the bid and is now on the procurement stage.
 - iv. Building E –
 - 1. Entrance door not working a work order has been issued.
 - 2. Blinds for faculty office were supposed to be procured by faculty.
 - 3. Disabled Parking Stalls – RPF and CGC committees were informed that there was sufficient disability parking stalls. Regardless an additional parking space was previously installed. Safety accessed the disabled parking stalls and a work order was processed to post a disability sign. J. Diaz (Safety Inspector) informed W. Pritchard (Maintenance Supervisor) that GCC is over the basic minimum requirements for ADA parking stalls. S. Leon Guerrero stated that campus wide GCC may have sufficient parking, however, there are several persons who need accessible parking. GCC has a total of 27 ADA parking stalls. D. Perez will assess the installation of additional ADA parking stalls.
- c. Faculty Active Shooter Training – Due to the efforts of Faculty Senate, Criminal Justice Department, Continuing Education Department and G. Manglona (Safety Administrator) training is scheduled for Monday, October 24, 2016 College Assembly. G. Manglona explained that there are 3 phases to the active shooter training: the table top, the refresher, and an actual full exercise. GCC is on the first phase. Second phase will schedule accordingly. Then finally full exercise. The following are campus safety concerns from faculty members:
 - i. R. Tyquiengco stated that the Department Chairs were concerned of how the recent incident was handled.
 - ii. G. Manglona responded that the situation is a very sensitive issue. GCC procedures is to assess the situation thoroughly to determine what type of measures will be taken. For this situation, it did not call for the entire campus to be alarmed. Because it was a personnel issue GCC handled the situation following the protocol. From there GPD was called to conduct their assessment, by then the employee evidently went home because he was not feeling well. Social media posted that a GCC employee was arrested for terrorizing. However, the employee made a verbal threat and there was no evidence of a weapons and terrorizing. There were many false statements to the incident advertised by the media.

- iii. C. Santos commented that there was no immediate threat to the campus community based on the thorough assessment that was conducted of the situation. J. Flores (Public Relations Officer) will revisit the communication protocol of GCC to make some changes and revisions as far as the notifications. Comments and suggestions are more than welcome.
 - iv. P. Terlaje suggested to create a group of staff, faculty, and administrators to review all policies and procedures of emergency and active shooter situations because there was a huge communication failure in regards to the latest campus incident.
 - v. L. Leon Guerrero agreed with P. Terlaje suggestion to create a group to review all GCC emergency policies and procedures. In light of the incident there were many staff concerns.
 - d. CIP 16 Updates – (See Attachment) no questions or concerns.
 - e. CIP17 Proposal – (See Attachment) discussion was held.
- Motion to approve CIP17 proposal with change to the Accommodative Services for the emergency button was made by L. Leon Guerrero, seconded by S. Leon Guerrero. No further discussion. Motion passed unanimously.**

6. New Business:

- a. WiFi in Classrooms – P. Terlaje reported some classrooms have poor reception for wifi connection. C. Santos spoke to F. Camacho (MIS Administrator), F. Camacho's response was GCC's internet bandwidth needs to be increased. Also, MIS is working on providing individual wifi connection to each classroom.
- b. President's Evaluation Report – P. Terlaje reported a faculty members in the Standard Committees requested several times (3 years period) for the report from AIER and have yet to receive a response to their request.

7. Open Discussion:

- a. New benches installed on campus.
- b. Student Organization Balance Sheets – C. Santos will be working with B. Leon Guerrero (CSI Administrator) to create a more user friendly report that student organizations and students can understand.

8. Next Meetings – Thursday, October 20, 2016 @ 8:30am

9. Adjournment: @ 9:10 a.m. Motion was made by S. Leon Guerrero, seconded by C. Guerrero. Motion passed.

RPF
FINANCIAL STATUS UPDATE
October 5, 2016

- FY2016 appropriations status below, 63% received. Last amount received on 10/5/16 for \$500,000. \$1.8M cash reserve is still in place as per DOA. GCC has been receiving weekly allotment releases between \$300,000-500,000, since Aug. 15, 2016. Per DOA, GCC should expect to receive FY16 allotments by Jan/Feb 2017 or sooner.

FY 2016 10/5/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	(1,800,307)	16,202,765	9,846,723	61%	61%
LPN / VocGuidance	835,600		835,600	467,936	56%	56%
MDF	879,906		879,906	879,906	100%	100%
GF -						
Apprenticeship	374,951		374,951	295,274	79%	79%
TAF	24,154		24,154	21,739	90%	90%
Capital Projects	278,922		278,922	116,218	42%	42%
First Gen Trust Fund	200,000		200,000	200,000	100%	100%
Totals	20,596,605	(1,800,307)	18,796,298	11,827,795	63%	63%

DOA has indicated that GCC has a FY17 Cash reserve of 10%. Below is the estimated set aside until we receive further information from DOA.

FY 2017 10/5/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	-	0	#DIV/0!	0%
LPN / VocGuidance	835,600		0	0	#DIV/0!	0%
MDF	1,094,624		0	0	#DIV/0!	0%
GF -						
Apprenticeship	374,951		0	0	#DIV/0!	0%
TAF	24,154		0	0	#DIV/0!	0%
Capital Projects	278,922		0	0	#DIV/0!	0%
First Gen Trust Fund	200,000		0	0	#DIV/0!	0%
Totals	20,711,323	(1,790,307)	0	0	#DIV/0!	0%

- Building 100 Bid has been awarded to Propacific. Contract was signed and notice to proceed occurred on 9/13/16. Project timeframe is 450 calendar days and project completion date is scheduled for 12/7/17. Thank you for all who participated in the groundbreaking on 9/14/16.
- Fire Alarm and Mass Notification system GPD inspection scheduled for 10/31/16.
- Bid for A/C units are currently under protest, procurement stay. Website services new contract cancelled based on the OPA decision from the appeal on 8/22/16. Website SOP will be reevaluated for re-bid in FY17. Fluorescent Lighting System replacement bid currently under evaluation. Other current bids out include insurance coverage and automotive specialty tools and equipment. Cisco Firewall and Multimedia projectors bids completed. Pending bid is Forensic Lab construction, maintenance and facility vehicles, 50kw solar walkway canopy.
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- Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, MyCourse Studio template, online transcripts, course waitlist, moving Banner to the Cloud.. MIS working on system disaster recovery project. New requirements of financial aid require additional tracking of students, the Banner Group is reviewing options and new software to address this. Other testing Banner projects to include moving Banner to new platform, testing for events management, and self-service procurement purchase orders. Requesting for Faculty Senate representation for Banner Group meetings occurring every other Wednesday.
- Five year Financial Resource Plan –work in progress.
- Scholarships: Aklan Association of Guam Scholarship (\$500) deadline extended to 10/27/16. University of Philippines Alumni scholarship (2 @ Pending MATSON (4@ \$750) scholarship for Accounting, Automotive Service Technology and Medium/Heavy Truck Diesel Technology.
- Pell for AY17-18 incresed from \$5815 to \$5920, a \$105 increase.
- MIS has noticed a spike in internet bandwith usage and will be increasing the campus bandwith in October.
- October 25, 2016 is the final installment payment for Fall 2016 students who signed a payment plan.

Current YTD expenditures & encumbrances for FY16 as of 9/30/16 are as follows:

9/30/2016	FY16					
	Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
Salaries - Full Time	\$9,562,711	\$ 273,347	\$ -	\$1,018,406	\$ 121,660	\$10,976,124
Salaries - Part Time	-	-	-	1,144,176	66,602	1,210,777.88
Benefits	3,406,340	88,101	-	476,736	51,930	4,023,106.68
Travel	626		-	123,539	38,445	162,610.65
Contractual Services	988,128	1,243	-	732,325	158,155	1,879,851.69
Supplies and Materials	107,309	21,922	-	126,061	58,683	313,974.49
Equipment	73,259	9,390	431	781,425	19,521	884,026.51
Miscellaneous	246,694	697,590	-	118,139	35,956	1,098,378.33
Interest Expense			-	159,059		159,058.83
Power	755,753		-	(6,636)		749,116.34
Water/Sewer	10,572					10,571.51
Telephone	97,336					97,336.40
Capital Outlay	7,260			196,101	-	203,360.55
Indirect Costs	-				295,684	295,683.83
Subtotal						
Expenditure	\$15,255,988	\$1,091,594	\$ 431	\$4,869,328	\$ 846,636	\$22,063,978
Encumbrances	407,749	17,750	-	577,885	85,685	1,089,070
				\$		
Total Exp & Enc	\$15,663,737	\$1,109,344	\$ 431	5,447,213	\$ 932,321	\$23,153,047

P&D's Facility & CIP update
SEPTEMBER 2016

CIP 14:

14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:

- | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/29/16 | <ul style="list-style-type: none">▪ During the Construction Coordination meeting (9/15/16) GCC returned G4S's request to extend the project's completion date citing the need to provide a timeline that supports the 274 day extension. The system's voice messages were uploaded. G4S tentatively scheduled fire inspection for mid-October.▪ During a Construction Coordination meeting, (9/22/16) participants scheduled the site inspection (punch-list) for 9/27 and 9/28/16 mandatory participants include the Environmental, Health and Safety Administrator, his staff, and the Maintenance Supervisor.▪ Otis and G4S met (9/23/16) to discuss installation of the fire alarm system at elevators. They are scheduled to begin the first week of October.▪ Otis began repairs to elevators located in building 1000 and 4000. |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

CIP 16:

- 11/10/15: The BOT approved projects as recommended by RPF and CGC (10/14/15 meeting).

16.01 INSTALLATION OF SUSTAINABLE WINDOW BLINDS – BLDG. E (P1601456 DATED 6/14/16 AND PICKED UP JUNE 21, 2016 TO PREMIER INTERNATIONAL INC DBA: CARPET MASTER – \$8,870)

9/29/16	Installation of classroom blinds was completed 9/2/16. CLOSED
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16.02 RETROFIT OF BLDG. 500/600 OPEN YARD FOR FACILITY MAINTENANCE RELOCATION & STORAGE

9/29/16	VP Finance confirmed that the proposed Habitat for Humanities IRT project will not go forward due to the military's scheduling conflict.
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16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000

9/29/16	HR and the Assistant Director, Planning and Development explored options to fill the FEA position but to no avail.
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16.04 GENERATOR FOR BUILDINGS 3000 AND A

9/29/16	GCC's SOW was reissued and will be posted on PDN (10/3/16). The Mandatory Pre-Bid conference is on 10/10/16 while the bid opening is on 10/24/16. This turn-key project includes a design-build generator house and connection of generator to buildings A and Allied Health Building.
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16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000

9/29/16	HR and the Assistant Director, Planning and Development explored options to fill the FEA position but to no avail.
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16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

9/29/16	HR and the Assistant Director, Planning and Development explored options to fill the FEA position but to no avail.
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P&D's Facility & CIP update

SEPTEMBER 2016

16.07 ACQUISITION OF CLASSROOM COLLATERALS

9/29/16 120 classroom chairs were received and placed in 4 classrooms (C5, C21, C22 and D6). While student desks (45 each – 15 in each classroom) and teacher chairs (6 each) are expected to arrive by the end of October, teacher presentation stations (6 each) will be delivered at the end of the week.

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

9/29/16 A bidder submitted a protest; awards are on hold.

16.09 LRC FRONT DESK GCC-FB-16-

9/29/16 A PO, issued to Elohim Construction for \$16,085.37, was recently reduced by \$554.37 because LRC staff opted to exclude the installation of keyboard fixtures onto the counter. Project is scheduled to be completed by the end of November 2016.

CIP 17:

- **3/10/16:** P&D will compile a list of proposed CIP17 projects submitted by the campus community (2/19/16 through 3/4/16). Once compiled, proposals' appropriateness will be assessed and an estimated government cost obtained prior presenting the list to the RPF and CGC committees.
 - **4/5/16:** CIPs were compiled however, obtaining government estimates etc. will be delayed or hampered primarily because a Facilities Engineer Administer has yet to be hired although Job Announcements were publicized. The position became vacant October 2015.
 - **9/29/16:** CIP17 will be presented at RPF's October 6, 2016 meeting.

OTHER:

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

9/29/16 USDA provided the option to have a TRMA representative (aside from individuals currently on the project) absorb the responsibilities of a Resident Manager.

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

PPBC AWARDED

30.1065.7230.66.BR100 – \$2,516,000.00 (BOT approve)

45E16.1065.7230.66.BR100 – \$2,000,000.00 (USDA loan)

Total (w/approved alternates) – \$4,516,000.00

9/29/16 The much anticipated ground breaking ceremony (Wednesday, September 14, 2016) was attended by Governor Calvo, students, faculty, administrators, and other dignitaries from DOI, USDA, and UOG. A construction barricade wall was erected and demolition began.

BLDG. 300: P1501750 ISSUED TO TRMA FOR A&E FOR \$272,502. TRMA/GCC MET TO DESIGN BUILDING AS A SHELL HAVING MOVABLE DIVIDERS.

MAINTENANCE UNIT WILL RELOCATE TO BUILDING 600/500.

9/29/16 This 360-day project is scheduled to be completed January 2018. TRMA delivered design on 8/19/16. Materials Management is preparing to issue out as a bid.

P&D's Facility & CIP update

SEPTEMBER 2016

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

12/7/15	TRMA (11/25/15) confirmed to provide design 12/18/15
1/12/16	TRMA submitted bid documents (drawings and specification) on 12/23/15. Pending funding
2/8/16-9/29/16	Status quo

PHYSICAL MASTER PLAN, 2015-2020: P1500323 (CARRY OVER) TO TMRA (ORIGINAL P1402260 FOR \$60,440 DATED 9/17/14 – DUE IN 18 WEEKS).

9/29/16	TRMA is scheduled to present the Plan to members of the Board at its September 30, 2016 meeting. The 4-Phased Plan will expand the current footprint by 2020. In summary, Phase I – includes the renovation of buildings 100 and 300 and construction buildings (Forensic/DNA, Wellness & Facilities Maintenance, and the Founders Square). Phase II: development of the Annex, Sesame Street, parking structure, multipurpose auditorium and the renovation of buildings 400 and B. Phase III: building parking structures, installing generators, renovation of buildings 500, 600 and 900. Phase IV: erecting a parking structure, renovation of building 1000 and 2000, erecting a clock tower.
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ANNEX: P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.

1/12/16	TRMA and GCC representatives continue to discuss project.
2/8/16-9/29/16	Status quo

ELEVATOR: P1601607 issued July 8, 2016 for Otis to provide services through September 30, 2016

9/29/16	50% payment was submitted and Otis began to remove oil from building 4000's elevator pit and repair building 6000's roller. P&D issued an RFP for same services for upcoming fiscal year (October – September 2017).
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SUSTAINABILITY:

9/29/16	CATEGORY	QUARTER ~ 2016	
		JULY-SEPT 27	APRIL-JUN
ENERGY	kWh usage	320,419	679,268
	Total Quarterly Cost	\$72,492	\$153,742
	Average Cost	\$72,492	\$76,871
	RENEWABLE ENERGY (BUILDINGS: E, LRC, AHC, STUDENT CENTER & FOUNDATION)		
	PVs Produced	51.890	51.716
	CO ₂ Emissions Reduced/Savings per pound	78,711	107,520
	Savings	\$13,172.49	\$13,963.32
	Average Savings	\$4,390.83	\$4,654.44
WASTE DIVERSION - RECYCLING ON & OFF CAMPUS	Aluminum (pounds)	450	435
	Plastics (pounds)	386	204
	Mixed Paper (pounds)	812	420
	Food Waste (pounds)	265	407
	Green Waste (pounds)	323	0
	Ink Toners/Cartridges (each)	19	13

	WATER BOTTLE FILLING STATION			
		12-ounce bottles eliminated	1,831	2,717

PROPOSED CIP 2017

No	Description
	Building 2000, Reconfiguration of parking structure
	Building 3000, Repair Wall - Structural Cracks
	Building 400, Replacement of 3-each corroded doors
	Building 6000, Build of 1 MW generator set for buildings 6000, 5000 and 4000
	Campus-wide, Assessment of ADA requirements to include 1. Parking stalls (clearly identified and near buildings with appropriate walkways nearby), 2. Accessible entrances and exits (single and double doors, door handles, and door switch buttons), 3. Door signs with braille, 4. Wireless navigation technology, 5. Principles of Universal Design, and 6. Ready to use equipment (portable emergency evacuation equipment or technology that may be used in all buildings 2 or more stories high for the emergency evacuation of injured persons or persons with disabilities from the higher floors to the ground level.
	Campus-wide, Acquisition of classroom collaterals (e.g., furniture, replacement bulbs, white and tack boards), for improved instruction
	Campus-wide, Installation of directional signs along route 10, Corten Torres, Sesame and Washington streets
	Campus-wide, Installation of power-line conditioners at buildings D, 2000, 5000, E, 6000
	Campus-wide, Installation of water bottle filling stations within buildings 1000, 3000, & 6000
	Campus-wide, Phase-1 Painting of Buildings, 400, 500, 600, 900, 1000, 2000, associated pathways and re-striping of adjacent parking stalls
	Campus-wide, Phase-2 Painting of Buildings, 3000, 4000, 5000, 6000, associated pathways and re-striping of adjacent parking stalls
	Campus-wide, Phase-3 Painting of Buildings, A, B, C, D, associated pathways and re-striping of adjacent parking stalls
	Campus-wide, Repair of solar PV parking/walkway lights (i.e. specified batteries, charge controllers, and lighting system)
	Campus-wide, Replace of air conditioning units as prioritized due to normal wear and tear, useful life with 18 SEER or better
	Campus-wide, Replacement of dilapidated, perimeter fencing and gates
	Campus-wide, Retrofit of a select, dilapidated classroom
	Campus-wide Install emergency buttons or technology in classrooms in the event of a crisis or emergency so that Student Support Services and the Safety Office may respond in a timely manner. There are wireless systems already available on island to address this.
	Establishment of green space and an organic garden
	Integration of four (4) more water bottle filling stations on campus to include two (2) stand alone systems and two (2) retrofit stations. Locations will be strategically identified based on student and campus community traffic and other important factors.
16.02	Building 600, Retrofit of the 500-600 Open Yard for Facility Maintenance Relation and Storage
16.03	Building 3000, Restoration of Domestic Water System (i.e., submersible pumps, VFDs, Fittings, Etc.)
16.05	Building 4000, Repair Wall - Structural Cracks
16-06	Retrofit of steep walkway between buildings 500 and 1000 for ADA compliance

BOT FY2017 Approved Budget \$683,000

CIP16 Projects APPROVED by RPF/CGC

CIP17 Projects PROPOSED to RPF/CGC

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda
Thursday, 10/20/16 @ 8:30a.m.
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

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.

2) Approval of Prior Minutes: 10/6/16

3) Old Business:

- a. Financial Report
- b. Facilities Report

4) New Business:

5) Open Discussion:

6) Next Meeting: 11/17/16 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee

Thursday, 10/20/16 @ 8:30am

Faculty Senate Office/C2

Meeting Minutes

1) Call to Order: @ 8:37 a.m.

Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	absent
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	absent
Joanne Blas	Staff	joanne.blas1@guamcc.edu	✓
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	✓
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	✓
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	absent
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	✓
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	absent
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	✓
Doris Perez	Administrator	doris.perez@guamcc.edu	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

Motion to approve minutes of October 06, 2016 made by F. Tupaz, seconded by Dr. M. Chan. No further discussion. Motion passed unanimously.

4) Old Business:

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

- i. FY2016 appropriations, 66% received. Last amount was received on October 17, 2016 for \$250,000.
- ii. Fire Alarm and Mass Notification system GFD inspection scheduled for 10/31/2016.
- iii. Bid for A/C units are currently being re-evaluated. Florescent Lighting System replacement bid currently under evaluation with pending questions. Forensic Lab construction bid was announced on October 19, 2016, bid opening on November 16, 2016. Pending bids include maintenance and facility vehicles, and 50kw solar walkway canopy.
- iv. FY16 closing is on-going. FY17 first quarter budgets have been loaded and requisitions are now being accepted. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve.
- v. Future Banner projects include online requisition, ACH vendor payment, adjunct faculty workload, MyCourse Studio template, online transcripts, course waitlist and moving Banner to the Cloud. MIS is working on a system disaster recovery project. Other testing Banner projects include moving Banner to new platform, testing for events management, and self-service procurement purchase orders. Requesting for Faculty Senate representation for Banner Group meetings occurring every other Wednesday.
- vi. Five Year Financial Resource Plan – work in progress.
- vii. Fall 2016 Pell disbursements are being processed and will be released to students Thursday/Friday of this week. Please check MyGCC for announcements. Financial Aid is working with CSI to setup Campus Tour Guide/Banner Self Service Training for students. Testing is ongoing this semester and expected to launch in Spring 2017.
- viii. Scholarships: Aklan Association of Guam Scholarship (\$500) deadline extended to 10/27/2016. APIASF ANNAPISSI scholarship due 11/01/2016; Soroptimist International of the Marianas (SIM) Live Your Dream Award Application for \$1500 and SIM scholarship \$1000 are due on 11/15/2016. Pending MATSON (4@ \$750) scholarship for Accounting, Automotive Service Technology and Medium/Heavy Truck Diesel Technology.
- ix. 10/25/2016 is the final installment payment for Fall 2016 students who signed a payment plan.
- x. The Great Guam Shakeout is scheduled for 10/20/2016 at 10:20 am. Please be reminded to drop, cover and hold on.

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

i. Update for CIP 14 and 16 projects:

1. All but one CIP 14 projects have been completed. Fire Alarm and Mass Notification System is currently waiting for scheduled inspection by Guam Fire Department.
2. 16.03 – Domestic Water System Building 3000, pump needs to be repaired.
3. 16.04 – Generator between Building 3000 and Building A will be installed. Bid opening scheduled for 11/08/2016.
4. 16.05/16.06 – are included in the CIP 17 project listing.
5. 16.07 – Associate Dean P. Williams along with the Inventory Management Officer (IMO) will be visiting the satellite classrooms. Instructors should request for new or refurbished furniture.

ii. CIP 17 projects – was routed to CGC committee for approval.

iii. Other:

1. Building 100 – D. Perez reminded all to submit a work order with regards to building 100 or any other building.
2. Physical Master Plan, 2015-2020 – TRMA provided an overview of the Plan at the September 30, 2016 BOT meeting.
3. Elevator – The Foundation building elevator remains offline. A purchase order was recently issued and Otis was contacted to repair unit.
4. Allied Health Building – F. Tupaz reported that mold is still an issue and recommended that the walls [gypsum] be removed. D. Perez responded that AC vendors were asked to assess the area and provide a quotation (8/11/16). Only one quote was received (9/30/16) for \$12,150 to repair, install dehumidifier, and balance/correct the humidity level in 3127. A follow-up was required due to one quote. An AC vendor conducted a site visit and stated that a dehumidifier was not needed as the problem was the duct. A revised third request for quote was then issued (10/19/16) with instructions to prospective vendors to provide a quote based on a “design-build” concept and with the requirement to maintain a specific humidity level. A site visit is scheduled for Friday, 10/21/16 and quotes are due 10/27/16. F. Tupaz then suggested to use mold resistant gypsum boards or mold resistance paint.

5) New Business:

- a. LOC Concern – P. Terlaje reported Tressa Dela Cruz, LOC chair requested for B. Blas to make more photocopies of the GCC College Catalog for each member of the committee. The AVP emailed P. Terlaje, for her to use Faculty Senate funding to purchase more GCC catalogs or purchase the supplies and materials needed to make more copies. P. Terlaje stated that Faculty Senate considers this issue an institutional issue therefore Faculty Senate funds should not be used to make copies. Faculty Senate requested when printing the GCC College Catalogs to please consider each LOC member. P. Terlaje responded to the AVP’s email regarding this situation.
- b. Sexual Harassment Procedures – P. Terlaje reported Faculty Senate submitted their suggestions and recommendations. P. Terlaje asked, will the committee meet to discuss the changes of the procedures? C. Santos will follow up with J. Flores because she is the head of the group.
- c. L. San Agustin reported the following:
 - i. Fall Festival Thursday, 10/27/2016 from 4:00pm-8:00pm
 - ii. Halloween Bash Thursday, 10/27/2016 from 5:30pm-6:30pm

6) Open Discussion:

None

7) Next Meetings – Thursday, November 17, 2016 @ 9:00am

8) Adjournment: @ 9:12 a.m. Motion was made by F. Tupaz, seconded by Dr. M. Chan. Motion passed.

RPF
FINANCIAL STATUS UPDATE
October 20, 2016

- FY2016 appropriations status below, 66% received. Last amount received on 10/17/16 for \$250,000. GCC has been receiving weekly allotment releases between \$300,000-500,000, since Aug. 15, 2016. Per DOA, GCC should expect to receive FY16 allotments by Jan/Feb 2017 or sooner.

FY 2016 10/19/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	(1,800,307)	16,202,765	10,395,723	64%	64%
LPN / VocGuidance	835,600		835,600	467,936	56%	56%
MDF	879,906		879,906	879,906	100%	100%
GF - Apprenticeship	374,951		374,951	295,274	79%	79%
TAF	24,154		24,154	21,739	90%	90%
Capital Projects	278,922		278,922	116,218	42%	42%
First Gen Trust Fund	200,000		200,000	200,000	100%	100%
Totals	20,596,605	(1,800,307)	18,796,298	12,377,795	66%	66%

DOA has indicated that GCC has a FY17 Cash reserve of 10%. Below is the estimated set aside until we receive further information from DOA.

FY 2017 10/5/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	-	0	#DIV/0!	0%
LPN / VocGuidance	835,600		0	0	#DIV/0!	0%
MDF	1,094,624		0	0	#DIV/0!	0%
GF - Apprenticeship	374,951		0	0	#DIV/0!	0%
TAF	24,154		0	0	#DIV/0!	0%
Capital Projects	278,922		0	0	#DIV/0!	0%
First Gen Trust Fund	200,000		0	0	#DIV/0!	0%
Totals	20,711,323	(1,790,307)	0	0	#DIV/0!	0%

- Fire Alarm and Mass Notification system GFD inspection scheduled for 10/31/16.
- Bid for A/C units are currently being re-evaluated. Fluorescent Lighting System replacement bid currently under evaluation with questions pending. Forensic Lab construction bid was announced on 10/19/16, bid opening on 11/16/16. Pending bids include maintenance and facility vehicles, 50kw solar walkway canopy.
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- October 25, 2016 is the final installment payment for Fall 2016 students who signed a payment plan.
- The Great Guam Shakeout is scheduled for 10/20/16 at 10:20am. Please be reminded to drop, cover and hold on.

Current YTD expenditures & encumbrances for FY17 as of 10/19/16 are as follows:

10/19/2016	FY17					
	Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 369					\$ 369
Salaries - Part Time						-
Benefits	256					256.09
Travel				8,065		8,064.86
Contractual Services	165,718			287,158	16,005	468,880.65
Supplies and Materials	2,125			3,617	4,303	10,045.12
Equipment	774			28,243		29,017.10
Miscellaneous		12,640		3,709		16,348.55
Interest Expense						-
Power						-
Water/Sewer						-
Telephone						-
Capital Outlay						-
Indirect Costs						-
Subtotal				\$		
Expenditure	\$ 169,241	\$ 12,640	\$ -	330,792	\$ 20,308	\$ 532,981
Encumbrances	526,025	5,110		633,834	65,407	1,230,376
Total Exp & Enc	\$ 695,266	\$ 17,750	\$ -	\$964,626	\$ 85,715	\$ 1,763,357

P&D'S FACILITY & CIP UPDATE

OCTOBER 2016

CIP 14:

14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:

- | | |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/19/16 | <ul style="list-style-type: none">GFD is scheduled to inspect the system October 31, November 1 and possibly November 3.Otis and G4S successfully installed necessary alarm system onto the elevators.MIS (CCamacho) is assessing G4S's request for IP address. |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

CIP 16:

- 11/10/15: The BOT approved projects as recommended by RPF and CGC (10/14/15 meeting).

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

- | | |
|----------|---------------------------------------------------------------|
| 10/19/16 | Project was included in CIP17 list and recommended by RPF/CGC |
|----------|---------------------------------------------------------------|

16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000

- | | |
|----------|---------------------------------------------------------------|
| 10/19/16 | Project was included in CIP17 list and recommended by RPF/CGC |
|----------|---------------------------------------------------------------|

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

- | | |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/19/16 | The mandatory pre-bid conference was attended by seven prospective bidders on 10/3/16. Amendment #1 was issued to establish a second mandatory site visit (October 14, 2016 @ 10A). Amendment #2 was issued to 1. define "turn-key as a project that is constructed so that it can be turned over to the owner as a completed and fully operational product compliant to the Scope of Work and specifications" and 2. provide "as built plans" for buildings A and 3000. Bid opening was rescheduled for 10A, 11/8/16 @ SSA. |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000

- | | |
|----------|---------------------------------------------------------------|
| 10/19/16 | Project was included in CIP17 list and recommended by RPF/CGC |
|----------|---------------------------------------------------------------|

16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

- | | |
|----------|---------------------------------------------------------------|
| 10/19/16 | Project was included in CIP17 list and recommended by RPF/CGC |
|----------|---------------------------------------------------------------|

16.07 ACQUISITION OF CLASSROOM COLLATERALS

- | | |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/19/16 | Tables are scheduled to arrive November 18, 2016. Satellite classroom needs (classroom furnishings) will be vetted through Associate Dean Williams and IMO. |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

- | | |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/19/16 | Project was included in CIP17 list and recommended by RPF/CGC. Because of the AG's ruling for a stay of proceedings, GCC will cancel the Notice to Award and reissue the bid. |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

16.09 LRC FRONT DESK GCC-FB-16-

- | | |
|----------|-------------------------|
| 10/19/16 | Progressing as planned. |
|----------|-------------------------|

P&D'S FACILITY & CIP UPDATE

OCTOBER 2016

CIP 17:

- **3/10/16:** P&D will compile a list of proposed CIP17 projects submitted by the campus community (2/19/16 through 3/4/16). Once compiled, proposals' appropriateness will be assessed and an estimated government cost obtained prior presenting the list to the RPF and CGC committees.
 - **10/26/16:** RPF and CGC approved and recommended projects (as amended) listed on CIP17 list.

OTHER:

\$5M USDA LOAN: LEGAL COUNSELS (USDA-SAN FRANCISCO & GCCF) TO REVIEW LOAN CLOSING INSTRUCTIONS.	
10/19/16	The budget was revised, as requested by USDA, to reflect the contract amount.

BLDG. 100: BID ISSUED 1/14/16. MANDATORY BID CONFERENCE – 1/21/16. BID OPENING – 2/11/16.	
10/19/16	Building permit application was processed. Progressing as planned. Next meeting is scheduled for 9A, October 20, 2016.

BLDG. 300: P1501750 ISSUED TO TRMA FOR A&E FOR \$272,502. TRMA/GCC MET TO DESIGN BUILDING AS A SHELL HAVING MOVABLE DIVIDERS. MAINTENANCE UNIT WILL RELOCATE TO BUILDING 600/500.	
10/19/16	Status quo although electrical team (EMCE) conducted two site visits in June. A meeting to finalize design is tentatively scheduled for October 31, 2016.

FORENSIC/DNA BUILDING: GCC-FB-17-002	
10/19/16	MM released bid packets 10/19/16. Mandatory Pre-Bid Conference is on 10/26/16 @ 10A PCR and Bid Opening 11/16/16 at PCR

WELLNESS CENTER: P1400282 ISSUED TO TRMA FOR A&E FOR \$387,593. TRMA/GCC MET AND TRMA AGREED TO COMPLETE AND PROVIDE 100% DESIGN WEEK OF 11/9/15 – STORAGE ROOMS TO BE CONSOLIDATED TO ALLOW ADDITIONAL SEATING AREA.	
2/8/16-10/19/16	Status quo

PHYSICAL MASTER PLAN, 2015-2020: P1500323 (CARRY OVER) TO TMRA (ORIGINAL P1402260 FOR \$60,440 DATED 9/17/14 – DUE IN 18 WEEKS).	
10/19/16	No updates to the approved Plan.

ANNEX: P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.	
2/8/16-10/19/16	Status quo

P&D'S FACILITY & CIP UPDATE

O C T O B E R 2 0 1 6

ELEVATOR:

10/19/16	Contract signed and requisition processed for FY17 services (October – September 2017). Received elevator permits for all 7 elevators. CLOSED <ul style="list-style-type: none">▪ Otis contract just signed; Otis will schedule for maintenance and repair.
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SUSTAINABILITY:

10/19/16	Clean our House Day – October 29, 2016 9A.
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GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda
Thursday, 11/17/16 @ 9:00a.m.
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

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.

2) Approval of Prior Minutes: 10/20/16

3) Old Business:

- a. Financial Report
- b. Facilities Report

4) New Business:

5) Open Discussion:

6) Next Meeting: 12/07/16 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee
Thursday, 11/17/16 @ 8:30am
Faculty Senate Office/C2

Meeting Minutes

1) Call to Order: @ 9:08 a.m.

Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	✓
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	✓
Joanne Blas	Staff	joanne.blas1@guamcc.edu	✓
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	absent
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	absent
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	✓
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	absent
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	✓
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	✓
Doris Perez	Administrator	doris.perez@guamcc.edu	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

Motion to approve minutes of October 20, 2016 made by P. Terlaje with changes, seconded by S. Leon Guerrero. No further discussion. Motion passed unanimously.

4) Old Business:

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

- i. FY2016 appropriations, 69% received. \$250,000 was the last amount received on November 17, 2016.
- ii. Fire Alarm and Mass Notification system GFD inspection was held on November 15, 2016. GCC failed inspection and G4S is currently fixing the deficiencies.
- iii. Bid for A/C units are currently being re-evaluated. Florescent Lighting System replacement bid currently under evaluation with pending questions. Forensic Lab construction bid was announced on October 19, 2016, bid opening on November 16, 2016. Pending bids include maintenance and facility vehicles, and 50kw solar walkway canopy.
- iv. FY16 year-end closing is on-going. FY17 first quarter budgets have been loaded and requisitions are now being accepted. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds, before any new quarterly budget loads.
- v. Future Banner projects include online requisition, ACH vendor payment, adjunct faculty workload, online transcripts, course waitlist and moving Banner to the Cloud. MIS is working on a system disaster recovery project. Other testing Banner projects to include moving Banner to new platform, testing for events management, and self-service procurement purchase orders. Requesting for Faculty Senate representation for Banner Group meetings occurring every other Wednesday. P. Terlaje reported Z. Teng will be the faculty representative.
- vi. Banner Self Service trainings occurred as follows (10/19 with 10pax and 10/20 with 11pax) and Budget Training (10/26 with 7pax and 10/27 with 11pax).
- vii. MyGCC Student Training occurred on November 04, November 10, and November 16, 2016. Feedback is being processed to update and tweak the trainings to focus on student needs.
- viii. Five Year Financial Resource Plan – work in progress. Will continue after negotiations.

- ix. Scholarships: APIASF ANNAPISSI scholarship due 11/01/2016; Soroptimist International of the Marianas (SIM) Live Your Dream Award Application for \$1500 and SIM scholarship \$1000 are due on November 15, 2016.
- x. Fall 2016 GCC paid 1,373 students \$2,921,357.00 in Pell awards.
- b. Facilities Report – D. Perez reported the following: (See Attachment)
 - i. Update for CIP 14:
 - 1. G4S is addressing the punch list items to include the installation of devices in file rooms (building 2000) and tool room (building 500).
 - 2. Representatives from G4S and GCC accompanied GFD during the November 15, 2016 fire alarm inspection. The Office of Environmental and Safety will provide a summary of the inspection.
 - a) The following deficiencies need to be corrected:
 - 1. The café needs to install another alarm device (current one is not sufficient).
 - 2. Two elevators on campus did not sync when the fire alarm system was turned on.
 - 3. Some classroom had items blocking the door ways. Safety Inspector, J. Diaz went throughout the campus to inform individuals to please keep entrance and exit doors clear.
 - ii. CIP 16 – no changes.
 - iii. Other:
 - 1. Building 100 – New lights to be installed in the walk way areas because it is too dark.
 - 2. Elevator – The Foundation building elevator remains offline. A purchase order was recently issued and Otis was contacted to repair unit.
 - 3. S. Leon Guerrero requested for an update on A/C for Building E. D. Perez responded that parts for the A/C has been ordered, waiting for arrival.
 - 4. Wellness Room – P. Terlaje reported that the shower room doors do not lock. A work order was submitted, and J. Diaz (Safety Inspector) was informed. D. Perez will follow up with work order.

5) New Business:
None

6) Open Discussion:

- a. Faculty Retreat – Friday, December 02, 2016, location and time TBA.
- b. Thanksgiving Luncheon – Friday, November 18, 2016 from 12:00pm – 1:30pm in the MPA.
- c. GCCEA Christmas Party – Saturday, December 10, 2016 at the Westin Hotel. Last day to RSVP, November 30, 2016. (only one ticket can be transferred)
- d. Transformation Leadership Academy – P. Terlaje reported that due to schedules it is difficult for faculty to be a part of the transformation academy because of their schedules and the dates and times of the sessions. C. Santos suggested to send President Okada an email to work out an appropriate schedule.
- e. Cellphone Issue – P. Terlaje reported that a faculty member brought up a concern of an administrator calling and texting faculty after working hours. Faculty Senate recommended that the faculty speak to his/her administrator to resolve the concern and/or consult with F. Tupaz, Union Chair.

7) Next Meetings – Wednesday, December 07, 2016 @ 9:00am

8) Adjournment: @ 9:55 a.m. Motion was made by C. Guerrero, seconded by S. Leon Guerrero. Motion passed.

RPF
FINANCIAL STATUS UPDATE
November 16, 2016

- FY2016 appropriations status below, 69% received. Last amount received on 11/7/16 for \$250,000. GCC has been receiving weekly allotment releases between \$250,000-500,000, since Aug. 15, 2016. Per DOA, GCC should expect to receive FY16 allotments by Jan/Feb 2017 or sooner. DOA has indicated that GCC has a FY17 Cash reserve of 10%. Below is the estimated set aside until we receive further information from DOA.

FY 2016 11/16/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	(1,800,307)	16,202,765	10,946,723	68%	68%
LPN / VocGuidance	835,600		835,600	467,936	56%	56%
MDF	879,906		879,906	879,906	100%	100%
GF - Apprenticeship	374,951		374,951	295,274	79%	79%
TAF	24,154		24,154	21,739	90%	90%
Capital Projects	278,922		278,922	116,218	42%	42%
First Gen Trust Fund	200,000		200,000	200,000	100%	100%
Totals	20,596,605	(1,800,307)	18,796,298	12,927,795	69%	69%

FY 2017 10/5/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	-	0	#DIV/0!	0%
LPN / VocGuidance	835,600		0	0	#DIV/0!	0%
MDF	1,094,624		0	0	#DIV/0!	0%
GF - Apprenticeship	374,951		0	0	#DIV/0!	0%
TAF	24,154		0	0	#DIV/0!	0%
Capital Projects	278,922		0	0	#DIV/0!	0%
First Gen Trust Fund	200,000		0	0	#DIV/0!	0%
Totals	20,711,323	(1,790,307)	0	0	#DIV/0!	0%

- Fire Alarm and Mass Notification system GFD inspection was held on 11/15/16. GCC failed inspection and G4S is currently fixing the deficiencies.
- Bid for A/C units are currently being re-evaluated. Fluorescent Lighting System replacement bid currently under evaluation with questions pending. Forensic Lab construction bid was announced on 10/19/16, bid opening on 11/16/16. Pending bids include maintenance and facility vehicles, 50kw solar walkway canopy.
- FY16 closing is on-going. FY17 first quarter budgets have been loaded and requisitions are now being accepted. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds, before any new budget loads.
- Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, online transcripts, course waitlist, moving Banner to the Cloud. MIS working on system disaster recovery project. Other testing Banner projects to include moving Banner to new platform, testing for events management, and self-service procurement purchase orders. Requesting for Faculty Senate representation for Banner Group meetings occurring every other Wednesday.

- Banner Self Service trainings occurred as follows (10/19-10 pax and 10/20- 11 pax) and Budget training (10/26-7pax & 10/27-11 pax).
- MyGCC Student Trainings occurred on 11/4, 11/10, and 11/16. Feedback is being processed to update and tweak the trainings to focus on student needs.
- Five year Financial Resource Plan –work in progress. Will continue after negotiations.
- Scholarships: APIASF ANNAPISSI scholarship closed 11/1/16; Soroptimist International of the Marianas (SIM) Live Your Dream Award Application for \$1500 and SIM scholarship \$1000 are due on 11/15/16.
- Fall 2016 GCC paid 1,373 students \$2,921,357 in Pell awards.
- Current YTD expenditures & encumbrances for FY17 as of 11/16/16 are as follows:

11/16/2016	FY17					
	Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 842,383	\$ 23,830		\$ 110,089	\$ 7,766	\$ 984,069
Salaries - Part Time	-			30,833	5,741	36,574.39
Benefits	268,637	6,931		38,096	3,284	316,947.90
Travel				(4,627)		(4,626.67)
Contractual Services	194,046			277,568	350	471,963.70
Supplies and Materials	9,341			6,813	-	16,154.13
Equipment	-			5,246		5,245.79
Miscellaneous	6,160	-		15,925	660	22,744.71
Interest Expense						-
Power	75,240			(804)		74,435.83
Water/Sewer	-					-
Telephone	3,710					3,710.08
Capital Outlay						-
Indirect Costs						-
Subtotal						
Expenditure	\$ 1,399,517	\$ 30,762	\$ -	\$ 479,138	\$ 17,802	\$1,927,219
Encumbrances	286,599	-		529,223	3,351	819,173
Total Exp & Enc	\$ 1,686,117	\$ 30,762	\$ -	\$ 1,008,361	\$ 21,152	\$2,746,392

P&D'S FACILITY & CIP UPDATE

N O V E M B E R 2 0 1 6

CIP 14:

14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:

- | | |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/15/16 | <ul style="list-style-type: none">▪ G4S are addressing punch list items to include the installation of devices in file rooms (building 2000) and tool room (building 500).▪ Representatives from G4S and GCC accompanied GFD during the 11/15/16 fire alarm inspection. The Office of Environmental and Safety will provide a summary of the inspection.▪ Inspection findings will be discussed at the next Project Coordination Meeting (11/17/16). |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

CIP 16:

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

- | | |
|----------|---------------------------------------------------------------------------------------|
| 11/15/16 | SOW will be revised as a "design build" project having to withstand winds of 185 MPH. |
|----------|---------------------------------------------------------------------------------------|

16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000

- | | |
|----------|-----------------------------------------|
| 11/15/16 | Needs an assessment and SOW. No change. |
|----------|-----------------------------------------|

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

- | | |
|----------|-----------------------------------------------------------------------------------------------------------------------------------|
| 11/15/16 | Four vendors submitted a bid (Bid Opening on 11/8/16). Materials Management transmitted the bids (11/15/16) for P&D's evaluation. |
|----------|-----------------------------------------------------------------------------------------------------------------------------------|

16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000

- | | |
|----------|-----------------------------------------|
| 11/15/16 | Needs an assessment and SOW. No change. |
|----------|-----------------------------------------|

16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

- | | |
|----------|-----------------------------------------|
| 11/15/16 | Needs an assessment and SOW. No change. |
|----------|-----------------------------------------|

16.07 ACQUISITION OF CLASSROOM COLLATERALS

- | | |
|----------|-----------------------------------------------------|
| 11/15/16 | No change; tables are scheduled to arrive 11/25/16. |
|----------|-----------------------------------------------------|

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

- | | |
|----------|---------------------------|
| 11/15/16 | Finalizing re-evaluation. |
|----------|---------------------------|

P&D'S FACILITY & CIP UPDATE

NOVEMBER 2016

16.09 LRC FRONT DESK GCC-FB-16-

11/15/16	A punch-list was provided to Elohim (Rachel Villaverde) 11/14/16. GCC will consider project completed once punch-list items are resolved.
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CIP 17:

- Projects were approved at BOT's 11/3/16 monthly meeting. Priority projects will be assessed.

OTHER:

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

11/15/16	USDA is finalizing loan documents while GCC is updating various documents for USDA.
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BLDG. 100: BID ISSUED 1/14/16. MANDATORY BID CONFERENCE – 1/21/16. BID OPENING – 2/11/16.

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

11/15/16	Progressing as planned.
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BLDG. 300: P1501750 ISSUED TO TRMA FOR A&E FOR \$272,502. TRMA/GCC MET TO DESIGN BUILDING AS A SHELL HAVING MOVABLE DIVIDERS. MAINTENANCE UNIT WILL RELOCATE TO BUILDING 600/500.

11/15/16	Pending meeting with A&E; no change.
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FORENSIC/DNA BUILDING: GCC-FB-17-002

11/15/16	Bid Opening was extended to 12/7/16.
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WELLNESS CENTER: P1400282 ISSUED TO TRMA FOR A&E FOR \$387,593. TRMA/GCC MET AND TRMA AGREED TO COMPLETE AND PROVIDE 100% DESIGN WEEK OF 11/9/15 – STORAGE ROOMS TO BE CONSOLIDATED TO ALLOW ADDITIONAL SEATING AREA.

2/8/16- 11/16/16	On hold primarily due to construction of other projects. Status quo
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PHYSICAL MASTER PLAN, 2015-2020: P1500323 (CARRY OVER) TO TMRA (ORIGINAL P1402260 FOR \$60,440 DATED 9/17/14 – DUE IN 18 WEEKS).

10/31/16- 11/15/16	No updates to the approved Plan. CLOSED
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P&D'S FACILITY & CIP UPDATE

N O V E M B E R 2 0 1 6

ANNEX: P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.

2/8/16- 11/15/16	On hold primarily due to construction of other projects. Status quo
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ELEVATOR:

11/15/16	Otis conducted PMs on all 7 elevators (10/7/16). Otis responded and released three entrapped students within 30 minutes. Bldg 3000 elevator was stuck 11/14/16 (approximately 11P) but Safety Inspector I (J. Diaz) conducted a site visit and deemed elevator is functioning normally.
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SUSTAINABILITY:

11/15/16	<ul style="list-style-type: none">▪ Six volunteers sorted 168 pounds of plastic recyclables during the Clean Our House event.▪ Fifty pounds of plastic and 26 pounds of aluminum were recycled from the Fall Festival along with 1 truck load of green waste.▪ Water Bottle Filling Stations were tested and passed; filters changed.▪ Twenty-two used ink toner were recycled.
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GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Wednesday, 12/07/16 @ 9:00a.m.
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kwicksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

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.

2) Approval of Prior Minutes: 11/17/16

3) Old Business:

- a. Financial Report
- b. Facilities Report

4) New Business:

- a. FY18 Budget

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee
Thursday, 12/07/16 @ 9:00am
Faculty Senate Office/C2

Meeting Minutes

1) Call to Order: @ 9:05 a.m.

Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	✓
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	✓
Joanne Blas	Staff	joanne.blas1@guamcc.edu	✓
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	✓
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	✓
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	absent
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	absent
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	✓
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	absent
Doris Perez	Administrator	doris.perez@guamcc.edu	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

Motion to approve minutes of November 17, 2016 made by L. Leon Guerrero with changes, seconded by L. San Agustin. No further discussion. Motion passed unanimously.

4) Old Business:

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

- FY2016 appropriations, 74% received of total appropriations (\$307,000.00) was received on December 05, 2016. GCC began receiving weekly allotment releases ranging between \$250,000 to \$500,000, since August 15, 2016. As per DOA, GCC should expect to receive all FY16 allotments by April 2017, or sooner. DOA has indicated that GCC has a FY17 cash reserve of 10%.
- Based on a meeting with DOA Director Christine Baleto, on November 28, 2016, cash flow for GovGuam is very tight. DOA has indicated that there is no funding available to support new legislative requests. GCC continues to monitor cash flow very closely.
- The Fire Alarm and Mass Notification system inspection by GFD was held on November 15, 2016. GCC failed inspection and G4S is currently fixing the deficiencies.
- Bid for A/C units are currently being re-evaluated. Florescent Lighting System replacement bid is currently under evaluation. Forensic Lab construction bid was announced on October 19, 2016 and bid opening was scheduled for December 07, 2016; however, another extension has been requested. Construction of a generator building and installation of a turn-key back-up generator system to service the Allied Health Center and Building A were submitted November 08, 2016 and are pending evaluation; The Building 6000 Café bid opening is scheduled for December 09, 2016. There are four (4) interested vendors. The Restaurant Café bid opening is scheduled for December 19, 2016. The IT Equipment (computer) bid opening is scheduled for December 14, 2016. Pending bids include maintenance and facility vehicles and a 50kw solar walkway canopy.
- FY16 closing is ongoing and the audit is expected to start later this month. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds before any new budgets are loaded.

- vi. Future Banner projects include online requisition, ACH vendor payment (tests have been successful, expected launch in December/January), adjunct faculty workload, online transcripts (expected to launch spring 2017 for regular transcripts only, not expedited), course waitlist and the move from Banner to the Cloud (MyGCC moved to the cloud in Summer 2016). MIS is working on a system disaster recovery project.
- vii. Five-Year Financial Resource Plan – work in progress. Will continue after negotiations.
- viii. Scholarships: Society of American Military Engineers (SAME)-\$3,500.00 for civil engineering and pre-architectural drafting students; TRMA- \$1,000.00 scholarship to be posted soon; Association of Governmental Accountants closed on November 30, 2016; APIASF closed and awards are being processed.
- b. Facilities Report – D. Perez reported the following: (See Attachment)
 - i. Update for CIP 14 –
 - 1. 14.02 –Test was conducted on the Fire Alarm Mass Notification System on November 15, 2016. The deficiencies are being worked on.
 - ii. CIP 16 – A few CIP 16 projects were included in the CIP 17 projects:
 - 1. The retrofit for Building 500/600 open yard project for Facilities & Maintenance – still waiting for two more quotes.
 - 2. Many projects are pending information from the different vendors.
 - 3. Restoration of the domestic water system in 3000.
 - 4. Generator for Building 3000 and Building A. Bids were submitted by the vendors and evaluation is still pending.
 - 5. Repair of structural cracks in Building 3000 & Building 4000. Pending receipt of the required three quotes.
 - 6. An assessment needs to be done on the walkway between Building 500 & Building 1000.
 - 7. Several projects require more technical assistance from both D. Perez and R. Pritchard (Maintenance Supervisor) put together. President Okada has approved that, on a case-by-case basis, TRMA will be requested to assist with the scope of work write up. Working on finalizing the request for a Project Manager instead of a Facilities Engineer Administrator.
 - 8. Acquisition of classroom collaterals – tables and chairs coming out of classrooms (A29, C23, C24, D7, and Building 500) will be placed in other classrooms that need furniture. If secondary programs need furniture, please have faculty notify their respective Dean and T. Rios.
 - 9. Acquisition of Air Conditioner – waiting for results of re-evaluation.
 - 10. LRC Front Desk – the punch list is being addressed by the vendor.
 - iii. CIP 17 –
 - 1. Building 3000 structural cracks-R. Pritchard solicited quotes. One quote was received and two are pending.
 - iv. Others –
 - 1. Building 100 – Project is progressing as planned. The request for lights to be installed in the walkway was done.
 - 2. Building 300 – Project is pending meeting with A&E to finalize plan/design. Meanwhile, facility and maintenance department continues to clear the building. Things need to be surveyed or moved to other classrooms.
 - 3. Clean Our House Day is scheduled for mid-December.
 - v. Wellness Room Locker Door – D. Perez will follow up and report back to P. Terlaje.
 - vi. V. Tudela reported that she asked a faculty who was conducting a presentation in room D9, “Why aren’t you using the multimedia cart?” The faculty’s response was, “I was told I had to get permission before using the equipment in the classrooms.” D. Perez stated that the concept for the refurbishing of the classrooms and the new furniture is to make the classrooms multi-purpose for instructional use.

5) New Business:

- a. FY18 Budget – will be reviewed in January 2017. C. Santos explained the process of how the budget gets developed. C. Santos provided the committee members with a copy of the, guidelines for budget preparation (See Attachment).
 - i. P. Terlaje questioned, “Why is justification required for replacing faculty who have retired?” V. Tudela responded, “The need for the position needs to be re-evaluated before a request can be made to fill the vacancy.” R. Tyquiangco questioned, “Is the position removed from the budget if it’s not filled?” C. Santos responded, “It is not necessarily taken out, but whether or not it’s funded is a different story. So the position may still be listed, but it is not funded. Many factors are considered when requesting for a position.”

P. Terlaje reported that the Criminal Justice Department submitted a request for the position of J. Quan to be filled. However, the department has not received a response. V. Tudela responded, "A request for CJ faculty was submitted in October and approval is still pending."

ii. Open Discussion:

b. Faculty – P. Terlaje reported the following:

i. Faculty Retreat – was rescheduled for spring 2017.

ii. Wifi – P. Terlaje reported that several lessons that instructors use, students have apps that assists them with their lessons which requires wifi connection in the classroom. P. Terlaje spoke to F. Camacho (MIS Administrator) regarding the wifi connection in the classrooms. According to F. Camacho, MIS does not have the budget to purchase routers. He also stated that wifi was launched only for various hotspot areas external to classrooms and if instructors wanted wifi in their classrooms they would have to request for computer labs. F. Camacho stated that he will bring this issue to the College Technology Committee. R. Tyquiengco questioned, "Can the departments through lab fees purchase wireless drops (enhances wifi capabilities through the existing network) and work with MIS to be installed into classroom that need the wireless drops?" V. Tudela responded, "The lab fees are adjudicated for a specific purpose." C. Santos, replied, "The suggestion could be made to the College Technology Committee because they have a schedule of what gets upgraded every year."

iii. Student Balance Sheets for Student Organizations– C. Santos stated it is on her "to do" list. As soon as she is done with negotiations, she will work on it.

iv. AHRD (now the America Job Center) Voucher – A student went to the bookstore to purchase a book. She was told that she can purchase her keyboarding book. She waited and waited until finally she went to the bookstore and picked up her keyboarding book after reconciliation of September billing. After receiving the book she was told that the AHRD voucher was already processed and her account was cleared. The bookstore required that she pay for the book. P. Terlaje spoke to D. Sablan (AR Tech) and asked, "How can this student be assisted?" D. Sablan responded, "The student should go back to AHRD to request that the voucher be amended." P. Terlaje requested that the bookstore be informed, not to accept AHRD vouchers after the Business Office has already cleared the billings with AHRD.

6) Next Meetings – Tuesday, January 27, 2016 @ 9:00-10:15am

7) Adjournment: @ 9:59 a.m. Motion was made by C. Guerrero, seconded by J. Blas. Motion passed.

**RPF and CGC
FINANCIAL STATUS UPDATE
December 7, 2016**

- FY2016 appropriations status below, 74% received. Last amount received on 12/5/16 for \$307,000. GCC has been receiving weekly allotment releases between \$250,000-500,000, since Aug. 15, 2016. Per DOA, GCC should expect to receive FY16 allotments by April 2017 or sooner. DOA has indicated that GCC has a FY17 Cash reserve of 10%. Below is the estimated set aside until we receive further information from DOA.

FY 2016 12/6/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	(1,800,307)	16,202,765	11,546,723	71%	71%
LPN / VocGuidance	835,600		835,600	693,276	83%	83%
MDF	879,906		879,906	879,906	100%	100%
GF - Apprenticeship	374,951		374,951	374,951	100%	100%
TAF	24,154		24,154	24,154	100%	100%
Capital Projects	278,922		278,922	116,218	42%	42%
First Gen Trust Fund	200,000		200,000	200,000	100%	100%
Totals	20,596,605	(1,800,307)	18,796,298	13,835,227	74%	74%

FY 2017 12/6/2016						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	4,028,191	0	#DIV/0!	0%
LPN / VocGuidance	835,600		208,900	0	#DIV/0!	0%
MDF	1,094,624		273,656	0	#DIV/0!	0%
GF - Apprenticeship	374,951		93,738	0	#DIV/0!	0%
TAF	24,154		6,039	0	#DIV/0!	0%
Capital Projects	278,922		69,731	0	#DIV/0!	0%
First Gen Trust Fund	200,000		50,000	0	#DIV/0!	0%
Totals	20,711,323	(1,790,307)	4,730,254	0	#DIV/0!	0%

- Meeting with DOA director Christine Baleto on 11/28/16, cash flow for government is very tight. At each legislative new request, DOA has indicated no funding available to support request. GCC continues to monitor cash flow very closely.
- Fire Alarm and Mass Notification system GFD inspection was held on 11/15/16. GCC failed inspection and G4S is currently resolving the deficiencies.
- Bid for A/C units are currently being re-evaluated. Fluorescent Lighting System replacement bid currently under evaluation. Forensic Lab construction bid was announced on 10/19/16, bid opening on 12/7/16, however, another extension has been requested; Construction of a Generator Building and Installation of a Turn-Key Back-Up Generator System to Service Allied Health Center and Building A bids submitted 11/8/16, pending evaluation; Bldg 6000 Café bid opening scheduled for 12/9/16, 4 interested vendors; Restaurant Café bid opening scheduled for 12/19/16; IT Equipment (computer) bid opening scheduled for 12/14/16; Pending bids include maintenance and facility vehicles, 50kw solar walkway canopy.
- FY16 closing is on-going and audit expected to start later this month. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve.

The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds, before any new budget areloaded.

- Banner future projects include online requisition, ACH Vendor payments (tests have been successful, expected launch in Dec/Jan) Adjunct faculty work load, online transcripts (expected to launch Spring 2017 for regular transcripts only, not expedited), course waitlist, moving Banner to the Cloud (MyGCC moved to cloud in Summer 2016). MIS working on system disaster recovery project
- Five year Financial Resource Plan –work in progress. Will continue after negotiations.
- Scholarships: Society of American military engineers (SAME) \$3500 for civil engineering and pre-architectural drafting students; TRMA \$1000 scholarship to be posted soon; Assoc. of Governmental Accountants closed on 11/30/16; APIASF closed and processing GCC students who were selected for further processing.
- Current YTD expenditures & encumbrances for FY17 as of 12/6/16 are as follows:

12/6/2016	FY17	MDF		NON		
	Fund 1	Fund 4	Fund 5	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 1,684,867	\$ 47,661		\$ 220,486	\$ 15,533	\$ 1,968,546
Salaries - Part Time	-			49,287	11,882	61,168.91
Benefits	536,941	13,862		76,188	7,183	634,174.83
Travel				(6,648)		(6,648.02)
Contractual Services	214,572			305,324	350	520,246.55
Supplies and						
Materials	10,297			28,511	2,050	40,857.79
Equipment	-			169	1	169.73
Textbooks				7,674		
Miscellaneous	6,160	-		16,913	2,229	25,301.80
Interest Expense						-
Power	151,655			(804)		150,850.71
Water/Sewer	503					502.76
Telephone	7,531					7,531.02
Capital Outlay						-
Transfer				(59,176)		(59,176.00)
Subtotal						
Expenditure	\$ 2,612,526	\$ 61,523	\$ -	\$ 637,923	\$ 39,228	\$ 3,343,526
Encumbrances	264,713	-		545,555	6,422	816,689
Total Exp & Enc	\$ 2,877,239	\$ 61,523	\$ -	1,183,478	\$ 45,649	\$ 4,160,215

P&D'S FACILITY & CIP UPDATE

NOVEMBER 2016

CIP 14:

14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:

11/30/16 (update from 11/15/16)	<ul style="list-style-type: none">▪ G4S continues to address punch list items. While a device was installed inside file rooms (building 2000), installation at the tool room (building 500) remains outstanding.▪ Representatives from G4S and GCC accompanied GFD (11/15/16) during the campus-wide fire alarm and mass notification inspection. Staff, from the Office of Environmental Health and Safety, provided participants a summary of GFD's inspection during the Project Coordination Meeting (11/17/16 and 12/1/16). Citations to correct include the installation of a speaker/strobe device inside the Orchid Café dining room, repairing and inspecting elevators (bldg.. 4000 and 6000), retesting building 3000's elevator, and synchronizing strobe lights within a building so visible signals do not cause an epileptic seizure.
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CIP 16:

- **11/10/15:** The BOT approved projects as recommended by RPF and CGC (10/14/15 meeting).

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

11/30/16 (update from 11/15/16)	SOW was revised to require a "design build" structure having to withstand winds of 185 MPH.
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16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000

11/30/16 (update from 11/15/16)	An assessment and SOW will need to be developed for this project. No change.
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16.04 GENERATOR FOR BUILDINGS 3000 AND A GCC-FB-17-001

11/30/16 (update from 11/15/16)	Four vendors submitted a bid (Bid Opening on 11/8/16) which will be evaluated.
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16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000

11/30/16 (update from 11/15/16)	Project is pending receipt of required three quotes from vendors.
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16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

11/30/16 (update from 11/15/16)	An assessment and SOW will need to be developed for this project. No change.
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16.07 ACQUISITION OF CLASSROOM COLLATERALS

11/30/16 (update from 11/15/16)	Tables (A29, C23, C24, C25, D7, 500) are scheduled to arrive 12/7/16.
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P&D'S FACILITY & CIP UPDATE

NOVEMBER 2016

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

11/30/16 (update from 11/15/16)	P&D re-evaluated the proposals and provided results.
----------------------------------------------	-----------------------------------------------------------------

16.09 LRC FRONT DESK GCC-FB-16-

11/30/16 (update from 11/15/16)	On 11/29/16 Elohim (Rachel Villaverde) acknowledged and will address GCC's November 14, 2016 Punch List.
----------------------------------------------	-----------------------------------------------------------------------------------------------------------------

CIP 17:

- **11/3/16:** BOT approved projects; priority projects will be identified and pursued.

17.02 REPAIR BLDG. 3000'S STRUCTURAL CRACKS: GCC-FB--

11/30/16 (update from 11/15/16)	Project is pending receipt of required three quotes from vendors.
----------------------------------------------	--------------------------------------------------------------------------

OTHER:

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

11/30/16 (update from 11/15/16)	USDA/GCC is finalizing loan documents and anticipates closing the loan in the next few weeks.
----------------------------------------------	------------------------------------------------------------------------------------------------------

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

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

11/30/16 (update from 11/15/16)	Project is progressing as planned.
----------------------------------------------	-------------------------------------------

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

11/30/16 (update from 11/15/16)	Project is pending meeting with A&E to finalize plan/design. Meanwhile, facility and maintenance department continues to clear building 300.
----------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

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

11/30/16 (update from 11/15/16)	Bid Opening was moved from December 7, 2016 to December 16, 2016.
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P&D'S FACILITY & CIP UPDATE

NOVEMBER 2016

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

2/8/16-
11/30/16 | On hold primarily due to construction of other projects. Status quo

ANNEX: P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.

2/8/16-
11/30/16 | On hold primarily due to construction of other projects. Status quo

ELEVATOR:

11/30/16
(update from
11/15/16) | Otis conducted PMs on all 7 elevators (10/7/16). Otis responded and released three entrapped students within 30 minutes from building E elevator. Bldg. 3000 elevator was stuck (11/14/16 - approximately 11P); Safety Inspector I (J. Diaz) tested and determined that the elevator was functioning normally (11/15/16). Bldg. 4000 elevator will be online once its battery is replaced.

SUSTAINABILITY:

11/30/16
(update from
11/15/16) |

- Six volunteers sorted garbage and diverted 168 pounds of plastic recyclables during the Clean Our House event.
- Fifty pounds of plastic and 26 pounds of aluminum were recycled from the Fall Festival event along with a truck load of green waste.
- Water Bottle Filling Stations were tested and passed; filters changed.
- Twenty-two used ink toner cartridges were recycled.
- December Mixed Paper Schedule – A, B, C, & D
- Mid-December – Clean Our House Day

GCC
Budget Preparation Guidelines
FOR GOVGUAM AND NAF REQUESTS
For FY2018 Budget

As part of the FY2018 budget preparation process, we have compiled the guidelines as listed below. Please ensure that you adhere to the guidelines, otherwise your budget request will encounter delays.

I. Department Goals and Objectives, Performance Indicators & Proposed Outcomes

To ensure full compliance with the accreditation requirements, the College must link and align its program review of both academic programs and non-academic departments to budget requests. Similar to the FY2017 budget requests, the budget requirement for department goals and objectives, performance indicators and proposed outcomes must be reviewed and updated. All departments must indicate between three to five (3-5) goals and objectives, the performance indicators and proposed outcomes for each of these goals. For departments with multiple degree programs, please review your 2018 Department Budget Request to ensure that goals and objectives, proposed outcomes, and performance indicators are linked to each individual program. Below is a chart of information needed from the TracDat Assessment Report and how this will align to the Budget Request:

TracDat Assessment Report	FY2018 Budget
Group A, A/B, B, C or D Goals	Department Goals and Objectives
Means of Assessment & Criteria	Performance Indicators
Data Collection Status/ Summary of Results	Proposed Outcomes

The goals, objectives, performance indicators and proposed outcomes will be used to measure department budget requests and future requests.

II. IMPORTANT TIMELINES

10/14/16	Forms and information distributed on MyGCC.
10/27-28/16	Budget Training
11/11/16 5pm	- Department Budgets, goals, due to Deans for academic departments - Budgets for non-academic departments due to Division Heads
12/1/16 5pm	- Submission of all budgets to Business Office (submit all budgets to Vivian Cruz, Vivian.cruz@guamcc.edu and Cheryl San Nicolas cheryl.sannicolas@guamcc.edu)
12/2/16-1/6/17	- Budget compilation process by Business Office
Jan. 2017	- Budget reviewed by Resources, Planning and Facilities and College Governing Council Committee
Feb. 2017	- Presentation of Budget and Approval by the BOT
02/15/17	- Deadline for Budget Submission to BBMR & Legislature

DEPARTMENT BUDGET / GROWTH BUDGETS

Each department should create their budget based on baseline needs to operate. Please consider what your department is currently receiving and identify the baseline funds to operate and funding needed to provide for contractual services. A growth budget will be accepted for FY18, with approval from the Deans and VP. The expected increases in the base budget will be for salary increments, utility and insurance increases. The base budget will be reflective of the programs and responsibilities of each department.

Requests for increases in budgets must be due to changes in programs or departments that require additional funding and are properly documented through the assessment cycle. This means that the information has been identified in TracDat. Examples include, new curriculum, additional classes, added department function.

REQUIRED FORMS


1. **2018 BOT department goals** spreadsheet (*see attached*). The file should be saved as for example department 1000: **1000_2018_BOT_department_goals.xls**
2. **FY2018 GCC Budget Request template** - please ensure that the department (organization) code is in the file name (i.e. **1000_2018_BOT**):
 - a. Enter the fund in column B (i.e. General Fund = 1, MDF = 4, Tuition and Fees = 11, and CE/Special Projects = 12).
 - b. Note: Budget request for each FUND must be provided separately in excel format (NOT PDF).
 - c. The budget allocation for tuition and fee revenues is allocated based on BOT policy and resolution. (See BOT 5-2007, BOT 11-2000).
3. Departments with an associated approved course fee, must complete the fill out the **FY2018 NAF budget course fee request form** (*see attached*). Provide any supporting documentation as necessary to support calculations.
4. Departments running special projects will request for budget allocation by filling out the **FY2018 NAF Budget Special Projects form** (*see attached*). These are for special projects that will run through the Continuing Education Office.

OTHER REQUIRED INFORMATION

1. If department numbers have changed, need to indicate old and then the new.
2. When submitting budget request for 2018, on template provided to each department, please indicate dollar amount of IT equipment and NOT IT Number, if a bid item. IT Table is not updated and therefore, amount will not pick up dollar amount.
3. Request for desktop computers must be in either increments of \$1,250 for standard computer or \$2,100 for high end computer. Laptops should be priced at \$1,600. Macs purchase will be based on actual costs.
3. Do not alter template.
4. For requests for supplies and materials, request in increments of \$500.
5. Personnel and salaries and wages information is not required on the budget request as these will be requested from HR/Payroll.

TRAINING

There will be two budget training sessions to be held in October 2016. Please stay tuned to MyGCC for more information.



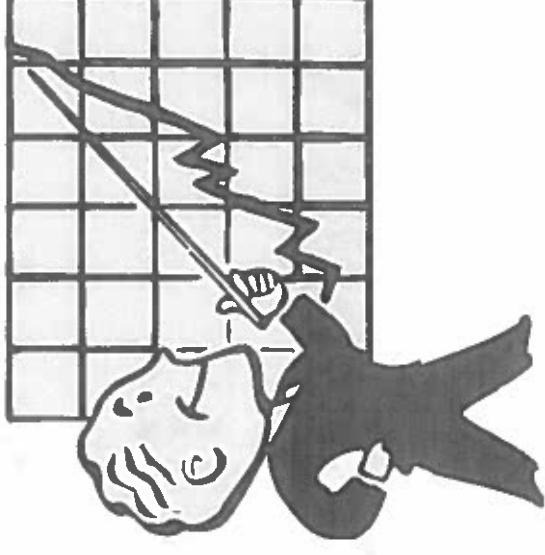
GUAM COMMUNITY COLLEGE

GovGuam and NAF Budget Preparation

For FY 2018

Topics to Discuss

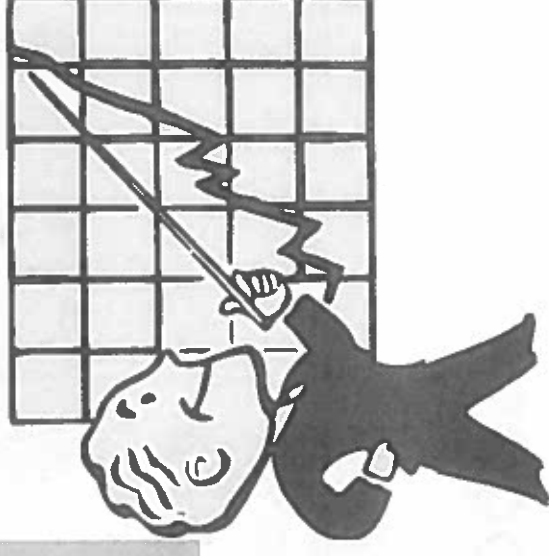
- GCC Process (How does the Budget Fit In?)
- Budget timeline
 - Departments
 - GovGuam
 - GCC



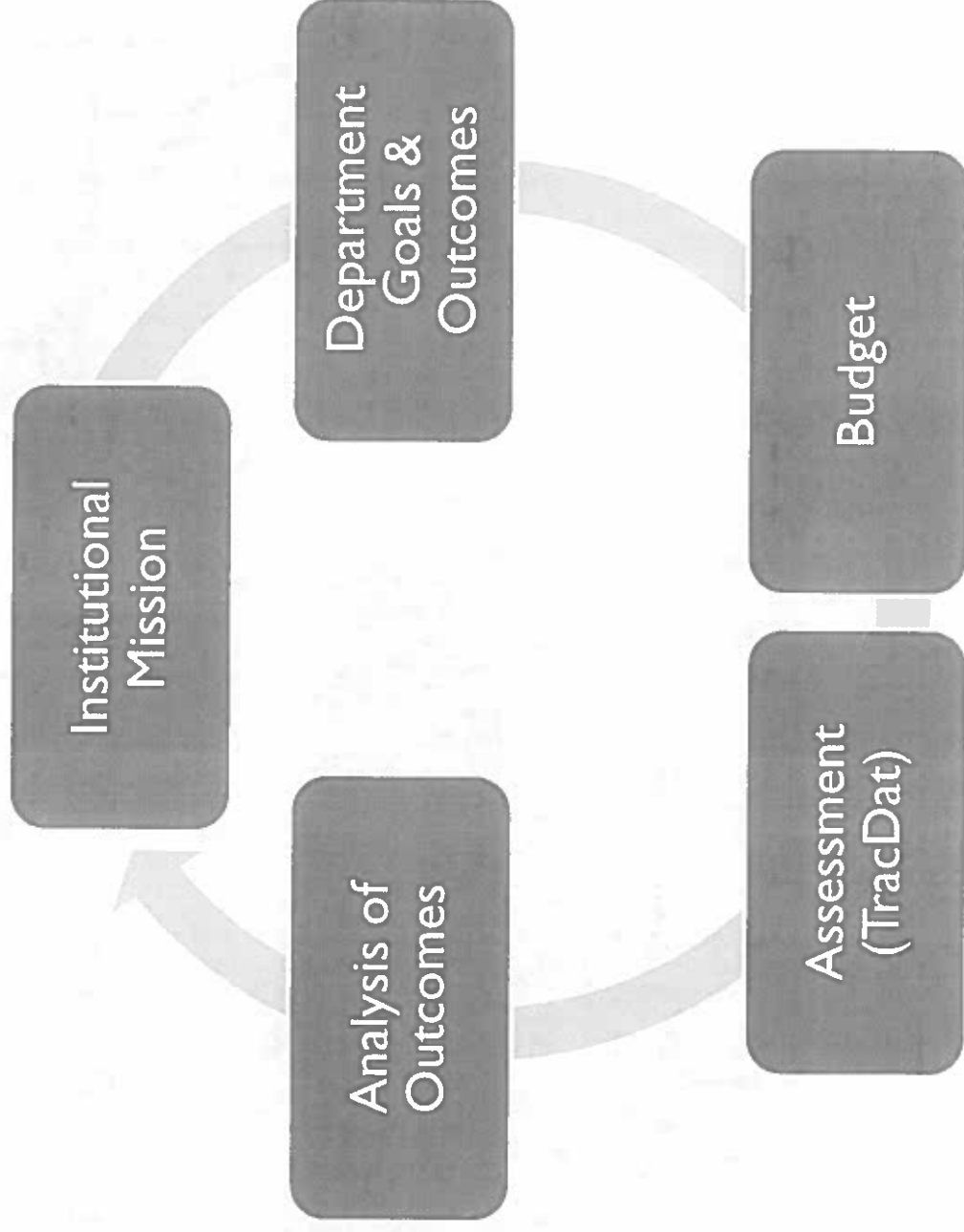
- **Budget Guidelines**

- Department Budget: DCs, Program Managers
 - Budget alignment with accreditation requirements; Goals, Performance Indicators and Proposed Outcomes. (3-5) of each must be submitted.
 - Required Forms

- Integrating Program Review Into the Budgeting and Planning Process



GCC Process



GovGuam Budget Timeline

- 11/11/16
 - BBMR provides budget instruction to all GovGuam agencies.
- 02/15/17
 - Agencies submit final budget request to BBMR/Governor.
- June 2017
 - BBMR submits the recommended budget for the entire GovGuam to the legislature.
- July 2017
 - The legislature reviews, conducts public hearings, and passes the budget bill.
- Sept. 2017
 - The Governor signs the budget bill into law.

GCC Budget Timeline

- What is our timeframe?

11/11/16 5pm

- Department Budgets, goals, due to Deans or AVP for Academic Affairs departments.
- Budgets for non-academic departments due to Division Heads

12/1/16

- Submission of all budgets to Business Office (submit all budgets to Vivian Cruz, vivian.cruz@guamcc.edu and Cheryl San Nicolas cheryl.sannicolas@guamcc.edu)

12/2-1/4/17

- Budget compilation process by Business Office

Jan 2017 -Budget reviewed by Resources, Planning and Facilities and College Governing Council Committee

Feb 2017 - Presentation of Budget and Approval by the BOT

Feb. 15, 2017 – Deadline for Budget Submission to BBMR & Legislature

GCC Budget Guidelines

- **Program Performance Base Budget**
 - **Requirements**
 - **Goals (3-5)**
 - **Performance Indicators (3-5)**
 - **Proposed Outcomes (3-5)**

GCC Budget Guidelines

- Budget Fund Information

- Fund 1 – GovGuam
- Fund 3 - TAF
- Fund 4 – MDF
- Fund 11 – Tuition and Fees
- Fund 12 – Special Projects, CE

- Budget classifications

- 220 Travel
- 230 Contractual
- 240 Supplies
- 250 & 251 Equipment / IT Equipment
- 450 capital outlay
- 290 Miscellaneous

GCC Budget Guidelines Budget

Priorities

Baseload – departments baseline needed to operate.

- Please consider what your department is currently receiving and identify the baseline funds to operate and funding needed to provide for contractual services.
- The base budget will be reflective of the programs and responsibilities of each department.

- **Separate Growth Budget** presentation for FY 2018

- Increase Request must be tied to Assessment

GCC Budget Guidelines

- HR Office

- Personnel Services Budget : Salaries, benefits, promotion, increments, night differential/hazardous, and personal leave paid out.
- Current Staffing Pattern: Costs of salaries and benefits for all active employees.
- Proposed Staffing Pattern: Crucial positions that are reviewed and agreed across the institution (inclusive of vacancies).

- MIS Office

- Lab supplies and equipment
- Annual service/maintenance contracts
- Replacement of IT equipment using Technology Fee

GCC Budget Guidelines

- Facilities/Maintenance
 - power, water, telephone, copying services, long distance calls/fax, custodial, security services.
- Materials Management
 - Insurance coverage
- Requests
 - Computer
 - PC - \$1,250 (low end) and \$2,100 (high end)
 - Laptop - \$1,600
 - Mac – Actual cost
 - Other (UPS, software) \$400
 - Supplies and materials – Increments of \$500

Budget Guidelines

DCs/Managers - Departmental Budget

- Narrative data (for Performance Based Budgeting & Accreditation linking)
 - Goals (3-5 each)
 - Performance indicators (3-5 each)
 - Proposed outcomes (3-5 each)
- Non-Personnel Services
 - Satellite programs
 - Travel expenses
 - Contractual services
 - Supplies & materials
 - Equipment (less than \$5000)
 - Capital outlay (more than \$5000 per item)

Required Forms

- **2018 BOT department goals spreadsheet** (see attached). The file should be saved as for example department 1000: **1000_2018_BOT_department goals.xls**
- **FY2018 GCC Budget Request template** - please ensure that the department (organization) code is in the file name (i.e. **1000_2018_BOT**):
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 - The budget allocation for tuition and fee revenues is allocated based on BOT policy and resolution. (See BOT 5-2006, BOT 11-2000).
- Departments with an associated approved course fee, must complete the fill out the **FY2018 NAF budget course fee request form** (see attached). Provide any supporting documentation as necessary to support calculations.
- Departments running special projects will request for budget allocation by filling out the **FY2018 NAF Budget Special Projects form** (see attached). These are for special projects that will run through the Continuing Education Office.

Other Information

• Daily reports are accessed thru.
Banner Self-Service

- Budget Queries
 - Shows YTD expenses, encumbrances, and *available balance.*
- Encumbrance Queries
 - Shows PO(s) that are *still encumbered. Allows you to drill down on PO's on your department.*
 - PO(s) that are no longer needed (6 months or older)



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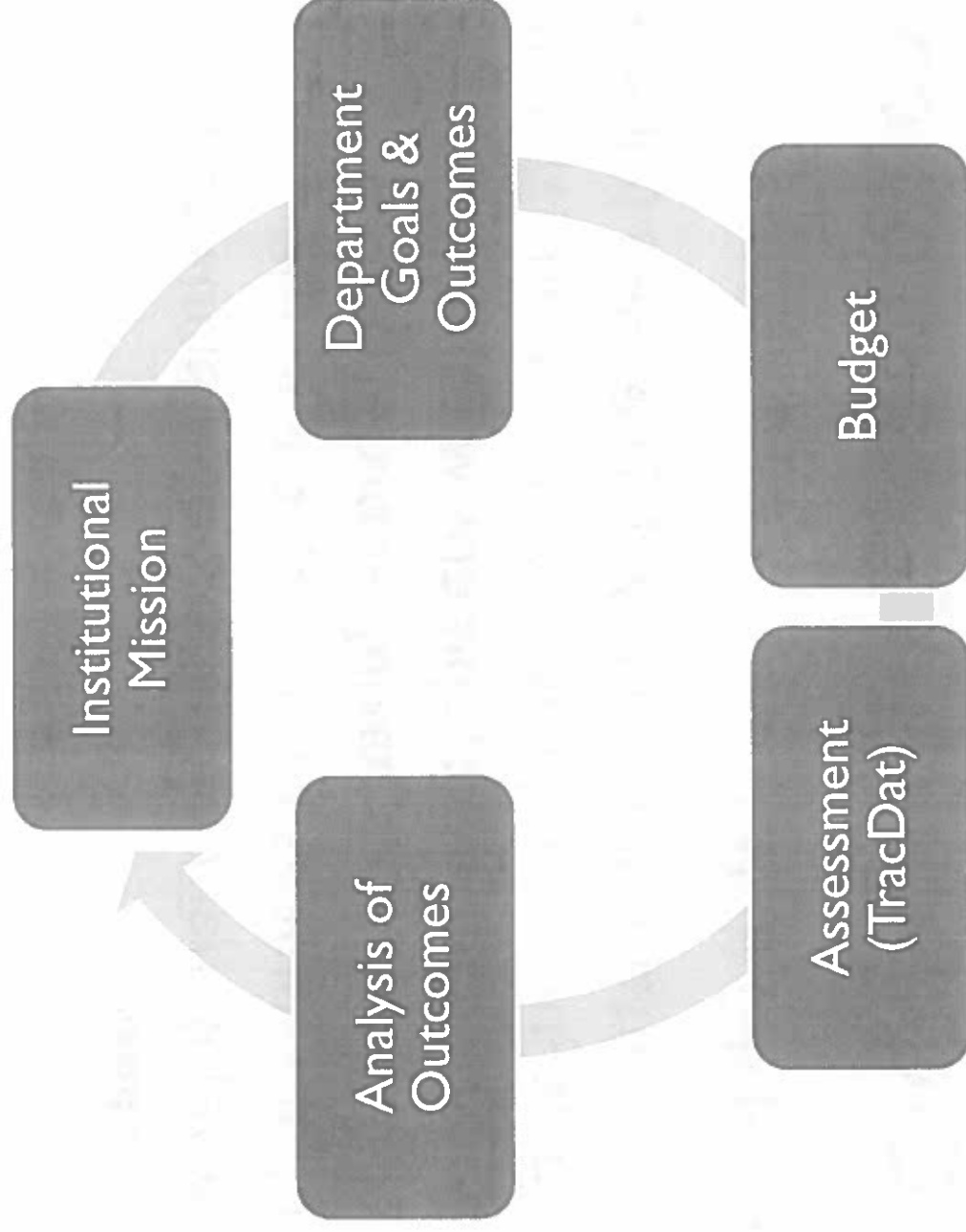
Other Information

- **Technology Fee**
 - 50% is set aside in a special fund for computer labs, software, and other related upgrades.
 - This fund is managed by MIS
 - MIS will develop a plan to systematically replace or upgrade all computer labs.
 - Approved by College Technology Committee

Budget Transfer Guidelines

- Across funds
 - It is not allowed.
- Across divisions
 - Requires authorizations from the division heads.
- Personnel Services vs. Non-Personnel Services
 - No transfer is allowed without the approval of the Vice President for Finance and Administration.
- Contractual Services / Capital Outlay
 - Transfer in or out requires major justification for both the new and the replacement items.

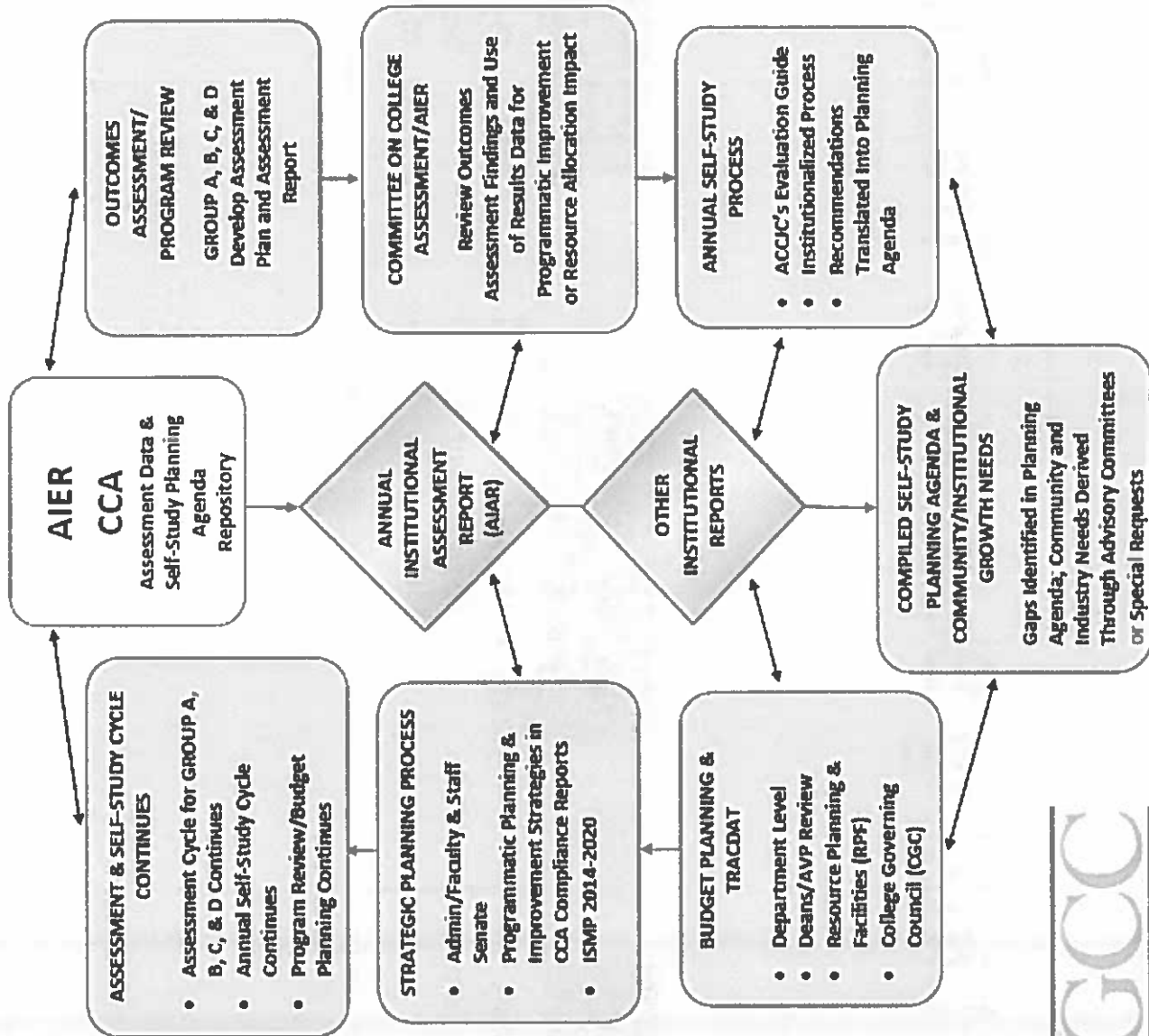
GCC Process



ACCJC Standard Requirement

- Standard III.d.1
 - The institution clearly defines and follows its guidelines and processes for financial planning and budget development with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

DATA-DRIVEN DEDICATED PLANNING (3DP) PROCESS



Linking Budget to TracDat





Analysis of Outcomes

Identify gaps

- Additional Program budget needs
- Personnel
- Equipment
- Supplies

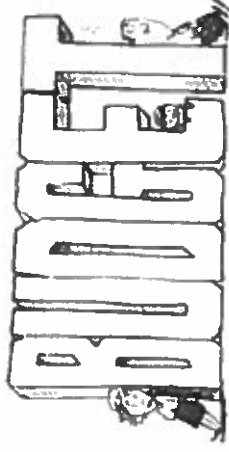
Identify program changes

- Reduce program size
- Place program on the shelf
- Grow program



Use of Assessment Results for Budget Planning

- TracDat - provides information on budget implications
- Information given to Deans for institutional departments; Division heads for administrative departments.
- Budget Implications identified supports budget requests.



- Thank you.
- Please remember the timelines for your budget due dates.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 01/26/17 @ 9:00a.m.
Faculty Senate Office, C2

1) Call to Order:

2) Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

Mission Statement:

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

3) Approval of Prior Minutes: 12/07/16

4) Old Business:

- a. Financial Report
- b. Facilities Report
- c. FY18 Budget

5) New Business:

6) Open Discussion:

7) Next Meeting:

8) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee
Thursday, 01/26/17 @ 9:00am
Faculty Senate Office/C2

Meeting Minutes

1) Call to Order: @ 9:15 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	✓
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	✓
Joanne Blas	Staff	joanne.blas1@guamcc.edu	absent
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	✓
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	✓
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	absent
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	✓
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	✓
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	absent
Doris Perez	Administrator	doris.perez@guamcc.edu	absent

Recital of GCC Mission Statement

3) Approval of Prior Minutes:

Motion to approve minutes of December 07, 2016 made by L. Leon Guerrero with changes, seconded by P. Terlaje. No further discussion. Motion passed unanimously.

4) Old Business:

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

- FY2016 appropriations to date, 80% received of total appropriations. Last receipt of \$300,000.00 on January 09, 2017. GCC has been receiving weekly allotment releases ranging between \$250,000 – \$500,000 since August 15, 2016. As per DOA, GCC should expect to receive all FY16 allotments by April 2017, or sooner. DOA has indicated that GCC has a FY17 cash reserve of 10%. Meeting with DOA Director will be scheduled for next week to discuss cash flow as GCC has stopped receiving 2016 allotments and releases are still very tight. GCC continues to monitor cash flow very closely.
- The Fire Alarm and Mass Notification system inspection by GFD was held on November 15, 2016. GCC failed inspection and G4S has fixed most of the deficiencies. G4S change order of \$16,320.80 is pending approval.
- Bid for A/C units, fluorescent lighting system, generator building and installation of a turn-key back-up generator system to service Allied Health Center and Building A bids will have to be rebid due to vendor failure to meet bid specs. Forensic Lab construction bid opening and evaluation completed and results will be announced soon; IT Equipment (computer) notice of intent to award issued, pending vendor question now; Maintenance and facility vehicles bid opening January 26, 2017, pending bids include 50kw solar walkway canopy and trash collection services. Café bid has been awarded to Port of Mocha (opening tentative mid to late February) and restaurant bid awarded to BCS, opened January 23, 2017.
- FY16 audit is ongoing and expected to be completed by end of February with final report to be issued by March 10, 2017. There continues to be a 10% DOA cash reserve placed on FY17 allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds, before any new budget are loaded.
- Future Banner projects include online requisition, adjunct faculty workload, online transcripts, course waitlist, moving Banner to the Cloud. MIS is working on a system disaster recovery project.

- vi. Five-Year Financial Resource Plan – work in progress. Will continue after negotiations and completed in Spring.
- vii. Scholarships: Society of American Military Engineers (SAME)-\$3,500.00 for civil engineering and pre-architectural drafting students; TRMA- \$1,000.00 scholarship to be posted soon.
- b. Facilities Report – C. Santos presented the report to the committee and stated if anyone has questions or concerns she will forward them to D. Perez to respond : (See Attachment)
 - i. P. Terlaje reported the following issues and concerns:
 - 1. The quality of cleaning service in the classrooms not good. She suggested to D. Perez that preventive maintenance be done on high traffic areas.
 - 2. Refurbishing of furniture – faculty reported that a furniture was taken from department. P. Terlaje was informed by D. Perez that the furniture was surveyed. So P. Terlaje requested that the department be informed if furniture is going to be surveyed.
 - 3. A student requested for a copy of his/her grades, but was told there was no record found. “What happened?” V. Tudela will verify with Dr. Julie Ulloa-Heath (Registrar) regarding this issue.
- c. FY18 Budget – C. Santos discussed the budget process.

Motion to approve 2018 GovGuam Budget Request with noted changes made by C. Guerrero, seconded by L. Leon Guerrero. No further discussion. Motion passed unanimously.

Motion to approve the 2018 Budget Request for the NAF Projects and the NAF Special Projects made by P. Terlaje, seconded by L. San Agustin. No further discussion. Motion passed unanimously.

- i. P. Terlaje questioned the following issue:
 - 1. Status of Wireless Routers – C. Santos informed her that it was brought to the College Technology Committee and it’s up to the committee to decide what will be done.
 - 2. Status of Faculty Vacancies (8) – positions still remain vacant. V. Tudela responded the request for hires have not been reviewed due to negotiation. Also, another factor to be considered is the fact that enrollment rate has dropped when looking at hiring for vacancies.
 - 3. Status of Cosmetology – V. Tudela reported that M. Postrozny (Education DC) is working on the curriculum documents. M. Postrozny and her Advisory Committee looked at the pivot point curriculum which Mariacy is using. An overview of the curriculum was done with the vendor. M. Postrozny is having discussion with her Advisory Committee to determine whether or not they are going to continue with the Milady Curriculum (current curriculum) or the Pivot Point. After that determination she will submit the curriculum documents through Acalog and LOC.
 - 4. Status of Counselors Vacancies – A. Roberto (Department Chair for Assessment and Counseling) submitted a justification for a Tiyan Counselor no feedback was provided. V. Tudela stated typically the two schools must submit a request for position. Then a meeting is held between the President, two Vice Presidents, and Human Resources but because of negotiations a meeting has not occurred.

5) New Business:
None

6) Next Meetings – Thursday, February 23, 2017 @ 9:30am
 Thursday, March 23, 2017 @ 9:30am
 Thursday, April 20, 2017 @ 9:30am
 Thursday, May 04, 2017 @ 9:30am

7) Adjournment: @ 9:59 a.m. Motion was made by L. Leon Guerrero, seconded by C. San Nicolas. Motion passed.

**RPF and CGC
FINANCIAL STATUS UPDATE
January 26, 2017**

- FY2016 appropriations status below, 80% received. Last amount received for FY16 was on 1/9/17 for \$300,000. GCC has been receiving weekly allotment releases between \$250,000-500,000, since Aug. 15, 2016. Per DOA, GCC should expect to receive FY16 allotments by April 2017 or sooner. DOA has indicated that GCC has a FY17 Cash reserve of 10% and the FY17 allotment was last received on 1/23/17 for \$300,000. Total FY17 appropriation status is 5% received.

FY 2016 1/25/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	(1,800,307)	16,202,765	12,746,723	79%	79%
LPN / VocGuidance	835,600		835,600	693,276	83%	83%
MDF	879,906		879,906	879,906	100%	100%
GF - Apprenticeship	374,951		374,951	374,951	100%	100%
TAF	24,154		24,154	24,154	100%	100%
Capital Projects	278,922		278,922	116,218	42%	42%
First Gen Trust Fund	200,000		200,000	200,000	100%	100%
Totals	20,596,605	(1,800,307)	18,796,298	15,035,227	80%	80%

FY 2017 1/25/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	5,967,691	900,000	15%	6%
LPN / VocGuidance	835,600		278,533	0	0%	0%
MDF	1,094,624		364,875	0	0%	0%
GF - Apprenticeship	374,951		124,984	0	0%	0%
TAF	24,154		24,154	0	0%	0%
Capital Projects	278,922		92,974	0	0%	0%
First Gen Trust Fund	200,000		100,000	0	0%	0%
Totals	20,711,323	(1,790,307)	6,953,210	900,000	13%	5%

- Scheduling a meeting with DOA Director next week to discuss cash flow as GCC has stopped receiving 2016 allotments and releases are still very tight. GCC continues to monitor cash flow very closely.
- Fire Alarm and Mass Notification system GFD inspection was held on 11/15/16. GCC failed inspection and G4S has fixed most of the deficiencies. G4S change order of \$16,320.80 pending approved.
- Bid for A/C units, fluorescent Lighting System, and Generator Building and Installation of a Turn-Key Back-Up Generator System to Service Allied Health Center and Building A bids will have to be rebid due to vendor failure to meet bid specs. Forensic Lab construction bid opening and evaluation completed and results will be announced soon; ; IT Equipment (computer) notice of intent to award issued, pending vendor question now; Maintenance and facility vehicles bid opening 1/26/17, pending bids include 50kw solar walkway canopy and trash collection services. Café bid has been awarded to Port of Mocha (opening tentative mid to late February) and restaurant bid awarded to BCS, who opened 1/23/17.
- FY16 audit is ongoing and expected to be completed by end of February with final report to be issued by March 10, 2017. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on

the cash flow, we will determine the status of any current and future fund account holds, before any new budget are loaded.

- Banner future projects include online requisition, Adjunct faculty work load, online transcripts, course waitlist, moving Banner to the Cloud. MIS working on system disaster recovery project
- Five year Financial Resource Plan –work will continue and will be completed in Spring.
- Scholarships: Society of American military engineers (SAME) \$3500 for civil engineering and pre-architectural drafting students; TRMA \$1000 scholarship to be posted soon;
- Current YTD expenditures & encumbrances for FY17 as of 1/25/17 are as follows:

1/25/2017	FY17					
	Fund					
	Fund 1	Fund 4	5	Fund 11	Fund 12	Total
Salaries - Full Time	\$2,919,673	\$ 83,572		\$ 412,082	\$ 27,233	\$ 3,442,560
Salaries - Part Time	-			319,748	18,095	337,842.86
Benefits	930,467	24,311		160,864	12,520	1,128,161.54
Travel				(8,482)	631	(7,850.94)
Contractual Services	279,208			350,307	19,131	648,646.37
Supplies and						
Materials	23,226			43,836	5,070	72,133.23
Equipment	1,989			(2,117)	90	(37.87)
Textbooks				322,518		322,517.60
Miscellaneous	6,160	19,798		20,446	7,027	53,431.65
Interest Expense				15,811		15,811.40
Power	220,327			(1,631)		218,695.63
Water/Sewer	1,441					1,440.97
Telephone	23,198					23,197.63
Capital Outlay				(43,237)		(43,237.00)
Transfer				(59,176)		(59,176.00)
Subtotal						
Expenditure	\$4,405,688	\$127,682	\$ -	\$1,530,969	\$ 89,798	\$ 6,154,137
Encumbrances	289,435	86,795		304,138	104,888	785,256
Total Exp & Enc	<u>\$4,695,123</u>	<u>\$214,477</u>	<u>\$ -</u>	<u>\$1,835,108</u>	<u>\$194,685</u>	<u>\$ 6,939,393</u>

P&D'S FACILITY & CIP UPDATE

JANUARY 2017

CIP 14:

14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:

12/31/16 (update from 12/20/16)	<ul style="list-style-type: none"> G4S communicated with its supplier (Honeywell) to synchronize strobe lights as required by ADA (epileptic seizures). Although G4S submitted a cost proposal for \$7,216 (to remove devices from room 3127 and to install, if appropriate, in bldg. 500 tool room and/or Café; to connect bldg. E's alarm system to B; and to install a device at café). This proposal was returned because GCC initially requested for an itemized cost breakdown. GCC called for a mandatory meeting (12/29/16) to finalize dates to synchronize devices, to provide quotation, to complete punch list items, to install device at building 500 tool room, to retest system at building 6000 elevator, and to have GFD re-inspect system. On 12/30/16, G4S (subcontractor) began to address punch list items and plan to complete deficiencies by January 10, 2017.
1/23/17	<ul style="list-style-type: none"> GCC is reviewing a Change Order (submitted 1/12/17 for \$16,320.80) to remove and relocate fire alarm devices from 3127 to the courtyard café, to install a second graphic computer system at building 2000 (EHS Office), to tie in building E's alarm system (Phoenix Pacific) to G4S system at building B, and to install a fire alarm device in dining area (courtyard café). G4S continues to address punch list items campus wide.

CIP 16:

- **11/10/15:** The BOT approved projects as recommended by RPF and CGC (10/14/15 meeting).
- **1/12/16:** As the Facilities Engineer Administrator's position remains vacant, P&D will initiate projects having little to no design requirements.
- Over 70 items were submitted. FEA compiled and provided list with government's estimated cost for RPF and CGC to consider. 10/12/15: List to be submitted to RPF/CGC at their 10/15/15 meeting. 10/20/15: List submitted, projects revised and presented to RPF and CGC meeting (10/15/15). RPF and CGC approved to move list of projects forward to president. 11/3/15: President to present list to BOT members. 12/7/15: BOT sanctioned projects. 2/17/16: Began to develop draft SOWs for blinds, retrofit of 500/600 for maintenance, ACs and classroom furniture. 3/12/16: Admin assistant continues to work on SOW for bid items. 4/4/16: SOW for building E blinds submitted to MM (4/4/16), AC bid due 4/21/16, Retrofit of 500/600 currently under review, Bid for classroom furniture due 10A, 4/7/16. 4/19/16: No change. 4/26/16: No Update;

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

12/31/16 (update from 12/20/16)	Sent an RFQ on 12/6/16 but to date, only one proposal was received for the design-build of a temporary structure.
1/23/17	<p>A bin will be delivered 2/10/17 to continue the removal of construction debris. To date, 90% of items (supplies and equipment) located in building 300 have been relocated or surveyed. Exceptions are tables and chairs (to GSA), student artifacts, and Prostart equipment.</p> <p>GCC's maintenance supervisor reissued the SOW to retrofit an "open yard" between building 500/600 since only one vendor responded to the initial RFQ. Several vendors explained that they were not interested because of current and impending military projects.</p>

P&D'S FACILITY & CIP UPDATE

JANUARY 2017

16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000

12/31/16 (update from 12/20/16)	On 12/13/16, P&D's request was approved to announce and recruit for a Facility Project Manager whose essential job functions includes developing projects' Scope of Work and budget, inspecting projects and supervising the Maintenance Supervisor. A Job Announcement, for this position, was posted which will close on January 11, 2017.
1/23/17	Project is pending the review of employment applications and the ultimate hiring of a Facility Project Manager.

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

12/31/16 (update from 12/20/16)	Bid proposals, assessed by an evaluation team (Sustainability Coordinator, Maintenance Supervisor, and Assistant Director) recommended for proposals to be rejected as all failed to provide the required shop drawings (1.2A).
1/23/17	Pending bid's final evaluation.

16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000

12/31/16 (update from 12/20/16)	Sent RFQ (12/6/16) but only one cost proposal, to date, was received. P&D is following up on proposals.
1/23/17	Pending review of RFQs.

16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

12/31/16 (update from 12/20/16)	On 12/13/16, P&D's request was approved to announce and recruit for a Facility Project Manager whose essential job functions includes developing projects' Scope of Work and budget, inspecting projects and supervising the Maintenance Supervisor. A Job Announcement, for this position, was posted which will close on January 11, 2017.
1/23/17	Project is pending the review of employment applications and the ultimate hiring of a Facility Project Manager.

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

12/31/16 (update from 12/20/16)	Bid proposals, assessed by an evaluation team (Sustainability Coordinator, Maintenance Supervisor, and Assistant Director) recommended to reject proposals as all failed to properly address SOW. Two vendors responded to the 3127 RFQ (evaluated by the Maintenance Supervisor, AC Refrigeration Mechanic and the Administrative Assistant). The evaluation team recommended that J&B Modern Tech be awarded as being the lowest most responsive bidder - \$21,769.00.
1/23/17	Bid was revised and will be issued.

CIP 17:

- **11/3/16:** BOT approved projects; priority projects will be identified and pursued.
- **A majority of the projects (not listed below) are pending the review of employment applications and the ultimate hiring of a Facility Project Manager.**

P&D'S FACILITY & CIP UPDATE

J A N U A R Y 2 0 1 7

17.02 REPAIR BLDG. 3000'S STRUCTURAL CRACKS: GCC-FB--

12/31/16 (update from 12/20/16)	P&D received one (\$37,500) of the required three quotes required to move project forward. Documentation to show extensive effort to obtain three quotes will be compiled and presented to the Procurement & Inventory Administrator for consideration.
1/23/17	Pending review of RFQs.

17.03 REPLACE BLDG. 400'S CORRODED DOORS: GCC-FB--

12/31/16 (update from 12/20/16)	An RFQ to replace corroded doors is being developed.
1/23/17	Project is pending submission of the three required price quotations.

17.06 ACQUISITION OF CLASSROOM COLLATERALS: GCC-FB--

12/31/16 (update from 12/20/16)	Inquiries to identify the most appropriate computer table, is ongoing. Findings will be the basis for the SOW to replace dated computer desks and chairs.
1/23/17	Status quo

17.07 INSTALLATION OF DIRECTIONAL SIGNS AT ROUTE 10, CORTEN TORRES, SESAME AND WASHINGTON STREETS: GCC-FB--

12/31/16 (update from 12/20/16)	P&D and PIO began to review Guam Public Work's requirements to erect directional signs. A map, identifying proposed locations to place directional signs, was developed.
1/23/17	The PIO is working with P&D's administrative assistant to review GPW's requirements.

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

12/31/16 (update from 12/20/16)	GCC's Sustainability Project Coordinator is updating the SOW for the installation of additional water bottle filling stations possibly at buildings 2000 and B.
1/23/17	Status quo

17.14 CAMPUS-WIDE REPLACEMENT OF AIR CONDITIONING UNITS:

12/31/16 (update from 12/20/16)	On 12/13/16, P&D's request was approved to announce and recruit for a Facility Project Manager whose essential job functions includes developing projects' Scope of Work and budget, inspecting projects and supervising the Maintenance Supervisor. A Job Announcement for this position was posted and will close on January 11, 2017.
1/23/17	Bid was revised and will be issued in a couple of weeks.

P&D'S FACILITY & CIP UPDATE

JANUARY 2017

17.15 CAMPUS-WIDE REPLACEMENT OF DILAPIDATED PERIMETER FENCING AND GATES:

12/31/16 (update from 12/20/16)	On 12/13/16, P&D's request was approved to announce and recruit for a Facility Project Manager whose essential job functions includes developing projects' Scope of Work and budget, inspecting projects and supervising the Maintenance Supervisor. A Job Announcement for this position was posted and will close on January 11, 2017.
	It should be noted that the Facility/Maintenance Supervisor drafted a SOW.
1/23/17	Maintenance supervisor's SOW is under review.

17.16 CAMPUS-WIDE RETROFIT OF A SELECT DILAPIDATED CLASSROOMS:

12/31/16 (update from 12/20/16)	P&D will continue to assess classrooms to update.
1/23/17	Status quo

OTHER :

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

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

12/31/16 (update from 12/20/16)	<p>Highlights from the January 5th CCM session include:</p> <ul style="list-style-type: none"> Outstanding Submittals and RFI's; and A potential request for time extension is anticipated primarily due to permitting process delays. The next meeting is scheduled for January 19, 2017. <p>Payment Applications to USDA (AIA) #1 (\$401,047.38), #2 (\$57,351.42), #3 (\$20), and #4 (\$55,527.40) were processed.</p> <p>Related to this CIP project is connecting buildings 100 and 200 fire alarm systems (Phoenix Pacific Guam and G4S) to Bldg. B. On January 6, 2017, TRMA (Cedric Cruz) and EMCE (Alex Andres, Senior Electrical Engineer, EMCE Consulting Engineers) confirmed that PPBC must connect buildings 100 (Phoenix Pacific Guam) and 200's alarm system to Building B. Andres will develop options to effectuate this issue.</p>
1/23/17	Ongoing. Mr. Raymond Cheng (InSynergy Engineering, Inc.) was identified as the project's LEED Commissioning Authority. Next meeting is 2/2/17.

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

12/31/16 (update from 12/20/16)	TRMA is to provide final plan/design by the end of December 2016.
1/23/17	Status quo Tables, chairs, equipment and student artifacts still must be removed from the building.

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

12/31/16 (update from 12/20/16)	Bid Opening was held December 16, 2016. The single bid proposal was transferred to TRMA for its review and recommendation.
1/23/17	TRMA reviewed the single bid proposal submitted for GCC- FB-17-002-GCC Forensic DNA

P&D'S FACILITY & CIP UPDATE

JANUARY 2017

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

project. GCC will review TRMA's recommendation.

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

2/8/16- On hold primarily due to construction of other projects.
1/23/17

ANNEX: P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.

2/8/16- On hold primarily due to construction of other projects.
1/23/17

ELEVATOR:

12/31/16 A Purchase Order was issued to Otis to service and bring bldg. 4000's elevator online. Another PO was
(update from issued for building 6000's elevator; Otis ordered a replacement battery.
12/20/16)

1/23/17 Otis replaced the battery at building 6000's elevator. All elevators are up and functioning.

SUSTAINABILITY:

12/31/16 December activities include the collection of Mixed Papers (bldgs. A, B, C, D, and E) and
(update from preparing to offer STEEP (winter session).
12/20/16)

Table 2
Sustainability Report

Category	QUARTER ~ 2016	
	Oct-Dec	July-Sept
Energy		
kWh usage	666,323	669,181
Total Quarterly Cost	\$150,751	\$150,495
Average Cost ⁽¹⁾	\$75,375	\$75,248
⁽¹⁾ Excludes December		
Renewable Energy (Buildings: E, LRC, AHC, Student Center & Foundation)		
PVs Produced	46.168	46.783
CO ₂ Emissions Reduced/Savings per pound	78,210	79,088
Savings	\$12,465.36	\$12,631.41
Average Savings	\$4,155.12	\$4,210.47
Waste Diversion - Recycling On & Off Campus		
Aluminum (lbs.)	0	450
Plastics (lbs.)	312	386
Mixed Paper (lbs.)	481	812
Food Waste (lbs.)	272	265
Green Waste (lbs.)	175	323
Ink Toners/Cartridges (each)	20	19
Water Bottle Filling Station		
12-ounce bottles eliminated	2,692	2,050

1/23/17 ■ No change

Guam Community College
2018 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	PRIOR YEARS		
	ACTUAL as of 09/30/16	2017 BUDGET REQUEST	F-Y 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	F-Y 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.



Kul'han Komunitat G'aha

VP of Business and Finance

To: RPF and CGC Committee members

From: Carmen K. Santos, CPA 
Vice President Finance & Administration

Subject: FY18 GovGuam and NAF Budget Requests

Date: January 19, 2017

In preparation of discussions and approval at the RPF and CGC meetings on 1/26/17, attached for your review are the following:

- GCC FY18 GovGuam Budget Request (General Fund, Manpower Development Funds, and other supplemental GovGuam budget requests; Fund 1, 4, 5)
- GCC FY18 Budget Request NAF (Non-appropriated fund request for tuition and fees revenues, inclusive of departmental course fees; Fund 11)
- GCC FY18 Budget Request NAF Special Projects Budget Request (Non-appropriated fund request for courses that usually run through Continuing Education Department)

I will be holding a meeting to discuss any clarifications or questions that you may have regarding the proposed budgets on 1/25/17 at 8:30am in the SSA conference room (Bldg 2000). Also, you may email me regarding any questions you have or setup an alternative time to meet, at carmen.kweksantos@guamcc.edu or 735-5548.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Thursday, 02/23/17 @9:30a.m.
Faculty Senate Office, C2

1) Call to Order:

2) Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

Mission Statement:

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

3) Approval of Prior Minutes: 01/26/17

4) Old Business:

- a. Financial Report
- b. Facilities Report

5) New Business:

6) Open Discussion:

7) Next Meeting: Thursday, March 23, 2017 @9:30a.m.

8) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee

Thursday, 02/23/17 @ 9:00am

Faculty Senate Office/C2

Meeting Minutes

1) Call to Order: @ 9:36 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	✓
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	✓
Joanne Blas	Staff	joanne.blas1@guamcc.edu	✓
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	✓
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	✓
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	✓
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	absent
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	✓
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	✓
Doris Perez	Administrator	doris.perez@guamcc.edu	✓
Guests:			
Marivic Schrage	Faculty	marivic.schrage@guamcc.edu	✓
Donna Cruz	Faculty	donna.cruz@guamcc.edu	✓

Recital of GCC Mission Statement

3) Approval of Prior Minutes:

Motion to approve minutes of January 26, 2017 made by L. Leon Guerrero with changes, seconded by C. Guerrero. No further discussion. Motion passed unanimously.

4) Old Business:

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

- FY2016 appropriations to date, 80% received of total appropriations. Last receipt of \$300,000.00 on January 09, 2017. GCC is still following up on receipt of the FY16 allotment releases of \$3.7M. DOA has indicated that GCC has a FY17 cash reserve of 10% and the FY17 allotment was last received on February 21, 2017 for \$600,000.00. Total FY17 appropriation status is 13% received.
- Had discussions with DOA Director in regards to cash flow as GCC has stopped receiving 2016 allotments and releases are still very tight. DOA pending receipt of 2016 receivables to pay GCC. GCC continues to monitor cash flow very closely. We are currently receiving FY17 allotments on a monthly basis.
- The Fire Alarm and Mass Notification system inspection by GFD was held on November 15, 2016. GCC failed inspection and G4S fixed most of the deficiencies. G4S change order of \$16,320.80 was approved and being processed.
- Bid for A/C units, fluorescent lighting system, generator building and installation of a turn-key back-up generator system to service Allied Health Center and Building A bids will have to be rebid due to vendor failure to meet bid specs. Forensic Lab construction bid opening and evaluation completed and bid was rejected; IT Equipment (computer) notice of intent to award issued; Maintenance and facility vehicles bid awarded; Pending bid 50kw solar walkway canopy and trash collection services. Café bid has been awarded to Port of Mocha (opening tentative to late February) and restaurant bid awarded to BCS, who opened January 23, 2017.
- FY16 audit is ongoing and expected to be completed by end of February with final report to be issued by March 10, 2017. There continues to be a 10% DOA cash reserve placed on FY17 allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds, before any new budget are loaded.

- vi. Future Banner projects include online requisition, adjunct faculty workload, online transcripts, course waitlist, moving Banner to the Cloud. MIS is working on a system disaster recovery project. Banner meeting time was changed to accommodate the student's schedule as requested by Barbara Leon Guerrero.
- vii. Five-Year Financial Resource Plan – work in progress. Will be completed in Spring.
- viii. Scholarships: TRMA- \$1,000.00 scholarship for AS Pre-Architectural Drafting or Civil Engineering Technology due February 22, 2017; Take Care 10 at e\$1000.00 each for Practical Nursing and Medical Assistant students, due February 24, 2017; AAUW \$500 Scholarship due February 28, 2017; Guam Women's Club \$1000 Marketing major, \$1000 Visual Communication major, \$1000 all majors due March 05, 2017; Hoilo Science & Tech University Alumni Association of Guam \$500 scholarship, due March 15, 2017.
- b. Facilities Report – D. Perez reported the following: (See attachment)
 - i. CIP14 – Campus wide testing on the Fire Alarm and Mass Notification System on Monday, March 20, 2017. G4S security guards will be joining GCC employees during testing.
 - ii. CIP17:
 - 1. 17.07, areas have been identified for GCC signs to be posted. Currently working with J. Flores on the signs design.
 - 2. 17.09, if funding is available for Buildings 1000, 2000, and 6000 to install water bottle filling stations.
 - iii. Others – Sustainability, Mixed paper pick up schedule: Building 6000, 03/01/2017; Building 5000, 04/04/2017; and Building 4000, 05/01/2017.

5) New Business:

- a. Faculty Concerns –
 - i. Okkodu High School Students – on September 20, 2016, M. Schrage received an email from Lucille Mayo stating that ProStart still had a balance of \$24,000. M. Schrage forwarded the email to N. Aguilar (former Department Chair), but he did not respond. M. Schrage discussed the issue with Dr. V. Tudela. Dr. V. Tudela said she will speak to C. Santos. After Dr. V. Tudela's discussion with C. Santos, Dr. V. Tudela informed M. Schrage that the funds will be rolled over for the following year. From then on, M. Schrage planned to compete in the local competition with the intent to compete in the national ProStart competition. In November, ProStart instructors began with identifying team members by doing in class competitions. In December, students started practicing. The students used their Christmas break. M. Schrage requested to borrow monies from the \$24,000 to purchase supplies and materials for the competition because her incentive funds have been exhausted. With the approval of C. Santos and E. Limtautco, M. Schrage was able to purchase supplies and materials. Then on February 08, 2017, M. Schrage met with Dr. V. Tudela and was informed that there was no more funds available for ProStart student to go off-island to compete. M. Schrage held an emergency meeting with the ProStart faculty. The faculty members were really upset because they spent a lot of monies and time to prepare the students for this competition. M. Schrage explained the financial situation and afterwards, faculty understood the financial status of GCC. Students were really upset and disappointed. Many posts on facebook from the students expressing their frustrations. M. Schrage apologized for the students actions and ensures the committee that the students were upset they were just releasing some of their frustrations. C. Santos stated that there was no rollover and GCC has not received 2017 Prostart appropriations. Dr. V. Tudela informed the committee that the Administrators has to make a decision between keeping the LTA faculty and sending the students off-island for competition. The decision was based on, "How can we use the limited funding to benefit more people?" From there the decision was made.
 - ii. Marketing Lab Funds – P. Terlaje reported that the faculty have a lab fund (student's sale items during their breaks and lunch to student's campus wide) the profit made from these sales go into this fund. Students use this fund as an incentives at the end of the school year. Now they are asked to use fund in this account to fund a security system for the classroom. Dr. V. Tudela stated the purpose of the marketing lab is not to grow money and use it at the end of the school year. The purpose is to give the students the hands on experience.

6) Open Discussion:

- a. Students with Disabilities – P. Terlaje questioned the status of previous minutes, D. Perez explained the delay of the project. As soon as the position is filled the new Facility Project Manager will be briefed on all pending projects.
- b. Diplomas – Diplomas are not being released to students who completed their degrees in December. P. Terlaje reported that she was informed by Admissions & Registration that diplomas are not being released as per an Administrative Directive. Dr. V. Tudela will do a follow up.

- c. Active Shooter Phase II – Due to changes in the Guam Superior Court Administration, current focus is to provide in house training for court employees for the next 6 months. Looking to reschedule for Fall 2017 training.
- d. Wifi Status – P. Terlaje reported that she submitted the issues and concerns to CTC. F. Camacho (MIS Administrator) requested for P. Terlaje to do a survey of teachers for the rooms that need or have issues with wifi. C. Santos suggested to also look at other classrooms with wifi capabilities or hardwire access to use to deliver their curriculum.

7) Next Meetings – Thursday, March 23, 2017 @ 9:30am

8) Adjournment: @ 10:37 a.m. Motion was made by S. Leon Guerrero, seconded by L. San Agustin. Motion passed.

**RPF and CGC
FINANCIAL STATUS UPDATE
February 23, 2017**

- FY2016 appropriations status below, 80% received. Last amount received for FY16 was on 1/9/17 for \$300,000. GCC is still following up on receipt of the FY16 allotment releases of \$3.7M. DOA has indicated that GCC has a FY17 Cash reserve of 10% and the FY17 allotment was last received on 2/21/17 for \$600,000. Total FY17 appropriation status is 13% received.

FY 2016 2/23/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	(1,800,307)	16,202,765	12,746,723	79%	79%
LPN / VocGuidance	835,600		835,600	693,276	83%	83%
MDF	879,906		879,906	879,906	100%	100%
GF -						
Apprenticeship	374,951		374,951	374,951	100%	100%
TAF	24,154		24,154	24,154	100%	100%
Capital Projects	278,922		278,922	116,218	42%	42%
First Gen Trust Fund	200,000		200,000	200,000	100%	100%
Totals	20,596,605	(1,800,307)	18,796,298	15,035,227	80%	80%

FY 2017 2/23/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	7,459,613	2,400,000	32%	15%
LPN / VocGuidance	835,600		348,167	0	0%	0%
MDF	1,094,624		456,093	100,000	22%	9%
GF -						
Apprenticeship	374,951		156,230	0	0%	0%
TAF	24,154		24,154	0	0%	0%
Capital Projects	278,922		116,218	0	0%	0%
First Gen Trust Fund	200,000		125,000	0	0%	0%
Totals	20,711,323	(1,790,307)	8,685,474	2,500,000	29%	13%

- Had discussions with DOA Director in regards to cash flow as GCC has stopped receiving 2016 allotments and releases are still very tight. DOA pending receipt of 2016 receivables to pay GCC. GCC continues to monitor cash flow very closely. We are currently receiving FY17 allotments on a monthly basis.
- Fire Alarm and Mass Notification system GFD inspection was held on 11/15/16. GCC failed inspection and G4S has fixed most of the deficiencies. G4S change order of \$16,320.80 approved and being processed.
- Bid for A/C units, fluorescent Lighting System, and Generator Building and Installation of a Turn-Key Back-Up Generator System to Service Allied Health Center and Building A bids will have to be rebid due to vendor failure to meet bid specs. Forensic Lab construction bid opening and evaluation completed and bid was rejected; IT Equipment awards issued; Maintenance and facility vehicles bid awarded; Pending bid 50kw solar walkway canopy and trash collection services. Café bid has been awarded to Port of Mocha (opening tentative to late February) and restaurant bid awarded to BCS, who opened 1/23/17.

- FY16 audit is ongoing and expected to be completed by end of February with final report to be issued by March 10, 2017. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds, before any new budget are loaded.
- Banner future projects include online requisition, Adjunct faculty work load, online transcripts, course waitlist, moving Banner to the Cloud. MIS working on system disaster recovery project
- Five year Financial Resource Plan –work will continue and will be completed in Spring.
- Scholarships: TRMA \$1000 scholarship for AS Pre-Architectural Drafting or Civil Engineering Technology due 2/22/17; Takecare 10 @ \$1000 each for PN and MA students, due 2/24/17; AAUW \$500 scholarship due 2/28/17; Guam Women's Club \$1000 Mktg. major, \$1000 VisCom major, \$1000 all majors due 3/15/17; Hoilo Science & Tech Univ Alumni Assoc. of Guam \$500 scholarship, due 3/15/17.
- Current YTD expenditures & encumbrances for FY17 as of 2/23/17 are as follows:

1/25/2017	FY17					
	Fund					
	Fund 1	Fund 4	5	Fund 11	Fund 12	Total
Salaries - Full Time	\$3,766,072	\$107,689		\$509,067	\$ 33,098	\$ 4,415,926
Salaries - Part Time	-			344,849	25,341	370,189.95
Benefits	1,200,927	31,326		195,900	14,898	1,443,051.37
Travel				(6,491)	1,319	(5,172.67)
Contractual Services	313,870			393,547	35,299	742,715.99
Supplies and Materials	31,514			40,218	7,171	78,902.95
Equipment	2,336			1,550	946	4,831.44
Textbooks				367,955		367,955.07
Miscellaneous	6,394	158,061		26,498	13,427	204,380.75
Interest Expense				31,555		31,555.02
Power	294,488			(2,709)		291,779.00
Water/Sewer	1,985					1,984.98
Telephone	39,283					39,283.33
Capital Outlay				(43,237)		(43,237.00)
Transfer				(59,176)		(59,176.00)
Subtotal						
Expenditure	\$5,656,869	\$297,077	\$ -	\$1,799,525	\$131,499	\$ 7,884,970
Encumbrances	204,300	3,735		393,440	92,482	693,957
Total Exp & Enc	\$5,861,169	\$300,812	\$ -	\$2,192,966	\$223,982	\$ 8,578,928

P&D'S FACILITY & CIP UPDATE

F E B R U A R Y 2 0 1 7

CIP 14:

14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:

1/31/17 (update from 1/23/17)	<ul style="list-style-type: none"> GCC reviewed the Change Order (submitted 1/12/17 for \$16,320.80) to remove and relocate fire alarm devices from 3127 to the courtyard café, to install a second graphic computer system at building 2000 (EHS Office), to tie in building E's alarm system (Phoenix Pacific) to G4S system at building B, and to install a fire alarm device in dining area (courtyard café). A PO, rather than a CO, will be issued as tasks are not part of the current contract. G4S continues to address punch list items campus wide.
2/22/17	<ul style="list-style-type: none"> A requisition was processed for the recently approved the Change Order (submitted 1/12/17 for \$16,320.80). Tentative dates (week of March 6, 2017) were established during the 2/21/17 meeting: 1. to train GCC staff on system, 2. to conduct GFD's inspection, and 3. to formally Close Out the project. Project's priority between 2/21/17 to 3/8/17 is to complete remaining punch list items, to obtain GCC's list of employees to train on the system, and to complete Change Order items. The next meeting is scheduled for March 9, 2017. A demonstration of GCC's mass notification and fire alarm system is schedule to take place during the College Assembly (March 20, 2017).

CIP 16:

- 11/10/15: The BOT approved projects as recommended by RPF and CGC (10/14/15 meeting).

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

1/31/17 (update from 1/23/17)	<p>A bin will be delivered 2/10/17 to continue the removal of construction debris. To date, 90% of the building has been vacated. Remaining items inside the building include tables, chairs, student artifacts, Prostart equipment and cleaning solutions/chemicals.</p> <p>GCC's maintenance supervisor had to reissue the SOW for the construction of an "open yard" between building 500/600 since only one vendor responded to the initial RFQ (\$78K). Since quotation is over \$50K, a bid will be pursued. Of interest is that several vendors explained they will not respond to the RFQ/bid because of current and impending military projects.</p>
2/22/17	No change.

16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000

1/31/17 (update from 1/23/17)	Project is pending the interview and ultimate hiring of a Facility Project Manager.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

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

1/31/17 (update from 1/23/17)	Final evaluation and recommendation to reissue the bid was accepted since none of the proposals included the required schematic design to show conceptual plan of the project including scale and relationships to building components.
2/22/17	Bid is under protest because contractors were informed of non-selection – proposals did not meet bid requirements. Project's SOW is being revised and will be resubmitted to be issued as a formal competitive bid.

P&D'S FACILITY & CIP UPDATE

F E B R U A R Y 2 0 1 7

16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000

1/31/17 (update from 1/23/17)	Review of quotations received revealed that because the cost to repair cracks located in building 3000 and 4000 exceeded \$50K a bid, rather than an RFQ, must be pursued.
2/22/17	Project's SOW was submitted as a formal competitive bid.

16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

1/31/17 (update from 1/23/17)	GCC will ask TRMA to provide a schematic design, to be included in the "design-build" SOW, which will be issued as a bid.
2/22/17	No change.

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

1/31/17 (update from 1/23/17)	Bid proposals were evaluated and deemed non-responsive. The SOW has since been revised; the bid will be reissued to specify unlimited quantity.
2/22/17	Project's SOW was submitted as a formal competitive bid.

CIP 17:

- **3/10/16:** P&D will compile a list of proposed CIP17 projects submitted by the campus community (2/19/16 through 3/4/16). Once compiled, proposals' appropriateness will be assessed and an estimated government cost obtained prior presenting the list to the RPF and CGC committees.

17.01 RECONFIGURATION OF PARKING STRUCTURE AT BLDG. 2000: GCC-FB--

1/31/17 (update from 1/23/17)	Project is pending the interview and the ultimate hiring of a Facility Project Manager.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

17.02 REPAIR BLDG. 3000'S STRUCTURAL CRACKS: GCC-FB--

1/31/17 (update from 1/23/17)	Review of quotations received revealed that the cost to repair cracks located in buildings 3000 and 4000 exceeded \$50K. Accordingly, a bid, rather than an RFQ, will be issued.
2/22/17	Project's SOW was submitted as a formal competitive bid.

17.03 REPLACE BLDG. 400'S CORRODED DOORS: GCC-FB--

1/31/17 (update from 1/23/17)	Project is pending receipt of the three required price quotations.
2/22/17	Pending P&D's receipt and issuance of a purchase order to the vendor.

P&D'S FACILITY & CIP UPDATE

F E B R U A R Y 2 0 1 7

17.04 GENSET FOR BLDGS. 4000, 5000, AND 6000: GCC-FB--

1/31/17 (update from 1/23/17)	Project is pending the interview and the ultimate hiring of a Facility Project Manager.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

17.05 ASSESSMENT OF ADA REQUIREMENTS: GCC-FB--

1/31/17 (update from 1/23/17)	Project is pending the interview and the ultimate hiring of a Facility Project Manager.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

17.06 ACQUISITION OF CLASSROOM COLLATERALS: GCC-FB--

1/31/17 (update from 1/23/17)	Status quo
2/22/17	No change.

17.07 INSTALLATION OF DIRECTIONAL SIGNS AT ROUTE 10, CORTEN TORRES, SESAME AND WASHINGTON STREETS: GCC-FB--

1/31/17 (update from 1/23/17)	The PIO is working with P&D's administrative assistant to review GPW's requirements.
2/22/17	Status quo.

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

1/31/17 (update from 1/23/17)	Project is pending the interview and the ultimate hiring of a Facility Project Manager.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

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

1/31/17 (update from 1/23/17)	Status quo.
2/22/17	The SOW was updated and is under review.

P&D'S FACILITY & CIP UPDATE

F E B R U A R Y 2 0 1 7

17.10 CAMPUS-WIDE PHASE 1 PAINTING OF BLDGS. 400, 500, 600, 900, 1000, 2000 ASSOCIATED PATHWAYS AND RE-STRIPING OF ADJACENT PARKING STALLS. GCC-FB--

1/31/17 (update from 1/23/17)	TRMA's cost proposal (\$64K) to include the schematic design, assessment, construction documents, bid, and construction administration is under review. If accepted, the design will begin February 15, the bid and review March 15, and project completion by August 15, 2017. Painting will include all buildings except building E and 300, parking lots (striping, street markings, etc.), concrete fence, generator buildings, water tanks, light posts, hand/guardrails, and transformer enclosures.
2/22/17	A PO was issued to TRMA for \$64K. TRMA will now develop the project's SOW to include the cost to paint per building.

17.11 CAMPUS-WIDE PHASE 2 PAINTING OF BLDGS. 3000, 4000, 5000, 6000, ASSOCIATED PATHWAYS AND RE-STRIPING OF ADJACENT PARKING STALLS: GCC-FB--

1/31/17 (update from 1/23/17)	TRMA's cost proposal (\$64K) to include the schematic design, assessment, construction documents, bid, and construction administration is under review. If accepted, the design will begin February 15, the bid and review March 15, and project completion by August 15, 2017. Painting will include all buildings except building E and 300, parking lots (striping, street markings, etc.), concrete fence, generator buildings, water tanks, light posts, hand/guardrails, and transformer enclosures.
2/22/17	A PO was issued to TRMA for \$64K. TRMA will now develop the project's SOW to include the cost to paint per building.

17.12 CAMPUS-WIDE PHASE 3 PAINTING OF BLDGS. A, B, C, D, ASSOCIATED PATHWAYS AND RE-STRIPING OF ADJACENT PARKING STALLS: GCC-FB--

1/31/17 (update from 1/23/17)	TRMA's cost proposal (\$64K) to include the schematic design, assessment, construction documents, bid, and construction administration is under review. If accepted, the design will begin February 15, the bid and review March 15, and project completion by August 15, 2017. Painting will include all buildings except building E and 300, parking lots (striping, street markings, etc.), concrete fence, generator buildings, water tanks, light posts, hand/guardrails, and transformer enclosures.
2/22/17	A PO was issued to TRMA for \$64K. TRMA will now develop the project's SOW to include the cost to paint per building.

17.13 CAMPUS-WIDE REPAIR OF SOLAR PV PARKING/WALKWAY LIGHTS:

1/31/17 (update from 1/23/17)	This project is reliant on the interview of and the ultimate hiring of a Facility Project Manager.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

17.14 CAMPUS-WIDE REPLACEMENT OF AIR CONDITIONING UNITS:

1/31/17 (update from 1/23/17)	SOW was revised.
2/22/17	Project's SOW was submitted as a formal competitive bid.

P&D'S FACILITY & CIP UPDATE

F E B R U A R Y 2 0 1 7

17.15 CAMPUS-WIDE REPLACEMENT OF DILAPIDATED PERIMETER FENCING AND GATES:

1/31/17 (update from 1/23/17)	Maintenance supervisor's SOW is under review.
2/22/17	Status quo.

17.16 CAMPUS-WIDE RETROFIT OF A SELECT DILAPIDATED CLASSROOMS:

1/31/17 (update from 1/23/17)	Status quo
2/22/17	Status quo

17.17 CAMPUS-WIDE INSTALLATION OF EMERGENCY BUTTONS OR TECHNOLOGY IN CLASSROOMS (EMERGENCY/CRISIS)

1/31/17 (update from 1/23/17)	This project is reliant on the interview of and the ultimate hiring of a Facility Project Manager.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

17.18 ESTABLISHMENT OF GREEN SPACE AND AN ORGANIC GARDEN:

1/31/17 (update from 1/23/17)	Sustainability Project Coordinator is assessing project. Although this project is not reliant on the hiring of a Facility Project Manager, collaborating with the Facility Project Manager will be quite helpful.
2/22/17	This and other facility projects will remain open as a more skillful and expert approach is required.

OTHER:

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

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

1/31/17 (update from 1/23/17)	Ongoing. Mr. Raymond Cheng (InSynergy Engineering, Inc.) was identified as the project's LEED Commissioning Authority. PPBC received CO#1 primarily for the removal of cosmetology, inclusion of Alternate #2 (typhoon shutters for 100 & E) \$125,918 and Alternate #5 (window blinds) \$19,175.
2/22/17	Change Order was received (2/22/17) and is under review.

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

1/31/17 (update from 1/23/17)	GCC received (2/1/17) 2 sets of bid documents from TRMA. A bin will be delivered 2/10/17 to continue the removal of construction debris. To date, 90% of the building has been vacated. Remaining items inside the building include tables, chairs, student artifacts, Prostart equipment and cleaning solutions/chemicals.
2/22/17	Updated plan/design was delivered to P&D. Faculty must remove student artifacts, instructional files, and equipment/furniture.

P&D'S FACILITY & CIP UPDATE

FEBRUARY 2017

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

1/31/17 (update from 1/23/17)	GCC accepted TRMA recommendation, of the single bid proposal submitted for GCC- FB-17-002-GCC Forensic DNA project, to reissue the bid.
2/22/17	A contractor issued a protest on GCC's decision not to award the bid due to bidder's non-responsiveness to the bid requirements.

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

2/8/16-2/22/17	Pursuit of this facility is largely on hold due to existing construction projects.
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ANNEX: P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.

2/8/16-2/22/17	Pursuit of this facility is largely on hold due to existing construction projects.
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ELEVATOR:

1/31/17 (update from 1/23/17)	Otis replaced the battery at building 6000's elevator. All elevators are up and functioning.
2/22/17	All of the elevators are functioning.

SUSTAINABILITY:

12/31/16 (update from 12/20/16)	December activities include the collection of Mixed Papers (bldgs. A, B, C, D, and E) and preparing to offer STEEP (winter session).
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Table 2		
Sustainability Report		
Category	QUARTER ~ 2016	
	Oct-Dec	July-Sept
Energy		
kWh usage	666,323	669,181
Total Quarterly Cost	\$150,751	\$150,495
Average Cost ⁽¹⁾	\$75,375	\$75,248
⁽¹⁾ Excludes December		
Renewable Energy (Buildings: E, LRC, AHC, Student Center & Foundation)		
PVs Produced	46.168	46.783
CO ² Emissions Reduced/Savings per pound	78,210	79,088
Savings	\$12,465.36	\$12,631.41
Average Savings	\$4,155.12	\$4,210.47
Waste Diversion - Recycling On & Off Campus		
Aluminum (lbs.)	0	450
Plastics (lbs.)	312	386
Mixed Paper (lbs.)	481	812
Food Waste (lbs.)	272	265
Green Waste (lbs.)	175	323
Ink Toners/Cartridges (each)	20	19

P&D'S FACILITY & CIP UPDATE

F E B R U A R Y 2 0 1 7

SUSTAINABILITY:

		Water Bottle Filling Station	
		12-ounce bottles eliminated	
		2,692	2,050
1/31/17 (update from 1/23/17)	13 individuals (7-students, 3-administrators and 3 community) participated in the Island Beautification event by removing garbage and recyclable items along Corten Torres and Sesame Street. This effort resulted in diverting 37lbs-aluminum, 23lbs-plastic, 11lbs metal, and 30lbs glass from Guam's landfills. An additional 115lbs of trash/waste was also collected and properly disposed.		
2/22/17	2016 Mixed Paper Pick Up Schedule will begin with pick up at building 6000 on March 1, 2017, building 5000 on April 4, 2017, and building 4000 on May 1, 2017.		



GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda
Thursday, 03/23/17 @9:30a.m.
Faculty Senate Office, C2

1) Call to Order:

2) Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

Mission Statement:

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

3) Approval of Prior Minutes: 02/23/17

4) Old Business:

- a. Financial Report
- b. Facilities Report

5) New Business:

6) Open Discussion:

7) Next Meeting: Thursday, April 20, 2017 @9:30a.m.

8) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee
Thursday, 03/23/17 @ 9:30am
Faculty Senate Office/C2

Meeting Minutes

1) Call to Order: @ 9:37 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	✓
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	✓
Joanne Blas	Staff	joanne.blas1@guamcc.edu	✓
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	✓
Liza Ann San Agustin	Student	lizaann.sanagustin@guamcc.edu	✓
Adrian Flores	Student	adrian.flores1@guamcc.edu	✓
Ricky Tyquiengco	Faculty	ricky.tyquiengco1@guamcc.edu	✓
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	✓
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	✓
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	absent
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	absent
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	✓
Doris Perez	Administrator	doris.perez@guamcc.edu	✓

Recital of GCC Mission Statement

3) Approval of Prior Minutes:

Motion to approve minutes of February 23, 2017 made by C. Guerrero with changes, seconded by P. Terlaje. No further discussion. Motion passed unanimously.

4) Old Business:

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

- i. FY2016 appropriations to date, 91% received of total appropriations. The College received \$2,000,000 on March 20, 2017. This is the final payment for FY16. GCC will record an allowance of \$1.5M for uncollected balance. DOA has indicated that GCC has a FY17 cash reserve of 10% and the FY17 allotment was last received on March 07, 2017 for \$330,000.00. The College has received 18% of its total FY17 appropriation.
- ii. GCC is currently receiving FY17 allotments on a bi-weekly basis. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds before any new budgets are loaded.
- iii. The Fire Alarm and Mass Notification system inspection by GFD was held on November 15, 2016. G4S is currently working on finishing punch list items. The G4S change order of \$16,320.80 was approved and is being processed; pending completion of the punch list.
- iv. Bid for A/C units and fluorescent lighting system will have to be rebid due to vendor failure to meet bid specs. IT Equipment bid awarded and posted on MyGCC; Maintenance and facility vehicles have been delivered; the Trash collection services bid is currently under evaluation. Pending bids include the 50kw solar walkway canopy and website. Port of Mocha is currently pending permits to open, hopefully soon. The Forensic Lab, Generator Building, Installation of Turn-Key Back-Up Generator System to service the Allied Health Center and Building A, and Fluorescent lighting system are under protest. MMO denied protest for the Generator and the Forensic Lab. The Generator bid has been appealed to the Office of the Public Auditor (OPA).
- v. FY16 audit is complete and draft received. Expect final to be issued by March 27, 2017.
- vi. Future Banner projects include online requisition, adjunct faculty workload, online transcripts, course waitlist, and moving Banner to the Cloud. MIS is working on a system disaster recovery project.

- vii. Five-Year Financial Resource Plan – expected draft to be emailed and discussed at April RPF meeting for review.
- viii. Scholarships: Sgt. Paul Nathaniel Moore Memorial scholarship open to GCC Veteran Club members, Veteran students and dependents. There are two (2) \$500 scholarship available; each for Spring 2017 and Fall 2018.
- ix. Financial Aid Office and Business Office will start releasing Pell awards on Monday at the cashier's office. One thousand two hundred and three (1203) students applied for Spring 2017 Pell. Pell drawdown \$2,512,566 new tracking requirement for AY2017-2018; students/parents who did not file will have to obtain a Non-filing tax requirement from Department of Revenue and Taxation. The Supplemental Educational Opportunity Grant (SEOG) for students will probably be cut for AY2017-2018.
- b. Facilities Report – D. Perez reported the following:
 - i. CIP Updates – (See Attachment)
 - 1. Facilities Project Manager – Mr. Frank Arriola Jr. will begin employment on Monday, April 03, 2017. Hiring of this individual will release many pending projects.
 - 2. 16.04 – There is an appeal to OPA.
 - 3. 16.08 – Units will be replaced as needed, until new bids are prepared.
 - 4. Building 100 – directly related to power situation. The cable that runs from GPA to GCC transformer is blocked by the construction area. The cable is very old and provides unclear power supply. The breaker is currently broken, main power source is run by generator. The generator is overused, causing overheating. A temporary fix is to have EMCE develop a scope of work to change cables to provide power supply.
 - 5. Building 300 – several items still remain in the building. D. Perez stated she will be doing an assessment on Thursday, March 23, 2017. T. Rios (Inventory Management Operator) is currently working on surveying items.
 - 6. Sustainability –
 - a. Building 5000 (Student Center) in April 2017 and building 4000 (LRC) in May 2017.
 - b. Earth Month begins in April, a list of activities throughout the month will be posted on MyGCC.
 - c. At the Parade of Shoes there is a category for sustainability.
 - d. Education Department (students and faculty) is encouraging GCC students and teachers to ride the Guam Mass Transit on April 21, 2017 in support of Earth Day.
 - e. Spring Festival – will be giving free plants.
 - 7. Drainage Status – many challenges: first, vendors are charging \$65 to assess the situation and provide a price quotation. Secondly, vendors are not responding to requests (it is difficult to provide procurement with the required 3 quotes). In order for C. Santos to consider the request, documentation (emails and phone calls) needs to be provided with the requisition. The quick fix was to pour odor removing solution into the drainages.

5) New Business:
None

- 6) Open Discussion:
- a. Port of Mocha – still working on obtaining a business license. C. Santos will do a walk through on Thursday, March 23, 2017.
 - b. BCS – uses Styrofoam products to serve food. C. Santos will work out a solution with the vendor.
 - c. Faculty Retreat – Monday, April 10, 2017, Mata'pang Beach Park from 8:00am – 3:00pm
 - d. Spring Festival – Thursday, March 30, 2017, Student Center Courtyard from 4:00 p.m. – 8:00 p.m.

7) Next Meeting – Thursday, April 20, 2017 @ 9:30am

8) Adjournment: @ 10:24 a.m. Motion was made by L. Leon Guerrero, seconded by L. San Agustin. Motion passed.

RPF
FINANCIAL STATUS UPDATE
March 23, 2017

- FY2016 appropriations status below, 91% received. Last amount received for FY16 was on 3/20/17 for \$2,000,000. This is the final payment for FY16. GCC will record an allowance for \$1.5M for uncollected balance.
 DOA has indicated that GCC has a FY17 Cash reserve of 10% and the FY17 allotment was last received on 3/7/17 for \$330,000. Total FY17 appropriation status is 18% received.

3/21/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	18,003,072	(1,800,307)	16,202,765	14,746,723	91%	91%
LPN / VocGuidance	835,600		835,600	693,276	83%	83%
MDF	879,906		879,906	879,906	100%	100%
GF -						
Apprenticeship	374,951		374,951	374,951	100%	100%
TAF	24,154		24,154	24,154	100%	100%
Capital Projects	278,922		278,922	278,922	100%	100%
First Gen Trust Fund	200,000		200,000	200,000	100%	100%
Totals	20,596,605	(1,800,307)	18,796,298	17,197,932	91%	91%

FY 2017 3/21/2017						
Appropriations	Appropriation	Set Aside	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	17,903,072	(1,790,307)	8,056,382	3,000,000	37%	19%
LPN /						
VocGuidance	835,600		417,800	154,866	37%	19%
MDF	1,094,624		547,312	182,437	33%	17%
GF -						
Apprenticeship	374,951		187,476	77,492	41%	21%
TAF	24,154		12,077	24,154	200%	100%
Capital Projects	278,922		139,461	0	0%	0%
First Gen Trust Fund	200,000		100,000	0	0%	0%
Totals	20,711,323	(1,790,307)	9,460,508	3,438,949	36%	18%

- We are currently receiving FY17 allotments on a bi-weekly basis. There continues to be a 10% DOA cash reserve placed on our allotment releases and GCC has implemented an additional 5% reserve. The cash flow is monitored on a daily basis. Based on the cash flow, we will determine the status of any current and future fund account holds, before any new budget are loaded.
- Fire Alarm and Mass Notification system GFD inspection was held on 11/15/16. G4S working on finishing punch list items. G4S change order of \$16,320.80 approved and being processed; pending completion of punchlist.
- Bid for A/C units, fluorescent Lighting System, and bids will have to be rebid due to vendor failure to meet bid specs. IT Equipment bid awarded and posted on MyGCC; Maintenance and facility vehicles delivered; Trash collection services bid currently under evaluation. Pending bid 50kw solar walkway canopy and website bid. Port of Mocha is currently pending permits to open, hopefully soon. Forensic Lab, Generator Building and Installation of a Turn-Key Back-Up Generator System to Service Allied Health

Center and Building A and Fluorescent lighting system were protested. MMO denied protest for Generator and Forensic Lab. The Generator bid has been appealed to the OPA.

- FY16 audit is completed and draft received. Expect final to be issued by 3/27/17.
- Banner future projects include online requisition, Adjunct faculty work load, online transcripts, course waitlist, moving Banner to the Cloud. MIS working on system disaster recovery project
- Five year Financial Resource Plan –expected draft to be emailed and discussed at April RPF meeting for review.
- Scholarships: Sgt. Paul Nathaniel Moore Memorial scholarship open to GCC Veteran Club members, Veteran students and dependents (2) \$500 each for Spring 2017 and Fall 2018.
- Financial Aid Office and Business Office will start releasing Pell awards on Monday at the cashier. 1203 students applied for Spring 2017 Pell and Pell drawdown \$2,512,566 New tracking requirements for AY2017-2018; students/parents who did not file will have to obtain a Non-filing tax transcript from Dept. of Revenue and Taxation.

- Current YTD expenditures & encumbrances for FY17 as of 3/23/17 are as follows:

3/23/2017	FY17					
	Fund					
	Fund 1	Fund 4	5	Fund 11	Fund 12	Total
Salaries - Full Time	\$4,669,607	\$131,806		\$ 48,322	\$ 9,065	\$ 5,388,801
Salaries - Part Time	-			499,023	32,573	531,595.89
Benefits	1,493,174	38,343		218,159	17,906	1,767,581.63
Travel				(407)	1,354	947.14
Contractual Services	378,145			458,447	39,867	876,459.39
Supplies and						
Materials	39,735			47,484	23,334	110,552.86
Equipment	2,534			2,670	946	6,149.47
Textbooks				369,315		369,315.37
Miscellaneous	6,394	45,656		35,122	23,477	110,649.25
Interest Expense				47,277		47,277.28
Power	367,556			(2,709)		364,847.42
Water/Sewer	2,484					2,483.84
Telephone	42,992					42,991.52
Capital Outlay				7,677		7,677.00
Transfer				(59,176)		(59,176.00)
Subtotal						
Expenditure	\$7,002,621	\$215,805	\$ -	\$2,171,205	\$178,522	\$ 9,568,153
Encumbrances	100,378	3,735		330,643	82,287	517,043
Total Exp & Enc	<u>\$7,102,999</u>	<u>\$219,540</u>	<u>\$ -</u>	<u>\$2,501,848</u>	<u>\$260,808</u>	<u>\$10,085,195</u>

P&D'S FACILITY & CIP UPDATE

MARCH 2017

CIP 14:

14.02 CAMPUS-WIDE FIRE ALARM AND MASS NOTIFICATION SYSTEM:

1/31/17 (updated since 1/23/17)	<ul style="list-style-type: none"> GCC reviewed the Change Order (submitted 1/12/17 for \$16,320.80) to remove and relocate fire alarm devices from 3127 to the courtyard café, to install a second graphic computer system at building 2000 (EHS Office), to tie in building E's alarm system (Phoenix Pacific) to G4S system at building B, and to install a fire alarm device in dining area (courtyard café). A PO, rather than a CO, will be issued as tasks are not part of the current contract. G4S continues to address punch list items campus wide.
2/28/17 (updated since 2/22/17)	<ul style="list-style-type: none"> A requisition was processed for the recently approved additional work (submitted 1/12/17 for \$16,320.80). The Purchase Order will be released once punch list items are addressed. GCC's Safety Inspector I and the Maintenance Supervisor are tasked to validate completion of punch list items During the 2/21/17 meeting, tentative dates (week of March 6, 2017) were established: 1. to train GCC staff on system, 2. to conduct GFD's inspection, and 3. to formally Close Out the project. Between 2/21/17-3/8/17, the priority is to complete remaining punch list items, to provide list of GCC's employees to train on the system, and to complete additional work. The next meeting is scheduled for March 9, 2017. A demonstration of GCC's mass notification and fire alarm system is schedule to take place during the College Assembly (March 20, 2017).
3/17/17	<ul style="list-style-type: none"> A demonstration of GCC's mass notification and fire alarm system was conducted during College Assembly (March 20, 2017). A campus wide inspection by GCC's maintenance supervisor and safety inspector (March 10 and March 13, 2017) validated that plastering and painting remain on the punch list. Outstanding punch list items, training dates, GFD inspection, and close out process will be discussed during the upcoming March 23, 2016 meeting.

CIP 16:

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

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

1/31/17 (updated since 1/23/17)	<p>A bin will be delivered 2/10/17 to continue the removal of construction debris. To date, 90% of the building has been vacated. Remaining items inside the building include tables, chairs, student artifacts, Prostart equipment and cleaning solutions/chemicals.</p> <p>GCC's maintenance supervisor had to reissue the SOW for the construction of an "open yard" between building 500/600 since only one vendor responded to the initial RFQ (\$78K). Since quotation is over \$50K, a bid will be pursued. Of interest is that several vendors explained they will not respond to the RFQ/bid because of current and impending military projects.</p>
2/28/17 (updated since 2/22/17)	No change.
3/17/17	No change.

P&D'S FACILITY & CIP UPDATE

M A R C H 2 0 1 7

16.03 RESTORATION OF THE DOMESTIC WATER SYSTEM BLDG. 3000

12/31/16 (updated since 12/20/16)	On 12/13/16, P&D's request was approved to announce and recruit for a Facility Project Manager whose essential job functions includes developing projects' Scope of Work and budget, inspecting projects and supervising the Maintenance Supervisor. A Job Announcement, for this position, was posted which will close on January 11, 2017.
1/31/17 (updated since 1/23/17)	Project is pending the interview and ultimate hiring of a Facility Project Manager.
2/28/17 (updated since 2/22/17)	This and other facility projects will remain open as a more skillful and expert approach is required.
3/17/17	No change.

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

1/31/17 (updated since 1/23/17)	Final evaluation and recommendation to reissue the bid was accepted since none of the proposals included the required schematic design to show conceptual plan of the project including scale and relationships to building components.
2/28/17 (updated since 2/22/17)	Bid is under protest because contractors were informed of non-selection – proposals did not meet bid requirements. Project's SOW is being revised and will be resubmitted to be issued as a formal competitive bid.
3/17/17	GCC responded to bid protestor on 3/10/17; no response from protestor to date.

16.05 REPAIR OF STRUCTURAL CRACKS - BUILDINGS 4000

1/31/17 (updated since 1/23/17)	Review of quotations received revealed that because the cost to repair cracks located in building 3000 and 4000 exceeded \$50K a bid, rather than an RFQ, must be pursued.
2/28/17 (updated since 2/22/17)	Project's SOW was submitted as a formal competitive bid; pending MM's bid processing.
3/17/17	No change.

16.06 RETROFIT OF STEEP WALKWAY BETWEEN 500 AND 1000

1/31/17 (updated since 1/23/17)	GCC will ask TRMA to provide a schematic design, to be included in the "design-build" SOW, which will be issued as a bid.
2/28/17 (updated since 2/22/17)	<ul style="list-style-type: none"> On 2/24/17, TRMA submitted a cost proposal (\$22,500) to develop the schematic design for an ADA covered walkway/ramp from building 1000 to 500. The Concept design will be for architectural drawings and specifications for the purpose of a Design-Build bid and excludes engineering drawings. Cost includes concept design, bid services, and contract administration (6-months). GCC is reviewing TRMA's cost proposal to exclude bid services and contract administration. GCC's Tobacco Series B Endowment fund (\$66,894) will initially support this project.
3/17/17	Requisition was issued after BOT approved the use of Tobacco Series B Endowment fund to support project, 3/10/17.

P&D'S FACILITY & CIP UPDATE

MARCH 2017

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

1/31/17 (updated since 1/23/17)	Bid proposals were evaluated and deemed non-responsive. The SOW has since been revised; the bid will be reissued to specify unlimited quantity.
2/28/17 (updated since 2/22/17)	Project's SOW was submitted as a formal competitive bid; pending MM's bid processing.
3/17/17	No change.

CIP 17:

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

17.02 REPLACE BLDG. 400'S CORRODED DOORS: GCC-FB--

1/31/17 (updated since 1/23/17)	Project is pending receipt of the three required price quotations.
2/28/17 (updated since 2/22/17)	PO1700674 for \$10,290 was issued to Kautz & Sons for the installation of doors at MPA.
3/17/17	Kautz & Sons ordered the doors; pending installation.

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

1/31/17 (updated since 1/23/17)	The PIO is working with P&D's administrative assistant to review GPW's requirements.
2/28/17 (updated since 2/22/17)	Status quo.
3/17/17	PIO is working on the design of directional signs.

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

1/31/17 (updated since 1/23/17)	Status quo.
2/28/17 (updated since 2/22/17)	The SOW was updated and is under review.
3/17/17	No change.

P&D'S FACILITY & CIP UPDATE

MARCH 2017

17.01 CAMPUS-WIDE PAINTING PROJECT

PHASE 1 PAINTING OF BLDGS. 400, 500, 600, 900, 1000, 2000 ASSOCIATED PATHWAYS AND RE-STRIPING OF ADJACENT PARKING STALLS

PHASE 2 PAINTING OF BLDGS. 3000, 4000, 5000, 6000, ASSOCIATED PATHWAYS AND RE-STRIPING OF ADJACENT PARKING STALLS

PHASE 3 PAINTING OF BLDGS. A, B, C, D, ASSOCIATED PATHWAYS AND RE-STRIPING OF ADJACENT PARKING STALLS GCC-FB--

1/31/17 (updated since 1/23/17)	TRMA's cost proposal (\$64K) to include the schematic design, assessment, construction documents, bid, and construction administration is under review. If accepted, the design will begin February 15, the bid and review March 15, and project completion by August 15, 2017. Painting will include all buildings except building E and 300, parking lots (striping, street markings, etc.), concrete fence, generator buildings, water tanks, light posts, hand/guardrails, and transformer enclosures.
2/28/17 (updated since 2/22/17)	A PO was issued to TRMA for \$64K. TRMA will meet and discuss the project's SOW and color schematics on 3/8/17; bid proposals will be submitted by building.
3/17/17	TRMA continues to work on SOW and bid specifications.

OTHER:

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

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

1/31/17 (updated since 1/23/17)	Ongoing. Mr. Raymond Cheng (InSynergy Engineering, Inc.) was identified as the project's LEED Commissioning Authority. PPBC received CO#1 primarily for the removal of cosmetology, inclusion of Alternate #2 (typhoon shutters for 100 & E) \$125,918 and Alternate #5 (window blinds) \$19,175.
2/28/17 (updated since 2/22/17)	Change Order was received (2/22/17) and approved. Next meeting date is 3/16/17; project's LEED Commissioning Authority will be present.
3/17/17	<ul style="list-style-type: none"> President is reviewing PPBC's request for time extension related to the processing the project's building permit. TRMA recommended time extension of 25-calendar days rather than the 53-calendar day requested by PPBC. EMCE and TRMA conducted a site visit (3/22/17) to assess unstable electricity affecting buildings B, C, and D. EMCE will develop a scope of work to change cables (power source (GPA) to transformer/meter) to address unstable supply.

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

1/31/17 (updated since 1/23/17)	GCC received (2/1/17) 2 sets of bid documents from TRMA. A bin will be delivered 2/10/17 to continue the removal of construction debris. To date, 90% of the building has been vacated. Remaining items inside the building include tables, chairs, student artifacts, Prostart equipment and cleaning solutions/chemicals.
2/28/17 (updated since 2/22/17)	Updated plan was delivered to P&D; bid specs remain outstanding. Faculty must remove student artifacts, instructional files, and equipment/furniture.
3/17/17	No change.

P&D'S FACILITY & CIP UPDATE

M A R C H 2 0 1 7

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

1/31/17 (updated since 1/23/17)	GCC accepted TRMA recommendation, of the single bid proposal submitted for GCC- FB-17-002-GCC Forensic DNA project, to reissue the bid.
2/28/17 (updated since 2/22/17)	A contractor issued a protest on GCC's decision not to award the bid due to bidder's non-responsiveness to the bid requirements.
3/17/17	▪ GCC responded to bid protestor on 3/10/17; no response from protestor at this time.

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

1/12/16	TRMA submitted bid documents (drawings and specification) on 12/23/15. Pending funding
2/8/16-3/17/17	Pursuit of this facility is temporarily on hold due to existing number of ongoing construction projects.

ANNEX: P1501880 ISSUED TO TRMA FOR A&E FOR \$28,000. DRAFT BID TO IDENTIFY POTENTIAL SPACE AVAILABLE ADJACENT TO GCC WAS DEVELOPED AND SUBMITTED TO PRESIDENT.

1/12/16	TRMA and GCC representatives continue to discuss project.
2/8/16-3/17/17	Pursuit of this facility is temporarily on hold due to existing number of ongoing construction projects.

SUSTAINABILITY:

1/31/17 (updated since 1/23/17)	13 individuals (7-students, 3-administrators and 3 community) participated in the Island Beautification event by removing garbage and recyclable items along Corten Torres and Sesame Street. This effort resulted in diverting 37lbs-aluminum, 23lbs-plastic, 11lbs metal, and 30lbs glass from Guam's landfills. An additional 115lbs of trash/waste was also collected and properly disposed.
2/28/17 (updated since 2/22/17)	2016 Mixed Paper Pick Up Schedule will begin with pick up at building 6000 on March 1, 2017, building 5000 on April 4, 2017, and building 4000 on May 1, 2017.
3/17/17	<ul style="list-style-type: none"> ▪ Approximately 175 pounds of mixed paper waste was acquired from building 6000. Next building scheduled for mixed paper pick up is building 5000 (Student Center) (April) followed by building 4000 (LRC) in May. ▪ Earth Month begins April 2017. ▪



GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda
Monday, 05/08/17 @ 9:30a.m.
Faculty Senate Office, C2

1) Call to Order:

2) Attendance:

Name:	Position:	Email:	Present:
Adrian Flores	Student	adrian.flores1@guamcc.edu	
Liza San Agustin	Student	lizaann.sanagustin@guamcc.edu	
Joanne Blas	Staff	joanne.blas1@guamcc.edu	
Carol Guerrero	Staff	carol.guerrero@guamcc.edu	
Latisha Leon Guerrero	Staff	latishaann.leonguerrero@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Sarah Leon Guerrero	Faculty	sarah.leonguerrero@guamcc.edu	
Patricia Terlaje	Faculty	patricia.terlaje@guamcc.edu	
Fred Tupaz	Faculty	frederick.tupaz@guamcc.edu	
Ricky Tyquiengco	Faculty	ricky.tyquiengco@guamcc.edu	
Dr. Mike Chan	Administrator	michael.chan@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Gina Tudela	Administrator	virginia.tudela@guamcc.edu	

Mission Statement:

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

3) Approval of Prior Minutes: 03/23/17

4) Old Business:

- a. Financial Report
- b. Facilities Report

5) New Business:

- a. 5 Year Strategic Resource Plan

6) Open Discussion:

7) Next Meeting:

8) Adjournment: