

College Governing Council

Friday, 09/14/12 @ 9:00a.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	
Dr. Viginia Tudela	virginia.tudela@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Elaine Fejerang	elaine.fejerang@guamcc.edu	
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	
Johanna Camacho	johanna.camacho@guamcc.edu	
Jose Munoz	jose.munoz@guamcc.edu	
Shina Marmar	shina.marmar@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Others Present:		

3. Approval of Minutes: 05/02/12

4. Old Business

- 2011-2012 Committee Reports

5. New Business

- GCC's Official Year Anniversary Date
- Policy on Prisoners & Sex Offenders
- Review of By-laws

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

Thursday, 10/11/12 @9:00a.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	
Dr. Viginia Tudela	virginia.tudela@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	
Johanna Camacho	johanna.camacho@guamcc.edu	
Jose Munoz	jose.munoz@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Shina Marmar	shina.marmar@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Others Present:		

3. Approval of Minutes: 09/14/12

4. Old Business

- 2011-2012 Committee Reports
- GCC's Official Year Anniversary Date
- Notification Procedures on Prisoners & Sex Offenders
- Review of By-laws Draft

5. New Business

- Voting for New Officers

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings

10. Adjournment

College Governing Council

Friday, 01/25/13 @9:30a.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	
Johanna Camacho	johanna.camacho@guamcc.edu	
Jose Munoz	jose.munoz@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Jennifer Esteves	jennifer.esteves@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Others Present:		

3. Approval of Minutes: 10/11/12

4. Old Business

- 2011-2012 Committee Reports
- Notification Procedures on Prisoners & Sex Offenders
- Review of By-laws Draft

5. New Business

- FY14 Budget Request
- Email Policy from CTC
- **FY13 LIP**

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings: 03/22/13 @10:00a.m.

10. Adjournment

College Governing Council

Friday, 03/22/13 @2:00 p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	
Johanna Camacho	johanna.camacho@guamcc.edu	
Jose Munoz	jose.munoz@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Jennifer Esteves	jennifer.esteves@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Others Present:		

3. Approval of Minutes: 01/25/13

4. Old Business

- Notification Procedures on Prisoners & Sex Offenders
- Review of By-laws Draft

5. New Business

- FY14 NAF Budget Request
- Adjunct Hour Recommendation

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings: 05/10/13 @10:00a.m.

10. Adjournment

College Governing Council

Friday, 05/09/13 @ 2:00p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	
Johanna Camacho	johanna.camacho@guamcc.edu	
Jose Munoz	jose.munoz@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Jennifer Esteves	jennifer.esteves@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Others Present:		

3. Approval of Minutes: 03/22/13

4. Old Business

- Review of By-laws Draft

5. New Business

- Mission Statement Update/Review

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings:

10. Adjournment

College Governing Council

Friday, 09/14/12 @ 9:00a.m.

Faculty Senate Office – C2

Meeting Minutes

1. Meeting called to order at 9:20 a.m.

Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	x
Doris Perez	doris.perez@guamcc.edu	x
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	x
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	x
Johanna Camacho	johanna.camacho@guamcc.edu	x
Jose Munoz	jose.munoz@guamcc.edu	x
Shina Marmar	shina.marmar@guamcc.edu	x
Steven Alvarez	steven.alvarez@guamcc.edu	x
Others Present:		

2. Approval of Minutes: Motion to approve minutes of September 14, 2012 made by S. Alvarez, seconded by S. Marmar. Motion passed unanimously.
3. 2011-2012 Committee Reports
 - a. E. Duenas received all reports from the various committees with the exception of CTC. She will follow up and summarize the reports.
4. Old Business
 - a. C. Santos sought clarification from faculty regarding the actual date of GCC's Founder's Day and their previous request; C. Santos stated that she will conduct further research and report back to the committee with her findings at the next meeting.
 - b. V. Tudela reported that the policy regarding sex offenders on campus is still under review and corrections are being made to the document. S. Alvarez reported concerns from students. E. Duenas reported that it is important that faculty be made aware of the sex offenders in their class. D. Perez stated that it should be the onus of the faculty to verify with the Sex Offender Registry.
 - c. Review of Bylaws
 - i. C. Santos stated that she will review the Board verbiage regarding quorum and voting. A review of the remaining by-laws occurred.
 - ii. S. Alvarez voiced his concern regarding the inconsistency between the quorum and voting sections of the bylaws.
 - iii. E. Duenas made a proposal to increase the number of staff representatives to three—Staff Senate President, Vice President, and a member appointed by the Staff Senate.
 - iv. S. Alvarez made a proposal to make minor changes to the student portion of the bylaws regarding student participation (COPSA President and Vice President).
 - v. C. Santos suggested to remove "Executive Session."
5. Information and Updates
 - a. J. Munoz reported that there are two vacancies within the Faculty Senate that will be resolved today.
 - b. E. Duenas reported the following:
 - i. Staff Senate's monthly meetings are scheduled on the last Thursday of every month.
 - ii. Staff Senate is coordinating a Staff/Administrator Professional Development Day which is tentatively scheduled for November 23.

- iii. Staff Senate and the Employee's Association are working together to coordinate this year's Christmas Party.
 - iv. Staff Senate addresses employees' concerns as long as it does not pertain to personnel matters.
 - c. S. Alvarez reported the following:
 - i. COPSA had their first General membership and Induction Ceremony;
 - ii. Fall Festival is scheduled for September 20
 - iii. Building a Stronger Workforce Conference is scheduled for October 12, 2012
 - iv. Meet the president is scheduled for October 1 and 2, 2012.
 - v. Students concerns are as follows:
 - 1. Why do students have to pay for print jobs in the library if they have paid their student fees?
 - 2. What is being done to rectify the mold issue in the Allied Health Building? V. Tudela reported that the problem is currently being addressed.
 - 3. Students are not following the policies on campus; S. Alvarez mentioned that COPSA is taking an active role in ensuring that students follow the rules on campus.
 - d. C. Santos reported the following:
 - i. The next payment for tuition is due September 17 and friendly reminders were sent via emails.
 - ii. C. Santos voiced appreciation to all who helped and participated in the Labor Day festivities.
 - iii. Financial Status update
 - 1. GCC received 81% of appropriations; GCC received notice that there was an overpayment under MDF, so GCC anticipates receiving only 51% from MDF which results in a \$2M overall shortfall fro FY12.
 - 2. Foundation Building is 99% complete and the Ribbon Cutting Ceremony is scheduled for November 5.
 - 3. FY2013 Budget has been signed by the Governor and Legislature.
6. Open Discussion – None
7. Agenda Items for Next Meeting:
- a. By-laws
 - b. Committee Reports
8. Schedule for Next Meetings: October 11, 2012 @ 9:00 a.m.
9. Adjournment at 10:45a.m. Motion made by J. Munoz, seconded by J. Camacho. Motion passed.

CGC
FINANCIAL STATUS UPDATE
September 14, 2012

- As of 9/14/12, the College has received ⁸¹82% and 100% of the GF and MDF requested allotments, respectively. The breakdown is below:

FY

2012 9/14/2012

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	12,591,591	12,591,591	11,350,110	90%	85%
LPN	705,058	655,704	655,704	587,550	90%	83%
MDF	1,688,448	1,435,181	1,435,181	739,416	52%	44%
TAF	24,154	22,463	22,463	20,531	91%	85%
Totals	15,717,177	14,704,939	14,704,939	12,697,607	86%	81%

Based on PY tracking at the same time last year, GCC had received 59% and 45% of the GF and the MDF, respectively. GCC received a release of 8% (\$970,348) or of the 15% reserve imposed by BBMR. However, DOA sent us a notice indicating that \$695,765 was overpaid on MDF due to cash collections.

- Current monthly and YTD expenditures for general fund are as follows:
 - Monthly payroll with benefits \$1,100,000 (Adjunct paid in Oct/Dec) To date payroll expenditure from GF is \$11,563,647.)
 - Utilities \$ 113,000 (\$101K P, \$4.5K W, \$8K tele) To date utility expenditure from GF is \$1,034,345)
 - Other expenditures, YTD \$ 80,195
- Fall 2012 Drop for non-payment was implemented. 1st drop occurred on 8/15/12 with 326 students. The 2nd drop occurred on 8/24/12 with 61 students dropped.
- GCC continues to follow up on release of funding not only from DOA, DOI, grants and sub-grants.
- The Foundation Building project is 99% complete and expected ribbon cutting tentatively set for November 5, 2012. The Foundation Building Café vendor has been awarded and is Roasted.
- The Legislature passed and Governor signed the FY13 budget Bill S426-31. Below is a summary as compared with FY12.

Appropriations	FY13	FY12	Difference	% Difference
General Fund	\$ 13,301,611	\$ 13,299,517	2,094	0.02%
LPN	705,058	705,058	0	0.00%
MDF	1,688,448	1,688,448	0	0.00%
TAF	24,154	24,154	0	0.00%
Totals	\$ 15,719,271	\$ 15,717,177	\$ 2,094	0%

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECTS - FY11

PROJECT - CONTRACTOR		STATUS as of August 31, 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	COMPLETE. Certificate of Occupancy issued 8/15/12 - Renovation - \$3,998,000 w/ ECD 6/28/12 extended to 7/18/12; 100% Complete - Parking Lot - \$335,046 with (73 stalls); USDA Loan Letter of Conditions (7/17/12) for \$3.5M being addressed; pending final inspection; Ribbon cutting November 5, 2012.
3	Student Center - Pacific-green Integrated Technology Inc.	COMPLETE but pending TRMA's inspection - Installation of PVs - \$162,327.65 w/ ECD 8/7/12;
4	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 continues to participate in maintenance of system
5	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
6	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011;
7	Sprinkler System Bldgs 500 & 600 - Midong	COMPLETED; 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); GED inspection scheduled for 5/3/12 @ 2
8	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

9	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
10	Campus Painting	COMPLETED; 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' received Substantial Completion May 21, 2012.
11	Renovation Forensic/100/200	BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. FEMA funds for 1st floor or liquid fuel tax for 1st & 2nd floor; Preliminary USDA loan documents submitted June 2012 and updated July 2012 for \$6M (GCC Foundation Board) - estimated total project cost is \$13,254,635.80; DOI funds for A&E (\$359,300) secured;

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

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

No.	PROJECT			STATUS as of August 31, 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 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	0.00	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 runners; preventive measures done to keep wet ceiling materials from falling on students and other personnel. Hangman 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	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 and other personnel 30.2051B7.7230.66	15,000.00	0.00	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	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	0.00	COMPLETED 8/9/12. 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; met with owner Marlene Slomka (7/10) as she needs to install windows because there is no other use due to special size. Agreed to continue the project only if they can remove and replace at the same time; project to resume July 17-25, 2012.

P1.13	EXHAUST SYSTEM @ Bldg. 600 - In: 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	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	36,500.00	

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012

CIP Project No.	Project Title	Description	Amount		STATUS as of August 31, 2012
			Approved	Unencumbered Balance	
CIP12.1	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. [30-2051EC-7230-66]	\$20,000.00	\$20,000.00	Pending Scope of Work/Specs write-up from TRMA and PO for A&E; A&E cost under review.
CIP12.2	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. [30-2051ED-7230-66]	\$120,000.00	\$94,578.90	P1201424 - \$14,045 to TRMA for A&E; Pre-bid: 7/6/12; bid opening-7/19/12; evaluation completed-pending award.
CIP12.3	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. [30-2051GC-7230-66]	\$35,000.00	\$24,780.00	CANCELLED. 120 days to complete. Drawings and SOW/Specs rcvd fm TRMA; P1200677 to TRMA for A&E; Pre-bid mtg held 5/30/12; Bid opened 6/13-one contractor (Ella Builders)-bid incomplete; bid will not be awarded.
CIP12.4	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. [30-2051GD-7230-66]	\$65,000.00	\$60,359.33	90 days to complete along with P12.11. Drawings rcvd; Pending SOW/Specs fm TRMA; P1200677 to TRMA for A&E; Pre-Bid-6/7/12; Bid opening-6/21; evaluation conducted on three contractors 7/9/2012; evaluation completed; pending award.
CIP12.5	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. [30-2051B8-7230-66]	\$15,000.00	\$15,000.00	Hold. Pending drawings and SOW/Specs fm TRMA; P1200677 to TRMA for A&E; see President if we should hold back and initiate project along with solar canopy walkway
CIP12.6	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. [30-2051GE-7230-66]	\$50,000.00	\$45,433.33	120 days to complete. Drawings rcvd; Pending SOW fm TRMA; PO for A&E processed (P1200677); Pre-Bid-6/25/12; Bid opening-7/9/12 - 5 received; bid evaluation-7/12/12; evaluation completed-pending award.
CIP12.7	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. [30-2051GF-7230-66]	\$45,000.00	\$40,593.34	120 days to complete. Drawings rcvd; Pending SOW fm TRMA; PO for A&E processed (P1200677); Pre-Bid-6/25/12; Bid opening-7/9/12 - 5 received; bid evaluation-7/12/12; evaluation completed-pending award.
CIP12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches [30-2051EE-7250-66]	\$15,000.00	\$608.00	COMPLETED. Received April 2012
CIP12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg, 1000, 3000, and 4000 to safeguard instructional equipment. [30-2051EF-7230-66]	\$15,000.00	\$15,000.00	Pending overall review to standardize campus-wide
CIP12.10	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. [30-2051CA-7450-66]	\$50,000.00	\$2,405.00	COMPLETED. Equipment received 8/2012
CIP12.11	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. [30-2051CD-7230-66]	\$10,000.00	\$5,264.00	90 days to complete along with P12.4. Drawings rcvd; P1200677 to TRMA for A&E; Pre-Bid-6/7/12; Bid opening-6/21; evaluation conducted on three contractors 7/9/2012; evaluation completed-pending award.

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT**

FY 2012

CIP Project No.	Project Title	Description	Amount		STATUS as of August 31, 2012
			Approved	Unencumbered Balance	
CIP12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms. A&E has been reviewed and approved. [30-2051CC-7230-66]	\$40,000.00	\$34,950.00	120 days to complete. Pending SOW/Specs TRMA which Rick will deliver 5/23; P1200677 to TRMA for A&E; Pre-Bid-5/31; bid opening-6/14; evaluation conducted on one contractor 7/9/2012; evaluation completed-pending award.
BOT Approved 11/3/11 GRAND TOTAL:			\$480,000.00	\$358,971.90	

ARTICLE VII - PARTICIPATORY GOVERNANCE

A. PURPOSE

The intent of this Article is to establish and implement a means for providing broad participation by faculty, staff, administrators, and students in the decision-making processes that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the Board and the College President. In keeping with the Accrediting Commission's standard on Leadership and Governance (Standard IV), the College recognizes and utilizes institution-wide contributions for continuous improvement.

The Board and the Union agree that the faculty shall join in participatory governance of the College through the Faculty Senate and Governing Council. Committees for this purpose are defined in this Article.

B. THE FACULTY SENATE

The Faculty Senate represents the Faculty of the College in academic and professional matters. The Senate may delegate its authority to specific committees or to individual faculty members for limited duration and purposes. This provision shall not conflict with the Board/ Union Agreement, Personnel Rules & Regulations, or existing laws. The Faculty Senate is comprised of the Faculty Senate President, The Faculty Senate President-Elect, the Past Faculty Senate President, and two (2) at-large senators. All senators must be dues paying members of the Union elected by members of the Bargaining Unit.

For senators who are post-secondary instructional faculty: instructional hours are reduced to 180 per semester. For the Senate President who is a post-secondary instructional faculty: instructional hours are reduced to 135 per semester. For the Senate President who is a post-secondary non-instructional faculty: release from specific professional responsibilities will be reflected in the workload as mutually agreed upon. Secondary faculty participation will be reflected on their evaluation.

C. THE COLLEGE GOVERNING COUNCIL

This Council serves to provide broad participation by faculty, staff, administrators, and students in the decision-making processes regarding institutional issues. This Council will also serve as a conduit to this process by facilitating dialog where issues are clarified between the Council and relevant constituencies. Further the Council promotes participatory college decision-making processes and supports the Faculty Senate's role in making recommendations related to academic and professional matters. The Council, with the input from its respective constituencies, shall make and/or forward recommendations for action to the College President. The Council shall consist of a total of nine (9) members which shall be comprised as follows: three(3) members shall be appointed from the College Administration by the College President; three (3) members shall be the members of the Faculty Senate, specifically, the Senate President, the Senate Past President, and the Senate President-Elect of the Faculty Senate; two (2) members from the Staff of the College appointed by the Staff Union Chair, and one (1) member shall be a representative of the Student Body appointed by COPSA with one (1) vote on the Council (the student member shall not be employed by the College in excess of twenty (20) hours per week).

D. COMMITTEES

1. Committees at the College are composed of constituency representatives and consider matters pertaining to a designated charge or subject. A committee reports its recommendations to appropriate representative bodies.
 - a. Committee work shall be reflected on the Faculty Load Schedule (Appendix B) or on the faculty member's evaluation for each academic year based on the conditions identified in Articles XVI, XVIII, and XX for each faculty member's workload.

- b. No other committees shall be formed by the College to conduct the same or similar functions as those committees formed by this Agreement. In the event it is determined other committees are needed to address institutional issues, the requester will complete the Council/Committee Request Form Appendix J and submit to the respective Chief Negotiators of this Agreement for review and action.
- c. The charge of these committees shall in no way be cause for interference in the normal day-to-day operations of the college.
- d. Committee Chairpersons must identify their membership for the next academic year by the last meeting day of the Spring semester and shall update membership no later than the first (1st) duty day of September. Committee membership shall be forwarded by the Faculty Senate President to the Vice President for Academic Affairs by the last meeting day of the Spring semester. Below are the list of committees:
 - (1) Committees with collateral duty workload assignments. The only exception to this is the Chairperson for the Council of the Department Chairs. These include:
 - i. Calendar Committee
 - ii. Council of Department Chairs
 - iii. Resources, Planning, and Facilities Committee

Calendar Committee	
Charge	<p>This Committee proposes the academic calendar based on thorough analysis of relevant information and will include a Calendar that encompasses the work year of non-instructional faculty, post-secondary instructional faculty, and secondary non-instructional and instructional faculty. The proposed Academic Calendar is reviewed by the Faculty Senate and their written comments and/or recommendations are appended to the proposal. The Committee presents the proposal to the College President via the Vice President for Academic Affairs on or before April 1. If the College President does not concur with the proposal, then the proposal is returned to the Committee for revision. If the College President concurs with the proposal, then the proposal will be presented to the Board for adoption.</p> <p>The Committee shall also populate an electronic institutional calendar on MyGCC with activities and events and evaluate consistency of published calendars to provide current information.</p>
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	Deans of each School, Coordinator for Registration and Admissions, Faculty Senate President, a Faculty Senator, and a third faculty member to be appointed by the Faculty Senate President.
Workload	Collateral Duty

Council of Department Chairs	
Charge	This Council of Department Chairs discusses any issue directly related to departmental/academic discipline functions to include: budgets, College events and promotions, scheduling, advising, and other issues determined as necessary by the Council. The Council shall establish By-Laws, keep minutes, and set a meeting schedule reflective of the needs of the committee. The Council shall make recommendations to the Faculty Senate, respective Deans, and Faculty Union President as determined by the action needed to be taken.
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	Chairperson of each department.
Term	Monthly during the academic year.
Workload	Collateral Duty for all Department Chairpersons. Chairperson for the Council: participation to be reflected in faculty evaluation rubric.

Resources, Planning and Facilities Committee	
Charge	This committee reviews the Facilities Master Plan and recommends the priority of capital improvement projects for the College and those projects that have great impact on student learning outcomes. It is the forum for discussion of any available or needed resources and facility issues or concerns. The committee may forward issues or concerns directly to the College Governing Council.
Chair	Two (2) Chairpersons: Faculty Senate President and Vice President of Business & Finance.
Composition	Faculty Senate President, Senate President-Elect, Past Senate President, Faculty Union President, Vice President Business & Finance, Facilities & Maintenance Coordinator, TPS Dean, TSS Dean, two (2) staff Union representatives, and a student representative.
Term	Monthly during the academic year or at the call of either Chairperson.
Workload	Collateral Duty

(2) Committee where composition of faculty membership is selected. This includes:

i. Faculty Job Specification/Evaluation Committee

Faculty Job Specification/Evaluation Committee	
Charge	The Union President and the Vice President for Academic Affairs will convene the Committee yearly to review the Faculty Job Specifications and/or Faculty Evaluation process (see Article X Performance Appraisal) as needed. The Committee will prepare written recommendation to the Board who shall act upon the recommendations in order to be effective the following Fall semester.
Chair	Elected by the Committee.
Composition	Up to five (5) faculty members selected by the Union President (inclusive of the Union President), two (2) Deans, the Human Resources Administrator, and two (2) members to be appointed by the Vice President of Academic Affairs.
Support	Administrative support provided by the College.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

(3) Committees where composition requires at least one (1) faculty member from a specific department. These include:

- i. College Technology Committee
- ii. Learning Outcomes Committee

College Technology Committee	
Charge	This Committee recommends action plans to support the technology needs and technology users of the College in promoting student learning outcomes. This Committee maintains currency in computer technology and academic applications of computer technology for both students and faculty. The Committee also identifies needs of technology planning, distance learning, and appropriate training.
Chair	Elected by the Committee.
Composition	Four (4) faculty – one (1) of whom shall be from a technology-related department, an equal number of members appointed by the College President and one (1) additional voting member selected by the Committee.
Term	No less than three (3) years.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

Learning Outcomes Committee	
Charge	This Committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community. In addition, this committee reviews, explores, and assesses the effectiveness of General Education policies and procedures, making recommendations to the Faculty Senate, Departmental Chairpersons, Committee Chairpersons, and administrators as appropriate. The Committee will involve administrators, faculty, staff members, and students in efforts to guide and continually improve the institutional and student learning outcomes.
Chair	Chairperson and Chairperson-Elect to be elected by the members of the Committee.
Composition	Twelve to fifteen (12-15) faculty members preferably to include faculty members representing each of the following disciplines: English, Math, Science, Social Science, and Career/Technical Education. Other members may be assigned by the Faculty Senate President if requested by the Chairperson after all other committees are filled.
Term	Annual.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

(4) Committees where composition requires faculty members to meet certain criteria and to be elected by faculty members of the Bargaining Unit. These include:

- i. Promotions Committee
- ii. Professional Development Review Committee (PDRC)

Promotions Committee	
Charge	Refer to Article VIII, Advancement-in-Rank.
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	The Promotions Committee shall be elected by the members of the Bargaining Unit and consists of six (6) elected faculty members who at the time of the election hold the rank of Assistant Professor or higher, who have been employed by the College for a minimum of three (3) years, and are dues paying members of the Union.
Term	Two (2) years with staggered terms. Members may not serve two (2) consecutive terms.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

Professional Development Review Committee (PDRC)	
Charge	Refer to Article IX, Professional Development Initiatives.
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	The PDRC shall be elected by the members of the Bargaining Unit and consists of six (6) elected faculty members who at the time of the election hold the rank of Assistant Professor or higher, who have been employed by the College for a minimum of three (3) years, and are dues paying members of the Union.
Term	Two (2) years with staggered terms. Members may not serve two (2) consecutive terms.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

(5) Committees where members' institutional knowledge is valuable and critical. These include:

- i. Committee on College Assessment
- ii. Standard 1 Self Study, "Institutional Mission and Effectiveness"
- iii. Standard 2 Self Study, "Student Learning Programs and Services"
- iv. Standard 3 Self Study, "Resources"
- v. Standard 4 Self Study, "Leadership and Governance"

Committee on College Assessment (CCA)	
Charge	This Committee guides and assists campus constituents to fulfill their assessment requirements through the careful review and feedback of assessment plans, reports, and program review. This Committee ensures that an assessment report review process, with meaningful input from faculty, Vice President for Academic Affairs and/or ALO, and other key constituents, becomes an integral part of the preparation of institutional assessment documents for accreditation purposes.
Chair	One (1) elected post-secondary faculty member, Co-Chaired by the Assistant Director of AIE.
Composition	No fewer than four (4) faculty. Other members may be assigned by the Faculty Senate President if requested by the Chairperson after all other committees are filled. Members from the administration and staff shall be appointed by the Vice President for Academic Affairs of the College.
Term	No less than three (3) years.
Workload	A) For post-secondary instructional faculty (CCA Chairperson): instructional hours reduced to 135 per semester. B) For post-secondary instructional faculty (CCA members): instructional hours reduced to 180 per semester. C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

Standard 1 Self Study, "Institutional Mission and Effectiveness"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that promotes the College's efforts in meeting its mission statement, and the effectiveness by which the mission is successfully achieved. This Committee writes the report, with the assistance and support of the Self-Study Coordinator, and ensures that the end product is reviewed by faculty, Vice President for Academic Affairs, and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the Committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chairperson.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than three (3) years with staggered terms.
Workload	<p>A) For post-secondary instructional faculty (Standard 1 Chairperson): instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three (3) semesters prior to the ACCJC comprehensive visit the instructional hours will be reduced to 135 per semester.</p> <p>B) For post-secondary instructional faculty (CCA members): instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Standard 2 Self Study, "Student Learning Programs and Services"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that demonstrate the achievement of student learning outcomes (SLOs) in instructional programs and student services, including library and other learning support services. This Committee writes the report with the assistance and support of the Self-Study Coordinator, and ensures that the end product is reviewed by faculty and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chair.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than two (2) years with staggered terms.
Workload	<p>A) For post-secondary instructional faculty (Standard 2 Chairperson): instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three (3) semesters prior to the ACCJC comprehensive visit the instructional hours will be reduced to 135 per semester.</p> <p>B) For post-secondary instructional faculty (CCA members): instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Standard 3 Self Study, "Resources"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that provide support to the College's human, physical, technology, and financial resources to meet its broad educational goals, including SLOs, and overall institutional improvement. This Committee writes the report with the assistance and support of the Self-Study Coordinator and ensures that the end product is reviewed by faculty, Vice President for Academic Affairs, and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chair.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than two (2) years with staggered terms.
Workload	<p>A) For post-secondary instructional faculty (Standard 3 Chairperson): instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three semesters prior to the ACCJC comprehensive visit the instructional hours will be reduced to 135 per semester.</p> <p>B) For post-secondary instructional faculty (CCA members): instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Standard 4 Self Study, "Leadership and Governance"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that evaluate how the College's governance process facilitates broad participation in decisions that support student learning programs and services, while acknowledging the designated responsibilities of the Board and the College President. This Committee writes the report, with the assistance and support of the Self-Study Coordinator, and ensures that the end product is reviewed by faculty, Vice President for Academic Affairs, and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the Committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chair.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than two (2) years with staggered terms.
Workload	<p>A) For post-secondary instructional faculty (Standard 4 Chairperson): instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three (3) semesters prior to the ACCJC comprehensive visit the instructional hours will be reduced to 135 per semester.</p> <p>B) For postsecondary instructional faculty (CCA members): instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Attendance

[illegible]

Date	7.00	LPN & Voc Guid	MDF	TAF	Power	Water	Med/Dental/GWA Reimb	Life	Total
PL 31-77									
FY 2012 Local Appropriation	\$ 11,400,130.00 7%	\$ 705,058.00 7%	\$ 1,688,448.00 15%	\$ 24,154.00 7%	\$ 1,264,335.96	\$ 39,872.04	\$ 561,965.04	\$ 33,213.96	\$ 15,717,177.00
Less: Set aside	\$ (798,009.10)	\$ (49,354.06)	\$ (253,267.20)	\$ (1,690.68)	\$ -	\$ -	\$ -	\$ -	\$ (1,102,321.04)
FY 2012 Net appropriation	<u>\$ 10,602,120.90</u>	<u>\$ 655,703.94</u>	<u>\$ 1,435,180.80</u>	<u>\$ 22,463.32</u>	<u>\$ 1,264,335.96</u>	<u>\$ 39,872.04</u>	<u>\$ 561,965.04</u>	<u>\$ 33,213.96</u>	<u>\$ 14,614,855.96</u>
Monthly Request	<u>883,510.08</u>	<u>54,642.00</u>	<u>119,598.40</u>	<u>\$ 22,463.32</u>	<u>105,361.33</u>	<u>3,322.67</u>	<u>46,830.42</u>	<u>2,767.83</u>	<u>1,217,904.66</u>

User:
Original reserve is 15%.

BBMR approved 5% release on GF, LPN, TAF on 7/19/12. Received add 3% on 8/17/12

Proposed Schedule

Week Ending 1/27/12									
Week Ending 2/3/12 (Payroll)	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 2/10/12									-
Week Ending 2/17/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 2/24/12	80,750.92	4,994.16	11,959.84	-	10,536.13	332.27	4,683.04	276.78	113,533.15
Week Ending 3/2/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 3/9/12									-
Week Ending 3/16/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 3/23/12	80,750.92	4,994.16	11,959.84	-	10,536.13	332.27	4,683.04	276.78	113,533.15
Week Ending 3/30/12	403,754.60	24,970.80	59,799.20	24,154.00	52,680.67	1,661.34	23,415.21	1,383.92	591,819.73
Week Ending 4/6/12									-
Week Ending 4/13/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 4/20/12	80,750.92	4,994.16	11,959.84	-	10,536.13	332.27	4,683.04	276.78	113,533.15
Week Ending 4/27/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 5/4/12									-
Week Ending 5/11/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 5/18/12	80,750.92	4,994.16	11,959.84	-	10,536.13	332.27	4,683.04	276.78	113,533.15
Week Ending 5/25/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 6/1/12									-
Week Ending 6/8/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 6/15/12									-
Week Ending 6/22/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 6/29/12	80,750.92	4,994.16	11,959.84	-	10,536.13	332.27	4,683.04	276.78	113,533.15
Week Ending 7/6/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 7/13/12									-
Week Ending 7/20/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 7/27/12	80,750.92	4,994.16	11,959.84	-	10,536.13	332.27	4,683.04	276.78	113,533.15
Week Ending 8/3/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 8/10/12									-
Week Ending 8/17/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 8/24/12	80,750.92	4,994.16	11,959.84	-	10,536.13	332.27	4,683.04	276.78	113,533.15
Week Ending 8/31/12	403,754.60	24,970.80	59,799.20		52,680.67	1,661.34	23,415.21	1,383.92	567,665.73
Week Ending 9/7/12									-

7,025,330.11	434,491.99	1,040,506.08	24,154.00	916,643.57	28,907.23	407,424.65	24,080.12	9,901,537.76
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Collection

2/20/2012	488,407.93	58,755.00	-	20,531.00	105,361.00	3,322.00	23,612.50	2,767.00	702,756.43
3/5/2012	461,603.07	58,755.00	140,704.00	-	-	3,322.00	15,074.36	2,767.00	682,225.43
3/16/2012	950,011.00	-	140,704.00	-	105,361.00	3,322.00	8,538.14	2,767.00	729,608.64
4/16/2012	475,005.50	58,755.00	140,704.00	917,780.00	105,361.00	3,322.00	23,612.50	2,767.00	809,527.00
4/23/2012	82,220.00	-	-	-	105,361.00	3,322.00	23,612.50	2,767.00	1,000,000.00
4/27/2012	592,785.50	58,755.00	-	-	105,361.00	3,322.00	23,612.50	2,767.00	786,603.00
5/11/2012	750,011.00	-	140,704.00	140,704.00	105,361.00	3,322.00	23,612.50	2,767.00	890,715.00
5/29/2012	475,005.50	58,755.00	140,704.00	140,704.00	105,361.00	3,322.00	23,612.50	2,767.00	809,527.00
6/11/2012	475,005.50	58,755.00	422,112.00	-	105,361.00	3,322.00	23,612.50	2,767.00	1,090,935.00
6/22/2012	475,005.50	58,755.00	-	-	105,361.00	3,322.00	23,612.50	2,767.00	668,823.00
7/9/2012	712,508.25	-	-	-	105,361.00	3,322.00	23,612.50	2,767.00	712,508.25
7/23/2012	712,508.25	117,510.00	-	-	105,361.00	3,322.00	23,612.50	2,767.00	712,508.25
8/3/2012	475,005.50	-	-	-	105,361.00	3,322.00	23,612.50	2,767.00	727,578.00
8/17/2012	475,005.50	-	-	-	105,361.00	3,322.00	23,612.50	2,767.00	610,068.00
8/31/2012	341,780.00	58,755.00	(608,231.20)	(695,765.12)	105,361.00	3,322.00	23,612.50	2,767.00	535,597.50
9/7/2012	695,765.12	-	-	-	278,615.00	-	-	-	278,615.00
Draft adjustment for MDF (09/7/12)									
Adjustment MDF overpayment									
Remaining Allotment to be collected from									
proposed schedule									
9/7/2012	9,720,869.82	587,550.00	739,415.68	20,531.00	1,053,610.00	33,220.00	514,740.00	27,670.00	12,697,606.50
	\$ (2,695,539.71)	\$ (153,058.01)	\$ 301,090.40	\$ 3,623.00	\$ (136,966.43)	\$ (4,312.77)	\$ (107,315.35)	\$ (3,589.88)	\$ (2,796,068.74)

GCC
DOA ALLOTMENT RELEASES
10/1/2011 to 09/30/2012

Date	Check no.	Doc. No.	General Fund	LPN & Voc Guid	MDF	TAF	Power	Water	Med/Dental	Life	GWA Reimb	Total
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FY2012

2/20/2012	504951	D129981003				20,531.00						
2/20/2012	505535	D129981001	488,407.93									
2/20/2012	505535	D129981002		58,755.00								
2/20/2012	505535	D129981008					105,361.00					
2/20/2012	505535	D129981008						3,322.00				
2/20/2012	505535	D129981008							23,612.50			
2/20/2012	505535	D129981008								2,767.00		
3/5/2012	506119	D129981001	461,603.07									
3/5/2012	506119	D129981004			140,704.00							
3/5/2012	506119	D129981006		58,755.00								
3/5/2012	506119	D129981009						3,322.00				
3/5/2012	506119	D129981009							15,074.36			
3/5/2012	506119	D129981009								2,767.00		
3/16/2012	507034	D129981005	950,011.00									
4/2/2012	507957	D129981007			140,704.00							
4/2/2012	507957	D129981009					105,361.00		8,538.14			
4/2/2012	507957	D129981010	475,005.50									
4/16/2012	508709	D129981010	475,005.50									
4/16/2012	508709	D129981011		58,755.00								
4/16/2012	508709	D129981012			140,704.00							
4/16/2012	508709	D129981013							23,612.50			
4/16/2012	508709	D129981013								2,767.00		
4/16/2012	508709	D129981013					105,361.00					
4/16/2012	508709	D129981013						3,322.00				
4/23/2012	509515	D119981035			229,445.00							
4/23/2012	509515	D119981038			229,445.00							
4/23/2012	509515	D119981042			229,445.00							
4/23/2012	509515	D119981046			229,445.00							
4/23/2012	509515	D129981014	82,220.00									
4/27/2012	509658	D129981014	592,785.50									
4/27/2012	509658	D129981015		58,755.00								
4/27/2012	509658	D129981017					105,361.00					
4/27/2012	509658	D129981017						3,322.00				
4/27/2012	509658	D129981017							23,612.50			
4/27/2012	509658	D129981017								2,767.00		

[illegible]

Date	Check no.	Doc. No.	General Fund	LPN & Voc Guid	MDF	TAF	Power	Water	Med/Dental	Life	GWA Reimb	Total
8/31/2012	517506	D129981041								2,767.00		
9/7/2012	Mike Cabral's email		695,765.12		(695,765.12)							
9/7/2012	517774	D129981047									278,615.00	
Total FY 2012 collected as of 09/10/2012			\$ 9,720,869.82	\$ 587,550.00	\$ 739,415.68	\$ 20,531.00	\$ 1,053,610.00	\$ 33,220.00	\$ 236,125.00	\$ 27,670.00	\$ 278,615.00	12,697,606.50

YTD Expenditure as of 09/10/12 - FY 2012	(11,329,476.59)	(1,323,120.34)	(20,075.19)	(994,294.03)	(40,051.09)	(171,711.54)	(10,148.71)	(13,888,877.49)
Surplus/(Deficit)	(1,021,056.77)	Note (583,704.66)	455.81	59,315.97	(6,831.09)	64,413.46	17,521.29	(1,191,270.99)
YTD Encumbrance as of 09/10/12 - FY 2012	\$ 1,695.25	121,487.62	194.33	255,030.41	-	-	-	378,407.61

Net of reserve 7% Monthly billing	\$ 883,510.07	\$ 54,641.99	119,598.40	22,463.32	105,361.33	3,322.67	23,612.50	2,767.83	23,217.92	1,238,496.03
Total Billed as of 09/10/12	\$ 10,602,120.86	\$ 655,703.90	1,435,180.80	22,463.32	1,264,335.96	39,872.04	283,350.00	33,213.96	278,615.00	14,614,855.85
Total uncollected as of 09/10/12	\$ 881,251.04	\$ 68,153.90	695,765.12	1,932.32	210,725.96	6,652.04	47,225.00	5,543.96	-	1,917,249.35
% collected on billed amount	92%	90%	52%	91%	83%	83%	83%	83%	100%	87%

PL 31-77										
FY 2012 Local Appropriation	\$ 11,400,130.00	\$ 705,058.00	1,688,448.00	24,154.00	1,264,335.96	39,872.04	283,350.00	33,214.00	278,615.00	15,717,177.00
Less: Set aside	\$ 7% (798,009.10)	7% (49,354.06)	15% (253,267.20)	7% (1,690.68)	-	-	-	-	-	(1,102,321.04)
FY 2012 Net appropriation	\$ 10,602,120.90	\$ 655,703.94	1,435,180.80	22,463.32	1,264,335.96	39,872.04	283,350.00	33,214.00	278,615.00	14,614,855.96
Overall %age collected from Total Appropriati	92%	90%	52%	91%	83%	83%	83%	83%	100%	87%

Fund 1, 4, 5 Expenditures as of 09/10/12	13,888,877.49
Total Encumbrances	378,407.61
	<u>14,267,285.10</u>

15% reserve # 2,252,876

15719177
~~2700,000~~
15,019,177
Payroll FI 14,241,845

College Governing Council

Thursday, 10/11/12 @ 9:00a.m.

Faculty Senate Office – C2

Minutes

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	x
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	x
Doris Perez	doris.perez@guamcc.edu	
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	x
Johanna Camacho	johanna.camacho@guamcc.edu	x
Jose Munoz	jose.munoz@guamcc.edu	x
Robin Roberson	robin.roberson@guamcc.edu	x
Shina Marmar	shina.marmar@guamcc.edu	x
Steven Alvarez	steven.alvarez@guamcc.edu	x
Others Present:		

3. Approval of Minutes: Motion to approve minutes of September 14, 2012 made by S. Alvarez, seconded by S. Marmar. Motion passed unanimously.

4. Old Business

a. 2011-2012 Committee Reports

i. E. Duenas reported that the Committee Reports are not finalized; C. Santos tabled till next meeting.

b. GCC's Official Year Anniversary Date

i. C. Santos reported that GCC's anniversary date is November 11, 1977.

c. Notification Procedures on Prisoners & Sex Offenders

i. V. Tudela reported that she received the document and submitted to the Registrar for review.

d. Review of By-laws Draft

i. Committee reviewed the By-laws and changes were made however, changes cannot be finalized until the committee receives feedback from the Union negotiators (AVP and Faculty Union President).

5. New Business

a. Voting for New Officers

i. C. Santos, J. Munoz, and E. Duenas were nominated to serve as Chair/Co-chair(s) on this committee; motion passed unanimously.

6. Information and Updates

a. Faculty

i. J. Munoz reported that there are two new members to the Faculty Senate, Robin Roberson and Norman Aguilar.

- ii. J. Munoz reported that there is a faculty concern regarding the memo “For Credit but not for Degree courses”, however, he also stated that this concern is for informational purposes and does not require any action.
 - iii. C. Santos provided a draft listing of committee members, she advised the committee members to review and make changes
 - b. Staff
 - i. E. Duenas reported that the Staff Senate Executive Council meets monthly and there are three General Membership meetings throughout the year.
 - c. Students
 - i. S. Alvarez reported that there were 720 students who attended the Fall Festival; James Pangelinan is the new BOT Student Representative. He also mentions that General Membership meetings occur twice a month and if any student concerns are raised, the concerns are filtered through protocol.
 - ii. S. Alvarez also reported that the Building a Stronger Workforce Conference is tomorrow, October 12, 2012.
 - d. Administration
 - i. FY2012
 - 1. C. Santos reported that to date GCC’s has received 99% of the General Fund for FY12 and 52% of the MDF; GCC anticipates to receive an additional \$40K from MDF which will close out FY12.
 - ii. FY2013
 - 1. C. Santos reported that for FY13, GCC has been appropriated \$15.7M however, the Governor has posted a 15% reserve, so the revise appropriation is \$13.3M. No information on additional funding for FY13 at the time of this meeting.
 - 2. C. Santos also reported that the expenditures payroll w/benefits at \$1.1M, utilities \$113K-\$120K and other expenditures \$80K to date. For FY13, C. Santos estimates power at \$1.6M, water \$48K, telephone services \$53K, and contractual services at \$1.3M.
 - iii. C. Santos states that the preparation for the audit is ongoing and the audit will begin January or February 2013.
 - iv. C. Santos also reported that the Foundation Building is 100% complete, ribbon cutting is scheduled for November 5, and the vendor for the Café is Roasted. J. Munoz reported that Patricia Terlaje will take part in the ribbon cutting ceremony as the Faculty representative.
 - v. C. Santos distributed the CIP projects for FY13.
 - vi. V. Tudela reported that AAD is coordinating a Halloween Costume Parade on Oct. 31 beginning at 8:30a.m. in the parking lot of the Student Services and Administration bldg. with light refreshments afterwards.
7. Open Discussion - None
8. Agenda Items for Next Meeting - None
9. Schedule for Next Meetings
- a. January 25, 2013 @ 10a.m.
 - b. March 22, 2013 @ 10a.m.
 - c. May 10, 2013 @10a.m.
10. Adjournment at 10:15a.m. Motion made by J. Camacho, seconded by S. Marmar.

**RPF & CGC
FINANCIAL STATUS UPDATE
October 11, 2012**

- As of 10/11/12, the College has received 99% and 52% of the GF and MDF requested allotments, respectively. The breakdown is below:

FY 2012 10/11/2012

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,299,517	12,591,591	12,501,508	12,501,508	100%	94%
LPN	705,058	655,704	655,704	655,724	100%	93%
MDF	1,688,448	1,435,181	1,435,181	739,416	52%	44%
TAF	24,154	22,463	22,463	20,531	91%	85%
Totals	15,717,177	14,704,939	14,614,856	13,917,179	95%	89%

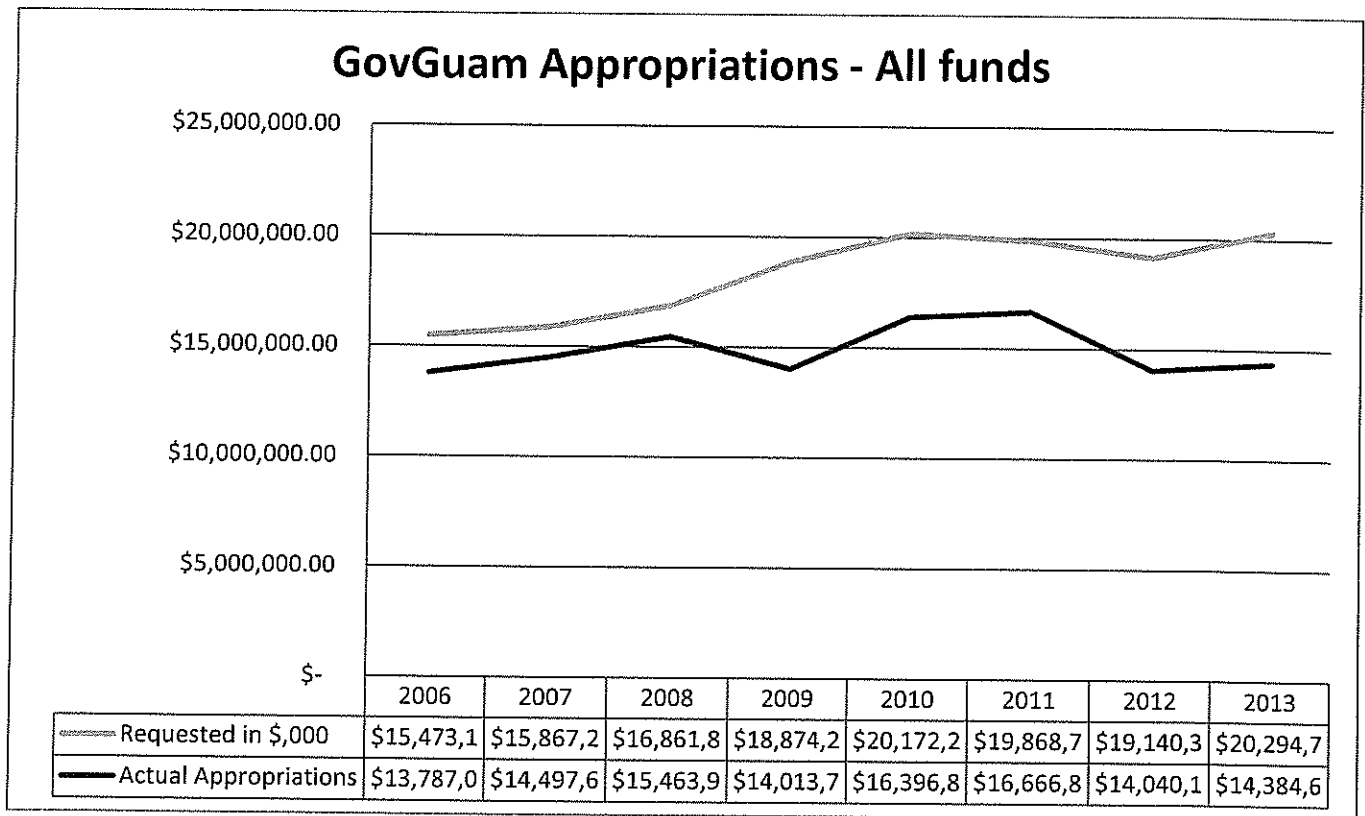
FY 2013 10/11/2012

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	11,306,369	0	0	#DIV/0!	0%
LPN	705,058	599,299	0	0	#DIV/0!	0%
MDF	1,688,448	1,435,181	0	0	#DIV/0!	0%
TAF	24,154	20,531	0	0	#DIV/0!	0%
Totals	15,719,271	13,361,380	0	0	#DIV/0!	0%

- Current monthly expenditures for general fund are as follows:
 - Monthly payroll with benefits \$1,100,000
 - Utilities \$ 113,000 (\$101K P, \$4.5K W, \$8K tele)
To date utility expenditure from GF is \$1,034,345
 - Other expenditures, YTD \$ 80,195
- FY13 power is \$1.6M, water \$48,000, telephone \$53,000. Contractual costs estimated at \$1.3M
- FY12 closing and setup for audit currently ongoing. Over 350 purchase orders rolled from FY12.
- The Foundation Building project is 100% complete and expected ribbon cutting tentatively set for November 5, 2012. The Foundation Building Café vendor has been awarded and is Roasted.

- The Legislature passed the FY13 budget Bill S426-31. Governor has not signed the budget bill. Below is a summary as compared with FY12.

Appropriations	FY13	FY12	Difference	% Difference
	\$			
General Fund	13,301,611	\$ 13,299,517	2,094	0.02%
LPN	705,058	705,058	0	0.00%
MDF	1,688,448	1,688,448	0	0.00%
TAF	24,154	24,154	0	0.00%
Totals	\$ 15,719,271	\$ 15,717,177	\$ 2,094	0%



A		B		C		D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT Spec	Increment Date	AMT	Sub-total	Retirement 30.09%	Retire(DD) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental					
1	PRE001	Assistant Director	Reyes, Lolita C.	O-6-c	42,869	0	0	0	62,869	12,899	0	0	622	76	2,404	139	16,140	59,009			
2	ASD033	Facilities Engineer	AdministPerez, Lawrence P.	N-2-a	62,878	0	0	0	62,878	18,920	495	0	912	153	0	0	20,480	83,358			
3	NAF024	Maintenance Supervisor	Quenga, Benny John R.	J-1	22,942	0	0	0	22,942	6,903	495	0	333	153	0	0	7,884	30,826			
4	AAD016	Assistant Director	Montague, Marlina O.	O-3-a	74,582	0	0	0	74,582	22,442	495	0	1081	153	0	0	24,171	98,753			
5	NAF012	Administrative Assistant	Aguilar, Marina C.	J-6	29,827	0	0	0	29,827	8,975	495	0	432	153	0	0	10,055	39,882			
6	NAF010	Instructor	Cejoco, Jose L.	J-11-c	54,331	0	0	0	54,331	16,348	0	0	788	153	6,517	374	24,180	78,511			
7	NAF009	Instructor	Dydasco, Gene G.	J-2-b	37,598	0	0	0	37,598	11,313	399	0	545	153	1,359	182	13,951	51,549			
8	AAD0E4	Instructor	Roberto, Joachim P.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	2,401	226	15,494	54,000			
9	NAF020	Assistant Instructor	Healy, Paul J.	J-4-c	36,070	0	0	0	36,070	10,853	495	0	523	153	3,780	223	16,027	52,000			
10	AAD059	Instructor	Kerner, Paul N.	J-6-c	44,520	0	0	0	44,520	13,396	495	0	646	153	1,683	226	16,599	61,119			
11	AAD002	Administrative Assistant	Mesa, Genevieve P.	J-4	27,248	0	0	0	27,248	8,199	495	0	395	153	0	0	9,242	36,490			
12	AAD137	Instructor	Bollinger, Simone E.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	1,683	0	14,550	53,291			
13	NAF023	Instructor	Dela Cruz, Tressa C.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	2,579	277	15,723	54,464			
14	NAF028	Administrative Aide	*Vacant-New	F-1	17,635	0	0	0	17,635	5,306	495	0	256	153	2,503	192	8,905	26,540			
15	NAF021	Instructor	*Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295			
16	NAF024	Instructor	*Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295			
17	NAF022	Instructor	*Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295			
18	NAF025	Instructor	*Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295			
19	NAF026	Instructor	*Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295			
20	AAD204	Associate Dean	*Vacant-James, G.	N-7-d	49,747	0	0	0	49,747	14,969	495	0	721	153	6,713	349	23,400	73,147			
21	NAF027	Instructor	*Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295			
22	NAF014	Computer Technician I	*Vacant-New	H-1	19,968	0	0	0	19,968	6,008	495	0	290	153	2,503	192	9,841	29,609			
23	BFD031	Personnel Assistant I	*Vacant-New	I-1	18,723	0	0	0	18,723	5,634	495	0	271	153	2,503	192	9,248	27,971			
24	AAD201	Library Technician I	*Vacant-New	F-1	17,635	0	0	0	17,635	5,306	495	0	256	153	2,503	192	8,905	26,540			
25	NAF029	Cashier I	*Vacant-New	D-1	15,840	0	0	0	15,840	4,766	495	0	230	153	2,503	192	8,339	24,179			
26	NAF002	Word Processing Secretary	Bias, Barbara J.	H-2	21,216	0	0	0	21,216	6,384	495	0	308	153	0	0	7,340	28,556			
27	NAF018	Program Coordinator I	Quan, Jaclyn L.	K-1	24,648	0	0	0	24,648	7,417	495	0	357	153	1,683	226	10,331	34,979			
28	NAF001	Program Specialist	Perez, Rowena Ellen	K-6-a	49,754	0	0	0	49,754	14,971	495	0	721	153	2,401	226	18,472	68,208			
29	NAF003	Administrative Aide	Pascua, Tara Rose A.	F-5	22,048	0	0	0	22,048	6,634	495	0	320	153	1,683	226	9,511	31,000			
30	NAF004	Program Specialist	Datuin, Bonnie Mae M.	K-6-a	49,754	0	0	0	49,754	14,971	495	0	721	153	6,517	0	22,857	72,611			
31	FED024	Administrative Assistant	Chamberlain, Antonia M.	J-15	40,872	0	0	0	40,872	12,298	0	0	593	153	1,683	226	14,953	55,825			
32	FED016	Administrative Assistant	Damian, Eleanor A.	J-1	22,942	0	0	0	22,942	6,903	495	0	333	153	3,607	374	11,865	34,807			
33	FED017	Program Specialist	Johns, Priscilla C.	K-7-d	53,352	0	0	0	53,352	16,054	0	0	774	153	2,401	226	19,607	72,959			
34	FED035	Office Aide	Castro, Amanda T.	A-3	15,080	0	0	0	15,080	4,538	495	0	219	153	0	0	5,404	20,484			
35	FED028	Program Coordinator II	Orioste, Karlin T.	L-5	33,155	0	0	0	33,155	9,976	495	0	481	153	0	0	11,105	44,260			
36	FED010	Instructor	Santiago, Dana E.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	1,359	0	14,226	52,967			
37	FED011	Program Specialist	Hosei, Huan F.	K-6-b	50,253	0	0	0	50,253	15,121	495	0	729	153	6,517	0	23,015	73,268			
38	FED012	Administrative Assistant	Santos, Tanya-Marie T.	J-1	22,942	0	0	0	22,942	6,903	495	0	333	153	1,683	226	9,793	32,735			
39	FED018	Program Coordinator II	Fathal, James	L-1	26,520	0	0	0	26,520	7,980	495	0	385	153	0	0	9,012	35,532			
40	FED004	Program Coordinator I	San Nicolas, Christopher H.	K-1	24,648	0	0	0	24,648	7,417	495	0	357	153	3,780	223	12,425	37,073			
41	FED006	Program Coordinator I	Artero, Pascual S.	L-1	26,520	0	0	0	26,520	7,980	495	0	385	153	1,683	226	10,921	37,441			
42	FED013	Administrative Aide	Aguero, Michele M.	F-1	17,638	0	0	0	17,638	5,307	495	0	256	153	0	0	6,211	23,849			
43	FED019	Program Specialist	Sison, Christine B.	K-8-b	54,413	0	0	0	54,413	16,373	495	0	789	153	6,517	374	24,701	79,114			

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

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

A		B		C		D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
No.	Position Number	Position Title		Name of Incumbent		Grade /Step	Current Salary	OT Spec	Increment	Date	AMT	(E+F+G+I) Sub-total	Retirement 30.09%	Retire(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental		
44	FED020	Administrative Assistant		Flores, Winona S.		J-1	22,942	0	0	-	0	22,942	6,903	0	0	333	153	2,401	226	10,016	32,958
45	FED022	Program Coordinator II		Joseph, Gaudencia N.		L-1	26,520	0	0	-	0	26,520	7,980	495	0	385	153	0	0	9,012	35,532
46	FED031	Office Aide		Quichocho, Tiana R.		A-3	15,080	0	0	-	0	15,080	4,538	495	0	219	153	0	0	5,404	20,484
47	FED015	Instructor		Rosario, Barbara A.		J-3-a	38,741	0	0	-	0	38,741	11,657	399	0	562	153	1,359	182	14,312	53,053
48	FED034	Instructor		Sablan, Margaret I.		J-3-a	38,741	0	0	-	0	38,741	11,657	399	0	562	153	0	0	12,771	51,512
49	FED001	Assistant Instructor		Skoog, Heather N.		I-7-a	39,850	0	0	-	0	39,850	11,991	495	0	578	153	2,170	223	15,610	55,460
50	FED032	Program Coordinator II		Borja, Catherine R.		L-1	26,520	0	0	-	0	26,520	7,980	0	0	385	153	2,170	223	10,910	37,430
51	FED030	Computer Technician I		*Vacant-Zacarias, Z.		H-1	19,968	0	0	-	0	19,968	6,008	495	0	290	153	0	0	6,946	26,914
52	FED003	Administrative Assistant		*Vacant-Manalo, L.		J-1	22,942	0	0	-	0	22,942	6,903	495	0	333	153	1,683	226	9,793	32,733
Grand Total							1,766,846	0	0	0	0	1,766,846	531,644	21,987	0	25,619	7,879	107,949	7,741	702,819	2,469,665

GUAM COMMUNITY COLLEGE
(A COMPONENT UNIT OF THE GOVERNMENT OF GUAM)

Notes to Financial Statements
September 30, 2011 and 2010

*GCC's Official Year
"Anniversary Date"*

(1) Organization and Purpose

* Guam Community College (the College) was established by the enactment of Public Law 14-77, "The Community College Act of 1977" (the Law), which became effective on November 11, 1977. Administration and operation of the College is under the control of a nine-member Board of Trustees appointed by the Governor with the advice and consent of the Legislature. Two of the nine members have no voting and participation rights as they represent the faculty and staff union. The College is a component unit of the Government of Guam (GovGuam). The operation of the College is reliant on the appropriations provided by GovGuam.

On September 30, 2011, Public Law 31-99 was signed into law which updates, amends and repeals sections of previously enacted Public Law 14-77. Public Law 31-99 amends the purposes of the College to read as follows:

1. To establish career and technical education, and other related occupational training and education courses of instruction aimed at developing educated and skilled workers on Guam;
2. To coordinate with the Guam Education Board the development of career and technical education programs in all public schools on Guam;
3. To establish and maintain short-term extension and apprenticeship training programs in Guam;
4. To expand and maintain secondary and postsecondary educational programs in the career and technical fields;
5. To award appropriate certificates, degrees and diplomas to qualified students; and
6. To serve as the State Agency and the Board of Control for vocational education for purposes of the United States Vocational Education Act of 1946 and 1963 and subsequent amendments thereto.

The Guam Community College Foundation (the Foundation) was founded in August 1982, as a non-profit, public benefit corporation, which operates under a separate Board of Governors from that of the College. The accompanying financial statements include the accounts of the Foundation.

(2) Summary of Significant Accounting and Reporting Policies

Basis of Presentation

Governmental Accounting Standards Board (GASB) Statement No. 35, *Basic Financial Statements-and Management's Discussion and Analysis-for Public Colleges and Universities*, establishes the financial statement presentation for the College and provides a comprehensive, entity-wide perspective of the College's assets, liabilities, net assets, revenues, expenses, changes in net assets, and cash flows.

Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting*, the College has elected to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board (FASB) that were issued on or before November 30, 1989, and do not conflict with or contradict GASB pronouncements.

COPY

received
11-20-12 RG

11/20/12 4:17 pm

Memorandum

To: **Dr. Ray Somera (AVP) and Dr. Karen Sablan (GCCFU President)**

From: **Carmen K. Santos (Co-Chair)**
Jose Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

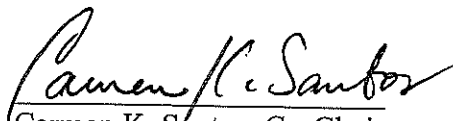
Date: **10/17/12**

Re: **Change to CGC composition**

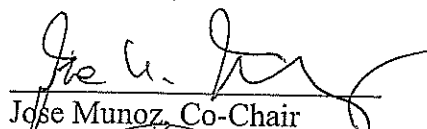
The 2010-2016 agreement between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO Article VII, currently defines the composition of the College Governing Council. The College Governing Council met on 10/11/12 and a request was made to change the composition of the committee as follows:

- From (2)two Staff members to (3)three Staff Senate representatives, specifically the President, Vice President, and a general member.
- From (1)one student representative to (2)two members appointed by COPSA specifically the President and Vice President.


All other members in the CGC will remain the same.
Therefore, we are requesting your approval to make the above changes.
Please let us know if you have any questions regarding the above.


Carmen K. Santos, Co-Chair

11/20/12
Date


Jose Munoz, Co-Chair

11/20/12
Date


Elizabeth Duenas, Co-Chair

11/20/12
Date

GUAM COMMUNITY COLLEGE
Board of Trustees

BY-LAWS

ARTICLE I

THE INSTITUTION

SECTION 1. NAME OF THE COLLEGE

The name of the College shall be the "Guam Community College" in accordance with Section 5116 of the Government Code of Guam.

ARTICLE II

BOARD OF TRUSTEES

SECTION 1. TRUSTEES

The Board of Trustees shall consist of seven (7) trustees; of the seven, one is to represent organized labor, one is to represent business & industry, one is to represent the students of the College, and the remainder shall be members of the general public; provided, however, that at least two (2) of the seven (7) trustees shall be women.

There may be in addition to the trustees, advisors who shall be without vote.

SECTION 2. APPOINTMENT

Trustees shall be appointed by the Governor of Guam with the advice and consent of the Guam Legislature. Advisors to the Board of Trustees shall be appointed by and serve at the pleasure of the Board.

SECTION 3. TERM OF OFFICE

- A. Trustees are appointed each for a term of five (5) years with the exception of the student member who is elected for a term of one (1) year*. All vacancies occurring on the Board of Trustees, with the exception of the student member, shall be filled by the Governor with the advice and consent of the Legislature for the unexpired term.
- *Guidelines for Student Trustee Election to the Board of Trustees*

- B. No person may serve as a trustee if he/she is a Government of Guam employee or if such

service would amount to a conflict of interest.

SECTION 4. OATH OF OFFICE

Before service on the Board of Trustees, each trustee shall take the oath of office required of all officers of the Government of Guam.

SECTION 5. POWERS

The Board of Trustees shall adopt policies and regulations necessary to the operation of the College. They shall also appoint and evaluate the President of the College.

SECTION 6. COMPENSATION

The voting trustees shall receive the sum of fifty dollars (\$50.00) for each attendance at the meeting of the Board at which a quorum is present, but such compensation shall be limited to not more than one-hundred dollars (\$100.00) in any calendar month. Trustees shall be reimbursed for actual travel, subsistence, and out-of-pocket expenses incurred in the discharge of their responsibilities. (Note - Revised 4/5/95; from \$75 to \$50)

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETINGS

The annual meeting of the College shall be held as a special meeting in addition to the regular meetings during the month of November of each year at such time, date, and place within Guam as selected by the Board and shall be for passing upon reports for the previous fiscal year and transacting such other business as may come before the meeting. It shall be the responsibility of the President to make adequate plans and preparations for the annual meeting.

SECTION 2. MEETINGS OPEN TO THE PUBLIC

All regular and special meetings of the Board of Trustees shall be open to the public, except during such times as are provided by the laws of Guam.

SECTION 3. REGULAR MEETINGS

Regular meetings of the Board of Trustees shall be held at such date, time, and place as may from time to time be determined by the Board. A copy of the agenda, with documentation, is to be delivered to Board members at least five (5) calendar days prior to the meeting. Any documentation delivered less than (5) calendar days prior to the meeting may result in the agenda item being deferred until the next regular or special meeting.

SECTION 4. SPECIAL MEETINGS

A special meeting may be called at any time by the Chair of the College, by delivering personally written notice or by member of the Board of Trustees. Notice to Trustees and twenty-four (24) hours prior to meeting time. The call and place of the meeting and the agenda with supporting documents considered at the special meeting. The twenty-four (24) hours of an emergency certified in writing by the Chairperson or Written notice may be dispensed with as to any member who convenes, files with the Secretary of the Board of Trustees written notice may be dispensed with as to any member who the time it convenes.

*M.S. Cannon, 9/10/12
From Bertha*

*Jiles
41*

SECTION 5. NOTICE OF MEETINGS

All meetings, both regular and special, shall be widely announced to the public. Such notice shall be given to all media on Guam at least 24 hours prior to the meeting time.

SECTION 6. QUORUM

Four (4) trustees shall constitute a quorum of the Board of Trustees for the purpose of conducting the business of the College and exercising its powers, and for all other purposes. The concurrence of four (4) trustees shall be necessary for the validity of any act of the Board at a duly called and noticed regular or special meeting.

SECTION 7. ORDER OF BUSINESS

The following shall be the order of business:

1. Roll Call
2. Approval of Minutes (previous meeting)
3. Communications
4. Public Discussion
5. President's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Executive Session (if necessary)
10. Reopening of Meeting to Public
11. Adjournment

SECTION 8. PUBLIC DISCUSSION

Public Discussion shall be for the purpose of allowing anyone the opportunity to bring pertinent matters before the Board. A request to make a presentation during Public Discussion must be made at least forty-eight (48) hours prior to the Board meeting and must be accompanied by a copy of the presentation to be made. No action of the Board may be taken on any item of Public Discussion at the meeting first presented with the sole exception being the referral of the item to the President or other official of the College for follow-up.

SECTION 9. BOARD CALENDAR

The Chairperson of the Board shall cause to be developed an annual Board Calendar which indicates items which routinely require Board action, periodic reports, and the meeting dates for that calendar year.

SECTION 10. OFFICIAL ACTIONS

All policy decisions shall be in written resolution form; the resolution as approved shall be attached to the official minutes of the meeting at which it was approved.

Whenever a handbook, state plan, or similar extensive document is approved, one copy of that document shall be placed in the Recording Secretary's file and one copy shall be placed in the Board of Trustees library.

Other Board of Trustees official actions, except as provided by law, which are topic specific and not general policy statements need not be in resolution form. These motions as approved shall

be a part of the regular minutes of the meeting at which they were approved.

SECTION 11. RULES OF ORDER

All rules of order not herein provided for shall be determined in accordance with "Robert's Rules of Order".

ARTICLE IV

OFFICERS

SECTION 1. OFFICERS, ELECTION, AND TERM

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Officers are elected at the December meeting in odd numbered years and shall serve two (2) year terms.

SECTION 2. CHAIRPERSON

The Chairperson shall determine the agenda of meetings, preside at all meetings of the Board of Trustees, shall appoint all committees, shall have all the powers and duties conferred upon him/her by law, and shall perform such other duties as may be prescribed by the Board.

SECTION 3. VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairman. In case of resignation, removal, or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until a new Chairperson is elected.

SECTION 4. SECRETARY

The Secretary shall cause to be kept the minutes of each meeting and shall authenticate the signature of the Chairperson or Vice Chairperson, by attesting to it. The Secretary shall have custody of the seal to all resolutions, contracts, and instruments authorized to be executed by the College requiring this seal. In the absence of the Secretary, the Treasurer shall act in that capacity.

SECTION 5. TREASURER

The Treasurer shall authorize the President to deposit the funds of the College in the name of the College in such banks as the Board may select. In the absence of the Treasurer, the Secretary shall act in that capacity.

SECTION 6. VACANCIES

Any vacancy among the officers of the Board shall be filled by election among the members; the person so elected shall complete the remainder of the term of office until the next regular elections are held.

SECTION 7. COMMITTEES

The Board may establish Ad Hoc Committees from time-to-time as necessary to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Such committees shall automatically expire upon completion of their assigned task.

The Board shall establish permanent Standing Committees to conduct the business of the Board. Committee recommendations are subject to approval of the Board. Standing Committee chairpersons will be elected among the Board members.

(The above amendment was approved by the Board of Trustees on December 29, 2005)

Responsibilities of Board Standing Committees:

1. Academic Affairs Standing Committee

The Academic Affairs Standing Committee shall review Board level policy concerns and transactions related to academic programs and student services and provide the full Board its advice and counsel relative to such matters. It will also assist the Board in assuring that educational and all other academic activities of the college are consistent with GCC's mission, goals and the Institutional Strategic Master Plan (ISMP).

2. Business and Finance Standing Committee

The Business and Finance Standing Committee shall consider, review, and make recommendations to the full Board on matters relative to the fiscal management and business operations of the college. It will also assist the Board in assuring that educational and all other academic activities of the college are consistent with GCC's mission, goals and the Institutional Strategic Master Plan (ISMP).

3. Administrative Services Standing Committee

The Administrative Services Standing Committee shall review Board level policy concerns and transactions related to physical facilities, administrative services, and information management systems and to provide the full board its advice and counsel to such matters. It will also assist the Board in assuring that educational and all other academic activities of the college are consistent with GCC's mission, goals, and the Institutional Strategic Master Plan (ISMP).

ARTICLE V

PRESIDENT AND OTHER OFFICIALS

SECTION 1. PRESIDENT

The President is an unclassified employee appointed by the Board of Trustees who shall fix the compensation for the office; the President can only be removed for cause by the Board. The President is the Chief Executive Officer of the College and shall have full charge and control of the administration and business affairs of the College.

The powers of the President include the following:

- A. To see that all policies, rules, and regulations are enforced.
- B. To attend all meetings of the Board and submit a monthly President's Report on the affairs of the College, and to keep the Board advised of the needs of the College.
- C. To devote full time to the affairs of the College; to select and appoint the employees of the College; to plan, organize, and control the services of such employees exercising such power under the general direction of the Board.
- D. To have prepared the budget submission of the College for the consideration and approval of the Board of Trustees.
- E. To cause to be submitted to the Governor and the Legislature those required status and financial reports when due and in the manner prescribed by the Board.
- F. To act, in cases where action must be taken within the College, where the Board of Trustees has provided no guides for administrative action, provided, however, that all actions and/or decisions shall be subject to review and concurrence by the Board of Trustees at the next regular meeting. It shall be the duty of the President

to inform the Board promptly of such action and to recommend a policy therefore.

- G. To perform such duties as the Board may require.

SECTION 2. OTHER PERSONNEL

The President shall hire other personnel as necessary to carry out the business of the College. The qualifications, duties, and salary ranges of such personnel shall be determined by the Board subject to the laws of the Territory of Guam. All employees of the College with the exception of the President and Private Executive Secretary are classified employees.

SECTION 3. AFFIRMATIVE ACTION

The Guam Community College adheres to the policy of equal opportunity and affirmative action in education, training, and employment of all persons regardless of race, religion, color, sex, age, handicap, or national origin.

Furthermore, the Guam Community College is committed to comply with all Guam and Federal statutes, rules, and regulations which prohibit discrimination in its policies and to direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1978 Education Amendments; Title II, 1976 Education Amendments to the Vocational Education Act of 1963; Executive Order 11246, as amended; Public Law 14-46, June 30, 1977; Executive Order 76-9, March 25, 1976; Title VI of the Civil Rights Act of 1964 (Public Law 88-352), 42 USC Section 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), 29 USC Section 794 et seq.; the Americans with Disabilities Act of 1990. (Public Law 101-336 (s.933)); and all requirements imposed by or pursuant to the Regulations (34 CFR parts, 12, 100, 104, and 106 issued pursuant the Act and now in effect); and any other law or Executive Order concerning discrimination of any kind.

SECTION 4. BONDING

The Treasurer/Secretary and any other officer or agent of the College charged with responsibility for the custody of any of its funds or property shall be bonded in such sum and with such surety as the Board shall determine. The Board at its discretion may also require any other officer, agent, or employee of the College to be bonded in such amount and with such surety as it may determine.

ARTICLE VI

FINANCIAL CONSIDERATIONS

SECTION 1. CONTRACTS

Except as otherwise provided in these by-laws, the Board may authorize by resolution any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and behalf of the College and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, AND ORDERS FOR PAYMENT

All checks, drafts, or other orders for payment of money issued in the name of the College shall be signed by such officer or officers, agent or agents, employee or employees of the College in such manner as shall from time-to-time be determined by official action of the Board in the form of a resolution.

SECTION 3. DEPOSITS

All funds with the exception of petty cash, in an amount not to exceed \$1,000, shall be deposited daily to the credit of the College in such bank or banks as the Board may select.

SECTION 4. FISCAL YEAR

The fiscal year of the College shall begin on the first day of October of each year and shall end on the thirtieth day of September of the following year.

SECTION 5. FUNDING

The Guam Community College, as an autonomous Government of Guam agency, is funded by the Government of Guam through Legislative appropriations. The Board of Trustees shall seek Federal funds and grants, private donations and grants, and any other funding which will enable the College to provide as broad a range of educational programs as possible.

SECTION 6. GUAM COMMUNITY COLLEGE FOUNDATION

There shall be a Guam Community College Foundation administered by a Board of Governors which shall have the responsibility to oversee the financial management of the endowment funds of the College. Members of the Board of Governors are selected by that body.

In accordance with the Articles of Incorporation of the Board of Governors, the Chairperson of the Board of Trustees (or his designee) and another member of the Board of Trustees, selected by that body, shall be members of the Board of Governors.

ARTICLE VII

MISCELLANEOUS

SECTION 1. POLICIES, RULES, AND REGULATIONS

The Board of Trustees shall have the power to make and adopt such policies, rules, and regulations, not inconsistent with law, or these by-laws, as it may find necessary for the management of the business and affairs of the College.

SECTION 2. SEAL OF THE COLLEGE

The seal of the College shall be surrounded by the name of the College and the date of creation in the form of a circle containing the College logo. The seal shall be affixed to all resolutions and contracts.

ARTICLE VIII

AMENDMENTS

SECTION 1. AMENDMENT TO BY-LAWS

These by-laws may be amended by the Board to the extent permitted by applicable laws and by-laws at a regular or special meeting, provided that any proposed amendment to be voted on at any meeting shall be included in the notice of such meeting.

**GCC Board of Trustees
By-Laws
Page 11**

IN WITNESS WHEREOF, the undersigned, being the current members of the Board of Trustees of Guam Community College, have hereunto subscribed their names this 15th day of December, 1993.

/s/
RICHARD G. TENNESSEN, Ed.D.
Chairman

/s/
JOSE T. MUNOZ
Vice Chairman

/s/
**ATANACIO T. DIAZ
MAGALLANES**
Secretary

/s/
MARCUS P.
Treasurer

/s/
LORRAINE C. YAMASHITA, Ed.D.
Member

/s/
ESTHER L. CRUZ
Member

College Governing Council

Friday, 01/25/13 @ 9:30 a.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 9:50 a.m.

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	x
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	absent
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	x
Doris Perez	doris.perez@guamcc.edu	x
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	x
Johanna Camacho	johanna.camacho@guamcc.edu	absent
Jose Munoz	jose.munoz@guamcc.edu	x
Robin Roberson	robin.roberson@guamcc.edu	x
Jennifer Esteves	jennifer.esteves@guamcc.edu	x
Steven Alvarez	steven.alvarez@guamcc.edu	x
Others Present:		
Ava Garcia (sitting in for J. Camacho)	ava.garcia@guamcc.edu	x

3. Approval of Minutes: Motion to approve minutes of October 11, 2012 made by S. Alvarez with minor corrections, seconded by V. Tudela. Motion passed unanimously.

4. Old Business

- a. 2011-2012 Committee Reports

- i. E. Duenas stated that she will send a copy of the Committee Reports via email.

- b. Notification Procedures on Prisoners & Sex Offenders

- i. V. Tudela reported that she received a drafted SOP prepared by J. Ige and a copy was sent to P. Clymer for his review to ensure that GCC is in line with FERPA regulations.

1. The SOP states that Student Support Services will maintain a list of all the students who are incarcerated or who are on the sex offender registry.
2. The listing will be available to Faculty members who want to know if a student is a registered sex offender. An announcement will be posted on MyGCC regarding the availability of the list at Student Support Services Office.
3. An MOA between DOC and GCC was prepared which highlights a sign-in requirement for inmates when they enter and exit GCC's campus. The MOA is currently being reviewed by President Okada and the Director of DOC.
4. V. Tudela will verify with P. Clymer if it is possible to put an asterisk next to the sex offender or prisoners name on the class listing. If the teacher still wants clarification, the list will be available at Student Support Service Office.

- c. Review of By-laws Draft-tabled

5. New Business

- a. FY14 Budget Request

- i. During a Joint Leadership meeting on January 18, 2013, staff and faculty representatives were informed that GCC could not submit the FY2014 budget reflecting increments and faculty were presented with the following three options:

1. Use the performance evaluation for AY2011-2012
 2. Use the performance evaluation for AY2012-2013
 3. Use the average of both academic years.
- ii. J. Munoz reported that Faculty members were surveyed; the results of the survey indicated that over 90% of the faculty chose to use their performance evaluation for AY2011-2012 for the pay adjustments. C. Santos requested that a synopsis of the results be submitted to support the recommendation which will be presented to the Board.
R. Roberson made a motion based on the survey results from faculty to use the AY2011-2012 faculty evaluation to determine pay adjustments, seconded by J. Munoz. Motion passed unanimously.
 - iii. C. Santos stated that AY2013 evaluations will still be in effect and will be conducted; any results would be factored into future increments.
 - iv. C. Santos reported that the actual request to the Legislature and the Governor's Office will be for \$19,769,890. However, there may be some changes to details of the budget request.
J. Munoz motioned to approve the FY14 Budget Request with changes, seconded by A. Garcia. Motion passed unanimously.
- b. Email Policy from CTC
 - i. C. Santos reported that M. Montague did give her an email policy. CTC is researching the utilization of gmail because services are free and it has more space for students; there is no official start date.
 - ii. C. Santos stated that the proposed email policy needed revisions so she sent it back to CTC for review to include the changes and a start date for GCC to begin using gmail.
 - c. FY13 CIP
 - i. C. Santos reported that the FY13 CIP was proposed at the RPF Committee and now brought forward to CGC for approval. (see attachment)
D. Perez made a motion to approve the FY13 CIP, seconded by J. Munoz. Motion passed unanimously.
6. Information and Updates
- a. Faculty
 - i. R. Roberson reported concerns from faculty regarding the directives of the Adjunct and Secondary Faculty sign-in and the late registration issue which was brought up at the CDC's meeting on Thursday, January 24, 2013.
 - ii. J. Munoz reported that CDC will meet with Dr. Somera regarding the Participatory Governance process.
 - iii. February 1, 2013 - Training for Faculty's New Evaluation Tool.
 - iv. March 1, 2013 - Faculty Development Day.
 - b. Staff
 - i. E. Duenas reported that Staff/Administrator Development Day is Tuesday, March 26, 2013; mandatory attendance, no leave will be approved.
 - ii. E. Duenas stated that the Staff Senate Executive Council meets on a monthly basis (last Thursday of every month).
 - c. Students
 - i. S. Alvarez reported that there were 177 (both sessions combined) students who attended the spring 2013 Orientation.
 - ii. S. Alvarez also reported that the Students Leading Students Conference is scheduled for Friday, March 1, 2013 at the Marriott Hotel.
 - iii. S. Alvarez reported a concern from students; students who are not residents of Guam but are attending GCC are not able to receive a parking decal because they do not have a Guam Driver's License. These students are here only during the semester and then return home. C. Santos will verify what is the Guam Law regarding this issue.

d. Administration

- i. C. Santos reported that she distributed a copy of the Financial Report to the committee members. (See Attachment).
- ii. D. Perez reported that the Facilities Master Plan was given to her last week. (Tabled at the RPF meeting). Committee members agreed to vote on the Facilities Master Plan via email through RPF Committee members then move forward to CGC. C. Santos will put out the information by January 25, 2013 so the plan can be finalized by next week.

7. Open Discussion - None

8. Agenda Items for Next Meeting - None

9. Next Meeting: March 22, 2013 @ 2:00 p.m.

10. Adjournment at 10:25a.m. Motion made by A. Garcia, seconded by J. Esteves.

**RPF and CGC
FINANCIAL STATUS UPDATE
January 25, 2013**

- As of 1/24/13, the College has received 28% and 0% of the GF and MDF requested allotments, respectively. There is still no change to the 15% reserve or \$2,357,891. Only pending \$2000 from TAF from MDF for FY12 appropriations.

FY 2013 1/24/2013						
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	11,306,369	3,768,790	3,768,794	100%	28%
LPN	705,058	599,299	199,766	199,763	100%	28%
MDF	1,688,448	1,435,181	478,394	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	15,719,271	13,361,380	4,467,481	3,968,557	89%	25%

Current YTD expenditures are as follows:

1/26/2013					
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 3,054,804	\$ 94,062	\$ 173,766	\$ 40,608	\$ 3,363,240
Salaries - Part Time			289,009	54,769	343,778
Benefits	1,034,123	31,551	86,598	22,629	1,174,901
Travel	-	415	(932)	16,740	16,223
Contractual Services		975	534,324	77,181	612,480
Supplies and Materials		4,759	17,603	34,758	57,120
Equipment		3,703	-	40,182	43,885
Miscellaneous		3,262	205	38,890	42,357
Interest Expense				17,245	17,245
Power			268,450		268,450
Water/Sewer			7,300		7,300
Telephone			8,860		8,860
Capital Outlay			22,769	86,335	109,104
	\$ 4,088,927	\$ 138,727	\$ 1,407,952	\$ 343,002	\$ 6,064,943

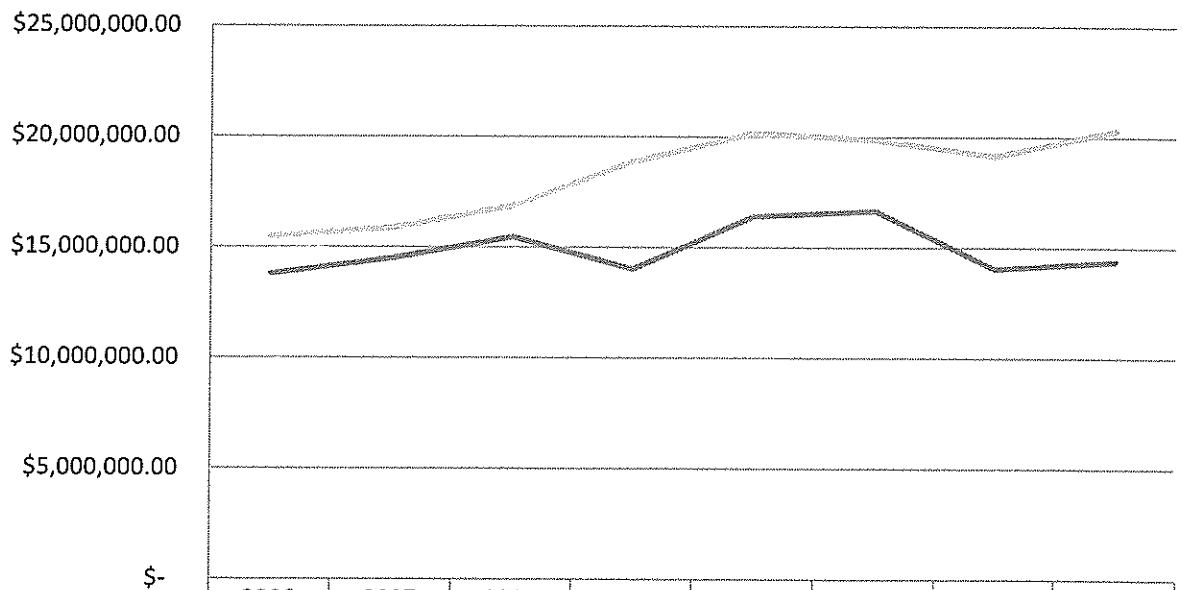
- Monthly estimated expenditures for Appropriated and Non-Appropriated fund are as follows:

- payroll with benefits \$1.1M - \$1.4M (based on FY12 figures)
- Utilities \$ 111,500 (\$103K P, \$4.1K W, \$4.4K tcl)
- Other contractual \$106,000 monthly

Total contractual costs estimated to be \$1,285,000 for FY13.

- FY12 audit currently ongoing, expect to be fieldwork to be completed by early Feb and report to be issued NLT 2/28/13
- FY14 NAF budget process will be started at beg of Feb with completion slated for April 2013
- Working on the update to the 5year Strategic Resource Plan.
- Roasted will have soft opening today 8-5pm and will be open regular hours of 8-8 starting Monday.
- Building 200 renovations bid was issued on 1/17/13, expect award to be by 2nd or 3rd week of March. Project is expected to be completed summer of 2014.
- At the Faculty Dev Day and Staff/Admin Dev Day there will be presentations on preventing sexual harassment and the Shooter on Campus Tabletop.
- 1st drop occurred last week and 306 students dropped, 193 returned. 2nd drop is this morning for non=payment.

GovGuam Appropriations - All funds



	2006	2007	2008	2009	2010	2011	2012	2013
Requested in \$,000	\$15,473,1	\$15,867,2	\$16,861,8	\$18,874,2	\$20,172,2	\$19,868,7	\$19,140,3	\$20,294,7
Actual Appropriations	\$13,787,0	\$14,497,6	\$15,463,9	\$14,013,7	\$16,396,8	\$16,666,8	\$14,040,1	\$14,384,6

Memorandum

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)
Joey Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

JAN 29 2013

Date: 1/28/13

Re: FY13 CIP, FY14 GovGuam Budget Request with application of Faculty Increments

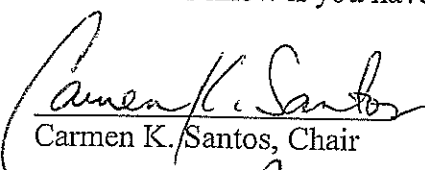
The College Governing Council met Friday, 1/25/13 to discuss agenda items above. Listed below are motions that were made and carried unanimously all of which are attached for your review.

- Approved: FY 2013 Capital Improvement Projects (CIP);
- Approved: FY2014 GovGuam Budget Request as presented; and
- Approved: Use of AY2012 full-time faculty evaluation results as the basis to determine pay adjustments as it relates to the FY2014 proposed budget staffing pattern. .

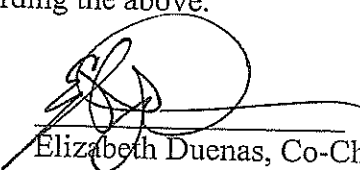
The FY2013 CIP, the FY2014 GovGuam Budget Request, and Faculty Senate's recommendation to use AY2011-2012 evaluation results were reviewed and recommended by the RFP Committee and later by CGC. Additionally, members of the Faculty Senate present explained that full-time faculty were afforded an opportunity to review and vote on options to determine pay adjustments as related presentation in the FY2014 budget. Faculty Senate reported that the faculty overwhelmingly (response rate over 90%) recommended to use AY2011-2012 faculty evaluation results as the basis to determine pay adjustment.

Members were advised, at the RPF and CGC meetings, that the recommendations cited above are proposals and subject to final approval by the Board of Trustees and subject to funding availability.

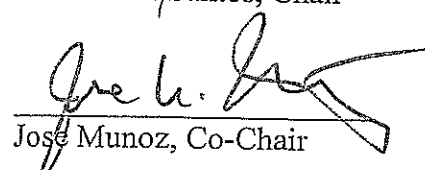
Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

1/29/13
Date


Elizabeth Duenas, Co-Chair

1/29/13
Date


Joey Munoz, Co-Chair

1/29/13
Date

GCC
Contractual Services
FY13

<u>F</u>	<u>Q</u>	<u>A</u>	<u>P</u>			<u>Funded</u>
26	11	1065	7230	CONTRACTUAL	service - pest control	5,700.00
28	11	1065	7230	CONTRACTUAL	maintenance - elevator	6,000.00
29	11	1065	7230	CONTRACTUAL	maintenance - generator	5,000.00
30	11	1065	7230	CONTRACTUAL	maintenance - water pump/sprinkler system	5,000.00
31	11	1065	7230	CONTRACTUAL	maintenance - web based	1,800.00
32	11	1065	7230	CONTRACTUAL	service - ground maintenance	13,000.00
33	11	1065	7230	CONTRACTUAL	service - janitorial to include new building	214,180.92
34	11	1065	7230	CONTRACTUAL	service - termite	1,000.00
35	11	1065	7230	CONTRACTUAL	service - locksmith	1,500.00
36	11	1065	7230	CONTRACTUAL	service - trash pick-up	31,200.00
				Contractual Services-		
54	11	3010	7230	Postage	Postage stamp	4,500.00
				Contractual Services -		
55	11	3010	7230	55 Armored Services	Daily Bank Cash Deposits	1,000.00
				Contractual Services -		
56	11	3010	7230	55 Audit firm	Audit Services FY 2013	28,500.00
				Hosting Service -		
				Payment Gateway Credit		
303	11	3020	7230	55 Card	TouchNet Information Systems; Inc	16,058.00
				E-Print and EDW License		
304	11	3020	7230	55 Maintenance	SGHE ePrint and EDW License Maintenance	11,221.00
				Two PCs and Two		
305	11	3020	7230	55 Macintosh Laptops	Computer Upgrade / Replacement	-
				FormFusion and		
				InteleCheck Software		
306	11	3020	7230	55 Maintenance	Evisions Inc. for Banner Printing	8,212.00
				Annual Subscription		
				Service -Bill+Payment		
307	11	3020	7230	55 Client	TouchNet Information Systems; Inc	8,371.00
				Oracle Database		
308	11	3020	7230	55 Software Maintenance	Sungard Higher Education Inc. for Oracle	6,667.00
				COGNOS Software		
309	11	3020	7230	55 Maintenance	SGHE COGNOS Software Maintenance	6,220.00
				Maintenance Service -		
				Payment Gateway Credit		
310	11	3020	7230	55 Card	TouchNet Information Systems; Inc	1,917.03
				Professional Technical		
300	11	3020	7230	55 Services	SGHE Advance Managed Services	60,000.00
				Banner and Related		
				Systems Software		
				Maintenance and		
301	11	3020	7230	55 Support	SGHE Enterprise Software Maintenance & Support	160,101.00
				CONTRACTUAL -	Renewal	
				MATERIALS		
66	11	3040	7230	55 MANAGEMENT	Property, Auto, Crime Insurance Premiums	94,772.00

				CONTRACTUAL - MATERIALS		
67	11	3040	7230	55 MANAGEMENT CONTRACTUAL - MATERIALS	Educators Insurance Premiums- PGL, ELL, UL, LPL	134,140.00
68	11	3040	7230	55 MANAGEMENT CONTRACTUAL - MATERIALS	Brokers Fee & surplus lines	16,096.80
69	11	3040	7230	55 MANAGEMENT CONTRACTUAL - MATERIALS	Printing services (building plans)	2,000.00
71	11	3040	7230	55 MANAGEMENT	IFB, RFP, RFQ, RFI advertisements	2,000.00
79	11	3070	7230	55 Contractual Services	Fire Alarm Maintenance/Testing & Removal of	
84	11	3080	7230	55 POSTAL BOX RENTAL	HazMat/Safety Signs/Safety Posters POSTAL BOX RENTAL	10,000.00 664.00
85	11	3080	7230	55 POSTAL METER RENTAL	POSTAL METER RENTAL	720.00
86	11	3080	7230	55 COPIER LEASE COMMUNICATION	COPIER LEASE	179,424.00
87	11	3080	7230	55 SYSTEMS	COMMUNICATION SYSTEMS	-
88	11	3080	7230	55 SECURITY SERVICES	SECURITY SERVICES	138,756.00
109	11	5020	7230	Printing of Degree/Certificate/Diplo ma (Jostens) Digital Architecture (Acalog) Maintenance Fee	Diplomas.Degrees/Certificates	5,000.00
111	11	5020	7230		Hosting, Support, & Upgrades (Annual)	4,140.00
117	11	5030	7230	Annual Online Survey/Survey Monkey	To pay the annual fee in order to utilize the survey engine.	500.00
119	11	5030	7230	22 TracDat Maintenance	To maintain the automated TracDat assessment system.	7,500.00
120	11	5030	7230	IDEA Student Survey & Processing	To obtain feedback from students regarding their experiences at the college.	4,500.00
155	11	6430	7230	EMT Medical Director	Medical oversight of program is essential component for all aspects of training program	4,500.00
156	11	6430	7230	BLS Cards	CPR certification all EMT courses	800.00
199	11	6810	7230	PEST & RODENT CONTROL	Service for foodservice labs	4,000.00
200	11	6810	7230	LP GAS	LP gas required for foodservice labs	6,000.00
201	11	6810	7230	EQUIPMENT MAINTENANCE	Necessary to keep all kitchen equipment working properly	7,000.00
211	11	6820	7230	EQUIPMENT MAINTENANCE	Necessary to keep all kitchen equipment working properly	5,000.00
212	11	6820	7230	LP GAS	Lp gas required for foodservice lab	5,000.00
219	11	6970	7230	CLASSROOM MAINTENANCE	Store and Classroom Maintenance	560.00
249	11	7220	7230	Contractual (Medical Advisor Fee and Medical Waste Management)	Contractual services to facilitate patient care.	1,510.00

259	11	7610	7230	Compass Administration Units	Technology Units consist of student information, Math, English and essay materials	3,600.00
260	11	7610	7230	CHOICES license renewal	Site license renewal for GCC site program site program necessary for academic and career development services with GCC's postsecondary students	725.00
280	11	7630	7230	CONTRACTUAL-INTERPRETERS	ASL INTERPRETERS	12,000.00
351	11	7950	7230	EBSCO	US periodical subscriptions to support student and faculty curricular needs	2,610.00
352	11	7950	7230	3M Service Contract for Security Gate	Maintenance of current book security system to secure library materials in support of maintaining resources for student and faculty curricular needs.	4,390.10
353	11	7950	7230	Subscription for E-books and Streaming Video	Materials to support curriculum and student learning in direct instruction and as a resource.	3,209.00
354	11	7950	7230	Local Subscriptions	Guam and Micronesian periodicals to support student and faculty curricular needs	445.00
302	11	3020	7450	Official Service Vehicle for Satellite Labs and Main Campus	Official Service Van Vehicle	25,000.00
					Total Contractual	1,283,709.85
	11	6000	7240	55	Dean's Account for supplies	1,000.00
	11	7000	7240	55	Dean's Account for supplies	1,000.00
	11	7220	7240	44	Health Center Supplies	8,590.00
	11	1065	7361	66	Power	1,578,000.00
	11	1065	7362	66	Water	48,000.00
	11	1065	7363	66	Telephone	53,000.00
	11	3000	7230	55	VP Office Budget	5,000.00
	11	5000	7230	33	VP Office Budget	5,000.00
	11	3080	7240	55	ASD - paper(\$5.5K), Fuel(\$7.5K), Postage(\$8.4K)	21,400.00
					Facility - Custodial (\$2K) and Maintenance (\$728) supplies	32,736.00
					Other accounts	1,753,726.00
					Total Requested	3,037,435.85
						1,358,435.85

Memorandum

To: **Mary A.Y. Okada, President**

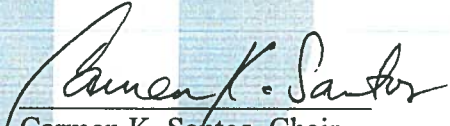
From: **Carmen K. Santos (Chair)**
Joey Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

Date: **2/4/13**

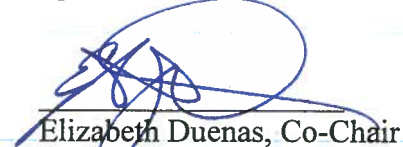
Re: **2011-2015 Physical Master Plan**

The College Governing Council met electronically and voted on Friday, 2/1/13 to approve the 2011-2015 Physical Master Plan as amended. The CGC is therefore recommending approval of the 2011-2015 Physical Master Plan.

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


Carmen K. Santos, Chair

2/4/13
Date


Elizabeth Duenas, Co-Chair

2/4/13
Date

ABSENT
Joey Munoz, Co-Chair

Date

Proposed, Capital Improvement Projects for FY2013

1/25/2013

GUAM COMMUNITY COLLEGE
Katherine Kaurandiat Guadian

PROJECT			COSTS			
Number	Title	Description	Estimated	Approved	Awarded	Balance
P13.6	Fire Alarm System	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff	\$75,000.00	\$0.00	\$0.00	\$0.00
P13.7	ADA Electronic Door	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities	\$4,480.00	\$0.00	\$0.00	\$0.00
P13.1	Energy Audit - ACs	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011" (TOA11)	\$82,545.20	\$0.00	\$0.00	\$0.00
P13.2	Energy Audit - Lights	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011" (TOA11)	\$66,560.67	\$0.00	\$0.00	\$0.00
P13.14	Transformer	Repair transformer abutting old BookStore ... Power source to Bldgs-500-600-900 Cancelled ... To be resolved via the Renovation of Building 200	\$0.00	\$0.00	\$0.00	\$0.00
P13.4	Electrical Panel	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches	\$38,000.00	\$0.00	\$0.00	\$0.00
P13.3	Typhoon Shutters	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering	\$67,375.00	\$0.00	\$0.00	\$0.00
P13.5	Security	Installation of campus-wide security system ... Toward eliminating graffiti & pilfering; providing a safe learning & working environment; securing facilities & equipment; and doing so within a 2-year, priority phasing of Buildings 1000, 3000, 4000, 2000 & 400	\$50,000.00	\$0.00	\$0.00	\$0.00
P13.8	Weathering of Buildings	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011" (TOA11)	\$1,000.00	\$0.00	\$0.00	\$0.00
P13.9	Room Maintenance	Annual prioritization-renovation-cleaning of Classrooms for a more-conducive learning & working environment ... 1st priorities are Buildings A, C & D	\$4,500.00	\$0.00	\$0.00	\$0.00
P13.10	Restroom	Renovation of restrooms at Building 400	\$69,000.00	\$0.00	\$0.00	\$0.00
P13.12	Fence	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	\$19,500.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL:			\$477,960.87	\$0.00	\$0.00	\$0.00

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

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total	(U+R)
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT Spec	Increment Date	Inc. AMT	(E+F+G+I) Sub-total	Retirement 30.09%	Retire(DD) 19.02%26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Benefits (K thru Q)	Total
1	PRE001	Assistant Director	Reyes, Lolita C.	O-6-c	42,869	0	0	0	42,869	12,899	0	0	622	76	2,404	139	16,140	59,009
2	ASD033	Facilities Engineer Administ	Perez, Lawrence P.	N-2-a	62,878	0	0	0	62,878	18,920	495	0	912	153	0	0	20,480	83,358
3	NAF024	Maintenance Supervisor	Quengua, Benny John R.	J-1	22,942	0	0	0	22,942	6,903	495	0	333	153	0	0	7,884	30,826
4	AAD016	Assistant Director	Montague, Mariena O.	O-3-a	74,582	0	0	0	74,582	22,442	495	0	1081	153	0	0	24,171	98,753
5	NAF012	Administrative Assistant	Aguilar, Mairna C.	J-6	29,827	0	0	0	29,827	8,975	495	0	432	153	0	0	10,055	39,882
6	NAF010	Instructor	Cejoco, Jose L.	J-1-c	54,331	0	0	0	54,331	16,348	0	0	788	153	6,517	374	24,180	78,511
7	NAF009	Instructor	Dydasco, Gene G.	J-2-b	37,598	0	0	0	37,598	11,313	399	0	545	153	1,359	182	13,951	51,549
8	AAD054	Instructor	Roberto, Joachim P.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	2,401	226	15,494	54,235
9	NAF020	Assistant Instructor	Healy, Paul J.	I-4-c	36,070	0	0	0	36,070	10,853	495	0	523	153	3,780	223	16,027	52,097
10	AAD059	Instructor	Kerner, Paul N.	J-6-c	44,520	0	0	0	44,520	13,396	495	0	646	153	1,683	226	16,599	61,119
11	AAD002	Administrative Assistant	Mesa, Genevieve P.	J-4	27,248	0	0	0	27,248	8,199	495	0	395	153	0	0	9,242	36,490
12	AAD137	Instructor	Bollinger, Simone E.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	1,683	0	14,550	53,291
13	NAF023	Instructor	Dela Cruz, Tressa C.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	2,579	277	15,723	54,464
14	NAF028	Administrative Aide	"Vacant-New	F-1	17,635	0	0	0	17,635	5,306	495	0	256	153	2,503	192	8,905	26,540
15	NAF021	Instructor	"Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
16	NAF024	Instructor	"Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
17	NAF022	Instructor	"Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
18	NAF025	Instructor	"Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
19	NAF026	Instructor	"Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
20	AAD204	Associate Dean	"Vacant-James, G.	N-7-d	49,747	0	0	0	49,747	14,969	495	0	721	153	6,713	349	23,400	73,147
21	NAF027	Instructor	"Vacant-New	J-3-a	38,735	0	0	0	38,735	11,655	495	0	562	153	2,503	192	15,560	54,295
22	NAF014	Computer Technician I	"Vacant-New	H-1	19,968	0	0	0	19,968	6,008	495	0	290	153	2,503	192	9,561	29,609
23	BFD031	Personnel Assistant I	"Vacant-New	I-1	18,723	0	0	0	18,723	5,634	495	0	271	153	2,503	192	9,248	27,971
24	AAD201	Library Technician I	"Vacant-New	F-1	17,635	0	0	0	17,635	5,306	495	0	256	153	2,503	192	8,905	26,540
25	NAF029	Cashier I	"Vacant-New	D-1	15,840	0	0	0	15,840	4,766	495	0	230	153	2,503	192	8,339	24,179
26	NAF002	Word Processing Secretary	Bias, Barbara J.	H-2	21,216	0	0	0	21,216	6,384	495	0	308	153	0	0	7,340	28,556
27	NAF018	Program Coordinator I	Quan, Jaclyn L.	K-1	24,648	0	0	0	24,648	7,417	495	0	357	153	1,683	226	10,331	34,979
28	NAF001	Program Specialist	Perez, Rowena Ellen	K-6-a	49,754	0	0	0	49,754	14,971	0	0	721	153	2,401	226	18,472	68,226
29	NAF003	Administrative Aide	Pascua, Tara Rose A.	F-5	22,048	0	0	0	22,048	6,634	495	0	320	153	1,683	226	9,511	31,559
30	NAF004	Program Specialist	Dauin, Bonnie Mae M.	K-6-a	49,754	0	0	0	49,754	14,971	495	0	721	153	6,517	0	22,857	72,611
31	FEDD024	Administrative Assistant	Chamberlain, Antonia M.	J-15	40,872	0	0	0	40,872	12,298	0	0	593	153	1,683	226	14,953	55,825
32	FEDD16	Administrative Assistant	Damian, Eleanor A.	J-1	22,942	0	0	0	22,942	6,903	495	0	333	153	3,607	374	11,865	34,807
33	FEDD17	Program Specialist	Johns, Priscilla C.	K-7-d	53,352	0	0	0	53,352	16,054	0	0	774	153	2,401	226	19,607	72,959
34	FEDD035	Office Aide	Castro, Amanda T.	A-3	15,080	0	0	0	15,080	4,538	495	0	219	153	0	0	5,404	20,484
35	FEDD28	Program Coordinator II	Orosio, Karlin T.	L-5	33,155	0	0	0	33,155	9,976	495	0	481	153	0	0	11,105	44,260
36	FEDD10	Instructor	Santiago, Dana E.	J-3-a	38,741	0	0	0	38,741	11,657	495	0	562	153	1,359	0	14,226	52,967
37	FEDD11	Program Specialist	Hosel, Huan F.	K-6-b	50,253	0	0	0	50,253	15,121	495	0	729	153	6,517	0	23,015	73,268
38	FEDD12	Administrative Assistant	Santos, Tanya-Marie T.	J-1	22,942	0	0	0	22,942	6,903	495	0	333	153	1,683	226	9,793	32,735
39	FEDD18	Program Coordinator II	Fathal, James	L-1	26,520	0	0	0	26,520	7,980	495	0	385	153	0	0	9,012	35,532
40	FEDD04	Program Coordinator I	San Nicolas, Christopher H.	K-1	24,648	0	0	0	24,648	7,417	495	0	357	153	3,780	223	12,425	37,073
41	FEDD08	Program Coordinator II	Artero, Pascual S.	L-1	26,520	0	0	0	26,520	7,980	495	0	385	153	1,683	226	10,921	37,441
42	FEDD13	Administrative Aide	Aguero, Michele M.	F-1	17,638	0	0	0	17,638	5,307	495	0	266	153	0	0	6,211	23,849
43	FEDD19	Program Specialist	Sison, Christine B.	K-8-b	54,413	0	0	0	54,413	16,373	495	0	769	153	6,517	374	24,701	79,114

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

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Benefits (K thru Q)	(J+R) Total
No.	Position Number	Position Title	Name of Incumbent	Grade /Step	Current Salary	OT Spec	Increment Date /AMT	Increment Sub-total	(E+F+G+I)	Retirement 30.09%	Retiree(DDI) 19.02*26pp	Soc Sec	Medicare 1.45%	Life \$153	Medical	Dental	Total Benefits (K thru Q)	(J+R) Total
44	FED020	Administrative Assistant	Flores, Winona S.	J-1	22,942	0	0 -	0	22,942	6,903	0	0	333	153	2,401	226	10,016	32,958
45	FED022	Program Coordinator II	Joseph, Gaudencia N.	L-1	26,520	0	0 -	0	26,520	7,980	495	0	385	153	0	0	9,012	35,532
46	FED031	Office Aide	Quichocho, Tiana R.	A-3	15,080	0	0 -	0	15,080	4,538	495	0	219	153	0	0	5,404	20,484
47	FED015	Instructor	Rosario, Barbara A.	J-3-a	38,741	0	0 -	0	38,741	11,657	399	0	562	153	1,359	182	14,312	53,053
48	FED034	Instructor	Sabian, Margaret I.	J-3-a	38,741	0	0 -	0	38,741	11,657	399	0	562	153	0	0	12,771	51,512
49	FED001	Assistant Instructor	Skoog, Heather N.	L-1	39,850	0	0 -	0	39,850	11,991	495	0	578	153	2,170	223	15,610	55,460
50	FED032	Program Coordinator II	Borja, Catherine R.	L-1	26,520	0	0 -	0	26,520	7,980	0	0	385	153	2,170	223	10,910	37,430
51	FED030	Computer Technician I	*Vacant-Zacarias, Z.	H-1	19,968	0	0 -	0	19,968	6,008	495	0	290	153	0	0	6,946	26,914
52	FED003	Administrative Assistant	*Vacant-Manalo, L.	J-1	22,942	0	0 -	0	22,942	6,903	495	0	333	153	1,683	226	9,793	32,735
Grand Total					1,766,346	0	0	0	1,766,346	531,644	21,987	0	25,619	7,879	107,949	7,741	702,819	2,469,665

College Governing Council

Friday, 03/22/13 @ 2:00 p.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 2:00 p.m.

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	x
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	x
Doris Perez	doris.perez@guamcc.edu	on leave
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	on leave
Johanna Camacho	johanna.camacho@guamcc.edu	x
Jose Munoz	jose.munoz@guamcc.edu	on leave
Robin Roberson	robin.roberson@guamcc.edu	x
Jennifer Esteves	jennifer.esteves@guamcc.edu	x
Steven Alvarez	steven.alvarez@guamcc.edu	x

3. Approval of Minutes: Motion to approve minutes of January 25, 2013 made by V. Tudela with corrections, seconded by J. Camacho. Motion passed unanimously.

4. Old Business

- a. Notification Procedures on Prisoners & Sex Offenders- V. Tudela reported on the following:
 - i. The MOA regarding incarcerated students on campus was approved by GCC and DOC. Prisoners are not allowed on campus at any time prior to the release of the secondary students. Prisoners must sign in and sign out at the Student Support Services Office.
 - ii. An SOP regarding the identification of students who are prisoners or registered sex offenders has been established; V. Tudela stated that as per P. Clymer, an asterisk cannot be placed by the individual's name because it is not allowed under the GCC Data Entry Standards.
 - iii. Admissions & Registration and the Student Support Services Office will work together to compile a list and if instructors are seeking information regarding a certain individual, refer to the list at the Student Support Services Office.
- b. Review of By-laws Draft-C. Santos reported that she received a draft from Dr. Somera and awaits the final signed copy. She asked the committee members to review the by-laws and if there are any changes or concerns, to bring it up at the next meeting. C. Santos reported that she will send a copy to all committee members as soon as she receives the final signed copy via email. Tabled
- c. 2011-2015 Physical Master Plan- C. Santos reported that on February 04, 2013 the Physical Master Plan was approved electronically by CGC. The vote was 6 to 1. C. Santos will verify the correspondence.

5. New Business

- a. FY14 NAF Budget Request-See Attachments
C. Santos reported that there are two sections of the FY14 Budget Request. One is the NAF Budget for tuition and fees and the other is the NAF Budget for continuing education projects.

M. Postrozny made a motion to approve the FY14 Budget Request, seconded by V. Tudela. Motion passed unanimously.

- b. Adjunct Hour Recommendations- C. Santos reported that on February 22, 2013 the RPF Committee approved CDC's recommendation to increase the adjunct hours to 135 hours.
R. Roberson made a motion to approve the increase of adjunct hours to 135, seconded by V. Tudela. Motion passed unanimously.

6. Information and Updates

- a. Faculty- None
- b. Staff
Staff/Administrator Development Day scheduled for Tuesday, March 26, 2013; mandatory attendance, no leave will be approved.
- c. Students- S. Alvarez reported the following:
 - i. The Annual Conference (10th Anniversary) was on March 01, 2013 about 160 students attended.
 - ii. SMILE will take an active role with Team GCC for Relay for Life.
 - iii. Spring Festival scheduled for April 4, 2013 from 4:00 p.m. to 8:00 p.m. at the Student Center Courtyard.
 - iv. Movie Night at the Student Center Courtyard; COPSA will be selling popcorn as an effort to raise money for Relay for Life.
- d. Administration- C. Santos reported the following:
 - i. Financial Report- (See Attachment).
 - ii. She is part of the Relay for Life Committee- selling passport discount cards at \$10.00.
 - iii. Implementation of email to Gmail was approved at the last Banner meeting and it will be implemented by fall 2013.

7. Open Discussion - None

8. Agenda Items for Next Meeting –

- a. Drivers License Parking Permit

9. Next Meeting: May 10, 2013. V. Cruz will poll for time.

10. Adjournment at 2:31 p.m. Motion was made by J. Camacho, seconded by V. Tudela.

RPF & CGC
FINANCIAL STATUS UPDATE
March 22, 2013

- As of 3/22/13, the College has received 28% and 0% of the GF and MDF requested allotments, respectively. There is still no change to the 15% reserve or \$2,357,891. Only pending \$2000 from TAF from MDF for FY12 appropriations.

FY 2013						
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	11,306,369	5,653,185	5,182,088	92%	39%
LPN	705,058	599,299	299,649	299,647	100%	42%
MDF	1,688,448	1,435,181	478,394	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	15,719,271	13,361,380	6,451,758	5,481,735	85%	35%

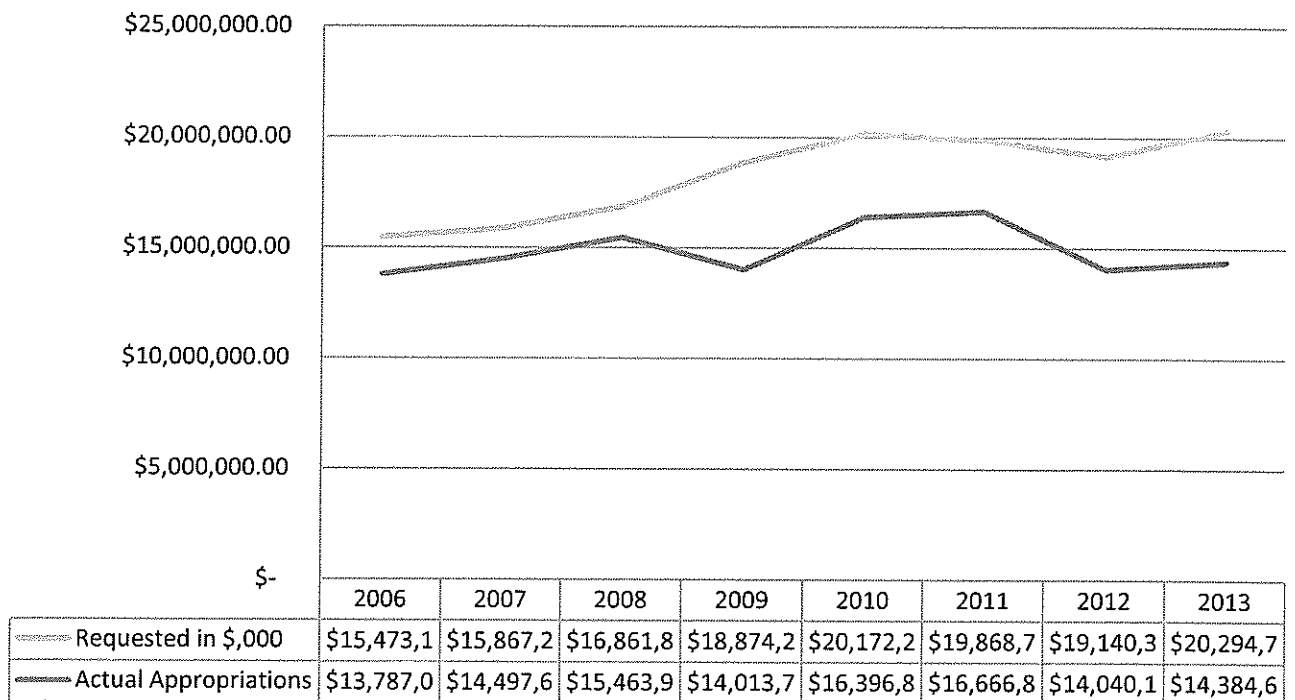
Current YTD expenditures are as follows:

3/22/2013					
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 4,670,124	\$ 144,228	\$ 293,205	\$ 59,388	\$ 5,166,945
Salaries - Part Time		-	456,408	75,325	531,733
Benefits	1,583,155	48,458	143,639	31,953	1,807,206
Travel	-	415	(932)	68,318	67,801
Contractual Services		975	724,721	135,830	861,526
Supplies and Materials		8,076	41,915	68,516	118,507
Equipment		4,110	1,214	385,108	390,432
Miscellaneous		8,340	1,529	74,096	83,965
Interest Expense				34,436	34,436
Power			459,646		459,646
Water/Sewer			14,608		14,608
Telephone			18,731		18,731
Capital Outlay			22,817	162,685	185,502
	\$ 6,253,278	\$ 214,602	\$ 2,177,500	\$ 1,095,657	\$ 9,741,037

- Monthly estimated expenditures for Appropriated and Non-Appropriated fund are as follows:
 - payroll with benefits \$1.1M - \$1.4M (based on FY12 figures)
 - Utilities \$ 111,500 (\$103K P, \$4.1K W, \$4.4K tele)
 - Other contractual \$106,000 monthly
- Total contractual costs estimated to be \$1,285,000 for FY13.

- FY12 audit completed. For the 12th year, GCC has received an unqualified “clean” opinion and is the ONLY GovGuam agency to receive low risk auditee status per OPA.
- Working on the update to the 5year Strategic Resource Plan.
- Building 200 renovations bid was open, and 4 vendors submitted. Currently proposals are being evaluated expect to issue award by early April. Project is expected to be completed summer of 2014.
- Staff/Admin Dev Day on March 26, 2013 on preventing sexual harassment and the Shooter on Campus Tabletop.
- Safety is working on bid scope for new Fire Alarm System.
- 2 grant proposals have been submitted for the DE strategic plan, for \$50K and \$250K. No word on these proposals. DE plan scope of work is being reviewed and plan to go out to bid before the semester is over.
- Changes to the early and late registration have been posted by Dr. Ray. Students will be notified of payment due dates.

GovGuam Appropriations - All funds



Guam Community College
2014 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2013					
PROJECTED REVENUES	2013 BUDGET REQUEST	2012 Budget Request	ACTUAL as of 09/30/12	FY 2014 PROJECTION	
Special Projects					
CONTINUING EDUCATION (CE)					
<i>Certified Manager's Prep</i>	40,000				48,360
<i>Health Certificate</i>	103,500	134,995	70,820		75,000
<i>SHRM Learning System</i>	13,500	13,500	17,140		
<i>Industry Certification</i>	79,260	101,600			224,440
<i>* Other Projects</i>	12,000	305,804	169,552		260,910
<i>GCC Room Rental</i>		60,000			12,000
<i>* Gov't Guam/Private Industries Training Requests</i>	236,790		19,064		
<i>* Prometric/Pan/Ed2go Online Courses/HOST TESTING</i>	270,805	89,631	10,968		388,805
<i>OSHA</i>	56,250	158,000			
<i>Computer Courses</i>	150,350	117,414			194,935
Total Continuing Education	962,455	980,944	287,544		1,204,450
TRADES & PROFESSIONAL SERVICES (TPS)					
<i>Vocational Methods I</i>		21,000	2,800		
<i>Vocational Methods II</i>		21,000			
<i>Teacher's Recertification</i>	144,000	21,000			24,000
<i>Immunizations</i>			30,000		30,000
<i>Public Health - Education</i>	500,000	765,500	1,177,270		577,500
<i>Project Approach (Reggio)</i>		21,000			
<i>Creating Online Learning Communities</i>		21,000			
<i>Allied Health Special Projects</i>	33,875		18,997		33,875
<i>Tour Guide</i>	15,000	15,000	13,275		11,250
<i>Hospitality Institute</i>					30,360
<i>Criminal Justice Academy</i>	90,000	90,000	57,422		95,000
<i>GED</i>	30,975	15,000			30,975
<i>Culinary Arts</i>	138,700	138,700	136,352		
<i>* Other Projects</i>		21,000	16,998		
Total Trades & Professional Services	952,550	1,150,200	1,453,114		832,960
TECHNOLOGY & STUDENT SERVICES (TSS)					
<i>Fiber Optics</i>	32,000	16,000	34,200		38,000
<i>Networking Courses (CCNA)</i>	40,000	112,000	89,470		64,000
<i>Telecom Courses (Category 5)</i>	36,000	30,000	39,322		30,000
<i>Other Projects</i>					
Total Technology & Student Services	108,000	158,000	162,992		132,000
TOTAL REVENUE	2,023,005	2,289,144	1,903,649	0	2,169,410

PROJECTED EXPENDITURES	2013 BUDGET REQUEST	2012 Budget Request	ACTUAL as of 09/30/12	FY 2014 PROJECTION	
Special Projects					
CONTINUING EDUCATION (CE)					
Certified Manager's Prep	40,000				48,360
Health Certificate	101,239	93,897	18,953		59,534
SHRM Learning System	13,500	15,400	6,357		
Industry Certification	79,260	81,990			224,440
Computer Courses	150,350	174,966			194,935
Food Service Manager's Preparation Courses	0				
* Other Projects	12,000	399,582	101,472		272,910
Gov't Guam/Private Industries Training Requests	236,790		9,993		
Prometric/Pan/Ed2go Online Courses/HOST TESTING	270,805	35,852	6,229		388,805
OSHA	56,250	93,571			
Department Incentives					
Total Continuing Education	960,194	895,259	143,004		1,188,984
TRADES & PROFESSIONAL SERVICES (TPS)					
Vocational Methods I		21,000	1,477		
Vocational Methods II		21,000			
Education Methods		21,000			
Teacher's Recertification	143,542				24,000
Immunizations			7,376		22,254
Public Health - Education	480,562	765,500	357,805		577,500
Other Education Projects		21,000			
Project Approach (Reggio)		21,000			
Creating Online Learning Communities		21,000			
Allied Health Special Projects	33,875		19,137		33,875
Tour Guide	10,683	10,683	4,506		7,898
Hospitality Institute					34,802
Criminal Justice Academy	87,659	87,609	23,656		80,302
GED	30,975	15,000			30,975
Culinary Arts	119,004	118,697	37,392		
* Other Projects			4,154		
Department Incentives					
Total Trades & Professional Services	906,300	1,123,489	455,503		811,606
TECHNOLOGY & STUDENT SERVICES (TSS)					
Fiber Optics	32,000	16,000	7,312		31,274
Networking Courses (CCNA)	40,000	112,000	33,856		62,307
Telecom Courses (Category 5)	36,000	30,000	10,082		24,817
Department Incentives					
Total Technology & Student Services	108,000	158,000	51,250		118,398
TOTAL EXPENDITURES	1,974,494	2,176,748	649,757	0	2,118,988
NET PROFIT/(LOSS)	48,511	112,396	1,253,892		50,422

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

Memorandum

To: **Mary A.Y. Okada, President**

From: **Carmen K. Santos (Chair)**
Joey Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

Date: **3/26/13**

Re: **FY14 NAF Budget and Adjunct Hour Recommendation**

Guam Community College
RECEIVED

APR 1 2013

PRESIDENT'S OFFICE

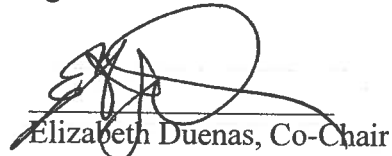
Initials: 

The College Governing Council met on 3/22/13 and unanimously approved the FY 2014 NAF Special Projects Budgets. Additionally, the CGC approved the recommendation to increase the adjunct instructional hour limit to 135 instructional hours. The CGC is therefore recommending approval of the FY14 NAF budget and the recommendation to increase adjunct instructional hours limit to 135.

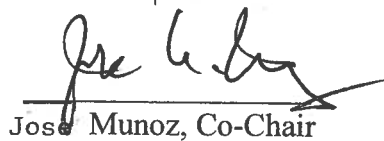
Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

3/26/13
Date


Elizabeth Duenas, Co-Chair

3/26/13
Date


Joey Munoz, Co-Chair

4/11/13
Date

Guam Community College
2014 BUDGET REQUEST - NAF FUND 11

FISCAL YEAR 2013				
PROJECTED REVENUES				
	2013 BUDGET REQUEST	2012 BUDGET REQUEST	ACTUAL as of 09/30/12	FY 2014 PROJECTION
Educational and General Operations Revenue				
Tuition Net of Capital Improvement	2,441,860	2,045,000	7,203,039	2,879,000
4 Capital Improvement Fees (Resolution 4-99)	618,000	483,000		732,000
5 Technology Fee for Upgrades (Resolution 11-2000)	171,000	157,000		183,000
5 Technology Fee for Current Operations (Resolution 11-2000)	171,000	157,000		183,000
Student Activity Fee	70,000	61,000		75,000
Perm. Faculty Positions (Resolution 5-2006)	1,635,630	1,100,000		1,951,668
Perm. Staff/Admin Positions (Resolution 5-2006)	654,252	441,000		780,667
Other Fees Net of Tech and Stud Act Fees	347,000	470,000		371,000
Total General Operations Subsidy	6,108,742	4,914,000	7,203,039	7,155,335
Auxiliaries Revenue				
Bookstore Sales	975,000	750,000	1,127,607	1,100,000
Food Services	12,000	12,000	12,000	12,000
Total Auxiliaries	987,000	762,000	1,139,607	1,112,000
Other Sources Revenue				
Administrative Recoveries	50,000	50,000	242,920	50,000
Interest/Miscellaneous Income	20,000	20,000	41,281	20,000
Other				
Total Other Sources	70,000	70,000	284,201	70,000
TOTAL PROJECTED REVENUE	7,165,742	5,746,000	8,626,847	8,337,335
PROJECTED EXPENDITURES				
	2013 BUDGET REQUEST	2012 BUDGET REQUEST	ACTUAL as of 09/30/12	FY 2014 PROJECTION
Educational and General Expenditures				
GovGuam Supplement - Other	2,375,130	925,130	626,616	1,475,130
GovGuam Supplement - Adjunct/Substitutes	1,200,000	1,027,437	1,216,257	1,200,000
GovGuam Supplement - PT Salaries				
8 Perm. Faculty Positions (Resolution 5-2006)	1,635,630	1,115,262	319,921	1,951,668
8 Perm. Staff/Admin Positions (Resolution 5-2006)	654,252	446,105	190,292	780,667
5 Technology Fee for Current Operations	171,000	157,000	157,000	183,000
5 Technology Fee for Upgrades (Resolution 11-2000)	171,000	157,000	156,999	183,000
Total E & G Expenditures	6,207,012	3,827,934	2,667,085	5,773,465
Other Educational and General Expenditures				
Promotion and Development	200,000	200,000	159,775	200,000
Professional Development - Faculty	75,000	75,000	63,713	75,000
Professional Development - Staff/Admin	50,000	50,000	46,701	50,000
6 Student Activity Fee - Dean Accts.	14,000	12,200	50,141	15,000
Pacific Island Student Transition	6,475	6,475	5,209	6,475
Graduation	10,000	10,000	10,000	12,000
Bank Fee Expenditures	36,500	36,500	53,840	55,000
Board of Trustees Travel	25,000	25,000	25,000	25,000
Faculty Senate	5,000	5,000	5,000	5,000
WP Secretary II (Salaries & Benefits)	28,000	27,702	21,728	30,000
USDA Loan Repayment - LRC	116,376	117,077	107,848	116,376
USDA Loan Payoff (Water Tank Loan)	244,695			0
Cosmetology	42,783	31,500	29,666	23,376
Early Childhood Education	16,741	22,500	22,493	20,078
Computer Science	12,754		12,754	15,190
Electronics	7,673		7,673	10,901
Office Technology	14,231		14,231	17,096
Automotive	14,672		14,672	15,663
Allied Health	20,500		20,500	24,235
Visual Communications	14,141		14,141	13,879
English	18,436		18,436	18,981
Criminal Justice				4,161
Culinary	41,760			45,030
Open Campus Day	10,000	10,000	1,300	0
Accreditation -AVP Office		75,000	66,616	0
Campus Painting			498,250	0
Total Other E & G Expenditures	1,024,737	703,954	1,269,687	798,440
Total E & G Expenditures	7,231,749	4,531,888	3,936,772	6,571,905
Auxiliaries Expenditures				
Bookstore	702,000	637,500	953,020	880,000
Total Auxiliaries	702,000	637,500	953,020	880,000
TOTAL CURRENT EXPENDITURES	7,933,749	5,169,388	4,889,792	7,451,905
TRANSFER				
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475	-6,475
Transfer from Foundation - Other				
Transfer to Foundation				
7 Transfer to Capital Improvement Fees	618,000	483,000	627,705	732,000
Transfer to Student Activity Fees	56,000	48,800	56,000	60,000
Total Transfer	667,525	525,325	677,230	785,525
TOTAL EXPENDITURES AND TRANSFERS	8,601,274	5,694,713	5,567,022	8,237,430
INCREASE (USE) OF RESERVE	-1,435,532	51,287	3,059,825	99,905

Notes: 1) The FY2013 Original Budget Amount reflects the initial budget request.
2) The FY2012 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/12.
3) Tuition & Fees projection is based on SP13, SU12, & FA12 enrollment figures inclusive of a 5% budgeted increase..
4) Not Separately budgeted.
5) Of the \$73.00 Technology fee, \$36.50 is reserved for the Upgrades and \$36.50 is for Computer Operations.
6) Student Activity Fee - Dean's 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) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

College Governing Council

Friday, 05/09/13 @ 2:00 p.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 1:50 p.m.

2. Attendance:

Name	E-mail	Present
Carmen Santos	carmen.kweksantos@guamcc.edu	x
Dr. Marsha Postrozny	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	x
Doris Perez	doris.perez@guamcc.edu	on leave
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	on leave
Johanna Camacho	johanna.camacho@guamcc.edu	x
Jose Munoz	jose.munoz@guamcc.edu	x
Robin Roberson	robin.roberson@guamcc.edu	x
JenniferEsteves	jennifer.esteves@guamcc.edu	x
Steven Alvarez	steven.alvarez@guamcc.edu	absent
Ava Garcia (sitting in for E. Duenas)	ava.garcia@guamcc.edu	x

3. Approval of Minutes: Motion to approve minutes of March 22, 2013 made by J. Munoz, seconded by J. Camacho. Motion passed unanimously.

4. Old Business

- a. Review of By-laws Draft-A. Garcia and J. Camacho reviewed and discussed the changes and agreed to move forward with those changes.
Motion was made by J. Camacho to approve the by-laws effective AY2013-2014, seconded by J. Munoz. Motion passed unanimously.

5. New Business

- a. Mission Statement Update/Review-
Motion was made by R. Roberson to table the review of the Mission Statement for the next CGC meeting, seconded by A. Garcia. Motion passed unanimously.

6. Information and Updates

- a. Faculty-
 - i. J. Munoz reported concerns with the lack of discussion and/or communication between faculty and administrators regarding the closure of the two (LMP and Construction) programs at Southern High School. C. Santos will bring this concern to the next Management meeting.
 - ii. J. Munoz reported that CGC sent a request for Adjunct Hour increase to the President. C. Santos stated that the president needs to make changes to the new Administrative Directive.
 - iii. R. Roberson reported on the concerns of the Secondary Faculty-last period preps. Prep periods may not be scheduled on the last period of the day.
 - iv. J. Munoz reported that the faculty election results have been posted online.

- b. Staff-
 - i. J. Camacho requested for a Staff Senate mailbox.
 - c. Students- J. Estevez reported the following:
 - i. Graduation Luncheon- Thursday, May 16, 2013 at 12:00 p.m. UOG Fieldhouse.
 - ii. BOT Members- Board of Trustees; Steven Alvarez (President), Jennifer Esteves (President), Suann Manibusan (Vice-President), Lawrence Alcairo (Treasurer), Elmarie Anderson (Secretary), Maria Massey (PRO) and Ashley Cabrera (Historian).
 - d. Administration- C. Santos reported the following:
 - i. May 09, 2013 Financial Report- (See Attachment).
 - ii. GCC Annual Picnic- Saturday, May 11, 2013 at Ypao Beach Main Pavilion from 9:00 a.m. to 2:00 p.m.
 - iii. GCC Graduation- Friday, May 17, 2013 at UOG at 6:00 p.m. All faculty and staff are highly encouraged to attend.
 - iv. GCC Convocation- Monday, August 12, 2013 at Leo Palace from 6:00 p.m. to 10:00 p.m.
 - v. Golf Tournament- Friday, September 28, 2013. Greg Manglona (Chair) and Donna Cruz (Co-Chair).
 - vi. GCC Gala- Saturday, October 26, 2013 at Sand Castle from 6:00 p.m. to 10:00 p.m.
 - vii. Email Policy- Migrating to gmail on June 01, 2013.
J. Munoz motioned to approve the email policy recommendation and to be forwarded to the president, J. Camacho seconded. Motion passed unanimously.
7. Open Discussion - None
8. Agenda Items for Next Meeting - None
9. Next Meeting: C. Santos will schedule via email for next meeting (August 2013)
10. Adjournment at 2:25 p.m. Motion was made by J. Camacho, seconded by R. Roberson.

RPF & CGC
FINANCIAL STATUS UPDATE
May 9, 2013

- As of 5/9/13, the College has received 46% and 14% of the GF and MDF requested allotments, respectively. There is still no change to the 15% reserve or \$2,357,891. Request has been made to BBMR for full release, however, we have not received a response.

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	11,306,369	7,537,580	6,595,384	88%	58%
LPN	705,058	599,299	399,533	349,589	87%	58%
MDF	1,688,448	1,435,181	956,787	239,201	25%	17%
TAF	24,154	20,531	20,531	22,946	112%	112%
Totals	15,719,271	13,361,380	8,914,431	7,207,120	81%	54%

Current YTD expenditures & encumbrances are as follows:
5/9/2013

	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 5,898,153	\$181,853	\$ 395,191	\$ 72,999	\$ 6,548,196
Salaries - Part Time		-	473,554	90,532	564,085
Benefits	1,999,291	61,138	181,235	37,267	2,278,931
Travel	20,114	1,396	(432)	157,202	178,280
Contractual Services		975	949,077	313,350	1,263,402
Supplies and Materials		12,205	81,001	126,870	220,077
Equipment		4,537	1,969	62,252	68,759
Miscellaneous		272,052	3,457	219,108	494,617
Interest Expense				49,761	49,761
Power			567,845		567,845
Water/Sewer			23,555		23,555
Telephone			34,713		34,713
Capital Outlay			22,817	267,385	290,202
Indirect Costs				12,300	12,300
	\$ 7,917,558	\$534,157	\$2,733,982	\$1,409,026	\$12,594,722

- Building 200 renovations bid was open, and 4 vendors submitted. Bid award and contract should be finalized after attorney review this week. Project is expected to be completed end of summer of 2014.
- 2 grant proposals have been submitted for the DE strategic plan, for \$50K and \$250K. No word on these proposals. DE plan scope of work is being reviewed and plan to go out to bid in early May 2013.
- Changes to the early and late registration have been posted by Dr. Ray. Students will be notified of payment due dates.
- Building 100 A/E has started and currently at 25% completion.
- GCC received extension to use the remaining \$89K from Guam Energy Office sub-grant for the lighting retrofit. Bid is out.
- Year end dates for fiscal year end closing dates have been posted. New Bookstore hours will be posted on GCC website.
- CIP projects completed include 500/600 roof repair, 500/600 restroom replacement, Bookstore POS systems. Projects out to bid are the WESCOM network equipment, Maintenance/Upgrade GCC Fire Alarm System, Campus-wide lighting retrofits, copying services.