

College Governing Council

Thursday, 09/29/11
11:00a.m. - Room C2

AGENDA

1. Called to Order at:
2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	
ButgaDiana Masga (student)	butgadiana.masga@gmail.com	
Shian Aricheta	shian.aricheta@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Others Present:		

3. Approval of Minutes
4. New Business
5. Old Business
6. Information and Updates
7. Open Discussion
8. Agenda Items for Next Meeting
9. Schedule for Next Meetings
10. Adjournment

College Governing Council

Monday, 10/03/11

2:30p.m. - Room C2

AGENDA

1. Called to Order at:
2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Shian Aricheta	shian.aricheta@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	

3. Recital of Mission Statement:
THE MISSION OF GUAM COMMUNITY COLLEGE IS TO BE A LEADER IN
CAREER AND TECHNICAL WORKFORCE DEVELOPMENT BY PROVIDING THE
HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.
4. Approval of Minutes
5. Old Business
 - Goals for Committees under CGC
 - Distance Education
6. New Business
 - Travel Policy
 - 2010-2011 Committee reports
 - PDRC request
7. Information and Updates
 - Faculty
 - Staff
 - Students
 - Administration
8. Open Discussion
9. Agenda Items for Next Meeting
10. Schedule for Next Meetings
11. Adjournment

College Governing Council

Monday, 10/31/11

2:30p.m. - Room C2

AGENDA

1. Called to Order at:
2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Shian Aricheta	shian.aricheta@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	

3. Recital of Mission Statement:
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HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.
4. Approval of Minutes: 11/24/10, 01/28/11, 03/31/11, 04/28/11 & 10/03/11
5. Old Business
 - Goals for Committees under CGC
 - Distance Education
6. New Business
 - Travel Policy
 - 2010-2011 Committee reports
 - PDRC request
 - Students-Vending machine changes, from bottles to cans
 - Fiscal Year 2012 CIP listing projects
 - Replacement of Plastic Bottle vending machine
7. Information and Updates
 - Faculty
 - Staff
 - Students
 - Administration
8. Open Discussion
9. Agenda Items for Next Meeting
10. Schedule for Next Meetings
11. Adjournment

College Governing Council

Monday, 11/14/11

3:00p.m. - Room C2

AGENDA

1. Called to Order at:
2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Shian Aricheta	shian.aricheta@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	

3. Recital of Mission Statement:
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CAREER AND TECHNICAL WORKFORCE DEVELOPMENT BY PROVIDING THE
HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.
4. Approval of Minutes: 10/31/2011
5. Old Business
 - Goals for Committees under CGC
 - Distance Education
 - 2010-2011 Committee Reports
6. New Business
7. Information and Updates
 - Faculty
 - Staff
 - Students
 - Administration
8. Open Discussion
9. Agenda Items for Next Meeting
10. Schedule for Next Meetings
11. Adjournment

College Governing Council

Monday, 12/05/11
3:00p.m. - Room C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Shian Aricheta	shian.aricheta@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

3. Recite the Mission Statement:

THE MISSION OF GUAM COMMUNITY COLLEGE IS TO BE A LEADER IN CAREER AND TECHNICAL WORKFORCE DEVELOPMENT BY PROVIDING THE HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.

4. Approval of Minutes: 11/14/11

5. Old Business

- Goals for Committees under CGC
- Distance Education
- 2010-2011 Committee Reports
- Memo on process to committees

6. New Business

- Compile List of Committee Members
- Governance Structure
- Draft 5-Year Strategic Plan
- Additional FY12 CIP: Culinary Kitchen and SPCC

7. Information and Updates

- Faculty
- Staff
- Students
- Administration

8. Open Discussion

9. Agenda Items for Next Meeting

9. Schedule for Next Meetings

10. Adjournment

College Governing Council

Thursday, 01/26/12

10:00a.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Butga Diana Magsa	butgadiana.magsa@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

3. Recite the Mission Statement:

THE MISSION OF GUAM COMMUNITY COLLEGE IS TO BE A LEADER IN CAREER AND TECHNICAL WORKFORCE DEVELOPMENT BY PROVIDING THE HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.

4. Approval of Minutes: 12/05/11

5. Old Business

- Goals for Committees under CGC
- Distance Education
- 2010-2011 Committee Reports
- Memo on process to committees
- Compile List of Committee Members
- Governance Structure
- Draft 5-Year Strategic Plan

6. New Business

- FY13 Budget
- Draft – Updated Marketing Plan
- Tuition Waiver for Faculty, Spouse & Dependents
- Lab/Credit Analysis

7. Information and Updates

- Faculty
- Staff
- Students
- Administration

8. Open Discussion

9. Agenda Items for Next Meeting

9. Schedule for Next Meetings

10. Adjournment

College Governing Council

Tuesday, 01/31/12

1:30 p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Butga Diana Magsa	butgadiana.magsa@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

3. Recite the Mission Statement:

THE MISSION OF GUAM COMMUNITY COLLEGE IS TO BE A LEADER IN CAREER AND TECHNICAL WORKFORCE DEVELOPMENT BY PROVIDING THE HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.

4. Approval of Minutes:

5. Old Business

6. New Business

- FY13 Budget

7. Information and Updates

8. Open Discussion

9. Agenda Items for Next Meeting

9. Schedule for Next Meetings

10. Adjournment

College Governing Council

Wednesday, 03/07/12

9:00 a.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Butga Diana Magsa	butgadiana.magsa@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

3. Recite the Mission Statement:

THE MISSION OF GUAM COMMUNITY COLLEGE IS TO BE A LEADER IN CAREER AND TECHNICAL WORKFORCE DEVELOPMENT BY PROVIDING THE HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.

4. Approval of Minutes: 01/26/2012 & 01/31/2012

5. Old Business

- Goals for Committees under CGC
- Distance Education
- 2011-2012 Committee Reports
- Memo on process to committees
- Compile List of Committee Members
- FY13 NAF Budget
- Lab/Credit Analysis
- Enterprise Architect (EA) and Information Technology Strategic Plan (ITSP)

6. New Business

7. Information and Updates

- Faculty
- Staff
- Students
- Administration

8. Open Discussion

9. Agenda Items for Next Meeting

9. Schedule for Next Meetings

10. Adjournment

College Governing Council

Tuesday, 03/20/12

9:00a.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Butga Diana Magsa	butgadiana.magsa@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

3. Recite the Mission Statement:

THE MISSION OF GUAM COMMUNITY COLLEGE IS TO BE A LEADER IN CAREER AND TECHNICAL WORKFORCE DEVELOPMENT BY PROVIDING THE HIGHEST QUALITY EDUCATION AND JOB TRAINING IN MICRONESIA.

4. Approval of Minutes: 03/07/12

5. Old Business

- 2011-2012 Committee Reports
- Lab/Credit Analysis

6. New Business

7. Information and Updates

- Faculty
- Staff
- Students
- Administration

8. Open Discussion

9. Agenda Items for Next Meeting

10. Schedule for Next Meetings

11. Adjournment

College Governing Council

Wednesday, 05/02/12 @2:00pm

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Butga Diana Magsa	butgadiana.magsa@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

3. Approval of Minutes: 03/20/12

4. Old Business

- 2011-2012 Committee Reports

5. New Business

- GCC's Official Year Anniversary Date
- Policy on Prisoners & Sex Offenders
- Lab Fee Concern
- Tuition Program Benefit
- Fiscal Conservation

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

10. Schedule for Next Meetings

11. Adjournment

College Governing Council

Monday, October 03, 2011

2:30 p.m. Room C2

Meeting Minutes

1. Called to Order: @ 3:11 p.m.

Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	x
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	x
Shian Aricheta (student)	shian.aricheta@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (Chair)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

2. Recital of Mission Statement

3. Approval of Minutes: tabled. B. Blas will do a review of what minutes need approval.

4. Old Business:

- A. Goals for Committees under CGC: minutes and agenda should be posted, provide training at the beginning of the semester for Group Studio, and update procedures for committees to report to CGC. C. Camacho will send a memo by October 15, 2011 to all committees to do the following: 1. Review and post goals for the coming year. 2. Post by-laws. 3. Post membership. Copy of memo will be sent for CGC filing.
- B. Distance Education-getting the enterprise architecture audit. Meeting on Friday, October 7, 2011 to review the draft of the enterprise architecture. CTC, MIS, and Registrars office have been invited to attend.

5. New Business:

- A. Travel Policy- tabled. Still being reviewed by the RPF committee.
- B. A nomination for C. Santos as chair and C. Camacho as co-chair. No one opposed. Unanimously approved.
- C. Year End- Committee Matrix- C. Camacho states that only the CTC has to say if they are going to change their goals. Standard III has to develop goals. Only because all the other committees have the same committees.
- D. PDRC Request- incorporating the revised chart on to the travel policy as well as the trip report. C. Camacho motion to approve the trip report form with the changes requested and give the report form to RPF committee to incorporate into the travel policy, M. Postrozny seconded. No one opposed. Motion approved unanimously.

4. Information and Updates

Administration: See attached financial status report and the facilities report. C. Camacho motion to rollover the P1.1 project of \$36,500 and the P1.13 project and P1.14 project totaling \$117,374.91 into the fiscal year 2012 as the projects have not been completed. M. Postrozny seconded. No one opposed. Motion approved unanimously.

V. Tudela reports that the IDEA Student Ratings for Instruction Survey will be administered from October 17, 2011 to October 31, 2011. The Faculty Information Forms are due October 7, 2011.

Faculty: none

Staff: none

Students: “Meet the President” October 4, 2011
“Building a Stronger Workforce” October 14, 2011

5. Open Discussion:

None

6. Agenda Items for Next Meeting:

- A. Students- Vending machine changes, from bottles to cans.
- B. Fiscal Year 2012 CIP listing projects.

7. Schedule for Next Meetings:

October 31, 2011 @ 2:30 p.m.

9. Adjournment: @ 3:35 p.m.

C. Camacho motioned to adjourn, E. Duenas seconded, no one opposed, motion carried.

RPF & CGC
FINANCIAL STATUS UPDATE
September 30, 2011

- As of 9/30/11, the College has received 59% (FY11) of its requested allotments. The breakdown is below:

FY 2011				Percent	% Appr
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	Received Rec'd.
General Fund	12,841,257	12,456,019	12,456,019	7,785,015	63% 61%
LPN	742,166	719,901	719,901	539,928	75% 73%
MDF	3,059,265	2,753,339	2,753,339	1,376,668	50% 45%
Hay Study Allotment	108,732	108,732	108,732	108,732	0% 0%
TAF	24,154	21,739	21,739	21,739	100% 90%
Totals	16,775,574	16,059,729	16,059,730	9,832,082	61% 59%

- Appropriations for FY11 have been received as noted above. Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,100,000
 - Utilities \$ 110,000
 - Contractual Maintenance \$ 50,000
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and subgrants.
- ARRA projects completed include Photovoltaics Parking lot lights, AH PV Project, Bldg. D. ARRA projects currently ongoing include the Generator, Risers/Sprinklers for Bldg. 500/600 and the Student Center. The Foundation Building project is ongoing with an initial completion date of Feb. 2012, but due to structural issues new completion date is May 2012. The campus wide painting project is pending award.
- Still working with Doris on the GEO light retrofit project. GCC will be awarded an additional \$500,000 for the PV for Student Center and Foundation Building from GEO.
- Currently the Finance and Administration Division is working on closing out the books for the year end and ramping up for the audit.. Pell grants for Summer 2011 have been released and Fall 2011 checks expected to be released no later than end of October 2011.
- Budgets for FY12 are expected to be loaded no later than 10/15/11, and MM will start accepting requisitions on 10/15/11 as well.
- FY12 Budget law shows a 6% (\$1,058,397) overall decrease from FY11 appropriations; GF 2% increase from \$13,716,309 to \$14,028,729 and MDF 45% decrease from \$3,059,265 to \$1,688,448.

CAPITAL IMPROVEMENT PROJECTS - FY11

PRIORITY 1 - FUNDING REQUEST

1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011

No.	PROJECT	Approved *		STATUS as of September 30, 2011
		Approved *	Balance	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	36,500.00	Inventory of A/C condensers and evaporator units and field visit completed; Write-up (Scope) approved 9/2/11.
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd level classroom. 30.2051G8.7230.66	10,000.00	0.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations. 30.2051E6.7230.66	10,000.00	0.00	PO issued to DERO 6/30/11; items arrived September 30, 2011.
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jambs and enhance visibility of students entering and exiting classroom. 30.2051G9.7230.66	21,000.00	0.00	P1102061 issued to AMI Builders 9/20/11; 120 calendar days;
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin 30.2051E7.7230.66	1,500.00	0.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	4,150.00	P1102062 issued to HangKang 9/20/11; 120 calendar days
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile runners; preventive measures done to keep wet ceiling materials from falling on students and other personnel. HangKang completed East side. 30.2051E8.7230.66	4,000.00	0.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	6,865.00	P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students and other personnel 30.2051B7.7230.66	15,000.00	5,260.00	P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump House. 30.2051E9.7230.66	35,000.00	0.00	PO1101504 issued to HangKang 7/1/11; 141 calendar days
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between buildings and classrooms. 30.2051GB.7230.66	50,000.00	0.00	Pending PO to Asia Pacific International Inc.; Notice of Intent given - pending submittal of required documents; 120 calendar days
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	15,100.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and shop activities. 30.2051C9.7230.66	150,000.00	117,374.91	Field visit & write-up by 5/30/2011. NOTE: Pending Environmental Health & Safety Administrator's recommendations.
P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather.	60,000.00	58,650.00	Project will be replaced if the Pre-Mitigation grant proposal is not approved; priority is to resolve slippery walkways and health/safety issues related to buildings 100, 200, and 300. Field visit & write-up pending the result of grant proposal to complete by 6/30/2011.
Total		478,000.00	243,899.91	

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11**

PROJECT - CONTRACTOR		STATUS as of September 30, 2011				
1	Student Center - Asanuma	90% complete [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Ribbon cutting 12/9/11				
2	Foundation Renovation - Orion	23% Complete - Renovation - \$3,998,000 w/ ECD 2/1/2012; 37% Complete - Parking Lot - \$335,046 with ECD 11/2/11 (48 stalls); USDA loan submitted 7/11 for \$3.5M; Anticipate a Change Order to address second floor cracks and joist replacement approx \$200K; Approved Change Directive to address 2nd floor issues.				
3	Generator B, C & D - Kinden	55% complete - No extension to be granted [MTM 4/18] [ECD - 9/30/2011]; ARRA funds - \$339,273; Payment Application #2 and #3 approved and processed;				
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted				
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011 [ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011; Pending punch list and final Payment Application				
6	Sprinkler System Bldgs 500 & 600 - Midong	55% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]				
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced				
8	AHC - Core Tech International	TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7.				
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M				
10	Forensic Lab Facility	DOI funds for A&E (\$359,300) secured; pending availability of funds				
11	Campus Painting	Pending approval of apprenticeship program				
Work Orders		October 1, 2010 ~ September 27, 2011				
		Top 3 Work Orders				
		Carpentry	A/C	Misc	Electrical	
940	Processed	241 or 26%	224 or 24%	141 or 15%		
826	Completed	199 or 24%	201 or 24%	134 or 16%		
114	Open	42 or 37%	23 or 23%	~	19 or 17%	

Carpentry ceiling tiles, doors, tiles, painting
 Misc set up (tents, classrooms, etc.), relocate, GSA,
 Electrical outlet, lights, light bulbs, ballast, light fixtures, emergency lights

GUAM COMMUNITY COLLEGE

- KULEHON KUMUNIDAT GUAHAN -

TRAVEL

- POLICY & PROCEDURES -

APPROVED BY BOARD OF TRUSTEES

ON
10/20/93
Revised
10/11/02
Revised
09/05/08

Ver 1.10
09/05/08

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TABLE OF CONTENTS

	PAGE
TRAVEL POLICY.....	1
TRAVEL PROCEDURES - OFF ISLAND TRAVEL	2
TRAVEL AUTHORIZATION	2
TYPES OF TRAVEL AUTHORIZATION	2
FINANCING OF TRAVEL	3
COST-SHARING	4
ALLOWABLE EXPENDITURES AND REIMBURSEMENT	4
PER DIEM	6
SALARY AND USE OF LEAVE WHILE TRAVELING.....	8
REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT	8
TRAVELER'S TRANSPORTATION	9
SPECIAL QUESTIONS	10
TRAVEL PROCEDURES - ON ISLAND TRAVEL.....	12

APPENDICES

APPENDIX 1	Travel Request/Authorization Checklist
APPENDIX 2	(GCC Form TA) Travel Request/Authorization Form
APPENDIX 3	(GCC Form TR-01) Trip Reimbursement Form
APPENDIX 4	(GCC Form TR-02) Trip Report Form
APPENDIX 5	(GCC Form TR-03) Trip Reimbursement (Detail Supplemental) Form
APPENDIX 6	Mileage Reimbursement Log
APPENDIX 7	Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement Form
APPENDIX 8	Advance Per Diem Agreement

TRAVEL POLICY

It is the policy of the Board of Trustees that all college travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College. With this in mind, departments shall exercise prudence in sponsoring all travel. This especially includes travel for temporary, probationary, or retiring employees.

Off island travel of faculty, staff, administrators, and students is to be approved by the President **prior** to the travel. Travel of the Board of Trustees and the President is approved by the Board. A narrative justification or other pertinent information (such as conference or workshop agendas) of the travel must accompany the request. For special reasons, the President **may** approve more than one person traveling for the same purpose. After any off island travel, a trip report of the benefits gained from the trip, a copy of the ticket, original boarding passes, and/or required receipts must be turned in to the Business Office for reimbursement and close out processes within **10** days after travel ends.

Student group travel can be an important part of the educational experience. Within the limits of funds available, Guam Community College encourages such student travel. Plans for such travel should be approved in advance with appropriate funding identified.

Gina Y. Ramos
Chairperson Board of Trustees

ATTESTED BY:

Secretary

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TRAVEL PROCEDURES

- OFF ISLAND TRAVEL -

SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

Approval of travel is done through a travel authorization form (TA). Travelers normally utilize the most economical means of transportation. After return from a trip, the traveler is to file a trip report and a travel reimbursement form (TR). A traveler may be reimbursed for travel on a flat per diem basis or on an actual expenditure basis, depending on the duration of travel. Travelers claiming actual expenditure reimbursement must receive PRIOR approval.

TRAVEL AUTHORIZATION

Off island travel is initiated at GCC by preparation of a travel authorization request at the departmental level. This should then be approved by the appropriate Dean or Vice President. Final approval is given by the President. The request should be prepared to allow at least **fourteen days** ticketing prior to the time scheduled for the travel. This should take into consideration the processing and approval time required. (See **Appendix 2**) Exceptions can be made only in an emergency.

The traveler shall fill out the Travel Authorization Checklist (see **Appendix 1**) and the Travel Authorization form and ensure that all required information is attached. The traveler will attach the **actual** itinerary to the travel authorization and a list of anticipated expenditures. Ticket arrangements are required to be made from the list of authorized travel agents and one quote may come from the airline directly. (Note that United allows for a 14 day reservation if the local office is called). Three price quotations for three different routes, must accompany all travel authorizations.

It may be appropriate for the College to send a traveler to more than one conference. If there are open days between conferences, the traveler and the person authorizing the travel should discuss and agree upon, in writing, whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

A copy of the standard travel authorization form (TA) is included in the **Appendix 2**.

Travel authorization is required for all travel related activities. This includes travel paid by the College or by a third party. Whether it is leave without pay, administrative leave or personal leave.

TYPES OF TRAVEL AUTHORIZATION

The following types of travel are authorized as indicated:

Travel on Official College Business

The Chairperson of the Board of Trustees shall authorize such travel for members of the Board and the President. The President shall authorize this type of travel for all other employees. Any requests not duly authorized via an approved travel authorization **prior** to the commencement of travel will be charged to the individual traveler.

Travel with side trip

The travel policy states that travel be performed for the direct benefit of the College. However, travelers who want to include a side trip into their travel must pay the cost of the additional trip and any other costs. The College will pay the lowest travel cost, based on determination of the total trip cost. Travelers must obtain at a minimum 4 price quotations to include the following when including a side trip:

- a. 3 price/route quotations with extended dates
- b. 1 price/route quotations with extended dates inclusive of side trip.

Travel of Employees hired from Off-Island

This travel is approved by the President and is covered by the employment contract. A person whose education has been covered by payment from the GovGuam Student Financial Assistance Fund within twelve months of the first workday at the College is not entitled to recruitment travel funds as an off island hire.

Student Group Travel

Groups traveling (consisting of student, faculty and GCC employee chaperones) shall be allowed to make travel arrangements directly with airlines. This will allow for group discounts to be obtained and flexibility in travel changes. Documentation of the discount and savings must be noted. Additionally, student group travel for off-island competitions may require the group to arrive at the location additional days before the competition. The request for the extended days with any supporting documentation must be submitted and attached to the TA. This will be reviewed by the Vice President of Business and Finance on a case by case basis.

For student group travel, the actual method will be utilized for lodging and transportation, and meals will be paid on the per diem basis.

FINANCING OF TRAVEL

Travel costs will be paid by GCC per the approved travel authorization. Travelers will have their airline ticket and registration fees paid for with institutional funds, via the GCC corporate credit card. Lodging may be requested to be paid via the College corporate credit card. Travelers may also apply for a travel advance of 80% of the authorized per diem. Per diem advances may be picked up **two** business day in advance of the trip. Travelers will be required to sign the Advance Per Diem Agreement (**Appendix 8**) An earlier advance may be authorized by the Vice President of Finance and Administration. The President may authorize travel without completion of a travel authorization. This will be done **only** in emergencies.

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The traveler must make a written request for the advance per diem, (As noted on the Form TA) at least three days prior to departure. Additionally, the traveler is responsible for ensuring that the request for GCC corporate card is made to purchase the airline ticket, within the advance purchase requirements.

COST-SHARING

The traveler and the person authorizing the travel may make a cost-sharing agreement about travel costs. These agreements outline a percentage to be paid by the College. They could also agree to the College paying a flat amount and the traveler paying the remainder, or a combination of the two methods such as 50% with a maximum of \$600. They could agree to share the types of costs such as the traveler paying for transportation and the College paying for meals and lodgings.

The Guam Community College may make cost-sharing agreements with other institutions. If a cost-sharing agreement is made, the traveler must submit documentation of the costs to be paid by the College – prior to the travel.

Example: There is only \$700 budgeted for travel in a grant. The traveler may agree to cost-share by submitting documentation to support at least \$700 in expenses.

ALLOWABLE EXPENDITURES AND REIMBURSEMENT

At Guam Community College there are two options for seeking reimbursement for travel expenses. The first option is to seek per diem. Under the per diem method, a standard daily amount is available. This amount is expected to cover standard travel expenditures (see Table 1). The traveler still remains free to seek reimbursement for additional reasonable expenditures for items not covered by the per diem (see Table 2). Such additional expenditures must be documented as required and approved prior to travel. Documentation of standard per diem expenses is not required when seeking reimbursement under the per diem option. If conference fees include meals, the traveler will reduce their per diem for these meals.

The second option is to seek reimbursement for all reasonable expenditures, also called the Actual Method. Reasonable expenditures include all expenditures covered by per diem plus other directly related travel expenditures. In this option, additional appropriate documentation is required and the traveler must fill out and attach the Trip Reimbursement Detail Form (**Appendix 5**).

However, travel in excess of seven (7) calendar days will be required to use the actual method for lodging. The per diem method will be allowed only for meals. Only 1 option may be chosen, not a combination of both options, except for travel in excess of 7 calendar days, and requests must be made prior to actual travel. For travelers who use the actual method, lodging costs should not exceed the standard daily lodging rate. If traveler requests for lodging costs in excess, the request must be made in advance with proper justification.

Example: The conference is being held at a hotel whose cost is \$150 per day, but standard lodging is \$100 per day. It is beneficial to the traveler to stay in the same hotel as the conference site.

At Guam Community College almost all travelers utilize the per diem method. This usually provides the greatest efficiency for the traveler and the college.

Standard expenditures covered by per diem:

TABLE 1

1.	Meals
2.	Lodging. The term "lodging" does not include transportation related accommodations on airplanes, ships, or trains.
3.	Tips to waiters, porters, bellboys, hotel maids, dining room stewards.
4.	Laundry, cleaning and pressing of clothing. (Limited to \$20 per day)
5.	Excess baggage charges.
6.	Telephone, fax or other communication service.
7.	Currency exchange or passport fees and airport departure taxes
8.	Transportation to and from the airport and parking fees as well as taxis and other local transportation at the destination.
9.	Miscellaneous Travel related expenses.

The following are examples of other travel related costs for which a person may seek reimbursement even if the per diem method is used. Major expenses of this type should be approved at the time of the travel authorization.

TABLE 2

1.	Conference or meeting fees.
2.	Long distance calls directly related to the purpose of the travel. Include information on the number called and the business purpose of the expense.
3.	Excess baggage or shipping related to carrying materials to/from a conference or meeting. This includes storage and transfers of such materials.
4.	Justified Business Center services.
5.	Rental of internet access computers or other necessary equipment.
6.	Clerical assistance.
7.	Guides and interpreters.
8.	Packers.
9.	Drivers of vehicles or boats.
10.	Storage of Property.
11.	Hire of a meeting or presentation room or space.
12.	Entertainment expenses.
13.	Small supplies.
14.	Two ten minute long distance calls home.
15.	Rental cars and local transportation.
16.	Necessary storage of baggage.
17.	Other justified expenses directly related to the travel.
18.	Checked luggage fee <u>for the first bag if there is a fee and (for the first 2 standard sized bags, based on airline requirements). Justification for second bag must be business related.</u>

The following are examples of costs that are not allowable:

1. Flight insurance (exception, GDOE students).
2. Repairs to home while traveling.
3. Reading materials unrelated to official business.
4. Video or cable charges.
5. Clothing.
6. Alcoholic beverages.
7. Athletic room fees.
8. ATM Fees.
9. Non-justified travel or conference related expenses.

PER DIEM

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodging for the travel period.

Example: A traveler travels six days to Chicago. This includes one day of travel to

Travel Procedures
Last Revised: August 13, 2008

Chicago, a four day conference and one day for return. The traveler may request per diem for 6 days. The traveler does not have to submit any receipts. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses.

A traveler may use only one method (per diem or actual method, except for travel over 7 calendar days) for the entire trip.

Example: A traveler travels four days to Chicago. This includes one day of travel to Chicago, a two day conference and one day for return. The traveler may request per diem for 4 days. If the traveler chooses the actual method (prior to travel) then the traveler would be required to submit receipts. If the Chicago hotel costs more than the allowable lodging per diem rate, the traveler must provide documentation justifying the hotel chosen.

The per diem rates are based on the per diem rate authorized by law. Currently, the rate is available on the following website:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

The traveler is entitled to the per diem rate for each travel day of official travel. No more than one day of per diem or expenses may be claimed before the beginning of official business and one day claimed for the return. Exceptions may only be made with prior approval and documentation on the TA.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins one hour before scheduled takeoff at the airport and ends one hour after return. All time is counted as Guam time.

Example: A person leaves Guam at 6:00 a.m. on March 1 and returns to Guam at 6:00 p.m. on March 5. The trip has four travel days: March 1, 2, 3, and 4.

The following **standard calculation** can be applied for counting travel days:

Trip to the US Mainland:

The traveler may claim a travel day going and a travel day for return.

Trip to Hawaii:

The traveler may claim one travel day.

Trip to any of the Micronesian Islands, Japan and Philippines:

The traveler may claim one travel day. If the airline schedule does not allow a direct return, required stay over days may be claimed. However, documentation must be provided indicating flight availability.

Travel Procedures
Last Revised: August 13, 2008

If a traveler goes on annual leave during the trip, the travel days end at the time of the end of business. The traveler may be entitled to per diem or actual hotel and meal expense during a layover on the travel back to Guam.

If a trip is less than one day, the traveler is entitled to all **actual** allowable expenditures. However, the traveler is not entitled to per diem.

Example: A traveler goes to Saipan in the morning and returns that evening. The traveler is entitled to actual allowable expenditures but not to per diem.

If a person begins travel without a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return. Exceptions must be authorized in advance.

Example: A traveler begins travel on Sunday while on stand-by to return home on Friday. If the traveler is not able to get on the Friday flight, the traveler is not on travel status while waiting for the next available flight.

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates.

SALARY AND USE OF LEAVE WHILE TRAVELING

The traveler shall be on administrative leave and will receive a regular salary during the authorized travel time. In general, a traveler will be eligible for one day of administrative leave for each day of authorized travel time. No advances of an employee's salary may be made except in case of emergency. Travelers must attach their Leave Application with the TA as noted in the TA Checklist.

If the traveler becomes sick during a trip or uses other types of leave while on travel status, the traveler must attach a copy of the approved leave form to the travel reimbursement (TR) request.

Upon returning to Guam, the traveler must show the hour of departure and return to duty.

When a traveler takes sick leave because of illness or injury not due to personal misconduct, the prescribed reimbursement will be authorized for a period not to exceed ten days. The approved leave form shall accompany the travel reimbursement request.

REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT

Travel Procedures

Last Revised: August 13, 2008

The traveler must file a trip report (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within **10** business days of return from travel. The trip report should be addressed to the person who authorized the travel. A copy of the approved trip report should be attached to the request for reimbursement. A traveler who is only claiming per diem need only file a copy of the travel authorization and backup, the ticket or (e-ticket) and original boarding passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

If the traveler claims actual expenses and any advance exceeds the amount claimed in the travel reimbursement request, the traveler shall refund the excess at the time the travel reimbursement is submitted.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that may have been made. If any advance is not returned within 10 days, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. Such recovery may be by set-off of salary due, retirement credit, or other financial charges. This may be sought from the person to who advanced or the estate by such legal method of recovery as may be necessary. The traveler will be responsible for any attorney or collection fees paid to collect balances owed.

Travel Procedures
Last Revised: August 13, 2008

When actual expenditures are claimed, receipts must support all expenditures. Reimbursement of meals will not exceed the standard authorized rate. Items in a travel reimbursement not properly supported by receipts, where required, will not be reimbursed.

Persons traveling in foreign countries should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged and exchange rate.

All claims for entertainment expense, including those incurred while on travel status, must be justified in writing. Such expenses are reimbursable only when directly connected with the official business of the college. The justification will state:

1. The date of entertainment.
2. The specific purpose of entertainment or the nature of business benefit.
3. The specific names and occupations of the persons entertained.
4. The name and address of the facility used for entertainment.
5. Appropriate receipts.
6. The business purpose of the entertainment and what business was discussed.

A copy of a request for reimbursement form (TR) is included in **Appendix 3**.

TRAVELER'S TRANSPORTATION

All travelers will travel by economy class with the lowest fare airline. The Chairperson of the Board or the President may allow a different class of travel for official business reasons or health reasons. The Vice President of Finance and Administration may allow other than the lowest fare airline to significantly reduce travel time.

Travel arrangements will be made from the list of approved travel agencies and one quote may come from an online airline/website. A traveler must make arrangements early enough to take advantage of the 14 day advance ticket purchase and available discounts. After arrangements are made, payment will be made by the Business Office.

All travel must be by a usually-traveled route. Traveling to the U.S. mainland by going through Japan is considered a usually-traveled route. Travel by other routes is allowable only if the Vice President of Finance and Administration specifically permits such a route.

Travel Procedures

Last Revised: August 13, 2008

A person traveling by an indirect route for personal convenience will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred on a usually-traveled route.

If specifically justified and approved in **advance**, the expenses of a car rental may be reimbursed to an employee also claiming per diem. Such approval is given only if there is a business need for such a car. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts.

SPECIAL QUESTIONS

Extension of Travel Time

The extension of official travel for GCC requires prior approval by the person authorizing the travel. Exceptions may be made for emergency situations.

Frequent Flyer Programs

College personnel enrolled in any frequent traveler program while traveling for the College may utilize benefits for their own travel.

Payback Obligation

Guam Community College has a "payback" policy. Administrative Directive 2007-03. This means that if a person travels off island for training and then leaves the College within twelve months, the person may be liable to pay back the costs of the training. At a minimum, the dates and percentages in Table 3 below will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the *Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement* form prior to leaving on their trip. See **Appendix 7** for these forms.

Travel Procedures
Last Revised: August 13, 2008

TABLE 3

Time Worked After Funding (months)	Percentage of payback	Amount
0	100.0%	
1		Less \$200 from entire travel and trip expense on TA
2		Less \$400 from entire travel and trip expense on TA
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Net Balance
12	0.0%	

The following are additional programs that should be reviewed to ensure compliance with those applicable policies and procedures payback provisions:

Faculty - The Professional Development Review Committee policy and procedures

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Staff – The Staff Development Program policy and procedures

Administrators - The Staff Development Program policy and procedures and Administrative Directive 2007-03

TRAVEL PROCEDURES

- ON ISLAND TRAVEL -

Guam Community College makes college automobiles available when an employee must travel on college activities. The most common case of this is when an employee must travel to another site for business or to conduct a class. In general, employees should utilize college transportation for such purposes. In special circumstances where there is a significant inconvenience in utilizing a college vehicle, an employee may be authorized to utilize their personal transportation for college purposes. Such travel must be authorized ahead of time. Before the initial use of the vehicle, the traveler must provide documentation:

1. Valid Guam driver's license.
2. Valid registration and insurance

Such authorization must be granted by the appropriate Vice President or Dean. The authorization must be in writing and must be for a limited period of time, not to exceed the time of one semester.

At the time of reimbursement, the employee should supply a copy of the documentation, a log listing the day and time of each trip, the beginning and ending mileage and the net mileage. See **Appendix 6** for the Mileage Reimbursement Log.

Requests for mileage reimbursement will be at the standard IRS rates, which can be viewed at the Internal Revenue Service website, www.irs.gov.

YEAR-END COMMITTEE REPORT

AY 2010-2011

	College Governing Council	College Technology	College Assessment	Job Specifications Faculty Evaluation	Resource Planning & Facilities	Standard I	Standard II	Standard III	Standard IV
ist Committee Achievements	Was able to process all actions to their respective parties within a week	Reviewed and recommended minimum computer standards	Rated 60 (combinations of plans & reports) approved; 52 (combined plans & reports) were rated resubmit and 41 combined plans & reports were tabled (see attached CCA meeting matrix)	Revised and implemented the Faculty Evaluation rubrics	Successfully reviewed and passed the FY11 CIP projects, FY 12 GovGuam Budget and FY12 NAF Budgets	Developed and submitted Draft #1 on 12/10/10 deadline	Wrote 3 drafts of the Standard II Self-Study Report		Complete draft 3, 2 and 1 of the Self-Study Report
	Collect 6 of the 8 year end reports from the applicable committees	Reviewed and recommended minimum PC computer bid specifications	Creation of "Simple Steps to Input Data into TracDat" in lieu of training/workshop during Spring 2011 term	Revised Job Specifications for non-instructional faculty		Developed and submitted Draft #2 on 02/25/11 deadline	Assembled new group of faculty members and provided training as a group and one-on-one		Chair attended the PPEC/ACCJC training in Hawaii from Feb 28-March 3
	Successfully approved and sent to the President a total of 5 recommendations	Reviewed and recommended VoIP Specifications	Development of "Rating Guidelines" for consistency in the way the committee rates assessment plans and reports	Updated Article X of BOT/GCC Faculty Union		Developed and submitted Draft #3 on 04/18/11 deadline	Chair received training in Honolulu related to accreditation and assessment		
		Reviewed and recommended Redundant Network Specifications	Completed administration of the IDEA Student Survey	Successful use of IBB process		Presented overview of STD I at 02/25/11 Accreditation Prep meeting			
		Reviewed and recommended scope of work for website support	Research and developed tool for assessing assessment	Separation time of meeting allowed for reflections		Chair attended and participated in Regional Workshop "Capacity Building for Educational Excellence through Program Review and Integrated Institutional Planning: sponsored by PPEC in Honolulu from 02/28 to 03/02/11			
		Reviewed and recommended scope of work for a college technology audit	Completed the administration of the "Assessing Assessment Survey"			All members of STD I attended Group Studio Training on 02/11/11			
		Tech Fees Expenditures were reviewed and recommendations were made	Prior years (2007-2009) to current CCA minutes and agendas were uploaded to AIER website http://www.guamcc.edu/aier Committee Work tab			Agenda/Minutes posted on Group Studio			

College Governing Council								Active participation from all members and groups	Timely posting of agendas and minutes
College Technology								Many of the network issues needing to be addressed would have been addressed if the Redundant Network Plan was successfully implemented	The first 4 meetings held were null and void due to a change in the committee structure. The committee had to wait for the President's nomination before we could official convene.
College & Assessment	Amended the due date for Data Collection Status for instructional programs only from 03/1411 to 10/10/11							Department Chairs acquiring responsibility of new programs lacked transition between outgoing and incoming DCs	Poor attendance at CCA/AIER training workshops/sessions
Job Specifications								Timely feedback from faculty	Ability to begin the job specifications on time
Resource Planning & Facilities									
Standard I	Attended Steering committee meetings							Accessing data for evidence in the report	Getting the Committee organized, change of membership occurred several times
Standard II								Most of the information was deleted and had to start from scratch	Committee members are relatively new to the study process
Standard III								Collecting data and information from some College entities	Members completing their tasks
Standard IV									

YEAR-END COMMITTEE REPORT
AY 2010-2011

YEAR-END COMMITTEE REPORT
AY 2010-2011

	College Governing Council	College Technology	College & Assessment	Job Specifications Faculty Evaluation	Resource Planning & Facilities	Standard I	Standard II	Standard III	Standard IV
it goals & recommendations r e next academic year	Minutes and agendas should be posted in a timely manner	Complete Phase III of the Network Stabilization Project	Hold separate TracDat training for new and current users (mandatory for new and refresher for current)	Complete Job Specification for faculty	Have minutes and agendas posted in a timely manner	Complete final draft for submission	Complete an almost-perfect draft for Standard 2 by October 2011		Have a complete, thorough and comprehensive final draft by the required date
	Provide training at the beginning of the semester to Group Studio and track that committees have uploaded minutes and agendas	Complete the revision of the Enterprise Architecture	Training to be focused on writing an assessment plan, what to gather in data collection, compiling the assessment export and implementing changes for improvement	Prepare presentation for beginning of Academic Year	Improve communications regarding needed resources and facility issues or GCC campus concerns	Prepare for 2012 Accreditation visit	Submit final clean copy to ACCJC via ALO by December 2011		Have clear timelines that the committee can use to guide our work
	Update procedures for committees to report to CGC	Review and recommend an updated wireless network plan	Migrate to the upgraded version of TracDat	Schedule Faculty Training on Evaluation with all committee members			Prepare for WASC site visit Spring 2012		
		Review and recommend updates to minimum computer standards		Review of Faculty Evaluation Rubrics					
		Review and recommend updates to PC computer bid specifications							
ending Submission:	Standard III								

College Governing Council

Monday, October 31, 2011

2:30 p.m. Room C2

Meeting Minutes

1. Called to Order: @ 3:55 p.m.

Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	x
Shian Aricheta (student)	shian.aricheta@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (Chair)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

2. Recital of Mission Statement

3. Approval of Minutes: Motion made by A. San Nicolas to approve the following minutes: 11/24/2010, 01/28/2011, 03/31/2011, 04/28/2011, and 10/03/2011, seconded by M. Postrozny, all in favor, no one opposed, unanimously approved.

4. Old Business:

- A. Goals for Committees under CGC. Has been revised and discussed on the previous meeting. Pending C. Camacho (Standard III).
- B. Distance Education still do not have the final Enterprise Architecture and the Institutional Technology Strategic Plan.

5. New Business:

- A. Travel Policy. PDRC Request was incorporated into the travel policy discussion and motion to approve the travel policy D. Perez, seconded by E. Duenas, all in favor, no one opposed, motion approved unanimously.
- B. 2010-2011 Committee Reports. tabled
- C. Students-vending machine changes, from bottles to cans. Motion to approve made by A. Nepomuceno, seconded by E. Duenas, all in favor, no one opposed, motion approved unanimously.
- D. FY2012 CIP listing projects. Presented by D. Perez, has been approved by the RPF Committee and now being forwarded to CGC. See attachment. Student Representative requested that vending machine be changed from bottles to cans with the exception of water. Motion to approve by E. Duenas, seconded by M. Postrozny, all in favor, motion approved unanimously.

4. Information and Updates

Administration: information status report.

Faculty: none

Staff: none

Students: helping with the move to student center, liability forms need to be given to the departments.

5. Open Discussion:

None

6. Agenda Items for Next Meeting:

- A. Goals
- B. Keys
- C. Distance Education
- D. 2010-2011 Committee Reports

7. Schedule for Next Meetings:

November 14, 2011 @ 3:00 p.m.

9. Adjournment: @ 4:07 p.m.

A. San Nicolas motioned to adjourn, A. Nepomuceno seconded, no one opposed, motion carried.

**RPF & CGC
FINANCIAL STATUS UPDATE
October 31, 2011**

- As of 10/31/11, the College has received 64% (FY11) of its requested allotments. The breakdown is below:

**FY
2011 10/31/2011**

Appropriations	Appropriation	Revised Appropriations	Requested Less Adj.	Received	% Rec'd.	% Appr.
General Fund	12,841,257	12,456,019	12,456,019	8,304,016	67%	65%
LPN	742,166	719,901	719,901	539,928	75%	73%
MDF	3,059,265	2,753,339	2,753,339	1,835,558	67%	60%
Hay Study Allotment	108,732	108,732	108,732	108,732	0%	0%
TAF	24,154	21,739	21,739	21,739	100%	90%
Totals	16,775,574	16,059,729	16,059,730	10,809,973	67%	64%

**FY 10/31/201
2012 1**

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	11,304,589	942,049	0	0%	0%
LPN	705,058	599,299	49,942	0	0%	0%
MDF	1,688,448	1,435,181	119,598	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	15,717,177	13,359,600	1,132,120	0	0%	0%

- Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,100,000 (Adjunct paid in Oct/Dec)
 - Utilities \$ 110,000
 - Contractual Maintenance \$ 50,000
 Currently reviewing maintenance contracts to look for reductions and cost savings.
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and subgrants.
- ARRA projects completed include Photovoltaics Parking lot lights, AH PV Project, Bldg. D. ARRA projects currently ongoing include the Generator, Risers/Sprinklers for Bldg. 500/600 and the Student Center. The Foundation Building project is ongoing with an completion date of May 2012. The campus wide painting project has been awarded with building painting completion by Mar. 15, 2011, final project completion by Apr. 24, 2011. Pending contract signing for MOU with GEO for \$500K PV SC and FB projects.

- Currently the Finance and Administration Division is working on closing out the books for the year end and ramping up for the audit..
- Budgets for FY12 are loaded, FY12 operations budget to be presented to the BOT at the Thurs. 11/3/11 meeting.
- FY12 Budget law shows a 6% (\$1,058,397) overall decrease from FY11 appropriations; GF 2% increase from \$13,716,309 to \$14,028,729 and MDF 45% decrease from \$3,059,265 to \$1,688,448. BBMR issued a 15% reserve, which amounts to \$2M.

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT FUNDING REQUEST
FY 2012

Project No.	Project Title	Description	Budget Request
P12.1	Lights ~ Energy Audit	Replace and install	\$20,000
P12.2	A/C ~ Energy Audit	Replace and install	\$120,000
P12.3	Replace metal sidings (Bldg. 300)	To prevent water from entering rooms causing water damage to ceiling and floor tiles and from seeping through wall joints and holes causing rust and deterioration. Rooms 301, 302, 303/304, and 305.	\$35,000
P12.4	Remove and replace elastomeric coating (Bldg. 1000 - Technology Center).	To remove and replace elastomeric coating to address leaking roof creating a safety/slip hazard.	\$65,000
P12.5	Wheelchair ramps - Bldg 600 to A	To construct ramps and railings at existing walkway, stairway/steps and provide safe passage for students with disabilities and others who must traverse between these buildings. (ADA concerns raised by ED 231 Class)	\$15,000
P12.6	Remove and replace roof and install elastomeric coating (Bldg 500).	To remove and replace roof with 18 gauge roofing materials and install elastomeric coating (Bldg 500). This building houses classrooms that leak water from the roofs during inclement weather; water collecting in the classrooms present slip and fall hazards to students and instructors alike. Additional maintenance costs continue to be incurred because of water-logged ceiling tiles and rusting of ceiling tile runners, as well as preventive measures done to keep wet ceiling materials from falling on students.	\$50,000
P12.7	Remove and replace elastomeric roof coating (Bldg. 600).	To remove and replace roof coating installed several years ago that have now deteriorated. Leaks into classrooms exists causing concern (slip & fall) to students and faculty during inclement weather.	\$45,000
P12.8	Trash Receptacles and Benches	To replace receptacles and benches; procure and install 10 trash and 10 benches	\$15,000
P12.9	Replace door lock sets	To phase in the replacement of lock sets at Bldg. 1000, 3000, and 4000.	\$15,000
P12.10	45' high lift mobile unit	To obtain a high lift mobile unit needed to maintain PV streetlights, air conditioners, typhoon shutters, and light fixtures located at GCC's 2-story buildings (SSA, LRC) in a safe and efficient manner as well as areas that cannot be reached safely with a traditional ladder.	\$50,000
P12.11	Modify 2nd Floor AHU Room (Bldg 1000)	To modify 2nd floor of AHU Room (above Technology Center's stairwell) to prevent water condensation to leak into 1st floor of the hallway and stairs. Continuing problem of water leaking from AHU create a slip hazard at 1st floor hallway and stairs.	\$10,000
P12.12	Renovate restrooms, Bldg. 500/600.	To address dilapidated restrooms in need of repairs.	\$40,000
Revised 10/24/11	GRAND TOTAL:		\$480,000

Contingency Projects ~ pending cost estimates & funding

- 1 Demolition Nurses Building
- 2 Renovation of MPA Restrooms
- 3 Energy Audit - Air conditioning (CIP11 1.1)
- 4 Energy Audit - Lights

ADVANCE PER DIEM AGREEMENT

DATE: _____

Guam Community College
Business Office

RE: Advanced Per Diem

PO# _____

By signing below, I agree that I have received advanced per diem and I will be attending the conference/seminar that was requested in my Travel Authorization. In the event that I am unable to attend ***all or any part*** of the conference, seminar or requirements of this trip, I will notify GCC Business Office immediately. The Business Office will calculate the payback of the advance per diem due to GCC. I agree that the advance per diem payback will be deducted from my next paycheck. If the paycheck is insufficient to cover funds advanced, I agree that GCC has the right to deduct from subsequent paychecks until the amount is refunded in full.

Signature

Print Name:

Title:

5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW

CHAPTER 23
GOVERNMENT TRAVEL LAW

- § 23101. Definitions.
- § 23102. Short Title.
- § 23103. Persons Authorized to Travel at Government Expense.
- § 23104. Per Diem Allowance.
- § 23105. Mileage Allowance.
- § 23106. Indirect Travel: Dependents.
- § 23107. Advancements. [Repealed]
- § 23108. Reporting and Accounting.
- § 23109. Rules and Regulations.
- § 23110. Limitation on Use of Travel Funds. [Repealed]
- § 23111. The Medical Referral Benefits Bank Act.

§ 23101. Definitions.

As used in this Chapter:

(a) *Employee* means an officer or employee of the Government, including the Governor, Lieutenant Governor, members and attaches of the Legislature and Judges.

(b) *Per Diem Allowance* means a daily flat rate of payment in lieu of actual lodging and meal expenses.

(c) *Travel expenses* means necessary expenses incidental to official government travel, excluding expenses for lodging and meals.

SOURCE: GC § 6610.1 repealed/reenacted by P.L. 15-58:1.

§ 23102. Short Title.

This Chapter may be cited as the *Government Travel Law*.

SOURCE: GC § 6610.2

§ 23103. Persons Authorized to Travel at Government Expense.

The following are authorized to travel at government expense while on official business:

- (a) Employees;
- (b) Dependents of employees while traveling incident to recruitment, termination, or home leave;

5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW

(c) The spouse of the Governor, of the Speaker of the Legislature, and the Presiding Judge of the Superior Court, and spouses of such other employees as may be provided by regulation; and

(d) Persons rendering service to the government.

SOURCE: GC § 6610.3. Reference to *Chief Judge of the Island Court* changed to *Presiding Judge of the Superior Court* in accordance with P.L. 12-85, Court Reorganization Act.

§ 23104. Per Diem Allowance.

(a) Prior to departure, the employee shall receive an advance per diem allowance equal to the number of days of authorized office travel multiplied by the current per diem allowance rate provided by the Federal government, contained in the Joint Travel Regulations, to its employees for the respective travel destinations when engaged in official business.

(1) If the employee is the Governor, Lieutenant Governor, a member of the Legislature, a Judge, or a Mayor or Vice-Mayor, the rates are One Hundred Thirty Percent (130%) of the basic per diem rates;

(2) If the employee is an Executive Assistant or Special assistant to the Governor, director or deputy director of any department, or member of the board of directors or commission of any autonomous agency, authority, line agency (including the Council of the Arts and Humanities), authority, or public corporation, the rates are One Hundred and Twenty-five Percent (125%) of the basic per diem rates.

(b) Annually in March, the Governor for the Executive Branch and all autonomous agencies and public corporations, the Presiding Judge of the Superior Court for the Judicial Branch and the Committee on Rules for the Legislative Branch shall establish a policy with regard to advance payment for travel expenses. An employee may receive an advance allowance for travel expenses.

(c) Within ten days following the return from official travel, an employee may submit an itemized statement of account supported by receipts, an affidavit, or both, of actual expenses incurred for lodging, meals and travel expenses actually incurred on official business during the period of official travel. If the advances of the per diem allowance

**5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW**

and travel expenses allowance are less than the employee's actual authorized expenses then he shall be reimbursed for the amount his actual expenses exceeded the advance allowances.

(d) If the employee does not submit a statement of account, then he shall submit an itinerary of his official travel within ten days of his return. If the employee does not submit a statement of account, then he shall not be paid any money in excess of the advance per diem allowances and travel expense allowance. If the employee received an excessive advance allowance, he shall reimburse the Government the excessive amount at the time he submits an itinerary.

(e) The Governor, the Lieutenant Governor, Senators and Judges may be reimbursed for expenses incurred in hosting appropriate persons while conducting official business for the government of Guam. When seeking reimbursement under this subsection, the official shall submit an itemized statement of account of the actual expenses incurred and a brief statement of the purpose for the meeting.

(f) The Director of Administration shall annually in March, in accordance with the Administrative Adjudication Law, establish a schedule of allowances for expenses of employees sent off-island for training for more than 30 days. The provisions of subsections (a) through (e) of this Section shall not apply to an employee who is off-island receiving training for more than 30 days. Such an employee shall receive prior to departure the allowance for his expenses according to the schedule established by the Director of Administration. No report of actual expenses shall be required of a person who spends more than 30 days off-island receiving training. Such an employee shall not be entitled to reimbursement for actual expenses incurred even if they are greater than his allowance.

(g) The provisions of this Chapter shall apply to all government of Guam employees and board and commission members including, but not limited to those of the executive, legislative and judicial branches, autonomous agencies, authorities, and public corporations including, but not limited to the Guam Economic Development Authority, Guam Election Commission, Government House, Public Defender Corporation, Guam Visitors Bureau, University of Guam, Public Utility Agency of Guam, Guam Telephone Authority, Guam Housing and Urban Renewal Authority, Guam Memorial Hospital Authority, Port Authority of Guam,

**5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW**

Guam Housing Corporation, Guam Airport Authority, Guam Power Authority, and dependents or spouses authorized to accompany the employee on official travel.

SOURCE: GC § 6610.4 amended by P.L. 10-6, 11-73, 11-194; repealed/ reenacted by P.L. 15-58:2. Subsection (a) amended by P.L. 15-125:14; amended by P.L. 20-214:2; repealed and reenacted by P.L. 20-224:12 (12/24/90); amended by P.L. 28-068:IV:114 (Sept. 30, 2005). Subsection (f) amended effective January 1, 2006 to replace "Civil Service Commission" with "Director of Administration" pursuant to P.L. 28-68:IV:45 (Sept. 30, 2005). Subsection (a)(1) amended by P.L. 30-101:24 (Mar. 12, 2010).

§ 23105. Mileage Allowance.

Persons authorized to travel at government expense shall, in accordance with regulations and whenever such mode of transportation is authorized or approved as more advantageous to the government, be paid in lieu of transportation a maximum personal vehicle mileage allowance rate equal to the mileage reimbursement rate provided by the Federal government, contained in the Federal Travel Regulations, to its employees for the use of personal vehicles when engaged on official business.

SOURCE: GC § 6610.5. Amended by P.L. 14-119, P.L. 15-87. Repealed and reenacted by P.L. 21-14:19(b). Amended by P.L. 28-068:IV:113 (Sept. 30, 2005).

§ 23106. Indirect Travel & Dependents.

Indirect travel, and travel for dependents when accompanying employees on official business other than travel provided under § 23103(b) of this Chapter may be authorized in accordance with regulations, provided that any such travel is not at any additional expense to the government.

SOURCE: GC § 6610.6.

§ 23107. Advancements.

[Repealed.]

SOURCE: Repealed by P.L. 15-58:3.

§ 23108. Reporting and Accounting.

The Executive, Legislative and Judicial Branches of the government of Guam shall each have exclusive jurisdiction and control with regard to persons under their supervision or authority or cognizance authorized to travel at government expense and in all matters relating to

5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW

travel of dependents, allowances, provisions for travel authorization, indirect travel, advancements (including recovery thereof), reporting and accounting for expenditures, and reimbursements of expenses of such persons. The members of the Legislature shall account to the Committee on Rules of the Legislature as to their expenditure of travel funds authorized by this Chapter in accordance with legislative rules and regulations.

SOURCE: GC § 6610.8.

§ 23109. Rules and Regulations.

This Chapter may be implemented by rules and regulations to be issued by the Governor with regard to the Executive Branch, by rules or resolutions with regard to the Legislature, and by rules of the Judicial Council with regard to the Judicial Branch.

SOURCE: GC § 6610.9.

§ 23110. Limitation on Use of Travel Funds.

[Repealed.]

SOURCE: Repealed by P.L. 21-42 Chapter V:16.

§ 23111. The Medical Referral Benefits Bank Act.

(a) Title. This Section may be cited and referred to as '*The Medical Referral Benefits Bank Act.*'

(b) Medical Referral Benefits Bank Account. There is hereby created within the government of Guam a fund for the banking of travel mileage earned as a result of travel paid by the government of Guam. This fund shall be known as the *Medical Referral Benefit Bank Account* (the 'MRBBA') to be administered by the Department of Administration for all government agencies, instrumentalities, autonomous agencies, public corporations and branches of the government of Guam into which shall be deposited all travel benefits which accrue to the government of Guam employee or consultant by virtue of receiving travel authorization payments.

(c) Definitions. For purposes of this Act the following words and phrases are defined to mean:

(i) *Account* means the Medical Referral Benefits Bank Account established under this Act.

5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW

(ii) *Accrued mileage* means those miles accrued by a traveler on a frequent flyer benefit program.

(iii) *Employee* means all persons employed within the government of Guam, whether classified or unclassified, or full-time, part-time, temporary or limited term basis; all elected officials, judges, mayors and individual consultants.

(iv) *Travel benefit* means a program designed by an airline that awards accrued mileage and benefit programs to its clients.

(d) Requirement.

(i) All employees of the Legislative, Judicial and Executive Branches, including, but not limited to, all autonomous and semi-autonomous and those agencies, public corporations, the University of Guam, the Guam Visitors Bureau, the Department of Education, all elected officials and individual consultants of the government of Guam, as well as non-government persons traveling at government expense, shall, as a condition of receiving local or Federal monies under a travel authorization ('TA') contractual allotment for travel, or any government of Guam monies, used directly or indirectly for expenses incurred for official government travel, sign a waiver form donating accrued mileage credits from any travel benefit on whatever airline, into the 'MRBB Account.' The executed waiver form shall be required by the certifying officer of the respective entity prior to the certification of the availability of the funds for travel.

(ii) All employees of the Legislative, Judicial and Executive Branches, including, but not limited to, all autonomous, semi-autonomous and those agencies, public corporations, the University of Guam, the Guam Visitors Bureau, the Department of Education, all elected officials and individual consultants of the government of Guam traveling in an official capacity shall be required to sign a waiver form donating accrued mileage credits from any travel benefit on whatever airline into the 'MRBB Account'.

(e) Eligibility. The following persons are eligible for participation:

(i) patients and health care staff necessary for the transport of patients being medically referred to be treated off Island;

(ii) patients under the Medically Indigent Program;

**5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW**

(iii) all health care staff (physicians, nurses, technicians) providing direct care to the patient being transported, as approved by the Medical Director of Guam Memorial Hospital Authority.

Patient Eligibility shall be based upon:

- (i) financial need;
- (ii) lack of availability or required medical services on Guam; and
- (iii) urgency and severity of illness, as documented by an attending physician.

(f) Authorized Use. The accrued mileage account shall be used to send off-island medical referrals patients to the destination as determined by the patient's duly licensed physician with the concurrence of the Guam Memorial Hospital Medical Director. Persons authorized to withdraw from the Account shall be the Medical Referral Office Manager and the Administrator of the Guam Memorial Hospital Authority, or his/her designee.

(g) Membership. The government of Guam is hereby authorized to become a member of the travel benefits program instituted by any and all airlines serving Guam. All persons covered by this Act are required to become members of travel benefit programs sponsored by any and all airlines serving Guam, *if* required by the respective airlines, to satisfy the purpose of this Act.

(h) Other Travel Benefits. All other travel benefits, including, but not limited to, volume purchase discounts and accrued number of ticket purchases for free flight benefits and promotional travel benefits shall be accrued and used for the purpose of this Program. The Director of Administration shall establish procedures for management of these benefits and for distribution as requested by the Medical Referral Office Manager or the Hospital Administrator, or his/her designee.

(i) Negotiation. For the purposes of this Act, the Director of Administration may negotiate with any and all airlines serving Guam.

(j) Deposit of Benefits. All mileage accrued by a government of Guam employee shall be deposited directly into the Account by the air carrier no later than ninety (90) days after the date of departure.

(k) Penalties. Violation of this Act shall result in the following:

**5 GCA GOVERNMENT OPERATIONS
CH. 23 GOVERNMENT TRAVEL LAW**

(1) For those cited in Subsection (d) of this Act shall result in forfeiture of government funded travel or any government expense, including, but not limited to, salaries paid while off Island per diem, for a period of one (1) year from the date of last travel.

(2) The Certifying Officer of the responsible government department or agency identified in Subsection (d) of this Act shall be individually or personally liable for the payment of any amounts due on any of the official trips made under the provisions of the Government Travel Law and shall be guilty of a petty misdemeanor.

(l) Indemnification. The government of Guam shall indemnify and hold harmless the participating airline(s) thereof for any loss subject to an agreement, and provided that such loss is not a result of the negligence of the airline(s). *I Maga'lahaen Guåhan* is hereby authorized to enter into such an indemnification agreement pursuant to this Section.

(m) Rules and Regulations. The Administrator of the Guam Memorial Hospital and the Director of the Department of Administration shall jointly promulgate rules and regulations within sixty (60) days from the date of enactment providing for the implementation of this Program on January 1, 1999. These rules and regulations shall include provisions for non-compliance with this Act and shall provide for the determination of eligibility as provided in this Act. The rules and regulations shall be promulgated pursuant to Article 3, Chapter 9 of Title 5 of the Guam Code Annotated, through the *Administrative Adjudication Law, Rule Making Procedures*.

SOURCE: Added by P.L. 24-276:2.

2009 NOTE: P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. P.L. 30-050:2 (July 14, 2009) reverted the name of the Guam Public School System to the Department of Education.

Memorandum

Guam Community College
RECEIVED

NOV 21 2011

PRESIDENT'S OFFICE
Initials: JS

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)
Clare Camacho (Co-Chair)
College Governing Council

Date: 11/1/11

Re: Revised Travel Policy, FY2012 CIP, Campus Beverage Vending Machines

The College Governing Council met on 10/31/11 and unanimously approved the attached revised Travel Policy, the FY 2012 Capital Improvement Projects. The Travel Policy was reviewed by the RFP Committee, with the requested PDRC Trip Report form change. The CIP listing was compiled by the Facilities Department and was based on input from the College Community. Additionally, the CGC unanimously approved COPSA request, to require campus vending machines to dispense aluminum cans only, with the exception of bottled water. This will align the campuses efforts with the I-Recycle Program.

Please let us know if you have any questions regarding the above.

Carmen K. Santos
Carmen K. Santos, Chair

11/1/11
Date

Clare Camacho
Clare Camacho, Co-Chair

11/1/11
Date

GUAM COMMUNITY COLLEGE

- KULEHON KUMUNIDAT GUAHAN -

TRAVEL

- POLICY & PROCEDURES -

APPROVED BY BOARD OF TRUSTEES

ON
10/20/93
Revised
10/11/02
Revised
09/05/08

Ver 1.10
09/05/08

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TABLE OF CONTENTS

	PAGE
TRAVEL POLICY.....	1
TRAVEL PROCEDURES - OFF ISLAND TRAVEL	2
TRAVEL AUTHORIZATION	2
TYPES OF TRAVEL AUTHORIZATION	2
FINANCING OF TRAVEL	3
COST-SHARING	4
ALLOWABLE EXPENDITURES AND REIMBURSEMENT	4
PER DIEM	6
SALARY AND USE OF LEAVE WHILE TRAVELING.....	8
REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT	8
TRAVELER'S TRANSPORTATION	9
SPECIAL QUESTIONS	10
TRAVEL PROCEDURES - ON ISLAND TRAVEL.....	12

APPENDICES

APPENDIX 1	Travel Request/Authorization Checklist
APPENDIX 2	(GCC Form TA) Travel Request/Authorization Form
APPENDIX 3	(GCC Form TR-01) Trip Reimbursement Form
APPENDIX 4	(GCC Form TR-02) Trip Report Form
APPENDIX 5	(GCC Form TR-03) Trip Reimbursement (Detail Supplemental) Form
APPENDIX 6	Mileage Reimbursement Log
APPENDIX 7	Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement Form
APPENDIX 8	Advance Per Diem Agreement

TRAVEL POLICY

It is the policy of the Board of Trustees that all college travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College. With this in mind, departments shall exercise prudence in sponsoring all travel. This especially includes travel for temporary, probationary, or retiring employees.

Off island travel of faculty, staff, administrators, and students is to be approved by the President **prior** to the travel. Travel of the Board of Trustees and the President is approved by the Board. A narrative justification or other pertinent information (such as conference or workshop agendas) of the travel must accompany the request. For special reasons, the President **may** approve more than one person traveling for the same purpose. After any off island travel, a trip report of the benefits gained from the trip, a copy of the ticket, original boarding passes, and/or required receipts must be turned in to the Business Office for reimbursement and close out processes within **10** days after travel ends.

Student group travel can be an important part of the educational experience. Within the limits of funds available, Guam Community College encourages such student travel. Plans for such travel should be approved in advance with appropriate funding identified.

Gina Y. Ramos
Chairperson Board of Trustees

ATTESTED BY:

Secretary

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TRAVEL PROCEDURES

- OFF ISLAND TRAVEL -

SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

Approval of travel is done through a travel authorization form (TA). Travelers normally utilize the most economical means of transportation. After return from a trip, the traveler is to file a trip report and a travel reimbursement form (TR). A traveler may be reimbursed for travel on a flat per diem basis or on an actual expenditure basis, depending on the duration of travel. Travelers claiming actual expenditure reimbursement must receive PRIOR approval.

TRAVEL AUTHORIZATION

Off island travel is initiated at GCC by preparation of a travel authorization request at the departmental level. This should then be approved by the appropriate Dean or Vice President. Final approval is given by the President. The request should be prepared to allow at least **fourteen days** ticketing prior to the time scheduled for the travel. This should take into consideration the processing and approval time required. (See **Appendix 2**) Exceptions can be made only in an emergency.

The traveler shall fill out the Travel Authorization Checklist (see **Appendix 1**) and the Travel Authorization form and ensure that all required information is attached. The traveler will attach the **actual** itinerary to the travel authorization and a list of anticipated expenditures. Ticket arrangements are required to be made from the list of authorized travel agents and one quote may come from the airline directly. (Note that United allows for a 14 day reservation if the local office is called). Three price quotations for three different routes, must accompany all travel authorizations.

It may be appropriate for the College to send a traveler to more than one conference. If there are open days between conferences, the traveler and the person authorizing the travel should discuss and agree upon, in writing, whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

A copy of the standard travel authorization form (TA) is included in the **Appendix 2**.

Travel authorization is required for all travel related activities. This includes travel paid by the College or by a third party. Whether it is leave without pay, administrative leave or personal leave.

TYPES OF TRAVEL AUTHORIZATION

The following types of travel are authorized as indicated:

Travel on Official College Business

The Chairperson of the Board of Trustees shall authorize such travel for members of the Board and the President. The President shall authorize this type of travel for all other employees. Any requests not duly authorized via an approved travel authorization **prior** to the commencement of travel will be charged to the individual traveler.

Travel with side trip

The travel policy states that travel be performed for the direct benefit of the College. However, travelers who want to include a side trip into their travel must pay the cost of the additional trip and any other costs. The College will pay the lowest travel cost, based on determination of the total trip cost. Travelers must obtain at a minimum 4 price quotations to include the following when including a side trip:

- a. 3 price/route quotations with extended dates
- b. 1 price/route quotations with extended dates inclusive of side trip.

Travel of Employees hired from Off-Island

This travel is approved by the President and is covered by the employment contract. A person whose education has been covered by payment from the GovGuam Student Financial Assistance Fund within twelve months of the first workday at the College is not entitled to recruitment travel funds as an off island hire.

Student Group Travel

Groups traveling (consisting of student, faculty and GCC employee chaperones) shall be allowed to make travel arrangements directly with airlines. This will allow for group discounts to be obtained and flexibility in travel changes. Documentation of the discount and savings must be noted. Additionally, student group travel for off-island competitions may require the group to arrive at the location additional days before the competition. The request for the extended days with any supporting documentation must be submitted and attached to the TA. This will be reviewed by the Vice President of Business and Finance on a case by case basis.

For student group travel, the actual method will be utilized for lodging and transportation, and meals will be paid on the per diem basis.

FINANCING OF TRAVEL

Travel costs will be paid by GCC per the approved travel authorization. Travelers will have their airline ticket and registration fees paid for with institutional funds, via the GCC corporate credit card. Lodging may be requested to be paid via the College corporate credit card. Travelers may also apply for a travel advance of 80% of the authorized per diem. Per diem advances may be picked up **two** business day in advance of the trip. Travelers will be required to sign the Advance Per Diem Agreement (**Appendix 8**) An earlier advance may be authorized by the Vice President of Finance and Administration. The President may authorize travel without completion of a travel authorization. This will be done **only** in emergencies.

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The traveler must make a written request for the advance per diem, (As noted on the Form TA) at least three days prior to departure. Additionally, the traveler is responsible for ensuring that the request for GCC corporate card is made to purchase the airline ticket, within the advance purchase requirements.

COST-SHARING

The traveler and the person authorizing the travel may make a cost-sharing agreement about travel costs. These agreements outline a percentage to be paid by the College. They could also agree to the College paying a flat amount and the traveler paying the remainder, or a combination of the two methods such as 50% with a maximum of \$600. They could agree to share the types of costs such as the traveler paying for transportation and the College paying for meals and lodgings.

The Guam Community College may make cost-sharing agreements with other institutions. If a cost-sharing agreement is made, the traveler must submit documentation of the costs to be paid by the College – prior to the travel.

Example: There is only \$700 budgeted for travel in a grant. The traveler may agree to cost-share by submitting documentation to support at least \$700 in expenses.

ALLOWABLE EXPENDITURES AND REIMBURSEMENT

At Guam Community College there are two options for seeking reimbursement for travel expenses. The first option is to seek per diem. Under the per diem method, a standard daily amount is available. This amount is expected to cover standard travel expenditures (see Table 1). The traveler still remains free to seek reimbursement for additional reasonable expenditures for items not covered by the per diem (see Table 2). Such additional expenditures must be documented as required and approved prior to travel. Documentation of standard per diem expenses is not required when seeking reimbursement under the per diem option. If conference fees include meals, the traveler will reduce their per diem for these meals.

The second option is to seek reimbursement for all reasonable expenditures, also called the Actual Method. Reasonable expenditures include all expenditures covered by per diem plus other directly related travel expenditures. In this option, additional appropriate documentation is required and the traveler must fill out and attach the Trip Reimbursement Detail Form (**Appendix 5**).

However, travel in excess of seven (7) calendar days will be required to use the actual method for lodging. The per diem method will be allowed only for meals. Only 1 option may be chosen, not a combination of both options, except for travel in excess of 7 calendar days, and requests must be made prior to actual travel. For travelers who use the actual method, lodging costs should not exceed the standard daily lodging rate. If traveler requests for lodging costs in excess, the request must be made in advance with proper justification.

Example: The conference is being held at a hotel whose cost is \$150 per day, but standard lodging is \$100 per day. It is beneficial to the traveler to stay in the same hotel as the conference site.

At Guam Community College almost all travelers utilize the per diem method. This usually provides the greatest efficiency for the traveler and the college.

Standard expenditures covered by per diem:

TABLE 1

1.	Meals
2.	Lodging. The term "lodging" does not include transportation related accommodations on airplanes, ships, or trains.
3.	Tips to waiters, porters, bellboys, hotel maids, dining room stewards.
4.	Laundry, cleaning and pressing of clothing. (Limited to \$20 per day)
5.	Excess baggage charges.
6.	Telephone, fax or other communication service.
7.	Currency exchange or passport fees and airport departure taxes
8.	Transportation to and from the airport and parking fees as well as taxis and other local transportation at the destination.
9.	Miscellaneous Travel related expenses.

The following are examples of other travel related costs for which a person may seek reimbursement even if the per diem method is used. Major expenses of this type should be approved at the time of the travel authorization.

TABLE 2

1.	Conference or meeting fees.
2.	Long distance calls directly related to the purpose of the travel. Include information on the number called and the business purpose of the expense.
3.	Excess baggage or shipping related to carrying materials to/from a conference or meeting. This includes storage and transfers of such materials.
4.	Justified Business Center services.
5.	Rental of internet access computers or other necessary equipment.
6.	Clerical assistance.
7.	Guides and interpreters.
8.	Packers.
9.	Drivers of vehicles or boats.
10.	Storage of Property.
11.	Hire of a meeting or presentation room or space.
12.	Entertainment expenses.
13.	Small supplies.
14.	Two ten minute long distance calls home.
15.	Rental cars and local transportation.
16.	Necessary storage of baggage.
17.	Other justified expenses directly related to the travel.
18.	Checked luggage fee <u>for the first bag if there is a fee and (for the first 2 standard sized bags, based on airline requirements). Justification for second bag must be business related.</u>

The following are examples of costs that are not allowable:

1. Flight insurance (exception, GDOE students).
2. Repairs to home while traveling.
3. Reading materials unrelated to official business.
4. Video or cable charges.
5. Clothing.
6. Alcoholic beverages.
7. Athletic room fees.
8. ATM Fees.
9. Non-justified travel or conference related expenses.

PER DIEM

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodging for the travel period.

Example: A traveler travels six days to Chicago. This includes one day of travel to

Travel Procedures
Last Revised: August 13, 2008

Chicago, a four day conference and one day for return. The traveler may request per diem for 6 days. The traveler does not have to submit any receipts. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses.

A traveler may use only one method (per diem or actual method, except for travel over 7 calendar days) for the entire trip.

Example: A traveler travels four days to Chicago. This includes one day of travel to Chicago, a two day conference and one day for return. The traveler may request per diem for 4 days. If the traveler chooses the actual method (prior to travel) then the traveler would be required to submit receipts. If the Chicago hotel costs more than the allowable lodging per diem rate, the traveler must provide documentation justifying the hotel chosen.

The per diem rates are based on the per diem rate authorized by law. Currently, the rate is available on the following website:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

The traveler is entitled to the per diem rate for each travel day of official travel. No more than one day of per diem or expenses may be claimed before the beginning of official business and one day claimed for the return. Exceptions may only be made with prior approval and documentation on the TA.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins one hour before scheduled takeoff at the airport and ends one hour after return. All time is counted as Guam time.

Example: A person leaves Guam at 6:00 a.m. on March 1 and returns to Guam at 6:00 p.m. on March 5. The trip has four travel days: March 1, 2, 3, and 4.

The following **standard calculation** can be applied for counting travel days:

Trip to the US Mainland:

The traveler may claim a travel day going and a travel day for return.

Trip to Hawaii:

The traveler may claim one travel day.

Trip to any of the Micronesian Islands, Japan and Philippines:

The traveler may claim one travel day. If the airline schedule does not allow a direct return, required stay over days may be claimed. However, documentation must be provided indicating flight availability.

Travel Procedures
Last Revised: August 13, 2008

If a traveler goes on annual leave during the trip, the travel days end at the time of the end of business. The traveler may be entitled to per diem or actual hotel and meal expense during a layover on the travel back to Guam.

If a trip is less than one day, the traveler is entitled to all **actual** allowable expenditures. However, the traveler is not entitled to per diem.

Example: A traveler goes to Saipan in the morning and returns that evening. The traveler is entitled to actual allowable expenditures but not to per diem.

If a person begins travel without a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return. Exceptions must be authorized in advance.

Example: A traveler begins travel on Sunday while on stand-by to return home on Friday. If the traveler is not able to get on the Friday flight, the traveler is not on travel status while waiting for the next available flight.

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates.

SALARY AND USE OF LEAVE WHILE TRAVELING

The traveler shall be on administrative leave and will receive a regular salary during the authorized travel time. In general, a traveler will be eligible for one day of administrative leave for each day of authorized travel time. No advances of an employee's salary may be made except in case of emergency. Travelers must attach their Leave Application with the TA as noted in the TA Checklist.

If the traveler becomes sick during a trip or uses other types of leave while on travel status, the traveler must attach a copy of the approved leave form to the travel reimbursement (TR) request.

Upon returning to Guam, the traveler must show the hour of departure and return to duty.

When a traveler takes sick leave because of illness or injury not due to personal misconduct, the prescribed reimbursement will be authorized for a period not to exceed ten days. The approved leave form shall accompany the travel reimbursement request.

REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT

Travel Procedures

Last Revised: August 13, 2008

The traveler must file a trip report (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within **10** business days of return from travel. The trip report should be addressed to the person who authorized the travel. A copy of the approved trip report should be attached to the request for reimbursement. A traveler who is only claiming per diem need only file a copy of the travel authorization and backup, the ticket or (e-ticket) and original boarding passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

If the traveler claims actual expenses and any advance exceeds the amount claimed in the travel reimbursement request, the traveler shall refund the excess at the time the travel reimbursement is submitted.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that may have been made. If any advance is not returned within 10 days, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. Such recovery may be by set-off of salary due, retirement credit, or other financial charges. This may be sought from the person to who advanced or the estate by such legal method of recovery as may be necessary. The traveler will be responsible for any attorney or collection fees paid to collect balances owed.

Travel Procedures
Last Revised: August 13, 2008

When actual expenditures are claimed, receipts must support all expenditures. Reimbursement of meals will not exceed the standard authorized rate. Items in a travel reimbursement not properly supported by receipts, where required, will not be reimbursed.

Persons traveling in foreign countries should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged and exchange rate.

All claims for entertainment expense, including those incurred while on travel status, must be justified in writing. Such expenses are reimbursable only when directly connected with the official business of the college. The justification will state:

1. The date of entertainment.
2. The specific purpose of entertainment or the nature of business benefit.
3. The specific names and occupations of the persons entertained.
4. The name and address of the facility used for entertainment.
5. Appropriate receipts.
6. The business purpose of the entertainment and what business was discussed.

A copy of a request for reimbursement form (TR) is included in **Appendix 3**.

TRAVELER'S TRANSPORTATION

All travelers will travel by economy class with the lowest fare airline. The Chairperson of the Board or the President may allow a different class of travel for official business reasons or health reasons. The Vice President of Finance and Administration may allow other than the lowest fare airline to significantly reduce travel time.

Travel arrangements will be made from the list of approved travel agencies and one quote may come from an online airline/website. A traveler must make arrangements early enough to take advantage of the 14 day advance ticket purchase and available discounts. After arrangements are made, payment will be made by the Business Office.

All travel must be by a usually-traveled route. Traveling to the U.S. mainland by going through Japan is considered a usually-traveled route. Travel by other routes is allowable only if the Vice President of Finance and Administration specifically permits such a route.

Travel Procedures

Last Revised: August 13, 2008

A person traveling by an indirect route for personal convenience will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred on a usually-traveled route.

If specifically justified and approved in **advance**, the expenses of a car rental may be reimbursed to an employee also claiming per diem. Such approval is given only if there is a business need for such a car. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts.

SPECIAL QUESTIONS

Extension of Travel Time

The extension of official travel for GCC requires prior approval by the person authorizing the travel. Exceptions may be made for emergency situations.

Frequent Flyer Programs

College personnel enrolled in any frequent traveler program while traveling for the College may utilize benefits for their own travel.

Payback Obligation

Guam Community College has a "payback" policy. Administrative Directive 2007-03. This means that if a person travels off island for training and then leaves the College within twelve months, the person may be liable to pay back the costs of the training. At a minimum, the dates and percentages in Table 3 below will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the *Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement* form prior to leaving on their trip. See **Appendix 7** for these forms.

Travel Procedures
Last Revised: August 13, 2008

TABLE 3

Time Worked After Funding (months)	Percentage of payback	Amount
0	100.0%	
1		Less \$200 from entire travel and trip expense on TA
2		Less \$400 from entire travel and trip expense on TA
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Net Balance
12	0.0%	

The following are additional programs that should be reviewed to ensure compliance with those applicable policies and procedures payback provisions:

Faculty - The Professional Development Review Committee policy and procedures

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Staff – The Staff Development Program policy and procedures

Administrators - The Staff Development Program policy and procedures and Administrative Directive 2007-03

TRAVEL PROCEDURES

- ON ISLAND TRAVEL -

Guam Community College makes college automobiles available when an employee must travel on college activities. The most common case of this is when an employee must travel to another site for business or to conduct a class. In general, employees should utilize college transportation for such purposes. In special circumstances where there is a significant inconvenience in utilizing a college vehicle, an employee may be authorized to utilize their personal transportation for college purposes. Such travel must be authorized ahead of time. Before the initial use of the vehicle, the traveler must provide documentation:

1. Valid Guam driver's license.
2. Valid registration and insurance

Such authorization must be granted by the appropriate Vice President or Dean. The authorization must be in writing and must be for a limited period of time, not to exceed the time of one semester.

At the time of reimbursement, the employee should supply a copy of the documentation, a log listing the day and time of each trip, the beginning and ending mileage and the net mileage. See **Appendix 6** for the Mileage Reimbursement Log.

Requests for mileage reimbursement will be at the standard IRS rates, which can be viewed at the Internal Revenue Service website, www.irs.gov.



GUAM COMMUNITY COLLEGE
Council On Postsecondary Student Affairs (COPSA)

July 27, 2011

Michelle Santos, Ed.D
Dean, School of Technology and Student Services
Guam Community College
Mangilao, Guam

Dear Dr. Santos,

In an effort to promote recycling and the Guam Community College going green, we, the COPSA Officers of Guam Community College, strongly feel that it is important that all the beverage vending machines that have plastic bottled drinks be changed out for vending machines that only dispense aluminum cans.

To initiate the recycling efforts on campus, COPSA purchased trash cans to collect aluminum cans and plastic bottles. The cleaning company empties the trash cans placing the aluminum cans in a special dumpster donated by the I-Recycle Program. This dumpster is emptied when full and the college receives funds from the I-Recycle Program for all the aluminum cans collected.

The plastic bottles are placed in a hand-made wooden crate-type dumpster. When this dumpster is full, staff and students must physically collect the bottles, unscrew any lids that were left on, and take them to a company who will send them off-island to a recycling plant. While the college is helping our campus and community in the overall recycling efforts for plastic bottles, no funds are received for these efforts.

The GCC Eco Warriors group, comprised of faculty, staff and students, was created over the last year and has done an amazing job re-painting the recycle trash cans; assisting in cleaning out the trash cans and dumpsters; and promoting recycling on our campus and in the community. They are also the lead group in organizing the collection and movement of the plastic bottles to the off-campus company.

As you can see by the attached listing of beverage vending machines on campus, one (1) of 16 machines dispenses aluminum cans only. The other 15 machines dispense either plastic bottles and aluminum cans or plastic bottles only.

We strongly urge the college to replace the beverage vending machines that dispense plastic bottles with machines that only dispense aluminum cans. This way, we cut down on the plastic bottles that staff and students must collect and deliver and we collect more aluminum cans and receive more funds from the I-Recycle Program.

We look forward to hearing from you soon. If you have any questions, we can be contacted through the Center for Student Involvement office at 735-5518/9 or by email at: ariane.nepomuceno@guamcc.edu or butgadiana.masga@guamcc.edu

Respectfully,

Ariane Nepomuceno
COPSA President

Butga Diana Masga
COPSA Vice President

Elizabeth Duenas

From: ariane nepomuceno [ariane_0929@yahoo.com]
Sent: Wednesday, October 26, 2011 11:06 AM
To: Liz Duenas
Subject: Fw: Vending Machines

Have a blessed day,

Ariane Nepomuceno

Council On Postsecondary Student Affairs-*President*
Guam Community College

ariane.nepomuceno@guamcc.edu
(671)787-8755

*If your actions inspire others to dream more ,learn more,
do more and become more,you are a leader.
-John Quincy Adams*

----- Forwarded Message -----

From: Michelle Santos <michelle.santos@guamcc.edu>
To: ariane.nepomuceno@guamcc.edu
Sent: Wednesday, July 27, 2011 4:27 PM
Subject: FW: Vending Machines

Sorry Ariane, I misspelled your name in your address the first time.
Michelle

From: Michelle Santos [mailto:michelle.santos@guamcc.edu]
Sent: Wednesday, July 27, 2011 4:26 PM
To: 'ariane.mepomuceno@guamcc.edu'; 'butgadiana.masga@guamcc.edu'
Subject: Vending Machines

Dear Ariane and Butga,

Thank you so much for your letter and I appreciate the concern the COPSA leaders have for our campus and community environment. I want to empower you as student leaders to address this issue with the College Governing Council (CGC). Your evidence is powerful. Please use your student voice on this council to seek action and allow the participatory governance process to work. Please understand you may need to reconsider the availability of water, so we may need to have an exception to the "no bottle" proposal.

Once again, I thank you for bringing this to my attention. I just spoke with the Vice President for Finance and Administration, the Chair of the CGC, and was informed they should be meeting toward the end of August or beginning of September. Please let me know if you are not satisfied with this response and we can surely set up a time to meet and discuss a plan of action.

Sincerely,

Michelle

Michelle Santos, Ed.D.

GCC Beverage Vending Machines & Locations

	Location Site	Machine Sign (Vendor)	Type of Containers	Cost	Products Sold
1.	A-Bldg, by stairs near Room A-6	Coca Cola	Plastic Bottles	\$1.00	Soda, tea, OJ, water
2.	A-Bldg, between A-9 & A-10	Minute Maid (Coca Cola)	Plastic Bottles	\$0.75	Soda, tea
3.	C-Bldg, in Room C-2	Pepsi	Alum Cans	\$0.60	Soda, tea
4.	C-Bldg, by stairs near C-6	"Cold Drinks" (Ambros label)	Alum & Metal cans	\$1.00	Iced Cappucino & coffee; Aloha teas
5.	D-Bldg, near D-2	Pepsi	Plastic Bottles	\$1.00	Soda, water
6.	D-Bldg, near D-2	Coca Cola	Plastic Bottles & Alum Cans	\$0.75	Soda, water
7.	Bldg 300	Pepsi	Plastic Bottles & Alum Cans	\$1.00	Soda, water, Gatorade
8.	Bldg 300	Coca Cola	Plastic Bottles & Alum Cans	\$0.75	Soda, water, energy drink
9.	Allied Health Bldg (inside, 1st flr)	Pepsi	Plastic Bottles	\$1.00	Soda, tea, water
10.	Bldg 900	Pepsi	Plastic Bottles & Alum Cans	\$0.60	Soda, water
11.	Bldg 900	Coke	Plastic Bottles & Alum Cans	\$0.75	Soda, water, energy drink
12.	Between Bldgs 500 & 600	Pepsi	Plastic Bottles & Alum Cans	\$0.60	Soda, tea
13.	Between Bldgs 500 & 600	Coca Cola	Plastic Bottles & Alum Cans	\$0.75	Soda, tea
14.	Tech Center, 1st floor	Coca Cola	Plastic Bottles & Alum Cans	\$0.75	Soda, tea, OJ, water
15.	Tech Center, 2nd floor	Pepsi	Plastic Bottles	\$1.00	Soda, tea, water
16.	SSAB (outside, back of Rotunda)	Pepsi	Plastic Bottles & Alum Cans	\$0.60	Soda, Gatorade

College Governing Council

Monday, November 14, 2011

3:00 p.m. Room C2

Meeting Minutes

1. Called to Order: @ 3:13 p.m.

Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	X
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	X
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	X
Shian Aricheta (student)	shian.aricheta@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	X
Doris Perez (administration)	doris.perez@guamcc.edu	X
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	X
Carmen Santos (Chair)	carmen.santos@guamcc.edu	X
Gina Tudela (administration)	virginia.tudela@guamcc.edu	X
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

2. Recital of Mission Statement

3. Approval of Minutes: Motion made by A. San Nicolas to approve 10/31/2011 minutes with changes, seconded by E. Duenas, unanimously approved.

4. Old Business:

- A. Goals for committees under CGC has been revised by C. Camacho. It is ready for posting on MyGCC Group Studio. College Technology Committee (CTC) went ahead and submitted a request directly to the President office (not knowing about the process of making a request). C. Santos has spoken to the chair of the CTC regarding this. CGC needs to compile a listing of committees and their memberships. C. Santos will issue a memo to all committee members to begin posting on the MyGCC Group Studio. C. Camacho states that all committees should have the same goals for the next academic year except for CTC.
- B. Distance Education- still on hold because of the Enterprise Architecture and the Institutional Technology Strategic Plan.
- C. 2010-2011 Committee Reports have been discussed.

5. New Business:
none

6. Information and Updates

Administration:

- Financial Report and facilities report (see attachment).
- Meeting on November 15, 2011 for LRC moving @ 10:30 a.m. will be discussing assistance for moving. Work study and tutors are not able to assist due to student liabilities. A. San Nicolas will get back to the committee if he is able to get volunteers from the Air Reservists.

Faculty: Management/Faculty Senate combined meeting, November 17, 2011 @ LRC from 10:00-12:00 p.m.

Staff: E. Duenas working to create a letter for submission to the President's Office to include the Staff's Constitution and Bylaws.

Students: Last COPSA meeting for the semester on November 18, 2011.

7. Open Discussion:

None

8. Agenda Items for Next Meeting:

A. Financial Plan

B. Committee Chairs

9. Schedule for Next Meetings:

January 2012

10. Adjournment: @ 3:33 p.m.

E. Duenas motioned to adjourn, A. Nepomuceno seconded, no one opposed, motion carried.

**RPF & CGC
FINANCIAL STATUS UPDATE
November 14, 2011**

- As of 11/14/11, the College has received 68% (FY11) of its requested allotments. The breakdown is below:

FY
2011 11/14/11

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	%Recd	% Appr Rec'd.
General Fund	12,841,257	12,456,019	12,456,019	8,823,016	71%	69%
LPN	742,166	719,901	719,901	539,928	75%	73%
MDF	3,059,265	2,753,339	2,753,339	1,835,558	67%	60%
Hay Study Allotment	108,732	108,732	108,732	108,732	0%	0%
TAF	24,154	21,739	21,739	21,739	100%	90%
Totals	16,775,574	16,059,729	16,059,730	11,328,973	71%	68%

FY
2012 11/14/11

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	11,304,589	942,049	0	0%	0%
LPN	705,058	599,299	49,942	0	0%	0%
MDF	1,688,448	1,435,181	119,598	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	15,717,177	13,359,600	1,132,120	0	0%	0%

- Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,100,000 (Adjunct paid in Oct/Dec)
 - Utilities \$ 110,000
 - Contractual Maintenance \$ 50,000

Currently reviewing maintenance contracts to look for reductions and cost savings.
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and subgrants.
- ARRA projects completed include Photovoltaics Parking lot lights, AH PV Project, Bldg. D. ARRA projects currently ongoing include the Generator, Risers/Sprinklers for Bldg. 500/600 and the Student Center. The Foundation Building project is ongoing with an completion date of May 2012 The campus wide painting project has been awarded with building painting completion by Mar. 15, 2012, final project completion by Apr. 24, 2012. Pending contract signing for MOU with GEO for \$500K PV SC and FB projects.

- BO is working on closing out the books for the year end and ramping up for the audit.. Expect completion of Federal schedules to start audit by tomorrow. Financials will be completed by end of the month.
- FY 13 Budget planning and training will be conducted later this month. FY13 budgets will be due early December.
- FY12 Budget law shows a 6% (\$1,058,397) overall decrease from FY11 appropriations; GF 2% increase from \$13,716,309 to \$14,028,729 and MDF 45% decrease from \$3,059,265 to \$1,688,448. BBMR issued a 15% reserve, which amounts to \$2M.

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11
PRIORITY 1 - FUNDING REQUEST

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011

No.	PROJECT	Approved *		STATUS as of November 14, 2011
		Approved *	Balance	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	36,500.00	Inventory of A/C condensers and evaporator units and field visit completed; Write-up (Scope) approved 9/2/11.
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd level classroom. 30.2051G8.7230.66	10,000.00	0.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations. 30.2051E6.7230.66	10,000.00	0.00	PO issued to DERO 6/30/11; items arrived 9/30/11 - to be installed by Asanuma
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jambs and enhance visibility of students entering and exiting classroom. 30.2051G9.7230.66	21,000.00	0.00	P1102061 issued to AMI Builders 9/20/11; 120 calendar days; 2% Complete
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin 30.2051E7.7230.66	1,500.00	0.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	4,150.00	P1102062 issued to HangKang 9/20/11; 120 calendar days; 55% Complete
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile runners; preventive measures done to keep wet ceiling materials from falling on students and other personnel. Hangkang completed East side. 30.2051E8.7230.66	4,000.00	0.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	6,865.00	P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days:1% complete
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students and other personnel 30.2051B7.7230.66	15,000.00	5,260.00	P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 1% Complete
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump House. 30.2051E9.7230.66	35,000.00	0.00	PO1101504 issued to HangKang 7/1/11; 141 calendar days; 85% Complete
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between buildings and classrooms. 30.2051GB.7230.66	50,000.00	0.00	PO issued to Asia Pacific International Inc. 10/5/11; Notice of Intent given - pending submittal of required documents; 120 calendar days; 1% Complete
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	15,100.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days: 5% Complete
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and shop activities. 30.2051C9.7230.66	150,000.00	117,374.91	Project discontinued - natural air flow sufficient with windows and roll-up door opened during class time
P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather.	60,000.00	58,650.00	Project discontinued - students representatives agreed that there is ample space in and around the Student Center
* Approved by RPF 11/12/10.		478,000.00	243,899.91	

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11**

PROJECT - CONTRACTOR		STATUS as of November 14, 2011
1	Student Center - Asanuma	99% complete [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Ribbon cutting 12/9/11; Occupancy Permit issued 10/28/11;
2	Foundation Renovation - Orion	35% Complete - Renovation - \$3,998,000 w/ ECD 2/1/2012; __% Complete - Parking Lot - \$335,046 with ECD 11/2/11 (73 stalls); USDA loan submitted 7/11 for \$3.5M; Anticipate a Change Order to address second floor cracks and joist replacement approx \$200K; Approved Change Directive to address 2nd floor issues; parking light fixtures expected to arrive mid-December
3	Generator B, C & D - Kinden	__ 77% complete - No extension to be granted [MTM 4/18] [ECD - 9/28/2011]; ARRA funds - \$539,273; generator and tank installed testing continues to address overheating at 77% load
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011; Pending punch list and final Payment Application
6	Sprinkler System Bldgs 500 & 600 - Midong	__ 85% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]; hard rock encountered while trenching for water line
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced; met with Hiro 10/2011 to discuss ongoing A/C issues
8	AHC - Core Tech International	TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7/11; met (11/1/11) to discuss continued A/C and mold/mildew issues
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M
10	Forensic Lab Facility	DOI funds for A&E (\$359,300) secured; pending availability of funds
11	Campus Painting	Awarded to P&E Construction; work commenced 11/2/11 @ lower campus; ECD 4/24/12; March 15, 2011- completion date: paint all buildings & site structures (e.g., numbering of buildings); April 24, 2012 - completion date for all other construction

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012

Project No.	Project Title	Description	Budget Request
P12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.	\$20,000
P12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.	\$120,000
P12.3	Metal Sidings (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305.	\$35,000
P12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard.	\$65,000
P12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class)	\$15,000
P12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment.	\$50,000
P12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard.	\$45,000
P12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches	\$15,000
P12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg, 1000, 3000, and 4000 to safeguard instructional equipment.	\$15,000
P12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder.	\$50,000
P12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway.	\$10,000
P12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms.	\$40,000
BOT Approved 11/3/11 GRAND TOTAL:			\$480,000

Contingency Projects ~ pending cost estimates & funding

- 1 Demolition Nurses Building
- 2 Renovation of MPA Restrooms
- 3 Energy Audit - Air conditioning (CIP11 1.1)
- 4 Energy Audit - Lights
- 5 Grease Trap - Culinary

College Governing Council

Monday, December 05, 2011

3:00 p.m. Room C2

Meeting Minutes

1. Called to Order: @ 3:00 p.m.

Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	X
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	X
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	X
Shian Aricheta (student)	shian.aricheta@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	X
Doris Perez (administration)	doris.perez@guamcc.edu	X
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (Chair)	carmen.santos@guamcc.edu	X
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

2. Recital of Mission Statement
3. Approval of Minutes: Motion made by D. Perez to approve 11/14/2011 minutes with changes, seconded by E. Duenas, all in favor, unanimously approved.
4. Old Business:
 - a. Goals for committees under CGC have been posted on MyGCC Group Studio. C. Santos will follow up with W. Gima.
 - b. Distance Education- still on hold, pending the Enterprise Architecture and the Institutional Technology Strategic Plan.
 - c. 2010-2011 Committee Reports have been discussed.
5. New Business:
 - a. Compile list of Committee Members- prepared by Vivian Cruz, needs to be updated, revised and posted on MyGCC Group Studio.
 - b. Governance Structure- need to improve communication between the VP and the Dean's to ensure that the Academic Vice President receives a courtesy copy of minutes and agenda from CGC.
 - c. Draft 5-Year Strategic Plan discussion was held. Motion to approve by C. Camacho, seconded by M. Postrozny. All in favor, no one opposed, motion approved.
 - d. Additional CIP FY2012: Culinary Kitchen and Spill prevention control counter measure. Motion to approve made by C. Camacho, seconded by M. Postrozny. All in favor, no one opposed, motion approved.
6. Information and Updates
 - a. **Administration:**
 1. Financial Report and facilities report (see attachment).
 2. Board has approved the Travel Policy.
 - b. **Faculty:**
 1. The ISER (Institutional Self Evaluation Report) is being reviewed for Faculty Senate.
 - c. **Staff:**
 1. E. Duenas is working on creating a letter to include the Staff's Constitution and Bylaws.

2. GCC Christmas Party on Wednesday, December 07, 2011 at the Westin Hotel from 6:00 p.m. to 11:00 p.m.
- d. **Students:**
 1. Preparing for Ribbon Cutting of the Student Center on Friday, December 09, 2011 at 10:00 a.m.
7. Open Discussion:
None
8. Agenda Items for Next Meeting:
 - a. Budget FY2012
9. Schedule for Next Meetings:
January 26, 2012 @ 10:00 a.m.
10. Adjournment: @ 3:33 p.m.
E. Duenas motioned to adjourn, A. Nepomuceno seconded, no one opposed, motion carried.

**RPF & CGC
FINANCIAL STATUS UPDATE**

December 5, 2011

- As of 12/5/11, the College has received 74% (FY11) of its requested allotments. The breakdown is below:

**FY
2011 12/5/2011**

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	%Rec'd	% Appr Rec'd.
General Fund	12,841,257	12,456,019	12,456,019	9,831,859	79%	77%
LPN	742,166	719,901	719,901	539,928	75%	73%
MDF	3,059,265	2,753,339	2,753,339	1,835,558	67%	60%
Hay Study Allotment	108,732	108,732	108,732	108,732	0%	0%
TAF	24,154	21,739	21,739	21,739	100%	90%
Totals	<u>16,775,574</u>	<u>16,059,729</u>	<u>16,059,730</u>	<u>12,337,816</u>	<u>77%</u>	<u>74%</u>

**FY
2012 12/5/2011**

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	11,304,589	942,049	0	0%	0%
LPN	705,058	599,299	49,942	0	0%	0%
MDF	1,688,448	1,435,181	119,598	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	<u>15,717,177</u>	<u>13,359,600</u>	<u>1,132,120</u>	<u>0</u>	<u>0%</u>	<u>0%</u>

- Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,100,000 (Adjunct paid in Oct/Dec)
 - Utilities \$ 110,000
 - Contractual Maintenance \$ 50,000

Maintenance contracts cutting back include cost savings from power reduction and improving equipment, cleaning service cutbacks.
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and sub-grants. Title V PO from GDOE for secondary was signed last week.
- ARRA projects currently ongoing include the Generator, Risers/Sprinklers for Bldg. 500/600 and the Student Center punch list, and automotive paint booth installation. The Foundation Building project is ongoing with an completion date of May 2012 The campus wide painting project has been awarded with building painting completion by Mar. 15, 2011, final project completion by Apr. 24, 2011. Pending contract signing for

MOU with GEO for \$500K PV SC and FB projects. Projects that have gone out to bid and currently under evaluation include the Student Center Photovoltaic, Admin., Office, and Custodial Supplies, and the wireless network. [REDACTED]

- Book orders have been made for Spring 2012, and majority of books expected to be delivered before the semester starts.
- BO is working on closing out the books for the year end and ramping up for the audit.. Federal schedules completed and submitted to auditors. Financials will be completed by today or tomorrow.
- FY 13 Budget planning and training will be conducted at DC meeting on 12/7. FY13 budgets will be due December 16 to Deans, and Dec. 22 to the Business Office. Instructions and parameters have been distributed to all departments.
- Updated travel policies and new forms have been posted on MyGCC under Worklife tab, GCC Policies and Procedures.
- CTC made an announcement on MyGCC 11/28/11 that they are working on the EA and ITSP and at the start of Spring 2012, D8 will have Microsoft Office 2010 installed on all current computers. By the end of Spring 2012, labs D2, D3, D10 and A27 will be refreshed with new computer hardware, Windows 7 and Microsoft Office 2010.
- Website slated to be launched in January 2012, has been pushed back until after accreditation visit.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11
PRIORITY 1 - FUNDING REQUEST**

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011

No.	PROJECT	Approved *		STATUS as of November 30, 2011
		Approved *	Balance	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	36,500.00	Inventory of A/C condensers and evaporator units and field visit completed; Write-up (Scope) approved 9/2/11; need to update with TRMA's comments.
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd level classroom. 30.2051G8.7230.66	10,000.00	0.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations. 30.2051E6.7230.66	10,000.00	0.00	PO issued to DERO 6/30/11; items arrived 9/30/11 - to be installed by Asanuma
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jams and enhance visibility of students entering and exiting classroom. 30.2051G9.7230.66	21,000.00	0.00	P1102061 issued to AMI Builders 9/20/11; 120 calendar days; approximately 50% Complete; D1, D2 and B left to do; project will continue 12/9 - afternoon through 12/10.
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin 30.2051E7.7230.66	1,500.00	0.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	4,150.00	P1102062 issued to HangKang 9/20/11; 120 calendar days; approximately 90% Complete
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile runners; preventive measures done to keep wet ceiling materials from falling on students and other personnel. Hangkang completed East side. 30.2051E8.7230.66	4,000.00	0.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	6,865.00	P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days: 5% complete; pending review of submittals
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students and other personnel 30.2051B7.7230.66	15,000.00	5,260.00	COMPLETE P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 100% Complete;
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump House. 30.2051E9.7230.66	35,000.00	0.00	COMPLETE 11/15/11 PO1101504 issued to HangKang 7/1/11; 141 calendar days;
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between buildings and classrooms. 30.2051GB.7230.66	50,000.00	0.00	PO issued to Asia Pacific International Inc. 10/5/11; Notice of Intent given - pending submittal of required documents; 120 calendar days; 15% Complete; contractor provided non-skid color (11/21) and placed order
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	15,100.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days: 5% Complete
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and shop activities. 30.2051C9.7230.66	150,000.00	117,374.91	Project discontinued - natural air flow sufficient with windows and roll-up door opened during class time
P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather.	60,000.00	58,650.00	Project discontinued - students representatives agreed that there is ample space in and around the Student Center
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**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11**

PROJECT - CONTRACTOR		STATUS as of November 30, 2011
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2	Foundation Renovation - Orion	35% Complete - Renovation - \$3,998,000 w/ ECD 2/1/2012; - Parking Lot - \$335,046 with ECD 11/2/11 (73 stalls); USDA loan submitted 7/11 for \$3.5M; Anticipate a Change Order to address second floor cracks and joist replacement approx \$200K; Approved Change Directive to address 2nd floor issues; parking light fixtures expected to arrive mid-December
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5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011;
6	Sprinkler System Bldgs 500 & 600 - Midong	95% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]; hard rock encountered while trenching for water line; GFD inspection scheduled for 12/6 @ 9 a.m.
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced; met with Hiro 10/2011 to discuss ongoing A/C issues
8	AHC - Core Tech International	TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7/11; met (11/1/11) to discuss continued A/C and mold/mildew issues
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10	Forensic Lab Facility	DOI funds for A&E (\$359,300) secured; pending availability of funds
11	Campus Painting	30% Complete; Awarded to P&E Construction; work commenced 11/2/11 @ lower campus; ECD 4/24/12; March 15, 2011- completion date: paint all buildings & site structures (e.g., numbering of buildings); April 24, 2012 - completion date for all other construction requirements;

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012**

Project No.	Project Title	Description	Amount		STATUS as of November 30, 2011
			Approved	Awarded	
P12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.	\$20,000		Pending Scope
P12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.	\$120,000		Pending Scope
P12.3	Metal Scaffolds (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305.	\$35,000		Pending Scope
P12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard.	\$65,000		Pending Scope
P12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class)	\$15,000		Pending Scope
P12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment.	\$50,000		Pending Scope
P12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard.	\$45,000		Pending Scope
P12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches	\$15,000		Pending requisition
P12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg. 1000, 3000, and 4000 to safeguard instructional equipment.	\$15,000		Pending requisition
P12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder.	\$50,000		Need to go out to bid, quote exceeds \$15K limit
P12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway.	\$10,000		Pending Scope
P12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms.	\$40,000		Pending Scope
KOT Approved 11/3/11 GRAND TOTAL:			\$480,000		

Memorandum

Guam Community College
RECEIVED

DEC - 5 2011

PRESIDENT'S OFFICE
Initials: 

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)

Clare Camacho (Co-Chair)

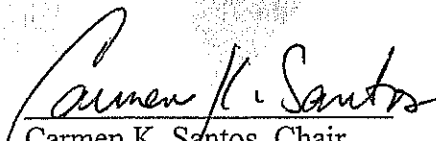
College Governing Council 

Date: 12/5/11

Re: 5-Year Strategic Resource Plan, Additional FY12 CIP

The College Governing Council met on 12/5/11 and unanimously approved the attached 5-year Strategic Resource Plan and additional FY 2012 CIP. The 5-year Strategic Resource Plan was reviewed by the RFP Committee. The CIP request is for the Culinary Kitchen drainage project (expected cost \$26,000) and the SPCC (Spill Prevention Plan, expected cost \$7,600).

Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

12/5/11
Date


Clare Camacho, Co-Chair

12/5/11
Date

Guam Community College
Actual Expenditure by Object

Year	Salaries and Wages		Benefits	Employee Count	Capital Expenditures	Contract Services	Minor Equip	Supplies	Travel	Utilities	Interest, Transfer, & Misc.
2011	\$ -	\$ -	-		-	-	-	-	-	-	-
2010	11,967,618	3,447,035		227	6,936	3,174,484	1,509,877	622,299	406,796	1,013,168	5,676,611
2009	11,864,601	3,136,084		219	159,498	2,527,512	1,352,578	548,536	303,609	1,099,647	4,071,972
2008	10,881,574	2,993,461		219	32,109	2,465,410	1,101,241	483,358	325,878	1,078,444	3,414,549
2007	10,654,296	2,896,905		212	118,025	4,414,527	1,257,406	422,236	126,775	967,573	3,582,928
2006	10,221,702	2,741,623		209	892,201	2,003,443	895,283	428,613	270,791	817,545	3,698,657
2005	9,646,484	2,753,531		193	275,143	2,058,945	689,814	473,874	232,224	-	3,411,735
2004	8,984,245	2,343,070		193	41,162	2,861,818	880,624	538,991	262,468	-	3,776,629
2003	8,788,970	2,474,086		180	861,280	2,796,941	535,463	384,727	135,910	-	2,924,517
	\$ 83,009,490	\$ 22,785,795	\$ -	1,652	\$ 2,386,354	\$ 22,303,080	\$ 8,222,286	\$ 3,902,634	\$ 2,064,451	\$ 4,976,377	\$ 30,557,598

Guam Community College
Projected Statement of Changes in Fund Balance
Appropriated Funds

	Actual		Actual	2012	2013	Forecast		
	2009	2010	2011			2014	2015	2016
Revenues:								
Tuition and Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Grants and Contracts	-	-	-	-	-	-	-	-
Government of Guam appropriations:								
Government of Guam Grants and Contracts/Agency	15,699,994	16,170,070	14,533,408	15,200,517	15,656,532	16,126,228	16,610,015	17,108,315
Sales and Services of Auxiliary Enterprises	-	-	-	-	-	-	-	-
Sales and Services of Educational Departments	-	-	-	-	-	-	-	-
Special Projects Revenue	-	-	-	-	-	-	-	-
Other Sources		574,200	742,166	705,058	705,058	705,058	705,058	705,058
Total Revenues	15,699,994	16,744,270	15,275,574	15,905,575	16,361,590	16,831,286	17,315,073	17,813,373
Expenditures and Mandatory Transfers:								
Education and General								
Instruction	6,952,591	7,388,312	7,667,372	7,667,372	7,897,393	8,134,315	8,378,344	8,629,695
Special Projects/Planning	413,471	348,957	437,101	437,101	450,214	463,720	477,632	491,961
Academic Support	856,282	757,954	883,670	883,670	910,180	937,486	965,610	994,578
Student Services	1,939,943	2,276,156	2,397,207	2,397,207	2,469,123	2,543,197	2,619,493	2,698,078
Institutional Support	2,752,273	3,518,756	2,901,917	2,901,917	2,901,917	2,901,917	2,901,917	2,901,917
Operation and Maintenance of Plant	1,275,754	715,377	1,119,090	978,061	978,061	978,061	978,061	978,061
Scholarship and Fellowship	187,772	189,005	200,247	200,247	206,254	212,442	218,815	225,380
Interest	-	-	-	-	-	-	-	-
Bad Debt/Loss on Disposal	-	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	-	-	-	-
Retiree healthcare costs	459,245	436,614	440,000	440,000	453,200	466,796	480,800	495,224
Total Operating Expenditures	14,837,331	15,631,131	16,046,603	15,905,574	16,266,342	16,637,933	17,020,672	17,414,893
Operating Surplus (Loss)	862,663	1,113,139	(771,029)	0	95,248	193,353	294,401	398,481
Nonoperating expenditures:								
Auxiliary enterprises	44,669	47,835	51,466	47,990	49,430	50,913	52,440	54,013
Net nonoperating expenditures	44,669	47,835	51,466	47,990	49,430	50,913	52,440	54,013
Net Increase (Decrease in Fund Balance)	817,994	1,065,304	(822,495)	(47,990)	45,818	142,440	241,961	344,467
Beginning Fund Balance	(1,316,435)	(498,441)	487,388	(335,107)	(383,097)	(337,279)	(194,839)	47,122
Transfers Among Funds In (Out)		(79,475)	-	-	-	-	-	-
Transfers From Agency Funds			-	-	-	-	-	-
Adjustments to Fund Balance			-	-	-	-	-	-
Ending Fund Balance	(498,441)	487,388	(335,107)	(383,097)	(337,279)	(194,839)	47,122	391,590

Guam Community College
Projected Statement of Changes in Fund Balance
Non-Appropriated Funds

	Actual		Actual	2012	2013	Forecast		2015	2016
	2009	2010	2011			2014			
Revenues:									
Tuition and Fees	\$4,251,513	\$5,169,468	\$6,414,659	\$6,991,978	\$7,621,256	\$8,307,170	\$9,054,815	\$9,869,748	
Federal Grants and Contracts	-	116,013	128,000	100,000	100,000	100,000	100,000	100,000	
Government of Guam appropriations:			-	-	-	-	-	-	
Government of Guam Grants and Contracts/Agency	3,113	-	-	-	-	-	-	-	
Sales and Services of Auxiliary Enterprises	894,288	998,917	973,886	1,003,482	1,041,700	1,056,674	1,085,649	1,114,408	
Sales and Services of Educational Departments	808,942	-	-	-	-	-	-	-	
Special Projects Revenue	-	1,094,154	798,958	927,705	955,536	984,202	1,013,728	1,044,140	
Other Sources	396,028	936,487	164,460	513,962	529,380	545,262	561,620	578,468	
Total Revenues	6,353,884	8,315,039	8,479,963	9,537,127	10,247,873	10,993,307	11,815,812	12,706,765	
Expenditures and Mandatory Transfers:									
Education and General									
Instruction	1,437,688	1,898,261	2,269,370	2,382,839	2,501,981	2,627,080	2,758,434	2,896,355	
Special Projects/Planning	58,718	140,284	83,001	87,151	91,509	96,084	100,888	105,933	
Academic Support	267,924	256,447	163,685	171,869	180,463	189,486	198,960	208,908	
Student Services	181,733	292,088	227,679	239,063	251,016	263,567	276,745	290,582	
Institutional Support	710,629	700,957	688,323	722,739	758,876	796,820	836,661	878,494	
Operation and Maintenance of Plant	473,873	1,049,380	733,779	788,812	847,973	911,571	979,939	1,053,435	
Scholarship and Fellowship	4,345	-	3,822	3,937	4,055	4,176	4,302	4,431	
Interest	-	-	-	-	-	-	-	-	
Bad Debt/Loss on Disposal	-	928,730	100,000	100,000	100,000	100,000	100,000	100,000	
Depreciation Expense	-	-	-	-	-	-	-	-	
Retiree healthcare costs	-	-	-	-	-	-	-	-	
Total Operating Expenditures	3,134,910	5,266,147	4,269,659	4,496,410	4,735,872	4,988,784	5,255,929	5,538,138	
Operating Surplus (Loss)	3,218,974	3,048,892	4,210,304	5,040,717	5,512,001	6,004,523	6,559,883	7,168,627	
Nonoperating expenditures:									
Auxiliary enterprises	514,822	625,307	833,284	874,948	918,696	964,630	1,012,862	1,063,505	
Net nonoperating expenditures	514,822	625,307	833,284	874,948	918,696	964,630	1,012,862	1,063,505	
Net Increase (Decrease in Fund Balance)	2,704,152	2,423,585	3,377,020	4,165,769	4,593,305	5,039,893	5,547,021	6,105,122	
Beginning Fund Balance	7,320,815	10,130,743	12,727,508	16,104,528	20,270,296	24,863,601	29,903,494	35,450,515	
Transfers Among Funds In (Out)	105,776	173,180	-	-	-	-	-	-	
Transfers From Agency Funds	-	-	-	-	-	-	-	-	
Adjustments to Fund Balance	-	-	-	-	-	-	-	-	
Ending Fund Balance	10,130,743	12,727,508	16,104,528	20,270,296	24,863,601	29,903,494	35,450,515	41,555,637	

COMMITTEE MEMBERS

AY 2011-2012

College Assessment (CCA)	College Governing Council	College Technology	Job Specifications Faculty Evaluation	Resource Planning & Facilities	Standard I Insttit Mission & Effectiveness	Standard II Student Learning Programs & Services	Standard III Resources	Standard IV Leadership & Governance
Benavente, Joseph	Camacho, Clare	Chris Camacho	Carol Cruz	Shian Aricheta	Dr. Carol Galvez-Reid	Dr. Clare Camacho	Dorothy-Lou Manglona	Rebecca Aguon
Bukikosa, Ines	Duenas, Elizabeth	Frank Camacho	Barry Mead	Dr. Clare Camacho	Juanita Tenorio	Carol Torres II	Evon Wong	Pilar Pangelinan
Chan, Michael	Guerrero, Carol	Patrick Clymer	Sarah Leon Guerrero	Liz Duenas	Norman Aguilar	Fred Tupaz	Ricky Tyquengco	Elaine Fejerang
Delos Santos, Cecilia	Nepomuceno, Ariana	Wes Gima	Karen Sablan	Carmen Santos	Christine Matson	Angela Bordallo	Carmen Santos	Jennifer Artero
Evangelista, Joleen	Perez, Doris	Terry Kuper	Juanita Tenorio	Ariana Nepomuceno	Reilly Ridgell	Dr. Virginia Tudela	Doris Perez	Dr. Mary Okada
Johns, Priscilla	Postrozny, Marsha	John Limtiaco		Doris Perez	Victor Rodgers	Marlena Montague	Lolita Reyes	Gina Ramos
Montague, Marlena	Sablan, Karen	Anthony Sunga		Marsha Postrozny	Jayne Floes	Patrick Clymer	Joann Muna	Barbara Leon Guerrero
Perez, Doris	San Nicolas, Tony			Reilly Ridgell	Vangie Aguon	Priscilla Johns	Frank Camacho	Anthony San Nicolas
Setzer II, Michael	Santos, Carmen			Karen Sablan			Johanna Camacho	Marsha Postrozny
Tam, Wilson	Shian, Aricheta			Cheryl San Nicolas				Imelda Clymer
Tam, Yvonne	Tudela, Gina			Dr. Virgina Tudela				Ariane Nepomuceno
Teng, Zhaopei								Steven Ray Alvarez
Tudela, Virginia								Dr. R. Ray Somera
Uchima., Katsuyoshi								Dr. Virginia Tudela
								Joe Benavente
								Ava Garcia
								Jayne Flores

**GUAM COMMUNITY COLLEGE
FIVE-YEAR STRATEGIC RESOURCE PLAN
2012-2016**

Vision

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

Mission

GCC's mission is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Sinangan Misi6n (Chamorro translation)

I misi6n i Kulehon Kumunid t Gu han, guiya i g 'hilo' i fina'che'cho' siha yan i kinahulo' i mam fa'che'cho' ya u na'gu gu ha nu i man khilo' yan manmaolek na tiningo' yan fina'n 'guen cho'cho' siha gi iya Maikronisiha.

EXECUTIVE SUMMARY

This document represents a Five-Year Strategic Resource Plan (FYSRP) that sets forth a framework for the Board of Trustees and the College administration to examine future implications of major financial decisions. This FYSRP is part of GCC's annual planning cycle that integrates the college's Institutional Strategic Master Plan (ISMP), Program and Course Assessment Plans and Program Review with the resources necessary to meet these strategic planning objectives. This document is updated annually and is divided into three sections.

- 1) **Summary.** Integrates the assumptions and summarizes conclusions reached in this five-year resource plan.
- 2) **Projections and Assumptions.** The five-year projections included are for all funds of the College except those that are self-supporting such as the Auxiliary and Restricted Purpose Funds.
- 3) **Historical Data.** Summarizes the financial history to determine trends and used as a basis for many of the assumptions within the plan.

PROJECTIONS AND ASSUMPTIONS

Revenue Assumptions

The major operating funds of the College consist of the Appropriated and Non-Appropriated Funds. The major sources of revenue for these funds consist of local government of Guam appropriations and tuition and fees (non-appropriated) funding. The assumptions used for these categories are summarized as follows:

	<u>CHANGE</u>					
	<u>Baseline</u>					
	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>
Local Appropriations	0%	-6%	3%	3%	3%	3%
Tuition Rate	\$ 110	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130
Tuition Increase	0%	18%	0%	0%	0%	0%
Enrollment	14.5%	9%	9%	9%	9%	9%
Total Fees	\$ 146	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162
Fee Increase	0%	11%	0%	0%	0%	0%

Local Appropriations. Over the past five years, the local appropriations balance fluctuated based on funds that are available and appropriated by the Guam Legislature and signed into public law by the Governor of Guam. The appropriation process used by the Legislative Office of Finance and Budget (OFB) and the GovGuam Bureau of Budget and Management (BBMR) is based on revenue projections and ensures a balanced budget. Education encompasses 45% of the total government of Guam budget, of which the College accounts for 3%. In 2008, the College's appropriations decreased by 1%, 2009 there was no change, 2010 increase of 12%, 2011 decrease of 5% and 2012 an estimated decrease of 17%. The allocation of the general fund to the College for its operations and the licensed practical nursing and vocational guidance programs is computed by BBMR and the OFB. The College's local appropriation funds primarily support personnel. Through the budget and planning process, the College's departments submit their annual budget request based on need, which is then compiled by the Business Office. Departments may also submit a growth budget request for related programmatic growth initiatives. The Business Office reviews and incorporates requests into the College's annual budget request used by BBMR and OFB to compile the annual GovGuam Appropriations. The GCC budget request is submitted to BBMR by February 15 of each year for the following fiscal year.

Based on the Governor of Guam, *I Maga'lahaen Guåhan*, Biennial Budget for fiscal years 2012 and 2013, there are three areas that will affect the economic outlook of the island. The first is the Defense Buildup Plans which was originally slated to start in 2010, but now has been pushed backed to 2013 and 2014. Due to the United States continued economic depressed status, Congress has frozen the funding for the Guam buildup in the FY2012 defense appropriation bill pending a Department of Defense (DOD) master plan. The second area is tourism visitors from Japan, Korea, Taiwan and the U.S. mainland. The March 2012 Great East Japan Earthquake will continue to affect visitor levels. FY2012 visitor levels are expected to be below FY2010 levels and little growth is expected. The third area is in the construction for military, public, and private sectors. Any continued construction projects will be dependent on the buildup plans and the global economy. Therefore, the College conservatively forecasts no growth in its local appropriation budget beyond the rate of inflation of 3.9%.

GCA Chapter 7, Title 22, §7120~ allocates 70% of the Manpower Development Fund (MDF) to GCC, however the amount appropriated is based on estimates and adjusted by the GovGuam

Department of Administration based on actual cash collections. MDF revenues are generated from annual registration fee collected for non-immigrant temporary workers or H-2 Workers.

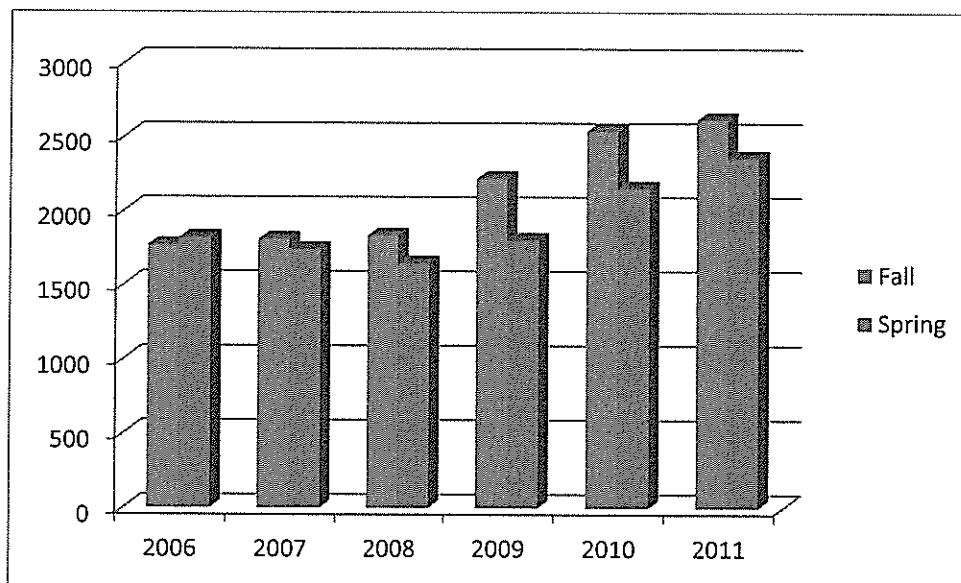
Appropriations	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
General Fund					
Authorized	\$ 14,129,050	\$ 13,311,108	\$13,302,653	\$ 13,302,653	\$12,586,489
Actual	13,643,859	13,219,535	13,292,653	13,302,653	12,208,894
LPN/Vocational Guidance					
Authorized	541,565	649,846	644,209	644,209	742,166
Actual	541,565	649,846	542,066	644,209	719,901
Manpower Development Fund					
Authorized	383,940	840,000	881,300	2,450,000	2,753,339
Actual	327,479	823,406	822,465	2,450,000	2,670,739
Authorized	<u>\$ 15,054,555</u>	<u>\$ 14,800,954</u>	<u>\$14,828,162</u>	<u>\$ 16,396,862</u>	<u>\$16,081,994</u>
Actual	<u>\$ 14,512,903</u>	<u>\$ 14,692,787</u>	<u>\$14,657,184</u>	<u>\$ 16,396,862</u>	<u>\$15,599,534</u>

Tuition and Fees. Over the last six years, credit hours have grown annually by an average 4.96%. Currently, the Fall 2011 semester postsecondary enrollment number has reached an all-time high for the third year in a row. A record 2,550 students have registered for this Fall 2011 semester, a slight increase over the Fall 2010 (2,542). This enrollment number is also the highest in the College's 34-year history. For Spring 2011, the enrollment has increased approximately 9.5%, but this may decrease since students are still able to drop classes and receive a tuition refund. It should also be noted that capacity to accommodate student demand may hinder future enrollment growth.

Primarily because of Guam's economic conditions, it has been three years since the College increased in tuition and fees based on a 5 year plan adopted by the Board of Trustees in March 9, 2006 (Resolution 5-2006). On February 2010 the Board of Trustees approved a resolution to extend suspension of the tuition and fee increases scheduled for Fall 2010. A year later (Fall 2011), the College increased Tuition and Fees from \$110 to \$130 per credit hour – an 18.2% increase. There are no additional expected increases in tuition and fees for the next five years. As of Fall 2011, GCC's tuition and fees of \$130 per credit is slightly above the Colleges within the Pacific region area which range from \$95 - \$190 per credit hour. As of the date of this plan, the affect of the tuition rate increase on student enrollment numbers is not known to have a negative effect as can be seen in the continued Fall 2011 slight increase.

Due to the depressed US economic state and federal deficit cuts that continue, there is a possibility that Pell awards could decrease back to pre-ARRA rates affecting 65% of students who rely on Pell as their funding source for tuition, fees, and books. The March 30, 2011 enrollment study estimates a conservative 9% enrollment growth projection for Fall 2011-2016, based on historical data.

Unduplicated Fall and Spring Enrollment



Source: 2011 GCC Fact Book

Fall 2011 Regional College/University Tuition Rates

College/University	Cost Per Credit Hour
Guam Community College	\$130/credit
University of Guam	\$190/credit
Northern Marianas Community College	\$95/credit
Hawaii Community College	\$97/credit
Honolulu Community College	\$97/credit
Kapiolani Community College	\$97/credit
College of the Marshall Islands	\$97/credit
Palau Community College	\$110/credit
College of Micronesia – FSM	\$105/credit

Expenditure Assumptions

In 2010, College operated with 238 full-time personnel positions consisting of 112 faculty, 23 administrators, and 103 staff. There has been no major growth in the total number of employees over the past few years. This does not include adjunct faculty members hired to teach additional postsecondary courses. The College's local appropriation funds are used to provide personnel and other resources to the five secondary high schools and the post-secondary programs. The College continues to receive funding for the Licensed Practical Nursing (LPN) and Vocational Guidance

programs. The LPN program addresses the islands' continued need to develop and train students for the Allied Health fields. The additional funding also places Vocational Counselors in each of the five public high schools to provide information to students about the career and technical opportunities available from the College. The College continues to receive funds from the Manpower Development Fund to support the apprenticeship programs which served 377, 356, and 326 apprentices over 57, 54, and 50 employers in Fall 2011, 2010, and 2009, respectively.

Full-Time Employees					
Employee Classification	2006	2007	2008	2009	2010
Staff	85	84	83	80	103
Administrators	32	34	36	35	23
Faculty	95	100	165	108	112
Full-time employee totals	212	218	284	223	238
Faculty	2006	2007	2008	2009	2010
Full-time	95	100	165	108	112
Adjunct	46	59	58	54	74
Faculty Total	141	159	223	162	186

Source: 2011 GCC Fact Book

For the operating funds of the College, the largest expenditure is personnel costs. Currently, personnel costs represent 59% of the total operating expenses of the College and consist of salaries and mandated GovGuam benefits of retirement, medical, dental, and life insurance. Following personnel costs (salaries, wages, and benefits) is contractual expenditures which accounts for approximately 12% of budgeted expenditures. Contractual expenditures cover trash collection, custodial, security guard services, lease of photocopying equipment, insurance, audit, grass cutting, and pest control. Capital expenditures, equipment, supplies, utilities and other make up the balance of the expenditures. The following summarizes the expenditure assumptions for operational expenditures used in the five-year resource plan.

EXPENDITURES	<u>CHANGE</u>					
	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>
Salaries and Wages	5%	5%	5%	5%	5%	5%
Benefits	5%	5%	5%	5%	5%	5%
Contractual Expenditures	3%	3%	3%	3%	3%	3%
Capital Expenditures	2%	0%	2%	2%	2%	2%
Utilities	5%	7.5%	7.5%	7.5%	7.5%	7.5%
Other Expenditures	0%	0%	3%	3%	3%	3%

The College has a separate union contract that covers faculty, both instructional and non-instructional in the secondary and postsecondary environments. Full-time permanent classified staff is covered under the Government of Guam Civil Service Commission. Administrators' salaries and wages are governed by the GCC Board of Trustees. Annual increments for fulltime

employees range from between 3%-4%, not inclusive of promotion costs. Annual salaries and benefits increases from FY2004-2010 averaged 5%. The increases in salaries, wages, and benefits are based on the average historical increase over the past 7 years. The increases from current contractual agreements have been used in the projections. The College relies on the government of Guam to negotiate its health, dental, retirement, and life insurance benefits. Other expenditures are budgeted with minimal increase for FY2012 and at an estimated inflationary rate of 3% per each year after.

FY12 Utilities is budgeted for a 7%-8% increase considering increases in utility rates and those associated to the new buildings that will be placed into service. Continued increases in fuel and water costs warrant this increase. The amount allocated for capital improvement projects will expand and contract in line with the non-appropriated funds annual budget.

Grants. The office of Development and Alumni is tasked to develop grant proposals on behalf of the College. In the last two years, the office was able to successfully write over \$8,730,000 in non-operating federal grants. These grants included supported the implementation of key projects such as GCC's Banner system, recruitment, photovoltaic parking lights, and furniture and other CIP projects.

GCC is the State Agency for WIA, Title II, Adult Education and Family Literacy Act and Perkins IV. As such, eligible applicants may submit an application requesting for these Federal funds to support and implement new innovative activities related to adult or career and technical education programs. The Planning and Development Office administers these grants and announces the availability of funds annually (March and September). GCC anticipates that it will continue to receive these two grants, awarded by the US Department of Education, directly to GCC annually at the current level of approximately \$1 million to support programmatic endeavors such as to upgrade the Point of System (Marketing Department), acquire EVOC simulators (Criminal Justice Department), establish learning laboratory (Education Department), and obtain books (Adult Education). It is projected that because of GCC's designation as both the State and Local Educational Agency awards to GCC from USDOE will continue to support resource planning.

Capital Expenditures

Short Term. Funding for repair and upkeep of the College's aging buildings has been through local appropriated and non-appropriated unrestricted funds. Through the Planning and Development Office, an announcement for capital improvement projects (CIP) is posted online and made at the department chairperson meetings to give faculty and non-faculty the opportunity to submit projects aside from through the regular budgetary process. CIPs are compiled and presented to the Resource, Planning, and Facilities Committee (RPF) whose members include a student, staff, faculty (Faculty Senate Chair, Senate Chair Elect, and Faculty Union Chair), dean, assistant director of planning and development, and the VP Finance and Administration. RPF gives priority to critical projects affecting the health or safety of those who learn and work at GCC. The priority list is forwarded to the College Governing Council (CGC) for consideration. Approved projects are presented to the BOT for funding consideration. Equipment and small

purchase needs are requested through the annual budget cycle requests. Computer lab replacements are governed by the College Technology Committee (CTC) in its annual budget prioritization. CIP budget limits follow parameters set forth in board resolutions and calculated annually during the budget request period. The GCC Technical Opportunities Assessment Plan (a.k.a. Energy Audit) completed in February 23, 2011 has allowed GCC to include into the CIP requests, energy saving projects such as change out of light fixtures and HVAC replacements. Additionally, ARRA funding and other grants awarded from the Guam Energy Office, U.S. Department of Interior, and Department of Education provided the College the ability to implement projects such as the photovoltaic lights, and Banner campus wide integrated database system.

Long Term. Long term planning process for capital projects evolves informally and formally. The informal process (Stage I) starts with an all-inclusive discussion amongst the Vice President of Finance and Administration, Vice President of Academic Affairs, deans, assistant directors (communications and promotions, planning and development, alumni, and continuing education), and human resource as to the need, opportunities, possible obstacles, and sustainability of capital projects. Later, a consultant further develops a draft plan (Stage II) based on findings from these sessions and presents it to stakeholders through committees whose members include faculty, staff, and students - making certain departmental and programmatic needs are thoroughly addressed (e.g., enrollment growth, and technological and curriculum needs, etc.). The consultant then incorporates feedback and comments from faculty and non-faculty into a final draft (Stage III) prior to presenting the plan to management. Finally, sessions to roll out the plan takes place with stakeholders (Stage IV). This is the process utilized to develop the ISMP – GCC’s institutional strategic plan – and for other planning documents. The Physical Master Plan has already gone through Stage I and will soon start on Stage II - draft plan. The ISMP links long-range capital plans – as it incorporates the Physical Master Plan – to institutional plans.

Technology Plan

The CTC recommends “action plans to support the technology needs and technology users of the College in promoting student learning outcomes ... also identifies needs of technology planning, distance learning, and appropriate training.” CTC developed six strategic goals as listed below:

Strategic Goal 1: GCC will develop and implement a target Enterprise Architecture.

Strategic Goal 2: GCC will develop policies, procedures, and processes to analyze and acquire the components (hardware, software, applications) of the Enterprise Architecture.

Strategic Goal 3: GCC will acquire the funding needed to implement the Enterprise Architecture

Strategic Goal 4: GCC will expand the use of technology in education by the College faculty.

Strategic Goal 5: GCC will enhance the governance process to provide timely and efficient integration of users’ needs into decisions on investments in technology.

Strategic Goal 6: GCC will build partnerships with external business and government organizations to expand business, educational, and funding opportunities.

The CTC and MIS oversee the Technology Master Plan goals and objectives, which includes the replacement of computer labs throughout the campus. Funding is allocated under the non-appropriated funds on an annual basis from recalculation of the College Technology Fees collected. Additional funding at departmental level for technology replacement is requested through the annual budget process. An external third party was contracted to update the Enterprise Architecture (EA) and the Information Technology Strategic Plan (ITSP). These plans are being reviewed by the CTC and are expected to be completed in early January 2012.

Capital Assets and Long Term Debt. GCC's capital assets of \$18,880,493 as of September 30, 2010, include property, plant, and equipment. Costs incurred for the A&E and construction of buildings not completed at the end of a fiscal year are included in CIP. The Learning Resource Building construction was substantially completed early December 2010. The College awarded the bid for the construction of the Student Center in August 2010, and completion is expected in December 2011. The renovation of the Foundation Building was awarded in April 2011 and the expected completion date originally expected in February 2012, has been extended to May 2012. During 2009, the College submitted an application for a U.S. Department of Agriculture (USDA) loan for the remaining construction costs of the Learning Resource Center. Although the building was substantially completed in December 2010, and the College is pending the final loan closing by December 2011. The College anticipates the first monthly repayment to be \$9,698 starting on March 10, 2013. In December 2010, the College fully paid off the College Housing and Academic Facilities Loan from USDOE. The College remains current in its monthly payment of \$2,755 for the USDA Water Tank Loan, maturing on 4/16/2024. Loan request are reserved for long term capital projects to include construction of new buildings or major renovations of existing facilities.

Fund Balances

The College has a policy of a balanced operating budget with which it has complied. Any excess in the operating funds increases the fund balance. Through board resolution each year, funds can be used for future instructional and academic equipment purchases or major capital projects. In addition, the college maintains reserve fund for capital improvement projects and maintains a cash balance of at least 5% unrestricted expenditures. As of September 30, 2011, these reserves will be reported in the audited financial statements.

Strategic Planning

Strategic Planning is an on-going process that ultimately culminates in the fulfillment of the GCC mission and vision long-term goals. As a living document, this strategic plan will be evaluated annually and modified as economic and environmental changes occur over the next five years. Strategic planning involves taking a holistic overview of the entire organization and responding to changes in organization so as to more accurately respond to financial, physical, technological, and human resource needs. The goal of the strategic planning process is to provide GCC with tools and plans to anticipate and respond to change – both internal and external – to its environment. These changes are systematically evaluated and integrated into the planning processes developed by the College. The Strategic Planning process at GCC

links with the ISMP, budget planning process, program review, Facility Master Plan, and Information Technology Strategic Plan, to the expected enrollment growth plan. These are evident in the assessment process which requires academic and non-academic programs to link departmental goals with ISMP goals, through TracDat.

Linking College Goals and Priorities

The strategic goal initiatives of the Institutional Strategic Master Plan (2009-2014) are:

- a. **Pioneering:** The combination of identifying the community's career and technical as well as basic educational skill requirements and then coordinating the development of a periodic employer's needs assessment survey to improve the skill levels and productivity of its own workforce.
- b. **Educational Excellence:** Educational excellence at GCC will be defined by its ability to demonstrate that student learning outcomes are attained. Improvements in program effectiveness and the determination of the institution's overall effectiveness will be derived from GCC's success in meeting student-learning outcomes.
- c. **Community Interaction:** To improve awareness of the College and increase public support for its vision. Such actions are intended to reduce GCC's financial dependence on the Government of Guam.
- d. **Dedicated Planning:** To develop a process of providing a means to measure progress towards attaining the vision for the College each year through a systematic review.

College priorities are set through the below three processes:

1. Institutional Priorities established and approved through the participatory governance process. These consist of organizational and academic priorities, as listed below:

- a. **Organizational Priorities**

- i. Sustainability or “greening” of the campus
- ii. Modernization of classrooms, instructional technology, and facilities
- iii. Improving delivery of services to students
- iv. Compliance with federal/local/contractual reporting requirements (e.g., grants, programs, contract, etc.)
- v. Renewable energy/ alternative energy sources
- vi. Diversification of funding sources
- vii. Professional career planning., leading to upward mobility program (UMP) for employees
- viii. Personal professional development, such as team building, career mobility, and morale building
- ix. Financial stabilization strategies
- x. Succession planning

- b. **Academic Priorities**

- i. Accreditation – Student Learning Outcomes (SLOs), program review, linking institutional planning to budget

- ii. Course and program level assessment, General Education, Institutional Learning Outcomes (ILOs)
 - iii. “Greening” of the curriculum
 - iv. Faculty/ staff credentialing
 - v. Career and technical workforce development
 - vi. Enrichment in one’s content area, or improving staff or faculty competencies as related to their work
 - vii. Student evaluation of learning and teaching process in the classroom
 - viii. Science, Technology, Engineering, and Mathematics (STEM) – related activities
 - ix. Curriculum and program expansion in career and technical education fields
 - x. Career pathways, career clusters, and career planning
2. American Disability Act, health, and safety regulations.
 3. Federal grants matching requirements.

The ISMP covers the period through 2014, and serves as a guide and plan to enable the College to realize its long term goals and initiatives. As of November 2011, the Physical Master Plan is being updated and the pre-final document is expected to be released in December 2011. Campus discussions will be held to review the document before finalizing. The Physical Master Plan will cover the period 2012 – 2016, and serves to address the expected growth of campus facilities due to enrollment estimates and environmental factors. The institutional priorities were last reviewed and approved at the College Governing Council March 31, 2011 meeting. Any changes to the institutional priorities will be modified based on community and institutional needs and processed through the participatory governance.

Future Plan

The purpose of this five-year resource plan is to identify baseline data, evaluate, and set forth financial and other resource issues that the Board of Trustees and the College administration should plan for and address. These issues include the following

- Continued decreases in local government appropriations.
- Future Defense Buildup Plans requiring an increased Guam skilled workforce.
- Projected enrollment growth and increased human, physical, and financial needs recognized through the assessment and budget process.
- Addressing long-term and short-term capital improvement projects.
- Updating the strategic resource plan and ensuring institutional priorities are implemented.

Long-term capital, classroom, and infrastructure projects as identified in the Physical Master Plan will not be met through current resources. New sources of funding through federal, local, or other sources will be necessary to address the growth needs of the College.

Current revenue sources are available through appropriated and non-appropriated funds. However, with the stagnant growth of the local Guam economy and uncertainties that exist regarding the defense buildup plans, expected growth in the near future may potentially be unrealized for local appropriations. Therefore, for this analysis expected growth is conservatively set at 3%.

Tuition and fees are expected to increase due to combinations in increased enrollment and increased rate per credit hour. Based on the tuition increase and enrollment planned increases of 9% over the next five years, non-appropriated funds from tuition and fees would be a significant source of funding. However, facility capacities may restrict enrollment growth and staffing growth. Additionally, combined with the fact that 65% of the post-secondary students receive financial aid through Pell grants, tuition and fees revenue will need to be monitored closely.

Summary

The projections are presented as a basis for discussions on strategic planning as the College addresses the future needs of its stakeholders and the institution. In order for the College to implement the ISMP strategic goal initiatives, accommodate future growth, and maintain current education resources, an annual review of the strategic plan is necessary. Additional resources identified to meet the needs of the Guam Community College will allow it move forward into the future. Information and discussions in this plan will be used as building block for the annual budget development process. Through this process, GCC will continue to pioneer labor force development within the Western Pacific, best understanding and meeting the educational, career and technical training needs of the economy. As Guam's premier career and technical institution, it is the finest secondary and post secondary basic educational institution serving the island's adult community. Its excellence will continue to be recognized; because of its service to employers, employees and the community at large.

References

Kaye, M. (2011, Oct. 20). D.C. Report – Reid Concedes and Guam Buildup Freeze “Back In Play”. Pacific News Center. Retrieved on November 18, 2011, from http://www.pacificnewscenter.com/index.php?option=com_content&view=article&id=18034:dc-report-guam-buildup-freeze-qun-frozenq&catid=45:guam-news&Itemid=156.

Government of Guam Biennial Budget, Fiscal Years 2012 and 2013. (2011, April 8).

2011 GCC FactBook

DRAFT

HISTORICAL DATA

College Governing Council

Thursday, January 26, 2012
10:00 a.m. Faculty Senate Office-C2

Meeting Minutes

1. Called to Order at: C. Santos called the meeting to order at 10:50 a.m.

2. Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	x
Shian Aricheta (student)	shian.aricheta@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (Chair)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	x
Others Present:		
Patrick Clymer (Registrar)	patrick.clymer@guamcc.edu	x

3. Recital of Mission Statement

4. Approval of Minutes

A. San Nicolas made the motion to approve the minutes of 12/05/2011, seconded by D. Perez. Motion passed unanimously.

5. Old Business

- a. Goals for committees under CGC have been completed, except for CTC (new Chair). C. Santos will ask C. Camacho to follow up with CTC.
 - b. Distance Education- information is part of the Enterprise Architecture and the Institutional Technology Strategic Plan. These have been finalized by the vendor and opened for public comments. It will be closing next week. C. Santos spoke to W. Gima and he informed her that it will be discussed during the next CTC meeting. C. Santos is hopeful for response by CGC's February 2012 meeting.
 - c. The compiled list of committee members has been updated. It will be brought back to CGC for finalization. V. Cruz will revise the changes that have been made and bring it back by the CGC meeting for finalization.
 - d. 2011-2012 Committee Reports, C. Santos will compile a list of questions for committees to answer. E. Duenas volunteered to follow up with each committee chair when completed.
6. Memo on process of committee recommendations, C. Camacho and C. Santos have decided that a memo is not needed. The CTC is the only committee that was not following the process of committee recommendations. C. Santos reported that the issue has been resolved after it was discussed with the chair of CTC.
- a. FY2013 Budget, tabled until January 31, 2012 meeting.
 - b. Updated Marketing Plan draft, prepared by Ms. J. Flores.
M. Postrozny made the motion to approve the updated draft of the marketing plan, seconded by A. San Nicolas. Motion passed unanimously.
 - c. Tuition waiver for Faculty, Spouse & dependents- tabled. C. Santos and M. Postrozny will provide more research to the RPF committee regarding this request.

- d. P. Clymer was asked by C. Santos to attend this meeting because he can be helpful with information. M. Postrozny reported that the LOC was asked by Dr. Somera to analyze the lab credit and to also clearly define the following: lecture, lab, clinical, practicum, and work experience. LOC have presented FS with a list of recommendations. Lab Credit Analysis, the institution needs the guidelines to be consistent based on the 5 suggestions listed on p.28. P. Clymer will work with J. Jocson to provide more feedback (verify and research) on the following numbers: 3, 4, and 5 on p.28 (there was no problem with numbers 1 and 2).
7. Information and Updates
 - a. **Administration:**
 1. Financial Report and facilities report (see attachment).
 2. C. Santos reported the highlights, received the FY2011 funding except for the MDF. ARRA projects are still on target. C. Santos requested for an extension from BBMR on ARRA projects, her request was approved.
 3. NAF Budgets are due to the Deans on Friday, January 27, 2012. Faculty load schedules need to be submitted to the Human Resource Office by Monday, January 30, 2012.
 - b. **Faculty:**
none
 - c. **Staff:**
E. Duenas is still working on creating a letter to include the Staff's Constitution and Bylaws. E. Duenas has a list of selected staff members who will assist with research. When the listing is complete it will be presented to the President for her approval for staff members to prepare the Staff's Constitution and Bylaws.
- Students:**
General Membership meeting scheduled for Friday, February 02, 2012.
8. Open Discussion
 - a. CGC will hold a meeting with the Accreditation Team on March 20, 2012 at 9:00 a.m., FS Office.
9. Agenda Items for Next Meeting:
 - a. FY2013 Budget
10. Schedule for Next Meetings
January 31, 2012 at 2:00 p.m. FS Office Meeting scheduled only to discuss the FY2013 Budget.
11. Adjournment
11:38 a.m. – C. Guerrero made the motion to adjourn, seconded by A. San Nicolas.

**RPF & CGC
FINANCIAL STATUS UPDATE
January 26, 2012**

- As of 1/26/12, the College has received 100% of the GF requested allotments. The breakdown is below:

					Percent	% Appr
					FY 11	
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	Received	Rec'd.
General Fund	12,841,257	12,281,071	12,281,017	12,281,017	100%	96%
LPN	742,166	742,166	742,166	742,166	100%	100%
MDF	3,059,265	2,753,339	2,753,339	1,835,558	67%	60%
Hay Study Allotment	108,732	108,732	108,732	108,732	0%	0%
TAF	24,154	21,739	21,739	21,739	100%	90%
Totals	16,775,574	15,907,046	15,906,993	14,989,212	94%	89%

FY 12

					FY 12	
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	11,304,589	3,768,196	0	0%	0%
LPN	705,058	599,299	199,766	0	0%	0%
MDF	1,688,448	1,435,181	478,394	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	15,717,177	13,359,600	4,466,888	0	0%	0%

- Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,246,000 (Adjunct paid in Mar/May)
 - Utilities \$ 113,000 (\$101K P, \$4.5K W, \$8K tele)
 - Contractual Maintenance \$ 80,000

Maintenance contracts cutting back include cost savings from power reduction and improving equipment, cleaning service cutbacks. Currently showing \$3.773M expended in FY12 as of 1/26/12.
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and sub-grants. Also, steps are being put in place to aggressively collect from A/R students. Meeting with Benita Manglona, DOA Director, regarding our FY12 allotment schedule. There is still a 15% reserve by BBMR.
- ARRA projects currently ongoing include the Generator, Risers/Sprinklers for Bldg. 500/600 and the Student Center punch list, and automotive paint booth installation. The Foundation Building project is ongoing with a completion date of May 2012. The campus wide painting project is ongoing with completion by Mar. 15, 2011, final project

completion by Apr. 24, 2012. MOU with GEO for \$500K PV SC and FB projects, has been signed. Bids recently awarded include, and the wireless network and the A/E Services. Ongoing evaluation of the Student Center Photovoltaic, Admin., Office, and Custodial Supplies

- Audit is ongoing with draft financial date expected on 1/31/12. Final audit reports will be issued no later than 2/29/12.
- FY 13 NAF budgets due to Deans on 1/27/12 and to the Business Office in.
- 11/17/11 Joint Strategic Management Meeting – discussions on revenue generation and lowering costs. These included room rental fee change, water heater and energy conservation methods, suspension/reversal of faculty increments.
- CTC made an announcement on MyGCC that they are seeking comments on the EA and ITSP until Feb. 2, 2012., For the Spring 2012, labs D2, D3, D10 and A27 have been installed with new computer hardware, Windows 7 and Microsoft Office 2010.
- Website slated to be launched in January 2012, has been pushed back until after accreditation visit in June 2012.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11
PRIORITY 1 - FUNDING REQUEST**

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011

No.	PROJECT	Approved ^A		STATUS as of December 31, 2011
		Approved ^A	Balance	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	36,500.00	Inventory of A/C condensers and evaporator units and field visit completed; Write-up (Scope) approved 9/2/11;
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd level classroom. 30.2051G8.7230.66	10,000.00	0.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations. 30.2051E6.7230.66	10,000.00	0.00	COMPLETED December 7, 2011; 2 racks reserved for Foundation building
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jambs and enhance visibility of students entering and exiting classroom. 30.2051G9.7230.66	21,000.00	0.00	COMPLETED December 31, 2011; P1102061 issued to AMI Builders 9/20/11; 120 calendar days;
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin 30.2051E7.7230.66	1,500.00	0.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	4,150.00	P1102062 issued to HangKang 9/20/11; 120 calendar days; approximately 99% Complete; clean up pending
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile runners; preventive measures done to keep wet ceiling materials from falling on students and other personnel. HangKang completed East side. 30.2051E8.7230.66	4,000.00	0.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	6,865.00	P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days: 5% complete; pending review of submittals
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students and other personnel 30.2051B7.7230.66	15,000.00	5,260.00	COMPLETE P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 100% Complete;
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump House. 30.2051E9.7230.66	35,000.00	0.00	COMPLETE 11/15/11 PO1101504 issued to HangKang 7/1/11; 141 calendar days;
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between buildings and classrooms. 30.2051GB.7230.66	50,000.00	0.00	PO issued to Asia Pacific International Inc. 10/5/11; Notice of Intent given - pending submittal of required documents; 120 calendar days; 30% Complete;
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	15,100.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days: 5% Complete
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and shop activities. 30.2051C9.7230.66	150,000.00	117,374.91	Project discontinued - natural air flow sufficient with windows and roll-up door opened during class time
P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather.	60,000.00	58,650.00	Project discontinued - students representatives agreed that there is ample space in and around the Student Center
Approved by RPF 11/12/10.		478,000.00	243,899.91	

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11**

PROJECT - CONTRACTOR		STATUS as of December 31, 2011
1	Student Center - Asanuma	COMPLETE [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Occupancy Permit issued 10/28/11; pending completion of punch list items; building 100% occupied
2	Foundation Renovation - Orion	42.5% Complete - Renovation - \$3,998,000 w/ ECD 2/1/2012; 75% Complete - Parking Lot - \$335,046 with ECD 11/2/11 (73 stalls); USDA loan submitted 7/11 for \$3.5M; Anticipate a Change Order to address second floor cracks and joist replacement approx \$200K; Approved Change Directive to address 2nd floor issues;
3	Generator B, C & D - Kinden	77% complete - No extension to be granted [MTM 4/18] [ECD - 9/28/2011]; ARRA funds - \$539,273; generator and tank installed; load test - overheating at 77% load; 12/28 - kinden provided technical solution to have a vertical exhaust through the roof; Kinden to provide updated schedule for completion
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011;
6	Sprinkler System Bldgs 500 & 600 - Midong	95% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]; hard rock encountered while trenching for water line; Observation Report (EMC2 mechanical Inc., 12/21/11) indicated contractor has to connect existing sprinkler system to new system.
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced; met with Hiro 10/2011 to discuss ongoing A/C issues
8	AHC - Core Tech International	COMPLETED final check was issued November 2011; TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7/11; met (11/1/11) to discuss continued A/C and mold/mildew issues
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M
10	Forensic Lab Facility	DOI funds for A&E (\$359,300) secured; pending availability of funds
11	Campus Painting	89% Complete; Awarded to P&E Construction; work commenced 11/2/11 @ lower campus; ECD 4/24/12; March 15, 2011- completion date: paint all buildings & site structures (e.g., numbering of buildings); April 24, 2012 - completion date for all other construction requirements;

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012

Project No.	Project Title	Description	Amount		STATUS as of December 31, 2011
			Approved	Awarded	
P12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.	\$20,000		Pending Scope - TRMA
P12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.	\$120,000		Pending Scope - TRMA
P12.3	Metal Sidings (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305.	\$35,000		Pending Scope - TRMA
P12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard.	\$65,000		Pending Scope - TRMA
P12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class)	\$15,000		Pending Scope - TRMA
P12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment.	\$50,000		Pending Scope - TRMA
P12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard.	\$45,000		Pending Scope - TRMA
P12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches	\$15,000		Pending purchase order
P12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg, 1000, 3000, and 4000 to safeguard instructional equipment.	\$15,000		Pending requisition
P12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder.	\$50,000		Need to go out to bid; quote obtained exceeded \$15K limit
P12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway.	\$10,000		Pending Scope - TRMA
P12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms.	\$40,000		Pending Scope - TRMA
NOT Approved 11/3/11 GRAND TOTAL:			\$480,000		

Contingency Projects ~ pending cost estimates & funding

- | | | |
|---|---|--------------------------------------|
| 1 | Demolition Nurses Building | to be supported by CIP11 lapse funds |
| 2 | Renovation of MPA Restrooms | to be supported by CIP11 lapse funds |
| 3 | Energy Audit - Air conditioning (CIP11 1.1) | to be supported by CIP11 lapse funds |
| 4 | Energy Audit - Lights | to be supported by CIP11 lapse funds |
| 5 | Grease Trap - Culinary | to be supported by CIP11 lapse funds |

COMMITTEE MEMBERS

AY 2011-2012

College Assessment (CCA)	College Governing Council	College Technology	Job Specifications Faculty Evaluation	Resource Planning & Facilities	Standard I Instit Mission & Effectiveness	Standard II Student Learning Programs & Services	Standard III Resources	Standard IV Leadership & Governance
Cecilia Delos Santos	Anthony San Nicolas	Anthony Sunga	Barry Mead	Ariana Nepomuceno	Christine Matson	Angela Bordallo	Carmen Santos	Anthony San Nicolas
Dr. Michael Chan	Ariana Nepomuceno	Chris Camacho	Carol Cruz	Carmen Santos	Dr. Carol Galvez-Reid	Carl Torres II	Doris Perez	Ariane Nepomuceno
Dr. Virginia Tudela	Butga Diana Magsa	Frank Camacho	Juanita Tenorio	Cheryl San Nicolas	Jayne Flores	Dr. Virginia Tudela	Dorothy-Lou Manglona	Ava Garcia
Doris Perez	Carmen Santos	John Limtiaco	Karen Sablan	Dr. Clare Camacho	Juanita Tenorio	Dr. Clare Camacho	Evon Wong	Barbara Leon Guerrero
Ines Bukikosa	Carol Guerrero	Patrick Clymer	Sarah Leon Guerrero	Dr. Marsha Postrozny	Norman Aguilar	Fred Tupaz	Frank Camacho	Dr. Marsha Postrozny
Joleen Evangelista	Dr. Clare Camacho	Terry Kuper		Dr. Virgina Tudela	Reilly Ridgell	Marlena Montague	Joann Muna	Dr. Mary Okada
Joseph Benavente	Dr. Marsha Postrozny	Wes Gima		Doris Perez	Vangie Aguon	Patrick Clymer	Johanna Camacho	Dr. R. Ray Somera
Katsuyoshi Uchima	Dr. Virginia Tudela			Elizabeth Duenas	Victor Rodgers	Priscilla Johns	Lolita Reyes	Dr. Virginia Tudela
Marlena Montague	Doris Perez			Emilio Medina			Ricky Tyquengco	Elaine Fejerang
Michael Setzer II	Elizabeth Duenas			Karen Sablan				Gina Ramos
Priscilla Johns	Karen Sablan			Reilly Ridgell				Imelda Arce
Wilson Tam								Jayne Flores
Yvonne Tam								Jennifer Artero
Zhaopei Teng								Joseph Benavente
								Pilar Pangelinan
								Rebecca Aguon
								Steven Ray Alvarez



Guam Community College
VP Finance Division
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Initials: *2*

Forward to: *2*

Date Forwarded: *2*

C: Patrick 1/20/12
3

January 17, 2012

Memorandum

To: Carmen K. Santos, CGC Chair
Clare Camacho, CGC Co-Chair

Fr: Marsha Postrozny *mp*
President, Faculty Senate

Re: Lab/Credit Analysis

Faculty Senate approved the Learning Outcome Committee's Lab/Credit Analysis during our last meeting on 1/17/12. Please see the attached document and let me know if you have any questions.



December 12, 2011

Memorandum

To: Dr. Marsha Postrozny
Faculty Senate President

Fr: Eric Chong
Chair, Learning Outcomes Committee

Re: Update on Lab/Credit Analysis

At our last LOC meeting on December 2, 2011, we finalized the Lab/Credit Analysis that addressed FS memo of October 26. John Jocson completed this assignment that included the following:

1. Clarification of definitions for internship/work experience, clinical, and clinical practicum in alignment with ACCJC mandate.
2. For new course offerings, see Step 6 number 5 in our document: courses need to be categorized into (1) lecture, (2) laboratory, (3) Practicum, (4) Clinical Practicum, and (5) Work Experience/Internship.

Please see the attached document. If you have any questions, please let me know.

April 01, 2011

MEMORANDUM

To: R. Gary Hartz, Chairperson
Learning Outcomes Committee

Fr: John Michael Jocson, Sub-Committee Chairperson on Post Secondary Labs
Learning Outcomes Committee (LOC)

Re: Response to November 5, 2010 Memorandum forwarded from Faculty Senate President

On November 5, 2010, the Learning Outcomes Committee (LOC) received a Memorandum from Academic Vice President, Dr. R. Ray Somera, forwarded by Faculty Senate President, Anthony San Nicolas. The Memorandum tasked the LOC to address concerns regarding post-secondary labs. This Memorandum serves as a response to the November 5, 2010 Memorandum and provides recommendations to address those concerns.

The Sub-Committee has met numerous times since its initial formation at the November 19, 2010 LOC meeting. Members of the Sub-Committee include Donna Cruz and Dr. Lisa Baza-Cruz with collaboration from Dr. Michelle Santos, Adjunct Associate Dean Michael Chan, and Dr. Marsha Postrozny. Minutes were taken at the Sub-Committee meetings and provided to the LOC Chairperson.

The Sub-Committee reviewed several documents to obtain background information addressing the issues. The relevant documents reviewed include:

1. The Accrediting Commission for Community and Junior Colleges (ACCJC) Draft Policy on Institutional Degrees and Credits and the Final Regulatory Language on Program Integrity;
2. United States Department of Education (USDOE) Definitions on contact hours;
The final definition of credit hour is provided below:

Definition of Credit hour 34 CFR 600.2 (source: from Code of Federal Regulations, electronic version)

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

3. Dr. Marsha Postrozny's *Course Contact Hours Audit and Analysis* from June 14, 2010;
4. GCC Standard Operating Procedures for Course Alpha and Numbering from June 2009;
5. 2010 - 2016 GCC BOT/Faculty Union Contract, Appendix C; and
6. GCC 2010 – 2011 Catalog.

In keeping with our charge of ensuring quality control of curriculum that is reflective of the mission of the College we provide the following responses to the seven (7) steps that we have been tasked to undertake.

STEP 1:

Task: Review all course alpha and number in the 2010-2016 GCC BOT/Faculty Union Contract, Appendix C and match them with existing courses in the current catalog and delete courses, as necessary.

Response: The current Appendix C has been reviewed and appended to only include existing courses in the current catalog. The following is the revised and updated Appendix C.

Appendix C Post-Secondary Labs *Courses still in 2010-2011 GCC Catalog

Course

AC232
ASL100
ASL110
CJ102
CJ126L
CJ132
CJ140
CJ145
CJ148
CJ160
CM215
HL140
HL162
HS245
ME161A
ME161B
ME171A
ME171B
MS121
MS125

MS141
 MS145
 MS220
 MS221
 MS225
 MS292
 NU101
 OA101
 OA220
 OA230
 OA240
 SI103
 SI110
 SI130
 WE220
 WT110

Step 2:

Task: Include current course descriptions of each of the courses in the list.

Response: All courses in the revised Appendix C have course descriptions in the GCC 2010 - 2011 Catalog as follows:

AC232 ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)

A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses.

ASL100 AMERICAN SIGN LANGUAGE I (4)

The purpose of this course is to provide students with basic conversational skills in American Sign Language, to develop visual acuity, and to build comfort with the use of body/facial expressions to convey information. This course is one in a series of four courses designed to allow an individual to develop ASL conversational skills and is a prerequisite for ASL110. Formerly IN110.

ASL110 AMERICAN SIGN LANGUAGE II (4)

This course is a continuation of American Sign Language I. The course objective is to continue to develop basic syntactic knowledge of American Sign Language, vocabulary, fingerspelling and conversational skills. Aspects of the Deaf community and culture are also incorporated.

CJ102 FIRST RESPONDER (3)

The First Responder course shall be at least 48 hours of classroom training. The course was developed to provide training in emergency medical care for those who are apt to be the first

person responding to an accident. Upon successful completion of the course, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills.

CJ126L OFFICER SURVIVAL LABORATORY (1)

This course provides students with the opportunity to practice and demonstrate “hands on” application of survival skills learned in CJ126 Officer Survival. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

CJ132 EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)

This course prepares police and fire recruits to safely operate the emergency vehicles used by their agency. Enrollment is limited to students currently employed by the public law enforcement and fire service agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

CJ140 DEFENSIVE TACTICS (3)

Stressing control through verbal persuasion is strongly preferred to physical force. This course is especially designed to control prisoners and maximize protection of the public, corrections officers, and inmates. Physical fitness is emphasized. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

CJ145 PHYSICAL DEVELOPMENT (3)

This course is designed to develop a positive attitude toward physical fitness and to understand the relationship between physical fitness, productivity, health, and safety. This course is conducted through the Office of Continuing Education & Workforce development for career public safety officers and recruits.

CJ148 TRAFFIC LAW ENFORCEMENT (3)

This course provides students with the knowledge and skills necessary to effectively deal with common vehicle violations and other traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of vehicle violations to include an understanding of Title 16 Guam Code Annotated, The Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life and property, how to give traffic citations, how to conduct traffic direction and accident investigation.

CJ160 MOTORCYCLE TRAINING (3)

This course is designed to provide police officers and police recruits with the skills and

confidence necessary to operate police motorcycles on public streets and highways. Enrollment is limited to persons currently employed by Guam law enforcement agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits.

CM215 ADVANCED COSMETOLOGY LABORATORY (1-7)

The course provides (1-7 credits/75-525 contact hours) actual performance of the art of Cosmetology under salon conditions in the GCC Cosmetology clinic. Special instruction in advanced hair styling, hair shaping, permanent waving, hair coloring, makeup, facials, and air waving.

HL140 INTRODUCTION TO CLINICAL LABORATORY (2)

This course provides an introduction to the field of laboratory science, including the development of basic and moderate complexity laboratory skills and phlebotomy technique.

HL162 ADMINISTRATION OF MEDICATIONS (1)

This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, immunizations.

HS245 FOOD PRODUCTION PRINCIPLES (4)

Students will master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. This course describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed.

ME161A INTRODUCTION TO AUTOBODY REPAIR (3)

This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching.

ME161B INTRODUCTION TO AUTOBODY PAINTING (3)

This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing.

ME171A AUTOBODY COLLISION REPAIR (3)

This is an advanced auto body course that deals with repairing damages due to collision. Frame

straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair.

ME171B AUTOBODY REFINISHING (3)

This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs.

MS121 CLINICAL MEDICAL ASSISTING II (2)

This course provides students with the opportunity to practice the application of basic ambulatory care concepts and principles in the performance of back office duties. Students will practice applying routine patient care/ diagnostic procedures in assessing patient health care, including vision and hearing testing and electrocardiograph. Students will practice preparation of back office, equipment and supplies in a physician's office.

MS125 CLINICAL OFFICE EXPERIENCE (1)

This course provides students with the opportunity to apply in a physician's office or medical clinic the knowledge and skills gained in co requisite courses, MS120 and MS121. Admission into the Medical Assisting Program or instructor's consent is required. Co requisites: MS120, MS121.

MS141 ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)

This course provides students with the laboratory setting to practice performing administrative office procedures which includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques, role playing common administrative medical assistant/client situations, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office.

MS145 ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)

This course is an application of the knowledge and skills gained in MS140 Administrative Medical Assisting I and MS141 Administrative Medical Assisting II. It requires the student to integrate knowledge and skills gained in MS140 and MS141 Administrative Medical Assisting and apply them in the medical office or clinic setting.

MS220 MEDICAL ASSISTING SPECIALTIES (2)

This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. Students will learn the principles of assisting the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care.

MS221 MEDICAL ASSISTING SPECIALTIES LABORATORY (1)

This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility.

MS225 MEDICAL ASSISTING SPECIALTIES CLINICAL (1)

This course is an application in an ambulatory care setting of knowledge and specialty procedures gained in MS220 and MS221, which includes demonstrating professional characteristics expected of a beginning practicing medical assistant.

MS292 MEDICAL ASSISTING PRACTICUM (5)

This course provides settings for the application of knowledge and skills gained in the major courses of the Medical Assisting program. Students will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of their duties in the administrative and clinical areas.

NU101 NURSING ASSISTANT (8)

This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices and mental health.

OA101 KEYBOARDING APPLICATIONS (3)

This is an introductory course in keyboarding that focuses on the mastery of keyboarding and using correct typing techniques. Correct procedures in formatting simple centering, business letters and short reports will be emphasized.

OA220 SPREADSHEET SYSTEMS (3)

Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, and setting up, utilizing, and integrating spreadsheets.

OA230 ADVANCED INFORMATION PROCESSING (3)

This course provides the student with a review of basic word processing skills and introduces advanced word processing skills, such as macros, merging techniques, graphic capabilities, sorting, fonts, page numbering, headers and footers, tables, footnotes, newspaper and column formats.

OA240 MACHINE TRANSCRIPTION (3)

This course provides students with basic legal transcription techniques, the formatting of legal

documents, written communications, listening, and decision making skills, which are necessary to work in a legal environment.

SI103 INTRODUCTION TO MARINE BIOLOGY (4)

This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired. Students are required to schedule additional field study with instructor.

SI110 ENVIRONMENTAL BIOLOGY (4)

This is a comprehensive survey course, which focuses on local environmental issues and concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific Island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems. This course is offered in a classroom or an online (Internet) format. Students are required to schedule additional field study with instructor.

SI130 ANATOMY & PHYSIOLOGY (4)

This course provides students with the knowledge and understanding of the structure and function of the human body and common pathophysiology.

WE220 EQUIPMENT MAINTENANCE (2)

Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions.

WT110 INTRODUCTION TO WATERWORKS SCIENCE (3)

This course is designed to prepare individuals working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act.

Step 3:

Task: Ensure that all courses included in the list have existing SLOs; work with department chairs or individual faculty members teaching these courses to develop SLOs if they do not currently exist.

Response: All thirty-six (36) courses listed in the revised Appendix C have course descriptions. Thirty-five (35) courses have SLOs and only one (1) course, namely, CM 215 Advanced Cosmetology Laboratory, does not have SLOs listed. The Subcommittee has met with the Department Chairperson overseeing Cosmetology and determined that this course was

Inadvertently Included in the GCC 2010 - 2011 Catalog. The course should have been archived since 2006. See attached Exhibit 1, Course Archival Memorandum dated February 25, 2011. All remaining thirty-five (35) courses with course descriptions and SLOs and a Summary Chart of such course and SLOs follows:

AC232 ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)

A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses. Course offering: Spring only. Prerequisites: AC110, AC150, AC212

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by Peachtree.

ASL100 AMERICAN SIGN LANGUAGE I (4)

The purpose of this course is to provide students with basic conversational skills in American Sign Language, to develop visual acuity, and to build comfort with the use of body/facial expressions to convey information. This course is one in a series of four courses designed to allow an individual to develop ASL conversational skills and is a prerequisite for ASL110. Formerly IN110. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, finger spelling the alphabet and numbers.
2. Demonstrate proficiency in visual acuity using body/facial expressions, gestures and other nonverbal skills to convey and respond to information received.
3. Demonstrate acceptable behavior with the Deaf Community.

ASL110 AMERICAN SIGN LANGUAGE II (4)

This course is a continuation of American Sign Language I. The course objective is to continue to

develop basic syntactic knowledge of American Sign Language, vocabulary, fingspelling and conversational skills. Aspects of the Deaf community and culture are also incorporated. Course offering: As needed. Prerequisite: ASL100

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually coded English and finger spelling.
2. Demonstrate expanded vocabulary and conversational range such as talking about other people and activities, giving directions, describing people, and making requests.

CJ102 FIRST RESPONDER (3)

The First Responder course shall be at least 48 hours of classroom training. The course was developed to provide training in emergency medical care for those who are apt to be the first person responding to an accident. Upon successful completion of the course, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills. Can be repeated for credit. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Diagnose emergency situations and provide appropriate emergency treatment.
2. Explain and discuss the role of a First Responder.
3. Demonstrate the First Responder skill set at an acceptable level as required by local regulations.
4. Demonstrate proficiency in BLS and CPR by passing the final skills practical exams and written exam required by the DOT to become a certified First Responder.

CJ126L OFFICER SURVIVAL LABORATORY (1)

This course provides students with the opportunity to practice and demonstrate "hands on" application of survival skills learned in CJ126 Officer Survival. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed. Prerequisite: CJ126

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Practice the various officer safety and street survival skills in mock situations.
2. Demonstrate proficiency in the use of the various officer safety and street survival skills at acceptable levels.

CJ132 EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)

This course prepares police and fire recruits to safely operate the emergency vehicles used by their agency. Enrollment is limited to students currently employed by the public law enforcement and fire service agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Identify safety skills during an emergency response.
2. Explain the proper operation of emergency vehicles.
3. Identify and properly deal with hazards involved with operating emergency vehicles.
4. Review the basics of defensive driving.
5. Demonstrate understanding of the laws governing emergency vehicle operation.

CJ140 DEFENSIVE TACTICS (3)

Stressing control through verbal persuasion is strongly preferred to physical force. This course is especially designed to control prisoners and maximize protection of the public, corrections officers, and inmates. Physical fitness is emphasized. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Perform control and self-defense tactics.
2. Demonstrate understanding of prevention, intervention and resolution techniques.
3. Demonstrate how to apply the use of force and continuum of force.
4. Explain the legal issues involved in handling persons in custody, detainees, prisoners and inmates.

CJ145 PHYSICAL DEVELOPMENT (3)

This course is designed to develop a positive attitude toward physical fitness and to understand the relationship between physical fitness, productivity, health, and safety. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Develop a positive attitude toward physical fitness.
2. Demonstrate understanding of the relationship between physical fitness, productivity, health, and safety.
3. Participate in physical development exercises.
4. Demonstrate the use of the various physical development exercises.

CJ148 TRAFFIC LAW ENFORCEMENT (3)

This course provides students with the knowledge and skills necessary to effectively deal with common vehicle violations and other traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of vehicle violations to include an understanding of Title 16 Guam Code Annotated, The Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life and property, how to give traffic citations, how to conduct traffic direction and accident investigation. Course offering: As needed. Prerequisites: CJ100, CJ150

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Explain the various traffic statutes and offenses.
2. Demonstrate knowledge and application of Title 16, Guam Code Annotated (Vehicle Code) to hypothetical situations.
3. Author a traffic accident report using the local traffic enforcement forms.

CJ160 MOTORCYCLE TRAINING (3)

This course is designed to provide police officers and police recruits with the skills and confidence necessary to operate police motorcycles on public streets and highways. Enrollment is limited to persons currently employed by Guam law enforcement agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Understand the basic motorcycle operation skills.
2. Demonstrate and differentiate between fundamental riding skills and street riding skills.
3. Determine the proper operation of a motorcycle under normal, special, adverse, hazardous and emergency riding conditions.

CM215 ADVANCED COSMETOLOGY LABORATORY (1-7)

The course provides (1-7 credits/75-525 contact hours) actual performance of the art of Cosmetology under salon conditions in the GCC Cosmetology clinic. Special instruction in advanced hair styling, hair shaping, permanent waving, hair coloring, makeup, facials, and air waving. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: CM210

**This course should be archived and the Subcommittee has met with the Department Chairperson to have the appropriate documents submitted and processed through the appropriate channels for archival purposes.*

HL140 INTRODUCTION TO CLINICAL LABORATORY (2)

This course provides an introduction to the field of laboratory science, including the

development of basic and moderate complexity laboratory skills and phlebotomy technique. Course offering: Spring only. Prerequisites: HL120, HL130, MS101, SI130

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate use of basic to moderate lab equipment.
2. Demonstrate competence in obtaining specimens of blood and other body fluids.
3. Demonstrate ability to interact with patients, hospital, and physicians and lab personnel.
4. Describe quality control in the clinical lab.

HL162 ADMINISTRATION OF MEDICATIONS (1)

This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, immunizations. Course offering: Summer only. Prerequisites: HL150, SI130

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate ability to solve conversion problems within the household, apothecary and metric system.
2. Demonstrate ability to interpret abbreviations and symbols accurately as they relate to drug administration.
3. Apply the "Rights of Medication Administration".
4. Demonstrate correct administration enteral, parenteral and cutaneous drugs in simulated lab situations.

HS245 FOOD PRODUCTION PRINCIPLES (4)

Students will master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. This course describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed. Formerly HS117 & HS118. Course offering: Spring only. Prerequisite: HS203

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Discuss the different types of jobs related to the culinary industry.
2. Demonstrate the proper use of various kitchen equipment, chemicals and cooking techniques in a professional and safe manner.
3. Understand the importance of keeping the kitchen clean, proper chemical use and proper cooking techniques.

ME161A INTRODUCTION TO AUTOBODY REPAIR (3)

This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching. Course offering: Fall only

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Follow shop safety procedures.
2. Prepare auto body components for repair.
3. Inspect, remove, replace and repair outer body panels.
4. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

ME161B INTRODUCTION TO AUTOBODY PAINTING (3)

This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing. Course offering: As Needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Perform corrosion protection restoration, sound deadening restoration and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs involving plastics and adhesives.

ME171A AUTOBODY COLLISION REPAIR (3)

This is an advanced auto body course that deals with repairing damages due to collision. Frame straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Follow painting and refinishing safety precautions.
2. Prepare surfaces for painting and refinishing.
3. Use a paint spray gun and related equipment.

ME171B AUTOBODY REFINISHING (3)

This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs. Course offering: Fall only

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Mix, match, and apply paint.

2. Identify and correct paint defects.
3. Perform final detail procedures.

MS121 CLINICAL MEDICAL ASSISTING II (2)

This course provides students with the opportunity to practice the application of basic ambulatory care concepts and principles in the performance of back office duties. Students will practice applying routine patient care/ diagnostic procedures in assessing patient health care, including vision and hearing testing and electrocardiograph. Students will practice preparation of back office, equipment and supplies in a physician's office. Admission into the Medical Assisting program is required. Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Corequisites: MS121, MS125

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to function effectively as allied health team members in the delivery of quality patient care at entry level proficiency.
2. Demonstrate the ability to apply routine patient care/diagnostic procedures in assessing health care.
3. Demonstrate the ability to practice applying routine patient care/diagnostic procedures.

MS125 CLINICAL OFFICE EXPERIENCE (1)

This course provides students with the opportunity to apply in a physician's office or medical clinic the knowledge and skills gained in co requisite courses, MS120 and MS121. Admission into the Medical Assisting Program or instructor's consent is required. Co requisites: MS120, MS121. Course offering: As needed. Prerequisites: Admission into the Medical Assisting Program, MS101 or concurrently, HL120 or concurrently

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate in an office or clinical setting knowledge of basic medical assistant procedures.
2. Demonstrate use of interpersonal and communication skills in the clinical setting.

MS141 ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)

This course provides students with the laboratory setting to practice performing administrative office procedures which includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques, role playing common administrative medical assistant/client situations, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently Corequisites: MS140, MS145

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate administrative office procedures in a lab setting.

2. Demonstrate use of professional oral communication techniques.
3. Demonstrate use of professional written communication techniques.

MS145 ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)

This course is an application of the knowledge and skills gained in MS140 Administrative Medical Assisting I and MS141 Administrative Medical Assisting II. It requires the student to integrate knowledge and skills gained in MS140 and MS141 Administrative Medical Assisting and apply them in the medical office or clinic setting. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently. Corequisites: MS140, MS141

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate administrative office procedures in a clinical setting.
2. Discuss with supervisor/instructor procedures used in clinical settings.

MS220 MEDICAL ASSISTING SPECIALTIES (2)

This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. Students will learn the principles of assisting the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, S1130

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Assist the physician in the appraisal of the patient's health status.
2. Demonstrate the ability to use advanced Medical Assisting techniques and procedures.

MS221 MEDICAL ASSISTING SPECIALTIES LABORATORY (1)

This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course Offering: Fall only. Prerequisite: MS120, MS121, MS125, S1130. Corequisites: MS220, MS225

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to practice advanced medical techniques in a lab setting.
2. Demonstrate the ability to act as liaison between the patient and physician.

MS225 MEDICAL ASSISTING SPECIALTIES CLINICAL (1)

This course is an application in an ambulatory care setting of knowledge and specialty procedures gained in MS220 and MS221, which includes demonstrating professional characteristics expected of a beginning practicing medical assistant. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, S1130. Corequisites: MS220, MS221

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to use advanced Medical Assistant knowledge and techniques in an ambulatory setting.
2. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.

MS292 MEDICAL ASSISTING PRACTICUM (5)

This course provides settings for the application of knowledge and skills gained in the major courses of the Medical Assisting program. Students will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of their duties in the administrative and clinical areas. Course offering: Spring only. Prerequisite: Completion of all technical and related technical requirements in the Medical Assisting Program with a grade of "C" or better and advisor consent. Corequisites: MS210

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate professional characteristic expectant of a beginning practicing Medical Assistant.
2. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the administrative area.
3. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the clinical area.

NU101 NURSING ASSISTANT (8)

This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices and mental health. Course offering: As needed. Prerequisites: Admission to the Nursing Assistant program, current American Heart Association CPR card or health care providers

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Identify the principles of prevention, therapy, and rehabilitation for patients of all ages.
2. Distinguish the roles of a Nursing Assistant in a healthcare team
3. Apply the Nursing Assistant principles learned in class to the clinical setting.
4. Demonstrate proficiency and knowledge of nursing assistant skills in preparation for the NNAAP (National Nurse Aide Assessment Program) written and practical exam.

OA101 KEYBOARDING APPLICATIONS (3)

This is an introductory course in keyboarding that focuses on the mastery of keyboarding and using correct typing techniques. Correct procedures in formatting simple centering, business letters and short reports will be emphasized. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate an increase in speed and accuracy using the touch system.
2. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.
3. Use word processing software to create, save, print, open, edit and close documents.
4. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer.
5. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 30 words per minute with no more than 5 errors.

OA220 SPREADSHEET SYSTEMS (3)

Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, and setting up, utilizing, and integrating spreadsheets. Course offering: Spring only

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Create, save, retrieve, edit, format, and print an electronic work sheet using formulas, built-in functions, and charts.
2. Create and manipulate electronic spreadsheets databases, templates, and macros.
3. Integrate with other office applications and collaborate and secure data.

OA230 ADVANCED INFORMATION PROCESSING (3)

This course provides the student with a review of basic word processing skills and introduces advanced word processing skills, such as macros, merging techniques, graphic capabilities, sorting, fonts, page numbering, headers and footers, tables, footnotes, newspaper and column formats. Course offering: Spring only. Prerequisite: OA130

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Select the appropriate technology tool to create word processing, spreadsheet, database, and/or presentation documents.
2. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation applications.
3. Apply proper document formats when keying business correspondence-- memorandums, letters, reports, tables, and forms.
4. Create and manage documents using teamwork.
5. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

OA240 MACHINE TRANSCRIPTION (3)

This course provides students with basic legal transcription techniques, the formatting of legal

documents, written communications, listening, and decision making skills, which are necessary to work in a legal environment. Course offering: As needed. Prerequisites: EN110, OA130

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Develop the ability to think and use sound judgment while keying correspondence.
2. Demonstrate proper techniques of transcription to produce mailable legal/business documents.
3. Apply correct spelling, grammar usage, and style to documents.
4. Examine and use appropriate reference materials.

SI103 INTRODUCTION TO MARINE BIOLOGY (4)

This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired. Students are required to schedule additional field study with instructor. Course offering: Fall & Spring only. Prerequisites: EN100R, EN100W

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Describe key chemical, biological, geological, and ecological processes.
2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

SI110 ENVIRONMENTAL BIOLOGY (4)

This is a comprehensive survey course, which focuses on local environmental issues and concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific Island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems. This course is offered in a classroom or an online (Internet) format. Students are required to schedule additional field study with instructor. Course offering: As needed. Prerequisites: EN100R, EN100W

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Explain the ecological, social and/or economical implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling, as well as reflect on their personal roles in these issues.
3. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.

4. Demonstrate the ability to gather and analyze data, present results graphically, interpret results and form conclusions.

SI130 ANATOMY & PHYSIOLOGY (4)

This course provides students with the knowledge and understanding of the structure and function of the human body and common pathophysiology. Course offering: As needed. Prerequisites: EN100R, EN100W or EN110 placement

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the uses of proper anatomical terms when referring to the human body.
2. Identify and correlate how each organ in the human body works together as a system to maintain homeostasis.
3. Explain the effects of various environmental factors on how the human body functions to maintain life.
4. Demonstrate technological proficiency in the use of microscopes.

WE220 EQUIPMENT MAINTENANCE (2)

Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions. Course offering: As needed

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Disassemble oxy fuel gages and electric arc welders
2. Determine which components need to be replaced or adjusted within a given unit.
3. Reassemble each electrical and mechanical component to a functioning level.

WT110 INTRODUCTION TO WATERWORKS SCIENCE (3)

This course is designed to prepare individuals working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisite: WT100, MA095

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of waterworks specific nomenclature, regulatory standards, and academic subject matter for operator licensing examinations.
2. Identify waterworks treatment modes and their methods for operation.
3. Predict the efficiency of treatment methods using waterworks problem solving and/or trouble shooting techniques.
4. Recognize and utilize safe practices for operating various equipment within a waterworks

treatment facility, or its distribution or collections system

5. Recognize and demonstrate understanding of the biological, chemical, microbial, and physical relationships within a waterworks treatment facility or its distribution or collections system.

Appendix C Post-Secondary Labs

***Courses still in 2010-2011 GCC Catalog that have course description and SLOs**

<u>Course #</u>	<u>Course Description</u>	<u>Course SLOs</u>
AC232	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ASL100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ASL110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CJ102	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CJ126L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CJ132	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CJ140	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CJ145	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CJ160	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CM215	<input checked="" type="checkbox"/>	None listed and course should be archived.
HL140	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HL162	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HS245	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ME161A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ME161B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ME171A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ME171B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS121	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS125	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS141	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS145	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS220	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS221	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS292	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NU101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OA101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OA220	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OA230	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OA240	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SI103	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SI110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SI130	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WE220	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WT110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 4:

Task: Discuss the distinction between Lab category 1 and Lab category 2, in the context of the existing definitions of “Lab” in the Agreement which says, “Lab – a formal situation which is normally associated with an extension of classroom activities to include, a set of conditions, or the like, conducive to experimentation, investigation, observation, and/or the application of the materials presented in the classroom.” Given this definition, a delineation between direct instruction versus facilitated instruction in a lab environment is critically important.

Response:

Based upon our review and analysis, there are inconsistencies in how semester credit hours are determined and imposed campus wide. Typically at GCC, a three-semester credit hour course meets two 90-minute sessions per week for fifteen weeks for a total of 45 sessions. A semester system is defined as a fall semester, spring semester, and a summer term. Thus, there would be three (3) semesters in an academic year. A variety of class meeting schedules that fall outside of this structure are also present at GCC, e.g., academy cycles that are operated at various times throughout the year to meet industry demands and timelines. These are atypical of the normal structure of course offerings but must nevertheless meet the required contact hours per course to earn the established credit hours per course.

Generally, the amount of credit for courses is determined by the number of student contact hours during a 15-week semester. Colleges throughout the nation on the semester system use this standard system and GCC’s current practice is similar. Thus, a one-credit hour course requires 15 hours of lecture contact during the semester. A typical three-credit hour course would therefore require a minimum of 45 hours of lecture contact during a semester. This is consistent with ACCJC’s policy and the USDOE’s definition of a credit hour.

Depending upon the types of labs created, laboratory contact is valued differently to that of lecture contact and routinely two to three laboratory contact hours per week during a 15-week semester receives one hour of credit. All other courses not falling under the traditional lecture or laboratory format should strive to meet a *minimum* standard of one credit hour equaling 15 contact hours or student commitment/participation. Therefore, using this standard, semester credits are converted from clock hours to credit hours as follows:

15 hours of lecture = 1 semester credit

30 hours of lab = 1 semester credit
45 hours of lab = 1 semester credit
45 hours of practicum = 1 semester credit

1. Intent

The issues involved with this proposal are to ensure that student workload for a given number of credit hours is appropriate for the credit hours assigned. However, a standardized workload across all curricula for identical numbers of credit hours may not be possible due to the nature of the curricula involved and the local or national expectations of an associates degree in a given major. Hence, a department may need to structure workload in accordance with such local or national standards.

It is not the intent of this proposal to require a specific assessment of student workload. Rather, it is intended that this proposal provide a set of general guidelines for the assignment of credit hours to courses in curricula. It may be desired in some curriculum models to allow for some courses, e.g., laboratory, practicum, internship, etc., to have a high workload associated with them relative to the number of credit hours assigned. In these cases, all affected departments and/or programs must justify or obtain approval for the excess workload through, for example, an Advisory Committee or any other recognized body, as they are the resident experts in their respective disciplines.

2. Current Lab Definitions

Currently, GCC has two types of Laboratory courses. A Lab 1 course or a Lab 2 course. A Lab 1 is defined as a formal situation which is normally associated with an extension of classroom activities to include, a set of conditions, or the like, conducive to experimentation, investigation, observation, and/or the application of the materials presented in the classroom with an instructor present who provides direct supervision. A Lab 2 is defined as all other extensions of classroom activities wherein a supervisor is present but does not provide direct supervision. Thus, it appears that the work is student driven and students use the time to practice their skills learned in the classroom.

The LOC Subcommittee finds that these definitions are outdated and overly broad such that a clear delineation between direct instruction versus facilitated instruction cannot be achieved nor sustained. More importantly, without a standard policy on the conversion of clock hours to credit hours and more appropriate definitions to reflect the types of courses currently being offered, the confusion on laboratory courses will continue and consistency in the development of laboratory courses will not be achieved.

3. Credit Hour Equivalencies

A semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used. There appear to be five (5) general categories of types of instruction at GCC: (1) Lecture, (2) Laboratory, (3) Practicum, (4) Clinical Practicum, (5) Work Experience/Internship.

4. Definitions. The proposed definitions for each category/type of instruction follows:

4.1. Lecture. This type of instruction usually involves interaction between an instructor or instructors and a group of students in a classroom environment. This may include: formal lecture, discussion sections, recitation/problem solving sessions, and review sessions. Instruction is focused on theory, principles, concepts, or ideas. Lecture instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of theory instruction as defined.)

Instructional technology, such as, projectors, whiteboards, chalkboards, recorded media, and other teaching aids may be used, but the primary instructional mechanism is oral and/or written communication between instructor(s) and students.

4.2. Laboratory. This type of instruction normally involves student interaction with equipment related to the discipline of instruction and is program specific. Instruction is focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. This laboratory is generally required in conjunction with the theory of an academic course. Student work is normally completed in the learning environment, but may include out-of-class assignments such as practice and/or laboratory report writing. Laboratory instruction is generally under the direct supervision of an instructor. Ratio: 2:1 (one hour of credit for two hours of “experimental” instruction as defined.) or 3:1 (one hour of credit for three hours of “experimental” instruction as defined.)

Examples may include but are not limited to laboratory set-up and use of equipment such as commonly occurs in chemistry and biology and other disciplines in which specialized equipment must be used to measure, evaluate and assess experimental data.

4.3. Practicum. Guided work experience supervised by a qualified faculty member or project director to whom the student reports at regular intervals dealing with various applied aspects of a program of study. Practicum involves the development and demonstration of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 2:1 or 3:1, depending on program. (One hour of credit for two or three hours of “practical application” instruction as may be defined.)

4.4. Clinical Practicum. Experience-based Instruction focused on real activities, generally in healthcare or service occupation programs, offered in an *actual environment*, for the purpose of developing skills related to the discipline. Work is normally completed in the learning environment, but may include out-of-class assignments. Clinical Practice is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 3:1 (one hour of credit for three hours of clinical practice instruction as defined.)

These instructional activities may be associated with capstone projects or activities that require students to employ their total knowledge of their field of specialty, whereas some programs make use of such activities (e.g., clinical practicum) throughout their curricula. The definition of a credit hour for these activities will differ significantly from that defined for the usual lecture/discussion and/or lab formats.

4.5. Work Experience/Internship. Vocational instruction or intern program combined with employment related to that instruction that provides students an opportunity to earn college credit and wages “paid or unpaid work experience” in an on-the-job setting arranged by the College. At GCC, work experience/Internship may include cooperative education and apprenticeships or intern program in which the student works in a specific technical or professional area under the direction of an expert in the field. It literally means cooperation, between GCC with its academic programs, and private or government employers providing off-campus work experience. By and large, it involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with a particular educational program. Ratio: (varies and is program specific) These programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria in order to comply with local or federal requirements.

Step 5:

Task: Review and analyze total hours and credit hours for each of these courses in the list, in the context of the newly-released ACCJC policy entitled, “New Federal Regulations on Credit Hour” (March 2011). This new policy defines “credit hour” and reflects USDOE’s definition that complies with the higher education opportunity act of 2008.

Response: See Response to Step 4 as the discussion includes the definition of “credit hour” as defined by the USDOE and Dr. Marsha Postrozny’s *Course Contact Hours Audit and Analysis* from June 14, 2010. Dr. Postrozny’s Audit and Analysis provides a thorough analysis and

summary of the courses. The following Chart is a modified version of Dr. Postrozny's Audit and Analysis Chart that lists all courses in the updated and revised Appendix C.

Courses Not Aligned with Commission's Credit/Hour Policy

A question mark in the 3rd column indicates course guide could not be located in TracDat.

Code & Credits	Current Hours from Course Guide	Last SR or Adoption
AC232 (3)	45 lec	2004
AE228 (3)	30 lec + 60 lab (totals 90)	This course was deleted on October 2008
ASL100 (4)	45 lec + 30 lab (totals 75)	2000
ASL110 (4)	45 lec + 30 lab (totals 75)	2009
CJ102 (3)	48 lab	1980
CJ126L (3)	45 lab	1993
CJ132 (3)	45 lab	1994
CJ140 (3)	45 lab	1988
CJ145 (3)	10 lec + 35 lab (totals 45)	1988
CJ 148 (3)	45 lec	2006
CJ160 (3)	48 lab	1994
CM215 (1-7)	75-525 lab	2000
HL140 (2)	15 lec + 45 lab (totals 60)	2004
HL162 (1)	8 lec + 24 lab (totals 32)	2004
HS245 (4)	16 lec + 64 lab (totals 80)	2003
ME161A (3)	45 lec + 15 lab (totals 60)	1991
ME161B (3)	45 lec + 15 lab (totals 60)	1991
ME171A (3)	15 lec + 45 lab (totals 60)	1991

Code & Credits	Current Hours from Course Guide	Last SR or Adoption
ME171B (3)	15 lec + 45 lab (totals 60)	1991
MS121 (2)	90 lab	2002
MS 125 (1)	45 lab	2002
MS141 (2)	90 lab	2004
MS 145 (1)	45 lab	2004
MS 220 (2)	30 lec	2004
MS221 (1)	45 lab	2003
MS225 (1)	45 lab	2004
MS292 (5)	225 lab	2004
NU101 (8)	60 lec + 30 lab + 40 clinical	2010
OA 101 (3)	45 lec	1989
OA220 (3)	45 lab	1989
OA230 (3)	45 lab	1989
OA240 (3)	45 lec	2009
SI103 (4)	45 lec + 45 lab (totals 90)	2002
SI110 (4)	45 lec + 45 lab (totals 90)	2000
SI130 (4 Carnegie)	60 lec	2005
WE220 (2)	15 lec + 15 lab (totals 30)	No date
WT 110 (3)	45 lec	2009

Step 6:

Task: Provide specific recommendations, at the end of the Committee's thorough review and analysis, which would be coursed through the College's participatory governance structure.

Response: The following are specific recommendations that the Subcommittee suggests be implemented:

1. Replace Appendix C with the revised and appended Appendix C.
2. Continue to work with Department Chairs to ensure that course descriptions and SLOs are updated. Continue to collaborate with the relevant administrative offices to ensure that the Catalog information is current and reflective of the current course offerings.
3. Eliminate the current definition of Lab 1 and Lab 2 categories, as these categories will not sustain a clear delineation of direct instruction versus facilitated instruction for the present course offerings or for future course development. Adopt the proposed definitions of (1) Lecture, (2) Laboratory, (3) Practicum, (4) Clinical Practicum, (5) Work Experience/ Internship, to establish definitive standards to eliminate confusion and to guide future course curricula development.
4. Review and utilize Dr. Marsha Postrozny's *Course Contact Hours Audit and Analysis* from June 14, 2010 as a basis to identify courses that may need re-aligning to comply with current definition of credit hours as defined by 34 cfr 600.2.
5. New courses that are not classified as Lecture should fall under one of the proposed categories listed above in recommendation #3.

In closing, the Subcommittee has done its due diligence and has thoroughly analyzed and assessed the issues on post-secondary lab hours and has spent countless hours researching, discussing, and collaborating with Administrators and faculty. This Memorandum addresses the post-secondary lab hour concerns to ensure meaningful participation by faculty and to regulate curricula and curricular related issues through quality control to fulfill the general charge of the LOC and the overall mission of the College.

College Governing Council

Tuesday, January 31, 2011
1:30 p.m. Faculty Senate Office-C2

Meeting Minutes

1. Called to Order at: C. Santos called the meeting to order at 1:42 p.m.

2. Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	x
Shian Aricheta (student)	shian.aricheta@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (Chair)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		

3. Recital of Mission Statement

4. Approval of Minutes-January 26, 2012 tabled.

5. Old Business
None

6. New Business
FY2013 Budget was discussed. E. Duenas asked if the staffing pattern will include all staff increments and upon completion be inserted into the FY2013 Budget request. C. Santos said, "Yes." C. Santos will send a copy of the FY2013 Budget to all RPF and CGC committee members when completed via email.
V. Tudela made the motion to approve the FY2013 Budget request, seconded by M. Postrozny. Motion passed unanimously.

7. Information and Updates
None

8. Open Discussion

9. Agenda Items for Next Meeting:
None

10. Schedule for Next Meetings
CGC meeting with the Accreditation Team is scheduled for March 20, 2012.

11. Adjournment
1:47 p.m. – V. Tudela made the motion to adjourn, seconded by A. San Nicolas.

College Governing Council

Thursday, March 07, 2012

9:00 a.m. Faculty Senate Office-C2

Meeting Minutes

1. Called to Order at: C. Santos called the meeting to order at 9:20 a.m.

2. Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	x
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
ButgaDiana Masga (student)	butgadiana.masga@guamcc.edu	x
Shian Aricheta (student)	shian.aricheta@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (Chair)	carmen.santos@guamcc.edu	x
Virginia Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	x
Others Present:		
Patrick Clymer (Registrar)	patrick.clymer@guamcc.edu	x
Marlena Montague	marlena.montague@guamcc.edu	x

3. Recital of Mission Statement

4. Approval of Minutes of 01/26/2012 and 01/31/2012.

V. Tudela made the motion to approve the minutes of 01/26/2012 with corrections, seconded by E. Duenas. Motion passed unanimously.

E. Duenas made the motion to approve the minutes of 01/31/2012 with corrections, seconded by M. Postrozny. Motion passed unanimously.

5. Old Business

- a. Goals for committees under CGC have been completed, except for CTC. C. Camacho stated that she will follow up again on goals from CTC.

- b. Enterprise Architect (EA) and Information Technology Strategic Plan (ITSP)

- i. C. Santos asked M. Montague to attend the CGC meeting to provide a summary of the Enterprise Architect (EA) and the Information Technology Strategic Plan (ITSP). M. Montague provided basic information on the Information Technology Strategic Plan (ITSP) and the Enterprise Architecture (EA). The EA defines the technology and is the architecture, while the ITSP is the plan on how to get there. She added that the ITSP and the EA are detailed documents and suggested that CGC reads the document in its entirety. The ITSP and the EA will be GCC's guidance through the years until it is revised. M. Montague stated that the ITSP and the EA have been approved by CTC with the option to update annually. In addition, feedback is being solicited until April for the next round of updates. C. Santos stated that the CTC requested that the EA and ITSP replace all current College technology plans.

C. Camacho made a motion to approve the ITSP and the EA with the deletion of the reference to the land on page 6 and the minor corrections of grammar and typographical errors, and that this document supercedes all

prior technology plans. Motion was seconded by M. Postrozny. Motion passed unanimously.

- c. 2011-2012 Committee Reports- C. Santos and E. Duenas will work on trying to get the committee year end form because the end-of-the year reports should be turned in by the end of next month.
- d. Memo on process to committees-C. Santos stated that the memo on process to committees should have been removed from the agenda because it has already been addressed.
- e. Compile List of Committee Reports- (see attachment)
C. Santos reported that the list of committee reports has been updated.
- f. FY2013 NAF Budget for tuition and fees (see attachment). C. Santos presented the requested FY 13 NAF Tuition and Fees Budget request. This is based on a compilation of enrollment figures used to calculate revenues from Summer 2011, Fall 2011, and Spring 2012 semesters for tuition, fees, and lab fees. The departments used these semesters in the calculation of the lab fee requests for FY13.

C. Camacho made a motion to approve the FY2013 NAF Budget request with corrections, seconded by V. Tudela. Motion passed unanimously.

- g. FY2013 NAF Special Project (see attachment)-C. Santos presented a compilation of listing obtained from the departments on the classes that they are going to be holding that are channeled through the Office of Continuing Education.

C. Camacho made a motion to approve the FY2013 NAF Special Project request, seconded by V. Tudela. Motion passed unanimously.

- h. Lab/Credit Analysis- (see attachment)
 - i. P. Clymer reported that he worked with J. Jocson on the lab/credit analysis document and came up with the attached report. The attached document was created out of the Federal regulations requiring that schools have a clear definition of their credit hour policy and has been done directly in response to the Federal guidelines.
 - ii. Many questions and concerns regarding ranges of credit hours were brought up. The document has been tabled for further research and clarification to be done by P. Clymer, J. Jocson, and M. Postrozny. The document will be on the next CGC agenda. M. Postrozny and V. Tudela will follow up with P. Clymer and J. Jocson to bring the policy to the next CGC meeting on March 20, 2012.
- i. Travel Policy-
C. Camacho brought up concerns about changes being made to the Travel Policy and appendices without going through the governance process. C. Santos explained the reason that this was added was based on a Public Law requirement passed by the Guam Legislature. C. Camacho requested this change be passed through the governance process.
C. Camacho made a motion to add the paragraph regarding acknowledging the public law requiring the turning over of miles on government travel and to rename the form, seconded by B. Masga. Motion passed unanimously.

- 6. New Business:
None

7. Information and Updates

- a. **Administration:** C. Santos reported on the following:

- 1. Financial Report and Facilities Report (see attachment).
- 2. The audit was completed and finalized. Committee congratulated the Vice-President and her staff.
- 3. Accreditation Visit, March 19-22, 2012.
- 4. CGC meeting with the Accreditation Team on March 20, 2012 at 9:00 a.m.
- 5. Accreditation Briefing and Campus Clean-up on March 16, 2012 from 3:00-5:00 p.m.

- b. **Faculty:**

none

c. **Staff:**

none

d. **Students:** B. Masga reported on the following:

1. The Students Leading Students Conference at the Mariott Hotel-turned out good.
2. Movie Night scheduled for every Wednesday at the Student Center.
3. Zumba will begin in April 2012 at the Student Center.
4. Spring Festival on March 20, 2012 from 4-8 pm. Student organizations will be presenting a fashion show among other activities. All student organizations will be participating.

8. Open Discussion

none

9. Agenda Items for Next Meeting:

- a. Lab/Credit Analysis
- b. Committee Reports

10. Schedule for Next Meetings

March 20, 2012 at 9:00 a.m. FS Office, room C2.

11. Adjournment

10:00 a.m. – C. Guerrero made the motion to adjourn, seconded by E. Duenas.

**RPF & CGC
FINANCIAL STATUS UPDATE
March 7, 2012**

- As of 3/5/12, the College has received 24% of the GF and MDF requested allotments. The breakdown is below:

**FY
2012**

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	11,304,589	4,828,957	1,106,237	23%	8%
LPN	705,058	599,299	249,708	117,510	47%	17%
MDF	1,688,448	1,435,181	597,992	140,704	24%	8%
TAF	24,154	20,531	20,531	20,531	100%	85%
Totals	<u>15,717,177</u>	<u>13,359,600</u>	<u>5,697,188</u>	<u>1,384,982</u>	<u>24%</u>	<u>9%</u>

- Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,246,000 (Adjunct paid in Mar/May)
 - Utilities \$ 113,000 (\$101K P,\$4.5K W, \$8K tele)
 - Contractual Maintenance \$ 80,000

Maintenance contracts cutting back include cost savings from power reduction and improving equipment, cleaning service cutbacks. Currently showing \$6.362M expended in FY12 as of 3/5/12 under the General and Manpower funds and \$440,000 for utilities..
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and sub-grants. Also, steps are being put in place to aggressively collect from A/R students.
- ARRA projects currently ongoing include the Risers/Sprinklers for Bldg. 500/600 and the automotive paint booth installation. Completed are the Student Center and Generator projects. The College expects to be able to expend 100% of its ARRA funds, by 3/31/12. The Foundation Building project is ongoing with a completion date of May 2012. The campus wide painting project is ongoing with completion by Mar. 15, 2012, final project completion by Apr. 24, 2012. PV projects for SC and Foundation Bldg have been awarded. Bids recently awarded include Admin., Office, and Custodial Supplies.
- Audit was finalized and issued. GCC continues on it's 11th year of clean audits. Thank you to all who helped in ensuring a clean audit.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11
PRIORITY 1 - FUNDING REQUEST**

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011

No.	PROJECT	Approved *		STATUS as of February 28, 2012
		Approved	Awarded	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	0.00	Inventory of A/C condensers, evaporator units, and field visit completed; Write-up (Scope) approved 9/2/11; CIP cancelled and replaced by CIP12.2
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd	10,000.00	7,880.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations.	10,000.00	8,528.59	COMPLETED December 7, 2011; 2 racks reserved for Foundation building
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jambs and enhance visibility of students entering and exiting classroom.	21,000.00	48,420.00	COMPLETED December 31, 2011; P1102061 issued to AMI Builders 9/20/11; 120 calendar days;
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin	1,500.00	2,850.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	25,850.00	COMPLETED January 2012. P1102062 issued to HangKang 9/20/11; 120 calendar days; approximately 99% Complete; clean up pending
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile	4,000.00	3,795.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	0.00	CANCELLED. P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days: 5% complete; pending review of submittals; to be reassessed once removal of existing coating, repair holes, and replacement of elastomeric coat to address (CIP12.4)
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students	15,000.00	9,740.00	COMPLETE P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 100% Complete;
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump	35,000.00	37,869.50	COMPLETE 11/15/11 PO1101504 issued to HangKang 7/1/11; 141 calendar days;
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between	50,000.00	56,132.00	COMPLETED. PO issued to Asia Pacific International Inc. 10/5/11; 120 calendar days; bad weather caused some delay.
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	24,900.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days: 5% Complete; contractor completed first phase - ongoing; supplier issues - completion of April 7, 2012.
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and	150,000.00	0.00	Project discontinued - natural air flow sufficient with windows and roll-up door opened during class time
P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather	60,000.00	0.00	Project discontinued - students representatives agreed that there is ample space in and around the Student Center
Approved by RPF 11/12/10		478,000.00	225,965.09	

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11**

PROJECT - CONTRACTOR		STATUS as of February 28, 2012
1	Student Center - Asanuma	COMPLETE [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Occupancy Permit issued 10/28/11; pending completion of punch list items and change order for 60,000 BTU A/C for Training Room 5108.
2	Foundation Renovation - Orion	55.8% Complete - Renovation - \$3,998,000 w/ ECD 6/28/12; 100% Complete - Parking Lot - \$335,046 with (73 stalls); pending USDA loan submitted 7/2012 for \$3.5M;
3	Generator B, C & D - Kinden	No extension to be granted [MTM 4/18] [ECD - 9/28/2011]; ARRA funds - \$539,273; generator and tank installed; Load bank test and the ATS (Automatic Transfer Switch) switchover were successful; Maintenance staff trained on 2/28/12 (8 a.m.).
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011;
6	Sprinkler System Bldgs 500 & 600 - Midong	95% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]; hard rock encountered while trenching for water line; Pending contractor's response to Observation Report (EMC2 Mechanical Inc., 12/21/11) - will need to connect new system to existing sprinkler system (meeting with TRMA 2/22/12).
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced; met with Hiro 10/2011 to discuss ongoing A/C issues
8	AHC - Core Tech International	COMPLETED final check was issued November 2011; TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7/11; met (11/1/11) to discuss continued A/C and mold/mildew issues
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M; Need to process USDA loan for \$3M
10	Forensic Lab Facility	Need to process USDA loan for \$3M; DOI funds for A&E (\$359,300) secured; pending availability of funds
11	Campus Painting	99% Complete; Awarded to P&E Construction; work commenced 11/2/11 @ lower campus; ECD 4/24/12; March 15, 2011- completion date: paint all buildings & site structures (e.g., numbering of buildings); April 24, 2012 - completion date for all other construction requirements; currently assessing paint used on pavement (fading); construction of eyebrows at Bldg 1000 is progressing. Change order approved (2/24) to paint Bldgs 100 and 300 & complete by 3/12.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012**

Project No.	Project Title	Description	Amount		STATUS as of February 29, 2012
			Approved	Awarded	
P12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits will start at buildings D, A, C, 1000, 2000, and B.	\$20,000		Pending Scope of Work write-up - TRMA and PO for A&E
P12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits has been prioritized.	\$120,000		Pending Scope of Work write-up - TRMA and PO for A&E
P12.3	Metal Sidings (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305. A&E has been reviewed and approved.	\$35,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved.	\$65,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class). A&E has been reviewed and approved.	\$15,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment. A&E has been reviewed and approved.	\$50,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved.	\$45,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches	\$15,000		Purchase order faxed; pending arrival
P12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg, 1000, 3000, and 4000 to safeguard instructional equipment.	\$15,000		Pending overall review to standardize campus-wide
P12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder.	\$50,000		Specs submitted; 2/22 bid opening; evaluation pending
P12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway. A&E has been reviewed and approved.	\$10,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms. A&E has been reviewed and approved.	\$40,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
30T Approved 11/3/11 GRAND TOTAL:			\$480,000		

Guam Community College

2013 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2011					
PROJECTED EXPENDITURES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 09/30/11	PROJECTED CARRY OVER	FY 2013 PROJECTION
Special Projects					
CONTINUING EDUCATION (CE)					
Certified Manager's Prep	80,059	91,800	20,411		40,000
Health Certificate	71,197	185,493	52,624		101,239
SHRM Learning System	26,320	4,675	11,021		13,500
Industry Certification	24,500				79,260
Computer Courses	7,020	7,020	937		150,350
Food Service Manager's Preparation Courses	39,350				
* Other Projects	1,155,427	67,569	99,343		12,000
Gov't Guam/Private Industries Training Requests	47,203	9,182	843		236,790
Prometric/Pan/Ed2go Online Courses/HOST TESTING	35,852	199	15,323		270,805
OSHA					56,250
Total Continuing Education	1,486,929	365,938	200,501		960,194
TRADES & PROFESSIONAL SERVICES (TPS)					
Vocational Methods I	5,360	4,506	2,724		
Vocational Methods II	5,360	3,648	5,282		
Education Methods		1,890			
Teacher's Recertification	13,277				143,542
CPR First Aid & Safety	10,000				
Immunizations		35,000	12,300		
Public Health - Education	437,563	627,133	287,704		480,562
Other Education Projects		27,420	16,197		
Project Approach (Reggio)	8,927	23,847			
Reading Strategies	14,811				
Creating Online Learning Communities	15,150	4,480			
Photo & Video Basics for Educators	5,855				
Allied Health Special Projects					33,875
Tour Guide	10,375	7,164	7,549		10,683
Hospitality Institute					
Criminal Justice Academy		1,029	76,644		87,659
GED		18,055	1,667		30,975
Adult Basic Education					
Culinary Arts	131,180	92,511	99,056		119,004
* Other Projects		19,208			
Total Trades & Professional Services	657,858	865,892	509,123		906,300
TECHNOLOGY & STUDENT SERVICES (TSS)					
Fiber Optics	18,000	9,150	26,396		32,000
Networking Courses (CCNA)	45,500	96,103	75,098		40,000
Telecom Courses (Category 5)	13,000	6,820	15,987		36,000
Assessment & Counseling		10,000			
Total Technology & Student Services	76,500	122,073	117,481		108,000
TOTAL EXPENDITURES	2,221,287	1,353,903	827,106		1,974,494
NET PROFIT/(LOSS)	296,850	1,593,706	-8,768		48,511

Notes: * Other Projects budget is projected for projects not anticipated.

Guam Community College

2013 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2011					
PROJECTED REVENUES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 09/30/11	PROJECTED CARRY OVER	FY 2013 PROJECTION
Special Projects					
CONTINUING EDUCATION (CE)					
Certified Manager's Prep	175,147	319,547	36,450		40,000
Health Certificate	134,995	279,395	76,795		103,500
SHRM Learning System	40,800	40,800	16,520		13,500
Industry Certification	50,000	50,000			79,260
* Other Projects	1,121,056	1,137,911	99,422		12,000
Food Service Manager's Preparation Course	20,000	20,000			
* Gov't Guam/Private Industries Training Requests	106,758	114,774	600		236,790
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	89,631	89,631	16,099		270,805
OSHA					56,250
Computer Courses	17,550	17,550	1,250		150,350
Total Continuing Education	1,755,937	2,069,608	247,135		962,455
TRADES & PROFESSIONAL SERVICES (TPS)					
Vocational Methods I	5,360	15,860	3,850		
Vocational Methods II	5,360	15,860	2,800		
Teacher's Recertification	13,500	13,500			144,000
CPR First Aid & Safety	10,000	10,000			
Immunizations		35,000			
Public Health - Education	440,000	547,500	170,000		500,000
Project Approach (Reggio)	10,500	34,650			
Reading Strategies	14,811	14,811			
Creating Online Learning Communities	15,150	13,500			
Photo & Video Basics for Educators	7,319	13,500			
Allied Health Special Projects					33,875
Tour Guide	15,000	17,800	9,900		15,000
Criminal Justice Academy			86,406		90,000
GED		18,150	4,167		30,975
Adult Basic Education					
Culinary Arts	148,700		146,030		138,700
* Other Projects					
Total Trades & Professional Services	685,700	750,131	423,153		952,550
TECHNOLOGY & STUDENT SERVICES (TSS)					
Fiber Optics	18,000	22,950	41,000		32,000
Networking Courses (CCNA)	45,500	91,100	84,800		40,000
Telecom Courses (Category 5)	13,000	13,820	22,250		36,000
Assessment & Counseling					
Other Projects					
Total Technology & Student Services	76,500	127,870	148,050		108,000
TOTAL REVENUE	2,518,137	2,947,609	818,338		2,023,005

Guam Community College

2013 BUDGET REQUEST - NAF

FISCAL YEAR 2012

		8		
		PROJECTED		
		ORIGINAL	CARRY	FY 2013
PROJECTED EXPENDITURES		BUDGET	OVER	PROJECTION
Educational and General Expenditures				
	GovGuam Supplement - Other	925,130		975,130
	GovGuam Supplement - Adjunct/Substitutes	1,027,437		1,200,000
	GovGuam Supplement - PT Salaries			
	2 Perm. Faculty Positions (Resolution 5-2006)	1,115,262		1,635,630
	2 Perm. Staff/Admin Positions (Resolution 5-2006)	446,105		654,252
	5 Technology Fee for Current Operations	157,000		171,000
	5 Technology Fee for Upgrades (Resolution 11-2000)	157,000		171,000
	Total E & G Expenditures	3,827,934		4,807,011
Other Educational and General Expenditures				
	Promotion and Development	200,000		200,000
	Professional Development - Faculty	75,000		75,000
	Professional Development - Staff	50,000		50,000
	6 Student Activity Fee - Dean Accts.	12,200		14,000
	Pacific Island Student Transition	6,475		6,475
	Graduation	10,000		10,000
	Bank Fee Expenditures	36,500		36,500
	Board of Trustees Travel	25,000		25,000
	Faculty Senate	5,000		5,000
	WP Secretary II (Salaries & Benefits)	27,702		28,000
	USDA Loan Repayment	117,077		116,376
	USDA Loan Payoff (Water Tank Loan)			244,695
	Cosmetology	31,500		42,783
	Early Childhood Education	22,500		16,741
	Computer Science			12,754
	Electronics			7,673
	Office Technology			14,231
	Automotive			14,672
	Allied Health			20,500
	Visual Communications			14,141
	English			18,436
	Accreditation - AVP Office	75,000		
	Open Campus Day	10,000		10,000
	Total Other E & G Expenditures	703,954		982,977
	Total E & G Expenditures	4,531,888		5,789,988
Auxiliaries Expenditures				
	Bookstore	637,500		702,000
	Total Auxiliaries	637,500		702,000
TOTAL CURRENT EXPENDITURES		5,169,388		6,491,988
TRANSFER				
	Transfer from Foundation - Pacific Island Endowment	-6,475		-6,475
	Transfer from Foundation - Other			
	Transfer to Foundation			
	7 Transfer to Capital Improvement Fees	483,000		618,000
	Transfer to Student Activity Fees	48,800		56,000
	Total Transfer	525,325		667,525
TOTAL EXPENDITURES AND TRANSFERS		5,694,713		7,159,513
INCREASE (USE) OF RESERVE		51,287		6,228

Notes: 1) The FY2012 Budget Amount reflects the approved budget request.

2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

3) Tuition & Fees projection is based on SP12, SU11, & FA11 enrollment figures.

4) Not Separately budgeted.

5) Of the \$73.00 Technology fee, \$36.50 is reserved for the Upgrades and \$36.50 is for Computer Operations.

6) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.

7) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.

8) Projected Carry Overs may increase or decrease at the end of the Fiscal Year.

Guam Community College

2012 BUDGET REQUEST - NAF

FISCAL YEAR 2012

8

PROJECTED REVENUES		ORIGINAL BUDGET	PROJECTED CARRY OVER	FY 2013 PROJECTION
Educational and General Operations Revenue				
	Tuition Net of Capital Improvement	2,045,000		2,441,860
	4 Capital Improvement Fees (Resolution 4-99)	483,000		618,000
	5 Technology Fee for Upgrades (Resolution 11-2000)	157,000		171,000
	5 Technology Fee for Current Operations (Resolution 11-2000)	157,000		171,000
	Student Activity Fee	61,000		70,000
	Perm. Faculty Positions (Resolution 5-2006)	1,100,000		1,635,630
	Perm. Staff/Admin Positions (Resolution 5-2006)	441,000		654,252
	Other Fees Net of Tech and Stud Act Fees	470,000		347,000
	Total General Operations Subsidy	4,914,000		6,108,741
Auxiliaries Revenue				
	Bookstore Sales	750,000		975,000
	Food Services	12,000		12,000
	Total Auxiliaries	762,000		987,000
Other Sources Revenue				
	Administrative Recoveries	50,000		50,000
	Interest/Miscellaneous Income	20,000		20,000
	Other			
	Total Other Sources	70,000		70,000
TOTAL PROJECTED REVENUE		5,746,000		7,165,741

COMMITTEE MEMBERS

AY 2011-2012

College Assessment (CCA)	College Governing Council	College Technology	Job Specifications Faculty Evaluation	Resource Planning & Facilities	Standard I Insttit Mission & Effectiveness	Standard II Student Learning Programs & Services	Standard III Resources	Standard IV Leadership & Governance
Cecilia Delos Santos	Anthony San Nicolas	Anthony Sunga	Carol Cruz	Ariana Nepomuceno	Christine Matson	Angela Bordallo	Carmen Santos	Anthony San Nicolas
Dr. Michael Chan	Ariana Nepomuceno	Chris Camacho	Dr. Michael Chan	Carmen Santos	Dr. Carol Galvez-Reid	Carl Torres II	Doris Perez	Ariane Nepomuceno
Dr. Virginia Tudela	Butga Diana Magsa	Frank Camacho	Dr. Virginia Tudela	Cheryl San Nicolas	Jayne Flores	Dr. Virginia Tudela	Dorothy-Lou Manglona	Ava Garcia
Doris Perez	Carmen Santos	John Limtiaco	Donna Cruz	Dr. Clare Camacho	Juanita Tenorio	Dr. Clare Camacho	Evon Wong	Barbara Leon Guerrero
Ines Bukikosa	Carol Guerrero	Patrick Clymer	Joann Muna	Dr. Marsha Postrozny	Norman Aguilar	Fred Tupaz	Frank Camacho	Dr. Marsha Postrozny
Joleen Evangelista	Dr. Clare Camacho	Terry Kuper	Juanita Tenorio	Dr. Virgina Tudela	Reilly Ridgell	Marlena Montague	Joann Muna	Dr. Mary Okada
Joseph Benavente	Dr. Marsha Postrozny	Wes Gima	Karen Sablan	Doris Perez	Vangie Aguon	Patrick Clymer	Johanna Camacho	Dr. R. Ray Somera
Katsuyoshi Uchima	Dr. Virginia Tudela		Lolita Reyes	Elizabeth Duenas	Victor Rodgers	Priscilla Johns	Lolita Reyes	Dr. Virginia Tudela
Marlena Montague	Doris Perez		Reilly Ridgell	Emilio Medina			Ricky Tyquengco	Elaine Fejerang
Michael Setzer II	Elaine Fejerang		Sarah Leon Guerrero	Karen Sablan				Gina Ramos
Priscilla Johns	Elizabeth Duenas			Reilly Ridgell				Imelda Arce
Steven Alvarez								Jayne Flores
Wilson Tam								Jennifer Artero
Yvonne Tam								Joseph Benavente
Zhaopei Teng								Pilar Pangelinan
								Rebecca Aguon
								Steven Ray Alvarez

GUAM COMMUNITY COLLEGE CREDIT HOUR POLICY

Guidelines

While exceptions may be necessary, guidelines are useful in the measurement of student and faculty effort. The summary of credit hour guidelines is as follows:

Please refer to the summary of credit hour guidelines below for details.

SUMMARY OF CREDIT HOUR GUIDELINES

Instructional Type	Weekly Contact Hours	Semester <u>Contact Hours / Student Out of Class/Prep Work</u>	Number of Credits Awarded
Lecture	1 class hour	15 / 30	1 credit hour
Lecture / Lab	1 to 16 class hrs	15-240 <u>1600</u> / 0	1 to 16 credit hrs
Laboratory	1 to 8 class hrs	15-120 <u>800</u> / 0	1 to 8 credit hrs
Clinical	1 to 4 class hrs	15-60 <u>400</u> / 0	1 to 4 credit hrs
Internship	1 to 3 class hrs	15-45 / 0	1 to 3 credit hrs
Practicum	1 to 6 class hrs	15-90 <u>600</u> / 0	1 to 6 credit hrs
Short course/conference	10 class hours	10 / 0	1 CEU*

* The Continuing Education Unit (CEU) is defined based on International Association for Continuing Education and Training (IACET) guidelines. Please refer to page 33 of the 2011-2012 GCC College Catalog for details.

Additionally, where classroom work is supplemented by systematic outside reading, experiment or research under the direction of the instructor, a reduction may be made in the actual laboratory, internships, practicum, clinical or classroom time as seems appropriate to the instructor with the approval of the pertinent department and/or school or college's curriculum committee.

Periodic Compliance Review of Credit Hour Policy

It is recommended that when each department conducts its periodic review of its programs and related courses, or as courses and programs are revised or created, that each department conduct a review to ensure that at a minimum, no less than 80% of its program courses related to program technical requirements are in compliance with this policy. It is further recommended that all course syllabi be revised to include the College's credit hour policy.

New programs/courses will be reviewed and approved pursuant to the college's program/course adoption process for compliance with GCC's credit hour policy.

GUAM COMMUNITY COLLEGE CREDIT HOUR POLICY

Introduction

The Guam Community College operates under a semester system of approximately 15 weeks each semester in the academic year, or its equivalent in the summer session, whenever undergraduate level credit courses are conducted. This policy aims both to codify the College's requirement of course contact hours and keep it in compliance with Federal, State, and accrediting agency guidelines. The policy applies to all current and future courses.

Credit Hour at GCC

The credit hour policy applies equally to courses of varying credits, duration, and modes of instruction existing or yet to be adopted.

One unit of credit in lecture, seminar, and discussion work should approximate one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week through a one 15-week semester.

Specifically, except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. Furthermore, a credit hour reasonably approximates not less than the following:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory, internships, practicum, clinical, and other academic work leading to the award of credit hours. Alternately, if the time is wholly occupied by activities such as those identified above, then a **minimum** number of hours of student work is expected for each unit of credit being awarded.

Additionally, a clock hour, contact hour, or the number of minutes for one hour of classroom or direct faculty instruction is defined pursuant to 34 CFR 600.2 as follows:

Clock hour: A period of time consisting of:

- (1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- (2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
- (3) Sixty minutes of preparation in a correspondence course.

College Governing Council

Tuesday, March 20, 2012

9:00 a.m. Faculty Senate Office-C2

Meeting Minutes

1. Called to Order at: C. Santos called the meeting to order at 9:13 a.m.

2. Attendance:

Name	E-mail	Present
Clare Camacho (Co-Chair)	clare.camacho@guamcc.edu	x
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Ariane Nepomuceno (student)	ariane.nepomuceno@guamcc.edu	x
Butga Diana Masga (student)	butgadiana.masga@gmail.com	x
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (Chair)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	x
Others Present:		
Patrick Clymer (Registrar)	patrick.clymer@guamcc.edu	x

3. Recital of Mission Statement

4. Approval of Minutes

C. Camacho made the motion to approve the minutes of 03/07/2012 with corrections, seconded by A. San Nicolas. Motion passed unanimously.

5. Old Business

- a. 2011-2012 Committee Reports- E. Duenas presented the 2011-2012 Committee Report form that C. Santos and E. Duenas worked on. The form was discussed and reviewed by CGC and minor changes were made. E. Duenas will send a final copy to the following committee chairs: RPF, Calendar, CTC, CCA, Standard I, Standard II, Standard III, and Standard IV. C. Santos stated that CGC goal is for 100% compliance. By end of May 2012 CGC will hold a meeting to compile all the End-Year Reports.
- b. Lab/Credit Analysis-
 1. M. Postrozny reported on the background of the Credit Hour Policy which began in the Summer of 2010. ACCJC posted a drafted guideline and that is when M. Postrozny and P. Clymer began their review of GCCs curriculum. With the suggestions of faculty to meet the ACCJC guidelines, the draft that M. Postrozny and P. Clymer created was never finalized or formed as a policy. Last year (AY2010-2011) FS asked the LOC to review the document and propose a policy for GCC. Since then M. Postrozny and J. Jocson have been working together on finalizing the Credit Hour Policy. The first proposed draft that was presented to CGC had a large range of clinical practicum and lab hours. FS recommended that P. Clymer do more research and analysis.
 2. P. Clymer presented a second draft and stated that the proposed Credit Hour Policy was based on the Code of Federal Regulation (see attachment). M. Postrozny stated that FS is okay with the minimum as a starting point.
 3. C. Camacho recommended that the LOC review the maximum range of credit hours as part of their goals for the next academic year.

C. Guerrero made the motion to approve the Lab/Credit Hour Policy, seconded by A. Nepomuceno. Motion passed unanimously.

6. New Business
None

7. Information and Updates

a. **Administration-**

1. D. Perez reported the following:

- i. A moment of silence was held for the late Joe Quitugua. Funeral and Mass announcement is posted on MyGCC.
- ii. The update on the large CIP FY11 as of 02/28/2012 status was discussed (see attachment).
- iii. The CIP FY11/12 projects were discussed (see attachment). Requests for CIP FY13 will be posted by April 2012 for each department to respond.
 - All projects on the CIP FY11, except for P1.11 and P1.12 have been completed. Reason for the delay on P1.11 and P1.12 is the window which needed to be special ordered (not a standard sized window).
 - Due to the Facility Coordinators absence, D. Perez has solicited for assistance from TRMA for CIP FY12. TRMA was tasked to write the scope and provide a cost estimate. D. Perez received the purchase order for the A&E work to begin on the CIP FY12, pending the receipt of scope of work and cost estimate from TRMA.
 - New Maintenance supervisor was announced by D. Perez. Benny Quenga first day of work was March 19, 2012. D. Perez presented the office SOPs, open work orders, and Facilities Master Plan to B. Quenga. D. Perez thanked the students, faculty, and staff for their patience of completion of work orders.

2. C. Santos reported the Financial Status Update (see attachment).

b. **Faculty:**

C. Camacho reported that FS encourages everyone to attend the FERPA Training. Many individuals within the college need this training to learn more about the importance of student confidentiality. The new FERPA Training stated that you can only release student information via email, if it is a college issued account.

c. **Staff:**

1. E. Duenas reported that she is working with Ken San Nicolas to prepare a letter regarding the Staff Participatory Governance Policy to be presented for the President's review.
2. C. Camacho reported that the staff requested for more frequent updates or better communication regarding pay raises.

d. **Students:** A. Nepomuceno reported on the following events:

1. Spring Festival, Tour of the Pacific, and BOT Election on March 20, 2012. E. Duenas stated that to encourage student voting, COPSA dollars will be given to each voter to purchase items in support of COPSA organizations.
2. Every Wednesday is movie night at the Student Center Courtyard. Popcorn will be sold on movie nights and proceeds will go to Relay for Life.
3. On April 2012 ZumbaNights will be on Tuesdays and Wednesdays. Announcements will be posted.
4. ROPES Training-leadership training for anyone who would like to participate. This is sponsored by the Guam National Guard.

8. Open Discussion

- a. C. Camacho requested for BCS closing announcement on Saturday to be followed up with BCS Manager. C. Santos will speak to BCS Manager because they were not supposed to close on Saturday until they received confirmation of their request.

- 9. Agenda Items for Next Meeting:
 - a. Year-End Committee Reports

- 10. Schedule for Next Meetings
May 02, 2012 at 1:00 p.m.

- 11. Adjournment

10:00 a.m. – A. Nepomuceno made the motion to adjourn, seconded by B. Masga.

**RPF & CGC
FINANCIAL STATUS UPDATE
March 20, 2012**

- As of 3/20/12, the College has received 43% and 47% of the GF and MDF requested allotments, respectively. The breakdown is below:

FY 2012 3/20/2012						
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	11,304,589	4,828,957	2,056,248	43%	15%
LPN	705,058	599,299	249,708	117,510	47%	17%
MDF	1,688,448	1,435,181	597,992	140,704	24%	8%
TAF	24,154	20,531	20,531	20,531	100%	85%
Totals	15,717,177	13,359,600	5,697,188	2,334,993	41%	15%

Based on PY tracking at the same time last year, GCC had received 33% and 14% of the GF and the MDF, respectively. Also, based on the agreement with the DOA Director GCC has received the appropriations based on the release schedule agreed to by DOA and GCC.

- Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,246,000 (Adjunct paid in Mar/May)
 - Utilities \$ 113,000 (\$101K P, \$4.5K W, \$8K tele)
 - Contractual Maintenance \$ 80,000

Maintenance contracts cutting back include cost savings from power reduction and improving equipment, cleaning service cutbacks. Currently showing \$5M expended in FY12 as of 3/20/12 under the General and \$274K Manpower funds and \$440,000 for utilities.
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and sub-grants. Also, steps are being put in place to aggressively collect from A/R students. .
- All of the ARRA funded \$6M projects have been liquidated and billings sent to DOA. The remaining non-ARRA funded portions of the Bldg. 500/600 Sprinkler/Riser project and the automotive paint booth installation are anticipated to be completed by the end of the month or early April. Completed are the Student Center, Bldg. D Generator, PV Northeast Parking lot lights, and the PV GEO projects The Foundation Building project is ongoing with a completion date of May 2012 The campus wide painting project is completed with just a few punch list items. PV projects for SC and Foundation Bldg have been awarded.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11**

PROJECT - CONTRACTOR		STATUS as of February 28, 2012
1	Student Center - Asanuma	COMPLETE [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Occupancy Permit issued 10/28/11; pending completion of punch list items and change order for 60,000 BTU A/C for Training Room 5108.
2	Foundation Renovation - Orion	55.8% Complete - Renovation - \$3,998,000 w/ ECD 6/28/12; 100% Complete - Parking Lot - \$335,046 with (73 stalls); pending USDA loan submitted 7/2012 for \$3.5M;
3	Generator B, C & D - Kinden	No extension to be granted [MTM 4/18] [ECD - 9/28/2011]; ARRA funds - \$539,273; generator and tank installed; Load bank test and the ATS (Automatic Transfer Switch) switchover were successful; Maintenance staff trained on 2/28/12 (8 a.m.). <i>Complete</i>
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011;
6	Sprinkler System Bldgs 500 & 600 - Midong	95% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]; hard rock encountered while trenching for water line; Pending contractor's response to Observation Report (EMC2 Mechanical Inc., 12/21/11) - will need to connect new system to existing sprinkler system (meeting with TRMA 2/22/12).
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced; met with Hiro 10/2011 to discuss ongoing A/C issues
8	AHC - Core Tech International	COMPLETED final check was issued November 2011; TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7/11; met (11/1/11) to discuss continued A/C and mold/mildew issues
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M; Need to process USDA loan for \$3M
10	Forensic Lab Facility	Need to process USDA loan for \$3M; DOI funds for A&E (\$359,300) secured; pending availability of funds
11	Campus Painting	99% Complete; Awarded to P&E Construction; work commenced 11/2/11 @ lower campus; ECD 4/24/12; March 15, 2011- completion date: paint all buildings & site structures (e.g., numbering of buildings); April 24, 2012 - completion date for all other construction requirements; currently assessing paint used on pavement (fading); construction of eyebrows at Bldg 1000 is progressing. Change order approved (2/24) to paint Bldgs 100 and 300 & complete by 3/12.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11
PRIORITY 1 - FUNDING REQUEST**

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011

No.	PROJECT	Approved *		STATUS as of February 28, 2012
		Approved *	Balance	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	36,500.00	Inventory of A/C condensers, evaporator units, and field visit completed; Write-up (Scope) approved 9/2/11; CIP cancelled and replaced by CIP12.2
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd	10,000.00	0.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations.	10,000.00	0.00	COMPLETED December 7, 2011; 2 racks reserved for Foundation building
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jambs and enhance visibility of students entering and exiting classroom.	21,000.00	0.00	COMPLETED December 31, 2011; P1102061 issued to AMI Builders 9/20/11; 120 calendar days;
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin	1,500.00	0.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	4,150.00	COMPLETED January 2012. P1102062 issued to HangKang 9/20/11; 120 calendar days; approximately 99% Complete; clean up pending
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile	4,000.00	0.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	5,000.00	CANCELLED. P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days: 5% complete; pending review of submittals; to be reassessed once removal of existing coating, repair holes, and replacement of elastomeric coat to address (CIP12.4)
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students	15,000.00	5,260.00	COMPLETE P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 100% Complete;
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump 30.2051EA.7230.66	35,000.00	0.00	COMPLETE 11/15/11 PO1101504 issued to HangKang 7/1/11; 141 calendar days;
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between	50,000.00	0.00	COMPLETED. PO issued to Asia Pacific International Inc. 10/5/11; 120 calendar days; bad weather caused some delay.
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	15,100.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days: 5% Complete; contractor completed first phase - ongoing; supplier issues - completion of April 7, 2012.
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and shop activities. 30.2051C9.7230.66	150,000.00	111,675.32	Project discontinued - natural air flow sufficient with windows and roll-up door opened during class time
P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather.	60,000.00	52,950.41	Project discontinued - students representatives agreed that there is ample space in and around the Student Center
* Approved by RPF 11/12/10.		478,000.00	230,635.73	

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012**

Project No.	Project Title	Description	Amount		STATUS as of February 29, 2012
			Approved	Awarded	
P12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits will start at buildings D, A, C, 1000, 2000, and B.	\$20,000		Pending Scope of Work write-up - TRMA and PO for A&E
P12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits has been prioritized.	\$120,000		Pending Scope of Work write-up - TRMA and PO for A&E
P12.3	Metal Sidings (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305. A&E has been reviewed and approved.	\$35,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved.	\$65,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class). A&E has been reviewed and approved.	\$15,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment. A&E has been reviewed and approved.	\$50,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved.	\$45,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches	\$15,000		Purchase order faxed; pending arrival
P12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg. 1000, 3000, and 4000 to safeguard instructional equipment.	\$15,000		Pending overall review to standardize campus-wide
P12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder.	\$50,000		Specs submitted; 2/22 bid opening; evaluation pending
P12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway. A&E has been reviewed and approved.	\$10,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms. A&E has been reviewed and approved.	\$40,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
BOT Approved 11/3/11 GRAND TOTAL:			\$480,000		

Committee Name: College Governing Council
Year End Committee Report
AY 11-12

Each committee is required to turn in a closeout report by 5:00p.m., April 30, 2012. The report should be no more than 1 page. Please fill out the information below and submit to elizabeth.duenas@guamcc.edu.

1 List committee achievements for AY 10-11?

a.

b.

c.

2 List any challenges during the year

3 List goals & recommendations for the next academic year.

a.

b.

c.

4 Minutes and Agenda online posting of all meetings have been completed. Indicate the location for review.

Please attach attendance listing with meeting times and dates.

Memorandum

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)
Clare Camacho (Co-Chair)
College Governing Council

Date: 3/20/12

Re: Credit Hour Policy

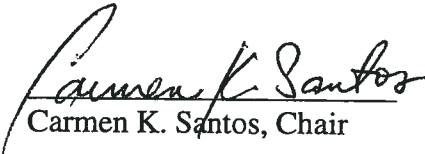
Guam Community College
RECEIVED

MAR 21 2012

PRESIDENT'S OFFICE
Initials: 

The College Governing Council met on 3/20/12 and unanimously approved the attached Credit Hour Policy. The creation of this policy has been completed with the collaboration of the Learning Outcome Committee, Faculty Senate, and the Registrar's Office.

Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

3/20/12
Date


Clare Camacho, Co-Chair

3/20/12
Date

GUAM COMMUNITY COLLEGE CREDIT HOUR POLICY

Introduction

The Guam Community College operates under a semester system of approximately 15 weeks each semester in the academic year, or its equivalent in the summer session, whenever undergraduate level credit courses are conducted. This policy aims both to codify the College's requirement of course contact hours and keep it in compliance with Federal, State, and accrediting agency guidelines. The policy applies to all current and future courses.

Credit Hour at GCC

The credit hour policy applies equally to courses of varying credits, duration, and modes of instruction existing or yet to be adopted.

One unit of credit in lecture, seminar, and discussion work should approximate one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week through a one 15-week semester.

Specifically, except as provided in 34 CFR 600.2¹, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. Furthermore, a credit hour reasonably approximates not less than the following:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours. Alternately, if the time is wholly occupied by activities such as those identified above, then a minimum of 45 hours of student work is expected for each unit of credit being awarded.

Additionally, a clock hour, contact hour, or the number of minutes for one hour of classroom or direct faculty instruction is defined pursuant to 34 CFR 600.2¹ as follows:

¹ U.S. Code of Federal Regulations, Title 34 – Education, Chapter VI – Office of Postsecondary Education, Department of Education, Part 600 – Institutional Eligibility Under the Higher Education Act of 1965

GUAM COMMUNITY COLLEGE CREDIT HOUR POLICY

Clock hour: A period of time consisting of:

- (1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- (2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
- (3) Sixty minutes of preparation in a correspondence course.

Guidelines

While exceptions may be necessary, guidelines are useful in the measurement of student and faculty effort. The summary of credit hour guidelines is as follows:

Please refer to the summary of credit hour guidelines below for details.

SUMMARY OF CREDIT HOUR GUIDELINES

Instructional Type	Minimum Contact Hours per Semester	Student Out of Class Work	Credits Awarded
Lecture, Lecture / Lab	15 hours	30 hours	1 credit hour
Laboratory, Practicum, Clinical, and other academic work leading to the award of credit hours	45	-0-	1 credit hour
Short course / conference	10	-0-	1 CEU*

* The Continuing Education Unit (CEU) is defined based on International Association for Continuing Education and Training (IACET) guidelines. Please refer to page 33 of the 2011-2012 GCC College Catalog for details.

Additionally, where classroom work is supplemented by systematic outside reading, experiment or research under the direction of the instructor, a reduction may be made in the actual laboratory, internships, practicum, clinical or classroom time as seems appropriate to the instructor with the approval of the pertinent department and/or school or college's curriculum committee.

Periodic Compliance Review of Credit Hour Policy

It is recommended that when each department conducts its periodic review of its programs and related courses, or as courses and programs are revised or created, that each department conduct a review to ensure that at a minimum, no less than 80% of its program courses related to program technical requirements are in compliance with this policy. It is further recommended that all course syllabi be revised to include the College's credit hour policy.

New programs/courses will be reviewed and approved pursuant to the college's program/course adoption process for compliance with GCC's credit hour policy.

College Governing Council

Wednesday, 05/02/12 @ 2:00 p.m.

Faculty Senate Office – C2

Meeting Minutes

1. Meeting called to order at 2:20 p.m.

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	x
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	x
Butga Diana Masga	butgadiana.masga@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (administration)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
Others Present:		
Mary Okada (President)	mary.okada@guamcc.edu	x

3. Approval of Minutes: 03/20/12 Motioned by E. Duenas to approve with changes, seconded by D. Perez. Motion passed unanimously.

4. Old Business

- a. 2011-2012 Committee Reports- C. Santos stated that E. Duenas has not received all the committee reports. E. Duenas stated that the Calendar and Standard Committees have not submitted their reports. E. Duenas will work with C. Santos on gathering all committee reports to be reviewed at the first CGC meeting in August 2012.

5. New Business

- a. GCCs Official Year Anniversary Date- C. Camacho stated, "let it be noted that CDC made a resolution for GCC to celebrate or recognize its foundation as November."
- b. Policy on Prisoners & Sex Offenders- C. Camacho reported an issue regarding an inmate. P. Clymer stated that, "According to FERPA guidelines the instructor has no right to know if an individual is an inmate in his/her classroom." V. Tudela reported that GCC does not have a current policy regarding prisoners and sex offenders and that J. Ige (Student Support Service Administrator) is drafting a policy regarding the Department of Correction inmates. E. Duenas requested that J. Ige be verify if the Learning Resource Center has a policy regarding prisoner and sex offenders.
- c. Lab Fee Concern- C. Camacho stated that CDC informed FS that they have not accessed lab fees for many years. C. Santos stated that she did explain to the Deans and DCs the process they would have to go through to receive the lab fees. For better communication regarding the lab fees, when the budget is presented C. Santos will include how to request for lab fees in the training.
- d. Tuition Benefit Program- C. Santos stated that the Tuition Benefit Program was approved with changes by the RPF committee and was brought to CGC for approval.

C. Camacho made a motion to approve the Tuition Benefit Program policy, seconded by A. San Nicolas. Motion passed unanimously.

- e. Fiscal Conservation- C. Santos stated that the proposal to freeze salary increments for Faculty and Administrators for AY2012-2013 was approved by the RPF committee and brought to CGC for approval. E. Duenas thanked the RPF and CGC for supporting the staff by not freezing staff increments.

V. Tudela made a motion to approve the freeze of salary increments for Faculty and Administrators for AY2012-2013, seconded by D. Perez. Motion passed with majority vote.

6. Information and Updates

- Faculty: C. Camacho reported that L. Pajarillo will be graduating with an Associates degree.
- Staff: E. Duenas reported that she is scheduled to meet with the President on May 05, 2012 regarding the Staff Participatory Governance Structure.
- Students: A. Nepomuceno reported the following:
 - i. Students are preparing the marienda for graduation.
 - ii. Students will hold a COPSA BOT training sometime this month.
- Administration:
 - i. C. Santos reported the Financial Status Report (see attachment).
 - ii. D. Perez reported the CIP FY2011 and CIP FY2012 (see attachments). D. Perez stated to please encourage departments to submit their requests for CIP.
 - iii. D. Perez reported that Karlin will be graduating along with two maintenance employees from the Apprenticeship Program:
 - 1. Joe Roberto
 - 2. Joaquin Rosario

7. Open Discussion: None

8. Agenda Items for Next Meeting:

- 1. Committee Reports
- 2. Voting for AY2012-2013 Chair and Co-Chair

10. Schedule for Next Meeting: TBA via email for August 2012.

11. Adjournment @ 2:40 motioned by E. Duenas, seconded by A. Nepomuceno. Motion passed.

RPF & CGC
FINANCIAL STATUS UPDATE
May 2, 2012

- As of 4/30/12, the College has received 61% and 160% of the GF and MDF requested allotments, respectively. The breakdown is below:

FY

2012 4/30/2012

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	11,304,589	6,690,873	4,065,289	61%	31%
LPN	705,058	599,299	349,591	235,020	67%	33%
MDF	1,688,448	1,435,181	837,189	1,339,892	160%	79%
TAF	24,154	20,531	20,531	20,531	100%	85%
Totals	15,717,177	13,359,600	7,898,184	5,660,732	72%	36%

Based on PY tracking at the same time last year, GCC had received 51% and 29% of the GF and the MDF, respectively. Also, based on the agreement with the DOA Director GCC has received the appropriations based on the release schedule agreed to by DOA and GCC.

- Current monthly expenditures are as follows:
 - Monthly payroll with benefits \$1,246,000 (Adjunct paid in Mar/May)
 - Utilities \$ 113,000 (\$101K P, \$4.5K W, \$8K tele)
 - Contractual Maintenance \$ 80,000

Maintenance contracts cutting back include cost savings from power reduction and improving equipment, cleaning service cutbacks. Currently showing \$7.3M expended in FY12 as of 4/30/12 under the General and \$800K Manpower funds and \$609,305 for utilities.

- GCC continues to follow up on release of funding not only from DOA, DOI, grants and sub-grants. Also, GCC will implement payment enforcement from students before classes start for Fall 2012.
- All of the ARRA funded \$6M projects have been liquidated and billings sent to DOA. The Foundation Building project is ongoing with an completion date of June 2012 The campus wide painting project is completed. PV projects for SC and Foundation Bldg have been awarded. The Foundation Building Café vendor will be awarded within the next couple of weeks.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11
PRIORITY 1 - FUNDING REQUEST**

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011

No.	PROJECT	Approved *		STATUS as of April 30, 2012
		Approved *	Balance	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	36,500.00	Inventory of A/C condensers, evaporator units, and field visit completed; Write-up (Scope) approved 9/2/11; CIP cancelled and replaced by CIP12.2
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd	10,000.00	0.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations.	10,000.00	0.00	COMPLETED December 7, 2011; 2 racks reserved for Foundation building
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jambs and enhance visibility of students entering and exiting classroom.	21,000.00	0.00	COMPLETED December 31, 2011; P1102061 issued to AMI Builders 9/20/11; 120 calendar days;
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin	1,500.00	0.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	4,150.00	COMPLETED January 2012. P1102062 issued to HangKang 9/20/11; 120 calendar days; approximately 99% Complete; clean up pending
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile	4,000.00	0.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	5,000.00	CANCELLED. P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days: 5% complete; pending review of submittals; to be reassessed once removal of existing coating, repair holes, and replacement of elastomeric coat to address (CIP12.4)
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students.	15,000.00	5,260.00	COMPLETE P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 100% Complete;
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump	35,000.00	0.00	COMPLETE 11/15/11 PO1101504 issued to HangKang 7/1/11; 141 calendar days;
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between	50,000.00	0.00	COMPLETED. PO issued to Asia Pacific International Inc. 10/5/11; 120 calendar days; bad weather caused some delay.
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	15,100.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days: 5% Complete; contractor completed first phase - ongoing; supplier issues - completion of April 7, 2012; notified contractor of Liquidated Damages
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and shop activities. 30.2051C9.7230.66	150,000.00	111,675.32	Project discontinued - natural air flow sufficient with windows and roll-up door opened during class time

P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather.	60,000.00	52,950.41	Project discontinued - students representatives agreed that there is ample space in and around the Student Center
* Approved by RPF 11/12/10.		478,000.00	230,635.73	

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11**

PROJECT - CONTRACTOR		STATUS as of April 30, 2012
1	Student Center - Asanuma	COMPLETE [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Occupancy Permit issued 10/28/11; pending completion of punch list items and change order for 60,000 BTU A/C for Training Room 5108: PV project awarded to PITI (Notice to Proceed April 11, 2012).
2	Foundation Renovation - Orion	64.25% Complete - Renovation - \$3,998,000 w/ ECD 6/28/12; 100% Complete - Parking Lot - \$335,046 with (73 stalls); pending USDA loan submitted 7/2012 for \$3.5M;
3	Generator B, C & D - Kinden	COMPLETED. No extension to be granted [MTM 4/18] [ECD - 9/28/2011]; ARRA funds - \$539,273; generator and tank installed; Load bank test and the ATS (Automatic Transfer Switch) switchover were successful; Maintenance staff trained on 2/28/12 (8 a.m.).
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011;
6	Sprinkler System Bldgs 500 & 600 - Midong	95% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]; hard rock encountered while trenching for water line; Pending contractor's response to Observation Report (EMC2 Mechanical Inc., 12/21/11) - will need to connect new system to existing sprinkler system (meeting with TRMA 2/22/12); GFD inspection scheduled for 5/3/12 @ 2 p.m..
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced; met with Hiro 10/2011 to discuss ongoing A/C issues
8	AHC - Core Tech International	COMPLETED final check was issued November 2011; TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7/11; met (11/1/11) to discuss continued A/C and mold/mildew issues
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M; Need to process USDA loan for \$3M
10	Forensic Lab Facility	Need to process USDA loan for \$3M; DOI funds for A&E (\$359,300) secured; pending availability of funds
11	Campus Painting	99% Complete; Awarded to P&E Construction; work commenced 11/2/11 @ lower campus; ECD 4/24/12; March 15, 2011- completion date: paint all buildings & site structures (e.g., numbering of buildings); April 24, 2012 - completion date for all other construction requirements; currently assessing paint used on pavement (fading); construction of eyebrows at Bldg 1000 is progressing. Change order approved (2/24) to paint Bldgs 100 and 300 & complete by 3/12; final inspection scheduled for 5/4/12

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012

Project No.	Project Title	Description	Amount		STATUS as of April 30, 2012
			Approved	Awarded	
P12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits will start at buildings D, A, C, 1000, 2000, and B.	\$20,000		Pending Scope of Work write-up - TRMA and PO for A&E
P12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits has been prioritized.	\$120,000		Pending Scope of Work write-up - TRMA and PO for A&E
P12.3	Metal Sidings (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305. A&E has been reviewed and approved.	\$35,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved.	\$65,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class). A&E has been reviewed and approved.	\$15,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment. A&E has been reviewed and approved.	\$50,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved.	\$45,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches	\$15,000		Purchase order faxed; pending arrival
P12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg, 1000, 3000, and 4000 to safeguard instructional equipment.	\$15,000		Pending overall review to standardize campus-wide
P12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder.	\$50,000		Purchase order faxed; pending arrival
P12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway. A&E has been reviewed and approved.	\$10,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
P12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms. A&E has been reviewed and approved.	\$40,000		Pending Scope of Work write-up - TRMA; PO for A&E processed (P1200677).
BOT Approved 11/3/11 GRAND TOTAL:			\$480,000		

Memorandum

Guam Community College
RECEIVED

MAY 11 7 2012

PRESIDENT'S OFFICE
Initials: 

To: Mary A.Y. Okada, President

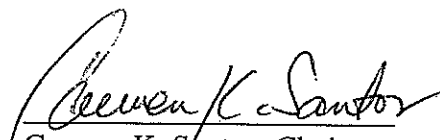
From: Carmen K. Santos (Chair)
Clare Camacho (Co-Chair)
College Governing Council

Date: 5/3/12


Re: Tuition Benefit Program and Salary Freeze

The College Governing Council met on 5/2/12 and unanimously approved the attached Tuition Benefit Program. The CGC recommends that this program be instituted for the benefit of all employees. Additionally, the CGC discussed the fiscal constraints placed on the college for FY2012 and the current Government of Guam economic conditions. With this in mind, the CGC recommends to freeze all faculty and administrator increments for the Academic Year 2012-2013.

Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

5/3/12
Date


Clare Camacho, Co-Chair

5/3/12
Date



GUAM COMMUNITY COLLEGE

Tuition Program Benefit for Employees' Spouse and Dependents

This Tuition Benefit Program pays tuition costs for courses at Guam Community College for employees' spouses and dependents. This is not a reimbursement or remission program. Tuition is simply exempted. The Tuition Benefit Program is open to permanent, full-time employees who have been employed by the College continuously for at least seven years (only permanent, full-time years are counted). Spouses are recognized as partners from civil marriages. Dependents are recognized as biological or adopted children under employees' care, who are under the age of 23 and are not married.

Rules/Procedures

1. The Program will pay up to 12 credits per semester per family.
2. Spouses/dependents must be declared students in a program of study. Tuition will be exempted only for those courses in the program of study.
3. The Program covers tuition only. The program does not cover non-credit courses, course, lab or other school-specific fees, textbooks, or tuition charged for auditing courses.
4. The employee must turn in the schedule of their spouse/dependent within two weeks of start of the semester(exception is the initial startup of the program).
5. Tuition applies only for the first attempt at a course (not for any re-taking of courses).
6. Employees must sign payback policy.
7. Minimum grade point average of 2.5 to continue in program. Proof of satisfactory completion of courses must be provided in order to be eligible for future assistance.
8. Employee must payback any courses that spouses/dependents fail or **withdraw from after the add/drop period**.
9. Transcripts must be turned into the Human Resources Office not more than two weeks after final grades are posted.
10. Application form (attached) must be submitted at least 30 days prior to the first day of classes (exception is the initial startup of the program).

Fill in the attached application and provide supporting documents as needed.

GUAM COMMUNITY COLLEGE
Tuition Program Benefit
for Employees' Spouse and Dependents

APPLICATION FORM

(Submit application and all supporting documents to Human Resources Office at least 30 days prior to the start of the semester)

Employee Name: _____

Job Title: _____

Division/Department: _____

Contact Info: _____
Work Email

Semester/Year Applying for:

- ☐ Fall _____
☐ Spring _____
☐ Summer _____

Student Name: _____
(First) (M.I.) (Last)

Student ID: _____

- ☐ Spouse (submit marriage certificate)
☐ Child (submit birth certificate)

Employee's Signature Date

Certification by Human Resources Office

The above employee has met all requirements for the Tuition Benefit Program and has submitted all necessary documents.

Human Resources (Print Name and Sign) Date

- ☐ Schedule submitted to HR within two weeks after the add/drop period ends.
☐ Transcripts submitted within two weeks after the last day of classes.
☐ HR submitted documents to Business Office for processing.

Human Resources (Print Name and Sign) Date