

# College Governing Council

Thursday, 10/24/13 @3:00p.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Jennifer Esteves	<a href="mailto:jenifer.esteves@guamcc.edu">jenifer.esteves@guamcc.edu</a>	
Suann Manibusan	<a href="mailto:suann.manibusan@guamcc.edu">suann.manibusan@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Carmen Santos	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Dr. Gina Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	

3. Approval of Minutes: 05/09/13 –Tabled

4. Old Business

5. New Business

- CIP '14
- Adjunct Faculty Rates –Tabled
- Student Organization Advisor - Tabled

6. Information and Updates

- Faculty -Tabled
- Staff - Tabled
- Students -Tabled
- Administration - Tabled

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings: 11/14/13 @3:00p.m.

10. Adjournment

# College Governing Council

Thursday, 11/14/13 @3:00p.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Jennifer Esteves	<a href="mailto:jenifer.esteves@guamcc.edu">jenifer.esteves@guamcc.edu</a>	
Suann Manibusan	<a href="mailto:suann.manibusan@guamcc.edu">suann.manibusan@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Carmen Santos	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Dr. Gina Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 05/09/13 & 10/24/13

4. Old Business

5. New Business

- Tuition Waiver Proposal for Staff/Administrator

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

Thursday, 12/05/13 @3:00p.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Jennifer Esteves	<a href="mailto:jenifer.esteves@guamcc.edu">jenifer.esteves@guamcc.edu</a>	
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Suann Manibusan	<a href="mailto:suann.manibusan@guamcc.edu">suann.manibusan@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Carmen Santos	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Dr. Gina Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 11/14/13

4. Old Business

- Tuition Waiver proposal for Staff/Administrator

5. New Business

- Student Leaders Tuition Waiver Benefit Program

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, 01/31/14 @ 10:00 a.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Jennifer Esteves	<a href="mailto:jenifer.esteves@guamcc.edu">jenifer.esteves@guamcc.edu</a>	
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Carmen Santos	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Dr. Gina Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 12/05/13

4. Old Business

- Tuition Waiver proposal for Staff/Administrator

5. New Business

- Student Leaders Tuition Waiver Benefit Program
- FY15 Budget Request

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

Thursday, 03/13/14 @ 2:00p.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Jennifer Collins	<a href="mailto:jenifer.esteves@guamcc.edu">jenifer.esteves@guamcc.edu</a>	
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Carmen Santos	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Dr. Gina Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 01/31/14

4. Old Business

- Tuition Waiver proposal for Staff/Administrator

5. New Business

- Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member
- Adjunct Hours Recommendations
- Social Media Policy

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 03/28/14 @2:00p.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Jennifer Collins	<a href="mailto:jenifer.esteves@guamcc.edu">jenifer.esteves@guamcc.edu</a>	
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Carmen Santos	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Dr. Gina Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 03/13/14

4. Old Business

- Tuition Waiver proposal for Staff/Administrator
- Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member
- Adjunct Hours Recommendations

5. New Business

- Social Media Policy
- FY15 NAF Budget

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

Thursday, 04/24/14 @2:00p.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Jennifer Collins	<a href="mailto:jenifer.esteves@guamcc.edu">jenifer.esteves@guamcc.edu</a>	
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Carmen Santos	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Dr. Gina Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 03/28/14

4. Old Business

- Tuition Waiver proposal for Staff/Administrator
- Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member
- Adjunct Hours Recommendations
- FY15 NAF Budget
- Social Media Policy

5. New Business

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

Thursday, 10/24/13 @ 3:00 p.m.

Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 3:18 p.m.

2. Attendance:

Name	E-mail	Present
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	x
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	on leave
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	x
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	x
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	x
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	x
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jennifer Esteves	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	x
Suann Manibusan	<a href="mailto:suann.manibusan@guamcc.edu">suann.manibusan@guamcc.edu</a>	x

3. Approval of Minutes: 05/09/2013 – Tabled

4. Old Business  
None

5. New Business

- a. CIP '14 – D. Perez presented the CIP14 (See Attachment) Many projects in the CIP14 are carried over from CIP13 due to insufficient budgeting.

**Motion to approve the CIP14 projects as proposed was made by R. Roberson, seconded by J. Munoz. Motion passed unanimously.**

- b. Adjunct Faculty Rates – Tabled  
c. Student Organization Advisor – Tabled

6. Information and Updates

- a. Faculty – Tabled  
b. Staff – Tabled  
c. Students – Tabled  
d. Administration – Tabled

7. Open Discussion –

- a. Election for chair and co-chair

8. Agenda Items for Next Meeting - None

9. Schedule for Next Meeting: 11/14/2013 @ 3:00 p.m.

10. Adjournment at 3:30 p.m. Motion was made by J. Esteves, seconded by E. Duenas.



**RESOURCES, PLANNING, & FACILITIES COMMITTEE**  
**FINANCIAL STATUS UPDATE**  
**October 24, 2013**

- As of 10/24/13, the College has received 100% and 134% of the GF and MDF requested allotments, respectively. GCC has received release of 9% of the 15% reserve, with remaining \$1,095.116 reserves not released. Also, GCC received \$500K of the \$1.5M TAF Supplemental appropriations.

**FY '13 10/24/2013**

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	12,503,514	12,503,514	12,503,514	100%	100%
LPN	705,058	662,754	662,754	662,754	100%	100%
MDF	1,688,448	1,435,181	894,981	1,195,985	134%	83%
TAF	24,154	20,531	20,531	20,531	100%	100%
TAF - Supplemental	1,500,000	1,500,000	1,500,000	500,000	33%	33%
<b>Totals</b>	<b>17,219,271</b>	<b>16,121,980</b>	<b>15,581,780</b>	<b>14,882,784</b>	<b>96%</b>	<b>92%</b>

**FY '14 10/24/2013**

Appropriations	Appropriation	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	14,261,859	1,188,488	0	0%	#REF!
LPN	782,570	65,214	0	0%	#REF!
MDF	1,770,203	147,517	0	0%	#REF!
TAF	24,154	24,154	0	0%	#REF!
TAF - Supplemental	522,241	43,520	0	0%	#REF!
Capital Projects	100,000	100,000	0	0%	#REF!
<b>Totals</b>	<b>17,461,027</b>	<b>1,568,893</b>	<b>0</b>	<b>0%</b>	<b>#REF!</b>

Current YTD expenditures & encumbrances for FY13 as of 9/30/13 are as follows:

	Fund 1	Fund 3	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 9,580,474		\$ 289,097	\$ 680,984	\$ 152,885	\$10,703,440
Salaries - Part Time			-	1,107,538	147,116	1,254,653
Benefits	3,556,327		102,991	347,754	73,446	4,080,517
Travel	19,435		1,396	(81)	305,947	326,697
Contractual Services		140,574	975	1,287,213	637,743	2,066,505
Supplies and Materials	360	29,763	23,947	128,398	271,687	454,155
Equipment			27,620	9,701	1,010,539	1,047,860
Miscellaneous		73,670	564,783	4,225	313,063	955,740
Interest Expense					150,108	150,108
Power	68,168	299,847		861,091		1,229,105
Water/Sewer		12,000		44,765		56,765
Telephone		13,249		71,555		84,804
Capital Outlay			17,199	22,817	288,820	328,836
Indirect Costs					653,250	653,250
<b>TOTAL</b>	<b>\$13,224,764</b>	<b>\$569,103</b>	<b>\$1,028,009</b>	<b>\$4,565,960</b>	<b>\$4,004,602</b>	<b>\$23,392,438</b>

- Building 200 renovations awarded to ProPacific and project expected to be completed in Sept. 2014.
- During the summer, DE plan bid went out, but no submittals. Should be ready to award after negotiations with vendor on pricing. Expected by early November.
- Building 100 A/E has started and currently at 75-80% completion for A/E.
- Year end closeout and fiscal year audit preparations have started.
- FY14 GovGuam Budget, Bill 1(4-S) passed by legislature on 9/4/13 and subsequently signed by Governor. PL 32-068 budget provides \$14,261,859 GF, \$782,570 LPN/VG, \$1,770,203 MDF, TAF \$24,154 and \$522,241, and Capital Improvement Fund \$100,000 for a total of \$17,461,027. GCC requested \$19,382,636 for FY14 budget. GCC is no longer subject to BBMR allotment hold.
- FY14 Budgets have been loaded for the NAF and GovGuam. Contractual budgets have been loaded to fund 11 and fund 3.
- FY15 GovGuam Budget requests are due to Deans (Academic Depts.) by 11/22/13 @ 5pm. For non-academic departments due to BO by 11/22/13. Budget trainings to be held on 10/31/13 and 11/8/13 at 2pm Room TC1201.
- New bid out for desktop, laptops, ultrabooks. MMO working on bid for supplies and custodial supplies.
- Copying service bid has been cancelled twice due to protests. Working on revising the bid specifications.
- Academic Technologies continues to have Friday weekly trainings which are posted on MyGCC.
- Banner Group researching and determining timeline for Lumninos 5 upgrade.
- ISMP proposals have been posted on Group Studio. Everyone is encouraged to review and provide comments by the 12/6/13.
- Social Media proposed policy has been posted on MyGCC and the Website Group is soliciting input prior to being vetted through CTC.
- Thanks to everyone who helped with typhoon Francisco preparations.

## Proposed CIP'14

CAPITAL IMPROVEMENT PROJECT					FY'14 COSTS
No.	Category	Location	Description	Comments	Estimate
14.01	Safety & Security	Campus-wide	Restore ample lighting throughout the Campus' parking lots	Install 5 new LED floodlamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000.	\$47,500
14.02	Safety & Security	Campus-wide	Provide a centralized, mass notification system with 'bells & whistles'	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System	\$256,000
14.03	Safety & Security	Firing Range	Construct a perimeter fencing	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate	\$44,000
14.04	Safety & Security	6000	Resurface existing, eroding parking areas along Corten Torres St.	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, and along Corten Torres St.	\$54,000
14.05	Accessibility	5000	Install ADA-compliant door closures for accessibility to all	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers	\$9,500
14.06	Safety & Security	600	Retrofit & asbuilt primary & secondary electrical panels	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed	\$32,000
14.07	Environmental Health	600	Renovate the east-side walls of the Automotive Shop	Needed to replace deteriorating metal cover sheets, to eliminate water leaks during inclement weather, and to restore the structural integrity of the building	\$22,500

14.08	Safety & Security	3000, 1000	Upgrade the existing electrical panel & provide line conditioning	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.	\$92,500
14.09	Safety & Security	2000	Replace the corroded plumbing of 2000's east-wing fire sprinkler system	Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability ... Reference W0122143	\$5,000
14.10	Safety & Security	Campus-wide	Provide directory information kiosks, building labels & directional signages	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College	\$23,500
14.11	Safety & Security	A~D	Provision classroom doors with observation windows	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window	\$17,000
14.12	Environmental Health	Campus-wide	Provision convenient, external amenities for Students (e.g., iron benches, metal trash bins, recycle bins, etc.)	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place	\$21,500
14.13	Safety & Security	Campus-wide	Install speed humps	Needed to deter speeding & increase pedestrian safety within the campus parkings; and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps	\$6,500
14.14	Safety & Security	5000	Install accessibility pathway	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs	\$4,500
14.15	Environmental Health	A~D	Renovate the most-dilapidated classrooms	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements	\$12,000
14.16	Safety & Security	Campus-wide	Repair & service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.)	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours.	\$30,000

14.17	Safety & Security	Campus-wide	Replace those end-of-life, energy-inefficient ACs throughout the campus, and service those failing ACs due to power glitches & normal wear-and-tear.	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those <u>unanticipated</u> failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/that would adversely affect the Students' learning environment.	\$54,000
<b>GRAND TOTAL</b>					<b>\$732,000</b>



# Memorandum

To: Mary A.Y. Okada, President

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

Date: 10/25/13

Re: FY14 CIP

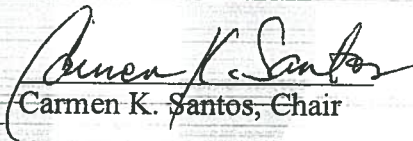
Guam Community College  
**RECEIVED**

OCT 25 2013

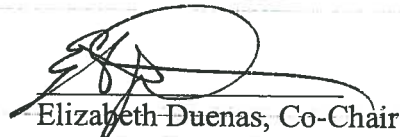
PRESIDENT'S OFFICE  
Initials: *ED*

The College Governing Council met Thursday, 10/24/13 to discuss the FY2014 proposed CIP projects that were reviewed and recommended by the RFP Committee and are now being recommended by CGC.

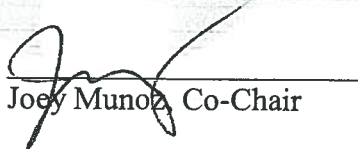
Please let us know if you have any questions regarding the above.

  
Carmen K. Santos, Chair

10/25/13  
Date

  
Elizabeth Duenas, Co-Chair

10/25/13  
Date

  
Joey Munoz, Co-Chair

10/25/13  
Date

## Proposed CIP'14

CAPITAL IMPROVEMENT PROJECT					FY'14 COSTS
No.	Category	Location	Description	Comments	Estimate
14.01	Safety & Security	Campus-wide	Restore ample lighting throughout the Campus' parking lots	Install 5 new LED floodlamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000.	\$47,500
14.02	Safety & Security	Campus-wide	Provide a centralized, mass notification system with 'bells & whistles'	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System	\$256,000
14.03	Safety & Security	Firing Range	Construct a perimeter fencing	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate	\$44,000
14.04	Safety & Security	6000	Resurface existing, eroding parking areas along Corten Torres St.	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, and along Corten Torres St.	\$54,000
14.05	Accessibility	5000	Install ADA-compliant door closures for accessibility to all	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers	\$9,500
14.06	Safety & Security	600	Retrofit & asbuilt primary & secondary electrical panels	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed	\$32,000
14.07	Environmental Health	600	Renovate the east-side walls of the Automotive Shop	Needed to replace deteriorating metal cover sheets, to eliminate water leaks during inclement weather, and to restore the structural integrity of the building	\$22,500



14.08	Safety & Security	3000, 1000	Upgrade the existing electrical panel & provide line conditioning	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.	\$92,500
14.09	Safety & Security	2000	Replace the corroded plumbing of 2000's east-wing fire sprinkler system	Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability ... Reference WO122143	\$5,000
14.10	Safety & Security	Campus-wide	Provide directory information kiosks, building labels & directional signages	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College	\$23,500
14.11	Safety & Security	A~D	Provision classroom doors with observation windows	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window	\$17,000
14.12	Environmental Health	Campus-wide	Provision convenient, external amenities for Students (e.g., iron benches, metal trash bins, recycle bins, etc.)	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place	\$21,500
14.13	Safety & Security	Campus-wide	Install speed humps	Needed to deter speeding & increase pedestrian safety within the campus parkings; and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps	\$6,500
14.14	Safety & Security	5000	Install accessibility pathway	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs	\$4,500
14.15	Environmental Health	A~D	Renovate the most-dilapidated classrooms	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements	\$12,000

14.16	Safety & Security	Campus-wide	Repair & service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.)	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours.	\$30,000
14.17	Safety & Security	Campus-wide	Replace those end-of-life, energy-inefficient ACs throughout the campus, and service those failing ACs due to power glitches & normal wear-and-tear.	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those <u>unanticipated</u> failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/ that would adversely affect the Students' learning environment.	\$54,000
<b>GRAND TOTAL</b>					<b>\$732,000</b>

# College Governing Council

Thursday, 11/14/13 @ 3:00 p.m.

Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 2:46 p.m.

2. Attendance:

Name	E-mail	Present
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	absent
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	✓
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	✓
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	absent
Jennifer Esteves	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	✓
Suann Manibusan	<a href="mailto:suann.manibusan@guamcc.edu">suann.manibusan@guamcc.edu</a>	✓
<b>Guest:</b>		
Edwin Limtuatco	<a href="mailto:edwin.limtuatco@guamcc.edu">edwin.limtuatco@guamcc.edu</a>	✓
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	✓

3. Approval of Minutes:

**Motion to approve minutes of May 09, 2013 with changes made by J. Munoz, seconded by R. Roberson. Motion passed unanimously.**

**Motion to approve minutes of October 24, 2013 made by J. Munoz, seconded by J. Esteves. Motion passed unanimously.**

4. Old Business

None

5. New Business

- a. Tuition Waiver proposal for Staff/Administrator – (See Attachment) E. Duenas will make revision to the memo and bring it back to CGC for approval. E. Duenas will verify with C. Santos if a vote for approval can be done electronically.

6. Information and Updates

- a. Faculty – Tabled
- b. Staff – Tabled
- c. Students – J. Esteves reported the following:
  - i. 145 students attended the “Building a Stronger Workforce Conference.”
  - ii. The Board of Trustees Student member, Barbara Leon Guerrero, and Jennifer Esteves will be attending the National Center for Student Leadership Conference in November 21-24, 2013.
  - iii. New student orientation for Spring 2014 is scheduled for January 14, 2014.
- d. Administration – Tabled

7. Open Discussion – Tabled

8. Agenda Items for Next Meeting

9. Schedule for Next Meeting

10. Adjournment at 3:35 p.m. Motion was made by J. Camacho, seconded by J. Munoz.

**Report for RPF & CGC**  
**Meeting Date November 14, 2013**

From: Carmen K. Santos

Division: Finance & Administration

- FY14 Budget is as follow: We have received GF \$594,244 and LPN \$65,214 allotment on 10/25/2013 for FY 14 appropriation. As of today, 4% (\$659,458.30) of total appropriation of \$17,461,027 was received.
- The remaining \$1m from TAF is expected to be received from DOA by tomorrow.
- DE Plan – President approved the DE evaluation and issuance of Notice of Intent to Ellucian. Contract is being prepared pending the submittal of required documentation (Guam Business License) from Ellucian.
- Loaded FY 2014 CIP budget.
- Loaded Wellness Center and Maintenance Building A& E budget (WCMB)
- Budget trainings were held for FY 15 budget preparation. Timelines were discussed and provided to participants during the training. FYI, Academic and Non Academic budgets are due to Dean and Division Head by 11/22/13.
- Crisis Prevention Institution (CPI) training was held yesterday, 11/13/13.
- Extension was granted up to 11/14/13 for bid opening of new desktop, laptops, and ultrabooks
- Pre bid conference was held for Kitchen Ventilation and Fire Suppression System on 11/6/13. Bid opening was extended to 11/25/13
- Copy services bid specification is still being reviewed by MMO. Anticipated to issue bid by early December.
- Banner Group researching and determining timeline for Luminus 5 upgrade
- ISMP proposal is posted on MyGCC. Deadline to provide comments by 12/6/13
- Academic Technologies continues to have Friday weekly trainings which are posted on MyGCC
- Spring 2014 early registration is on going. Student account with previous o/s balance is put on hold until paid in full.
- We are also processing promissory note for Spring 2014.

GCC  
DOA ALLOTMENT RELEASES  
10/1/2013 to 09/30/2014

Date	Check no.	Doc. No.	General Fund	LPN & Voc Guild	MDF	TAF	TAF (SUPP)	Capital Improvements Fund	Total
FY 2013									
10/14/2013	0548056	D139981035					500,000.00	*	500,000.00

FY2014									
10/25/2013	0548689	D149981001	594,244.13						594,244.13
10/25/2013	0548689	D149981001		65,214.17					65,214.17
									-
									-
									-
									-
Total FY 2013 collected as of 11/14/2013			\$ 594,244.13	\$ 65,214.17	\$ -	\$ -	\$ -	\$ -	659,458.30

YTD Expenditure as of 11/14/13 - FY 2014	(1,409,810.39)	(37,674.89)	-	(164,917.03)	-	(1,612,102.31)
Surplus/(Deficit)	(760,052.09)	Note (37,674.89)	-	(164,917.03)	-	(952,644.01)
YTD Encumbrance as of 11/14/13 - FY 2014	\$ 226,689.76	10,987.60	-	66,392.28	-	304,069.64

Monthly billing	\$ 1,188,488.25	\$ 65,214.17	\$ 147,516.92	24,154.00	43,520.08	100,000.00	1,468,893.42
Total Billed as of 11/14/13	\$ 2,376,976.50	\$ 130,428.33	\$ 295,033.83	24,154.00	\$ 43,520.08	100,000.00	2,870,112.75
Total uncollected as of 11/14/13	\$ 1,782,732.37	\$ 65,214.16	295,033.83	24,154.00	43,520.08	100,000.00	2,210,654.45
% collected on billed amount	25%	50%	0%	0%	0%	0%	23%

PL 32-068							
FY 2014 Local Appropriation	\$ 14,261,859.00	\$ 782,570.00	1,770,203.00	24,154.00	522,241.00	100,000.00	17,461,027.00

Overall %age collected from Total Appropriation	4%	8%	0%	0%	0%	0%	4%
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Fund 1 & 4 Expenditures as of 11/14/13	1,612,102.31
Total Encumbrances	304,069.64
	1,916,171.95

\* - Collection of \$500,000 is payment for FY 2013 appropriation.

**Proposed CIP'14**  
As of November 2013

CAPITAL IMPROVEMENT PROJECT					FY'14 COSTS
No.	Category	Location	Description	Comments	Estimate
14.01	Safety & Security	Campus-wide	Restore ample lighting throughout the Campus' parking lots	Install 5 new LED floodlamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000.	\$47,500
14.02	Safety & Security	Campus-wide	Provide a centralized, mass notification system with 'bells & whistles'	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System; <b>Scope of Work was updated to include questions raised during the initial bid earlier this year. Bid will be submitted to Procurement &amp; Inventory Administrator to announce.</b>	\$256,000
14.03	Safety & Security	Firing Range	Construct a perimeter fencing	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate; <b>Pending vendor's response to Notice of Intent to Award which was issued 10/31/13;</b>	\$44,000
14.04	Safety & Security	6000	Resurface existing, eroding parking areas along Corten Torres St.	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, <del>and along Corten Torres St</del>	\$54,000
14.05	Accessibility	5000	Install ADA-compliant door closures for accessibility to all	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers	\$9,500
14.06	Safety & Security	600	Retrofit & asbuilt primary & secondary electrical panels	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed	\$32,000
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14.08	Safety & Security	3000, 1000	Upgrade the existing electrical panel & provide line conditioning	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.	\$92,500
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14.10	Safety & Security	Campus-wide	Provide directory information kiosks, building labels & directional signages	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College	\$23,500
14.11	Safety & Security	A~D	Provision classroom doors with observation windows	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window	\$17,000

14.12	Environmental Health	Campus-wide	Provision convenient, external amenities for Students (e.g., iron benches, metal trash bins, recycle bins, etc.)	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place	\$21,500
14.13	Safety & Security	Campus-wide	Install speed humps	Needed to deter speeding & increase pedestrian safety within the campus parkings, and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps	\$6,500
14.14	Safety & Security	5000	Install accessibility pathway	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs	\$4,500
14.15	Environmental Health	A~D	Renovate the most-dilapidated classrooms	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements	\$12,000
14.16	Safety & Security	Campus-wide	Repair & service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.)	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours.	\$30,000
14.17	Safety & Security	Campus-wide	Replace those end-of-life, energy-inefficient ACs throughout the campus, and service those failing ACs due to power glitches & normal wear-and-tear.	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those unanticipated failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/ that would adversely affect the Students' learning environment.	\$54,000
<b>GRAND TOTAL</b>					<b>\$732,000</b>

**GUAM COMMUNITY COLLEGE**  
**College Governing Council**

December 10, 2013

*Gay*

**MEMORANDUM**

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

FROM: Carmen Santos *CMS*

Jose Munoz *JM*

Elizabeth J. Duenas *EJD*

CGC Co-Chairs

SUBJECT: Staff/Administrator Tuition waiver request

At the 12/5/13 meeting, the CGC reviewed and approved the following Staff/Administrator Tuition waiver request, which will be included in the Staff/Administrator Development Program Procedures on Tuition Waiver:

The Tuition Waiver is below:

GCC tuition is waived for a GCC Staff/Administrator if the employee is enrolled in a GCC course, which is directly related to the employee's position, personal growth, or achievement of first degree. This applies to a GCC course where there are at least 13 full paying students enrolled in the course.

Should this be approved the employees requesting assistance from the Staff/Administrator Development funds will follow all procedures as stated on the Staff/Administrator Development Program Procedures.



**GUAM COMMUNITY COLLEGE  
STAFFADMINISTRATOR DEVELOPMENT PROGRAM PROCEDURES**

October 21, 2013

**MEMORANDUM**

TO: Carmen Santos and Robin Roberson  
RPF Chairperson

FROM: Elizabeth J. Duenas  
Staff/Administrator Committee Chairperson

SUBJECT: Requesting tuition waiver for employees under the Staff/Administrator Program Procedures

Requesting the support of the RPF Committee to review and approve the following, which will be included in the Staff/Administrator Development Program Procedures on Tuition Waiver at GCC:

The Tuition Waiver for GCC is:

- a. Tuition Waiver for Guam Community College:
- i. GCC tuition is waived for a GCC employee if the employee is enrolled in a GCC course which is directly related to the employee's position or degree of study. All other applicable fees and books may be covered under the Staff/Administrator Development Program funds. If the GCC course has less than 13 students enrolled in the course, the full cost of the tuition may be covered under the Staff/Administrator Development Program funds.
  - ii. GCC tuition is waived for a GCC employee if the employee is enrolled in a GCC course taken for an employee's personal growth provided the course has 13 or more students of which those students are not also participating in this tuition waiver program. If the GCC course has less than 13 students enrolled in the course, the tuition waiver is not applied. Staff/Administrator Development Program funds may not be used for applicable fees and books related to GCC courses taken for personal growth.

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paying*

*Full  
paying*

Should this be approved the employees requesting assistance from the Staff/Administrator Development funds will follow all procedures as stated on the Staff/Administrator Development Program Procedures.

## College Governing Council

Thursday, 12/05/13 @ 3:00 p.m.

Faculty Senate Office – C2

### Minutes

1. Meeting called to order at 3:10 p.m.

2. Attendance:

Name	E-mail	Present
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	✓
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Jennifer Esteves	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	✓
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	✓
Suann Manibusan	<a href="mailto:suann.manibusan@guamcc.edu">suann.manibusan@guamcc.edu</a>	✓
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	absent
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	absent
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓

3. Approval of Minutes:

**Motion to approve minutes of November 14, 2013 with changes made by C. Guerrero, seconded by E. Duenas. Motion passed unanimously.**

4. Old Business

- a. Tuition Waiver proposal for Staff/Administrator – (See Attachment) E. Duenas presented a copy of the revised Tuition Waiver proposal for Staff/Administrator memo. The committee made changes to the attached memo. E. Duenas will include the committee recommendations and present a copy at the next CGC meeting.

**Motion to approve the Tuition Waiver Proposal for Staff/Administrator memo with changes was made by V. Tudela, seconded by J. Esteves; 8 votes to approve and 1 vote to not approve.**

5. New Business

- a. Student Leaders Tuition Waiver Benefit Program – Tabled

6. Information and Updates

- a. Faculty – FS Gathering to ratify Revised Job Specs on Friday, 12/06/2013 @ 3:30 p.m. – MPA.
- b. Staff – E. Duenas reported the following:
  1. Merit Bonuses were received for 2010 through 2012.
  2. Cross Training for AAD staff (Administrative Assistant, Administrative Aide, and WPSII).
  3. GCC Christmas Party Friday, 12/06/2013 at Westin Resort.
  4. Staff/Administrator Development Day Friday, 12/13/2013.
- c. Students – J. Esteves reported the COPSA Leadership Retreat is Tuesday, 01/07/2014 8:00 to 5:00 pm
- d. Administration – C. Santos reported the following:
  1. Financial Report (See Attachment)
  2. Richard Duque passing, first viewing at the Christ Bible Fellowship from 9:00 to 11:00 a.m. followed by service from 11:00 to 12:00 p.m. Second viewing from 7:00 to 9:00 p.m.

- 3. Theda Rios, mother passing. Funeral is scheduled for Saturday, 12/14/2013.
  - 4. ISMP deadline, 12/06/2013.
  - 5. AAD Christmas Party 12/12/2013 from 11:00 to 1:00 pm. Faculty members are welcome to participate.
  - 6. Social Media Policy being reviewed by CTC will be posted for public feedback.
  - 7. Banner Committee requested for faculty representation, if available.
7. Open Discussion – None
8. Agenda Items for Next Meeting
- a. Social Media Policy
9. Schedule for Next Meeting – 01/31/2014 @ 10:00 a.m.; tentatively. V. Cruz will send an email for quorum.
10. Adjournment at 4:04 p.m. Motion was made by E. Duenas, seconded by J. Esteves.

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**RESOURCES, PLANNING, & FACILITIES COMMITTEE**  
**FINANCIAL STATUS UPDATE**  
**December 5, 2013**

- For FY13, the College has received 100% and 134% of the GF and MDF requested allotments, respectively, and overall total of . GCC has received release of 9% of the 15% reserve, with remaining \$1,095.116 reserves not released. FY14 received total of 8% appropriations.

<b>FY13 As of 12/5/13</b>			<b>Requested</b>			
<b>Appropriations</b>	<b>Appropriation</b>	<b>Revised</b>	<b>Less</b>	<b>Received</b>	<b>%</b>	<b>% Appr</b>
		<b>Appropriations</b>	<b>Adjustment</b>		<b>Rec'd.</b>	<b>Rec'd.</b>
<b>General Fund</b>	13,301,611	12,503,514	12,503,514	12,503,514	100%	100%
<b>LPN</b>	705,058	662,754	662,754	662,754	100%	100%
<b>MDF</b>	1,688,448	1,435,181	894,981	1,195,985	134%	83%
<b>TAF</b>	24,154	20,531	20,531	20,531	100%	100%
<b>TAF - Supplemental</b>	1,500,000	1,500,000	1,500,000	1,500,000	100%	100%
<b>Totals</b>	17,219,271	16,121,980	15,581,780	15,882,784	102%	99%

- For FY14, GCC has received a total of 8% overall appropriation. There is no reserve.

<b>FY 14 12/5/13</b>						
<b>Appropriations</b>	<b>Appropriation</b>	<b>Req. Less Adj.</b>	<b>Received</b>	<b>% Rec'd.</b>	<b>% Appr Rec'd.</b>	
<b>General Fund</b>	14,261,859	2,376,977	1,188,488	50%	8%	
<b>LPN</b>	782,570	130,428	123,907	95%	16%	
<b>MDF</b>	1,770,203	295,034	0	0%	0%	
<b>TAF</b>	24,154	24,154	24,154	100%	100%	
<b>TAF - Supplemental</b>	522,241	87,040	43,520	50%	8%	
<b>Capital Projects</b>	100,000	100,000	0	0%	0%	
<b>Totals</b>	17,461,027	3,013,633	1,380,069	46%	8%	

Current YTD expenditures & encumbrances for FY14 as of 12/5/13 are as follows:

	<b>Fund 1</b>	<b>Fund 3</b>	<b>Fund 4</b>	<b>Fund 11</b>	<b>Fund 12</b>	<b>Total</b>
Salaries - Full Time	\$ 1,372,537		\$ 37,335	\$ 116,588	\$ 21,819	\$ 1,548,279
Salaries - Part Time	-		-	35,486	11,315	46,801
Benefits	466,117		12,403	43,050	9,035	530,606
Travel			-	11,511	33,008	44,518
Contractual Services		51,565	-	487,454	11,158	550,178
Supplies and Materials		6,717	10,708	18,262	29,041	64,729
Equipment			-	26,065	67,093	93,158
Miscellaneous			1,449	77,991	18,969	98,409
Interest Expense				16,666		16,666
Power	109,053	109,053		(2,578)		215,529
Water/Sewer	12,000	9,939		-		21,939
Telephone	333	2,741		-		3,074
Capital Outlay				-	5,994	5,994
Indirect Costs					-	-
<b>Subtotal</b>						
Expenditure	\$ 1,960,041	\$ 180,016	\$ 61,895	\$ 830,495	\$ 207,432	\$ 3,239,880
Encumbrances	226,690	55,088	8,633	980,364	198,003	1,468,778

Total Exp & Enc	\$ 2,186,731	\$ 235,104	\$ 70,528	\$ 1,810,859	\$ 405,435	\$ 4,708,657
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- DE plan bid currently in contracting phase.
  - Year end closeout and fiscal year audit preparations have started.
  - FY15 GovGuam Budget requests were due to Deans (Academic Depts.) by 11/22/13 @ 5pm. Final due to BO by 12/6/13.
  - Bid awards for desktop, laptops, ultrabooks have been published. MMO working on bid for supplies and custodial supplies.
  - Revised Copying service bid will be out tomorrow. Dedicated scanner has been requisitioned.
  - Academic Technologies continues to have Friday weekly trainings which are posted on MyGCC.
  - Banner Group researching and determining timeline for Lumninos 5 upgrade.
  - ISMP proposals have been posted on Group Studio. Everyone is encouraged to review and provide comments by the 12/6/13.
  - Received FEMA award letter for \$1.195M sub-award for Building 200.
  - Crisis Prevention Institute training to be held 12/19/13. Please contact Greg
- CIP**
- Building 6000 (Foundation) issues with elevator has not been resolved.
  - Allied Health room 3127 mold issue has been resolved and notice given to faculty that they may move back.
  - Building 200 renovations at 20% completion and project expected to be completed in Sept. 2014.
  - Building 100 A/E has started and currently at 100% completion for A/E.
  - CIP'14 project scopes being prepared by L. Perez.

# **GUAM COMMUNITY COLLEGE STAFF/ADMINISTRATOR DEVELOPMENT PROGRAM PROCEDURES**

November 15, 2013

## **MEMORANDUM**

TO: Carmen Santos  
Jose Munoz  
CGC Chairperson

FROM: Elizabeth J. Duenas  
Staff/Administrator Committee Chairperson

SUBJECT: Requesting tuition waiver for employees under the Staff/Administrator Program Procedures

Requesting the support of the RPF Committee to review and approve the following, which will be included in the Staff/Administrator Development Program Procedures on Tuition Waiver at GCC:

The Tuition Waiver for GCC is:

- a. Tuition Waiver for Guam Community College:
  - i. GCC Tuition is waived for a GCC employee if the employee is enrolled in a GCC course which is directly related to the employee's position or degree of study. **achievement of first degree**. All other applicable fees and books may be covered under the Staff/Administrator Development Program funds. If the GCC course has less than 13 **full paying** students enrolled in the course, the full cost of the tuition may be covered under the Staff/Administrator Development Program funds.
  - ii. GCC tuition is waived for a GCC employee if the employee is enrolled in a GCC course taken for an employee's personal growth provided the course has 13 or more students of which those students are not also participating in this tuition waiver program. If the GCC course has less than 13 **full paying** students enrolled in the course, the tuition waiver is not applied. Staff/Administrator Development Program funds may not be used for applicable fees and books related to GCC courses taken for personal growth.

Should this be approved the employees requesting assistance from the Staff/Administrator Development funds will follow all procedures as stated on the Staff/Administrator Development Program Procedures.

# College Governing Council

Friday, 01/31/14 @ 10:00 a.m.

Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 11:10 a.m.

2. Attendance:

Name	E-mail	Present
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	✓
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Jennifer Collins	<a href="mailto:jennifer.collins@guamcc.edu">jennifer.collins@guamcc.edu</a>	✓
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	✓
Suann Manibusan	<a href="mailto:suann.manibusan@guamcc.edu">suann.manibusan@guamcc.edu</a>	absent
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	absent

3. Approval of Minutes:

**Motion to approve minutes of December 05, 2013 made by J. Collins, seconded by J. Munoz. Motion passed unanimously.**

4. Old Business

- a. Tuition Waiver proposal for Staff/Administrator – The letter was forwarded to President Okada for her approval. C. Santos will provide updates if President Okada approves the letter.

5. New Business

- a. Student Leaders Tuition Waiver Benefit Program – Tabled, has not passed RPF.
- b. FY15 Budget Request –  
**Motion to approve FY2015 Budget Request was made by J. Munoz, with the caveat that the AY2012-2013 faculty increments used in FY2015 Budget is for planning purposes only and the faculty does not waive future or past due increments, seconded by E. Duenas. Motion passed.**

6. Information and Updates

- a. Faculty – None
- b. Staff – E. Duenas reported that Staff Senate Executive Council continues to meet on a monthly basis. Cross Training for AAD staff (Administrative Assistant, Administrative Aide, and WPSII) has been conducted.
- c. Students – J. Collins reported the following:
  1. New Student Orientation; 200 student attended.
  2. 02/07/2014 COPSA 1<sup>st</sup> meeting for the semester.
  3. 02/12/2014 Movie Night
  4. 02/20/2014 Entertainment Night
- d. Administration – C. Santos reported on the Financial Status Report (See Attachment). D. Perez reported on the Facilities Report (See Attachments).

7. Open Discussion – None

8. Agenda Items for Next Meeting – None

9. Schedule for Next Meeting – 02/27/2014 @ 11:00 a.m.; tentatively. V. Cruz will send an email for quorum if a meeting is needed.
10. Adjournment at 11:24 a.m. Motion was made by J. Munoz, seconded by J. Camacho.



**RESOURCES, PLANNING, & FACILITIES COMMITTEE**  
**FINANCIAL STATUS UPDATE**  
**January 31, 2014**

- For FY13, the College has received 100% and 134% of the GF and MDF requested allotments, respectively, and overall total of . GCC has received release of 9% of the 15% reserve, with remaining \$1,095,116 reserves not released. Still pending DOA advisement on treatment of \$301,004 MDF overpayment.
- For FY14, GCC has received a total of 21% overall appropriation. There is no reserve.

<b>FY2014 1/31/2014</b>					
<b>Appropriations</b>	<b>Appropriation</b>	<b>Requested</b>	<b>Received</b>	<b>% Rec'd.</b>	<b>% Appr Rec'd.</b>
<b>General Fund</b>	14,261,859	4,753,953	3,327,767	70%	23%
<b>LPN</b>	782,570	260,857	182,600	70%	23%
<b>MDF</b>	1,770,203	590,068	79,042	13%	4%
<b>TAF</b>	24,154	24,154	24,154	100%	100%
<b>TAF -</b>					
<b>Supplemental</b>	522,241	174,080	121,856	70%	23%
<b>Capital Projects</b>	100,000	100,000	0	0%	0%
<b>Totals</b>	<u>17,461,027</u>	<u>5,903,112</u>	<u>3,735,419</u>	63%	21%

Current YTD expenditures & encumbrances for FY14 as of 1/30/13 are as follows:

<b>1/30/2014</b>						
	<b>Fund 1</b>	<b>Fund 3</b>	<b>Fund 4</b>	<b>Fund 11</b>	<b>Fund 12</b>	<b>Total</b>
Salaries - Full Time	\$ 3,476,964		\$ 94,635	\$ 285,617	\$ 54,013	\$ 3,911,229
Salaries - Part Time	-		-	356,815	44,019	400,834
Benefits	1,152,946		30,718	128,929	24,388	1,336,980
Travel			-	27,246	15,737	42,983
Contractual Services		41,632	-	610,203	23,618	675,452
Supplies and						
Materials		(77)	3,002	33,709	44,988	81,623
Equipment			491	103,345	2,985	106,821
Miscellaneous			33,034	95,207	45,074	173,315
Interest Expense				49,469		49,469
Power	317,465			(5,053)		312,412
Water/Sewer	4,750			-		4,750
Telephone	12,383			-		12,383
Capital Outlay				-	-	-
Indirect Costs					-	-
Subtotal						
Expenditure	\$ 4,964,508	\$ 41,555	\$161,880	\$ 1,685,488	\$ 254,821	\$ 7,108,251
Encumbrances	558,997	98,562	10,802	866,688	73,603	1,608,652
Total Exp & Enc	<u>\$ 5,523,505</u>	<u>\$ 140,116</u>	<u>\$172,682</u>	<u>\$ 2,552,176</u>	<u>\$ 328,424</u>	<u>\$ 8,716,903</u>

- DE strategic plan bid awarded and started. Ellucian will be on campus 2/10-2/14/14. Wes is coordinating meetings and group sessions.
- Fiscal year audit has started. Draft expected to be completed end of Feb. and issuance early March.
- 
- Bid awards for copying services pending. Dedicated scanner has been received. MMO announced bids for supplies and custodial supplies. Hopefully by March we will have new bids posted.
- MIS upgraded labs in A26, A7, D8, and D7 totalling 115 computers. An announcement on availability the old computers taken out will be forthcoming.
- Academic Technologies continues to have Friday weekly trainings which are posted on MyGCC.
- Banner Group researching and determining timeline for Lumninos 5 upgrade.
- At January 10, 2014 BOT meeting, BOT approved updated mission statement and ISMP proposals.
- Received FEMA award letter for \$1.195M sub-award for Building 200.
- All documents for USDA \$5M loan has been submitted for Building 100 and Forensic Lab. Awaiting response from USDA on status.
- Crisis Prevention Institute training to be held 8:00 a.m. to 4:00 p.m., Friday, February 7, 2014 at the Allied Health Center 1<sup>st</sup> Floor Room 3108 (Lecture Hall). Please contact Greg.
- BO has issued all W-2s to employee on 1/15/14 and 1098T Tuition Statements to students as of 1/31/14.
- BOT currently doing review of all Board Policies.
- Parade of Shoes will be held on 2/7/14 at MPA from 6-10pm. Tickets are \$20 and being sold at DAR office.
- As political season approaches, all employees are reminded of the Mini Hatch Act. Published on MyGCC.

CIP13 Status Report  
for the month of JANUARY 2014

CAPITAL IMPROVEMENT PROJECTS 2013				
Number	Category	Description	Comments	Balance
P13.1	Fire Alarm System	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff	Mandatory pre-bid 4/16/13; bid opening extended from 5/7/13 to 5/21/13 but none received; 6/28/13-received 2 quotes (RFQ) (G4S \$305K and FireComm \$315K); Recommend to disqualify FireComm due to "technical exceptions" - requiring GCC to construct a tower. Recommend issuance of requisition for G4S - pending receipt of project plan (CPM) due 8/26/13; if awarded, 180 to complete project; G4S requested clarifications; On 10/22/13, Facilities Engineer Administrator recommended to reissue bid to include concerns raised during the RFI process.  01/31/14: Activity and fund rolled to fiscal year 2014; pending SOW	\$99,678.00
P13.2	ADA Electronic Door	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities	RFQ issued 5/23/13 - quotes due 6/7/13; 1 quote received (Genesis Tech for \$4,300); 8/8/13: issued P1301956 issued to Genesis Tech Award; contract completion date 10/20/13; actual completion 11/2013; MM to assess LD.  01/31/14: CLOSED.	\$0.00
P13.3	Energy Audit - ACs	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011"	POs processed based on priority list; Project is ongoing as CIP14.17  01/31/14: Most recent: 25-ton for bldg 400, 3/4/5-tons for 3207, 3210, 3220, 303, D1, 603 and 605; CLOSED; Ongoing needs reflected in CIP14.17	\$0.00
P13.4	Energy Audit - Lights	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011"	Mandatory pre-bid 4/26/13; bid opening 5/6/13 - 4 received; Notice of Intent to Award 5/9/12 for \$156,301.68 (89,914.54 - GEO funds and \$66,387.14 - CIP funds) to G4S; Liquidated Damage issued 7/31 @ \$160.97/day; 8/9-G4S working to complete project by 8/30/13 but no later than 9/30/13; Several classrooms need to be adjusted (switches/timers) to ensure lights can be manually activated. Facilities Engineer met contractor (Ed Batanga) that explained initial delay due to incorrect items ordered, not understanding manual override, and subcontractor.  01/31/14: Actual completion - 1/15/14; pending disposal of old fixtures and certificate of warranty.	\$0.00
P13.5	Electrical Panel	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches	Mandatory pre-bid 5/31/13; bid opening 6/20/13; no bids received; SOW revised and reissued as RFQ on 7/22/13; Received and reviewed proposals from Advanced Electrical Services and Genesis Tech. P1302112 issued to Genesis Tech for \$42K; Facilities Engineer is closely observing progress as project completion date is 12/3/13. 01/06/14 - P1302112 cancelled as contractor is unable to perform as per SOW.  01/31/14: Activity and funds rolled to CIP14.06	\$42,000.00
P13.6	Typhoon Shutters	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering	Mandatory pre-bid 5/31/13; bid opening 6/20/13; P1301852 issued to Z4 Corporation for \$83,803.64. Supplies/materials scheduled to arrive 11/4/13; will ask Procurement & Inventory Administrator to calculate LD. 01/06/14 - Project is pending special order (materials) for LRC's front windows.  01/31/14: Actual completion -1/17/14; inspection scheduled for week of 2/2/14	\$0.00
P13.7	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	Continue to develop SOW;  01/31/14: Activity and funds rolled to CIP14.02	\$138,645.00
P13.8	Weathering of Buildings	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011"	RFQ due 6/7/13; two quotes received (\$14800 - Genesis Tech and \$20,000 - AMI); 10/22/13 - Caulking and replacing of window seal on some windows were completed but not campus-wide. Weathering of doors and windows were carried out.  01/31/14: CLOSED	\$0.00
P13.9	Room Maintenance	Annual prioritization-renovation-cleaning of Classrooms for a more-conducive learning & working environment 1st priorities are	01/06/14 - Closed - project was not carried out as absenteeism and responding to urgent work orders due to heavy rain were a priority.  01/31/14: CLOSED	\$0.00

## CAPITAL IMPROVEMENT PROJECTS 2013

Number	Category	Description	Comments	Balance
P13.10	Restroom Renovation	Renovation of restrooms at Building 400	Mandatory pre-bid 5/31/13; bid opening 6/20/13; Contract issued to Z4 Corporation for \$43,612.99; preconstruction held 8/6/13; Contractor confirmed 1/9/14 as start date.  01/31/14: Progressing without setbacks.	\$0.00
P13.11	Fence	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	Mandatory pre-bid session held 5/22/13; bid opening 6/12/13; Notice of Intent to Award issued to JJ Global for \$59,605 on 8/1/13 for ponding basin; 10/13/13 - Project will be phased into CIP14.03; 1/06/14 - Project will commence February 2014.  01/31/14: Progressing with issues. MM evaluating JJGlobal's request for a 30-day extension due to Agriculture's inability to conduct required inspection.	\$59,605.00
				\$378,895.00

**CIP14 Status Report**  
for the month of JANUARY 2014

CAPITAL IMPROVEMENT PROJECT - 2014				COST
No.	Category	Description	Comments	Estimate
14.01	Safety & Security	Restore ample lighting throughout the Campus' parking lots	Install 5 new LED flood lamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000.  01/31/14: Pending review and processing of RFQ or bid.	\$47,500
14.02	Safety & Security	Provide a centralized, mass notification system with 'bells & whistles'	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System;  01/31/14: Pending SOW.	\$256,000
14.03	Safety & Security	Construct a perimeter fencing	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate; Notice of Intent to Award was issued 10/31/13; 01/06/14 - Project to begin February 2014; range will be closed until completion of project.  01/31/14: Review JJ Global's request for a 30-day extension due to Department of Agriculture's inability to inspect until February. Extension will push completion to June 20, 2014.	\$44,000
14.04	Safety & Security	Resurface existing, eroding parking areas along Corten Torres St.	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, and along Corten Torres St.; Completed 22 stalls at Corten Torres;  01/31/14: Pending receipt of Hawaiian Rock's drawing and permitting for 28 stalls for area in front of JMarket.	\$54,000
14.05	Accessibility	Install ADA-compliant door closures for accessibility to all	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers;  01/31/14: Sent RFQ 1/15/14; due 1/29/14	\$9,500
14.06	Safety & Security	Retrofit & as built primary & secondary electrical panels	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed;  01/31/14: Pending RFQ or bid.	\$32,000
14.07	Environmental Health	Renovate the east-side walls of the Automotive Shop	Needed to replace deteriorating metal cover sheets, to eliminate water leaks during inclement weather, and to restore the structural integrity of the building  01/31/14: Pending RFQ or bid.	\$22,500
14.08	Safety & Security	Upgrade the existing electrical panel & provide line conditioning	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.  01/31/14: Pending RFQ or bid.	\$92,500
14.09	Safety & Security	Replace the corroded plumbing of 2000's east wing fire sprinkler system	Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability ... Reference WO122143; 01/06/14 - Pending procurement as SOW was received and reviewed with Procurement Administrator 12/19-20/13.  01/31/14: Sent RFQ 1/16/14; due 1/29/14	\$5,000
14.10	Safety & Security	Provide directory information kiosks, building labels & directional signage	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College;	\$23,500

CAPITAL IMPROVEMENT PROJECT - 2014				COST
No.	Category	Description	Comments	Estimate
			01/31/14: Meetings continue to discuss options and finalize SOW by 2/14.	
14.11	Safety & Security	Provision classroom doors with observation windows	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window;  01/31/14: Pending RFQ or bid.	\$17,000
14.12	Environmental Health	Provision convenient, external amenities for Students (e.g., iron benches, metal trash bins, recycle bins, etc.);	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place;  01/31/14: Pending RFQ or bid.	\$21,500
14.13	Safety & Security	Install speed humps	Needed to deter speeding & increase pedestrian safety within the campus parking; and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps;  01/31/14: Sent RFQ 1/16/14; due 1/29/14	\$6,500
14.14	Safety & Security	Install accessibility pathway	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs  01/31/14: Sent RFQ 1/16/14; due 1/29/14	\$4,500
14.15	Environmental Health	Renovate the most-dilapidated classrooms	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements;  01/31/14: Conducted site visit to assess renovation of A28; pending SOW	\$12,000
14.16	Safety & Security	Repair & service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.)	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours;  01/31/14: Pending RFQ or bid.	\$30,000
14.17	Safety & Security	Replace those end-of-life, energy-inefficient ACs throughout the campus, and service those failing ACs due to power glitches & normal wear-and-tear.	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those unanticipated failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/ that would adversely affect the Students' learning environment.  01/31/14: Update priority list and process requisitions as needed.	\$54,000
GRAND TOTAL				\$732,000

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

Guam Community College  
Proposed  
Fiscal Year 2015  
Agency Staffing Pattern w/Hay Study

No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)	Retirement J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount	Subtotal									
1	PRE004	Administrative Secretary II	Guerrero, Bertha M.	I-4	31,971	0	0	19-Sep-15	101	32,072	9,516	495	0	465	153	3,940	239	14,808	46,880
2	PRE005	President	Okada, Mary A.	R-10a	145,997	0	0	16-Jun-15	3,832	149,829	44,454	0	0	2,173	153	4,584	1,212	52,576	202,406
3	PRE006	Private Secretary	Muna, Esther A.	I-13	36,920	0	0	1-Oct-14	1,292	38,212	11,338	495	0	554	153	0	0	12,540	50,752
4	PRE007	Program Specialist	Santo Tomas, Dennis J.	K-6-d	51,266	0	0	1-Jan-16	0	51,266	15,211	495	0	743	153	1,572	0	18,174	69,440
5	PRE002	Assistant Director	Flores, Jayne T.	O-3-d	76,841	0	0	1-Jan-15	2,017	78,858	23,397	495	0	1,143	153	1,923	239	27,351	106,210
6	ASD012	Program Specialist	Bilong, Danilo Philbert C.	K-6-d	51,266	0	0	1-Jan-16	0	51,266	15,211	495	0	743	153	3,940	239	20,781	72,047
7	AAD205	Program Coordinator I	Joker, Darwin K.	K-1	33,911	0	0	15-Nov-14	1,178	35,089	10,411	495	0	509	153	3,940	239	15,747	50,835
8	ASD001	Administrative Assistant	Arceo, Josephine T.	J-	43,784	0	0	14-Aug-15	255	44,039	13,066	495	0	639	153	4,687	298	19,338	63,378
9	ASD021	Assistant Director	Perez, Doris C.	O-6-d	86,587	0	0	1-Jan-15	2,273	88,860	26,365	0	0	1,288	153	3,940	239	31,986	120,845
10	AAD079	Test Examiner	Cruz, Evangeline P.	I-7	35,744	0	0	10-Jun-15	417	36,161	10,729	0	0	524	153	4,687	298	16,392	52,553
11	ASD009	Refrigeration Mechanic II	Quichocho, Joseph R.	I-7	35,744	0	0	27-Dec-14	1,043	36,787	10,915	495	0	533	153	4,687	0	16,783	53,570
12	ASD022	Maintenance Worker	Toves III, Albert S.	H-1	26,520	0	0	27-Jun-15	335	26,855	7,968	495	0	389	153	0	0	9,005	35,860
13	ASD034	Engineering Technician I	*Vacant-Rojas,J.	H-1	26,520	0	0	Vacant	0	26,520	7,868	495	0	385	153	6,510	403	15,814	42,334
14	ASD036	Maintenance Worker	Roberto, Joey C.	H-1	26,520	0	0	9-Oct-14	1,005	27,525	8,167	495	0	399	153	2,582	223	12,019	39,544
15	ASD037	Maintenance Worker	Rosario, Joaquin U.	H-	33,316	0	0	23-May-15	486	33,802	10,029	495	0	490	153	1,572	223	12,962	46,764
16	ASD041	Maintenance Supervisor	**Vacant-Quitugua,J.	J-1	22,942	0	0	Vacant	0	22,942	6,807	495	0	333	153	6,510	403	14,701	37,643
17	ASD048	Maintenance Worker	Tyquiangco, Jon J.	H-1	26,520	0	0	27-Jun-15	335	26,855	7,968	495	0	389	153	0	0	9,005	35,860
18	ASD206	Refrigeration Mechanic I	**Vacant-Muna R.	H-1	26,520	0	0	Vacant	0	26,520	7,868	495	0	385	153	6,510	403	15,814	42,334
19	AAD036	Program Specialist	Gima, Wesley T.	k-9-a	56,069	0	0	1-Jan-15	1,472	57,541	17,072	495	0	834	153	1,572	223	20,350	77,890
20	BFD013	Administrative Assistant	Cruz, Vivian D.	J-	42,304	0	0	11-Mar-15	864	43,168	12,808	0	0	626	153	0	0	13,587	56,755
21	BFD022	Vice President	Santos, Carmen K.	P-8-a	103,744	0	0	1-Jan-15	2,723	106,467	31,589	495	0	1,544	153	3,175	403	37,359	143,826
22	BFD003	Accountant I	Aquino, Elizabeth J.	K-5	39,350	0	0	31-Dec-14	1,243	40,593	12,044	495	0	589	153	0	0	13,280	53,873
23	BFD004	Accountant I	Lam, Pik Man	K-5	30,820	0	0	16-Aug-15	206	31,026	9,205	495	0	450	153	0	0	10,303	41,329
24	BFD005	Accountant II	Guerrero, Carol A.	M-	52,534	0	0	29-Sep-15	153	52,687	15,632	495	0	764	153	2,582	223	19,850	72,537
25	BFD008	Cashier II	Borja, Levenne G.	F-1	23,171	0	0	14-Feb-15	585	23,756	7,049	495	0	344	153	3,175	403	11,619	35,376
26	BFD009	Accounting Technician I	Mesa, Catherine S.	H-1	26,520	0	0	3-Jun-15	335	26,855	7,968	495	0	389	153	0	0	9,005	35,860
27	BFD010	Accountant II	Santos Torres, Linda	M-6	49,092	0	0	10-Aug-15	310	49,402	14,658	495	0	716	153	1,572	223	17,817	67,219
28	BFD012	General Accounting Supervisor	San Nicolas, Cheryl B.	O-5	57,900	0	0	18-Feb-15	1,463	59,363	17,613	0	0	861	153	3,940	239	22,806	82,169
29	BFD015	Accounting Technician II	Mayo, Lucille A.	I-1	28,595	0	0	10-May-15	452	29,047	8,618	495	0	421	153	0	0	9,687	38,734
30	BFD029	Controller	Limtuatco, Edwin E.	N-6-a	73,720	0	0	1-Jan-15	1,935	75,655	22,447	495	0	1,097	153	1,923	239	26,355	102,010
31	BFD030	Accounting Technician I	Cruz, Darlynn T.	H-1	26,520	0	0	25-Mar-15	586	27,106	8,042	495	0	393	153	1,923	239	11,246	38,353
32	ASD002	Systems Programmer	Bautista, Kenneth C.	N-	57,452	0	0	6-Dec-14	1,676	59,128	17,543	0	0	857	153	2,582	223	21,359	80,487
33	ASD005	Computer Operator II	David, Margarita Q.	I-	43,722	0	0	22-Nov-14	1,403	45,125	13,389	0	0	654	153	2,285	0	16,481	61,606
34	ASD006	Computer Technician II	Fabro, Jefferson V.	J-3	33,476	0	0	6-Apr-15	634	34,110	10,120	495	0	495	153	6,510	403	18,176	52,286
35	ASD007	Teleprocessing Netwk Coord	Reyes, Richard J.	K-1	33,911	0	0	29-Jul-15	321	34,232	10,157	495	0	496	153	1,572	223	13,096	47,328
36	ASD008	Computer Systems Analyst I	**Vacant-Duque, R.	L-2	38,506	0	0	Vacant	0	38,506	11,425	495	0	558	153	6,510	403	19,544	58,050
37	ASD010	Data Processing Systems Adr	Camacho, Francisco C.	N-6-c	75,201	0	0	1-Jan-15	1,974	77,175	22,898	0	0	1,119	153	6,510	403	31,083	108,258
38	ASD011	Teleprocessing Netwk Coord	Camacho, Christopher J.	K-4	37,914	0	0	17-Sep-15	120	38,034	11,285	495	0	551	153	3,175	403	16,062	54,096
39	ASD025	Computer Technician II	De Leon, Benedict C.	J-3	33,476	0	0	30-Apr-15	634	34,110	10,120	495	0	495	153	1,572	223	13,058	47,168
40	ASD027	Computer Systems Analyst II	Dacanay, Gerard L.	M-	54,725	0	0	4-Jun-15	638	55,363	16,426	0	0	803	153	1,572	223	19,177	74,541
41	ASD039	Systems Programmer	Solidum, Catherine M.	N-1	45,014	0	0	5-Jul-15	427	45,441	13,482	495	0	659	153	2,582	223	17,594	63,035
42	BFD006	Human Resources Administra	Muna, Joann W.	N-8-d	82,247	0	0	1-Jan-15	2,159	84,406	25,043	0	0	1,224	153	1,923	239	28,583	112,989
43	BFD007	Personnel Specialist II	Rojas, Josephine T.	M-	56,287	0	0	9-Nov-14	1,806	58,093	17,236	495	0	842	153	2,582	223	21,532	79,625
44	BFD023	Personnel Specialist III	San Nicolas, Apolline C.	N-1	45,014	0	0	31-Dec-14	1,422	46,436	13,777	495	0	673	153	1,572	223	16,894	63,329
45	BFD025	Personnel Specialist I	Siguenza, Rose Marie L.	K-	42,555	0	0	12-Jan-15	1,117	43,672	12,958	495	0	633	153	2,582	223	17,044	60,716
46	BFD031	Personnel Assistant I	Manibusan, Doreen M.	G-	33,356	0	0	25-Feb-15	778	34,134	10,128	495	0	495	153	0	0	11,270	45,405
47	BFD011	Proc & Inventory Administrator	Evangelista, Joleen M.	M-7-b	67,965	0	0	1-Jan-15	1,784	69,749	20,695	495	0	1,011	153	0	0	22,354	92,103
48	BFD016	Buyer II	Rideb, Priscilla K.	I-4	31,971	0	0	20-Jun-15	404	32,375	9,606	495	0	469	153	2,582	223	13,528	45,903
49	BFD017	Inventory Management Officer	Rios, Theda R.	J-1	31,076	0	0	1-Nov-14	1,079	32,155	9,540	495	0	466	153	2,582	223	13,460	45,615
50	BFD018	Supply Expediter	Blas, Jerome M.	E-	26,763	0	0	8-Jul-15	234	26,997	8,010	495	0	391	153	1,572	0	10,621	37,619

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

Guam Community College  
Proposed  
Fiscal Year 2015  
Agency Staffing Pattern w/Hay Study

No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)	Retirement J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount	Subtotal									
51	BFD020	Buyer I	Palacios, Patricia U.	H-2	27,525	0	0	11-Jan-15	782	28,307	8,399	0	0	410	153	3,940	239	13,142	41,449
52	BFD001	Bookstore Manager	Okada, Daniel T.	I-4	28,595	0	0	5-Aug-15	181	28,776	8,538	495	0	417	153	0	0	9,603	38,379
53	BFD014	Records & Registration Tech	**Vacant-Terlaje, Kenneth C.	H-1	26,520	0	0	Vacant	0	26,520	7,868	495	0	385	153	6,510	403	15,814	42,334
54	BFD026	Coordinator, Financial Aid	Rios, Esther A.	L-5-a	54,511	0	0	1-Jan-16	0	54,511	16,173	495	0	790	153	1,572	223	19,407	73,918
55	BFD027	Program Coordinator II	Guerrero, Vivian C.	M-5	47,300	0	0	31-Dec-14	1,493	48,793	14,477	0	0	708	153	2,582	223	18,143	66,937
56	ASD003	Environ Health & Safety Admini	Manglona, Gregorio T.	L-6-b	57,292	0	0	1-Jan-15	1,504	58,796	17,445	495	0	853	153	0	0	18,945	77,741
57	ASD020	Safety Inspector I	Diaz, John L.	G-6	29,782	0	0	24-Apr-15	565	30,347	9,004	495	0	440	153	0	0	10,092	40,438
58	ASD017	Administrative Assistant	Salas, Frank C.	J-	39,491	0	0	31-Mar-15	806	40,297	11,956	0	0	584	153	0	0	12,694	52,991
59	AAD077	Administrative Officer	Atoigue, Ana Mari C.	L-1	37,100	0	0	28-Apr-15	703	37,803	11,216	495	0	548	153	0	0	12,412	50,215
60	AAD078	Vice President	Somera, Rene Ray D.	P-9-d	111,228	0	0	1-Jan-15	2,920	114,148	33,868	495	0	1,655	153	3,940	239	40,350	154,497
61	AAD001	Administrative Aide	Untalan, Frances E.	F-1	23,171	0	0	8-Aug-15	146	23,317	6,918	495	0	338	153	2,582	223	10,710	34,027
62	AAD003	Coordinator, Admissions & Re	Clymer, Patrick L.	M-6-d	66,626	0	0	1-Jan-15	1,749	68,375	20,287	495	0	991	153	2,582	223	24,732	93,106
63	AAD005	Records & Registration Tech	Paulus, Vincent K.	H-3	28,568	0	0	2-Oct-14	1,082	29,650	8,797	495	0	430	153	0	0	9,875	39,525
64	AAD007	Program Coordinator II	Camacho, Johanna L.	M-2	42,307	0	0	7-Jun-15	534	42,841	12,711	495	0	621	153	1,572	223	15,775	58,616
65	AAD008	Records & Registration Tech	Masnayon, Edgar C.	H-5	30,774	0	0	18-Mar-15	680	31,454	9,332	495	0	456	153	2,582	223	13,242	44,696
66	AAD184	Records & Registration Super	Concepcion, Marilyn L.	J-	39,553	0	0	10-Jul-15	346	39,899	11,838	0	0	579	153	1,572	223	14,365	54,264
67	AAD213	Administrative Assistant	Aguon, Evangeline M.	J-4	34,744	0	0	3-Jun-15	439	35,183	10,439	495	0	510	153	1,923	239	13,760	48,943
68	ASD004	Planner IV	Benavente, Joseph L.	N-7	56,268	0	0	16-Dec-14	1,641	57,909	17,182	0	0	840	153	1,572	0	19,747	77,656
69	AAD038	Assistant Director	Rodgers, Victor	O-4-d	79,962	0	0	1-Jan-15	2,099	82,061	24,347	495	0	1,190	153	2,285	298	28,768	110,829
70	AAD128	Program Coordinator II	Artero, Pascual S.	M-1	40,762	0	0	15-Jul-15	386	41,148	12,209	495	0	597	153	2,582	223	16,259	57,407
71	AAD187	Program Specialist	Sablan, Fermina A.	K-6-b	50,256	0	0	LTA	0	50,256	14,911	495	0	729	153	1,923	239	18,450	68,706
72	AAD040	Dean	Flores, Juan P.	O-6-c	85,730	0	0	1-Jan-15	2,250	87,980	26,104	495	0	1,276	153	1,572	223	29,822	117,803
73	AAD191	Administrative Aide	Cruz, Ana Q.	F-	33,656	0	0	16-Feb-15	785	34,441	10,219	0	0	499	153	2,582	223	13,677	48,118
74	AAD204	Associate Dean	Diego, Elizabeth A.P.	N-5-c	72,267	0	0	6-Jan-15	0	72,267	21,442	495	0	1,048	153	0	0	23,137	95,404
75	AAD015	Assistant Instructor	Cruz, Jesse Q.	I-6-a	38,288	0	0	1-Aug-15	223	38,511	11,426	495	0	558	153	2,582	223	15,438	53,949
76	AAD032	Instructor	Flores, Joseph L.	J-8-b	47,737	0	0	1-Aug-15	278	48,015	14,246	495	0	696	153	6,510	403	22,503	70,519
77	AAD041	Instructor	Pajarillo, Lyndon B.	J-7-b	45,874	0	0	1-Aug-15	268	46,142	13,690	0	0	669	153	3,940	239	18,692	64,833
78	AAD141	Assistant Instructor	Meno, Charles Roy M.	I-10-c	45,798	0	0	1-Aug-15	267	46,065	13,668	0	0	668	153	0	0	14,489	60,554
79	AAD144	Instructor	Tabunar, James M.	J-7-c	46,333	0	0	1-Aug-15	270	46,603	13,827	495	0	676	153	3,940	239	19,330	65,933
80	AAD150	Assistant Instructor	Perez, Jonathan J.	I-2-b	32,979	0	0	1-Aug-16	0	32,979	9,785	495	0	478	153	1,572	223	12,706	45,685
81	AAD151	Assistant Instructor	Lawcock, Danilo J.	I-14-c	53,701	0	0	1-Aug-15	313	54,014	16,026	0	0	783	153	2,582	223	19,768	73,782
82	AAD153	Instructor	Tudela, Erwin F.	J-13-b	58,248	0	0	1-Aug-15	340	58,588	17,383	0	0	850	153	0	0	18,386	76,974
83	AAD154	Instructor	Egana, Joel E.	J-8-c	48,214	0	0	1-Aug-15	281	48,495	14,389	495	0	703	153	6,510	403	22,653	71,148
84	AAD155	Tool Mechanic	Beltran, Gerald D.	F-1	23,171	0	0	13-May-15	366	23,537	6,983	495	0	341	153	0	0	7,973	31,509
85	AAD182	Assistant Instructor	Bukikosa, Ines E.	I-7-a	39,842	0	0	1-Aug-15	232	40,074	11,890	495	0	581	153	1,572	223	14,914	54,988
86	AAD183	Associate Professor	Abshire, Ronnie J.	L-9-d	65,856	0	0	1-Aug-15	384	66,240	19,653	0	0	960	153	3,940	239	24,946	91,186
87	AAD010	Instructor	Palomo, Melissa L.	J-4-c	41,118	0	0	1-Aug-15	240	41,358	12,271	495	0	600	153	0	0	13,518	54,876
88	AAD147	Professor	Camacho, Clare A.	M-12-a	82,109	0	0	1-Aug-15	479	82,588	24,504	0	0	1,198	153	1,572	223	27,650	110,238
89	AAD185	Professor	Postrozny, Marsha M.	M-10-a	75,826	0	0	1-Aug-15	442	76,268	22,629	495	0	1,106	153	1,923	239	26,546	102,814
90	AAD198	Professor	Leon Guerrero, Sarah S.	M-11-c	88,157	0	0	1-Aug-15	514	88,671	26,309	0	0	1,286	153	1,572	223	29,543	118,214
91	AAD207	Administrative Assistant	Leon Guerrero, Latisha Ann N	J-1	31,076	0	0	15-Feb-15	785	31,861	9,453	495	0	462	153	1,572	223	12,358	44,219
92	AAD089	Assistant Professor	Sison, Benjamin C.	K-4-d	47,344	0	0	1-Aug-15	276	47,620	14,129	495	0	690	153	1,572	223	17,262	64,882
93	AAD176	Professor	Cruz, Donna M.	M-11-c	80,491	0	0	1-Aug-15	470	80,961	24,021	495	0	1,174	153	1,572	223	27,638	108,598
94	AAD186	Administrative Assistant	Quitugua, Rosita G.	J-	39,499	0	0	5-Oct-14	1,382	40,882	12,130	0	0	593	153	1,923	239	15,039	55,920
95	AAD	Instructor	*Vacant-San Nicolas, B.	J-3-a	38,735	0	0	Vacant	0	38,735	11,493	495	0	562	153	6,510	403	19,615	58,350
96	AAD051	Associate Professor	Armstrong, John M.	L-9-b	64,558	0	0	1-Aug-15	377	64,935	19,266	0	0	942	153	1,572	223	22,156	87,091
97	AAD053	Associate Professor	Munoz, Jose U.	L-9-c	71,414	0	0	1-Aug-15	417	71,831	21,312	495	0	1,042	153	1,572	223	24,797	96,627
98	AAD019	Instructor	Cepeda, Nita Jeannette P.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	562	153	6,510	403	19,615	58,350
99	AAD188	Administrative Aide	Mendiola, Erlinda S.	F-1	23,171	0	0	8-Aug-15	146	23,317	6,918	495	0	338	153	3,940	239	12,083	35,401
100	AAD056	Instructor	Uchima, Katsuyoshi	J-11-a	53,259	0	0	1-Aug-15	311	53,570	15,894	495	0	777	153	6,510	403	24,232	77,802



Function: Education and Culture  
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Guam Community College  
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Fiscal Year 2015  
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)	Retirement J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount										
101	AAD156	Assistant Professor	delos Santos, Maria Cecilia H.	K-12-b	63,812	0	0	1-Aug-15	372	64,184	19,043	0	0	931	153	1,923	239	22,290	86,475
102	AAD157	Instructor	Sotomil, Sterlyn E.	J-6-c	44,525	0	0	1-Aug-15	260	44,785	13,288	495	0	649	153	6,510	403	21,498	66,283
103	AAD158	Instructor	Dumchus, Karen I.	J-12-a	55,421	0	0	1-Aug-15	323	55,744	16,539	495	0	808	153	1,572	223	19,791	75,535
104	AAD159	Instructor	Mafnas, Barbara C.	J-12-b	55,976	0	0	1-Aug-15	327	56,303	16,705	495	0	816	153	0	0	18,169	74,472
105	AAD029	Instructor	Korenko, William E.	J-17-b	68,301	0	0	1-Aug-15	398	68,699	20,383	0	0	996	153	2,582	223	24,338	93,037
106	AAD055	Associate Professor	Blas, Doreen J.	L-10-d	68,530	0	0	1-Aug-15	400	68,930	20,451	0	0	999	153	6,510	403	28,517	97,447
107	AAD057	Assistant Professor	Schrage, Marivic C.	K-11-d	62,555	0	0	1-Aug-15	365	62,920	18,668	495	0	912	153	0	0	20,229	83,148
108	AAD060	Instructor	Poliquit, Christopher D.	J-2-c	37,972	0	0	1-Aug-15	222	38,194	11,332	495	0	554	153	1,572	223	14,329	52,522
109	AAD061	Instructor	*Vacant-Tung, F.	J-3-a	38,735	0	0	Vacant	0	38,735	11,493	495	0	562	153	6,510	403	19,615	58,350
110	AAD062	*Associate Professor	Aguilar, Norman L.	L-9-d	85,613	0	0	1-Aug-15	499	86,112	25,550	495	0	1,249	153	2,582	223	30,251	116,364
111	AAD063	Professor	Chong, Eric K.	M-11-d	81,296	0	0	1-Aug-15	474	81,770	24,261	495	0	1,186	153	1,572	223	27,890	109,660
112	AAD064	Instructor	Gamble, Helen L.	J-9-a	49,184	0	0	1-Aug-15	287	49,471	14,678	0	0	717	153	3,940	239	19,728	69,199
113	AAD065	Instructor	Evangelista, Frank F.	J-11-a	53,259	0	0	1-Aug-15	311	53,570	15,894	495	0	777	153	3,175	403	20,897	74,467
114	AAD066	Instructor	Yurko, Phyllis A.	J-9-a	49,184	0	0	1-Aug-15	287	49,471	14,678	495	0	717	153	0	0	16,043	65,514
115	AAD067	Instructor	**Vacant-Odoca, J.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	403	19,617	58,358
116	AAD068	Assistant Professor	Cruz, Carol R.	K-10-b	58,929	0	0	1-Aug-15	344	59,273	17,586	0	0	859	153	2,285	298	21,182	80,455
117	AAD069	Instructor	Wong, Evon	J-5-b	42,364	0	0	1-Aug-15	247	42,611	12,643	495	0	618	153	1,572	223	15,704	58,315
118	AAD070	Administrative Aide	Blas, Joanne M.	F-3	24,960	0	0	14-Nov-14	867	25,827	7,663	495	0	374	153	2,582	223	11,491	37,318
119	AAD098	Instructor	Dietrichs, Kevin J.	J-8-d	48,697	0	0	1-Aug-15	284	48,981	14,533	495	0	710	153	1,572	223	17,686	66,667
120	AAD017	Assistant Instructor	**Vacant-Limtiaco, M.	I-1-d	32,329	0	0	Vacant	0	32,329	9,592	495	0	469	153	6,510	403	17,622	49,951
121	AAD035	Assistant Instructor	Santos, Ronald T.	I-5-c	37,533	0	0	1-Aug-15	219	37,752	11,201	495	0	547	153	2,582	223	15,202	52,954
122	AAD130	Associate Professor	San Nicolas, Anthony C.	L-11-b	69,907	0	0	1-Aug-15	408	70,315	20,862	0	0	1,020	153	0	0	22,035	92,350
123	AAD132	Associate Professor	Leon Guerrero, Catherine U.	L-9-a	63,919	0	0	1-Aug-15	373	64,292	19,075	0	0	932	153	1,572	223	21,956	86,248
124	AAD134	Instructor	Quintanilla, John J.	J-11-a	53,259	0	0	1-Aug-15	311	53,570	15,894	0	0	777	153	3,175	403	20,403	73,972
125	AAD135	Assistant Instructor	Olson, Todd A.	I-6-b	38,671	0	0	1-Aug-15	226	38,897	11,541	495	0	564	153	3,175	403	16,331	55,227
126	AAD138	Assistant Instructor	Santos, David T.	I-9-a	43,144	0	0	1-Aug-15	252	43,396	12,875	0	0	629	153	1,572	0	15,230	58,626
127	AAD142	Instructor	Zilian, John E.	J-9-c	50,172	0	0	1-Aug-15	293	50,465	14,973	495	0	732	153	0	0	16,352	66,817
128	AAD012	Assistant Professor	Tam, Yvonne	K-10-b	58,929	0	0	1-Aug-15	344	59,273	17,586	495	0	859	153	2,582	223	21,899	81,172
129	AAD023	Assistant Instructor	Chargualaf, Katherine M.	I-8-a	41,460	0	0	1-Aug-15	242	41,702	12,373	495	0	605	153	0	0	13,625	55,327
130	AAD030	Assistant Professor	Roberson, Robin P.	K-10-d	65,839	0	0	1-Aug-15	384	66,223	19,648	495	0	960	153	1,572	223	23,052	89,275
131	AAD031	Instructor	Perez, Nenita R.	J-11-d	54,873	0	0	1-Aug-15	320	55,193	16,376	495	0	800	153	1,572	223	19,619	74,812
132	AAD033	Associate Professor	Manzana, Amada A.	L-10-c	67,851	0	0	1-Aug-15	396	68,247	20,249	0	0	990	153	3,175	403	24,970	93,217
133	AAD034	*Assistant Professor	Guerrero, Norma R.	K-4-c	46,875	0	0	1-Aug-15	273	47,148	13,989	0	0	684	153	6,510	403	21,739	68,888
134	AAD018	Associate Professor	Pangelinan, Pilar C.	L-10-c	67,851	0	0	1-Aug-15	396	68,247	20,249	495	0	990	153	0	0	21,886	90,133
135	AAD027	Assistant Professor	Tupaz, Frederick Q.	K-4-d	47,344	0	0	1-Aug-15	276	47,620	14,129	495	0	690	153	0	0	15,467	63,087
136	AAD006	Administrative Aide	Bautista, Kimberly C.	F-3	24,960	0	0	16-Nov-14	867	25,827	7,663	495	0	374	153	3,940	239	12,864	38,691
137	AAD042	Word Processing Secretary II	Cabatic, Antonia M.	H-	48,506	0	0	3-Dec-14	1,415	49,920	14,811	0	0	724	153	3,940	239	19,868	69,788
138	AAD043	Associate Dean	Hartz, Ronald Gary	N-5-b	71,552	0	0	6-Jan-14	0	71,552	21,229	495	0	1,038	153	2,582	223	25,720	97,272
139	AAD091	Associate Dean	Chan, Michael L.	N-6-a	73,720	0	0	1-Jan-15	1,935	75,655	22,447	495	0	1,097	153	1,923	239	26,355	102,010
140	AAD110	Dean	Tudela, Virginia C.	O-7-c	89,211	0	0	1-Jan-15	2,342	91,553	27,164	495	0	1,328	153	6,510	403	36,052	127,605
141	AAD120	Administrative Aide	Camacho, Katrina R.	F-1	23,171	0	0	2-Sep-15	73	23,244	6,897	495	0	337	153	4,687	298	12,867	36,111
142	AAD121	Administrative Assistant	Manibusan, Doris E.	J-7	38,845	0	0	1-Oct-14	1,360	40,205	11,929	0	0	583	153	1,923	239	14,828	55,033
143	AAD101	Instructor	Torres, Carl E.	J-5-c	42,788	0	0	1-Aug-15	250	43,038	12,769	495	0	624	153	0	0	14,041	57,079
144	AAD164	Instructor	Lopez, Jose B.	J-3-c	39,514	0	0	1-Aug-15	230	39,744	11,792	495	0	576	153	2,582	223	15,822	55,566
145	AAD171	Instructor	Roden, Wendell M.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	1,572	223	14,863	54,772
146	AAD173	Instructor	Ginson, Christie Marie F.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	2,285	298	15,651	55,560
147	AAD174	Associate Professor	Lam, Steve S.	L-8-c	68,628	0	0	1-Aug-15	400	69,028	20,481	495	0	1,001	153	3,175	403	25,708	94,736
148	AAD175	*Associate Professor	Datuin, Theresa Ann H.	L-5-d	56,163	0	0	1-Aug-15	328	56,491	16,761	495	0	819	153	2,582	223	21,033	77,524
149	AAD048	*Associate Professor	Sunga, Anthony Jay J.	L-6-a	56,725	0	0	1-Aug-15	331	57,056	16,928	495	0	827	153	3,175	403	21,982	79,038

Guam Community College  
Proposed  
Fiscal Year 2015  
Agency Staffing Pattern w/Hay Study

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)	Retirement J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount	Subtotal									
150	AAD179	*Associate Professor	Kerr, Jo Nita Q.	L-8-b	62,039	0	0	1-Aug-15	362	62,401	18,514	0	0	905	153	0	0	19,573	81,973
151	AAD180	Assistant Professor	Jocson, John Michael U.	K-5-c	48,778	0	0	1-Aug-15	285	49,063	14,557	495	0	711	153	3,175	403	19,495	68,557
152	AAD112	Associate Dean	Ige, Joanne A.	N-6-c	75,201	0	0	1-Jan-15	1,974	77,175	22,898	0	0	1,119	153	1,572	223	25,965	103,140
153	AAD114	Clerk Typist III	Santos, Irene J.	F-	33,656	0	0	30-Jun-15	393	34,049	10,102	0	0	494	153	3,940	0	14,689	48,737
154	AAD116	School Aide II	*Vacant-Diaz, J.	G-1	24,729	0	0	Vacant	0	24,729	7,337	495	0	359	153	6,510	403	15,257	39,986
155	AAD117	School Aide II	Cruz, Harold R.	G-1	24,729	0	0	19-Apr-15	469	25,198	7,476	495	0	365	153	1,923	239	10,652	35,850
156	AAD193	School Aide III	Hussey, Lorraine R.	F-	33,656	0	0	4-Dec-14	982	34,638	10,277	0	0	502	153	0	0	10,933	45,570
157	AAD093	Administrative Aide	Cabrito, Antonita F.	F-	33,656	0	0	1-Oct-14	1,178	34,834	10,335	0	0	505	153	0	0	10,994	45,828
158	AAD149	Program Specialist	Garcia, Ava M.	K-6-a	49,759	0	0	1-Jan-16	0	49,759	14,763	495	0	722	153	6,510	403	23,046	72,805
159	AAD108	Instructor	Bataclan, Emma R.	J-9-a	58,554	0	0	1-Aug-15	342	58,896	17,474	0	0	854	153	1,572	0	20,054	78,949
160	AAD080	Program Specialist	Leon Guerrero, Barbara B.	K-9-d	57,768	0	0	1-Jan-15	1,516	59,284	17,590	495	0	860	153	6,510	403	26,010	85,295
161	AAD106	Program Coordinator II	Lizama, Donnie L.	M-1	40,762	0	0	6-Oct-14	1,545	42,307	12,552	0	0	613	153	2,582	223	16,125	58,432
162	AAD013	Program Coordinator III	Duenas, Elizabeth J.	N-5	52,235	0	0	3-Aug-15	330	52,565	15,596	0	0	762	153	6,510	403	23,425	75,990
163	AAD009	Associate Professor	Balbin, Sandy R.	L-9-a	63,919	0	0	1-Aug-15	373	64,292	19,075	0	0	932	153	1,572	223	21,956	86,248
164	AAD011	Assistant Professor	Realica, Tonirose V.	K-5-a	47,817	0	0	1-Aug-15	279	48,096	14,270	495	0	697	153	1,572	223	17,410	65,506
165	AAD073	Administrative Assistant	Anderson, Catherine B.	J-4	34,744	0	0	2-Apr-15	659	35,403	10,504	495	0	513	153	1,572	223	13,460	48,863
166	AAD102	Associate Professor	Sablan, Sally C.	L-10-c	74,313	0	0	1-Aug-15	433	74,746	22,177	495	0	1,084	153	0	0	23,909	98,655
167	AAD103	Associate Professor	Terlaje, Patricia M.	L-10-b	73,578	0	0	1-Aug-15	429	74,007	21,958	495	0	1,073	153	0	0	23,679	97,686
168	AAD104	Associate Professor	Lizama, Troy E.	L-10-a	72,848	0	0	1-Aug-15	425	73,273	21,740	495	0	1,062	153	1,572	223	25,245	98,518
169	AAD105	Professor	**Vacant-Sablan, K.	M-9-b	80,610	0	0	Vacant	0	80,610	23,917	495	0	1,169	153	6,510	403	32,647	113,257
170	AAD107	Associate Professor	Roberto, Anthony J.	L-10-b	73,578	0	0	1-Aug-15	429	74,007	21,958	0	0	1,073	153	1,923	239	25,347	99,355
171	AAD131	Instructor	Arce, Imelda D.	J-12-a	60,699	0	0	1-Aug-15	354	61,053	18,114	0	0	885	153	0	0	19,153	80,206
172	AAD071	Program Specialist	Payne, John F.	K-8-d	55,514	0	0	1-Jan-15	1,457	56,971	16,903	495	0	826	153	1,572	223	20,172	77,144
173	AAD014	Associate Professor	Teng, Zhaopei	L-11-a	69,215	0	0	1-Aug-15	404	69,619	20,656	495	0	1,009	153	1,572	223	24,108	93,727
174	AAD020	Instructor	Setzer, Michael D.	J-15-b	63,075	0	0	1-Aug-15	368	63,443	18,824	0	0	920	153	1,572	223	21,692	85,135
175	AAD021	Assistant Professor	Flores, Yvonne C.	K-8-b	54,420	0	0	1-Aug-15	317	54,737	16,241	0	0	794	153	1,572	223	18,983	73,720
176	AAD052	Instructor	**Vacant-Fejerang, E.	J-9-b	49,678	0	0	Vacant	0	49,678	14,739	495	0	720	153	6,510	403	23,021	72,698
177	AAD146	Associate Professor	Tenorio, Juanita M.	L-10-a	66,514	0	0	1-Aug-15	388	66,902	19,850	495	0	970	153	2,582	223	24,273	91,175
178	AAD025	Assistant Professor	Tam, Wilson W.	K-8-c	54,965	0	0	1-Aug-15	321	55,286	16,403	0	0	802	153	1,923	239	19,521	74,807
179	AAD081	Professor	Baza-Cruz, Lisa A.	M-10-d	85,564	0	0	1-Aug-15	499	86,063	25,535	0	0	1,248	153	1,572	223	28,731	114,794
180	AAD084	Assistant Professor	Huseby, Polli R.	K-12-d	65,095	0	0	1-Aug-15	380	65,475	19,426	0	0	949	153	2,582	223	23,334	88,809
181	AAD087	Associate Professor	Toves, Rebecca T.	L-11-b	69,907	0	0	1-Aug-15	408	70,315	20,862	0	0	1,020	153	3,940	239	26,214	96,529
182	AAD088	Instructor	*Vacant-Ventura, D.	J-3-d	39,909	0	0	Vacant	0	39,909	11,841	495	0	579	153	6,510	403	19,981	59,890
183	AAD109	Assistant Professor	*Vacant-Reid, C.	K-5-c	48,778	0	0	Vacant	0	48,778	14,472	495	0	707	153	6,510	403	22,741	71,519
184	AAD194	Assistant Professor	De Oro, Vera S.	K-7-d	53,348	0	0	1-Aug-15	311	53,659	15,921	495	0	778	153	6,510	403	24,260	77,919
185	AAD022	Assistant Professor	Lee, Hee Suk	K-8-b	54,420	0	0	1-Aug-15	317	54,737	16,241	495	0	794	153	2,582	0	20,264	75,002
186	AAD037	Instructor	Atalig, Adrian M.	J-4-b	40,711	0	0	1-Aug-15	237	40,948	12,149	495	0	594	153	1,572	0	14,963	55,911
187	AAD161	Instructor	Kuper, Terry F.	J-12-b	61,307	0	0	1-Aug-15	358	61,665	18,296	495	0	894	153	1,923	239	22,001	83,665
188	AAD166	Assistant Professor	Valenzuela, Renato F.	K-17-c	78,642	0	0	1-Aug-15	459	79,101	23,469	0	0	1,147	153	3,175	403	28,348	107,449
189	AAD168	Assistant Professor	Limtiaco, John B.	K-12-c	64,450	0	0	1-Aug-15	376	64,826	19,234	0	0	940	153	4,687	298	25,313	90,139
190	AAD169	Instructor	Valenzuela, Jovita A.	J-19-b	73,960	0	0	1-Aug-15	431	74,391	22,072	0	0	1,079	153	0	0	23,304	97,695
191	AAD172	Assistant Instructor	Calbang, Joegines P.	I-2-c	33,314	0	0	LTA	0	33,314	9,884	495	0	483	153	2,582	223	13,821	47,135
192	AAD095	Assistant Professor	Matson, Christine B.	K-8-c	65,435	0	0	1-Aug-15	382	65,817	19,528	495	0	954	153	6,510	403	28,043	93,860
193	AAD096	Associate Professor	Neff, Bernard R.	L-8-d	75,340	0	0	1-Aug-15	439	75,779	22,484	495	0	1,099	153	2,582	223	27,036	102,815
194	AAD097	Library Technician Supervisor	Sgambelluri, Juanita I.	J-	39,438	0	0	23-Aug-15	230	39,668	11,770	0	0	575	153	3,175	403	16,076	55,744

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

Guam Community College  
Proposed  
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)	Retirement J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount	Subtotal									
195	AAD099	Library Technician II	Cheipot, Steve S.	H-5	30,803	0	0	30-Mar-15	681	31,484	9,341	495	0	457	153	1,572	223	12,241	43,725
196	AAD100	Library Technician I	Eclavea, Mark E.	F-1	23,171	0	0	27-Jun-15	293	23,464	6,962	495	0	340	153	0	0	7,950	31,413
197	AAD200	Library Technician I	Kowalski, Derrick S.	F-1	23,171	0	0	5-Aug-15	146	23,317	6,918	495	0	338	153	1,572	223	9,699	33,017
198	AAD024	Assistant Professor	Artero, Jennifer B.	K-7-b	52,297	0	0	1-Aug-15	305	52,602	15,607	0	0	763	153	1,572	0	18,095	70,697
199	AAD039	Instructor	*Vacant-Manglona, D.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	403	19,617	58,358
200	AAD045	Nursing & Allied Health Admin	Manglona, Dorothy-Lou	M-7-d	69,331	0	0	1-Jan-15	1,820	71,151	21,110	495	0	1,032	153	6,510	403	29,703	100,854
201	AAD214*	Licensed Practical Nurse I	*Vacant-New	H-1	19,974	0	0	Vacant	0	19,974	5,926	495	0	290	153	6,510	403	13,777	33,751
202	AAD050	Instructor	Bordallo, Angela T.	J-7-a	45,420	0	0	1-Aug-15	265	45,685	13,555	495	0	662	153	0	0	14,865	60,550
203	AAD058	Administrative Assistant	Hiura, Tamara Therese T.	J-1	31,076	0	0	6-Dec-14	981	32,057	9,511	495	0	465	153	2,582	223	13,429	45,486
204	AAD083	*Assistant Professor	Loveridge, Rosemary J.	K-9-a	56,069	0	0	1-Aug-15	327	56,396	16,733	495	0	818	153	0	0	18,198	74,594
205	AAD162	Instructor	Melegrito, Loressa M.	J-6-b	44,084	0	0	1-Aug-15	257	44,341	13,156	495	0	643	153	6,510	403	21,360	65,701
206	AAD049	Instructor	Palomares, Marylee P.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	562	153	2,582	223	15,508	54,243
207	AAD163	Assistant Professor	Analista, Hernalin R.	K-9-a	56,069	0	0	1-Aug-15	327	56,396	16,733	495	0	818	153	0	0	18,198	74,594
208	AAD170	Assistant Professor	Hartz, Ronald G.	K-9-b	56,630	0	0	1-Aug-15	330	56,960	16,900	495	0	826	153	2,582	223	21,179	78,140
209	AAD178	Assistant Professor	Nanpei, Rose Marie D.	K-9-a	56,069	0	0	1-Aug-15	327	56,396	16,733	495	0	818	153	3,175	403	21,777	78,173
210	AAD195	Instructor	Muna, Brian C.	J-3-d	39,909	0	0	1-Aug-15	233	40,142	11,910	495	0	582	153	4,687	298	18,126	58,267
211	AAD047	Administrative Assistant	Guerrero, Teresita C.	J-6	37,427	0	0	3-Jun-15	473	37,900	11,245	495	0	550	153	3,940	239	16,621	54,521
212	AAD126	Program Specialist	Barnhart, Terry L.	K-17-c	78,642	0	0	1-Jan-15	2,064	80,706	23,946	0	0	1,170	153	2,582	223	28,075	108,781
213	AAD152	Instructor	Dennis, Christopher T.	J-10-c	57,182	0	0	1-Aug-15	334	57,516	17,065	495	0	834	153	0	0	18,547	76,062
214	AAD160	Assistant Instructor	Yanger, Gil T.	I-10-c	50,160	0	0	1-Aug-15	293	50,453	14,969	495	0	732	153	2,582	223	19,154	69,607
215	AAD026	Instructor	Tyquiangco, Ricky S.	J-7-c	50,746	0	0	1-Aug-15	296	51,042	15,144	495	0	740	153	0	0	16,532	67,574
			Total		10,843,324	0	0		126,757	10,970,081	3,254,823	76,157	0	159,066	32,972	559,609	46,301	4,128,929	15,099,010

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

**Guam Community College**  
**Proposed**  
**Fiscal Year 2015**  
**Agency Staffing Pattern w/Hay Study**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I) Subtotal	Retiremen t J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount										
1	PRE001	Assistant Director	**Vacant-Reyes, L.	O-6-c	42,869	0	0	Vacant	0	42,869	12,719	495	0	622	153	6,510	403	20,902	63,771
2	NAF	Sustainability Coordinator	**Vacant-New	K-6-b	50,253	0	0	Vacant	0	50,253	14,910	495	0	729	153	6,510	403	23,200	73,452
3	ASD033	Facilities Engineer Administra	Perez, Lawrence P.	N-2-c	64,133	0	0	1-Jan-15	1,683	65,816	19,528	495	0	954	153	0	0	21,130	86,946
4	NAF034	Maintenance Specialist	Quenga, Benny John R.	I-1	28,595	0	0	29-Jul-15	271	28,866	8,565	495	0	419	153	0	0	9,631	38,497
5	NAF	Database Administrator	**Vacant-New	N-6-a	73,715	0	0	Vacant	0	73,715	21,871	495	0	1,069	153	6,510	403	30,501	104,216
6	NAF014	Computer Technician I	De Roca, Victor F.	H-1	26,520	0	0	4-Mar-15	586	27,106	8,042	495	0	393	153	3,175	0	12,258	39,365
7	NAF030	Buyer I	**Vacant-Camacho, K.	H-1	26,520	0	0	Vacant	0	26,520	7,868	495	0	385	153	6,510	403	15,814	42,334
8	AAD016	Assistant Director	Montague, Marlena O.	O-3-c	76,081	0	0	1-Jan-15	1,997	78,078	23,166	495	0	1,132	153	0	0	24,946	103,024
9	AAD039	Institutional Researcher	**Vacant-Montague, M.	L-4-d	53,976	0	0	Vacant	0	53,976	16,015	495	0	783	153	6,510	403	24,358	78,334
10	NAF012	Administrative Assistant	Aguilar, Marina C.	J-4	34,744	0	0	24-Jul-15	329	35,073	10,406	495	0	509	153	2,582	223	14,368	49,441
11	NAF010	Instructor	Cejoco, Jose L.	J-12-a	55,421	0	0	1-Aug-15	323	55,744	16,539	0	0	808	153	6,510	403	24,414	80,158
12	NAF009	Instructor	Dydasco, Gene G.	J-2-b	37,596	0	0	LTA	0	37,596	11,155	495	0	545	153	1,572	223	14,143	51,739
13	AAD054	Instructor	Roberto, Joachim P.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	2,582	223	15,873	55,782
14	NAF020	Assistant Instructor	Healy, Paul J.	I-5-b	37,162	0	0	1-Aug-15	217	37,379	11,090	495	0	542	153	3,940	239	16,459	53,838
15	AAD059	Instructor	Kerner, Paul N.	J-8-a	47,264	0	0	1-Aug-15	276	47,540	14,105	495	0	689	153	1,572	223	17,237	64,777
16	NAF028	Administrative Aide	Pascua, Tara Rose A.	F-3	24,960	0	0	28-Apr-15	473	25,433	7,546	495	0	369	153	1,572	223	10,358	35,791
17	NAF021	Instructor	Unten, Trisha D.	J-4-c	41,118	0	0	1-Aug-16	240	41,358	12,271	495	0	600	153	2,285	298	16,102	57,459
18	NAF024	Instructor	**New	J-3-a	38,735	0	0	Vacant	0	38,735	11,493	495	0	562	153	6,510	403	19,615	58,350
19	NAF022	Instructor	Paulino, Ronaldo M.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	562	153	1,572	223	14,497	53,232
20	AAD002	Administrative Assistant	Mesa, Genevieve P.	J-1	31,076	0	0	1-Oct-14	1,177	32,253	9,569	495	0	468	153	1,923	239	12,848	45,101
21	AAD137	*Assistant Professor	Bollinger, Simone E.	K-3-d	45,496	0	0	1-Aug-15	265	45,761	13,577	495	0	664	153	3,940	0	18,828	64,590
22	NAF023	Instructor	Dela Cruz, Tressa C.	J-3-d	39,909	0	0	1-Aug-15	233	40,142	11,910	495	0	582	153	2,285	298	15,723	55,865
23	NAF025	Instructor	**Vacant-Naholowaa, L.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	403	19,617	58,358
24	NAF026	Instructor	Leon Guerrero, Bertha M.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	2,582	223	15,873	55,782
25	NAF027	Instructor	Ventura, Desiree T.	J-4-c	41,118	0	0	1-Aug-15	240	41,358	12,271	495	0	600	153	0	0	13,518	54,876
26	AAD201	Library Technician I	Cayabyab, Dolores T.	F-1	23,171	0	0	22-Jan-15	659	23,830	7,070	0	0	346	153	0	0	7,569	31,399
27	NAF002	Word Processing Secretary II	Blas, Barbara J.	H-1	26,520	0	0	16-May-15	419	26,939	7,993	495	0	391	153	0	0	9,031	35,970
28	AAD122	Program Specialist	Muna-Brecht, Chelsa D.	K-5-d	49,266	0	0	1-Jan-16	0	49,266	14,617	495	0	714	153	1,572	0	17,551	66,817
29	NAF001	Program Specialist	Perez, Rowena Ellen	K-7-b	52,297	0	0	1-Jan-15	1,373	53,670	15,924	0	0	778	153	2,582	223	19,661	73,331
30	NAF003	Administrative Aide	Artero, Brigida A.	F-1	23,171	0	0	10-Apr-15	439	23,610	7,005	495	0	342	153	2,582	223	10,801	34,411
31	NAF004	Program Specialist	Datuin, Bonnie Mae M.	K-7-a	51,779	0	0	1-Jan-15	1,359	53,138	15,766	495	0	771	153	6,510	403	24,098	77,236
32	FED024	Administrative Assistant	Chamberlain, Antonia M.	J-	42,307	0	0	29-Jan-15	1,111	43,418	12,882	0	0	630	153	1,572	223	15,460	58,878
33	FED016	Administrative Assistant	Damian, Eleanor A.	J-1	31,076	0	0	LTA	0	31,076	9,220	495	0	451	153	3,940	239	14,498	45,574
34	FED017	Program Specialist	Johns, Priscilla C.	K-9-a	56,069	0	0	1-Jan-15	1,472	57,541	17,072	0	0	834	153	2,582	223	20,865	78,406
35	FED039	Office Aide	San Nicolas, Vincent A.	B-1	16,693	0	0	LTA	0	16,693	4,953	495	0	242	153	1,572	223	7,638	24,331
36	FED038	Program Coordinator I	Quan, Jaclyn L.	K-1	33,911	0	0	LTA	0	33,911	10,061	495	0	492	153	1,572	223	12,996	46,907
37	FED010	Assistant Professor	Santos, KristiAnna T.	K-4-b	34,808	0	0	LTA	0	34,808	10,328	371	0	505	153	952	135	12,444	47,252
38	FED011	Program Specialist	Hosei, Huan F.	K-6-b	50,256	0	0	LTA	0	50,256	14,911	495	0	729	153	3,175	403	19,866	70,122
39	FED012	Administrative Assistant	Santos, Tanya-Marie T.	J-1	31,076	0	0	LTA	0	31,076	9,220	495	0	451	153	1,572	223	12,114	43,190
40	FED018	Program Coordinator II	Fathal, James	M-1	40,762	0	0	LTA	0	40,762	12,094	495	0	591	153	2,582	0	15,915	56,677
41	FED004	Program Coordinator I	Quenga, Jesse J.	K-1	33,911	0	0	LTA	0	33,911	10,061	495	0	492	153	0	0	11,201	45,112
42	FED008	Program Coordinator II	Guerrero, Philip C.	M-1	40,762	0	0	LTA	0	40,762	12,094	495	0	591	153	0	0	13,333	54,095
43	FED013	Administrative Aide	Agüero, Michele M.	F-1	23,171	0	0	LTA	0	23,171	6,875	495	0	336	153	0	0	7,859	31,030
44	FED015	Instructor	Rosario, Barbara A.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	562	153	1,270	180	14,152	52,887
45	FED019	Program Specialist	Sison, Christine B.	K-9-c	57,196	0	0	1-Jan-15	1,501	58,697	17,416	495	0	851	153	3,175	403	22,493	81,190
46	FED020	Administrative Assistant	Eclavea, Mary Ann A.	J-1	31,076	0	0	LTA	0	31,076	9,220	495	0	451	153	6,510	403	17,232	48,308
47	FED022	Program Coordinator II	Joseph, Gaudencia N.	M-1	40,762	0	0	LTA	0	40,762	12,094	495	0	591	153	0	0	13,333	54,095
48	FED031	Office Aide	Camacho, Sheena Ann G.	B-1	16,693	0	0	LTA	0	16,693	4,953	495	0	242	153	1,923	239	8,006	24,699

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

**Guam Community College**  
**Proposed**  
**Fiscal Year 2015**  
**Agency Staffing Pattern w/Hay Study**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)	Retirement J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount	Subtotal									
49	FED034	Instructor	**Vacant-Sablan, M.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	403	19,617	58,358
50	FED010	Assistant Professor	Santos, KristiAnna T.	K-4-b	11,603	0	0	LTA	0	11,603	3,443	124	0	168	153	317	45	4,250	15,853
51	FED001	Assistant Instructor	Skoog, Heather N.	I-7-d	41,050	0	0	1-Aug-15	239	41,289	12,251	495	0	599	153	1,923	239	15,660	56,950
			TOTAL		2,011,417	0	0		16,882	2,028,299	601,796	22,254	0	29,410	7,821	138,056	10,519	809,858	2,838,156

**GUAM COMMUNITY COLLEGE**  
**College Governing Council**

January 31, 2014

**MEMORANDUM**

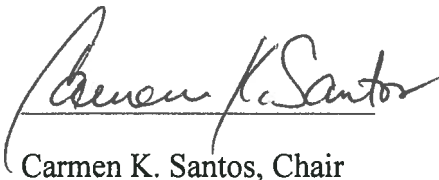
TO: Mary A.Y. Okada, Ed.D., President

FROM: Carmen Santos  
Jose Munoz  
Elizabeth J. Duenas  
CGC Co-Chairs

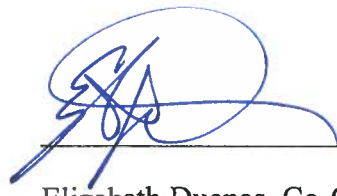
SUBJECT: FY15 GovGuam Budget Request

The College Governing Council met Friday, 1/31/14 to discuss agenda item above. The committee unanimously passed the FY15 GovGuam Budget Request as presented, with the acknowledgement that this proposed budget is used for planning purposes. We are therefore, forwarding the FY15 GovGuam Budget Request for your approval and presentation to the Board of Trustees.

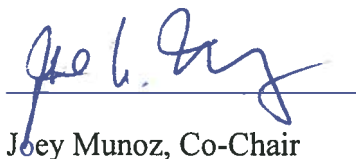
Please let us know if you have any questions regarding the above.

  
Carmen K. Santos, Chair

2/3/14  
Date

  
Elizabeth Duenas, Co-Chair

2/3/14  
Date

  
Jose L. Munoz, Co-Chair

2/3/14  
Date

		GENERAL FUND					MOD/ TAF/ Special Funds					FEDERAL MATCH					GRAND TOTAL (ALL FUNDS)				
AS400 Account Code	App operation Classification	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)					
PERSONNEL SERVICES																					
111	Regular Salaries/Increments/Special Pay:	9,580,474	10,099,296	10,692,464	289,097	273,358	277,617	0	0	0	9,869,571	10,366,654	10,970,081	9,869,571	10,366,654	10,970,081					
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
113	Benefits:	3,552,816	3,923,345	4,030,000	102,991	100,760	98,929	0	0	0	3,655,807	4,024,105	4,128,929	3,655,807	4,024,105	4,128,929					
	TOTAL PERSONNEL SERVICES	\$13,133,290	\$14,018,641	\$14,722,464	\$392,088	\$374,118	\$376,546	\$0	\$0	\$0	\$13,525,378	\$14,392,759	\$15,099,010	\$13,525,378	\$14,392,759	\$15,099,010					
OPERATIONS																					
220	TRAVEL - Off-stand Local Mileage Reimburs:	0	0	4,093	0	0	0	0	0	0	0	0	0	0	0	4,093					
220	CONTRACTUAL SERVICES:	0	13,270	676,912	126,975	549,171	27,000	0	0	0	126,975	562,441	703,912	126,975	562,441	703,912					
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
240	SUPPLIES & MATERIALS:	360	0	189,080	41,284	144,896	80,000	0	0	0	41,644	144,896	269,080	41,644	144,896	269,080					
250	EQUIPMENT:	0	0	103,406	6,076	99,964	79,614	0	0	0	6,076	99,964	183,020	6,076	99,964	183,020					
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
290	MISCELLANEOUS:	0	46,176	52,176	638,453	1,254,295	1,837,198	0	0	0	638,453	1,300,471	1,889,374	638,453	1,300,471	1,889,374					
	TOTAL OPERATIONS	\$360	\$59,446	\$1,025,667	\$812,788	\$2,018,326	\$2,023,812	\$0	\$0	\$0	\$813,148	\$2,077,772	\$3,049,479	\$813,148	\$2,077,772	\$3,049,479					
UTILITIES																					
361	Power:	32,618	835,711	1,656,900	1,160,938	0	0	0	0	0	1,160,938	835,711	1,656,900	1,160,938	835,711	1,656,900					
362	Water/ Sewer:	0	48,000	50,400	46,717	0	0	0	0	0	46,717	48,000	50,400	46,717	48,000	50,400					
363	Telephone/ T-1:	0	82,632	84,000	74,519	0	0	0	0	0	74,519	82,632	84,000	74,519	82,632	84,000					
	TOTAL UTILITIES	\$32,618	\$966,343	\$1,791,300	\$1,282,174	\$0	\$0	\$0	\$0	\$0	\$1,282,174	\$966,343	\$1,791,300	\$1,282,174	\$966,343	\$1,791,300					
450	CAPITAL OUTLAY	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000					
	TOTAL APPROPRIATIONS	\$13,166,268	\$15,044,430	\$17,599,431	\$2,487,850	\$2,392,444	\$2,400,358	\$0	\$0	\$0	\$15,653,318	\$17,436,874	\$19,997,769	\$15,653,318	\$17,436,874	\$19,997,769					
	FY Specify Fund Source																				
FULL TIME EQUIVALENCIES (FTEs)																					
UNCLASSIFIED:		2	2	2	-	-	-	-	-	-	2	2	2	2	2	2					
CLASSIFIED:		208	208	208	6	5	5	-	-	-	214	213	213	214	213	213					
TOTAL FTES		210	210	210	6	5	5	-	-	-	216	215	215	216	215	215					

				A	B	C	D	E	F	G	H	I	J	K	L
				GENERAL FUND			MANPOWER DEVELOPMENT FUND			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
AS400 Account Code	Appropriation Classification	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)		
PERSONNEL SERVICES															
111	Regular Salaries/Increments/Special Pay:	9,066,847	9,571,705	10,082,888	289,097	273,358	277,617	0	0	0	9,357,944	9,845,063	10,360,505		
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0		
113	Benefits:	3,382,520	3,721,452	3,786,167	102,991	100,760	98,925	0	0	0	3,485,511	3,822,212	3,885,086		
	TOTAL PERSONNEL SERVICES	\$12,431,367	\$13,293,157	\$13,869,055	\$392,088	\$374,118	\$376,546	\$0	\$0	\$0	\$12,823,455	\$13,667,275	\$14,245,601		
OPERATIONS															
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	4,093	0	0	0	0	0	0	0	0	4,093		
230	CONTRACTUAL SERVICES:	0	0	651,012	975	27,000	27,000	0	0	0	975	27,000	678,012		
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0		
240	SUPPLIES & MATERIALS:	360	0	185,080	23,128	114,826	80,000	0	0	0	23,488	114,826	265,080		
250	EQUIPMENT:	0	0	98,571	6,076	99,964	79,614	0	0	0	6,076	99,964	178,185		
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0		
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0		
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0		
290	MISCELLANEOUS:	0	46,176	51,676	564,783	1,154,295	1,558,276	0	0	0	564,783	1,200,471	1,609,952		
	TOTAL OPERATIONS	\$360	\$46,176	\$990,432	\$594,962	\$1,395,085	\$1,744,890	\$0	\$0	\$0	\$595,322	\$1,442,261	\$2,735,322		
UTILITIES															
361	Power:	32,618	835,711	1,656,900	0	0	0	0	0	0	32,618	835,711	1,656,900		
362	Water/ Sewer:	0	48,000	50,400	0	0	0	0	0	0	0	48,000	50,400		
363	Telephone/ Toll:	0	82,632	84,000	0	0	0	0	0	0	0	82,632	84,000		
	TOTAL UTILITIES	\$32,618	\$966,343	\$1,791,300	\$0	\$0	\$0	\$0	\$0	\$0	\$32,618	\$966,343	\$1,791,300		
450	CAPITAL OUTLAY	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000		
	TOTAL APPROPRIATIONS	\$12,464,345	\$14,305,676	\$16,710,787	\$987,050	\$1,770,203	\$2,121,436	\$0	\$0	\$0	\$13,451,395	\$16,075,879	\$18,632,723		
1/ Specify Fund Source															
FULL TIME EQUIVALENCIES (FTEs)															
UNCLASSIFIED:				2	2	2	-	-	-	-	2	2	2		
CLASSIFIED:				196	195	195	6	5	5	-	202	200	200		
TOTAL FTEs				198	197	197	6	5	5	-	204	202	202		



GENERAL FUND (LPN/MOC GUID)				TAF - Supplemental			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)			
AS400 Account Code	Appropriation Classification	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)
PERSONNEL SERVICES													
111	Regular Salaries/Incentives/Special Pay:	511,627	523,591	609,576	0	0	0	0	0	0	511,627	523,591	609,576
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	190,296	201,893	243,833	0	0	0	190,296	201,893	243,833	190,296	201,893	243,833
TOTAL PERSONNEL SERVICES		\$701,923	\$725,484	\$853,409	\$0	\$0	\$0	\$701,923	\$725,484	\$853,409	\$701,923	\$725,484	\$853,409
OPERATIONS													
220	TRAVEL - Off-island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	13,270	25,900	126,000	522,171	0	0	0	0	126,000	535,441	25,900
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	4,000	18,156	70	0	0	0	0	18,156	70	4,000
250	EQUIPMENT:	0	0	4,835	0	0	0	0	0	0	0	0	4,835
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	500	73,670	0	0	0	0	0	73,670	0	500
TOTAL OPERATIONS		\$0	\$13,270	\$35,235	\$217,826	\$522,241	\$0	\$0	\$0	\$0	\$217,826	\$535,511	\$35,235
UTILITIES													
361	Power:	0	0	0	1,160,938	0	0	0	0	0	1,160,938	0	0
362	Water/ Sewer:	0	0	0	46,717	0	0	0	0	0	46,717	0	0
363	Telephone/ Toll:	0	0	0	74,519	0	0	0	0	0	74,519	0	0
TOTAL UTILITIES		\$0	\$0	\$0	\$1,282,174	\$0	\$0	\$0	\$0	\$0	\$1,282,174	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$701,923	\$738,754	\$888,644	\$1,500,000	\$522,241	\$0	\$0	\$0	\$0	\$2,201,923	\$1,280,995	\$888,644
1) Specify Fund Source													
FULL TIME EQUIVALENCIES (FTEs)													
UNCLASSIFIED:		0	0	0	0	0	0	0	0	0	0	0	0
CLASSIFIED:		12	13	13	0	0	0	0	0	0	12	13	13
TOTAL FTEs		12	13	13	0	0	0	0	0	0	12	13	13

		GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
AS400 Account Code	Appropriation Classification	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)
PERSONNEL SERVICES													
111	Regular Salaries/Increments/Special Pay:	0	0	0		0	0	0	0	0	0	0	0
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATIONS													
220	TRAVEL - Off Island Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	100,000	278,922	0	0	0	0	100,000	278,922
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0	\$100,000	\$278,922	\$0	\$0	\$0	\$0	\$100,000	\$278,922
UTILITIES													
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$0	\$0	\$0	\$0	\$0	\$100,000	\$278,922	\$0	\$0	\$0	\$100,000	\$278,922
1/ Specify Fund Source		Per PL 31-225 and PL 32-083 USDA loan repayment from Territorial Education Facilities Fund											
FULL TIME EQUIVALENCIES (FTEs)													
UNCLASSIFIED:		0	0	0	0	0	0	0	0	0	0	0	0
CLASSIFIED:		0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL FTEs	0	0	0	0	0	0	0	0	0	0	0	0

**GUAM COMMUNITY COLLEGE**  
**FY2015 Budget Request by Object (Departmental Level)**

[GCC-DEPT1]

Includes: Priority 1 & 2  
 ALL Departments

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
<b>110 Regular Salaries/Increments</b>		
	1010 OFFICE OF THE PRESIDENT	220,114
	1020 PEACE OFFICER STANDARDS AND TRAININ	51,266
	1030 COMMUNICATIONS & PROMOTIONS	78,858
	1050 ALUMNI RELATIONS	51,266
	1060 PLANNING AND DEVELOPMENT	167,988
	1061 GED	36,161
	1065 FACILITIES	227,805
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	207,176
	3010 BUSINESS OFFICE	415,489
	3020 MANAGEMENT INFORMATION SYSTEMS	461,223
	3030 HUMAN RESOURCES	266,741
	3040 MATERIALS MANAGEMENT	189,583
	3045 BOOKSTORE	28,776
	3060 STUDENT FINANCIAL AID	129,824
	3070 ENVIRONMENTAL HEALTH & SAFETY	89,142
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	40,297
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	151,951
	5020 ADMISSIONS & REGISTRATION	235,537
	5030 AIER	143,348
	5050 CONTINUING EDUCATION	123,209
	6000 DEAN'S OFFICE-TPS	194,689
	6110 AUTOMOTIVE TECHNOLOGY	442,950
	6150 COSMETOLOGY	106,315
	6220 EARLY CHILDHOOD EDUCATION	320,746
	6410 CRIMINAL JUSTICE	169,462
	6420 SOCIAL SCIENCE	175,500
	6550 VISUAL COMMUNICATIONS	38,735
	6610 ADULT BASIC EDUCATION	23,317
	6710 ALLIED HEALTH	274,585
	6730 PRACTICAL NURSING	360,947
	6810 TOURISM & HOSPITALITY	813,305
	6950 CONSTRUCTION TRADES	391,014
	6970 MARKETING	337,786
	6980 ACCOUNTING	68,247
	6990 SUPERVISION & MANAGEMENT	47,620
	7000 DEAN'S OFFICE - TSS	377,956
	7110 MATH	288,119
	7120 SCIENCE	168,519
	7210 STUDENT SUPPORT SERVICES	280,381
	7220 HEALTH SERVICES CENTER	58,896
	7420 CENTER FOR STUDENT INVOLVEMENT	154,156
	7510 OFFICE TECHNOLOGY	112,388
	7610 ASSESSMENT & COUNSELING	473,100
	7615 VOCATIONAL GUIDANCE PROGRAM	248,629
	7630 ACCOMMODATIVE SERVICES	56,971
	7710 COMPUTER SCIENCE	237,477
	7750 ENGLISH	66,902
	7760 DEVELOPMENTAL EDUCATION	419,484
	7810 ELECTRONICS	408,983
	7950 LEARNING RESOURCES CENTER	259,531
	<b>TOTAL REGULAR SALARIES/INCREMENTS</b>	<b>\$10,692,464</b>

# GUAM COMMUNITY COLLEGE

## FY2015 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2  
ALL Departments

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
120 Benefits-Full Time	1010 OFFICE OF THE PRESIDENT	79,924
	1020 PEACE OFFICER STANDARDS AND TRAININ	18,174
	1030 COMMUNICATIONS & PROMOTIONS	27,351
	1050 ALUMNI RELATIONS	20,781
	1060 PLANNING AND DEVELOPMENT	67,071
	1061 GED	16,392
	1065 FACILITIES	106,103
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	71,296
	3010 BUSINESS OFFICE	151,968
	3020 MANAGEMENT INFORMATION SYSTEMS	185,632
	3030 HUMAN RESOURCES	95,323
	3040 MATERIALS MANAGEMENT	73,105
	3045 BOOKSTORE	9,603
	3060 STUDENT FINANCIAL AID	53,364
	3070 ENVIRONMENTAL HEALTH & SAFETY	29,037
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	12,694
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	52,762
	5020 ADMISSIONS & REGISTRATION	88,698
	5030 AIER	51,957
	5050 CONTINUING EDUCATION	45,027
	6000 DEAN'S OFFICE-TPS	66,637
	6110 AUTOMOTIVE TECHNOLOGY	171,937
	6150 COSMETOLOGY	39,860
	6220 EARLY CHILDHOOD EDUCATION	109,615
	6410 CRIMINAL JUSTICE	59,939
	6420 SOCIAL SCIENCE	66,568
	6550 VISUAL COMMUNICATIONS	19,615
	6610 ADULT BASIC EDUCATION	12,083
	6710 ALLIED HEALTH	105,980
	6730 PRACTICAL NURSING	149,045
	6810 TOURISM & HOSPITALITY	307,517
	6950 CONSTRUCTION TRADES	145,131
	6970 MARKETING	124,904
	6980 ACCOUNTING	21,886
	6990 SUPERVISION & MANAGEMENT	15,467
	7000 DEAN'S OFFICE - TSS	148,554
	7110 MATH	107,117
	7120 SCIENCE	61,049
	7210 STUDENT SUPPORT SERVICES	111,535
	7220 HEALTH SERVICES CENTER	20,054
	7420 CENTER FOR STUDENT INVOLVEMENT	65,560
	7510 OFFICE TECHNOLOGY	39,366
	7610 ASSESSMENT & COUNSELING	163,441
	7615 VOCATIONAL GUIDANCE PROGRAM	94,788
	7630 ACCOMMODATIVE SERVICES	20,172
	7710 COMPUTER SCIENCE	87,804
	7750 ENGLISH	24,273
	7760 DEVELOPMENTAL EDUCATION	164,782
	7810 ELECTRONICS	148,014
	7950 LEARNING RESOURCES CENTER	101,045
TOTAL BENEFITS-FULL TIME		\$4,030,000

# GUAM COMMUNITY COLLEGE

## FY2015 Budget Request by Object (Departmental Level)

[GCC-DEPT1]

Includes: Priority 1 & 2  
ALL Departments

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
<b>220 Travel: Local Mileage</b>	1020 PEACE OFFICER STANDARDS AND TRAININ	1,000
	1061 GED	45
	6110 AUTOMOTIVE TECHNOLOGY	548
	6810 TOURISM & HOSPITALITY	1,000
	6820 CULINARY	1,500
	<b>TOTAL TRAVEL: LOCAL MILEAGE</b>	<b>\$4,093</b>
<b>230 Contractual Services</b>	1000 BOARD OF TRUSTEES	9,115
	1010 OFFICE OF THE PRESIDENT	33,725
	1020 PEACE OFFICER STANDARDS AND TRAININ	8,000
	1030 COMMUNICATIONS & PROMOTIONS	26,680
	1060 PLANNING AND DEVELOPMENT	150
	1061 GED	10,000
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	47,170
	3010 BUSINESS OFFICE	34,500
	3030 HUMAN RESOURCES	4,500
	3060 STUDENT FINANCIAL AID	1,700
	3070 ENVIRONMENTAL HEALTH & SAFETY	25,000
	3080 ADMINISTRATIVE SUPPORT SERVICES & SE	291,318
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	4,700
	5020 ADMISSIONS & REGISTRATION	11,304
	5030 AIER	21,050
	6110 AUTOMOTIVE TECHNOLOGY	1,900
	6210 EDUCATION	1,000
	6220 EARLY CHILDHOOD EDUCATION	1,000
	6410 CRIMINAL JUSTICE	2,000
	6430 EMT	5,300
	6550 VISUAL COMMUNICATIONS	14,500
	6610 ADULT BASIC EDUCATION	500
	6620 ADULT HIGH SCHOOL	500
	6640 ESL (ENGLISH AS A SECOND LANGUAGE)	500
	6710 ALLIED HEALTH	2,300
	6730 PRACTICAL NURSING	10,100
	6810 TOURISM & HOSPITALITY	17,000
	6820 CULINARY	14,500
	6980 ACCOUNTING	2,200
	7120 SCIENCE	3,000
	7210 STUDENT SUPPORT SERVICES	3,200
	7220 HEALTH SERVICES CENTER	3,000
	7610 ASSESSMENT & COUNSELING	7,000
	7615 VOCATIONAL GUIDANCE PROGRAM	15,800
	7630 ACCOMMODATIVE SERVICES	27,000
	7950 LEARNING RESOURCES CENTER	15,700
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$676,912</b>
<b>240 Supplies &amp; Materials</b>	1000 BOARD OF TRUSTEES	2,000
	1020 PEACE OFFICER STANDARDS AND TRAININ	1,000
	1060 PLANNING AND DEVELOPMENT	200
	1065 FACILITIES	64,140
	3000 OFFICE OF THE VICE PRESIDENT (FAD)	1,200
	3010 BUSINESS OFFICE	3,500
	3020 MANAGEMENT INFORMATION SYSTEMS	15,150
	3040 MATERIALS MANAGEMENT	500

**GUAM COMMUNITY COLLEGE**  
**FY2015 Budget Request by Object (Departmental Level)**

[GCC-DEPT1]

Includes: Priority 1 & 2  
 ALL Departments

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
<b>240 Supplies &amp; Materials</b>	3060 STUDENT FINANCIAL AID	4,900
	3070 ENVIRONMENTAL HEALTH & SAFETY	8,000
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	1,500
	5020 ADMISSIONS & REGISTRATION	5,000
	5030 AIER	2,090
	6000 DEAN'S OFFICE-TPS	1,500
	6210 EDUCATION	500
	6220 EARLY CHILDHOOD EDUCATION	500
	6410 CRIMINAL JUSTICE	5,000
	6420 SOCIAL SCIENCE	1,500
	6430 EMT	500
	6710 ALLIED HEALTH	1,000
	6730 PRACTICAL NURSING	1,500
	6810 TOURISM & HOSPITALITY	3,400
	6820 CULINARY	11,500
	6830 CHAMORRO & FOREIGN LANGUAGES	500
	6970 MARKETING	9,500
	6980 ACCOUNTING	1,000
	6990 SUPERVISION & MANAGEMENT	1,500
	7000 DEAN'S OFFICE - TSS	4,000
	7110 MATH	5,000
	7120 SCIENCE	1,000
	7210 STUDENT SUPPORT SERVICES	9,000
	7220 HEALTH SERVICES CENTER	9,500
	7420 CENTER FOR STUDENT INVOLVEMENT	2,000
	7510 OFFICE TECHNOLOGY	500
	7610 ASSESSMENT & COUNSELING	2,000
	7615 VOCATIONAL GUIDANCE PROGRAM	2,500
	7630 ACCOMMODATIVE SERVICES	500
	7710 COMPUTER SCIENCE	1,500
	7750 ENGLISH	1,000
	7950 LEARNING RESOURCES CENTER	2,000
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$189,080</b>
<b>250 Equipment</b>	3000 OFFICE OF THE VICE PRESIDENT (FAD)	3,250
	3010 BUSINESS OFFICE	1,500
	3020 MANAGEMENT INFORMATION SYSTEMS	14,276
	3040 MATERIALS MANAGEMENT	4,000
	5000 OFFICE OF THE VICE PRESIDENT (AAD)	2,000
	5020 ADMISSIONS & REGISTRATION	7,255
	5030 AIER	3,451
	6000 DEAN'S OFFICE-TPS	2,000
	6210 EDUCATION	500
	6410 CRIMINAL JUSTICE	1,451
	6420 SOCIAL SCIENCE	1,451
	6820 CULINARY	11,902
	6830 CHAMORRO & FOREIGN LANGUAGES	2,500
	7000 DEAN'S OFFICE - TSS	2,000
	7110 MATH	4,000
	7210 STUDENT SUPPORT SERVICES	2,000
	7220 HEALTH SERVICES CENTER	1,200
	7420 CENTER FOR STUDENT INVOLVEMENT	500

**GUAM COMMUNITY COLLEGE**  
**FY2015 Budget Request by Object (Departmental Level)**

[GCC-DEPT1]

Includes: Priority 1 & 2  
 ALL Departments

*GENERAL FUND - 01*

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
<b>250 Equipment</b>	7510 OFFICE TECHNOLOGY	4,000
	7610 ASSESSMENT & COUNSELING	1,500
	7615 VOCATIONAL GUIDANCE PROGRAM	4,835
	7630 ACCOMMODATIVE SERVICES	3,000
	7710 COMPUTER SCIENCE	5,800
	7750 ENGLISH	4,000
	7760 DEVELOPMENTAL EDUCATION	5,000
	7950 LEARNING RESOURCES CENTER	10,035
	<b>TOTAL EQUIPMENT</b>	<b>\$103,406</b>
<b>290 Miscellaneous Expense</b>	5000 OFFICE OF THE VICE PRESIDENT (AAD)	3,500
	6620 ADULT HIGH SCHOOL	46,176
	6710 ALLIED HEALTH	1,000
	6730 PRACTICAL NURSING	500
	7110 MATH	500
	7120 SCIENCE	500
	<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>\$52,176</b>
<b>361 Power</b>	1065 FACILITIES	1,656,900
	<b>TOTAL POWER</b>	<b>\$1,656,900</b>
<b>362 Water/Sewer</b>	1065 FACILITIES	50,400
	<b>TOTAL WATER/SEWER</b>	<b>\$50,400</b>
<b>363 Telephone/Toll</b>	1065 FACILITIES	84,000
	<b>TOTAL TELEPHONE/TOLL</b>	<b>\$84,000</b>
<b>450 Capital Outlay</b>	3020 MANAGEMENT INFORMATION SYSTEMS	60,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$60,000</b>
<b>TOTAL GENERAL FUND</b>		<b>\$17,599,431</b>

**GUAM COMMUNITY COLLEGE**  
**FY2015 Budget Request by Object (Departmental Level)**

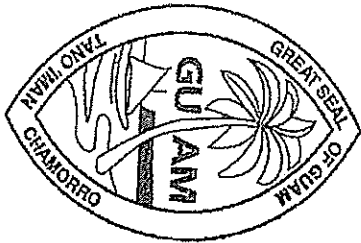
[GCC-DEPT1]

Includes: Priority 1 & 2  
 ALL Departments

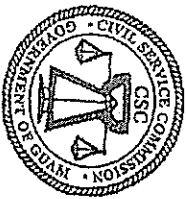
**MANPOWER DEVELOPMENT FUND - 04**

OBJECT CODE / CATEGORY	DEPARTMENT	AMOUNT REQUESTED
<b>110 Regular Salaries/Increments</b>	6110 AUTOMOTIVE TECHNOLOGY	57,516
	6910 APPRENTICESHIP	118,606
	6950 CONSTRUCTION TRADES	50,453
	7810 ELECTRONICS	51,042
	<b>TOTAL REGULAR SALARIES/INCREMENTS</b>	<b>\$277,617</b>
<b>120 Benefits-Full Time</b>	6110 AUTOMOTIVE TECHNOLOGY	18,547
	6910 APPRENTICESHIP	44,696
	6950 CONSTRUCTION TRADES	19,154
	7810 ELECTRONICS	16,532
	<b>TOTAL BENEFITS-FULL TIME</b>	<b>\$98,929</b>
<b>230 Contractual Services</b>	6910 APPRENTICESHIP	27,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$27,000</b>
<b>240 Supplies &amp; Materials</b>	6110 AUTOMOTIVE TECHNOLOGY	15,000
	6910 APPRENTICESHIP	51,500
	6950 CONSTRUCTION TRADES	13,500
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$80,000</b>
<b>250 Equipment</b>	6110 AUTOMOTIVE TECHNOLOGY	20,114
	6910 APPRENTICESHIP	44,000
	6950 CONSTRUCTION TRADES	15,500
	<b>TOTAL EQUIPMENT</b>	<b>\$79,614</b>
<b>290 Miscellaneous Expense</b>	6910 APPRENTICESHIP	1,557,276
	6950 CONSTRUCTION TRADES	1,000
	<b>TOTAL MISCELLANEOUS EXPENSE</b>	<b>\$1,558,276</b>
<b>TOTAL MANPOWER DEVELOPMENT FUND</b>		<b>\$2,121,436</b>





# 4 G.C.A., CHAPTER 5 POLITICAL ACTIVITY OF EMPLOYEES OF THE GOVERNMENT OF GUAM



GOVERNMENT OF GUAM  
CIVIL SERVICE COMMISSION  
K. J. MISION I SETBISION SIBIT  
Sinajana, Guam  
Tel: (671) 647-1855/1857 Fax: (671) 647-1867  
Website: [www.csc.guam.gov](http://www.csc.guam.gov)

## Did you know?

On June 15, 2012, Acting Governor Ray Tenorio signed Public Law 31-217, which removed many prohibitions against political activity formerly in place for most government of Guam employees.

Public Law 31-217 also created two groups of employees – a less restricted group and a more restricted group.

### 1. Who is covered?

In general, employees in the Executive Branch of the government of Guam, including autonomous and semi-autonomous and agencies, or in the Judicial Branch, and whether in the classified or unclassified service are subject to political activity restrictions.

“Employees” includes a person on administrative, annual, or sick leave unless such person has resigned and has received a lump-sum payment for such leave. It includes persons not providing professional services for a specific fee who are hired on a temporary, part-time, emergency or casual basis.

### 2. Who is not covered?

A few exceptions are made, including the following:

- ~ A person holding elective office;
- ~ A special or Staff Assistant to the Governor;
- ~ A person appointed by the Governor with the consent of the Legislature;

- A person retained from time to time to perform professional or special services for a specific fee; and
- ~ A person working on a casual basis on the days he performs no services.

## THINGS TO REMEMBER:

- Although as a less restricted employee you may now actively campaign in partisan elections, you should never do so while wearing a government of Guam uniform or official insignia.
- Never use your official title or position while engaged in political activity.
- Never invite subordinate employees to political events.

Everyone is covered under  
4 G.C.A. §5106

Everyone, whether or not an employee of the government of Guam, is prohibited from any form of solicitation for any political purpose, in any government of Guam room or building, whether it is within the Executive, Legislative, or Judicial Branch.

**NOTE:** Any person who violates this section would be guilty of a misdemeanor.

## See 4 G.C.A. §5106

Political activity is governed by 4 G.C.A. § 5101 et seq. These statutes are commonly known as the “Mini-Hatch Act.” You can access the law in full at website of the

Compiler of Laws at  
<http://www.guamcourts.org/CompilerLaw/index.html>.

### 3. What if I want to report a violation?

Pursuant to 4 G.C.A. § 5105, the Civil Service Commission is empowered to undertake investigations of reports of violations of the Mini-Hatch Act. You can submit a complaint by making a written report to the Civil Service Commission at its office in Sinajana or by faxing its office at (671) 647-1867.

### 4. What are the penalties for violating the Mini-Hatch Act?

The consequences of violating the prohibitions against political activity are serious. Penalties range from suspension without pay to removal from your government position.

### 5. Who is included in the more restricted group?

Employees of:

- the Guam Election Commission;
- the Civil Service Commission;
- the Office of Public Accountability;
- the Criminal Investigation Unit of the Tax Enforcement Division of the Department of Revenue and Taxation;
- the Prosecution Division of the Office of the Attorney General;
- AND any sworn police officer.

All other government of Guam employees are part of the less restricted group.

6. As a government of Guam employee, what can I do?

All government of Guam employees, whether more or less restricted, may do any and all of the following:

- Register to vote and vote as they choose
- Contribute money to political campaigns, political parties, or partisan political groups
- Attend political fundraising functions
- Attend political rallies and meetings
- Join political clubs or parties
- Sign nominating petitions
- Express opinions about candidates and issues

7. I'm a less restricted employee, is there anything else I can do?

In addition to the activities listed above, less restricted employees may also do any of the following:

- Assist in voter registration drives
- Hold office in political clubs or parties
- Campaign for or against candidates in partisan elections
- Make campaign speeches for candidates in partisan elections
- Distribute campaign literature in partisan elections

- Volunteer to work on a partisan political campaign.

8. As a government of Guam employee, what am I prohibited from doing?

All government of Guam employees, whether more or less restricted, is prohibited from doing any of the following:

- Organize a fundraising activity of a political party, partisan political organization or candidate
- Invite others to a partisan political fundraiser
- Collect contributions or sell tickets to partisan political fundraising functions
- Use their official titles or positions while engaged in political activity
- Engage in political activity while on duty, in any government of Guam room or building (whether owned or leased by the government of Guam), while wearing a government of Guam uniform or official insignia, or while using any vehicle owned or leased by the government of Guam.

9. I'm a more restricted employee, what sort of activities are prohibited?

More restricted employees are not permitted to take an active part in a partisan political campaign or in partisan political management. For example:

- May not campaign for a particular candidate or slate of candidates
- May not make campaign speeches for or against a particular candidate or slate of candidates
- May not distribute campaign material in partisan elections
- May not circulate nominating petitions
- May not hold office in political clubs or parties
- May not assist in partisan voter registration drives

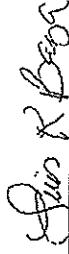
10. What does "partisan" mean anyway?

An activity is partisan if it involves political parties.

11. What is a political party?

The term "political party" means a national political party, a territorial political party and an affiliated organization.

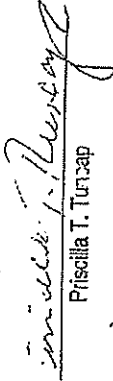
## CIVIL SERVICE COMMISSION BOARD MEMBERS




Luis R. Baza, Chairman



Manuel R. Pinaulin, Vice Chairman



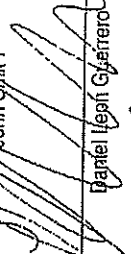
Priscilla T. Turzap



Lourdes Hengfye



John Smith



Daniel Leon Genserero



Edith Partgelman

Guam Community College  
Proposed  
Fiscal Year 2015  
Agency Staffing Pattern w/Hay Study

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)		Relief (DD)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	Total (J+S)
							Increment	Amount	Subtotal	Retirement J*29.67								
1	PRE004 Administrative Secretary II	Guerrero, Bertha M.	I-4	31,971	0	0	19-Sep-15	101	32,072	9,516	495	0	465	153	3,940	239	14,808	46,880
2	PRE005 President	Ortega, Mary A.	R-10a	145,997	0	0	16-Jun-15	3,832	149,829	44,454	0	0	2,173	153	4,564	1,212	52,576	202,406
3	PRE006 Private Secretary	Muna, Esther A.	I-13	36,920	0	0	1-Oct-14	1,292	38,212	11,338	495	0	554	153	0	0	12,540	50,752
4	PRE007 Program Specialist	Floros, Dennis J.	K-6-d	51,266	0	0	1-Jan-16	0	51,266	15,211	495	0	743	153	1,572	0	18,174	69,440
5	PRE002 Assistant Director	Floros, Jayne T.	O-3-d	76,841	0	0	1-Jan-15	2,017	78,858	23,397	495	0	1,143	153	1,923	239	27,351	106,210
6	ASD012 Program Specialist	Blong, Danilo Philbert C.	K-6-d	51,266	0	0	1-Jan-16	0	51,266	15,211	495	0	743	153	3,940	239	20,781	72,047
7	AAO205 Program Coordinator I	Joker, Darwin K.	K-1	33,911	0	0	15-Nov-14	1,178	35,089	10,411	495	0	509	153	3,940	239	15,747	50,835
8	ASD001 Administrative Assistant	Arceo, Josephine T.	J-	43,784	0	0	14-Aug-15	255	44,039	13,066	495	0	639	153	4,687	239	19,338	63,376
9	ASD021 Assistant Director	Perez, Doris C.	O-6-d	86,587	0	0	1-Jan-15	2,273	88,860	26,365	0	0	1,288	153	3,940	239	31,986	120,845
10	AAO079 Test Examiner	Cruz, Evangeline P.	I-7	35,744	0	0	10-Jun-15	417	36,161	10,729	0	0	524	153	4,687	239	16,392	52,553
11	ASD009 Refrigeration Mechanic II	Quichocno, Joseph R.	I-7	35,744	0	0	27-Dec-14	1,043	36,787	10,315	495	0	533	153	4,687	0	16,783	53,570
12	ASD022 Maintenance Worker	Towes III, Albert S.	H-1	26,520	0	0	27-Jun-15	335	26,855	7,968	495	0	389	153	35,860	0	9,005	35,860
13	ASD004 Engineering Technician I	Vacant-Rolas, J.	H-1	26,520	0	0	Vacant	0	26,520	7,968	495	0	385	153	6,510	403	15,814	42,334
14	ASD0036 Maintenance Worker	Rosario, Joey C.	H-1	26,520	0	0	9-Oct-14	1,005	27,525	8,167	495	0	399	153	2,582	223	12,019	38,544
15	ASD0037 Maintenance Supervisor	Rosario, Joaquin U.	H-	33,316	0	0	23-May-15	486	33,802	10,029	495	0	490	153	6,510	223	12,962	46,764
16	ASD0041 Maintenance Worker	Vacant-Quiligua, J.	J-1	22,942	0	0	Vacant	0	22,942	6,807	495	0	333	153	6,510	403	14,701	37,643
17	ASD008 Refrigeration Mechanic I	Tyquengco, Jon J.	H-1	26,520	0	0	27-Jun-15	335	26,855	7,968	495	0	389	153	6,510	0	9,005	35,860
18	ASD036 Refrigeration Mechanic I	Vacant-Muna R.	H-1	26,520	0	0	Vacant	0	26,520	7,968	495	0	385	153	6,510	403	15,814	42,334
19	AAO036 Program Specialist	Gima, Wesley T.	K-9-a	56,069	0	0	1-Jan-15	1,472	57,541	17,072	495	0	834	153	1,572	223	20,350	77,890
20	BFD013 Administrative Assistant	Cruz, Vian D.	J-	42,304	0	0	11-Mar-15	864	43,168	12,808	0	0	626	153	0	0	13,587	56,755
21	BFD022 Vice President	Santos, Carmen K.	P-8-a	103,744	0	0	1-Jan-15	2,723	106,467	31,589	495	0	1,544	153	3,175	403	37,359	143,826
22	BFD003 Accountant I	Aquino, Elizabeth J.	K-5	39,350	0	0	31-Dec-14	1,243	40,593	12,044	495	0	589	153	0	0	13,280	53,873
23	BFD004 Accountant I	Lam, Pik Man	K-5	30,820	0	0	16-Aug-15	206	31,026	9,205	495	0	450	153	0	0	10,303	41,329
24	BFD005 Accountant II	Guerrero, Carol A.	M-	52,534	0	0	28-Sep-15	153	52,687	15,632	495	0	764	153	2,582	223	19,850	72,537
25	BFD008 Cashier II	Borja, Leovine G.	F-1	23,171	0	0	14-Feb-15	585	23,756	7,049	495	0	344	153	3,175	403	11,619	35,376
26	BFD009 Accounting Technician I	Mesa, Catherine S.	H-1	26,520	0	0	3-Jun-15	335	26,855	7,968	495	0	389	153	0	0	9,005	35,860
27	BFD010 Accountant II	Santos, Torres, Linda	M-6	49,092	0	0	10-Aug-15	310	49,402	14,658	495	0	716	153	1,572	223	17,817	67,219
28	BFD012 General Accounting Supervisor	San Nicolas, Cheryl B.	O-5	57,900	0	0	18-Feb-15	1,463	59,363	17,613	0	0	861	153	3,940	239	22,806	82,169
29	BFD015 Accounting Technician II	Mayo, Lucille A.	I-1	28,595	0	0	10-May-15	452	29,047	8,618	495	0	421	153	0	0	9,687	38,734
30	BFD029 Controller	Limbaaco, Edwin E.	N-6-a	73,720	0	0	1-Jan-15	1,935	75,655	22,447	495	0	1,097	153	1,923	239	26,355	102,010
31	BFD030 Accounting Technician I	Cruz, Darynn T.	H-1	26,520	0	0	25-Mar-15	586	27,106	8,042	495	0	393	153	1,923	239	11,246	38,353
32	ASD002 Systems Programmer	Bautista, Kenneth C.	N-	57,452	0	0	6-Dec-14	1,676	59,128	17,543	0	0	857	153	2,582	223	21,359	80,487
33	ASD005 Computer Operator II	David, Margarita Q.	I-	43,722	0	0	22-Nov-14	1,403	45,125	13,389	0	0	654	153	2,285	0	16,481	61,066
34	ASD006 Computer Technician II	Fabro, Jefferson V.	J-3	33,476	0	0	6-Apr-15	634	34,110	10,120	495	0	495	153	6,510	403	18,176	52,286
35	ASD007 Teleprocessing Netwk Coord	Reyes, Richard J.	K-1	33,911	0	0	29-Jul-15	321	34,232	10,157	495	0	495	153	1,572	223	13,096	47,328
36	ASD008 Computer Systems Analyst I	Vacant-Duque, R.	L-2	38,506	0	0	Vacant	0	38,506	11,425	495	0	558	153	6,510	403	19,444	58,050
37	ASD010 Data Processing Systems Adm	Carmacho, Francisco C.	N-6-c	75,201	0	0	1-Jan-15	1,974	77,175	22,898	0	0	1,119	153	6,510	403	31,083	108,256
38	ASD011 Teleprocessing Netwk Coord	Carmacho, Christopher J.	K-4	37,914	0	0	17-Sep-15	120	38,034	11,285	495	0	551	153	3,175	403	16,062	54,096
39	ASD025 Computer Technician II	De Leon, Benedict C.	J-3	33,476	0	0	30-Apr-15	634	34,110	10,120	495	0	495	153	1,572	223	13,096	47,328
40	ASD027 Computer Systems Analyst II	Decamay, Gerard L.	M-	54,725	0	0	4-Jun-15	638	55,363	16,426	0	0	803	153	1,572	223	19,177	74,541
41	ASD039 Systems Programmer	Solidum, Catherine M.	N-1	45,014	0	0	5-Jul-15	427	45,441	13,482	495	0	659	153	2,582	223	17,594	63,035
42	BFD006 Human Resources Administrator	Muna, Joann W.	N-8-d	82,247	0	0	9-Nov-14	2,159	84,406	25,043	0	0	1,224	153	1,923	239	28,583	112,989
43	BFD007 Personnel Specialist II	Rolas, Josephine T.	M-	56,287	0	0	31-Dec-14	1,422	57,709	17,236	495	0	842	153	2,582	223	17,594	63,035
44	BFD023 Personnel Specialist III	San Nicolas, Apoline C.	N-1	45,014	0	0	12-Jan-15	1,117	46,131	12,898	495	0	673	153	1,572	223	16,894	53,329
45	BFD025 Personnel Specialist I	Suarez, Rose Marie L.	K-	42,555	0	0	25-Feb-15	778	43,334	10,128	495	0	495	153	2,582	223	17,044	60,716
46	BFD031 Personnel Assistant I	Mantibuan, Doreen M.	G-	33,356	0	0	1-Jan-15	1,784	35,140	10,128	495	0	495	153	0	0	11,270	52,103
47	BFD016 Proc & Inventory Administrator	Evangelista, Joben M.	M-7-b	67,965	0	0	20-Jun-15	404	68,369	20,695	495	0	1,011	153	0	0	22,354	92,103
48	BFD016 Buyer II	Ribes, Priscilla K.	I-4	31,971	0	0	1-Nov-14	1,079	33,050	9,540	495	0	466	153	2,582	223	13,460	45,615
49	BFD017 Inventory Management Officer	Rios, Thelda R.	J-1	31,076	0	0	8-Jul-15	234	31,310	8,010	495	0	391	153	1,572	0	10,621	37,619
50	BFD018 Supply Expediter	Bias, Jerome M.	E-	26,763	0	0												

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

Guam Community College  
Proposed  
Fiscal Year 2015  
Agency Staffing Pattern w/Hay Study

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment		(E+F+G+I)		Retiree (DD)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
								Increment	Amount	Subtotal	J*29.67								
51	BFD020	Buyer I	Palacios, Patricia U.	H-2	27,525	0	0	11-Jan-15	782	28,307	8,399	0	0	410	153	3,940	239	13,142	41,449
52	BFD001	Bookstore Manager	Okada, Daniel T.	H-4	28,595	0	0	5-Aug-15	181	28,776	8,538	495	0	417	153	0	239	13,142	38,379
53	BFD014	Records & Registration Tech	**Vacant-Tejile, Kenneth C.	H-1	26,520	0	0	Vacant	0	26,520	7,868	495	0	385	153	6,510	403	15,814	42,334
54	BFD026	Coordinator, Financial Aid	Rios, Esther A.	L-5-a	54,511	0	0	1-Jan-16	0	54,511	16,173	495	0	790	153	1,572	223	19,407	73,918
55	BFD027	Program Coordinator II	Guerrero, Vivian C.	M-5	47,300	0	0	31-Dec-14	1,493	48,793	14,477	0	0	708	153	2,582	223	18,143	66,937
56	ASD003	Environ Health & Safety Admin	Mangiona, Gregorio T.	L-6-b	57,292	0	0	1-Jan-15	1,504	58,796	17,445	495	0	853	153	0	0	18,945	77,741
57	ASD020	Safety Inspector I	Diaz, John L.	G-6	29,782	0	0	24-Apr-15	565	30,347	9,004	495	0	440	153	0	0	10,092	40,438
58	ASD017	Administrative Assistant	Salas, Frank C.	J-	39,491	0	0	31-Mar-15	806	40,297	11,956	0	0	584	153	0	0	12,694	52,991
59	AAO077	Administrative Officer	Alouque, Ana Mari C.	L-1	37,100	0	0	28-Apr-15	703	37,803	11,216	495	0	548	153	0	0	12,412	50,215
60	AAO078	Vice President	Somera, Rene Ray D.	P-9-d	111,228	0	0	1-Jan-15	2,920	114,148	33,868	495	0	1,655	153	3,940	239	40,350	154,487
61	AAO001	Administrative Aide	Unalan, Frances E.	F-1	23,171	0	0	8-Aug-15	146	23,317	6,918	495	0	338	153	2,582	223	10,710	34,027
62	AAO003	Coordinator, Admissions & Re Entry	Cymer, Patrick L.	M-6-d	66,626	0	0	2-Oct-14	1,082	68,375	20,287	495	0	991	153	2,582	223	24,732	93,106
63	AAO005	Records & Registration Tech	Paulus, Vincent K.	H-3	28,568	0	0	7-Jun-15	534	42,841	12,711	495	0	621	153	1,572	223	15,775	39,525
64	AAO007	Program Coordinator II	Camacho, Johanna L.	M-2	42,307	0	0	18-Mar-15	680	43,454	9,332	495	0	579	153	2,582	223	13,242	44,686
65	AAO008	Records & Registration Tech	Masneyon, Edgar C.	H-5	39,553	0	0	10-Jul-15	346	39,899	11,838	0	0	519	153	1,572	223	14,365	54,264
66	AAO104	Records & Registration Super	Aguiar, Evangelina M.	J-4	34,744	0	0	3-Jun-15	439	35,183	10,439	495	0	510	153	1,923	239	13,760	48,943
67	AAO213	Administrative Assistant	Rodriguez, Victor	N-7	56,268	0	0	16-Dec-14	1,641	57,909	17,182	495	0	840	153	1,572	239	19,747	77,656
68	ASD004	Planner IV	Bernavente, Joseph L.	O-4-d	79,962	0	0	1-Jan-15	2,099	82,061	24,347	495	0	1,190	153	2,285	298	28,768	110,829
69	AAO038	Assistant Director	Atero, Pascual S.	M-1	40,782	0	0	15-Jul-15	386	41,148	12,209	495	0	597	153	2,582	223	16,259	57,407
70	AAO128	Program Coordinator II	Sablan, Fermina A.	K-6-b	50,266	0	0	LTA	0	50,266	14,911	495	0	729	153	1,923	239	18,450	68,706
71	AAO187	Program Specialist	Flores, Juan P.	O-6-c	85,730	0	0	1-Jan-15	2,280	87,980	26,104	495	0	1,276	153	1,572	223	29,822	117,803
72	AAO040	Dean	Cruz, Ana O.	F-	33,656	0	0	16-Feb-15	785	34,441	10,219	0	0	499	153	2,582	223	18,517	48,118
73	AAO191	Administrative Aide	Diego, Elizabeth A.P.	N-5-c	72,267	0	0	6-Jan-15	0	72,267	21,442	495	0	1,048	153	0	0	23,137	95,404
74	AAO204	Associate Dean	Cruz, Jesse O.	L-6-a	38,288	0	0	1-Aug-15	223	38,511	11,426	495	0	558	153	2,582	223	15,438	53,949
75	AAO015	Assistant Instructor	Flores, Joseph L.	J-8-b	47,737	0	0	1-Aug-15	278	48,015	14,246	495	0	666	153	6,510	403	22,503	70,519
76	AAO032	Instructor	Pajalillo, Lyndon B.	J-7-b	45,874	0	0	1-Aug-15	268	46,142	13,690	0	0	669	153	3,940	239	16,692	64,633
77	AAO441	Instructor	Memo, Charles Roy M.	I-10-c	45,798	0	0	1-Aug-15	267	46,065	13,668	0	0	668	153	0	0	14,489	60,554
78	AAO141	Assistant Instructor	Tabuena, James M.	J-7-c	46,333	0	0	1-Aug-15	270	46,603	13,827	495	0	676	153	3,940	239	19,330	65,933
79	AAO144	Instructor	Perez, Jonathan J.	I-2-b	32,979	0	0	1-Aug-16	0	32,979	9,785	495	0	478	153	1,572	223	12,706	45,685
80	AAO150	Assistant Instructor	Lawcock, Danilo J.	I-14-c	53,701	0	0	1-Aug-15	313	54,014	16,026	0	0	850	153	2,582	223	19,768	76,974
81	AAO151	Assistant Instructor	Tudela, Erwin F.	J-13-b	58,248	0	0	1-Aug-15	340	58,588	17,383	0	0	703	153	6,510	403	22,653	71,148
82	AAO153	Instructor	Egana, Joel E.	J-8-c	48,214	0	0	1-Aug-15	281	48,495	14,389	495	0	581	153	1,572	223	14,914	54,988
83	AAO154	Instructor	Beltran, Gerald D.	F-1	23,171	0	0	13-May-15	366	23,537	6,983	495	0	341	153	0	0	7,973	31,509
84	AAO155	Tool Mechanic	Bukokosa, Ines E.	L-7-a	39,842	0	0	1-Aug-15	232	40,074	11,890	495	0	581	153	1,572	223	14,914	54,988
85	AAO182	Assistant Instructor	Abshire, Ronnie J.	L-9-d	65,856	0	0	1-Aug-15	384	66,240	19,653	0	0	960	153	3,940	239	24,946	91,186
86	AAO183	Associate Professor	Palomo, Melissa L.	J-4-c	41,118	0	0	1-Aug-15	240	41,358	12,271	495	0	600	153	0	0	13,518	54,876
87	AAO110	Instructor	Canacho, Clare A.	M-12-a	82,109	0	0	1-Aug-15	479	82,588	24,504	0	0	1,196	153	1,572	223	27,650	110,238
88	AAO147	Professor	Postroyer, Marsha M.	M-10-a	75,826	0	0	1-Aug-15	442	76,268	22,629	495	0	1,106	153	1,923	239	26,546	102,814
89	AAO185	Professor	Leon Guerrero, Sarah S.	M-11-c	88,157	0	0	1-Aug-15	514	88,671	26,309	0	0	1,286	153	1,572	223	29,543	118,214
90	AAO198	Professor	Leon Guerrero, Laila Ann N.	J-1	31,076	0	0	15-Feb-15	785	31,861	9,453	495	0	462	153	1,572	223	12,358	44,219
91	AAO207	Administrative Assistant	Sison, Benjamin C.	K-4-d	47,344	0	0	1-Aug-15	276	47,620	14,129	495	0	690	153	1,572	223	17,262	64,882
92	AAO089	Assistant Professor	Cruz, Donna M.	M-11-c	80,491	0	0	1-Aug-15	470	80,961	24,021	495	0	1,174	153	1,572	223	27,638	108,598
93	AAO176	Professor	Quiruga, Rosita G.	J-	39,499	0	0	5-Oct-14	1,382	40,882	12,130	0	0	593	153	1,923	239	15,039	55,920
94	AAO186	Administrative Assistant	Vacant-San Nicolas, B.	J-3-a	38,735	0	0	Vacant	0	38,735	11,493	495	0	942	153	6,510	403	19,615	87,091
95	AAO	Instructor	Armstrong, John M.	L-9-b	64,558	0	0	1-Aug-15	377	64,935	19,266	0	0	962	153	1,572	223	22,156	96,627
96	AAO051	Associate Professor	Munoz, Jose U.	L-9-c	71,414	0	0	1-Aug-15	417	71,831	21,312	495	0	1,042	153	1,572	223	24,797	96,627
97	AAO053	Associate Professor	Cepeda, Nita Jeannette P.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	338	153	6,510	403	19,615	58,350
98	AAO019	Instructor	Mendiola, Efrida S.	F-1	23,171	0	0	8-Aug-15	146	23,317	6,918	495	0	362	153	3,940	239	12,083	35,401
99	AAO188	Administrative Aide	Uchima, Katsuyoshi	J-11-a	53,259	0	0	1-Aug-15	311	53,570	15,894	495	0	777	153	6,510	403	24,232	77,802
100	AAO056	Instructor																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+H)	Retirement J29.67	Retire (DD)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
101	AAD156	Assistant Professor	delos Santos, Maria Cecilia H.	K-12-b	63,812	0	0	1-Aug-15	372	64,184	19,043	0	0	931	153	1,923	239	22,290	86,475
102	AAD157	Instructor	Solom, Steilyn E.	J-6-c	44,525	0	0	1-Aug-15	260	44,785	13,288	495	0	649	153	6,510	403	21,498	66,283
103	AAD158	Instructor	Dumchus, Karen I.	J-12-a	55,421	0	0	1-Aug-15	323	55,744	16,539	495	0	808	153	1,572	223	19,791	75,555
104	AAD159	Instructor	Mafnas, Barbara C.	J-12-b	55,976	0	0	1-Aug-15	327	56,303	16,705	495	0	816	153	0	0	18,169	74,472
105	AAD159	Instructor	Korenko, William E.	J-17-b	66,301	0	0	1-Aug-15	388	66,699	20,383	0	0	996	153	2,582	223	24,338	93,037
106	AAD155	Associate Professor	Blas, Doreen J.	L-10-d	68,530	0	0	1-Aug-15	400	68,930	20,451	0	0	999	153	6,510	403	28,517	97,447
107	AAD157	Assistant Professor	Schraege, Marivic C.	K-11-d	62,555	0	0	1-Aug-15	365	62,920	18,668	495	0	912	153	0	0	20,229	83,148
108	AAD157	Instructor	Poliquit, Christopher D.	J-2-c	37,972	0	0	1-Aug-15	222	38,194	11,332	495	0	554	153	1,572	223	14,329	52,522
109	AAD157	Instructor	*Vacant-Tung, F.	J-3-a	36,735	0	0	Vacant	0	36,735	11,493	495	0	562	153	6,510	403	19,615	58,350
110	AAD157	Associate Professor	Aguilar, Norman L.	L-9-d	85,613	0	0	1-Aug-15	499	86,112	25,550	495	0	1,249	153	2,582	223	30,251	116,364
111	AAD157	Professor	Chong, Eric K.	M-11-d	81,296	0	0	1-Aug-15	474	81,770	24,261	495	0	1,186	153	1,572	223	27,890	109,660
112	AAD157	Instructor	Gamble, Helen L.	J-9-a	49,184	0	0	1-Aug-15	287	49,471	14,678	495	0	777	153	3,940	239	19,728	69,199
113	AAD157	Instructor	Evangelsia, Frank F.	J-11-a	53,259	0	0	1-Aug-15	311	53,570	15,894	495	0	777	153	3,175	403	20,897	74,467
114	AAD156	Instructor	Yuko, Pyllis A.	J-9-a	49,184	0	0	1-Aug-15	287	49,471	14,678	495	0	717	153	0	0	16,043	65,514
115	AAD157	Instructor	*Vacant-Ofoca, J.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	403	19,617	58,358
116	AAD158	Assistant Professor	Cruz, Carol R.	K-10-b	58,929	0	0	1-Aug-15	344	59,273	17,586	0	0	859	153	2,285	298	21,182	80,455
117	AAD157	Instructor	Wong, Evon	J-5-b	42,364	0	0	1-Aug-15	247	42,611	12,643	495	0	618	153	1,572	223	15,704	58,315
118	AAD157	Administrative Aide	Blas, Joanne M.	F-3	24,960	0	0	14-Nov-14	867	25,827	7,663	495	0	374	153	2,582	223	11,491	37,318
119	AAD158	Instructor	Dietrich, Kevin J.	J-8-d	48,697	0	0	1-Aug-15	284	48,981	14,533	495	0	710	153	1,572	223	17,686	66,667
120	AAD157	Assistant Instructor	*Vacant-Imitaco, M.	L-1-d	32,329	0	0	Vacant	0	32,329	9,592	495	0	469	153	6,510	403	17,622	49,951
121	AAD157	Assistant Instructor	Santos, Ronald T.	L-5-c	37,533	0	0	1-Aug-15	219	37,752	11,201	495	0	547	153	2,582	223	15,202	52,954
122	AAD130	Associate Professor	San Nicolas, Anthony C.	L-11-b	69,907	0	0	1-Aug-15	408	70,315	20,862	0	0	1,020	153	0	0	22,035	92,350
123	AAD132	Associate Professor	Leon Guerrero, Catherine U.	L-9-a	63,919	0	0	1-Aug-15	373	64,292	19,075	0	0	932	153	1,572	223	21,956	86,248
124	AAD134	Instructor	Quintanilla, John J.	J-1-a	53,259	0	0	1-Aug-15	311	53,570	15,894	0	0	777	153	3,175	403	20,403	73,972
125	AAD135	Assistant Instructor	Olson, Todd A.	L-5-b	38,671	0	0	1-Aug-15	226	38,897	11,851	495	0	564	153	3,175	403	16,331	55,227
126	AAD138	Assistant Instructor	Santos, David T.	L-9-a	43,144	0	0	1-Aug-15	252	43,396	12,875	0	0	629	153	1,572	0	15,230	58,626
127	AAD142	Instructor	Zilan, John E.	J-9-c	50,172	0	0	1-Aug-15	293	50,465	14,973	495	0	732	153	0	0	16,352	66,817
128	AAD1012	Assistant Professor	Tam, Yvonne	K-10-b	58,929	0	0	1-Aug-15	344	59,273	17,586	495	0	859	153	2,582	223	21,899	81,172
129	AAD1023	Assistant Instructor	Charquialf, Katherine M.	L-8-a	41,460	0	0	1-Aug-15	242	41,702	12,373	495	0	605	153	0	0	13,625	55,327
130	AAD1030	Assistant Professor	Roberson, Robin P.	K-10-d	65,839	0	0	1-Aug-15	384	66,223	19,648	495	0	960	153	1,572	223	23,052	89,275
131	AAD1031	Instructor	Perez, Nenita R.	J-11-d	54,873	0	0	1-Aug-15	320	55,193	16,376	495	0	800	153	1,572	223	19,619	74,812
132	AAD1033	Associate Professor	Manzana, Amanda A.	L-10-c	67,851	0	0	1-Aug-15	396	68,247	20,249	0	0	990	153	3,175	403	24,970	93,217
133	AAD1034	Associate Professor	Guerrero, Norma R.	K-4-c	46,875	0	0	1-Aug-15	273	47,148	13,989	0	0	684	153	6,510	403	21,739	68,888
134	AAD1038	Associate Professor	Pangelinan, Pilar C.	L-10-c	67,851	0	0	1-Aug-15	366	68,247	20,249	495	0	990	153	0	0	21,886	90,133
135	AAD1037	Assistant Professor	Tupaz, Frederick Q.	K-4-d	47,344	0	0	1-Aug-15	276	47,620	14,129	495	0	690	153	0	0	15,467	63,087
136	AAD1006	Administrative Aide	Bautista, Kimberly C.	F-3	24,960	0	0	16-Nov-14	867	25,827	7,663	495	0	374	153	3,940	239	19,868	69,788
137	AAD1042	Word Processing Secretary II	Cabatic, Antonia M.	H-	48,506	0	0	3-Dec-14	1,415	49,920	14,811	0	0	724	153	3,940	239	18,864	69,788
138	AAD1043	Associate Dean	Hartz, Ronald Gary	N-5-b	71,552	0	0	6-Jan-14	1,935	71,552	22,229	495	0	1,038	153	2,582	223	25,720	97,272
139	AAD1091	Associate Dean	Chan, Michael L.	N-6-a	73,720	0	0	1-Jan-15	1,935	75,655	22,447	495	0	1,097	153	1,923	223	26,355	102,070
140	AAD1100	Dean	Tudela, Virginia C.	O-7-c	89,211	0	0	1-Jan-15	2,342	91,553	27,164	495	0	1,328	153	6,510	403	36,052	127,605
141	AAD1121	Administrative Aide	Camacho, Katrina R.	F-1	23,171	0	0	2-Sep-15	73	23,244	6,897	495	0	337	153	4,687	298	12,867	36,111
142	AAD121	Administrative Assistant	Manibueno, Doris E.	J-7	38,845	0	0	1-Oct-14	1,360	40,205	11,929	0	0	583	153	1,923	239	14,828	57,079
143	AAD101	Instructor	Torres, Carl E.	J-5-c	42,788	0	0	1-Aug-15	250	43,038	12,769	495	0	624	153	0	0	14,041	57,079
144	AAD164	Instructor	Lopez, Jose B.	J-3-c	39,514	0	0	1-Aug-15	230	39,744	11,792	495	0	576	153	2,582	223	15,822	55,566
145	AAD171	Instructor	Rodden, Wendell M.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	1,572	223	14,863	54,772
146	AAD173	Instructor	Ginsden, Christie Marie F.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	2,285	298	15,651	55,560
147	AAD174	Associate Professor	Lam, Steve S.	L-8-c	68,628	0	0	1-Aug-15	400	69,028	20,481	495	0	1,001	153	3,175	403	25,708	94,736
148	AAD175	Associate Professor	Datun, Theresa Ann H.	L-5-d	56,153	0	0	1-Aug-15	328	56,491	16,761	495	0	819	153	2,582	223	21,033	77,524
149	AAD1048	Associate Professor	Sunga, Anthony Jay J.	L-6-a	56,725	0	0	1-Aug-15	331	57,056	16,928	495	0	827	153	3,175	403	21,982	79,038

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+I) Subtotal	Retirement J*29.87	Retire (DDI)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
150	AAAD179	*Associate Professor	Kerr, Jo Nila Q.	L-8-b	62,039	0	0	1-Aug-15	362	62,401	18,514	0	0	905	153	0	0	19,573	81,973
151	AAAD180	Assistant Professor	Jocson, John Michael U.	K-5-c	48,778	0	0	1-Aug-15	285	49,063	14,557	495	0	711	153	3,175	403	19,495	68,557
152	AAAD112	Associate Dean	Ige, Joanne A.	N-6-c	75,201	0	0	1-Jan-15	1,974	77,175	22,898	0	0	1,119	153	1,572	223	25,965	103,140
153	AAAD114	Clerk Typist III	Santos, Irene J.	F-	33,656	0	0	30-Jun-15	393	34,049	10,102	0	0	494	153	3,940	0	14,689	48,737
154	AAAD116	School Aide II	*Vacant-Diaz, J.	G-1	24,729	0	0	Vacant	0	24,729	7,337	495	0	359	153	6,510	403	15,257	39,986
155	AAAD117	School Aide II	Cruz, Harold R.	G-1	24,729	0	0	19-Apr-15	469	25,198	7,476	495	0	365	153	1,923	239	10,652	35,850
156	AAAD193	School Aide III	Hussey, Loraine R.	F-	33,656	0	0	4-Dec-14	982	34,638	10,277	0	0	502	153	0	0	10,933	45,570
157	AAAD093	Administrative Aide	Cabrero, Antonia F.	F-	33,656	0	0	1-Oct-14	1,178	34,834	10,335	0	0	505	153	0	0	10,994	45,828
158	AAAD149	Program Specialist	Garcia, Ava M.	K-6-a	49,759	0	0	1-Jan-16	0	49,759	14,763	495	0	722	153	6,510	403	23,046	72,805
159	AAAD108	Instructor	Baldan, Emma R.	J-9-a	58,554	0	0	1-Aug-15	342	58,896	17,474	0	0	864	153	1,572	0	20,054	78,949
160	AAAD080	Program Specialist	Leon Guerrero, Barbara B.	K-9-d	57,768	0	0	1-Jan-15	1,516	59,284	17,590	495	0	613	153	6,510	403	26,010	85,295
161	AAAD106	Program Coordinator II	Lizama, Donnie L.	M-1	40,762	0	0	6-Oct-14	1,545	42,307	12,552	0	0	762	153	2,582	223	16,125	58,432
162	AAAD013	Program Coordinator III	Duenas, Elizabeth J.	N-5	52,235	0	0	3-Aug-15	330	52,565	15,596	0	0	932	153	6,510	403	23,425	75,900
163	AAAD009	Associate Professor	Babin, Sandy R.	L-9-a	63,919	0	0	1-Aug-15	373	64,292	19,075	0	0	932	153	1,572	223	21,956	86,248
164	AAAD011	Assistant Professor	Realita, Toniforo V.	K-5-a	47,817	0	0	1-Aug-15	279	48,096	14,270	495	0	697	153	1,572	223	17,410	65,506
165	AAAD073	Administrative Assistant	Anderson, Catherine B.	J-4	34,744	0	0	2-Apr-15	659	35,403	10,504	495	0	513	153	1,572	223	13,460	48,863
166	AAAD102	Associate Professor	Sablan, Sally C.	L-10-c	74,313	0	0	1-Aug-15	433	74,746	22,177	495	0	1,084	153	0	0	23,909	98,655
167	AAAD103	Associate Professor	Terlaja, Patricia M.	L-10-b	73,578	0	0	1-Aug-15	429	74,007	21,958	495	0	1,073	153	0	0	23,679	97,666
168	AAAD104	Associate Professor	Lizama, Patricia M.	L-10-a	72,848	0	0	1-Aug-15	425	73,273	21,740	495	0	1,062	153	1,572	223	25,245	98,518
169	AAAD105	Professor	*Vacant-Sablan, K.	M-9-b	80,610	0	0	Vacant	0	80,610	23,917	495	0	1,169	153	6,510	403	32,647	113,257
170	AAAD107	Associate Professor	Roberto, Anthony J.	L-10-b	73,578	0	0	1-Aug-15	429	74,007	21,958	495	0	1,073	153	1,572	223	25,247	99,555
171	AAAD131	Instructor	Arce, Inelda D.	J-12-a	60,699	0	0	1-Aug-15	354	61,053	18,114	0	0	885	153	0	0	19,153	80,206
172	AAAD071	Program Specialist	Payne, John F.	K-8-d	55,514	0	0	1-Jan-15	1,457	56,971	16,903	495	0	826	153	1,572	223	20,172	77,144
173	AAAD014	Associate Professor	Teng, Zhaopei	L-11-a	69,215	0	0	1-Aug-15	404	69,619	20,656	495	0	1,009	153	2,582	223	24,108	85,735
174	AAAD020	Instructor	Seizer, Michael D.	J-15-b	63,075	0	0	1-Aug-15	368	63,443	18,824	0	0	920	153	1,572	223	21,692	83,135
175	AAAD021	Assistant Professor	Flores, Yvonne C.	K-8-b	54,420	0	0	1-Aug-15	317	54,737	16,241	0	0	794	153	1,572	223	18,983	73,720
176	AAAD052	Instructor	*Vacant-Fejencang, E.	J-9-b	49,678	0	0	Vacant	0	49,678	14,739	495	0	720	153	6,510	403	23,021	72,698
177	AAAD146	Associate Professor	Tenorio, Juanita M.	L-10-a	66,514	0	0	1-Aug-15	388	66,902	19,850	495	0	970	153	2,582	223	24,273	91,175
178	AAAD025	Assistant Professor	Tam, Wilson W.	K-8-c	54,965	0	0	1-Aug-15	321	55,286	16,403	0	0	802	153	1,923	239	19,521	74,807
179	AAAD081	Professor	Baza-Cruz, Lisa A.	M-10-d	85,564	0	0	1-Aug-15	499	86,063	25,535	0	0	1,248	153	1,572	223	28,731	114,794
180	AAAD084	Assistant Professor	Huseby, Polli R.	K-12-d	65,095	0	0	1-Aug-15	380	65,475	19,426	0	0	949	153	2,582	223	23,334	88,809
181	AAAD087	Associate Professor	Toves, Rebecca T.	L-11-b	69,907	0	0	1-Aug-15	408	70,315	20,862	0	0	1,020	153	3,940	239	26,214	96,529
182	AAAD088	Instructor	*Vacant-Ventura, D.	J-3-d	39,909	0	0	Vacant	0	39,909	11,841	495	0	579	153	6,510	403	19,981	59,890
183	AAAD109	Assistant Professor	*Vacant-Reid, C.	K-5-c	48,778	0	0	Vacant	0	48,778	14,472	495	0	707	153	6,510	403	22,741	71,519
184	AAAD194	Assistant Professor	De Oro, Vera S.	K-7-d	53,348	0	0	1-Aug-15	311	53,659	15,921	495	0	778	153	6,510	403	22,260	77,919
185	AAAD022	Assistant Professor	Lee, Hee Suk	K-8-b	54,420	0	0	1-Aug-15	317	54,737	16,241	495	0	794	153	2,582	0	20,264	75,002
186	AAAD037	Instructor	Atalg, Adrian M.	J-4-b	40,711	0	0	1-Aug-15	237	40,948	12,149	495	0	594	153	1,923	0	14,963	55,911
187	AAAD161	Instructor	Kuper, Terry F.	J-12-b	61,307	0	0	1-Aug-15	358	61,665	18,296	495	0	894	153	1,923	239	22,001	83,665
188	AAAD166	Assistant Professor	Valenzuela, Renato F.	K-17-c	78,642	0	0	1-Aug-15	459	79,101	23,469	0	0	1,147	153	3,175	403	28,348	107,449
189	AAAD168	Assistant Professor	Limlico, John B.	K-12-c	64,450	0	0	1-Aug-15	376	64,826	19,234	0	0	940	153	4,687	298	25,313	90,139
190	AAAD169	Instructor	Valenzuela, Jovita A.	J-19-b	73,960	0	0	1-Aug-15	431	74,391	22,072	0	0	1,079	153	0	0	23,304	97,695
191	AAAD172	Assistant Instructor	Calbany, Josephes P.	L-2-c	33,314	0	0	LTA	0	33,314	9,884	495	0	483	153	2,582	223	18,221	47,135
192	AAAD095	Assistant Professor	Matson, Christine B.	K-8-c	65,435	0	0	1-Aug-15	382	65,817	19,528	495	0	954	153	6,510	403	28,043	93,860
193	AAAD096	Associate Professor	Neff, Bernard R.	L-8-d	75,340	0	0	1-Aug-15	439	75,779	22,484	495	0	1,099	153	2,582	223	27,036	102,815
194	AAAD097	Library Technician Supervisor	Sigambelluri, Juanita I.	J-	39,438	0	0	23-Aug-15	230	39,668	11,770	0	0	575	153	3,175	403	16,076	55,744



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

Guam Community College  
 Proposed  
 Fiscal Year 2015  
 Agency Staffing Pattern w/Hay Study

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
								Increment											
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+I)	Retirement J-29.67	Retire (DD)	Soc Sec	Medicare	Life	Medicare (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
195	AAD099	Library Technician II	Cheipot, Steve S.	H-5	30,803	0	0	30-Mar-15	681	31,484	9,341	495	0	457	153	1,572	223	12,241	43,725
196	AAD100	Library Technician I	Echavea, Mark E.	F-1	23,171	0	0	27-Jun-15	293	23,464	6,962	495	0	340	153	0	0	7,950	31,413
197	AAD200	Library Technician I	Kowalski, Derrick S.	F-1	23,171	0	0	5-Aug-15	146	23,317	6,918	495	0	338	153	1,572	223	9,699	33,017
198	AAD024	Assistant Professor	Artero, Jennifer B.	K-7-b	52,297	0	0	1-Aug-15	305	52,602	15,607	0	0	763	153	1,572	0	18,095	70,697
199	AAD039	Instructor	*Vacant-Mangiona, D.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	403	19,617	58,358
200	AAD045	Nursing & Allied Health Admin	Mangiona, Dorothy-Lou	M-7-d	69,331	0	0	1-Jan-15	1,820	71,151	21,110	495	0	1,032	153	6,510	403	29,703	100,854
201	AAD214*	Licensed Practical Nurse I	*Vacant-New	H-1	19,974	0	0	Vacant	0	19,974	5,926	495	0	290	153	6,510	403	13,777	33,751
202	AAD050	Instructor	Bordallo, Angela T.	J-7-a	45,420	0	0	1-Aug-15	265	45,685	13,555	495	0	662	153	0	0	14,865	60,550
203	AAD058	Administrative Assistant	Huira, Tamara Therese T.	J-1	31,076	0	0	6-Dec-14	981	32,057	9,511	495	0	465	153	2,582	223	13,429	45,486
204	AAD083	*Assistant Professor	Loveridge, Rosemary J.	K-9-a	56,069	0	0	1-Aug-15	327	56,396	16,733	495	0	818	153	0	0	18,198	74,594
205	AAD162	Instructor	Melegrito, Loresa M.	J-6-b	44,084	0	0	1-Aug-15	257	44,341	13,156	495	0	643	153	6,510	403	21,350	65,701
206	AAD049	Instructor	Palomares, Marylee P.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	562	153	2,582	223	15,508	54,243
207	AAD163	Assistant Professor	Analista, Hermelin R.	K-9-a	56,069	0	0	1-Aug-15	327	56,396	16,733	495	0	818	153	0	0	18,198	74,594
208	AAD170	Assistant Professor	Hartz, Ronald G.	K-9-b	56,630	0	0	1-Aug-15	330	56,960	16,900	495	0	826	153	2,582	223	21,179	78,140
209	AAD178	Assistant Professor	Nampel, Rose Marie D.	K-9-a	56,069	0	0	1-Aug-15	327	56,396	16,733	495	0	818	153	3,175	403	18,126	58,267
210	AAD195	Instructor	Muna, Brian C.	J-3-d	39,909	0	0	1-Aug-15	233	40,142	11,910	495	0	582	153	4,687	298	16,621	54,521
211	AAD047	Administrative Assistant	Guerrero, Teresia C.	J-6	37,427	0	0	3-Jun-15	473	37,900	11,245	495	0	550	153	3,940	239	16,621	54,521
212	AAD126	Program Specialist	Barnhart, Terry L.	K-17-c	78,642	0	0	1-Jan-15	2,064	80,706	23,946	0	0	1,170	153	2,582	223	28,075	108,781
213	AAD152	Instructor	Dennis, Christopher T.	J-10-c	57,182	0	0	1-Aug-15	334	57,516	17,065	495	0	834	153	0	0	18,547	76,062
214	AAD160	Assistant Instructor	Yangier, Gil T.	J-10-c	50,160	0	0	1-Aug-15	293	50,453	14,969	495	0	732	153	2,582	223	19,154	69,607
215	AAD026	Instructor	Tyquengco, Ricky S.	J-7-c	50,746	0	0	1-Aug-15	296	51,042	15,144	495	0	740	153	0	0	16,532	67,574
			Total		10,843,324	0	0		126,757	10,970,081	3,254,823	76,157	0	159,066	32,872	659,609	46,801	4,128,929	15,099,070

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
No.	Position Title	Name of Incumbent	Grade/Step	Salary	Over Time	Special*	Increment	Amount	(E+F+G+I)	Retiremen t J*29.67	Relire (DDI)	Soc Sec	Medicare	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J+R) Total
1	PRE001 Assistant Director	**Vacant-Reyes, L.	O-6-c	42,869	0	0	Vacant	0	42,869	12,719	495	0	622	153	6,510	403	20,902	63,771
2	NAF Sustain-ability Coordinator	**Vacant-New	K-6-b	50,253	0	0	Vacant	0	50,253	14,910	495	0	729	153	6,510	403	23,200	73,452
3	ASD003 Facilities Engineer Administra	Perez, Lawrence P.	N-2-c	64,133	0	0	1-Jan-15	1,663	65,816	19,528	495	0	954	153	0	0	21,130	86,546
4	NAF004 Maintenance Specialist	Quenga, Benny John R.	I-1	28,595	0	0	29-Jul-15	271	28,866	8,565	495	0	419	153	0	0	9,631	38,497
5	NAF Database Administrator	**Vacant-New	N-6-a	73,715	0	0	Vacant	0	73,715	21,871	495	0	1,069	153	6,510	403	30,501	104,216
6	NAF014 Computer Technician I	De Rosa, Victor F.	H-1	26,520	0	0	4-Mar-15	586	27,106	8,042	495	0	393	153	3,175	0	12,258	39,365
7	NAF030 Buyer I	**Vacant-Camacho, K.	H-1	26,520	0	0	Vacant	0	26,520	7,868	495	0	385	153	6,510	403	15,814	42,334
8	AAD0016 Assistant Director	Montague, Mariana O.	O-3-c	76,081	0	0	1-Jan-15	1,997	78,078	23,166	495	0	1,132	153	0	0	24,946	103,024
9	AAD0039 Institutional Researcher	**Vacant-Montague, M.	L-4-d	53,976	0	0	1-Jan-15	0	53,976	16,015	495	0	783	153	6,510	223	24,358	78,334
10	NAF012 Administrative Assistant	Aguilar, Maria C.	J-4	34,744	0	0	24-Jul-15	329	35,073	10,406	495	0	509	153	2,582	403	14,368	49,441
11	NAF010 Instructor	Cejudo, Jose L.	J-12-a	55,421	0	0	1-Aug-15	323	55,744	16,539	0	0	808	153	6,510	223	24,414	80,158
12	NAF009 Instructor	Dydasco, Genie G.	J-2-b	37,586	0	0	LTA	0	37,586	11,155	495	0	545	153	1,572	223	14,143	51,739
13	AAD0064 Instructor	Roberto, Joachim P.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	2,582	223	15,873	55,782
14	NAF020 Assistant Instructor	Healy, Paul J.	I-5-b	37,162	0	0	1-Aug-15	217	37,379	11,090	495	0	542	153	3,940	239	16,459	53,338
15	AAD0059 Instructor	Kerner, Paul N.	H-8-a	47,264	0	0	1-Aug-15	276	47,540	14,105	495	0	699	153	1,572	223	17,237	64,777
16	NAF028 Administrative Aide	Pascua, Tara Rose A.	F-3	24,960	0	0	28-Apr-15	473	25,433	7,546	495	0	369	153	1,572	223	10,358	35,191
17	NAF021 Instructor	Unten, Tisha D.	J-4-c	41,118	0	0	1-Aug-16	240	41,358	12,271	495	0	600	153	2,285	298	16,102	57,459
18	NAF024 Instructor	**New	J-3-a	38,735	0	0	Vacant	0	38,735	11,493	495	0	562	153	6,510	403	19,615	58,350
19	NAF022 Instructor	Paulino, Ronaldo M.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	562	153	1,572	223	14,497	53,232
20	AAD0002 Administrative Assistant	Mesa, Genevieve P.	J-1	31,076	0	0	1-Oct-14	1,177	32,253	9,569	495	0	468	153	1,923	239	12,848	45,101
21	AAD137 *Assistant Professor	Bellinger, Simone E.	K-3-d	45,466	0	0	1-Aug-15	265	45,761	13,577	495	0	664	153	3,940	298	18,828	64,590
22	NAF023 Instructor	Dea Cruz, Tressa C.	J-3-d	39,909	0	0	1-Aug-15	233	40,142	11,910	495	0	562	153	2,285	403	15,723	55,865
23	NAF025 Instructor	**Vacant-Napolitowa, L.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	223	19,617	58,358
24	NAF026 Instructor	Leon Guerrero, Bertha M.	J-3-d	39,909	0	0	1-Aug-16	0	39,909	11,841	495	0	579	153	2,582	223	15,873	55,782
25	AAD207 Library Technician I	Cayabara, Desiree T.	J-4-c	41,118	0	0	1-Aug-15	240	41,358	12,271	495	0	600	153	2,582	223	15,873	55,782
26	AAD201 Word Processing Secretary II	Bias, Barbara J.	H-1	26,520	0	0	16-May-15	419	26,939	7,993	495	0	346	153	0	0	7,369	31,399
27	NAF002 Program Specialist	Muna-Brecht, Chelsea D.	K-5-d	49,266	0	0	22-Jan-15	659	23,830	7,070	0	0	714	153	1,572	0	17,551	66,817
28	AAD122 Program Specialist	Perez, Rowena Ellen	K-7-b	51,779	0	0	1-Jan-16	0	51,779	15,924	495	0	778	153	2,582	223	19,661	73,331
29	NAF001 Administrative Aide	Atero, Brigida A.	F-1	23,171	0	0	10-Apr-15	439	23,610	7,005	495	0	342	153	6,510	223	24,096	77,236
30	NAF003 Program Specialist	Dalun, Bonnie Mae M.	K-7-a	51,779	0	0	1-Jan-15	1,359	53,138	15,766	495	0	771	153	2,582	223	19,601	77,236
31	NAF004 Administrative Assistant	Chamberlain, Antonia M.	J-1	31,076	0	0	29-Jan-15	1,111	43,418	12,862	0	0	630	153	1,572	223	15,460	58,878
32	FED016 Administrative Assistant	Danlian, Eleanor A.	J-1	31,076	0	0	LTA	0	31,076	9,220	495	0	451	153	3,940	239	20,865	76,406
33	FED017 Program Specialist	Johns, Patsicia C.	K-9-a	56,069	0	0	1-Jan-15	1,472	57,541	17,072	0	0	834	153	2,582	223	20,865	76,406
34	FED039 Office Aide	San Nicolas, Vincent A.	B-1	16,693	0	0	LTA	0	16,693	4,953	495	0	242	153	1,572	223	7,638	24,331
35	FED038 Program Coordinator I	Quan, Jacyn L.	K-1	33,911	0	0	LTA	0	33,911	10,061	495	0	492	153	1,572	223	12,996	46,907
36	FED010 Assistant Professor	Santos, Kristilana T.	K-4-b	34,808	0	0	LTA	0	34,808	10,328	371	0	505	153	952	135	12,444	47,252
37	FED011 Program Specialist	Hosel, Huan F.	K-6-b	50,256	0	0	LTA	0	50,256	14,911	495	0	729	153	3,175	403	19,866	70,122
38	FED012 Program Coordinator II	Santos, Tanya-Maine T.	M-1	40,762	0	0	LTA	0	40,762	12,094	495	0	451	153	2,582	223	12,114	45,112
39	FED018 Program Coordinator II	Fathal, James	M-1	40,762	0	0	LTA	0	40,762	12,094	495	0	591	153	0	0	15,201	56,677
40	FED008 Program Coordinator II	Quenga, Jesse J.	K-1	31,076	0	0	LTA	0	31,076	9,220	495	0	492	153	0	0	13,333	54,095
41	FED004 Administrative Aide	Quengro, Philip C.	F-1	23,171	0	0	LTA	0	23,171	6,875	495	0	336	153	0	0	7,859	31,030
42	FED015 Instructor	Rosano, Barbara A.	J-3-a	38,735	0	0	LTA	0	38,735	11,493	495	0	562	153	1,270	180	14,152	52,887
43	FED019 Program Specialist	Sison, Christine B.	K-9-c	57,196	0	0	1-Jan-15	1,501	58,697	17,416	495	0	851	153	3,175	403	22,493	81,190
44	FED020 Administrative Assistant	Eclava, Mary Ann A.	J-1	31,076	0	0	LTA	0	31,076	9,220	495	0	451	153	6,510	403	17,232	48,308
45	FED022 Program Coordinator II	Joseph, Candencia N.	M-1	40,762	0	0	LTA	0	40,762	12,094	495	0	591	153	0	0	13,333	54,095
46	FED031 Office Aide	Camacho, Sheena Ann G.	B-1	16,693	0	0	LTA	0	16,693	4,953	495	0	242	153	1,923	239	8,006	24,699



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

Guam Community College  
 Proposed  
 Fiscal Year 2015  
 Agency Staffing Pattern w/Hay Study

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over Time	Special*	Increment	Amount	Subtotal	Retirement J*29.67	Retire (DDI)	Soc Sec	Medicare	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(L+R) Total
49	FED034 Instructor	**Vacant-Sablan, M.	J-3-a	38,741	0	0	Vacant	0	38,741	11,494	495	0	562	153	6,510	403	19,617	56,356
50	FED010 Assistant Professor	Santos, Kristilayna T.	K-4-b	11,603	0	0	LTA	0	11,603	3,443	124	0	168	153	317	45	4,250	15,853
51	FED001 Assistant Instructor	Skoog, Heather N.	I-7-d	41,050	0	0	1-Aug-15	239	41,289	12,251	495	0	599	153	1,923	239	15,660	56,950
TOTAL				201,417	0	0		16,882	2,028,299	601,796	22,254	0	29,410	7,821	188,056	10,519	809,858	2,838,155



## **Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member**

This Tuition Waiver Benefit Program waives tuition costs for courses at the Guam Community College for COPSA Officers and the BOT Student Member during their year of service. This is not a reimbursement or remission program, tuition is simply waived.

The Tuition Waiver Benefit Program is only open to COPSA Officers and the BOT Student Member who are currently serving in their respective student leader positions.

### **Rules and Requirements**

1. The Program will waive up to six (6) credits per fall semester and six (6) credits per spring semester for each student leader during their term of service.
2. Students must be in a declared program of study. Tuition will be waived only for those courses in their program of study or pre-requisites for required courses.
3. The Program covers tuition only. The Program does not cover course lab or other school-specific fees; textbooks; or tuition charged for auditing courses.
4. The tuition waiver will only apply for the first attempt at a course and not for any re-taking of courses.
5. A minimum cumulative grade point average of 2.5 is required to continue in the Program. Official proof of minimum grade point average must be provided to the Center for Student Involvement in order to be eligible for future assistance.
6. Students must reimburse the College for the tuition waived if:
  - a. they fail any courses;
  - b. they do not meet the minimum cumulative grade point average;
  - c. they withdraw after the add/drop period; or
  - d. they resign or vacate their leadership position before the end of the semester.

NOTE: Reimbursements must be made prior to the start of the next semester or they will not be allowed to register for future classes and neither grades nor transcripts will be released until the reimbursement is paid in full.

### **Procedures**

1. Students must submit the Tuition Waiver Benefit Program Application to the Center for Student Involvement at least 15 calendar days prior to the first day of classes and indicate which six (6) credits will be waived.
2. Student leaders appointed or elected after a semester begins, will not be eligible for the tuition waiver.
3. Students must complete and sign the Tuition Waiver Benefit Program Payback Provisions document.
4. The Center for Student Involvement will then forward the request for the six (6) credit waiver to the:
  - a. Admissions and Registration Department to verify that the courses being requested for the Tuition Waiver Benefit Program are in their program of study or pre-requisites for required courses and are not a re-take of prior courses.
  - b. Once approved, the request will then be forwarded to the Finance and Administration Department for tuition waiver implementation.



Accredited by the  
Western Association of  
Schools and Colleges

GUAM COMMUNITY COLLEGE  
Tuition Waiver Benefit Program  
For COPSA Officers and the BOT Student Member

**APPLICATION FORM**

(Submit application and all supporting documents to the Center for Student Involvement  
at least 15 days prior to the first day of classes)

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Leadership Title: \_\_\_\_\_

Declared Program: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Cell

Email

Semester / Year applying for:

Fall

Spring

Courses requested for tuition waiver (Indicate course name and number):

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Certification by the Center for Student Involvement**

The above student has been officially elected or appointed as a COPSA Officer or BOT Student Member for the  
Academic Year \_\_\_\_\_.

\_\_\_\_\_  
Center for Student Involvement  
(Print Name and Sign)

\_\_\_\_\_  
Date

\*\*\*\*\*

**Certification by the Admissions and Registration Department**

The courses being requested are within the above student's program of study, are not for auditing purposes,  
and are not for the re-taking of any course(s). Therefore, this benefit is hereby cleared for tuition waiver.

\_\_\_\_\_  
Admissions & Registration Department  
(Print Name and Sign)

\_\_\_\_\_  
Date

\*\*\*\*\*

**Implementation by the Finance and Administration Department**

The above student has met all the requirements of this benefit and the tuition for the requested \_\_\_\_\_  
credits is hereby waived.

\_\_\_\_\_  
Finance and Administration Department  
(Print Name and Sign)

\_\_\_\_\_  
Date



Accredited by the  
Western Association of  
Schools and Colleges

### **100% PAYBACK PROVISION FOR THE TUITION WAIVER BENEFIT PROGRAM**

The Guam Community College values and supports the development of our students to improve and expand their knowledge and leadership skills during their service as student leaders of the college.

This 100% payback provision allows the Guam Community College to recover money from the student should he/she not meet the rules and requirements of the Tuition Waiver Benefit Program.

I, **(PRINT Student Name)** \_\_\_\_\_ fully  
understand that the Guam Community College will be waiving the tuition costs only for the following courses:

Course names and numbers:

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Semester / Year: \_\_\_\_\_

I hereby agree that should I NOT meet all the rules and requirements of the Tuition Waiver Benefit Program, that I shall reimburse Guam Community College for 100% of all tuition waived.

This payback provision allows the Guam Community College to recover all money for the Tuition Waiver Benefit Program should a student not meet all the rules and requirements of this program.

This document serves as a binding contract between the student listed above and the Guam Community College, as acknowledged and agreed upon by the signatures below.

\_\_\_\_\_  
**Student**  
(Print Name and Sign)

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

\_\_\_\_\_  
**Center for Student Involvement**  
(Print Name and Sign)

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

\_\_\_\_\_  
**Finance and Administration Department**  
(Print Name and Sign)

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



Government of Guam  
Fiscal Year 2015  
Budget Digest

[BBMR BD-1]

Function: Education  
Department: Guam Community College  
Program: SUMMARY

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			MDF/ TAF/ Special Funds			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	9,580,474	10,095,296	10,692,464	289,097	273,358	277,617	0	0	0	9,869,571	10,368,654	10,970,081
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,552,816	3,923,345	4,030,000	102,991	100,760	98,929	0	0	0	3,655,807	4,024,105	4,128,929
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$13,133,290</b>	<b>\$14,018,641</b>	<b>\$14,722,464</b>	<b>\$392,088</b>	<b>\$374,118</b>	<b>\$376,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,525,378</b>	<b>\$14,392,759</b>	<b>\$15,099,010</b>
	<b>OPERATIONS</b>												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	4,093	0	0	0	0	0	0	0	0	4,093
230	CONTRACTUAL SERVICES:	0	13,270	676,912	126,975	549,171	27,000	0	0	0	126,975	562,441	703,912
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	360	0	189,080	41,284	114,896	80,000	0	0	0	41,644	114,896	269,080
250	EQUIPMENT:	0	0	103,406	6,076	99,964	79,614	0	0	0	6,076	99,964	183,020
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	46,176	52,176	638,453	1,254,295	1,837,198	0	0	0	638,453	1,300,471	1,889,374
	<b>TOTAL OPERATIONS</b>	<b>\$360</b>	<b>\$59,446</b>	<b>\$1,025,667</b>	<b>\$812,788</b>	<b>\$2,018,326</b>	<b>\$2,023,812</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$813,148</b>	<b>\$2,077,772</b>	<b>\$3,049,479</b>
	<b>UTILITIES</b>												
361	Power:	32,618	835,711	1,656,900	1,160,938	0	0	0	0	0	1,193,556	835,711	1,656,900
362	Water/ Sewer:	0	48,000	50,400	46,717	0	0	0	0	0	46,717	48,000	50,400
363	Telephone/ Toll:	0	82,632	84,000	74,519	0	0	0	0	0	74,519	82,632	84,000
	<b>TOTAL UTILITIES</b>	<b>\$32,618</b>	<b>\$966,343</b>	<b>\$1,791,300</b>	<b>\$1,282,174</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,314,792</b>	<b>\$966,343</b>	<b>\$1,791,300</b>
450	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$13,166,268</b>	<b>\$15,044,430</b>	<b>\$17,599,431</b>	<b>\$2,487,050</b>	<b>\$2,392,444</b>	<b>\$2,400,358</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,653,318</b>	<b>\$17,436,874</b>	<b>\$19,999,789</b>
	1/ Specify Fund Source												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	2	2	2	-	-	-	-	-	-	2	2	2
	CLASSIFIED:	208	208	208	6	5	5	-	-	-	214	213	213
	<b>TOTAL FTEs</b>	<b>210</b>	<b>210</b>	<b>210</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>216</b>	<b>215</b>	<b>215</b>

Government of Guam  
Fiscal Year 2015  
Budget Digest

[BBMR BD-1]

Function: Education  
Department: Guam Community College  
Program: GENERAL FUND/MDF

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			MANPOWER DEVELOPMENT FUND			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	9,068,847	9,571,705	10,082,888	289,097	273,358	277,617	0	0	0	9,357,944	9,845,063	10,360,505
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	3,362,520	3,721,452	3,786,167	102,991	100,760	98,929	0	0	0	3,465,511	3,822,212	3,885,096
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$12,431,367</b>	<b>\$13,293,157</b>	<b>\$13,869,055</b>	<b>\$392,088</b>	<b>\$374,118</b>	<b>\$376,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,823,455</b>	<b>\$13,667,275</b>	<b>\$14,245,601</b>
	<b>OPERATIONS</b>												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	4,093	0	0	0	0	0	0	0	0	4,093
230	CONTRACTUAL SERVICES:	0	0	651,012	975	27,000	27,000	0	0	0	975	27,000	678,012
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	360	0	185,080	23,128	114,826	80,000	0	0	0	23,488	114,826	265,080
250	EQUIPMENT:	0	0	98,571	6,076	99,964	79,614	0	0	0	6,076	99,964	178,185
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	46,176	51,676	564,783	1,154,295	1,558,276	0	0	0	564,783	1,200,471	1,609,952
	<b>TOTAL OPERATIONS</b>	<b>\$360</b>	<b>\$46,176</b>	<b>\$990,432</b>	<b>\$594,962</b>	<b>\$1,396,085</b>	<b>\$1,744,890</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$595,322</b>	<b>\$1,442,261</b>	<b>\$2,735,322</b>
	<b>UTILITIES</b>												
361	Power:	32,618	835,711	1,656,900	0	0	0	0	0	0	32,618	835,711	1,656,900
362	Water/ Sewer:	0	48,000	50,400	0	0	0	0	0	0	0	48,000	50,400
363	Telephone/ Toll:	0	82,632	84,000	0	0	0	0	0	0	0	82,632	84,000
	<b>TOTAL UTILITIES</b>	<b>\$32,618</b>	<b>\$966,343</b>	<b>\$1,791,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,618</b>	<b>\$966,343</b>	<b>\$1,791,300</b>
450	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$12,464,345</b>	<b>\$14,305,676</b>	<b>\$16,710,787</b>	<b>\$987,050</b>	<b>\$1,770,203</b>	<b>\$2,121,436</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,451,395</b>	<b>\$16,075,879</b>	<b>\$18,832,223</b>
	1/ Specify Fund Source												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	2	2	2	-	-	-	-	-	-	2	2	2
	CLASSIFIED:	196	195	195	6	5	5	-	-	-	202	200	200
	<b>TOTAL FTEs</b>	<b>198</b>	<b>197</b>	<b>197</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>204</b>	<b>202</b>	<b>202</b>



Government of Guam  
Fiscal Year 2015  
Budget Digest

[BBMR BD-1]

Function: Education  
Department: Guam Community College  
Program: LPN/Vocational Guidance

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND (LPN/VOC GUID)			TAF - Supplemental			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	511,627	523,591	609,576	0	0	0	0	0	0	511,627	523,591	609,576
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	190,296	201,893	243,833	0	0	0	0	0	0	190,296	201,893	243,833
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$701,923</b>	<b>\$725,484</b>	<b>\$853,409</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$701,923</b>	<b>\$725,484</b>	<b>\$853,409</b>
	<b>OPERATIONS</b>												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	13,270	25,900	126,000	522,171	0	0	0	0	126,000	535,441	25,900
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	4,000	18,156	70	0	0	0	0	18,156	70	4,000
250	EQUIPMENT:	0	0	4,835	0	0	0	0	0	0	0	0	4,835
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	500	73,670	0	0	0	0	0	73,670	0	500
	<b>TOTAL OPERATIONS</b>	<b>\$0</b>	<b>\$13,270</b>	<b>\$35,235</b>	<b>\$217,826</b>	<b>\$522,241</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$217,826</b>	<b>\$535,511</b>	<b>\$35,235</b>
	<b>UTILITIES</b>												
361	Power:	0	0	0	1,160,938	0	0	0	0	0	1,160,938	0	0
362	Water/ Sewer:	0	0	0	46,717	0	0	0	0	0	46,717	0	0
363	Telephone/ Toll:	0	0	0	74,519	0	0	0	0	0	74,519	0	0
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,282,174</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,282,174</b>	<b>\$0</b>	<b>\$0</b>
450	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$701,923</b>	<b>\$738,754</b>	<b>\$888,644</b>	<b>\$1,500,000</b>	<b>\$522,241</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,201,923</b>	<b>\$1,260,995</b>	<b>\$888,644</b>
	1/ Specify Fund Source												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	12	13	13	0	0	0	0	0	0	12	13	13
	<b>TOTAL FTEs</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>13</b>	<b>13</b>

Government of Guam  
Fiscal Year 2015  
Budget Digest

[BBMR BD-1]

Function: Education  
Department: Guam Community College  
Program: Special Fund

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2013 Expenditures & Encumbrances (A + D + G)	FY 2014 Authorized Level (B + E + H)	FY 2015 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	0	0	0	0	0	0	0	0
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>OPERATIONS</b>												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	100,000	278,922	0	0	0	0	100,000	278,922
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$0	\$100,000	\$278,922	\$0	\$0	\$0	\$0	\$100,000	\$278,922
	<b>UTILITIES</b>												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	<b>CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$0	\$100,000	\$278,922	\$0	\$0	\$0	\$0	\$100,000	\$278,922
	1/ Specify Fund Source				*Per PL 31-229 and PL 32-063 USDA loan repayment from Territorial Education Facilities Fund								
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL FTEs</b>	0	0	0	0	0	0	0	0	0	0	0	0

# College Governing Council

Friday, 03/13/14 @ 2:00p.m.  
Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 2:03 p.m.

2. Attendance:

Name	E-mail	Present
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	✓
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	✓
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Jennifer Collins	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	✓
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	✓
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓

3. Approval of Minutes:

**Motion to approve minutes of January 31, 2014 made by C. Guerrero, seconded by E. Duenas. Motion passed unanimously.**

4. Old Business

- a. Tuition Waiver proposal for Staff/Administrator – No updates. E. Duenas reported President Okada received the full packet for her approval.

5. New Business

- a. Student Leaders Tuition Waiver Benefit Program – (See Attachment). R. Roberson questions the 2 votes that students are allowed and stated that this does not match the Union/BOT Contract. C. Santos will provide the committee members a copy via email of memo – clarification of membership of committees to include recognition of Staff Senate. **Motion to approve Student Leaders Tuition Waiver Benefit Program was made by J. Collins, seconded by J. Munoz. Motion passed unanimously.**
- b. Adjunct Hours Recommendations – Revisited in Spring 2014. R. Roberson reported the data of the adjunct hours comparison implemented in Fall 2013. The following departments did not take advantage of the 135 credit hour because several of the courses taught are 60 credit hour course sections: Automotive Technology, ~~Criminal Justice~~ and Construction Trades. The Health and Hospitality & Tourism departments did not provide data.  
**Motion to support the recommendation of the Department Chair Committee and Faculty Senate in maintaining the current 135 hour adjunct cap by J. Collins, seconded by J. Munoz. Motion passed unanimously.**
- c. Social Media Policy – Tabled, no information received from CTC.

6. Information and Updates
  - a. Faculty –
    - i. 03/26/2014 Spring Recruitment sponsored by CDC from 5-7pm in the MPA. Opportunity for students to look into programs GCC has to offer. R. Roberson will ask J. Flores (PIO) to post on MyGCC.
    - ii. CTE Summit 03/18/2014 – 03/20/2014; several Department Chairs will be providing exposure of GCC programs to the Middle School and High School on campus.
  - b. Staff – Staff Senate Executive Council 3<sup>rd</sup> year election March 28, 2014.
  - c. Students – J. Collins reported the following:
    1. Students Leading Students Conference March 07, 2014; 156 students attended.
    2. 03/13/2014 2<sup>nd</sup> Entertainment Night
    3. 04/09/2014 Spring Festival from 4:00-8:00pm
  - d. Administration – C. Santos reported on the Financial Status Report (See Attachment). D. Perez reported on the Facilities Report (See Attachments).
7. Open Discussion – None
8. Agenda Items for Next Meeting – None
9. Schedule for Next Meeting – 03/27/2014 @ 10:00am.
10. Adjournment at 2:40 p.m. Motion was made by A. Roberto, seconded by J. Munoz.

**COLLEGE GOVERNING COUNCIL  
FINANCIAL STATUS UPDATE  
March 13, 2014**

- For FY13, the College has received 100% and 134% of the GF and MDF requested allotments, respectively, and overall total of . GCC has received release of 9% of the 15% reserve, with remaining \$1,095.116 reserves not released. Still pending DOA advisement on treatment of \$301,004 MDF overpayment.
- For FY14, GCC has received a total of 32% overall appropriation. There is no reserve.

<b>FY 2014</b>	<b>2/27/2014</b>				
<b>Appropriations</b>	<b>Appropriation</b>	<b>Requested</b>	<b>Received</b>	<b>% Rec'd.</b>	<b>% Appr Rec'd.</b>
<b>General Fund</b>	14,261,859	7,149,440	4,950,736	69%	35%
<b>LPN</b>	782,570	391,285	299,985	77%	38%
<b>MDF</b>	1,770,203	885,102	165,783	19%	9%
<b>TAF</b>	24,154	24,154	24,154	100%	100%
<b>TAF - Supplemental</b>	522,241	261,121	121,856	47%	23%
<b>Capital Projects</b>	100,000	100,000	90,000	90%	90%
<b>Totals</b>	<u>17,461,027</u>	<u>8,811,102</u>	<u>5,652,515</u>	64%	32%

Current YTD expenditures & encumbrances for FY14 as of 3/13/14 are as follows:

	<b>3/13/2014</b>					
	<b>Fund 1</b>	<b>Fund 3</b>	<b>Fund 4</b>	<b>Fund 11</b>	<b>Fund 12</b>	<b>Total</b>
Salaries - Full Time	\$4,293,430		\$116,717	\$ 355,374	\$ 68,271	\$ 4,833,793
Salaries - Part Time	-		-	365,285	48,344	413,629
Benefits	1,429,923		38,053	153,925	30,030	1,651,931
Travel			-	44,185	22,989	67,174
Contractual Services		101,096	-	751,281	36,259	888,636
Supplies and Materials		3,350	3,215	52,622	50,424	109,611
Equipment		180	10,564	133,062	9,916	153,722
Miscellaneous			404,373	103,791	69,499	577,663
Interest Expense				65,844		65,844
Power	412,547			(5,887)		406,660
Water/Sewer	12,343			-		12,343
Telephone	18,373			-		18,373
Capital Outlay				131,071	-	131,071
Indirect Costs					4,800	4,800
Subtotal	\$	\$	\$	\$	\$	\$
Expenditure	6,166,617	104,625	\$572,922	2,150,553	340,532	9,335,249
Encumbrances	474,956	115,961	3,664	813,912	96,820	1,505,313
	\$	\$	\$	\$	\$	\$
Total Exp & Enc	6,641,573	220,586	\$576,586	2,964,465	437,352	\$10,840,562

- Ellucian was on campus 2/10-2/14/14, for interviews for the DE strategic plan. Surveys for faculty and students have been requested. Strategic Plan draft report currently being reviewed..
- GCC FY13 audit has been issued. No findings and questioned costs. 13<sup>th</sup> year of clean audits.
- Bid awards for copying services completed, will have machines in by April. Dedicated scanner has been received. MMO reviewing bid submittals for supplies and custodial supplies. Academic Technologies continues to have Friday weekly trainings which are posted on MyGCC.
- MIS maintainence during first week of March was successful
- All documents for USDA \$5M loan has been submitted for Building 100 and Forensic Lab. Awaiting response from USDA on status.
- BOT currently doing review of all Board Policies. If there are any comments to the policies, a review time and notice will be posted.
- Banner Group researching and determining timeline for Lumninos 5 upgrade to be June 2014.
- Financial Aid deadlines for FAFSA SY2014-2015 have been posted. Please have students review the deadlines.
- This week is the 1<sup>st</sup> payroll of half for adjunct faculty payroll

**CIP14 Status Report**  
for the month of MARCH 2014

<b>CAPITAL IMPROVEMENT PROJECT - 2014</b>			<b>COST</b>
<b>No.</b>	<b>Category</b>	<b>Comments</b>	<b>Estimate</b>
14.01	Safety & Security	Install 5 new LED flood lamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000. RFQ issued February 21 and due March 4, 2014	\$47,500
	30-1065A4-7230-66-P1401	03/11/14: RFQ issued February 21, due 3/4/14 and extended to 3/14/14	
14.02	Safety & Security	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System;	\$256,000
	30-1065A4-7230-66-P1402	03/11/14: Pending SOW.	
14.03	Safety & Security	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate; Notice of Intent to Award issued 10/31/13; NTP issued 11/22/13; Award to JJ Global for \$59,605; Project to begin February 2014; range will be closed until completion of project. In February, JJ Global recended a 30-day extension request as Department of Agriculture was able to inspect sooner than expected. FEA (Facilities Engineer Administrator) approved the size of pole on 2/13/14. No permit required for this project. Completion of ponding basis is 3/31/14; firing range 5/20/14.	\$0
	30-1065A4-7230-66-P1403	03/11/14: FEA to have JJ Global level surface under fence; payment of \$36011.18 submitted and under review as this constitutes more than 60% of total cost.	
14.04	Safety & Security	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, and along Corten Torres St.; Completed 22 stalls at Corten Torres. In February, received Hawaiian Rock's drawings for 29 parking stalls fronting Victoria JMart (triangular area). Tentative start date is April 11, 2014 (spring break).	\$54,000
	30-1065A4-7230-66-P1404	03/11/14: FEA to provide justification to MM regarding having Hawaiian Rock awarded contract to complete parking area fronting Victoria JMart (triangular area) as it relates to the original \$100K in-kind contribution.	
14.05	Accessibility	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers; RFQ issued 1/15/14 and due 1/29/14. P1400711 issued to Masoud and Company for \$8,200; contractor picked up PO on 2/11/14; project to complete 60 calendar days or April 12, 2014	\$0
	30-1065A4-7230-66-P1405	03/11/14: Ongoing	
14.06	Safety & Security	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed;	\$32,000
	30-1065A4-7230-66-P1406	03/11/14: Pending RFQ or bid.	
14.07	Environmental Health	Needed to replace deteriorating metal cover sheets, to eliminate water leaks during inclement weather, and to restore the structural integrity of the building	\$22,500
	30-1065A4-7230-66-P1407	02/26/14: Pending RFQ or bid.	
14.08	Safety & Security	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.	\$92,500
	30-1065A4-7230-66-P1408	03/11/14: Pending RFQ or bid.	

# CAPITAL IMPROVEMENT PROJECT - 2014

No.	Category	Comments	COST Estimate
14.09	Safety & Security  30-1065A4-7230-66-P1409	Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability ... Reference WO122143; 01/06/14 - Pending procurement as SOW was received and reviewed with Procurement Administrator 12/19-20/13. RFQ issued 1/16 and due 1/29/14. P1400848 issued to Genesis-Tech Corporation for \$4,500.00; completion is 60 days from date PO is received or April 25, 2014.  03/11/14: Ongoing.	\$0
14.10	Safety & Security  30-1065A4-7230-66-P1410	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College. Working group (FEA, Center for Student Involvement & PIO) to solicit students' input regarding naming opportunity; continue to discuss options and finalize SOW by 2/14.  03/11/14: Pending SOW.	\$23,500
14.11	Safety & Security  30-1065A4-7230-66-P1411	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window;  03/11/14: Pending RFQ or bid.	\$17,000
14.12	Environmental Health  30-1065A4-7230-66-P1412	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place;  03/11/14: Pending RFQ or bid.	\$21,500
14.13	Safety & Security  30-1065A4-7230-66-P1413	Needed to deter speeding & increase pedestrian safety within the campus parking; and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps; RFQ issued 1/16/14 and due 1/29/14. In February, FEA finalized submittals received from Americana Suppliers.  03/11/14: Pending MM's review and award	\$6,500
14.14	Safety & Security  30-1065A4-7230-66-P1414	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs; RFQ issued 1/16/14 and due 1/29/14. P1400715 issued to Genesis-Tech Corporation on 2/10/14 for \$4,450; completion date is 30 days from date of receipt (2/13/14) or March 15, 2014  03/11/14: FEA inspected and deemed project completed March 6, 2014; minor adjustments are pending.	\$0
14.15	Environmental Health  30-1065A4-7230-66-P1415	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements; in January, conducted site visit to assess renovation of A28.  03/11/14: Pending SOW	\$12,000
14.16	Safety & Security  30-1065A4-7230-66-P1416	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours;  03/11/14: Pending RFQ or bid.	\$30,000
14.17	Safety & Security  30-1065A4-7230-66-P1417	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those unanticipated failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/ that would adversely affect the Students' learning environment. In February, received updated priority list from AC refrigeration mechanic.  03/11/14: Ongoing; as needed.	\$54,000
GRAND TOTAL			\$669,000

BOT approved - \$732,000



**CIP13 Status Report  
for the month of MARCH 2014**

CAPITAL IMPROVEMENT PROJECTS 2013			
Number	Description	Comments	Balance
P13.1	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff	<p>Mandatory pre-bid 4/16/13; bid opening extended from 5/7/13 to 5/21/13 but none received; 6/28/13-received 2 quotes (RFQ) (G4S \$305K and FireComm \$315K); Recommend to disqualify FireComm due to "technical exceptions" - requiring GCC to construct a tower. Recommend issuance of requisition for G4S - pending receipt of project plan (CPM) due 8/26/13; if awarded, 180 to complete project; G4S requested clarifications; On 10/22/13, Facilities Engineer Administrator recommended to reissue bid to include concerns raised during the RFI process. Activity and budget rolled into fiscal year 2014; pending SOW</p> <p><b>03/11/14: No change ~ activity and budget rolled into fiscal year 2014; pending SOW</b></p>	\$99,678.00
P13.2	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities	<p>RFQ issued 5/23/13 - quotes due 6/7/13; 1 quote received (Genesis Tech for \$4,300); 8/8/13: issued P1301956 issued to Genesis Tech Award; contract completion date 10/20/13; actual completion 11/2013.</p> <p><b>03/11/14: CLOSED.</b></p>	\$0.00
P13.3	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011"	<p>POs processed based on priority list; Project is ongoing as CIP14.17; Last few months new systems placed at: 25-ton for bldg 400, 3/4/5-tons for 3207, 3210, 3220, 303, D1, 603 and 605;</p> <p><b>03/11/14: CLOSED; Ongoing needs reflected in CIP14.17</b></p>	\$0.00
P13.4	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011"	<p>Mandatory pre-bid 4/26/13; bid opening 5/6/13 - 4 received; Notice of Intent to Award 5/9/12 for \$156,301.68 (89,914.54 - GEO funds and \$66,387.14 - CIP funds) to G4S; Liquidated Damage issued 7/31 @ \$160.97/day; 8/9-G4S working to complete project by 8/30/13 but no later than 9/30/13; Several classrooms need to be adjusted (switches/timers) to ensure lights can be manually activated. Facilities Engineer met contractor (Ed Batanga) that explained initial delay due to incorrect items ordered, not understanding manual override, and subcontractor. MM to finalize liquidated damage amount; FEA inspected &amp; accepted completion of project on 2/20/14; pending disposal of old fixtures.</p> <p><b>03/11/14: CLOSED.</b></p>	\$0.00
P13.5	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches	<p>Mandatory pre-bid 5/31/13; bid opening 6/20/13; no bids received; SOW revised and reissued as RFQ on 7/22/13; Received and reviewed proposals from Advanced Electrical Services and Genesis Tech. P1302112 issued to Genesis Tech for \$42K; Facilities Engineer is closely observing progress as project completion date is 12/3/13. 01/06/14 - P1302112 cancelled as contractor is unable to perform as per SOW. Activity and budget rolled to CIP14.06</p> <p><b>03/11/14: Activity and budget rolled to CIP14.06</b></p>	\$42,000.00
P13.6	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering	<p>Mandatory pre-bid 5/31/13; bid opening 6/20/13; P1301852 issued to Z4 Corporation for \$83,803.64. Supplies/materials scheduled to arrive 11/4/13; will ask Procurement &amp; Inventory Administrator to calculate LD. 01/06/14 - Project is pending special order (materials) for LRC's front windows. FEA inspected and accepted completion of project on 2/11/14; MM to finalize liquidated damage amount.</p> <p><b>03/11/14: CLOSED.</b></p>	\$0.00
P13.7	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	<p>Continue to develop SOW;</p> <p><b>03/11/14: Activity and budget rolled to CIP14.02</b></p>	\$138,645.00
P13.8	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011"	<p>RFQ due 6/7/13; two quotes received (\$14800 - Genesis Tech and \$20,000 - AMI); 10/22/13 - Caulking and replacing of window seal on some windows were completed but not campus-wide. Weathering of doors and windows were carried out.</p>	\$0.00

## CAPITAL IMPROVEMENT PROJECTS 2013

Number	Description	Comments	Balance
		<b>03/11/14: CLOSED</b>	
P13.9	Annual prioritization-renovation-cleaning of Classrooms for a more-conducive learning & working environment 1st priorities are	01/06/14 - Closed - project was not carried out as absenteeism (maintenance staff) and responding to urgent work orders due to heavy rain were a priority. <b>03/11/14: CLOSED</b>	\$0.00
P13.10	Renovation of restrooms at Building 400	Mandatory pre-bid 5/31/13; bid opening 6/20/13; Contract issued to Z4 Corporation for \$43,612.99; preconstruction held 8/6/13; Contractor confirmed 1/9/14 as start date. Anticipated completion date: 4/20/14. <b>03/11/14: Progressing without setbacks.</b>	\$0.00
P13.11	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	Mandatory pre-bid session held 5/22/13; bid opening 6/12/13; Notice of Intent to Award issued to JJ Global for \$59,605 on 8/1/13 for ponding basin; 10/13/13 - Project will be phased into CIP14.03; 1/06/14 - Project will commence February 2014. <b>03/11/14: Updates reflected under 14.03</b>	\$59,605.00
			<b>\$378,895.00</b>

BOT Approved 2/4/13

Amounts under "AWARD" column also include advertising costs (fire alarm, ADA door, LRC Electrical Panel, Storm Shutters, Weathering, Rest Room Renovation, and Fence

# MEMORANDUM

To: Deborah C. Belanger  
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada  
President

From: Dr. R. Ray D. Somera  
Vice President for Academic Affairs  
Chief Negotiator for Management

R. Gary Hartz  
President, GCC Faculty Union

Subject: Clarifying memorandum on request to restructure participatory governance committee memberships (Article VII)

Date: February 25, 2013

CC: College Governing Council, Chair and co-chair  
Resources, Planning & Facilities Committee, Chair & co-chair

This memorandum is for information purposes only, hence, no action is required.

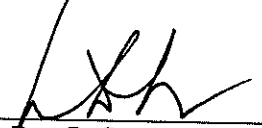
On November 14 and 21 respectively, separate requests were received from the Resources Planning and Facilities (RPF) Committee and the College Governing Council (CGC) to restructure committee memberships to reflect the changes in participatory governance processes at the college. **The creation of a new Staff Senate was the impetus for this request.**

As a result of our meeting to discuss such requests, we decided to take the following steps:


1. Issue a clarification regarding the intent of Article VII – Participatory Governance, as stated in the Agreement. Specifically, Article VII. D.1.d.(1).iii, pages 24-26 (as it relates to RPF) and Article VII.C, page 24 (as it relates to CGC). Both negotiators agree that the purpose of “broad participation” (the exact verbiage used in the Article) is to provide wide-ranging opportunities for all key players on campus (i.e., faculty, staff, administrators, and students) to contribute to the process of institutional decision-making. This must be consistent however with the Accrediting Commission for Community and Junior Colleges (ACCJC) standard on Leadership and Governance (Standard IV) which states that these key players “exercise a substantial voice in institutional policies, planning, and budget **that relate to their areas of responsibility and expertise** (Standard IV A.2.a; our emphasis). The committee memberships specified in the current Agreement is a **recognition of this broad participation** (again, our emphasis), and hence, should not require changes in the contract. The negotiators therefore suggest that such restructuring of committee composition should be written and documented as part of the committee by-laws. Implementation of these changes should be in effect once the by-laws are ratified by members of the respective committees.



2. Address the committee requests through this memorandum of clarification. This memorandum will be added to the Board-Faculty Union Agreement, 2010-2016 as Appendix K.
3. Inform the Board (through this memo) of upcoming changes in the participatory governance structure of the college, **as it applies to the Staff Senate.**
4. Advise any committee or committees requesting for similar changes in the future **for Staff Senate participation** to be guided by this memorandum of clarification.

  
\_\_\_\_\_  
R. Ray D. Somera, Ph.D.  
Vice President for Academic Affairs

Date 2/26/2013

  
\_\_\_\_\_  
R. Gary Hartz  
President, GCC Faculty Union

Date 2.26.13

## **Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member**

This Tuition Waiver Benefit Program waives tuition costs for courses at the Guam Community College for COPSA Officers and the BOT Student Member during their term of service. This is not a reimbursement or remission program, tuition is simply waived.

The Tuition Waiver Benefit Program is only open to COPSA Officers and the BOT Student Member who are currently serving in their respective student leader positions.

### **Rules and Requirements**

1. The Program will waive up to four (4) credits per summer semester, up to eight (8) credits per fall semester and up to eight (8) credits per spring semester for each student leader during their term of service.
2. Students must be in a declared program of study. Tuition will be waived only for those courses in their program of study or pre-requisites for required courses. An official transcript must be submitted with this application.
3. The Program covers tuition only. The Program does not cover course lab or other school-specific fees; textbooks; or tuition charged for auditing courses.
4. The tuition waiver will only apply for the first attempt at a course and not for any re-taking of courses.
5. A minimum cumulative grade point average of 2.5 is required to continue in the Program. An official transcript with proof of minimum grade point average must be provided to the Center for Student Involvement within seven (7) days after the official date that grades are due in order to be eligible for future assistance.
6. Students must reimburse the College for the tuition waived if:
  - a. they fail any courses;
  - b. they do not meet the minimum cumulative grade point average;
  - c. they withdraw from their courses; or
  - d. they resign or vacate their leadership position before the end of the semester.NOTE: Reimbursements must be made in accordance with the 100% Student Payback Provision / Promissory Note for the Tuition Waiver Benefit Program.
7. Student leaders appointed or elected after a semester begins, will not be eligible for the tuition waiver.

### **Procedures**

1. Students must submit the Tuition Waiver Benefit Program Application with their official transcript to the Center for Student Involvement at least 21 calendar days prior to the first day of classes per semester and indicate which credits will be waived.
2. Students must complete and sign the 100% Student Payback Provision/Promissory Note for the Tuition Waiver Benefit Program.
3. The Center for Student Involvement will then:
  - a. Verify that the courses being requested for the Tuition Waiver Benefit Program are in their program of study or pre-requisites for required courses and are not a re-take of prior courses; and
  - b. Once approved, the request will then be forwarded to the Business Office for tuition waiver implementation.



Accredited by the  
Western Association of  
Schools and Colleges

GUAM COMMUNITY COLLEGE  
**Tuition Waiver Benefit Program**  
**For COPSA Officers and the BOT Student Member**

**APPLICATION FORM**

(Submit application and all supporting documents to the Center for Student Involvement  
at least 21 days prior to the first day of classes)

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Leadership Title:** \_\_\_\_\_

**Declared Program:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

**Semester / Year applying for:**

Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Courses requested for tuition waiver (Indicate course name and number):

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Certification by the Center for Student Involvement**

- ☐ The above student has been officially elected or appointed as a COPSA Officer or BOT Student Member for the Academic Year \_\_\_\_\_.
- ☐ Based on the official transcript received, the courses being requested for tuition waiver are within the above student's program of study, are not for auditing purposes, and are not for the re-taking of any course(s).
- ☐ This benefit is hereby cleared for tuition waiver.

\_\_\_\_\_  
**Center for Student Involvement**  
(Print Name and Sign)

\_\_\_\_\_  
Date

\*\*\*\*\*

**Implementation by the Business Office**

The above student has met all the requirements of this benefit and the tuition for the requested \_\_\_\_\_ credits is hereby waived.

\_\_\_\_\_  
**Business Office**  
(Print Name and Sign)

\_\_\_\_\_  
Date

**100% STUDENT PAYBACK PROVISION/PROMISSORY NOTE  
FOR THE TUITION WAIVER BENEFIT PROGRAM**

The Guam Community College values and supports the development of our students to improve and expand their knowledge and leadership skills during their service as student leaders of the college.

This 100% Student Payback Provision/Promissory Note allows the Guam Community College to recover money from the student should he/she not meet the rules and requirements of the Tuition Waiver Benefit Program.

I, **(PRINT Student Name)** \_\_\_\_\_ fully understand that the Guam Community College will be waiving the tuition costs only for the following courses:

Course names and numbers:

\_\_\_\_\_  
\_\_\_\_\_

Semester / Year: \_\_\_\_\_

I hereby agree that should I NOT meet all the rules and requirements of the Tuition Waiver Benefit Program, that I shall fully reimburse Guam Community College for 100% of all tuition waived. Reimbursement must be paid on or before the end of the \_\_\_\_\_ semester.  
(term)

I further understand that this document shall serve as a promissory note and if I do not make payments as scheduled and the balance is not paid in full, I will not be allowed to re-register and grades and transcripts will be withheld until payment in full has been made to the Guam Community College. I acknowledge that I can be dis-enrolled for non-payment of the balance due. Additionally, any unpaid balances owed on this promissory note will be sent directly to a collection agency if unpaid. The student shall assume responsibility for all collection agency fees, legal fees, and court fees necessitated by default in payment.

This document serves as a binding contract between the student listed above and the Guam Community College, as acknowledged and agreed upon by the signatures below.

\_\_\_\_\_  
**Student**  
(Print Name and Sign)

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

\_\_\_\_\_  
**Business Office**  
(Print Name and Sign)

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

# College Governing Council

Friday, 03/28/14 @ 2:00p.m.

Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 2:16 p.m.

2. Attendance:

Name	E-mail	Present
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	✓
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	✓
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Jennifer Collins	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	✓
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	absent
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	absent
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	absent
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓

3. Recital of GCC Mission Statement

4. Approval of Minutes:

**Motion to approve minutes of March 13, 2014 with corrections made by E. Duenas, seconded by J. Camacho. Motion passed unanimously.**

5. Old Business

- Tuition Waiver proposal for Staff/Administrator – No update
- Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member – C. Santos and E. Duenas signed the memo which will be forwarded to President Okada.
- Adjunct Hours Recommendations – C. Santos and E. Duenas signed the memo which will be forwarded to President Okada.

6. New Business

- FY15 NAF Budget – (See Attachments)  
**Motion to approve FY15 NAF Budget and FY15 NAF Special Project Budget was made by E. Anderson, seconded by J. Camacho. Motion passed unanimously.**
- Social Media Policy – (See Attachment)  
**Motion to approve Social Media Policy was made by A. Roberto, seconded by E. Anderson. Motion passed unanimously.**

7. Information and Updates

- Faculty – R. Roberson reported the following:
  - Wednesday, 03/26/2014 Spring Recruitment sponsored by CDC from 5-7pm in the MPA.
  - Meeting on Monday, 03/31/2014 to address issues on the implementation of Acalog.
- Staff – E. Duenas reported the following:
  - Staff Senate General Membership meeting on March 28, 2014 @ 4:00pm. By-laws will be reviewed.
  - Staff/Administrator Development Day – June 13, 2014 from 8:00am – 5:00pm, MPA.
- Students – J. Collins reported the following:
  - Students Leading Students Conference March 07, 2014; 156 students attended.
  - 04/02/2014 3<sup>rd</sup> Entertainment Night
  - 04/09/2014 Spring Festival from 4:00-8:00pm



d. Administration – C. Santos reported on the following:

- i. Financial Status Report (See Attachment)
- ii. CIP13 & CIP14 (See Attachments)
- iii. GCC Graduation Ceremony May 16, 2014.

8. Open Discussion – None

9. Agenda Items for Next Meeting – None

10. Schedule for Next Meeting – (as needed) tentatively scheduled for 04/24/2014 @ 2:00pm.

11. Adjournment at 2:43 p.m. Motion was made by A. Roberto, seconded by R. Roberson.

**RESOURCES, PLANNING, & FACILITIES COMMITTEE**  
**FINANCIAL STATUS UPDATE**  
**March 27, 2014**

- For FY13, the College has received 100% and 134% of the GF and MDF requested allotments, respectively, and overall total of . GCC has received release of 9% of the 15% reserve, with remaining \$1,095.116 reserves not released. Still pending DOA advisement on treatment of \$301,004 MDF overpayment.
- For FY14, GCC has received a total of 37% overall appropriation. There is no reserve.

FY 2014      3/27/2014					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	14,261,859	7,158,694	5,494,811	77%	39%
LPN	782,570	391,285	299,985	77%	38%
MDF	1,770,203	885,102	331,158	37%	19%
TAF	24,154	24,154	24,154	100%	100%
TAF -					
Supplemental	522,241	261,121	200,192	77%	38%
Capital Projects	100,000	100,000	90,000	90%	90%
<b>Totals</b>	<b>17,461,027</b>	<b>8,820,356</b>	<b>6,440,300</b>	<b>73%</b>	<b>37%</b>

Current YTD expenditures & encumbrances for FY14 as of 3/27/14 are as follows:

3/27/2014	Fund 1	TAF Fund 3	MDF Fund 4	NAF Fund 11	Fund 12	Total
Salaries - Full Time	\$ 4,702,324		\$127,758	\$ 391,721	\$ 75,864	\$ 5,297,667
Salaries - Part Time	-		-	584,534	46,877	631,411
Benefits	1,569,388		41,669	183,438	32,697	1,827,192
Travel			-	54,690	58,046	112,736
Contractual Services		117,153	-	831,293	76,835	1,025,281
Supplies and						
Materials		3,486	14,212	72,346	106,592	196,636
Equipment		180	10,564	525,123	81,438	617,305
Miscellaneous			404,373	104,440	81,195	590,008
Interest Expense				65,844		65,844
Power	506,007			(6,969)		499,039
Water/Sewer	12,343			-		12,343
Telephone	18,373			126		18,499
Capital Outlay				131,071	8,494	139,565
Indirect Costs					4,800	4,800
Subtotal						
Expenditure	\$ 6,808,435	\$ 120,819	\$598,576	\$ 2,937,658	\$ 572,838	\$11,038,326
Encumbrances	381,496	102,037	3,296	460,157	158,791	1,105,777
Total Exp & Enc	\$ 7,189,931	\$ 222,856	\$601,872	\$ 3,397,815	\$ 731,629	\$12,144,103

- Ellucian was on campus 2/10-2/14/14, for interviews for the DE strategic plan. Surveys for faculty and students went out 3/26/14 Strategic Plan draft report currently being reviewed..
- GCC FY13 audit has been issued. No findings and questioned costs. 13<sup>th</sup> year of clean audits.
- Bid awards for copying services completed, machines scheduled to be replaced starting today. Dedicated scanner has been received. MMO reviewing bid submittals for supplies and custodial supplies, expect to have in place by first week of April.
- MIS maintenance during first week of March was successful. Luminos 5 upgrade (portal)planned for June 2014.
- All documents for USDA \$5M loan has been submitted for Building 100 and Forensic Lab. Pending Financial Feasibility Report. Awaiting response from USDA on status.
- BOT currently doing review of all Board Policies. If there are any comments to the policies, a review time and notice will be posted.
- Year End Requisition and bid deadlines have been posted. Requisition training scheduled for 4/8/14 and 4/9/14 9:30-12.
- Financial Aid deadlines for FAFSA SY2014-2015 have been posted. Please have students review the deadlines.

**CIP13 Status Report**  
**for the month of MARCH 2014**  
as of March 24, 2014

<b>CAPITAL IMPROVEMENT PROJECTS 2013</b>			
<b>Number</b>	<b>Category</b>	<b>Comments</b>	<b>Balance</b>
P13.1	Fire Alarm System	<p>Mandatory pre-bid 4/16/13; bid opening extended from 5/7/13 to 5/21/13 but none received; 6/28/13-received 2 quotes (RFQ) (G4S \$305K and FireComm \$315K); Recommend to disqualify FireComm due to "technical exceptions" - requiring GCC to construct a tower. Recommend issuance of requisition for G4S - pending receipt of project plan (CPM) due 8/26/13; if awarded, 180 to complete project; G4S requested clarifications; On 10/22/13, Facilities Engineer Administrator recommended to reissue bid to include concerns raised during the RFI process. Activity and budget rolled into fiscal year 2014; pending SOW</p> <p><b>03/24/14: No change ~ activity and budget rolled into CIP14.02; pending SOW</b></p>	\$99,678.00
P13.2	ADA Electronic Door	<p>RFQ issued 5/23/13 - quotes due 6/7/13; 1 quote received (Genesis Tech for \$4,300); 8/8/13: issued P1301956 issued to Genesis Tech Award; contract completion date 10/20/13; actual completion 11/2013.</p> <p><b>CLOSED</b></p>	\$0.00
P13.3	Energy Audit - ACs	<p>POs processed based on priority list; Project is ongoing as CIP14.17; Last few months new systems placed at: 25-ton for bldg 400, 3/4/5-tons for 3207, 3210, 3220, 303, D1, 603 and 605;</p> <p><b>CLOSED</b></p>	\$0.00
P13.4	Energy Audit - Lights	<p>Mandatory pre-bid 4/26/13; bid opening 5/6/13 - 4 received; Notice of Intent to Award 5/9/12 for \$156,301.68 (89,914.54 - GEO funds and \$66,387.14 - CIP funds) to G4S; Liquidated Damage issued 7/31 @ \$160.97/day; 8/9-G4S working to complete project by 8/30/13 but no later than 9/30/13; Several classrooms need to be adjusted (switches/timers) to ensure lights can be manually activated. Facilities Engineer met contractor (Ed Batanga) that explained initial delay due to incorrect items ordered, not understanding manual override, and subcontractor. MM to finalize liquidated damage amount; FEA inspected &amp; accepted completion of project on 2/20/14; pending disposal of old fixtures.</p> <p><b>3/24/14: CLOSED; G4S to provide final document to review for liquidated damages calculation by 3/27/14.</b></p>	\$0.00
P13.5	Electrical Panel	<p>Mandatory pre-bid 5/31/13; bid opening 6/20/13; no bids received; SOW revised and reissued as RFQ on 7/22/13; Received and reviewed proposals from Advanced Electrical Services and Genesis Tech. P1302112 issued to Genesis Tech for \$42K; Facilities Engineer is closely observing progress as project completion date is 12/3/13. 01/06/14 - P1302112 cancelled as contractor is unable to perform as per SOW. Activity and budget rolled to CIP14.08</p> <p><b>CLOSED</b></p>	\$42,000.00
P13.6	Typhoon Shutters	<p>Mandatory pre-bid 5/31/13; bid opening 6/20/13; P1301852 issued to Z4 Corporation for \$83,803.64. Supplies/materials scheduled to arrive 11/4/13; will ask Procurement &amp; Inventory Administrator to calculate LD. 01/06/14 - Project is pending special order (materials) for LRC's front windows. FEA inspected and accepted completion of project on 2/11/14; MM to finalize liquidated damage amount.</p> <p><b>3/24/14: CLOSED; LD being reviewed.</b></p>	\$0.00

**CIP13 Status Report**  
**for the month of MARCH 2014**  
as of March 24, 2014

**CAPITAL IMPROVEMENT PROJECTS 2013**

<b>Number</b>	<b>Category</b>	<b>Comments</b>	<b>Balance</b>
P13.7	Security	Security / key system; activity rolled into FY2014  <b>03/24/14: Pending SOW</b>	\$138,645.00
P13.8	Weathering of Buildings	RFQ due 6/7/13; two quotes received (\$14800 - Genesis Tech and \$20,000 - AMI); 10/22/13 - Caulking and replacing of window seal on some windows were completed but not campus-wide. Weathering of doors and windows were carried out.  <b>CLOSED</b>	\$0.00
P13.9	Room Maintenance	01/06/14 - Closed - project was not carried out as absenteeism (maintenance staff) and responding to urgent work orders due to heavy rain were a priority.  <b>CLOSED</b>	\$0.00
P13.10	Restroom Renovation	Mandatory pre-bid 5/31/13; bid opening 6/20/13; Contract issued to Z4 Corporation for \$43,612.99; preconstruction held 8/6/13; Contractor confirmed 1/9/14 as start date. Anticipated completion date: 4/20/14.  <b>03/24/14: Progressing.</b>	\$0.00
P13.11	Fence	Mandatory pre-bid session held 5/22/13; bid opening 6/12/13; Notice of Intent to Award issued to JJ Global for \$59,605 on 8/1/13 for ponding basin; 10/13/13 - Project will be phased into CIP14.03; 1/06/14 - Project will commence February 2014.  <b>03/24/14: Updates reflected under 14.03</b>	\$59,605.00

# CIP14 Status Report for the month of MARCH 2014

as of March 24, 2014

CAPITAL IMPROVEMENT PROJECT - 2014			COST Estimate
No.	Category	Comments	
14.01	Safety & Security	Install 5 new LED flood lamps between 3000-4000-5000 (+1 spare), replace 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., restore 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and restore 4 downed PV lamps (+1 spare) between 3000-4000-6000. RFQ issued February 21 and due March 4, 2014	\$47,500
	30-1065A4-7230-66-P1401	03/24/14: RFQ issued February 21: Part 2 GCC-RFQ-14-005 extension granted from 3/4/14 to 3/14/14 to 4/4/14 and Part 3 GCC-RFQ-14-006 extension granted from 3/6/14 to 3/18/14 to 4/3/14;	
14.02	Safety & Security	Phase II of II ... Critical to the safety of Students, Faculty & Staff ... Tender issued to also establish a Mass Notification System;	\$256,000
	30-1065A4-7230-66-P1402	03/24/14: Pending SOW.	
14.03	Safety & Security	Needed to secure an extremely dangerous, munitions zone; to assure that the campus population will not be in harm's way; and by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate; Notice of Intent to Award issued 10/31/13; NTP issued 11/22/13; P1400319 awarded to JJ Global for \$59,605; Project to begin February 2014; range will be closed until completion of project. In February, JJ Global rescinded a 30-day extension request as Department of Agriculture was able to inspect sooner than expected. FEA (Facilities Engineer Administrator) approved the size of pole on 2/13/14. No permit required for this project. Completion of ponding basis is 3/31/14; firing range 5/20/14. 3/11/14: FEA to have JJ Global level surface under fence; payment of \$36011.18 submitted (constitutes more than 60% of total cost) and paid.	\$0
	30-1065A4-7230-66-P1403	03/24/14: FEA to have JJ Global level surface under fence; payment of \$36011.18 submitted and under review as this constitutes more than 60% of total cost.	
14.04	Safety & Security	Needed to remedy constant erosion & flooding of a highly-utilized Student parking area; and requires the placement of a 3" layer of asphalt pavement, within a 15'W x 300'L area, north of Building 6000, and along Corten Torres St.; Completed 22 stalls at Corten Torres. In February, received Hawaiian Rock's drawings for 29 parking stalls fronting Victoria JMart (triangular area). Tentative start date is April 11, 2014 (spring break). 03/11/14: FEA to provide justification to MM regarding having Hawaiian Rock awarded contract to complete parking area fronting Victoria JMart (triangular area) as it relates to the original \$100K in-kind contribution.	\$54,000
	30-1065A4-7230-66-P1404	03/24/14: Pending MM 's review and processing.	
14.05	Accessibility	Increased uses of rooms 5204 & 5213 by our ADA Community have made it prudent for the installation of these convenient door openers; RFQ issued 1/15/14 and due 1/29/14. P1400711 issued to Masoud and Company for \$8,200; contractor picked up PO on 2/11/14; project to complete 60 calendar days or April 12, 2014	\$0
	30-1065A4-7230-66-P1405	03/24/14: Ongoing	
14.06	Safety & Security	Need to troubleshoot, as-built & upgrade the building's primary & secondary electrical panels, as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been observed;	\$32,000
	30-1065A4-7230-66-P1406	03/24/14: RFQ issued 3/14 and due 3/28/14.	
14.07	Environmental Health	Needed to replace deteriorating metal cover sheets, to eliminate water leaks during inclement weather, and to restore the structural integrity of the building	\$22,500
	30-1065A4-7230-66-P1407	03/24/14: RFQ issued 3/14 and due 3/28/14.	
14.08	Safety & Security	Establish power line conditioning for the entire Building 3000 & 1000; and via interfaces to the existing service entrance, transformer, transfer switches, switch boards &/ electrical panels.	\$92,500
	30-1065A4-7230-66-P1408	03/24/14: Pending RFQ or bid.	
14.09	Safety & Security	Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability ... Reference WO122143; 01/06/14 - Pending procurement as SOW was received and reviewed with Procurement Administrator 12/19-20/13. RFQ issued 1/16 and due 1/29/14. P1400848 issued to Genesis-Tech Corporation for \$4,500.00; completion is 60 days from date PO is received or April 25, 2014.	\$0

**CIP14 Status Report**  
for the month of MARCH 2014

as of March 24, 2014

<b>CAPITAL IMPROVEMENT PROJECT - 2014</b>				<b>COST Estimate</b>
<b>No.</b>	<b>Category</b>	<b>Comments</b>		
	<b>30-1065A4-7230-66-P1409</b>	<b>03/24/14: Completed 3/22/14; FEA inspected and accepted.</b>		
14.10	Safety & Security	Needed to improve all Students' ability to locate their classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the Communities' College. Working group (FEA, Center for Student Involvement & PIO) to solicit students' input regarding naming opportunity; continue to discuss options and finalize SOW by 2/14.		\$23,500
	<b>30-1065A4-7230-66-P1410</b>	<b>03/24/14: Pending SOW.</b>		
14.11	Safety & Security	36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window;		\$17,000
	<b>30-1065A4-7230-66-P1411</b>	<b>03/24/14: RFQ issued 3/17 and due 3/31/14.</b>		
14.12	Environmental Health	Needed to create a functional & conducive college environment outside of the Classroom; for an aggregate total of 17 strategic campus locations; and less the quantities of existing provisions that are in place;		\$21,500
	<b>30-1065A4-7230-66-P1412</b>	<b>03/24/14: Pending RFQ or bid.</b>		
14.13	Safety & Security	Needed to deter speeding & increase pedestrian safety within the campus parking; and via 7 strategic, bi-directional locations that have been identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps; RFQ issued 1/16/14 and due 1/29/14. In February, FEA finalized submittals received from Americana Suppliers.		\$6,500
	<b>30-1065A4-7230-66-P1413</b>	<b>03/24/14: Processed requisition; pending purchase order.</b>		
14.14	Safety & Security	Needed to provide contiguous ADA accessibility to the north & west portions of Building 5000, and via the extension & construct of a concrete sidewalk w/ its proper swales & curbs; RFQ issued 1/16/14 and due 1/29/14. P1400715 issued to Genesis-Tech Corporation on 2/10/14 for \$4,450; completion date is 30 days from date of receipt (2/13/14) or March 15, 2014; 03/11/14: FEA inspected and deemed project completed March 6, 2014; minor adjustments are pending.		\$0
	<b>30-1065A4-7230-66-P1414</b>	<b>03/24/14: Pending FEA's final inspection.</b>		
14.15	Environmental Health	Needed for the renovation of the campus' most-dilapidated classrooms; and for setting 'the bar' for future classroom improvements; in January, conducted site visit to assess renovation of A28.		\$12,000
	<b>30-1065A4-7230-66-P1415</b>	<b>03/24/14: Pending SOW</b>		
14.16	Safety & Security	Needed to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon &/ GPA outages, and to minimize impacts to our Students' safety for power outages during the evening classroom hours;		\$30,000
	<b>30-1065A4-7230-66-P1416</b>	<b>03/24/14: Pending RFQ or bid.</b>		
14.17	Safety & Security	Needed to continue the priority upgrades that were identified in CIP13.03 herein; and to immediately address those unanticipated failing systems that may occur during the entire FY'14 period, that would either place the GCC population in harm's way, &/ that would adversely affect the Students' learning environment. In February, received updated priority list from AC refrigeration mechanic.		\$54,000
	<b>30-1065A4-7230-66-P1417</b>	<b>03/24/14: Ongoing; as needed.</b>		

Guam Community College  
2015 BUDGET REQUEST - NAF

PRIOR YEARS			
ACTUAL as of 09/30/13			
2014 BUDGET REQUEST			
FY 2015 PROJECTION			
PROJECTED REVENUES			
Educational and General Operations Revenue			
Tuition Net of Capital Improvement	7,311,137	2,879,000	2,889,000
4 Capital Improvement Fees (Resolution 4-99)		732,000	734,000
5 Technology Fee for Upgrades (Resolution 11-2000)		183,000	195,000
5 Technology Fee for Current Operations (Resolution 11-2000)		183,000	195,000
Student Activity Fee		75,000	80,000
Perm. Faculty Positions (Resolution 5-2006)		1,951,668	1,958,472
Perm. Staff/Admin Positions (Resolution 5-2006)		780,667	783,389
Other Fees Net of Tech and Stud Act Fees		371,000	322,000
Lab Fees			229,000
Total General Operations Subsidy	7,311,137	7,155,335	7,385,861
Auxiliaries Revenue			
Bookstore Sales	1,157,238	1,100,000	1,206,250
Food Services	24,987	12,000	31,200
Total Auxiliaries	1,182,225	1,112,000	1,237,450
Other Sources Revenue			
Administrative Recoveries	89,783	50,000	90,000
Interest/Miscellaneous Income	53,436	20,000	55,000
Other (Citi Foundation, NSTI and PREL Grant)	58,075	30,000	
Total Other Sources	201,294	100,000	145,000
TOTAL PROJECTED REVENUE	8,694,656	8,367,335	8,768,311
ACTUAL as of 09/30/13			
2014 BUDGET REQUEST			
FY 2015 PROJECTION			
PROJECTED EXPENDITURES			
Educational and General Expenditures			
GovGuam Supplement - Other	2,206,137	1,475,130	1,475,130
GovGuam Supplement - Adjunct/Substitutes	1,246,295	1,200,000	1,200,000
GovGuam Supplement - PT Salaries			
8 Perm. Faculty Positions (Resolution 5-2006)	555,490	1,951,668	1,958,472
8 Perm. Staff/Admin Positions (Resolution 5-2006)	381,685	780,667	783,389
5 Technology Fee for Current Operations	166,754	183,000	195,000
5 Technology Fee for Upgrades (Resolution 11-2000)	166,754	183,000	195,000
Total E & G Expenditures	4,723,115	5,773,465	5,806,991
Other Educational and General Expenditures			
Promotion and Development	166,424	200,000	200,000
Professional Development - Faculty	70,543	75,000	75,000
Professional Development - Staff	33,553	50,000	50,000
6 Student Activity Fee - Dean Accts.	59,230	15,000	16,000
Pacific Island Student Transition	4,930	6,475	6,475
Graduation	9,994	12,000	12,000
Bank Fee Expenditures	53,455	55,000	55,000
Board of Trustees Travel	15,687	25,000	25,000
Faculty Senate	4,773	5,000	5,000
WP Secretary II (Salaries & Benefits)	28,000	30,000	35,970
USDA Loan Repayment	133,426	116,376	269,373
USDA Loan Payoff (Water Tank Loan)	260,854		
Cosmetology	21,072	23,376	10,782
Early Childhood Education	9,110	20,078	29,556
Computer Science	10,307	15,190	14,525
Electronics	7,626	10,901	12,597
Office Technology	14,151	17,096	16,804
Automotive		15,663	23,772
Allied Health	13,537	24,235	30,026
Visual Communications	14,042	13,879	16,733
English	16,117	18,981	17,442
Criminal Justice		4,161	
Science			19,380
Culinary	18,972	45,030	37,240
Open Campus Day		10,000	
Citi Foundation Grant	16,993	30,000	
NSTI Grant	7,680		
PREL Grant	46,360		
Takecare Grant	52,864		
Total Other E & G Expenditures	1,089,700	838,441	978,675
Total E & G Expenditures	5,812,815	6,611,906	6,785,666
Auxiliaries Expenditures			
Bookstore	751,931	880,000	959,044
Total Auxiliaries	751,931	880,000	959,044
TOTAL CURRENT EXPENDITURES	6,564,746	7,491,906	7,744,710
TRANSFER			
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475
Transfer from Foundation - Other			
Transfer to Foundation			
7 Transfer to Capital Improvement Fees	618,000	732,000	734,000
Transfer to Student Activity Fees	56,000	60,000	64,000
Total Transfer	667,525	785,525	791,525
TOTAL EXPENDITURES AND TRANSFERS	7,232,271	8,277,431	8,536,235
INCREASE (USE) OF RESERVE	1,462,385	89,904	232,076

- Notes: 1) The FY2014 Original Budget Amount reflects the initial budget request.  
2) The FY2013 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/13.  
3) Tuition & Fees projection is based on SP14, SU13, & FA13 enrollment figures. No increase budgeted.  
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.



Guam Community College  
2015 BUDGET REQUEST - NAF SPECIAL PROJECTS

PRIOR YEARS			
PROJECTED REVENUES			
	ACTUAL as of 09/30/13	2014 BUDGET REQUEST	FY 2015 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	24,198	48,360	304,200
Health Certificate	71,670	75,000	113,000
SHRM Learning System	5,200		
Industry Certification	2,053	224,440	493,632
* Other Projects	170,937	260,910	
GCC Room Rental	5,950	12,000	10,000
* Gov't Guam/Private Industries Training Requests	14,704		1,107,300
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	12,475	388,805	144,825
WorkKeys Assessment/NCRC			162,500
Computer Courses		194,935	
Total Continuing Education	307,187	1,204,450	2,335,457
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification	2,400	24,000	24,000
Immunizations	30,193		
Public Health - Education	599,208	577,500	577,500
Allied Health Special Projects	2,050		
Tour Guide	7,875		11,250
Hospitality Institute		11,250	141,040
Criminal Justice Academy	182,326	30,360	94,590
GED	20,510	95,000	50,000
Adult Basic Education	40		
Culinary Arts	1,495		
* Other Projects	118,597		
Total Trades & Professional Services	964,694	738,110	898,380
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	5,700	38,000	38,000
Networking Courses (CCNA)	8,800	64,000	64,000
Principles of Voice & Data	17,750	30,000	30,000
Other Projects	50,457		
Total Technology & Student Services	82,707	132,000	132,000
TOTAL REVENUE	1,354,588	2,074,560	3,365,837

PROJECTED EXPENDITURES			
	ACTUAL as of 09/30/13	2014 BUDGET REQUEST	FY 2015 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	6,875		235,193
Health Certificate	51,985	59,534	81,021
SHRM Learning System	8,099		
Industry Certification			493,612
* Other Projects	133,988	365,832	
Gov't Guam/Private Industries Training Requests	48,732		990,929
Prometric/Pan/Ed2go Online Courses/HOST TESTING	2,241		57,930
WorkKeys Assessment/NCRC			141,173
Department Incentives			
Total Continuing Education	251,921	425,366	1,999,858
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification	3,415	24,000	24,000
Immunizations	35,361		
Public Health - Education	688,904	577,500	577,500
Allied Health Special Projects	2,031		
Tour Guide	9,558	7,898	9,102
Hospitality Institute		25,912	141,028
Criminal Justice Academy	68,617	78,659	70,578
GED	16,220		36,514
Culinary Arts	56,641		
* Other Projects	142,109		
Department Incentives			
Total Trades & Professional Services	1,022,856	713,969	858,721
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	18,318	31,164	32,309
Networking Courses (CCNA)	47,628	62,199	63,343
Principles of Voice & Data	27,701	24,707	24,252
Other Special Projects	45		
Total Technology & Student Services	93,692	118,070	119,904
TOTAL EXPENDITURES	1,368,468	1,257,405	2,978,483
NET PROFIT/(LOSS)	-13,880	817,155	387,354

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

# Memorandum

Guam Community College  
**RECEIVED**

APR 04 2014

PRESIDENT'S OFFICE

Initials:                     

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

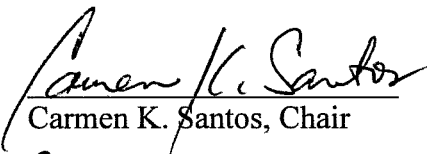
From: **Carmen K. Santos (Chair)**  
**Joey Munoz (Co-Chair)**  
**Elizabeth Duenas (Co-Chair)**  
**College Governing Council**

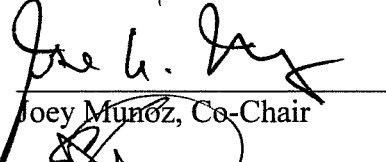
Date: **4/01/14**

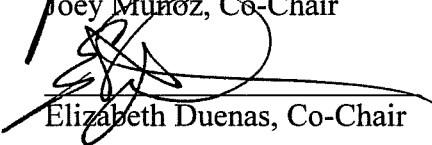
Re: **FY15 NAF Budget Request, FY15 NAF Special Projects Budget Request and Social Media Policy**

The College Governing Council met on Friday, 3/28/14 and unanimously approved the attached FY15 NAF Budget Request, FY15 NAF Special Projects Budget Request and Social Media Policy. We are therefore, forwarding the FY15 NAF Budget Requests and Social Media Policy for your approval and presentation to the Board of Trustees.

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

  
Carmen K. Santos, Chair

  
Joey Munoz, Co-Chair

  
Elizabeth Duenas, Co-Chair

4/3/14  
Date

4/4/14  
Date

4/3/14  
Date

Guam Community College  
2015 BUDGET REQUEST - NAF

PRIOR YEARS			
PROJECTED REVENUES			
	ACTUAL as of 09/30/13	2014 BUDGET REQUEST	FY 2015 PROJECTION
Educational and General Operations Revenue			
Tuition Net of Capital Improvement	7,311,137	2,879,000	2,889,000
4 Capital Improvement Fees (Resolution 4-99)		732,000	734,000
5 Technology Fee for Upgrades (Resolution 11-2000)		183,000	195,000
5 Technology Fee for Current Operations (Resolution 11-2000)		183,000	195,000
Student Activity Fee		75,000	80,000
Perm. Faculty Positions (Resolution 5-2006)		1,951,668	1,958,472
Perm. Staff/Admin Positions (Resolution 5-2006)		780,667	783,389
Other Fees Net of Tech and Stud Act Fees		371,000	322,000
Lab Fees			229,000
Total General Operations Subsidy	7,311,137	7,155,335	7,385,861
Auxiliaries Revenue			
Bookstore Sales	1,157,238	1,100,000	1,206,250
Food Services	24,987	12,000	31,200
Total Auxiliaries	1,182,225	1,112,000	1,237,450
Other Sources Revenue			
Administrative Recoveries	89,783	50,000	90,000
Interest/Miscellaneous Income	53,436	20,000	55,000
Other (Citi Foundation, NSTI and PREL Grant)	58,075	30,000	
Total Other Sources	201,294	100,000	145,000
TOTAL PROJECTED REVENUE	8,694,656	8,367,335	8,768,311
PROJECTED EXPENDITURES			
	ACTUAL as of 09/30/13	2014 BUDGET REQUEST	FY 2015 PROJECTION
Educational and General Expenditures			
GovGuam Supplement - Other	2,206,137	1,475,130	1,475,130
GovGuam Supplement - Adjunct/Substitutes	1,246,295	1,200,000	1,200,000
GovGuam Supplement - PT Salaries			
8 Perm. Faculty Positions (Resolution 5-2006)	555,490	1,951,668	1,958,472
8 Perm. Staff/Admin Positions (Resolution 5-2006)	381,685	780,667	783,389
5 Technology Fee for Current Operations	166,754	183,000	195,000
5 Technology Fee for Upgrades (Resolution 11-2000)	166,754	183,000	195,000
Total E & G Expenditures	4,723,115	5,773,465	5,806,991
Other Educational and General Expenditures			
Promotion and Development	166,424	200,000	200,000
Professional Development - Faculty	70,543	75,000	75,000
Professional Development - Staff	33,553	50,000	50,000
6 Student Activity Fee - Dean Accts.	59,230	15,000	16,000
Pacific Island Student Transition	4,930	6,475	6,475
Graduation	9,994	12,000	12,000
Bank Fee Expenditures	53,455	55,000	55,000
Board of Trustees Travel	15,687	25,000	25,000
Faculty Senate	4,773	5,000	5,000
WP Secretary II (Salaries & Benefits)	28,000	30,000	35,970
USDA Loan Repayment	133,426	116,376	269,373
USDA Loan Payoff (Water Tank Loan)	260,854		
Cosmetology	21,072	23,376	10,782
Early Childhood Education	9,110	20,078	29,556
Computer Science	10,307	15,190	14,525
Electronics	7,626	10,901	12,597
Office Technology	14,151	17,096	16,804
Automotive		15,663	23,772
Allied Health	13,537	24,235	30,026
Visual Communications	14,042	13,879	16,733
English	16,117	18,981	17,442
Criminal Justice		4,161	
Science			19,380
Culinary	18,972	45,030	37,240
Open Campus Day		10,000	
Citi Foundation Grant	16,993	30,000	
NSTI Grant	7,680		
PREL Grant	46,360		
Takecare Grant	52,864		
Total Other E & G Expenditures	1,089,700	838,441	978,675
Total E & G Expenditures	5,812,815	6,611,906	6,785,666
Auxiliaries Expenditures			
Bookstore	751,931	880,000	959,044
Total Auxiliaries	751,931	880,000	959,044
TOTAL CURRENT EXPENDITURES	6,564,746	7,491,906	7,744,710
TRANSFER			
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475
Transfer from Foundation - Other			
Transfer to Foundation			
7 Transfer to Capital Improvement Fees	618,000	732,000	734,000
Transfer to Student Activity Fees	56,000	60,000	64,000
Total Transfer	667,525	785,525	791,525
TOTAL EXPENDITURES AND TRANSFERS	7,232,271	8,277,431	8,536,235
INCREASE (USE) OF RESERVE	1,462,385	89,904	232,076

- Notes: 1) The FY2014 Original Budget Amount reflects the Initial budget request.  
2) The FY2013 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/13.  
3) Tuition & Fees projection is based on SP14, SU13, & FA13 enrollment figures. No increase budgeted.  
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.

Guam Community College  
2015 BUDGET REQUEST - NAF SPECIAL PROJECTS

PRIOR YEARS			
PROJECTED REVENUES			
	ACTUAL as of 09/30/13	2014 BUDGET REQUEST	FY 2015 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	24,198	48,360	304,200
Health Certificate	71,670	75,000	113,000
SHRM Learning System	5,200		
Industry Certification	2,053	224,440	493,632
* Other Projects	170,937	260,910	
GCC Room Rental	5,950	12,000	10,000
* Gov't Guam/Private Industries Training Requests	14,704		1,107,300
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	12,475	388,805	144,825
WorkKeys Assessment/NCRC			162,500
Computer Courses		194,935	
Total Continuing Education	307,187	1,204,450	2,335,457
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification	2,400	24,000	24,000
Immunizations	30,193		
Public Health - Education	599,208	577,500	577,500
Allied Health Special Projects	2,050		
Tour Guide	7,875		11,250
Hospitality Institute		11,250	141,040
Criminal Justice Academy	182,326	30,360	94,590
GED	20,510	95,000	50,000
Adult Basic Education	40		
Culinary Arts	1,495		
* Other Projects	118,597		
Total Trades & Professional Services	964,694	738,110	898,380
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	5,700	38,000	38,000
Networking Courses (CCNA)	8,800	64,000	64,000
Principles of Voice & Data	17,750	30,000	30,000
Other Projects	50,457		
Total Technology & Student Services	82,707	132,000	132,000
TOTAL REVENUE	1,354,588	2,074,560	3,365,837

PROJECTED EXPENDITURES			
	ACTUAL as of 09/30/13	2014 BUDGET REQUEST	FY 2015 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Specialized Certification (Certified Manager's)	6,875		235,193
Health Certificate	51,985	59,534	81,021
SHRM Learning System	8,099		
Industry Certification			493,612
* Other Projects	133,988	365,832	
Gov't Guam/Private Industries Training Requests	48,732		990,929
Prometric/Pan/Ed2go Online Courses/HOST TESTING	2,241		57,930
WorkKeys Assessment/NCRC			141,173
Total Continuing Education	251,921	425,366	1,999,858
TRADES & PROFESSIONAL SERVICES (TPS)			
Teacher's Recertification	3,415	24,000	24,000
Immunizations	35,361		
Public Health - Education	688,904	577,500	577,500
Allied Health Special Projects	2,031		
Tour Guide	9,558	7,898	9,102
Hospitality Institute		25,912	141,028
Criminal Justice Academy	68,617	78,659	70,578
GED	16,220		36,514
Culinary Arts	56,641		
* Other Projects	142,109		
Total Trades & Professional Services	1,022,856	713,969	858,721
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	18,318	31,164	32,309
Networking Courses (CCNA)	47,628	62,199	63,343
Principles of Voice & Data	27,701	24,707	24,252
Other Special Projects	45		
Total Technology & Student Services	93,692	118,070	119,904
TOTAL EXPENDITURES	1,368,468	1,257,405	2,978,483
NET PROFIT/(LOSS)	-13,880	817,155	387,354

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

## Social Media Policy – Guam Community College

### Introduction

The growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Guam Community College (GCC) recognizes and embraces the power of social media, and the opportunity social media tools provide to communicate with the GCC community, including students, faculty, staff, administrators, parents, alumni, and other interested parties. It is important to recognize, however, that the use of social media regarding GCC is governed by the same laws, policies, and rules of conduct that apply to all other GCC activities.

In order to operate effectively within GCC's current social media channels (Facebook, YouTube and Twitter) and to add social media outlets as trends dictate, GCC has developed a social media policy to ensure that any and all interactions on behalf of GCC represent the College's best interests.

### Scope

This policy applies to all use of social media by Guam Community College (GCC) students, faculty, staff and administrators to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other technologies.

### Purpose

This policy (1) provides guidance concerning the use of social media platforms sanctioned by GCC through the College's network, systems or equipment and the use of social media to represent or discuss matters related to GCC and members of the GCC community; and (2) sets forth rules for the administration of GCC social media sites.

The Guam Community College Social Media Policy only applies to social media accounts created to represent GCC groups, departments, programs, entities, etc. and does not apply to private individual accounts.

### College Officially Recognized Social Media Accounts

For a social media account to be recognized by GCC as an official social media account, the account must have been created by a GCC program, department, or student organization, or by a group of students/faculty/staff /administrators promoting a project/event sanctioned by the College. The account administrators must inform the Office of Communications & Promotions (OCP) via email ***before the account is created*** and provide the account information, including *password*. For accounts created prior to the adoption of the GCC Social Media Policy, the OCP must be informed of the existence of your Facebook, YouTube, Twitter account, etc., via

email, and also provide the account information, including *password*. Changes in passwords must also be submitted to the OCP immediately.

If a GCC organization, department, group, program, or sports team creates a social media account, they will be listed on the corresponding official GCC page, creating a link from the GCC page to your organization's page.

### **Account Administrators**

All social media accounts officially recognized by GCC must have a GCC faculty (either full-time or adjunct), staff member or administrator as an account administrator at all times. Should a GCC employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another GCC employee to be an account administrator prior to removing himself/herself from that role. The OCP must be notified when a new administrator takes over. GCC employees identified as administrators of accounts are responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to ensure that social media postings adhere to the College's conduct policies.

If the OCP becomes aware of content posted on a GCC site in violation of the GCC social media policy, the OCP shall promptly take appropriate action, which will include notifying the site administrator, the official who authorized the creation of the site, and/or other College officials, removing the offending content and/or closing the site.

If a GCC-related social media account has been compromised/hacked, please notify the OCP immediately via email. Administrators are responsible for re-establishing account security.

### **Content**

***Use good judgment about content and respect privacy laws.***

When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized GCC sites that represent only a segment of the GCC community (for example, an individual program, department or course) should take care to avoid the appearance of representing the entire institution. Names, profile images, and posts should all be clearly linked to the particular college program, department or course.

If endorsing GCC, accurately disclose your relationship to the College.

Whenever appropriate, link back to information posted on the College website instead of duplicating content. When linking to a news article about GCC, check first to determine whether you can link to a release from the GCC Media Releases page rather than another media outlet. For assistance with the GCC Media Releases page, call the OCP at 735-5638.

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When posting to any GCC social media site, communicating with members of the GCC community, or discussing the College on any site, even through your own personal account or using your own phone, computer or other device without using the College network or equipment, remember that laws and GCC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by GCC students and employees through social media.

***Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.***

By posting content to any GCC social media site, parties agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always credit the original creator. Provide a link to the original material if applicable. Refrain from using information and conducting activities that may violate local or federal laws and regulations.

**NOTE: Whenever, as a member of the GCC faculty, you utilize a social medium as a means of student participation in course work, it is recommended that you also provide a practical and appropriate alternative for students who may be unable or reluctant to utilize that social medium (for example, some students may not be comfortable with opening a Facebook account).**

Do not use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud. Refer to the GCC Workplace Violence policy, Policy #171 on the GCC Board of Trustees page at [www.guamcc.edu](http://www.guamcc.edu).

Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any GCC social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.

Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material

posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.

***Do not use the Guam Community College name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial or personal use, or to promote a product, cause, or political party or candidate.***

Note: GCC is not responsible for monitoring or pre-screening content posted on all of its social media sites. Notwithstanding the foregoing, *GCC reserves the right to monitor its sites and remove, without notice, any content that the College determines to be threatening, harmful, offensive, obscene, a violation of intellectual property rights, FERPA or privacy laws, or otherwise injurious or illegal, commercial in nature, or otherwise in violation of law or this Policy.*

Note: *If you become aware of objectionable content posted on a GCC social media -- or objectionable comments concerning the College that are posted on an unaffiliated site -- please notify the OCP promptly.*

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# College Governing Council

Thursday, 04/24/14 @ 2:00p.m.

Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 1:46 p.m.

2. Attendance:

Name	E-mail	Present
Elmarie Anderson	<a href="mailto:elmarie.anderson@guamcc.edu">elmarie.anderson@guamcc.edu</a>	✓
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	absent
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Jennifer Collins	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	✓
Carol Guerrero	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	✓
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	absent
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
<b>Others Present:</b>		
Latisha Ann Leon Guerrero	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓

3. Recital of GCC Mission Statement

4. Approval of Minutes:

**Motion to approve minutes of March 28, 2014 made by R. Roberson, seconded by E. Duenas. Motion passed unanimously.**

5. Old Business

- Tuition Waiver proposal for Staff/Administrator – No update
- Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member – No update
- Adjunct Hours Recommendations – C. Santos requested President Okada to respond to the committee.
- FY15 NAF Budget – Approved by BOT.  
Social Media Policy – President Okada requested for Jayne Flores to separate the policy from the procedures. No changes will be made to the contents. Once revision is made it will be forwarded to President Okada for the May 2014 Board meeting.

6. New Business

None

7. Information and Updates

- Faculty – R. Roberson reported the following:
  - Faculty Gathering and Committee Election scheduled for Friday, May 02, 2014.
  - Meeting on Monday, 03/31/2014 to address issues on the implementation of Acalog.
- Staff – E. Duenas reported the following:
  - Staff Senate Executive Council election for AY2014-2015 was on March 28, 2014. New SSEC membership will be effective June 01, 2014.
  - Staff/Administrator Development Day – June 13, 2014 from 8:00am – 5:00pm, MPA. E. Duenas will send a memo to the Dean's.
- Students – J. Collins reported the following:
  - Last COPSA meeting on Friday, April 25, 2014.
  - BOT Student not announced.
  - COPSA Officers for AY2014-2015 are as follows:
    - Rosanna Martinez (President)

2. Abby (Vice-President)
  3. Shawn Fernandez (Treasurer)
  4. Jessilyn (Parliamentarian)
- d. Administration – C. Santos reported on the following:
  - i. Financial Status Updates (See Attachment)
  - ii. CIP13 & CIP14 (See Attachments)
  - iii. GCC Graduation on May 16, 2014. All faculty, students and staff are encouraged to attend for support.
8. Open Discussion –
  - a. R. Roberson asked, “What is the procedure for requesting to be on the BOT agenda?” C. Santos suggested verifying with Bertha Guerrero (BOT Secretary) or Fred Tupaz (Union President).
9. Agenda Items for Next Meeting – None
10. Schedule for Next Meeting – TBA via email
11. Adjournment at 1:56 p.m. Motion was made by E. Anderson, seconded by J. Collins.

**RPF and CGC  
FINANCIAL STATUS UPDATE  
April 24, 2014**

- For FY14, GCC has received a total of 40% overall appropriation. There is no reserve.

FY 2014      4/24/2014					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
<b>General Fund</b>	14,419,193	8,365,693	6,048,141	72%	42%
<b>LPN</b>	782,570	456,499	358,678	79%	46%
<b>MDF</b>	1,770,203	1,032,618	331,158	32%	19%
<b>TAF</b>	24,154	24,154	24,154	100%	100%
<b>TAF - Supplemental</b>	522,241	304,641	239,360	79%	46%
<b>Capital Projects</b>	100,000	100,000	90,000	90%	90%
<b>Totals</b>	<u>17,618,361</u>	<u>10,283,605</u>	<u>7,091,491</u>	69%	40%

Current YTD expenditures & encumbrances for FY14 as of 4/24/14 are as follows:

4/24/2014						
	Fund 1	Fund 3	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$5,548,711		\$149,995	\$ 476,095	\$ 82,557	\$ 6,257,358
Salaries - Part Time	-		-	629,542	61,504	691,045
Benefits	1,856,186		48,949	217,435	37,468	2,160,038
Travel			-	60,510	36,460	96,970
Contractual Services		171,924	-	816,368	71,220	1,059,512
Supplies and Materials		4,225	5,021	86,239	82,559	178,043
Equipment		180	11,269	558,630	19,489	589,568
Miscellaneous			404,398	119,622	125,853	649,872
Interest Expense				98,540		98,540
Power	605,263			(6,969)		598,295
Water/Sewer	16,551			-		16,551
Telephone	31,402			-		31,402
Capital Outlay				140,515	-	140,515
Indirect Costs					4,800	4,800
Subtotal						
Expenditure	\$8,058,113	\$176,329	\$619,632	\$3,196,526	\$521,909	\$12,572,508
Encumbrances	286,299	120,882	208	407,455	107,204	922,048
Total Exp & Enc	<u>\$8,344,412</u>	<u>\$297,211</u>	<u>\$619,840</u>	<u>\$3,603,980</u>	<u>\$629,113</u>	<u>\$13,494,556</u>

- Ellucian draft strategic assessments and DE strategic plan are currently being reviewed. Surveys for faculty and students went out 3/26/14.
- Bid awards for copying services completed, machines have been replaced. Dedicated scanner has been received. New bids for supplies and custodial supplies were posted effective April 1, 2014.
- All documents for USDA \$5M loan has been submitted for Building 100 and Forensic Lab. Pending Financial Feasibility Report. Awaiting response from USDA on status.

- BOT currently doing review of all Board Policies. Announcement out for review of BOT Policy 100 series. If there are any comments to the policies please submit no later than 5/2/14 at the Group Studio link..
- Year End Requisition and bid deadlines have been posted. Requisition training held for 4/8/14 and 4/9/14. Business Office trainings scheduled for 4/29-4/30/14, 10am-12pm, TC 1221.
- Financial Aid deadlines for FAFSA SY2014-2015 have been posted. Please have students review the deadlines. Pell payments have been processed and distributed for Spring 2014.
- Luminos 5 upgrade is scheduled for 6/30/14. This is the portal.
- Pending date for FY15 budget hearings with Legislature. These will usually be in June or July.
- Coast 360 will discontinue ATM on 4/30/14, due to usage not meeting expectations.



**CIP13 Status Report**  
**for the month of APRIL 2014**  
as of April 21, 2014

<b>CAPITAL IMPROVEMENT PROJECTS 2013</b>			
<b>Number</b>	<b>Category</b>	<b>Description</b>	<b>Balance</b>
P13.1	Fire Alarm System	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff  <b>04/21/14: No change ~ activity and budget rolled into CIP14.02; pending SOW</b>	\$99,678.00
P13.2	ADA Electronic Door	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities  <b>CLOSED</b>	\$0.00
P13.3	Energy Audit - ACs	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011"  <b>CLOSED</b>	\$0.00
P13.4	Energy Audit - Lights	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011"  <b>04/21/14: CLOSED; MM is reviewing G4S's documentation to adjust amount of LD</b>	\$0.00
P13.5	Electrical Panel	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches  <b>CLOSED</b>	\$42,000.00
P13.6	Typhoon Shutters	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering  <b>CLOSED</b>	\$0.00
P13.7	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	\$138,645.00

**CIP13 Status Report**  
**for the month of APRIL 2014**  
as of April 21, 2014

<b>CAPITAL IMPROVEMENT PROJECTS 2013</b>			
<b>Number</b>	<b>Category</b>	<b>Description</b>	<b>Balance</b>
		<b>04/21/14: Pending SOW</b>	
P13.8	Weathering of Buildings	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011"	\$0.00
		<b>CLOSED</b>	
P13.9	Room Maintenance	Annual prioritization-renovation-cleaning of Classrooms for a more-conductive learning & working environment ... 1st priorities are Buildings A, C & D	\$0.00
		<b>CLOSED</b>	
P13.10	Restroom Renovation	Renovation of restrooms at Building 400	\$0.00
		<b>04/21/14: Progressing</b>	
P13.11	Fence	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	\$59,605.00
		<b>04/21/14: Updates reflected under 14.03</b>	
			<b>\$378,895.00</b>

BOT Approved 2/4/13

Amounts under "AWARD" column also include advertising costs (fire alarm, ADA door, LRC Electrical Panel, Storm

**CIP14 Status Report**  
for the month of APRIL 2014

as of April 21, 2014

No.	Location	CAPITAL IMPROVEMENT PROJECT - 2014 Category	COST Estimate	AWARD
14.01		Restore ample lighting throughout the Campus' parking lots  <b>04/21/14: Four (4) quotes (PSLS, Genesis-Tech, Pacific-green Integrated Technology and Pacific Renewable Energy Solutions (PRES)) received and will be evaluated.</b>	\$47,500	\$ -
14.02	Campus-wide	Provide a centralized, mass notification system with 'bells & whistles'  <b>04/21/14: Pending SOW</b>	\$256,000	\$ -
14.03	Firing Range	Construct a perimeter fencing  <b>04/21/14: Ongoing; project at firing range commenced.</b>	\$0	\$ 59,605.00
14.04	6000	Resurface existing, eroding parking areas along Corten Torres St.  <b>04/21/14: P1401119 issued 4/15/14 to Hawaiian Rock Products to pave parking area fronting Victoria JMart May 9, 2014.</b>	\$0	\$ 25,995.00
14.05	5000	Install ADA-compliant door closures for accessibility to all  <b>04/21/14: FEA inspected and accepted 4/14/14; project CLOSED.</b>	\$0	\$ 8,200.00
14.06	600	Retrofit & as built primary & secondary electrical panels  <b>04/21/14: Proposals received and pending review.</b>	\$32,000	
14.07	600	Renovate the east-side walls of the Automotive Shop  <b>04/21/14: Need to resend as only 2 proposals were received.</b>	\$22,500	
14.08	4000, 3000, 1000	Upgrade the existing electrical panel & provide line conditioning  <b>03/24/14: Pending RFQ or bid.</b>	\$92,500	
14.09	2000	Replace the corroded plumbing of 2000's east-wing fire sprinkler system  <b>CLOSED.</b>	\$0	\$ 4,500.00
14.10	Campus-wide	Provide directory information kiosks, building labels & directional signage  <b>04/21/14: Pending SOW.</b>	\$23,500	
14.11	A~D	Provision classroom doors with observation windows		

**CIP14 Status Report**  
for the month of APRIL 2014

as of April 21, 2014

CAPITAL IMPROVEMENT PROJECT - 2014			COST	AWARD
No.	Location	Category	Estimate	
		04/21/14: Proposals were evaluated; pending requisition to award for the installation of 7 doors.	\$17,000	
14.12	Campus-wide	Provision convenient, external amenities for Students (e.g., iron benches, metal trash bins, recycle bins, etc.);  04/21/14: Pending RFQ or bid.	\$21,500	
14.13	Campus-wide	Install speed humps  04/21/14: P1401057 was increased to \$17,016 as supply's cost increased.		\$ 17,016.00
14.14	5000	Install accessibility pathway  04/21/14: CLOSED.	\$0	\$ 4,450.00
14.15	A~D	Renovate the most-dilapidated classrooms  04/21/14: Pending SOW	\$12,000	
14.16	Campus-wide	Repair & service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.)  04/21/14: Pending RFQ or bid.	\$30,000	
14.17	Campus-wide	Replace those end-of-life, energy-inefficient ACs throughout the campus, and service those failing ACs due to power glitches & normal wear-and-tear.  04/21/14: Ongoing; as needed.	\$54,000	
<b>GRAND TOTAL</b>				
BOT approved - \$732,000				