

College Governing Council

Thursday, 09/11/14 @2:00p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Abbie Battung	abbiejane.battung@guamcc.edu	
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	
Rosanna Martinez	rossana.martinez@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Anthony Roberto	anthony.roberto@guamcc.edu	
Carmen Santos	carmen.santos@guamcc.edu	
Dr. Gina Tudela	virginia.tudela@guamcc.edu	
Others Present:		

3. Approval of Minutes: 04/24/14

4. Old Business

- Tuition Waiver proposal for Staff/Administrator
- Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member
- Adjunct Hours Recommendations
- 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, 12/04/14 @ 2:00 p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Abbie Battung	abbiejane.battung@guamcc.edu	
Rosanna Martinez	rosanna.martinez@guamcc.edu	
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	
Anthony Roberto	anthony.roberto@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Carmen Santos	carmen.santos@guamcc.edu	
Dr. Gina Tudela	virginia.tudela@guamcc.edu	
Others Present:		

3. Approval of Minutes: 09/11/14

4. Old Business

- Adjunct Hours Recommendations
- By-laws

5. New Business

- CIP '15

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, 01/29/15 @ 2:00 p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Abbie Battung	abbiejane.battung@guamcc.edu	
Rosanna Martinez	rosanna.martinez@guamcc.edu	
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	
Anthony Roberto	anthony.roberto@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Carmen Santos	carmen.santos@guamcc.edu	
Dr. Gina Tudela	virginia.tudela@guamcc.edu	
Others Present:		

1. Approval of Minutes: 12/04/14

2. Old Business

- Adjunct Hours Recommendations

3. New Business

- FY16 Budget
- Sustainability Policy

4. Information and Updates

- Faculty
- Staff
- Students
- Administration

5. Open Discussion

6. Agenda Items for Next Meeting

7. Schedule for Next Meetings:

March 19, 2015 @2:00p.m.

May 07, 2015 @2:00p.m.

10. Adjournment

College Governing Council

Thursday, 03/19/15 @ 2:30 p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Abbie Battung	abbiejane.battung@guamcc.edu	
Rosanna Martinez	rosanna.martinez@guamcc.edu	
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	
Anthony Roberto	anthony.roberto@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Carmen Santos	carmen.santos@guamcc.edu	
Dr. Gina Tudela	virginia.tudela@guamcc.edu	
Others Present:		

1. Approval of Minutes: 01/29/2015 & 02/02/2015

2. Old Business

- Adjunct Hours Recommendations

3. New Business

4. Information and Updates

- Faculty
- Staff
- Students
- Administration

5. Open Discussion

6. Agenda Items for Next Meeting

7. Schedule for Next Meetings:

May 07, 2015 @2:00p.m.

10. Adjournment

College Governing Council

Thursday, 05/07/15 @ 2:30 p.m.

Faculty Senate Office – C2

AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Abbie Battung	abbiejane.battung@guamcc.edu	
Rosanna Martinez	rosanna.martinez@guamcc.edu	
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	
Anthony Roberto	anthony.roberto@guamcc.edu	
Robin Roberson	robin.roberson@guamcc.edu	
Doris Perez	doris.perez@guamcc.edu	
Carmen Santos	carmen.santos@guamcc.edu	
Dr. Gina Tudela	virginia.tudela@guamcc.edu	
Others Present:		

1. Approval of Minutes: 03/09/15

2. Old Business

3. New Business

- Comprehensive Professional Development Plan
- Travel Procedures

4. Information and Updates

- Faculty
- Staff
- Students
- Administration

5. Open Discussion

6. Agenda Items for Next Meeting

7. Schedule for Next Meetings:

10. Adjournment

College Governing Council

Thursday, 09/11/14 @ 2:00p.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 2:23 p.m.

2. Attendance:

Name	E-mail	Present
Abbie Jane Battung	abbiejane.battung@guamcc.edu	✓
Rosanna Martinez	rosanna.martinex@guamcc.edu	✓
Elizabeth Duenas	elizabeth.duenas@guamcc.edu	✓
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	✓
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	✓
Robin Roberson	robin.roberson@guamcc.edu	✓
Anthony Roberto	anthony.roberto@guamcc.edu	✓
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
Carmen Santos	carmen.kweksantos@guamcc.edu	✓
Doris Perez	doris.perez@guamcc.edu	✓
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	✓
Guest:		
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	✓

3. Approval of Minutes:

Motion to approve minutes of April 24, 2014 made by E. Duenas, seconded by D. Perez. Motion passed unanimously.

4. Old Business

- Tuition Waiver proposal for Staff/Administrator – Approved by BOT in May meeting.
- Tuition Waiver Benefit Program for COPSA Officers and the BOT Student Member – Approved by BOT in May meeting.
- Adjunct Hours Recommendations – C. Santos reported that this is pending President Okada to respond to the committee.
- Social Media Policy – Approved by BOT and posted on website.

5. New Business

- Proposed CIP FY15 – (See Attachment)
Motion to approve the Proposed CIP FY15 made by L. Leon Guerrero, seconded by A. Roberto. Motion passed unanimously.
- By-laws – discussion was held and revisions were made. Notice will be sent electronically, vote will be done electronically.
- Elections of Committee Chairs – Administrative Chair, C. Santos nominated by V. Tudela seconded by A. Roberto. Faculty Chair, A. Roberto nominated by S. Leon Guerrero seconded by V. Tudela. Staff Chair, A. Chamberlain nominated by E. Duenas seconded by L. Leon Guerrero.

6. Information and Updates

- Faculty – A. Roberto announced the following:
 - PDRC memo (Travel Policy) was posted on MyGCC announcements. Requested if this issue can be placed on the agenda for the next RPF meeting.
 - A. Roberto questioned MyGCC announcements postings.
 - Requested for emails to be sent to individual faculty members. C. Santos stated google group allows mass emailing. C. Santos will verify if emails can be sent to specific groupings. FYI, it is the responsibility of the individual to log onto MyGCC website and view announcements.
 - MagPro 5K/2K run on Sunday, September 14, 2014.

- b. Staff – E. Duenas announced the following:
 - i. Thank you for approval of FY15 Budget on 50% retro (January 26, 2014) of increments of the Competitive Wage Act.
 - ii. Committee Representatives have been appointed and in the process of completion (pending approval of request from President Okada).
 - iii. GCCEA fundraiser on Friday, October 17, 2014 @ Guma' Tasa from 5:30pm – 9:30pm.
 - c. Students – R. Martinez announced the following:
 - i. Fall Festival on Thursday, September 18, 2014 @ Student Center Courtyard from 4:00pm – 8:00pm
 - ii. “Meet the President” on Wednesday, September 24, 2014 and Thursday, September 25, 2014 @ 6:00pm in the MPA.
 - d. Administration – C. Santos reported on the following:
 - i. Financial Status Updates (See Attachment)
 - ii. CIP14 Status Updates (See Attachment)
 - iii. College Assembly on Friday, November 21, 2014 (mandatory).
 - iv. GCC Christmas Party on Friday, December 05, 2014 @ Onward Aqua Ballroom (Mardi Gras Theme).
 - v. Dr. Somera and she met with PDRC regarding changes to the Travel Policy & Procedures.
7. 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).
 - b. C. Santos thanked E. Duenas (34 years retirement) for all her years of service to GCC.
8. Agenda Items for Next Meeting – PDRC Memo as requested by A. Roberto.
9. Schedule for Next Meeting – December 04, 2014 @ 2:00pm. There will be a callout for agenda items.
10. Adjournment at 3:05 p.m. Motion was made by S. Leon Guerrero, seconded by A. Roberto.

**RPF and CGC
FINANCIAL STATUS UPDATE
September 11, 2014**

- For FY14, GCC has received a total of 71% overall appropriation. There is no reserve.

FY 2014 09/10/14					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	14,419,193	13,202,940	10,419,248	79%	72%
LPN/VG	782,570	717,356	593,449	83%	76%
MDF	1,770,203	1,622,686	916,354	56%	52%
TAF	24,154	24,154	24,154	100%	100%
TAF - Supplemental	522,241	478,721	396,033	83%	76%
Capital Projects	100,000	100,000	90,000	90%	90%
Totals	17,618,361	16,145,857	12,439,238	77%	71%

Current YTD expenditures & encumbrances for FY14 as of 9/10/14 are as follows:

9/10/2014						
	Fund 1	Fund 3	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$8,643,052		\$241,514	\$ 738,276	\$150,484	\$ 9,773,325
Salaries - Part Time	-		-	1,078,246	110,060	1,188,306
Benefits	3,218,639		85,370	376,665	68,847	3,749,521
Travel	20,368		-	98,526	108,642	227,536
Contractual Services	1,198	215,393	25	1,368,318	234,040	1,818,974
Supplies and Materials	1,495	13,231	15,575	168,314	192,864	391,478
Equipment		478	11,269	859,645	60,883	932,274
Miscellaneous		390	494,117	162,889	413,126	1,070,522
Interest Expense				163,719		163,719
Power	995,232			36,023		1,031,255
Water/Sewer	42,308			-		42,308
Telephone	58,375			-		58,375
Capital Outlay				140,515	-	140,515
Indirect Costs					146,561	146,561
Subtotal						
Expenditure	\$12,980,665	\$229,492	\$847,870	\$5,191,135	\$1,485,507	\$20,734,670
Encumbrances	218,442	47,197	404	360,189	90,194	716,427
	\$	\$		\$	\$	
Total Exp & Enc	13,199,108	276,690	\$848,274	5,551,324	1,575,702	\$21,451,096

- FY15 Budget bill was signed into law by Governor. Pending final copy of Public Law. FY15 Budgets will be loaded NLT October 10, 2014. Misc. provision appropriates funding for 50% retro of Competitive Wage Act to 1/26/14.
- Ellucian draft strategic assessments and DE strategic plan are currently being reviewed. Launch of DE test courses scheduled for Spring 2015. We have identified 4 courses in Education, English, Math, and Office Technology. One course from each will be piloted.

- Awaiting status on USDA \$5M loan. Loan currently with USDA DC Office for approval; obligation period by 9/30/14.
- BOT currently doing review of all Board Policies. BOT policies 100 series were reviewed and passed by BOT in July 2014. Currently, under review is Policy 171.
- Year end closing in process. Requisition deadlines was on 9/5/14.
- Current trainings for Luminos 5 have been posted. Also, the Banner Group will continue to make required changes to the portal to make it more user friendly and efficient.
- GCC is required to have Voter Registration available – please see Ava Garcia at SSS for more information.
- Building 200 furniture and equipment has been ordered and expected delivery around 2nd-3rd week of ~~OCTOBER~~ March. IT equipment is expected around the same time.
- CTC has deferred to MIS request for wireless access and it has been increased to three hours.
- Bookstore closed for year end inventory from 9/24-9/30/14.
- ISMP updates will be reported at 11/21 Mandatory college assembly.

CIP 2014 STATUS REPORT
for the month of **SEPTEMBER 2014**
updated as of September 3, 2014

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.01	Safety & Security	Campus-wide [LIGHTS]	To restore ample lighting throughout the campus' parking lots via the installation of [1] 5 new LED flood lamps between 3000-4000-5000 (+1 spare), replacement of 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., [2] restoration of 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and [3] restoration of 4 downed PV lamps (+1 spare) between 3000-4000-6000.	FEA contacted interested vendors as only one proposal was initially received. 4/21/14: Four (4) quotes were received for #1 (PSLS, Genesis-Tech, Pacific-green Integrated Technology and Pacific Renewable Energy Solutions (PRES)). P1401808 (7/31/14): Americas Best Electric Mart for \$18,191.99 (straight-angle fixture) with ETA 10/4/14. P1401809 (7/31/14): Pacific-Green Integrated Technology Inc. for \$23,672.80 (tilted-angle single and double fixture) with ETA 10/4/14. P1401513 (6/10/14): Americas Best Electric Mart for \$1,849.94 (non PV-Led Parking lot lamp) with ETA 9/14/14. P1401277 (5/2/14): Pacific-Green Integrated Technology Inc. for \$9,417.50 (pathway lighting-bldg. 4000&5000) with ETA 9/2014.8/20/14: Fixtures to address pathway lighting between buildings 4000-5000 was completed (8/16/14); inspection on 8/19/14 revealed lights did not turn on. 9/3/14: Pending inspection of pathway lighting between buildings 4000-5000 which was completed (8/16/14). Items on remaining POs (P1401808,P1401809, and P1401513) are pending receipt of supplies/materials. 9/4/14: FEA inspected P1401277 and all that is pending is receipt of 1-year Certificate of Warranty.
14.02	Safety & Security	Campus-wide [MASS NOTIFICATION/fire alarm]	To provide a centralized, mass notification system with 'bells & whistles' and critical to the safety of students, faculty & staff. Tender will also establish a Mass Notification System.	Part II of II; Part I includes budget (\$99,678) earmarked under CIP13.01. 7/23/14: Pending SOW. 8/20/14: Procurement & Inventory Administrator sent RFQ once more on 8/22/14; quotes from previous RFQs were unsuccessful. 8/25/14: Met with P&IA, FEA, Environmental Health & Safety to discuss timelines. Per P&IA, bid to be issued 8/29. 9/3/14: Pre-bid conference to be held 9/4/14.
		Firing Range	To construct a perimeter fencing. Project is necessary to secure an extremely dangerous, munitions zone; to assure the campus population will not be in harm's way 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.	Mandatory pre-bid session was held 5/22/13; bid opening was conducted 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 to commence February 2014; firing range will be closed until completion of project; JJ Global rescinded a 30-day extension previously requested as Department of Agriculture was able to inspect sooner. 2/13/14: FEA (Facilities Engineer Administrator) approved size of pole. It was determined that a permit not required for the project. 3/11/14: FEA required having surface under fence leveled. Payment for \$36,011.18 submitted (constitutes more than 60% of total cost) and paid. 4/7/14: Project at firing range finally commenced. 05/10/14: MM to process LD's on the ponding basin project. JJ Global will request a 30-day extension for the firing range project due to 'site conditions undetermined' (i.e., buried construction debris, hardened volcanic rock, etc.). There is also approximately \$9,000 to correspond with 'site conditions undetermined' dilemma. 6/4/14: On May 30, FEA notified JJ Global of the completion date (6/15/14) of the project. FEA is currently

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.03	Safety & Security	& Ponding Basin [FENCE]		<p>Global or firm completion date (6/15/14) as CJ required. FEA is assessing situation because TRMA (Cedric) wrote (6/3/14) that the fence may take away some area intended for the Wellness Center. FEA recommends \$9000 (3j & 3k) - \$1500 (3k). 7/23/14: FEA inspected the project and "all clear" announced on 7/3/14 although "punch list" items remain. Contractor was notified to hold steadfast to SOW except for south side of fence line adjacent to the Wellness Center. Payment was processed with consideration of LDs and 10% retention. 8/20/14: FEA stated "project was completed on Jul. 19th, and inspected & (implicitly) accepted on Jul. 22nd. When asked whether JJ Global completed the work required for the firing range excluding the change orders he responded "Technically, yes per my instruction; however, NO per our President's instruction. Note that I have yet to drum-up the strength to face the Pres'." ; 8/18/14: notified JEvangelista of possibility of LD</p> <p>9/3/14: Procurement Administrator to calculate LD specific to the firing range; LD letter previously sent to contractor.</p>
14.04	Safety & Security	6000 [PARKING LOTS]	To resurface existing, eroding parking areas along Corten Torres Street and remedy constant erosion and flooding of a highly-utilized student parking areas by the placement of a 3" layer of asphalt pavement within a 15'W x 300'L area, north of Bldg. 6000 (Victoria JMart) and along Corten Torres Street resulting in 29 and 22 stalls, respectively.	<p>Hawaiian Rock Products (HRP) awarded GCC \$100K (in-kind-contribution). In February, GCC received HRP drawings for parking stalls fronting Victoria JMart (triangular area). The first project (along Corten Torres Street) was completed and a tentative start date (April 11, 2014 (spring break)) was identified for the second project (triangular area). 03/11/14: FEA to provide justification to MM regarding having HRP complete parking area fronting Victoria JMart as project relates to the original \$100K in-kind contribution. 05/10/14: Following-up with GEPA over the past 2.5 weeks and all plan to meet with HRP @ GEPA 5/14/14 primarily to discuss much needed drainage system. 6/4/14: After several unsuccessful attempts to communicate (telephone and email) FEA received an email from CDominguez (5/30/14) stating: (1) the project will require a DPW building permit and (2) FEA to contact Joe Guevara (Building Inspections & Permits). To date, FEA has not heard from Guevara. 7/1/14: Romy Batac (6/18/14 email) said Victor Ovalles will see Dioni De Leon. 7/23/14: Project commenced, asphalt applied and stripping to be completed by 7/25/14. 8/20/14: Although storm and rain hampered progress the project was eventually completed August 2014.</p> <p>9/3/14: CLOSED</p>
14.05	Accessibility	5000 [ADA DOORS]	To install ADA-compliant door closures at 5204 & 5213.	<p>4/7/14: FEA reviewed and recommended approval to extend completion date to 4/25/14 due to lead time/delivery of swing door operator. FEA inspected and accepted 4/14/14; project CLOSED.</p> <p>CLOSED.</p>
			To retrofit, troubleshoot, and upgrade primary & secondary electrical panels as repetitive spikes-dips-outages are occurring, and as numerous Code violations have been	<p>7/23/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. 8/20/14: FEA inspected and accepted project August 2014 however MM Administrator have been notified of possible LDs for non-submission of as-built and warranty.</p>

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.06	Safety & Security	600 [ELECTRICAL PANELS]	observed.	9/3/14: CLOSED.
14.07	Environmental/Health/Safety	600	To renovate the east-side walls of the Automotive Shop by replacing deteriorating metal cover sheets thereby eliminating water leaks during inclement weather and restoring the structural integrity of the building.	05/10/14: Extension needed as only 2 proposals were received. 5/20/14: 5 proposals were received and evaluated; recommendation to award to Genesis Tech Corporation. 6/3/14: Processed requisition for Genesis Tech Corporation for \$11200. 7/25/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. FEA inspected and accepted project August 2014. 9/3/14: CLOSED.
14.08	Safety & Security	1000, 3000, & 4000 [LINE CONDITIONERS]	To upgrade existing electrical panel and provide line conditioning via interfaces to the existing service entrance, transformer, transfer switches, switch boards and electrical panels.	7/23/14: Bid issued and opened on 7/18/14. The sole proposal received is currently under review. 8/20/14: PO issued to Z Corporation and project now moves forward with expected completion date 11/17/14. 9/3/14: Ongoing.
14.09	Safety & Security	2000	To replace the corroded plumbing of 2000's east-wing fire sprinkler system by 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.	4/7/14: FEA inspected and accepted; project CLOSED. CLOSED.
14.10	Safety & Security	Campus-wide [DIRECTORY KIOSKS]	To provide directory information kiosks, building labels and directional signage so as to improve students' ability to locate classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the campus.	Working group (FEA, Center for Student Involvement & PIO) will solicit students' input regarding naming opportunity; continue to discuss options and finalize SOW by 2/14. 07/23/14: SOW completed; MM will issue as an RFQ this week. 8/20/14: MM's Administrator will send RFQ once more on 8/22/14 as quotes were not received when previous RFQs were issued. 9/3/14: Status quo.

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.11	Safety & Security	A-D [DOORS]	Provision of classroom doors with observation windows (36"W x 80"H, metal-framed, bronze-anodized doors with 8"W x 24"H glass-observation window).	Only one quote was received; MM resent to obtain additional quotes -- due by 4/10/14; 05/10/14: Contractor to install 6 doors at building A.7/23/14: Ongoing; materials/supplies have been ordered. 8/20/14: Ongoing. 9/3/14: Ongoing.

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.12	Environmental/Health/Safety	1000 [RECYCLE BINS/BENCHES/TRASH BINS]	Provision convenient, external amenities (e.g., iron benches, metal trash bins, recycle bins, etc.) to create a functional & conducive college environment for students outside of the classroom, to strategically place campus-wide, and to lessen the quantities of existing provisions that are in place.	Possibly for an aggregate total of 17 pieces. 7/23/14: Pending PO; after reviewing MM's "all or nothing" requirement a decision to purchase the much needed recycling containers (34 pieces) was made. 8/20/14: Pending arrival of items. 9/3/14: Items arrived; pending assembly and placement at strategic locations.
14.13	Safety & Security	Campus-wide [SPEED HUMBS]	To install speed humps to deter speeding and increase pedestrian safety within the campus parking via 7 strategic, bi-directional locations identified for the placement of yellow, 3"H (sloped) x 12"W x 12"L, speed humps.	In February, FEA finalized submittals received from Americana Suppliers. 4/7/14: PO issued for \$13,335 and increased (4/21/14) to \$17,016 as vendor justified supply's cost increased (per 4/17/14 email from FEA). 6/4/14: FEA approved to extend completion date to July 15, 2014 (4/30/14 email); 7/23/14: Materials arrived and installation has begun. A few more humps and signage remain outstanding. 8/20/14: All but one hump remains to be installed in front of building 200. To prevent damage and wear installation will be after completion of building 200. It should be noted that MM Administrator has been notified that LDs may be necessary only as it relates to the receipt of signage. 9/3/14: No change; signage still pending.
14.14	Safety & Security	5000 [ADA PATHWAY]	To install accessibility pathway needed to provide contiguous ADA accessibility to the north & west portions of building 5000 via the extension and construction of a concrete sidewalk with proper swales and curbs.	FEA inspected and deemed project completed March 6, 2014; minor adjustments are pending. CLOSED
14.15	Environmental/Health/Safety	A-D [MODEL CLASSROOM RENOVATION]	To renovate the most-dilapidated classrooms and to establish 'the bar' for future classroom improvements.	Conducted a site visit (January 2014) and identified A28 as the classroom to renovate and set as a model for future renovations. 7/23/14: RFQ issued 6/26/14; submission deadline of 7/22/14 was extended to 8/1/14. 8/20/14: RFQ resulted in two proposals evaluated. Requisitions for furniture/equipment to be submitted by 8/22/14 to mirror those for building 200. 9/3/14: Requisition processed and pending receipt of purchase order to Genesis Tech for \$11,000; requisitions for furniture/equipment were submitted but pending overhead projector and white boards which will be submitted by the end of the week.

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.16	Safety & Security	Campus-wide [GENERATORS MAINTAIN/ REPAIR]	To repair and service the campus' standby GenSets (i.e., diesel engines, fuel tanks, oil-water separators, transfer switches, etc.); to restore the operability of 1000-400-Culinary generators, to service D's generator, to prepare same buildings for the inevitable typhoon and or GPA outages, and to minimize impact to our students' safety for power outages during class hours.	7/15/14: RFQ issued 7/9/14; quotations due 7/22/14. 8/20/14: MM Administrator will send RFQ once more by 8/22/14 as vendors did not respond to previously submitted RFQs. 9/3/14: No change - MM Administrator to send RFQ once more. 9/5/14: MM Administrator issued 2nd RFQ; quotes due 9/12/14
14.17	Safety & Security	Campus-wide [ACs]	To replace end-of-life, energy-inefficient ACs and service failing ACs due to power glitches and normal wear-and-tear, 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, and or adversely affect the students' learning environment.	Continue to use priority list established in CIP13.03 which was updated in February 2014. 7/23/14: Ongoing; equipment ordered when needed. 8/20/14: With the hiring of the AC Refrigeration Mechanic the AC units have been reevaluated and PO issued for those requiring to be replaced. 9/3/14: Requisitions for ACs on "priority replacement" list have been processed.
14.18	Safety & Security	Campus-wide [EQUIPMENT REPAIR/REPLACEMENT]	To support the procurement of materials and collateral equipment and to conduct repairs that may adversely affect student learning outcomes (e.g., replacement of white boards, bulbs for mounted overhead projectors, etc.).	Creation of new FOAP per email dated 2/20/14 (President Okada). 8/20/14: No request to replace/repair equipment were made during the month. 9/3/14: A recent request for two white boards prompted RFQs; requisition to be submitted by 9/5/14.
14.19	Safety & Security	Bldg. 300 [REPAIR ROOF - ProStart Classroom]	To repair building's dilapidated roof.	7/23/14 quotes were obtained however MM justified having to send SOW to other vendors. 7/28/14: PO issued to Genesis Tech Corporation. 8/20/14: Project completed, inspected, and accepted by FEA on 8/15/14. 9/3/14: CLOSED.

**PROPOSED PROJECTS ~ CIP15
for the month of SEPTEMBER 2014**

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
15.01	Safety & Security	Building B [RENOVATION]	To improve Student Support Services (Bldg. B) public accessibility and use of infrastructure (e.g., services, accessibility, and traffic flow, etc.).	\$ 221,000.00
15.02	Safety & Security	SSA - Bldg. 2000 [FIRE SPRINKLER]	To replace corroded plumbing located at Bldg. 2000's west-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.	\$ 5,000.00
15.03	Environmental/Health/Safety	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus. However, because of GCC's "go-green" initiative and recent hire of Sustainability Project Coordinator, an assessment on usability of replacing defective drinking fountains with "refillable stations" to be strategically located will be conducted.	\$ 12,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
15.04	Safety & Security	Campus-wide [DOOR SIGNAGE HOLDERS]	To acquire and install transparent sign holders on all classroom doors.	\$ 4,000.00
15.05	Safety & Security	LRC - Bldg. 4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strip on stairs and at entry ways to prevent slippery surfaces and injuries by installation of Envirotile, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.	\$ 2,000.00
15.06	Safety & Security	SSA - Bldg. 2000 [HAND RAILING BARS]	To install hand rail bars (2-each, 2"D, 2-tiered, 18'L x 3"H, galvanized railings) at eastern & western exit ways.	\$ 1,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
15.07	Safety & Security	Student Center - Bldg. 5000 [HAND RAILING BARS]	To install hand rail bars (2"D, 2-tiered, 30'L x 3'H, galvanized railings) along southern ramp ways by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings.	\$ 1,000.00
15.08	Environmental/ Health/Safety	Technology Center - Bldg. 1000 [RESTROOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	\$ 83,000.00
15.09	Safety & Security	C23 [ELECTRICAL PROVISIONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.	\$ 19,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
15.10	Safety & Security	Student Center - Bldg. 5000 [SHOWER PARTITIONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	\$ 7,000.00
15.11	Safety & Security	C and D [DOORS]	To continue replacement of classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	\$ 101,000.00
15.12	Environmental/ Health/Safety	A, C or D [UPDATE CLASSROOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	\$ 18,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
15.13	Environmental/ Health/Safety	Campus-Wide/A27, A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment. Because of GCC's "go-green" initiative and recent hire of Sustainability Project Coordinator, an assessment on usability of solar units to replace ACs will be conducted.	\$ 63,000.00
15.14	Environmental/ Health/Safety	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardwired data ports with Wi-Fi technology, fixed stand-alone desks-chairs with portable group seating, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms.	\$ 20,000.00
15.15	Safety & Security	Campus-wide [UTILITY CART]	To provision for a utility cart (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles.	\$ 7,000.00
			TOTAL GOVERNMENT ESTIMATE FOR CIP15	\$ 564,000.00
Board Approved Amount:				\$ 734,000.00
Less CIP15 Projects				\$ 564,000.00
Contingency:				\$ 170,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
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OTHER CIP15 PROPOSALS:

1	400, 1000 & 2000 [WATER TANKS]			
2	Room 5108 [RETROFIT Light Switch]			
3	Campus-wide [CANISTERS]			
4	Campus-wide [EXTERNAL AMENITIES]			
5	1000 [INTERIOR WALLS]			
6	2000 [INTERIOR WALLS]			
7	Campus-wide Kiosk Directory		To be considered in Fiscal Master Plan, 2016	
8	LRC - Bldg. 4000 - Pathway		To be considered in Fiscal Master Plan, 2016	
9	Student Center - Bldg. 5000 - Awning		To be considered in Fiscal Master Plan, 2016	
10	3000, 4000, 5000 & 6000 [PATHWAY]		To be considered in GCC-GPA Solar PV Program - Renewable Energy Project	
11	Campus-wide [FENCE]		To be considered in Fiscal Master Plan, 2016	
12	300 & 400 [SALVAGE YARD]		To be considered in Fiscal Master Plan, 2016	
13	Campus-wide [DISPOSAL AREAS]		To be considered in Fiscal Master Plan, 2016	

College Governing Council

Thursday, 12/04/14 @ 2:00p.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 1:37 p.m.

2. Attendance:

Name	E-mail	Present
Abbie Jane Battung	abbiejane.battung@guamcc.edu	✓
Rosanna Martinez	rosanna.martinez@guamcc.edu	✓
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	absent
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	✓
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	✓
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
Anthony Roberto	anthony.roberto@guamcc.edu	✓
Robin Roberson	robin.roberson@guamcc.edu	✓
Doris Perez	doris.perez@guamcc.edu	absent
Carmen Santos	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	✓
Other Present:		

3. Approval of Minutes:

Motion to approve minutes of September 11, 2014 with changes made by A. Roberto, seconded by A. Battung. Motion passed unanimously.

4. Old Business

- Adjunct Hours Recommendations – C. Santos reported this is pending President Okada's response to committee.
- By-laws – approved on 09/11/2014 meeting. V. Cruz sent everyone a copy via email. C. Santos requested that everyone print a copy for their files.
- CIP FY15 – approved on October 24, 2014 BOT meeting. (See Attachment)

5. New Business

None

6. Information and Updates

- Faculty – None
- Staff – None
- Students – R. Martinez announced they are preparing for New Student Orientation on January 2015.
- Administration – C. Santos reported on the following:
 - Financial Status Updates (See Attachment)
 - CIP14 Status Updates (See Attachment)
 - CIP15 Status Updates – C. Santos will attach email sent by D. Perez.
 - GCC Christmas Party on Friday, December 05, 2014 @ Onward Aqua Ballroom (Mardi Gras Theme).

7. Open Discussion

- Participatory Governance Orientation scheduled for January 23, 2014. Open to all faculty, staff, and administrators. V. Cruz will send an announcement to all CGC members via email.
- College Assembly – November 21, 2014 feedback from faculty members. S. Leon Guerrero asked if faculty can view the results of survey taken at the assembly. C. Santos stated that the surveys were given to the guest speaker for him to prepare for his next topics to be presented on February 2, 2014. S. Leon

Guerrero reported many faculty members felt the topic presented by guest speaker did not require an all day session. Also, there was not enough food for all individuals who attended. C. Santos suggested that Faculty Senate make recommendations to President Okada on topics for future guest speakers.

8. Agenda Items for Next Meeting
None
9. Schedule for Next Meeting – January 22, 2015 @ 2:00 p.m.
March 19, 2015 @ 2:00 p.m.
May 07, 2015 @ 2:00 p.m.
10. Adjournment at 2:08 p.m. Motion was made by R. Roberson, seconded by A. Roberto.

**RPF & CGC
FINANCIAL STATUS UPDATE
December 4, 2014**

- For FY15, GCC has received 8% of appropriations for GF account

FY 2015	11/17/2014				
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	16,376,571	2,729,429	1,364,714	50%	8%
LPN / VocGuidance	782,570	130,428		0%	0%
MDF	988,586	164,764		0%	0%
GF - Apprenticeship	1,132,850	188,808		0%	0%
TAF	24,154	24,154		0%	0%
Capital Projects	100,000	100,000		0%	0%
Totals	19,404,731	3,337,583	1,364,714	41%	7%

- Ellucian draft strategic assessments and DE strategic plan are currently being reviewed. Launch of DE test courses scheduled for Fall2015. We are working to identify courses and funding. Meeting with identified DC and faculty tomorrow at 9:30am.
- USDA \$5M loan update, waiting for final documents on the loan. Also, pending lease and leaseback agreement.
- BOT currently doing review of all Board Policies. BOT policies 300,400,500 series. Currently, under review is Policy 171.
- Year end closing in process and audit preparation started.
- Building E is currently 99% completed per the contractor. Ribbon cutting still scheduled for 12/12/14. Still pending transfer of inventory forms from DC ASAP. Major item is elevator which will not be completed before 12/12/14. Building currently being flushed out.
- Building 200 furniture and equipment is being delivered and installed this week. and delivery planned for 12/1-12/9/14. IT equipment and connections expected completion before the Ribbon Cutting of 12/12/14.
- Business Office is working on compiling FY16 budgets based on the requests received. 12/1/14 was deadline for submission to the Business Office. Business Office will present to the RPF in January and it will go to BOT for 2/6/15 meeting.
- MIS will be performing some upgrades this month on the system to prepare for year end and required changes.
- PIO currently reviewing GCC logo and website. Website and logo voting in 2016 and set for unveiling in 2017. Survey went out last week related to these changes and is available until 12/31/14. Please encourage students and faculty to take the survey.

Current YTD expenditures & encumbrances for FY15 as of 12/4/14 are as follows:

12/4/2014	FY15				
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 1,393,840	\$ 37,414	\$ 117,352	\$ 18,002	\$1,566,608
Salaries - Part Time	-	-	29,143	15,628	44,771
Benefits	474,497	12,137	44,265	8,992	539,891
Travel	81		(860)	547	(232)
Contractual Services	223,559		299,533	18,424	541,516
Supplies and Materials	4,994	99	8,314	709	14,117
Equipment	676		35,734	652	37,062
Miscellaneous	35	(37,705)	8,504	24,365	(4,800)
Interest Expense			64,000		64,000
Power			(2,829)		(2,829)
Water/Sewer	7,091				7,091
Telephone					-
Capital Outlay	-				-
Indirect Costs	-				-
Subtotal					
Expenditure	\$ 2,104,773	\$ 11,945	\$ 603,156	\$ 87,319	\$2,807,194
Encumbrances	559,744	-	348,992	25,996	934,732
Total Exp & Enc	<u>\$ 2,664,517</u>	<u>\$11,945</u>	<u>\$ 952,148</u>	<u>\$ 113,316</u>	<u>\$3,741,926</u>

CIP 2015 PROJECTS
for the month of **NOVEMBER 2014**
updated as of December 1, 2014

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
			Current		Estimated Cost
15.01	Building B [RENOV ATIN]	To improve Student Support Services (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.).	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Issued: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec. 2014: Project will be incorporated into the Physical Master Plan update.	\$ 221,000.00
15.02	2000 [FIRE SPRINKLER]	Replace the corroded plumbing of 2000's west-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.	SOW Issued to MM: 11/16/2014 RFI/RFQ/RFB - No: GCC-FB-15-002 RFI/RFQ/RFB - Issued: 12/1/2014 RFI/RFQ/RFB - Due: 12/15/2014 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec. 2014: RFQ issued and quotes due 12/15/14.	\$ 5,000.00
15.03	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000.	SOW Issued to MM: RFI/RFQ/RFB - No: GCC-FB-15-003 RFI/RFQ/RFB - Date: 12/1/2014 RFI/RFQ/RFB - Due: 12/15/2014 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec. 2014: SOW is under review.	\$ 12,000.00
15.04	Campus-wide [TRANSPARENT DOOR SIGNAGE]	To acquire and install transparent sign holders on all classroom doors.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec. 2014: SOW has been reviewed and transmitted for processing (MM).	\$ 4,000.00
15.05	4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirotile, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec. 2014: Working with MM to develop project as an RFI.	\$ 2,000.00
15.06	2000 [HAND RAILING BARS]	To install hand railing bars (2-each, 2"D, 2-tiered, 18'L x 3'H, galvanized railings) at eastern & western exitways.	SOW Issued to MM: 11/16/2014 RFI/RFQ/RFB - No: GCC-FB-15-003 RFI/RFQ/RFB - Date: 12/1/2014 RFI/RFQ/RFB - Due: 12/15/2014 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec. 2014: RFQ issued and quotes due 12/15/14.	\$ 1,000.00
		To install hand railing bars (2"D, 2-tiered, 30'L x 3'H, galvanized railings) along southern ramoways by utilizing	SOW Issued to MM: 11/16/2014 RFI/RFQ/RFB - No: GCC-FB-15-003 RFI/RFQ/RFB - Date: 12/1/2014	Dec. 2014: RFQ issued and quotes due 12/15/14.	

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
			Current	Estimated Cost	
15.07	5000 [HAND RAILING BARS]	the existing 2"D sleeves, and conforming to the existing prefabricated railings.	RFI/RFQ/RFB - Due: 12/15/2014 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	\$ 1,000.00	
15.08	1000 [RESTR OOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	\$ 83,000.00	
15.09	C23 [ELECTR ICAL PROVISI ONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	\$ 19,000.00	
15.10	5000 [SHOWE R PARTITI ONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	\$ 7,000.00	
15.11	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-annodized doors with 6"W x 24"H glass-observation window).	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	\$ 101,000.00	
15.12	A, C or D [UPDAT E CLASSR OOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	\$ 18,000.00	
15.13	Campus- wide/A27 , A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete:	\$ 63,000.00	

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
			Current		Estimated Cost
			DATE to Complete:		
			ACTUAL Completion DATE :		
15.14	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardwired data ports with WiFi technology, fixed stand-alone desks, chairs with portable group seatings, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec. 2014: Pending requests.	\$ 20,000.00
15.15	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles.	SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: SOW under review.	\$ 7,000.00
15.16	400, 1000 & 2000 [WATER TANKS]	To service large, domestic water tank & associated pumps & softener system so as to insure delivery of clean, potable water, to conduct annual, preventive maintenance on all mechanical & plumbing components exposed to normal wear & tear, and to outsource the services which can not be performed by internal resources.	SOW Issued to MM: 10/31/2014 RFI/RFQ/RFB - No: GCC-FB-15-002 RFI/RFQ/RFB - Date: Prebid:11/13/14@11A RFI/RFQ/RFB - Due: 11/20/14; 12/3/14 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Dec 2014: Bid issued and deadline to submit proposals extended from 11/20/14 to 12/3/14.	\$ 36,000.00

**GUAM COMMUNITY COLLEGE
BYLAWS
O F
THE COLLEGE GOVERNING COUNCIL**

**ARTICLE I
THE COLLEGE GOVERNING COUNCIL**

SECTION ONE

Pursuant to Article VII of the Board-Union Contract, there is hereby created a representative College Governing Council of the Guam Community College (hereinafter referred to as the "College") hereinafter known as:

THE COLLEGE GOVERNING COUNCIL

The College Governing Council shall serve to convey recommendations to the College President and his/her administration in the process of Participatory Governance.

SECTION TWO

Philosophy. The College Governing Council believes in inclusive dialog that promotes the effective management of the College to the benefit of the community we serve.

SECTION THREE

Duties & Powers. The College Governing Council shall represent the legitimate consensus of the faculty, administration, staff and students regarding issues concerning the institution to the College President and the College Board of Trustees.

The College Governing Council may create actions to be forwarded to the College President for acceptance or veto. The measures created may be on any matter that affects the College so long as such actions do not conflict with the Board-Union Contract, Academic Personnel Rules and Regulations, Civil Service Commission Rules & Regulations or existing law.

SECTION FOUR

Voting Membership. The voting membership of the College Governance Council shall consist of:

1. three (3) Administrators appointed by the President (one vote each)

By-Laws of The College Governing Council of Guam Community College

Original: November 14, 2007

Last Revision: September 11, 2014

2. three (3) faculty senators, specifically the Faculty Senate President, the Faculty Senate Past President, and the Faculty Senate President-Elect (one vote each)
3. three (3) staff members appointed by the Staff Senate, specifically President, Vice President and Secretary/Treasurer (one vote each)
4. two (2) COPSA members, specifically President & Vice President one (1) vote each (the student member shall not be employed by the College in excess of 20 hours per week).

SECTION FIVE

Electronic Meetings. Any meeting may be held electronically. The preferred method for electronic meetings is by "email or discussion board," where the written comments of all members are presented chronologically in 'threads', and where all stakeholders can view the discussion as it occurs. Meetings may also be held via telephonic conference.

All electronic meetings will be announced on the MyGCC Sites Website, at least 24 hours prior to the beginning of the meeting. Such announcements will include the agenda and minutes to be addressed electronically. Electronic meetings are limited to discussion and action on topics announced on the MyGCC Site Website.

The process of achieving quorum, holding discussion and voting, in an electronic meeting, shall be consistent with Section 7 of these By-laws.

SECTION SIX

Election of Officers. All officers shall be elected by a majority vote of those present at the first official meeting of the Academic Year. Officers shall assume their duties the day after election.

• *Vacancies.* If the office of the chairperson or co-chairperson of the College Governing Council should become vacant, a special election will be held with the winner completing the remainder of the term.

Voting. Voting for all officers may be either in writing or by voice vote at the discretion of the Council members present at a legitimately held meeting.

SECTION SEVEN

All meetings of the College Governing Council shall be open to the public.

Meetings. Meetings shall be held at least quarterly.

Notice. At least 24 hours advance notice shall be made for meetings.

Minutes of Meetings. The proceedings of all meetings shall be documented in the form of officially approved minutes.

Quorum. Seven (7) members of the College Governing Council shall constitute a quorum at all meetings for the transaction of business. These seven (7) members shall consist of two (2) College Administrator Members, two (2) College Faculty Representatives, two (2) College Staff Representatives, and one (1) College Student Representative.

SECTION EIGHT

Privilege of College Presidential Address. Upon request to the Chairperson(s) of the College Governing Council, the President of the College may call a meeting of the College Governing Council.

Reporting Requirements. All actions of the College Governing Council shall be reported publicly.

All approved agendas, minutes, and other documents shall be made available to the public in MyGCC Group Studio Website.

Submissions of Academic Yearly Closing Report. The College Governing Council shall prepare a closing report for dissemination.

A R T I C L E I I PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the College Governing Council in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the College Governing Council may adopt.

A R T I C L E I I I AMENDMENTS

There shall be a mandatory review of the By-Laws of the College Governing Council at the start of each Academic Year.

By-Laws of The College Governing Council of Guam Community College

Original: November 14, 2007

Last Revision: September 11, 2014

College Governing Council

Thursday, 01/29/15 @ 2:00p.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 2:41 p.m.

2. Attendance:

Name	E-mail	Present
Abbie Jane Battung	abbiejane.battung@guamcc.edu	✓
Rosanna Martinez	rosanna.martinez@guamcc.edu	✓
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	✓
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	✓
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	✓
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
Anthony Roberto	anthony.roberto@guamcc.edu	✓
Robin Roberson	robin.roberson@guamcc.edu	✓
Doris Perez	doris.perez@guamcc.edu	✓
Carmen Santos	carmen.kweksantos@guamcc.edu	absent
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	✓
Guests:		
Edwin Limtuatco	edwin.limtuatco@guamcc.edu	✓
Cheryl San Nicolas	cheryl.sannicolas@guamcc.edu	✓

3. Approval of Minutes:

Motion to approve minutes of December 04, 2014 with changes made by S. Leon Guerrero, seconded by V. Tudela. Motion passed unanimously.

4. Old Business

a. Adjunct Hours Recommendations – Tabled

5. New Business

a. FY16 Budget – Tabled

b. FY16 NAF Budgets – approved by RPF committee with minor changes.

Motion to approve the FY16 NAF Budgets with minor changes made by V. Tudela, seconded by L. Leon Guerrero. 2 abstained.

c. Sustainability Policy – approved by RPF committee with minor changes.

Motion to approve the Sustainability Policy with minor changes made by L. Leon Guerrero, seconded by R. Roberson. Motion passed unanimously.

d. Fee Adjustments – approved by RPF committee.

Motion to approve the Fee Adjustments made by S. Leon Guerrero, seconded by R. Roberson. Motion passed unanimously.

6. Information and Updates

a. Faculty – R. Roberson reported the faculty concern regarding Policy 400 (Comprehensive Institutional Professional Development Plan). “Why in Policy 400, only faculty is required to adhere to the policy, and not other constituents (staff and administrators)?” V. Tudela will follow up regarding the issue.

b. Staff – A. Chamberlain reported for informational purpose, on the budget request for FY16 Staff Senate Executive Council is listing at \$1000.00.

c. Students – R. Martinez announced the following:

i. Meet the President – February 24 and February 25, 2015 @ 6:00pm, MPA.

ii. COPSA Movie Night – Wednesday, February 18, 2015 @ 6:00pm – 9:00pm, Student Center Courtyard.

- iii. COPSA Entertainment Night – Thursday, March 19, 2015 @ 6:00pm – 9:00pm, Student Center Courtyard.
- d. Administration – V. Tudela reported on the following:
 - i. MOA with Guam Energy Office and Conference to discuss the Guam Tropical Energy Code on March 03 and March 04, 2015.
 - ii. Announcement sent out to Department Chairs regarding the date for faculty evaluations.
 - iii. Mandatory College Assembly – February 02, 2015 from 1:30pm – 5:00pm. Sign in opens at 12:30pm.

7. Open Discussion
None

8. Agenda Items for Next Meeting
None

9. Schedule for Next Meeting – Need to call for a special meeting to discuss FY16 Budget before the next Board meeting on February 06, 2015. R. Roberson suggested that F. Tupaz (Faculty Union, President) and A. Roberto (Faculty Senate, President) meet with HR and/or C. Santos (VP of Finance & Administration) to discuss the budget concerns of faculty members. After discussion the committee can do an electronic vote.

March 19, 2015 @ 2:30 p.m.
May 07, 2015 @ 2:30 p.m.

10. Adjournment at 2:58 p.m. Motion was made by R. Roberson, seconded by L. Leon Guerrero.

College Governing Council

Thursday, 03/19/15 @ 2:30p.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 2:38 p.m.

2. Attendance:

Name	E-mail	Present
Abbie Jane Battung	abbiejane.battung@guamcc.edu	✓
Rosanna Martinez	rosanna.martinex@guamcc.edu	✓
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	✓
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	✓
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	absent
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
Anthony Roberto	anthony.roberto@guamcc.edu	✓
Robin Roberson	robin.roberson@guamcc.edu	✓
Doris Perez	doris.perez@guamcc.edu	absent
Carmen Santos	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	✓
Guests:		
Zachary Sablan	zachary.sablan@guamcc.edu	✓

3. Approval of Minutes:

Motion to approve minutes of January 29, 2015 with changes made by L. Leon Guerrero, seconded by R. Roberson. Motion passed unanimously.

Motion to approve minutes of February 02, 2015 electronic meeting made by L. Leon Guerrero, seconded by S. Leon Guerrero. Motion passed unanimously.

4. Old Business

None

5. New Business

None

6. Information and Updates

a. Faculty – A. Roberto reported the following:

- Faculty Elections on April 24, 2015.
- A. Roberto sent out another notice regarding 4 Year Degree. Electronics and Education Department submitted a proposal.
- As an FYI, emailed faculty regarding the ACCJC court case in San Francisco.
- Gupot GCC – May 09, 2015 at Ypao Beach Park. End of year gathering for faculty.

b. Staff – A. Chamberlain reported the following:

- No Staff Senate meeting.
- Formalizing process of Staff Senate Constitution & By-Laws.

c. Students – R. Martinez announced the following:

- Successful conference on March 6, 2015, “Students Leading Students.”
- Movie Night on March 19, 2015, “Maleficent.”
- Spring Festival on April 9, 2015 from 4:00 p.m. – 8:00 p.m. Student Center Courtyard. Sustainability Contest and Student Election on same day.
- Miscommunication regarding deadline for graduation application. Faculty Senate submitted a letter to the AVP recommending that the policy become effective on Fall 2016. Faculty Senate is waiting for a response.

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

- Staff/Administrator Professional Development Day – June 04, 2015.

- ii. FY14 audit issued, 14th year consecutive clean audit.
- iii. Financial Status Report as of March 18, 2015 (See Attachment)
- iv. Facilities Report as of March 18, 2015 (See Attachments)
- v. GCC Graduation, May 15, 2015 at 6:00 p.m.
- vi. GCC Graduation Rehearsal & Luncheon, May 14, 2015.
- vii. Fall 2015 registration will open on March 30, 2015.

7. Open Discussion

- a. S. Leon Guerrero suggested that GCC have a central college calendar for campus announcements and postings of events, workshops, and conferences. C. Santos will relay request to management regarding this issue.

8. Agenda Items for Next Meeting

None

9. Schedule for Next Meeting – May 07, 2015 @ 2:30 p.m.

10. Adjournment at 3:25 p.m. Motion was made by S. Leon Guerrero, seconded by A. Chamberlain.

**RPF & CGC
FINANCIAL STATUS UPDATE
March 19, 2015**

- For FY15, GCC has received 24% of appropriations for GF account

FY 2015 3/19/2015					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	16,376,571	8,188,286	4,094,143	50%	25%
LPN / VocGuidance	782,570	391,285	195,643	50%	25%
MDF	988,586	494,293	82,382	17%	8%
GF -					
Apprenticeship	1,132,850	566,425	283,213	50%	25%
TAF	24,154	24,154	24,154	100%	100%
Capital Projects	100,000	100,000		0%	0%
Totals	19,404,731	9,764,443	4,679,534	48%	24%

- Launch of DE pilot courses scheduled for Fall2015. Courses identified are OA101, MA110, and EN110. Launch for FY15 pilot is on schedule. Launch of DE services tab to be available.
- USDA \$5M loan update, waiting for final documents on the loan. Also, pending lease and leaseback agreement.
- BOT Policy 171 is currently under review.
- FY14 Audit issued with no findings or questioned costs. We hold the status of 14th year of clean audits.
- 2014 W-2s and 1099s have been issued/mailed. 2014 1098's will be mailed out to students on Friday.
- Banner upgrades being performed in 1st quarter 2015.
- GWCC scholarship open until 3/20/15 for \$1,000. JAL Interchange Scholarship Opportunity, recommendations made by GCC to JAL coming from Japanese instructor.
- Reviewing and updating the Travel procedures. A draft will be provided at the April RPF meeting.
- Website and logo voting in 2016 and set for unveiling in 2017. New Logo Contest is out and open to GCC students, employees, and alumni. Deadline is April 6, 2015.
- Requesting that Faculty Senate provide a faculty representative for Banner meetings held every other Wednesday.
- Storm Bavi occurred with minimal damage to GCC. System was shut down due as a safety precaution from power outages. MIS is assessing alternatives.
- Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, MyCourse Studio template.

Current YTD expenditures & encumbrances for FY15 as of 3/19/15 are as follows:

3/19/2015	FY15				
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 4,763,453	\$128,401	\$ 435,218	\$ 57,705	\$ 5,384,777
Salaries - Part Time	-	-	565,186	42,893	608,079
Benefits	1,620,796	41,531	201,661	27,895	1,891,883
Travel	81		14,616	14,843	29,539
Contractual Services	395,179		413,648	50,271	859,098
Supplies and Materials	21,444	2,357	37,131	11,039	71,970
Equipment	9,260	2,968	263,686	4,685	280,599
Miscellaneous	451	53,730	32,605	40,666	127,452
Interest Expense			128,744		128,744
Power	159,988		(68,537)		91,451
Water/Sewer	32,618				32,618
Telephone	22,220				22,220
Capital Outlay	-			2,500	2,500
Indirect Costs	-				-
Subtotal					
Expenditure	\$ 7,025,489	\$228,987	\$2,023,957	\$ 252,497	\$9,530,930
Encumbrances	629,488	68,087	279,268	81,930	1,058,772
Total Exp & Enc	<u>\$ 7,654,977</u>	<u>\$297,073</u>	<u>\$2,303,225</u>	<u>\$ 334,426</u>	<u>\$10,589,702</u>

CIP 2014 STATUS REPORT
for the month of MARCH 2015
updated as of March 18, 2015

CIP #	Category	Bldg. / Room	COMMENTS
14.02	Safety & Security	Campus-wide [MASS NOTIFICATION/fire alarm]	<p>Part II of II; Part I includes budget (\$99,678) earmarked under CIP13.01. 7/23/14: Pending SOW. 8/20/14: Procurement & Inventory Administrator sent RFQ once more on 8/22/14; quotes from previous RFQs were unsuccessful. 8/25/14: Met with P&IA, FEA, Environmental Health & Safety to discuss timelines. Per P&IA, bid to be issued 8/29. Nov 2014: Bid opening OA, 11/24/14. Dec 2014: Bid reviewed and transmitted to President. Jan 2015: Notice of Intent to Award issued to G4S to develop, install, commission, and transition to a campus-wide fire alarm & mass notification system for \$403,025.86. Vendor provided required documents (due 10 business days from 1/2/15 or 1/12/15). A requisition processed. Feb 2015: P1500568 issued to G4S to develop, install, commission, and transition to a campus-wide fire alarm & mass notification system for \$403,025.86; project to be completed in 270 days or 11/6/15. Weekly meetings (twice monthly) to begin 2/25/15.</p> <p>Mar 2015: Initial meeting (2/25/15) to discuss GCC policies regarding parking, smoke/drug free campus, etc. Ongoing with no impediments to timeline.</p>
14.08	Safety & Security	1000, 3000, & 4000 [LINE CONDITIONERS]	<p>7/23/14: Bid issued and opened on 7/18/14. The sole proposal received is currently under review. 8/20/14: PO issued to Z4 Corporation and project now moves forward with expected completion date 11/17/14. Nov 2014: Ongoing and anticipate completion by 11/17/14. Dec 2014: Project complete but pending receipt of "controls". Jan 2015: Z4 Corporation has yet to provide controls for units. Additionally, a few outlets (floor outlets at LRC) have no power affecting lights and computers. On 1/23/15 Z4 conducted an investigation; report is pending. LDs being considered/calculated. Feb 2015: Z4 Corporation provided controls for units. Assessment of system is ongoing as there have been inconsistencies.</p> <p>Mar 2015: Z4 Corporation conducted an assessment and provided feedback by March 12, 2015 on the use and issues of Critec Surge Protector as there are anomalies on its reliability. FEA reviewed the report, conducted an inspection, and accepted the project as complete (March 17, 2015). CLOSED</p>
14.16	Safety & Security	Campus-wide [GENERATORS MAINTAIN/REPAIR]	<p>7/15/14: RFQ issued 7/9/14; quotations due 7/22/14. 8/20/14: MM Administrator will send RFQ once more by 8/22/14 as vendors did not respond to previously submitted RFQs. 9/3/14: No change - MM Administrator to send RFQ once more. 9/5/14: MM Administrator issued 2nd RFQ; quotes due 9/12/14. Nov 2014: P1402374 was issued to Fleet Services for \$4069.46. Initial work completed; additional cost to complete project (\$5818) is being considered. Dec 2014: Another PO was issued 12/17/14 to complete remaining tasks. Jan 2015: Ongoing; project (building D, 400, 1000, and water pump house) is expected to be completed 1/31/15. Feb 2015: Ongoing however vendor notified FEA that there is an increase needed for "site undetermined". FEA assessing vendor's request.</p> <p>Mar 2015: Ongoing; assessed appropriateness of vendor's request to increase PO for the ATS at building D generator. Request to increase PO was approved and processed</p>

CIP 2015 PROJECTS
for the month of MARCH 2015
updated as of March 18, 2015

CIP #	Category	Bldg./ Room	DESCRIPTION	COMMENTS			GOVERNMENT Estimated Cost
				Cumulative	Current		
15.01	Safety & Security	Building B [RENOV ATING]	To improve Student Support Services SOW issued to MM: (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.).	SOW issued to MM:	Nov. 2014: Facility Engineer Administrator (FEA) to research & develop Scope of Work (SOW). Dec. 2014: Decision made to incorporate project into the Physical Master Plan update. Jan 2015: No change. Feb 2015: No change.	Mar 2016: No change.	
				RFI/RFQ/RFB - No:			
				RFI/RFQ/RFB - Issued:			
				RFI/RFQ/RFB - Due:			
				NIA Date:			
				NTP Date:			
				AWARD To:			
				PO#:			
				PO Dated:			
				AWARD Amt:			
DAYS to Complete:							
DATE to Complete:							
ACTUAL Completion DATE :							
15.02	Safety & Security	2000 [FIRE SPRINK LER]	Replace the corroded plumbing of 2000's west-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.	11/16/2014	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFQ issued; quotes due 12/15/14. Jan 2016: RFQ reissued 12/30/14 (due 1/13/15). Lack of response so MM reissued RFQ 1/30/15. Feb 2016: Reissued RFQ deadline of 2/19/15	Mar 2016: Reissued RFQ. Four quotes were received and met the 2/27/15 submission deadline. FEA (due 1/13/15). Lack of response so MM reissued RFQ 1/30/15. Feb 2016: Reissued award and PO.	
				GCC-RFQ-15-002			
				12/1/14; 12/30/14			
				12/16/14; 1/14/15; 2/27/15			
				NIA Date:			
				NTP Date:			
				AWARD To:	Genesis-Tech Corporation		
				PO#:			
				PO Dated:			
				AWARD Amt:			
DAYS to Complete:							
DATE to Complete:							
ACTUAL Completion DATE :							
15.03	Environmental/Safety	500, 600, 800 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 800 & 1000	12/4/2014	Nov. 2014: FEA's draft SOW under review. Dec. 2014: Transmitted SOW to MM; pending RFQ/RFB processing. Jan 2016: RFQ issued and quotes due 1/15/15. On 1/21/15 MM reported none received and will stand reissue RFQ on 1/29/15. Feb 2016: Reissued RFQ with deadline of 2/27/15	Mar 2016: MM confirmed quotes were not received by 2/27/15 submission deadline. Will assess MM's recommendation to obtain off island quotes and maintenance staff to install.	
				GCC-FB-15-004			
				12/31/14; 1/29/15			
				1/16/2016; 2/27/15			
				NIA Date:			
				NTP Date:			
				AWARD To:			
				PO#:			
				PO Dated:			
				AWARD Amt:			
DAYS to Complete:							
DATE to Complete:							
ACTUAL Completion DATE :							

CIP #	Category	Bldg./Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
				Cumulative	Current	
15.04	Safety & Security	Campus-wide TRANS PARANT DOOR SIGNAGE	To acquire and install transparent sign holders on all classroom doors. SOW Issued to MM: 12/4/2014 RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: Transmitted SOW to MM. (12/4/14); pending RFO/RFB processing. Jan 2015: Followed up (1/11/15) with MM. P&D to obtain quotes. Feb 2015: P&D to obtain quotes.	Mar 2015: P&D's AA to obtain	\$ 4,000.00
15.05	Safety & Security	4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirofile 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751. NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: Transmitted SOW to MM. pending RFO/RFB processing. Jan 2015: Requested an update (1/11/15). MM to send RFO by 1/30/15. Feb 2015: MM asked FEA to review SOW	Mar 2015: No change.	\$ 2,000.00
15.06	Safety & Security	2000 [HAND RAILING BARS]	To install hand railing bars (2'-each, 2"-D, 2-tiered, 18" x 3"-H, galvanized railings) at eastern & western exits. SOW Issued to MM: 11/16/2014 RFI/RFO/RFB - No: GGC-FB-15-003 RFI/RFO/RFB - Date: 12/1/2014; 12/30/14 RFI/RFO/RFB - Due: 12/15/2014; 1/13/15 NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFB issued: quotes due and recommendation was made to 12/15/14. Jan 2015: RFB reissued (bids due award contract; pending award and bid by 1/30/15. Feb 2015: Received proposals and forwarded 2 quotes to P&D for evaluation	Mar 2015: Quotes were evaluated	\$ 1,000.00
15.07	Safety & Security	5000 [HAND RAILING BARS]	To install hand railing bars (2"-D, 2-tiered, 30" x 3"-H, galvanized railings) along southern rampways by utilizing the existing 2"-D sleeves, and conforming to the existing prefabricated railings. SOW Issued to MM: 11/16/2014 RFI/RFO/RFB - No: GGC-FB-15-003 RFI/RFO/RFB - Date: 12/1/2014; 12/30/14 RFI/RFO/RFB - Due: 12/15/2014; 1/13/15 NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFB issued and quotes due and recommendation was made to 12/15/14. Jan 2015: RFO reissued award contract; pending award and 12/30/14: quotes due 1/13/15 --- only one price quote was received on 12/15/14. MM to reissue RFO by 1/30/15. Feb 2015: Received and forwarded 2 quotes to P&D for evaluation	Mar 2015: Quotes were evaluated	\$ 1,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
				Cumulative	Current	
15.08	Environm ental/Hea lth/Safety	1000 [RESTR OOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	1/1/2015	Nov. 2014: FEA began research and develop SOW. Dec. 2014: Received 2nd draft SOW (12/13/14) Jan 2015: FEA Transmitted SOW for processing. MM will schedule bid to go out in February 2015, Feb 2015: Bid opening scheduled for 3/11/15.	\$ 83,000.00
				SOW issued to MM: RF/IRFQ/RFB - No: RF/IRFQ/RFB - Date: 2/18/2015		
				RF/IRFQ/RFB - Due: 3/11/2015		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.09	Safety & Security	C23 [ELECT RICAL PROVISI ONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.		Nov. 2014: FEA to research and develop the SOW. Dec. 2014: Research ongoing. Jan 2015: Continue to work on SOW. Feb 2015: Continue to work on SOW.	\$ 19,000.00
				SOW issued to MM: RF/IRFQ/RFB - No: RF/IRFQ/RFB - Date: 2/18/2015		
				RF/IRFQ/RFB - Due: 3/11/2015		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.10	Safety & Security	5000 [SHOWE R PARTITI ONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially compromising incidences.		Nov. 2014: FEA to research and develop SOW. Dec. 2014: Research ongoing. Jan 2015: Continue to develop SOW. Feb 2015: Continue to work on SOW.	\$ 7,000.00
				SOW issued to MM: RF/IRFQ/RFB - No: RF/IRFQ/RFB - Date: 2/20/2015		
				RF/IRFQ/RFB - Due: 3/12/2015		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.11	Safety & Security	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	1/1/2015	Nov. 2014: FEA to research and develop SOW. Dec. 2014: SOW under review. Jan 2015: Submitted SOW for processing. MM bidders showed interest in the to issue RFB in Feb 2015. Feb 2015: Bid to be issued and Bid Opening on 3/12/15	\$ 101,000.00
				SOW issued to MM: RF/IRFQ/RFB - No: RF/IRFQ/RFB - Date: 2/20/2015		
				RF/IRFQ/RFB - Due: 3/12/2015		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
				Cumulative	Current	
15.12	Environm ental/Hea lth/Safety	A, C or D [UPDAT E CLASSR OOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.). SOW issued to MM: RF/RFQ/RFB - No: RF/RFQ/RFB - Date: RF/RFQ/RFB - Due: N/A Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA to research and develop SOW. Dec. 2014: Research ongoing. Jan 2015: Need to identify classroom to renovate. Feb 2015: Ongoing.	Mar 2016: No change.	\$ 18,000.00
15.13	Environm ental/Hea lth/Safety	Campus-wide/A27, A28, C1, C3, C5 [ACS]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment. SOW issued to MM: RF/RFQ/RFB - No: RF/RFQ/RFB - Date: RF/RFQ/RFB - Due: N/A Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA to research and develop SOW. Dec. 2014: SOW under review. Jan 2015: Submitted SOW for processing. MM to issue RFB in Feb 2015. Feb 2015: Submitted SOW for processing. MM to issue RFB in February 2015.	Mar 2016: Processing requisitions when needed.	\$ 63,000.00
15.14	Environm ental/Hea lth/Safety	Campus-wide [COLLA TERAL EQUIPM ENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardware data ports with WiFi technology, fixed stand-alone desks-chairs with portable group seatings, current window fixtures with light-shades) for improved instruction within the classrooms. SOW issued to MM: RF/RFQ/RFB - No: RF/RFQ/RFB - Date: RF/RFQ/RFB - Due: N/A Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA to research. Dec. 2014: Pending requests. Jan 2015: Processed requests to replace white boards. Feb 2015: None requested during February.	Mar 2016: None requested to date. P&D's Assistant Director asked Program Specialist (SSS) to identify items to replace (e.g., white boards, etc.).	\$ 20,000.00
15.15	Safety & Security	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles. SOW issued to MM: RF/RFQ/RFB - No: RF/RFQ/RFB - Date: RF/RFQ/RFB - Due: N/A Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA to research and develop SOW. Dec. 2014: SOW under review. Jan 2015: P&D tasked to obtain quotes. Feb 2016: Ongoing.	Mar 2016: P&D to obtain quotes.	\$ 7,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
				Cumulative	Current	
CIP15.16			400, 1000 & 2000 [WATER TANKS]			
			Room 5108 [RETROFIT Light Switch]			
			Campus-wide [CANISTERS]			
			Campus-wide [EXTERNAL AMENITIES]			
			1000 [INTERIOR WALLS]			
			2000 [INTERIOR WALLS]			
			Campus-wide Kiosk Directory	To be considered in Physical Master Plan, 2016		
			LRC - Bldg. 4000 - Pathway	To be considered in Physical Master Plan, 2016		
			Student Center - Bldg. 5000 - Atrium	To be considered in Physical Master Plan, 2016		
			3000, 4000, 5000 & 6000 [PATHWAY]	To be considered in GCC-GPA Solar PV Program - Renewable		
			Campus-wide [FENCE]	To be considered in Physical Master Plan, 2016		
			300 & 400 [SALVAGE YARD]	To be considered in Physical Master Plan, 2016		
			Campus-wide [DISPOSAL AREAS]	To be considered in Physical Master Plan, 2016		

College Governing Council

Thursday, 05/07/15 @ 2:30p.m.

Faculty Senate Office – C2

Minutes

1. Meeting called to order at 3:08 p.m.

2. Attendance:

Name	E-mail	Present
Abbie Jane Battung	abbiejane.battung@guamcc.edu	absent
Rosanna Martinez	rosanna.martinex@guamcc.edu	✓
Antonia Chamberlain	antonia.chamberlain@guamcc.edu	✓
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	✓
Ana Mari Atoigue	anamari.atoigue@guamcc.edu	✓
Sarah Leon Guerrero	sarah.leonguerrero@guamcc.edu	✓
Anthony Roberto	anthony.roberto@guamcc.edu	✓
Robin Roberson	robin.roberson@guamcc.edu	✓
Doris Perez	doris.perez@guamcc.edu	✓
Carmen Santos	carmen.kweksantos@guamcc.edu	✓
Dr. Virginia Tudela	virginia.tudela@guamcc.edu	✓
Guests:		
Dr. Elizabeth Diego	elizabeth.diego@guamcc.edu	✓

3. Recital of GCC Mission Statement

4. Approval of Minutes:

Motion to approve minutes of March 19, 2015 with changes made by R. Roberson, seconded by S. Leon Guerrero. Motion passed unanimously.

5. Old Business

None

6. New Business

- a. Comprehensive Professional Development Plan – Dr. E. Diego requested for input and comments regarding the proposed plan. Dr. E. Diego stated that this plan is a process that is not going to change dramatically overnight.
Motioned that CGC recommends that no action be taken on the Comprehensive Professional Development Plan as presented on May 7, 2015, draft #8 until September 30, 2015 or CGC first scheduled meeting in September whichever is first to allow college constituents to review and to provide adequate comments. Motion made by R. Roberson, seconded by L. Leon Guerrero. Motion passed unanimously. The reason for this recommendation is because the role of PDRC is not clearly defined in the plan and staff and students input has not been considered. Staff Senate will present to general membership on June 4, 2015 for input and comments. Student representatives commented that the student organizations have not had time to look at the plan.
- b. Travel Procedures – C. Santos reported that RPF committee approved the Travel Procedures with changes.
Motion to approve and recommend Travel Procedures with changes made by L. Leon Guerrero, seconded by R. Roberson. Motion passed unanimously.

7. Information and Updates

- a. Faculty – A. Roberto reported the following:
 - i. There are new committee members for Faculty Senate. Committee listing will be provided to AVP by May 11, 2015.
 - ii. Gupot GCC is Saturday, May 9, 2015 at Ypao Beach Park.
- b. Staff – L. Leon Guerrero reported the general membership meeting is scheduled for June 4, 2015.

- c. Students – R. Martinez announced the new COPSA members.
- d. Administration – C. Santos reported on the following:
 - i. Staff/Administrator Professional Development Day – June 04, 2015.
 - ii. Financial Status Report as of May 7, 2015 (See Attachment)
 - iii. Facilities Report as of May 7, 2015 (See Attachments)
 - iv. Joint Leadership meeting on May 8, 2015 at 9:00 a.m.

8. Open Discussion
None

9. Agenda Items for Next Meeting
None

10. Schedule for Next Meeting – TBA; in Fall 2015.

11. Adjournment at 4:24 p.m. Motion was made by S. Leon Guerrero, seconded by R. Roberson.

RPF and CGC
FINANCIAL STATUS UPDATE
May 7, 2015

- For FY15, GCC has received 34% of appropriations for GF account. The last allotment received was on 5/5/15. Business Office is following up on a daily basis. DOA is behind in the allotment releases.

FY 2015	5/7/2015				
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	16,376,571	10,917,714	5,458,857	50%	33%
LPN / VocGuidance	782,570	521,713	260,857	50%	33%
MDF	988,586	659,057	494,293	75%	50%
GF - Apprenticeship	1,132,850	755,233	377,617	50%	33%
TAF	24,154	24,154	24,154	100%	100%
Capital Projects	100,000	100,000		0%	0%
Totals	<u>19,404,731</u>	<u>12,977,872</u>	<u>6,615,777</u>	51%	34%

- Launch of DE pilot courses scheduled for Fall2015. Courses identified are OA101, MA110, and EN110. Launch for FY15 pilot is on schedule. Launch of DE services tab available and faculty and administrators are going through training.
- USDA \$5M loan update, waiting for final documents on the loan. Draft bid documents sent to USDA.
- BOT Policy 171 is currently under review.
- Requesting that Faculty Senate provide a faculty representative for Banner meetings held every other Wednesday.
- Finally received price quotations from vendor to repair down elevators and expired ones, costs around \$28K.
- Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, MyCourse Studio template, online transcripts, course waitlist, moving Banner to the Cloud.. Banner upgrades are scheduled for this summer to the financial aid, student, and employee self-service modules and advancement. MIS working on system disaster recovery project.
- Deadlines for requisitions, checks, and year end procurement and invoice processing have been posted. Please be reminded about the due dates.
- The Business Office is working on the calculations for FY14 Incentives. Completion expected before the summer 2015.
- Multimedia Projectors bid was awarded, expect installation of 15 new projector units in the classroom and available for Fall 2015.
- Copyright violations have occurred on campus and warnings have been repeatedly posted. PIO looking to launch informational campaign on the copyright laws and student, faculty, staff responsibilities.
- GCC Graduation on 5/15/15. Staff Development workshop on 6/4/15.
- Bids for administrative and instructional supplies and custodial supplies expected to be released next week and will be posted on MyGCC.

Current YTD expenditures & encumbrances for FY15 as of 5/7/15 are as follows:

5/7/2015	FY15 <i>GF</i> Fund 1	<i>MDF</i> Fund 4	<i>NDN-APPROPRIATED</i> Fund 11	Fund 12	Total
Salaries - Full Time	\$ 6,036,762	\$162,596	\$ 566,671	\$ 68,510	\$ 6,834,538
Salaries - Part Time	-	-	578,684	58,743	637,427
Benefits	2,052,847	52,576	249,673	32,984	2,388,080
Travel	20,106		35,391	35,251	90,749
Contractual Services	551,717		480,892	90,998	1,123,607
Supplies and Materials	37,645	4,017	59,554	17,401	118,618
Equipment	13,962	13,617	291,568	7,875	327,021
Miscellaneous	15,842	278,055	53,154	58,976	406,028
Interest Expense			161,07		161,007
Power	213,957		(68,537)		145,420
Water/Sewer	60,675				60,675
Telephone	36,989				36,989
Capital Outlay	-		66,990	2,500	69,490
Indirect Costs	-			153,022	153,022
Subtotal					
Expenditure	\$ 9,040,502	\$510,861	\$2,475,045	\$ 526,261	\$12,552,669
Encumbrances	840,113	59,577	430,656	62,788	1,393,134
Total Exp & Enc	<u>\$ 9,880,614</u>	<u>\$570,438</u>	<u>\$2,905,701</u>	<u>\$ 589,049</u>	<u>\$13,945,802</u>

CIP 2015 PROJECTS
for the month of APRIL 2015
updated as of April 29, 2015

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
15.01	Safety & Security	Building B [RENOV ATIN]	To improve Student Support Services (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.).	Apr 2015: No change.	\$ 221,000.00
15.02	Safety & Security	2000 [FIRE SPRINK LER]	Replace the corroded plumbing of 2000's west-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.	Apr 2015: Genesis Tech Corporation was awarded \$6,300; P1500999 issued 4/16/15. FEA inspected and accepted project's completion on 4/29/15. CLOSED.	\$ 5,000.00
15.03	Environmental/Health/Safety	500, 600, 900 & 1000 [DRINKI NG FOUNTA INS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000.	Apr 2015: Met BJohnston (3/19/15) and rewrote SOW to incorporate best practices. Will assess possibility to tie system directly to GWA's water line.	\$ 12,000.00
15.04	Safety & Security	Campus-wide [TRANS PARANT DOOR SIGNAG E]	To acquire and install transparent sign holders on all classroom doors.	Apr 2015: RFQs sent. Still need one more quote in order to process a requisition.	\$ 4,000.00
			To apply anti-skid, acoustic-absorbing strips	Apr 2015: Reassessing	

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
15.05	Safety & Security	4000 [ANTI-SKID STRIPS]	on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirotile, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.	appropriateness of work.	\$ 2,000.00
15.06	Safety & Security	2000 [HAND RAILING BARS]	To install hand railing bars (2-each, 2"D, 2-tiered, 18'L x 3'H, galvanized railings) at eastern & western exitways.	Apr 2015: PO awarded to Genesis Tech for \$2K; project is progressing as planned and expected to be completed by 5/20/15.	\$ 1,000.00
15.07	Safety & Security	5000 [HAND RAILING BARS]	To install hand railing bars (2"D, 2-tiered, 30'L x 3'H, galvanized railings) along southern rampways by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings.	Apr 2015: PO awarded to Genesis Tech for \$2K; project is progressing as planned and expected to be completed by 5/20/15.	\$ 1,000.00
15.08	Environmental/Health/Safety	1000 [RESTROOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	Apr 2015: P1500980 issued to Z4 Corporation for \$114,632.44; completion date is August 15, 2014	\$ 83,000.00
		C23	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the	Apr 2015: No change.	

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
15.09	Safety & Security	[ELECTRICAL PROVISIONS]	existing classroom.		\$ 19,000.00
15.10	Safety & Security	5000 [SHOWERS PARTITIONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	Apr 2015: No change.	\$ 7,000.00
15.11	Safety & Security	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	Apr 2015: PO1500981 issued to Ammanabat Corporation for \$86,924. Anticipated completion date is September 2015.	\$ 101,000.00
15.12	Environmental/Health/Safety	A, C or D [UPDATE CLASSROOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	Apr 2015: Pre-bid conference on 4/8/15 and bid opening on 4/20/15. Evaluation of packets is ongoing.	\$ 18,000.00
15.13	Environmental/Health/Safety	Campus-wide/A27, A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment.	Apr 2015: Four proposals (GR Construction, ProPacific Builder Corporation, JMI Edison & J&B Moden Tech) under review.	\$ 63,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
15.14	Environmental/Health/Safety	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardwired data ports with WiFi technology, fixed stand-alone desks-chairs with portable group seatings, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms.	Apr 2015: None requested to date; an email was sent to SSS for assistance to identify campus needs.	\$ 20,000.00
15.15	Safety & Security	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles.	Apr 2015: No change.	\$ 7,000.00
15.16	Environmental/Health/Safety	400, 1000 & 2000 [WATER TANKS]	To service large, domestic water tank & associated pumps & softener system so as to insure delivery of clean, potable water, to conduct annual, preventive maintenance on all mechanical & plumbing components exposed to normal wear & tear, and to outsource the services which can not be performed by internal resources.	Apr 2015: SOW revised and reissued; quotes due May 8, 2015.	\$ 36,000.00
					\$ 600,000.00

CIP15.16	1	400, 1000 & 2000 [WATER TANKS]
	2	Room 5108 [RETROFIT Light Switch]
	3	Campus-wide [CANISTERS]
	4	Campus-wide [EXTERNAL AMENITIES]
	5	1000 [INTERIOR WALLS]

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
6			2000 [INTEROR WALLS]		
7			Campus-wide Kiosk Directory	To be considered in Physical Master Plan, 2016	
8			LRC - Bldg. 4000 - Pathway	To be considered in Physical Master Plan, 2016	
9			Student Center - Bldg. 5000 - Awning	To be considered in Physical Master Plan, 2016	
10			3000, 4000, 5000 & 6000 [PATHWAY]	To be considered in GCC-GPA Solar PV Program - Renewable	
11			Campus-wide [FENCE]	To be considered in Physical Master Plan, 2016	
12			300 & 400 [SALVAGE YARD]	To be considered in Physical Master Plan, 2016	
13			Campus-wide [DISPOSAL AREAS]	To be considered in Physical Master Plan, 2016	

P/e

EG0302 C Community College



PRESIDENT'S OFFICE
J. Flores

5/8/15
Date

File

Guam Community College
RECEIVED

MAY 08 2015

PRESIDENT
Initials: J Flores

Memorandum

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)
Anthony Roberto (Co-Chair)
Antonia Chamberlain (Co-Chair)
College Governing Council

Date: 5/8/15

Re: Travel Procedures Update

The College Governing Council met Thursday, 5/7/15 to discuss the proposed changes to the Travel Procedures that were reviewed and recommended by the RFP Committee. The CGC recommends the updated Travel Procedure as attached.

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

Carmen K. Santos
Carmen K. Santos, Chair

5/8/15
Date

[Signature]
Anthony Roberto, Co-Chair

5/8/15
Date

Antonia M Chamberlain
Antonia Chamberlain, Co-Chair

5/8/15
Date

GUAM COMMUNITY COLLEGE
- KULEHON KUMUNIDAT GUAHAN -

TRAVEL
- PROCEDURES -

Revised and updated, 4/30/15

Ver 1.11
4/27/15

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APPENDICES

APPENDIX 1	(GCC Form TA) Travel Request/Authorization Form
APPENDIX 2	Travel Request/Authorization Checklist
APPENDIX 3	(GCC Form TR-01) Trip Reimbursement Form
APPENDIX 4	(GCC Form TR-02) Trip Report Form
APPENDIX 5	(GCC Form TR-03) Trip Reimbursement (Detail Supplemental) Form
APPENDIX 6	Mileage Reimbursement Log
APPENDIX 7	Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement Form
APPENDIX 8	Advance Per Diem Agreement & Advanced Miscellaneous Costs Agreement
APPENDIX 9	Lodging, Meals and Incidental Expenses (M&IE) Calculation Breakdown
APPENDIX 10	Faculty Makeup Plan
APPENDIX 11	Professional Development Activity Record (Non-PDRC Funding)

**GUAM COMMUNITY COLLEGE
Board of Trustees**

TRAVEL POLICY

WHEREAS, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

WHEREAS, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

NOW, THEREFORE, BE IT RESOLVED, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

BE IT FURTHER RESOLVED, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees.

BE IT FURTHER RESOLVED, that all travel shall be further governed by the travel procedures, updated on a periodic basis.

**Amended & Adopted: July 24, 2014
Resolution No: 39-2014**

**Amended & Adopted: November 3, 2011
Resolution 4-2012**

**Amended & Adopted: September 5, 2008
Resolution 34-2008
Adopted: February 1, 1995
Resolution 8-95**

Secretary

TRAVEL PROCEDURES

- OFF ISLAND TRAVEL -

SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

Approval of travel is done through a travel authorization form (TA). Travelers normally utilize the most economical means of transportation. After return from a trip, the traveler is to file a trip report and a travel reimbursement form (TR). A traveler may be reimbursed for travel for actual lodging and for per diem or actual meals. Travelers must receive PRIOR approval for all travel costs prior to travel.

TRAVEL AUTHORIZATION

Off island travel is initiated at GCC by preparation of a Travel Authorization (TA) request at the departmental level. The TA is then routed to the Immediate Supervisor/Dean and Division Head (i.e. Vice President/President) for review and approval. Final approval is given by the President. The request should be prepared to allow sufficient time for the approval process to be completed and at least **fourteen calendar days** ticketing prior to the time scheduled for the travel. This should take into consideration the processing and approval time required (*i.e. processing time + review and approval time + 14 calendar day minimum ticketing = Total amount of time needed for TA processing*) Exceptions can be made only in an emergency.

The traveler shall fill out Travel Authorization form(see **Appendix 1**) and the Travel Authorization Checklist (see **Appendix 2**) and ensure that all required information is attached. The traveler will attach the **actual** itinerary to the travel authorization and a list of anticipated expenditures. Ticket arrangements are required to be made from the list of authorized travel agents and one quote may come from the airline directly. Three price quotations for three different routes, must accompany all travel authorizations. (Note: Due to some travel agency inability to provide quotations that exceed more than a few days, price quotations must be obtained at the beginning of the TA process, prior MMO processing, and before certification and approval by the VP Finance and Administration and the President. This will cut down on the number of times a traveler will request for price quotations). On date of ticket purchase, the instant purchase price for tickets will be verified and checked with airline or with travel agent to obtain the most economical price.

A **make-up lesson plan** for Instructional/Non-Instructional: to include: a) Instructor's Name, b) room number, c) descriptive daily lesson plan, d) for non-instructional, a makeup schedule d) Signature of traveler should be included in the Travel Authorization documents.(see **Appendix 10**)

It may be appropriate for the College to send a traveler to more than one conference. If there are open days between conferences, the traveler and the person authorizing the travel should discuss

and agree upon, in writing, whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

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

Travel authorization is required for all travel related activities. This includes travel paid by the College, by a third party, or with \$0 funding requirements, and whether the traveler is using leave without pay, administrative leave, annual leave, or personal leave. Faculty travel that is non-PDRC funded must submit the Professional Development Activity Record form to PDRC (See Appendix 11).

TYPES OF TRAVEL AUTHORIZATION

The following types of travel are authorized as indicated:

Travel on Official College Business

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

Travel with side trip or extension of dates at same travel location

The travel policy states that travel be performed for the direct benefit of the College. However, travelers who want to include a side trip into their travel or extend the dates at the same travel location must pay the cost of the additional trip/dates and any other related costs. The College will pay the lowest travel cost, based on determination of the total trip cost.

Travelers must obtain at a minimum 4 price quotations to include the following when including a side trip:

- a. 3 price/route quotations with extended dates to the conference and back
- b. 1 price/route quotations with extended dates inclusive of side trip.

Travelers must obtain at a minimum 4 price quotations to include the following for an extension of dates at the same travel location:

- a. 3 price/route quotations with extended dates to the conference and back
- b. 1 price/route quotations with original dates to the conference and back.

Travel of Employees hired from Off-Island

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

Student Group Travel

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

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

FINANCING OF TRAVEL

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

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

COST-SHARING

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

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

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

ALLOWABLE EXPENDITURES AND REIMBURSEMENT

Reimbursement for travel expenses related to lodging and meals will follow the below requirements:

- 1) Lodging – Actual method of reimbursement will be used for lodging (hotel) expense. These costs should be inclusive of actual lodging costs, taxes, and fees related to the number of days approved for lodging. The lodging costs should not exceed the standard daily lodging rate (exclusive of taxes) stated on the per diem website. If traveler requests for lodging costs in excess of published standard lodging rates from www.gsa.gov, the request must be made in advance with justification documenting the need and purpose for the higher lodging rate.

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

- 2) Meals and Incidentals - There are two options for seeking reimbursement for meals (breakfast, lunch, and dinner) and incidental expenses. The Federal Travel Regulation Chapter 300, Part 300-1, under Per Diem Allowance describes incidental expenses as “fees and tips given to porters, baggage carriers, hotel staff and staff on ships.”
 - a. The first option is to seek per diem. Under the per diem method, a standard daily amount is available. This amount is expected to cover standard meal and incidental expenses. Documentation of standard per diem expense is not required when seeking reimbursement under the per diem option. If conference fees include meals, the traveler will reduce their per diem for these meals.
 - b. The second option is to seek reimbursement for all reasonable expenses, also called the Actual Method. Reasonable expenses include all expenses covered by per diem plus other directly related travel expenditures. In this option, additional appropriate documentation is required and the traveler must provide documentation to support the actual cost requests. All requests for actual cost must be requested and approved in advance prior to travel. Upon return the traveler must fill out and attach receipts to the Trip Reimbursement Detail Form (**Appendix 5**).

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

Standard expenditures covered by meal and incidental per diem:

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

TABLE 1

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

The following are examples of costs that are not allowable:

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

PER DIEM

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodging for the travel period. If conference fees include meals, the traveler will reduce their per diem for these meals.

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

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

Example: A traveler travels six days to Chicago. This includes one day of travel to Chicago, a four day conference and one day for return. The traveler may request meal and incidental per diem for 6 days and actual lodging costs. The traveler does not have to submit any receipts for meal and incidentals, only for lodging. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses. If the Chicago hotel costs more than the allowable lodging per diem rate, the traveler must provide documentation justifying the hotel chosen.

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

<http://www.gsa.gov>

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

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

Trip to the US Mainland:

The traveler may claim a travel day going and a travel day for return for meal and incidental per diem.

Trip to Hawaii:

The traveler may claim one meal and incidental per diem travel day.

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

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

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

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

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

If a person begins travel with a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return. Exceptions must be authorized in advance.

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

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates (per 5GCA §23104 (a)(2) Per Diem Allowance).

SALARY AND USE OF LEAVE WHILE TRAVELING

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

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

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

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

REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT

The traveler must file a trip report form (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within **10** business days of return from travel to the supervisor. A copy of the approved trip report form should be attached to the request for reimbursement. A

traveler who is only claiming meal and incidental per diem need only file a copy of the travel authorization and backup, actual lodging receipts, the ticket or (e-ticket) and original boarding passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

If the traveler claims actual meal and incidental expenses and any advance exceeds the amount claimed in the travel reimbursement request, the traveler shall refund the excess at the time the travel reimbursement is submitted. Failure to refund the excess at time of travel reimbursement will result in immediate payment due and deduction from employee's payroll.

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

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

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

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

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

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

Travelers are responsible for submitting a copy of the required reports to the department funding the travel.

TRAVELER'S TRANSPORTATION

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

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

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

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

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

SPECIAL QUESTIONS

Extension of Travel Time

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

Frequent Flyer Programs

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

Payback Obligation

Guam Community College has a “payback” policy, Administrative Directive 2010-01. This means that if a person travels off island for training and then leaves the College within twelve months, the person is liable to pay back the costs of the training. At a minimum, the dates and percentages in Table 3 below will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the ***Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement*** form prior to leaving on their trip. See **Appendix 7** for these forms. Any requests for exemptions to this directive must be made in writing directly to the President, via the employee’s supervisor.

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

Faculty - The Professional Development Review Committee internal operating procedures.

Staff – The Staff/Administrator Development/ Program Procedures

TRAVEL PROCEDURES

- ON ISLAND TRAVEL -

Guam Community College makes College automobiles available when an employee must travel on College activities. The most common case of this is when an employee must travel to another site for business or to conduct a class. In general, employees should utilize College transportation for such purposes. Employees are required to follow the GCC Vehicle Guidelines and Procedures published on MyGCC. In special circumstances where there is a significant inconvenience in utilizing a College vehicle, an employee may be authorized to utilize their personal transportation for College purposes. Such travel must be authorized ahead of time. For employees claiming mileage, a purchase order for estimated mileage and timeframe must be processed before travel commences.

At the time of reimbursement, the employee should supply a copy of the documentation, a log listing the day and time of each trip, the beginning and ending mileage and the net mileage. See **Appendix 6** for the Mileage Reimbursement Log. Mileage reimbursement requests must be submitted on a monthly basis to Materials Management Office, no later than 20 days after the expense is incurred.

Requests for mileage reimbursement will be at the standard IRS rates, which can be viewed at the Internal Revenue Service website, www.irs.gov. The Controller will publish the current mileage reimbursement rate on MyGCC.

**Guam Community College
Travel Request/Authorization**

TA No.

1. TO MATERIALS MANAGEMENT/ FINANCE & ADMINISTRATION	2. FROM (Division/Department)	3. REQUEST DATE
4. NAME OF TRAVELER	5. TITLE	6. BUDGET ACCOUNT CODE (FOAP)
7. TRAVEL DESTINATION(S) FROM TO		8. APPROX. LENGTH OF TRAVEL (DAYS)
		9. DATE TRAVEL COMMENCES
10. DESCRIBE ROUTE PLANNED		
11. PURPOSE OF TRAVEL (Describe in Full - use reverse side if more space is required)		
12. TRAVEL ADVANCE REQUIRED (Attach memo requesting for any travel advances)		
13. SIGNATURE OF TRAVELER	DATE	14. SIGNATURE OF SUPERVISOR (Include Name and Title)
		DATE
15. SIGNATURE OF DIVISION HEAD (Include Name & Title)		DATE
16. ESTIMATED TRAVEL COST		17. PAYABLE TO (Complete Name & Address)
A. TRANSPORTATION COST		
B. CONFERENCE/MEETING COST		
C. PER DIEM		
D. MISCELLANEOUS		
TOTAL COST		
NOTE: Travel Procedures specifies that airline tickets and meeting costs are to be paid through the Guam Community College Corporate Card, with minimum exceptions.		
18. CERTIFICATION OF FUNDS AVAILABILITY: (Fin. & Adm. Div.)		19. PRESIDENT'S APPROVAL:
CARMEN K. SANTOS, CPA V.P. for Finance & Administration	DATE	MARY A.Y. OKADA, Ed.D. President
		DATE

GCC Form TA

Appendix 1

04/21/15

**GUAM COMMUNITY COLLEGE
Travel Request/Authorization Checklist**

Traveler _____		Prepared by _____ Administrative Staff
Yes	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Properly filled out Travel Request/Authorization with authorized signatures? (Appendix 1)
<input type="checkbox"/>	<input type="checkbox"/>	2. Printed per diem rates for cities traveling to, from the following website: http://www.gsa.gov , search for per diem rates.
<input type="checkbox"/>	<input type="checkbox"/>	3. Lodging, meals and incidental calculation breakdown sheet with deduction of meals provided by the conference.
<input type="checkbox"/>	<input type="checkbox"/>	4. Three price quotations from approved list of travel agents or airline? Note: Please indicate last date to purchase tickets. Indicate if travel with side trip or extension of dates at same travel location. Ensure the lowest airfare possible is selected.
<input type="checkbox"/>	<input type="checkbox"/>	5. Memo or email requesting for advance per diem addressed to VP of Finance and Administration, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	6. Attach Lodging/Hotel cost breakdown including taxes with supporting hotel price quotes. Include a copy of hotel authorization form for GCC Credit Card usage.
<input type="checkbox"/>	<input type="checkbox"/>	7. Registration/Conference fees with proper forms attached?
<input type="checkbox"/>	<input type="checkbox"/>	8. Signed administrative leave form?
<input type="checkbox"/>	<input type="checkbox"/>	9. Is the travel required per existing contracts, law, or rule? If yes, attach documents.
<input type="checkbox"/>	<input type="checkbox"/>	10. Is there more than one (1) traveler attending the same conference, seminar, workshop, or meeting? If yes, attach justification.
<input type="checkbox"/>	<input type="checkbox"/>	11. If travel is for "meeting," is documentation from meeting official indicating times, dates, and purpose of meetings attached? Attach brochure of conference/training and agenda to include conference and any meals provided.
<input type="checkbox"/>	<input type="checkbox"/>	12. Is Travel Authorization being submitted 14 calendar days prior to travel commencement date? If not, is explanation attached?
<input type="checkbox"/>	<input type="checkbox"/>	13. Payback Policy signed. (Appendix 7)
<input type="checkbox"/>	<input type="checkbox"/>	14. Faculty makeup plan, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	15. Other documentation to support travel and link to Institutional Priorities. (Appendix 4a)
<input type="checkbox"/>	<input type="checkbox"/>	16. Does traveler have a personal copy of the approved final Travel Authorization form?

Disclaimer Note: This checklist should be used in conjunction with the GCC Travel Procedures.

Guam Community College Trip Reimbursement

DATE: <input style="width: 100%;" type="text"/>	TA NUMBER: <input style="width: 100%;" type="text"/>	DATE(S) OF TRAVEL: <input style="width: 100%;" type="text"/>
NAME OF TRAVELER: <input style="width: 100%;" type="text"/>		TIME DEPARTED: <input style="width: 100%;" type="text"/>
		TIME RETURNED: <input style="width: 100%;" type="text"/>

Append a trip report to this document. The trip report should cover trip objectives and benefits derived. Include a copy of the TA and any related documentation provided with the TA. Provide two copies of this document. Travelers who want to claim actual expenses rather than per diem must also fill out a TR-03 form.

Were there any significant differences between the travel plan authorized on the TA and the actual trip? YES NO

If yes, please explain the changes below. Significant differences include a significant change in cost of travel, length of stay, or itinerary.

Explanation: _____

When such differences increase the cost of the travel to the College, appropriate additional approval is required.

<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
Signature of Supervisor (Include Name and Title) Date	Signature of Division Head (Include Name and Title) Date

EXPENDITURE REIMBURSEMENT CLAIMED:

Provide appropriate documentation per the instructions of the Travel Policy and Procedures manual. This documentation should include a copy of the ticket and documentation on meeting or conference charges paid by the traveler.

PER DIEM CLAIMED:

Number of days authorized travel times the standard per diem rate for the destination.
(Indicate amount less any advance claimed)

ADDITIONAL EXPENDITURES CLAIMED:

Date: <input style="width: 100%;" type="text"/> Description: <input style="width: 100%;" type="text"/> Amount: <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/> Description: <input style="width: 100%;" type="text"/> Amount: <input style="width: 100%;" type="text"/>
Date: <input style="width: 100%;" type="text"/> Description: <input style="width: 100%;" type="text"/> Amount: <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/> Description: <input style="width: 100%;" type="text"/> Amount: <input style="width: 100%;" type="text"/>

TOTAL AMOUNT CLAIMED: <input style="width: 100%;" type="text"/>	TRAVELER'S SIGNATURE : _____ DATE: _____
---	--

(Travelers are responsible for submitting a copy of the required reports to the department funding the travel.)



GUAM COMMUNITY COLLEGE TRIP REPORT FORM

NOTE: Please note that this report must be submitted to supervisor no more than 10 days upon completion of travel.

Name:	Department:
Signature:	Travel Dates:
	Date(s) of Event:

- A. Name and location of conference, workshop, or training event:
- B. How will you apply information or skills acquired from this event to enhance or improve student learning outcomes or student needs as it relates to your department's plan and mission?
- C. How does this event relate to the Institutional Learning Outcomes of the College? (Refer to Appendix 4)
- D. How does this event support the Institutional Priorities of the College? (Refer to Appendix 4)
- E. How has this event contributed to your professional growth in your role at the College?
- F. Other pertinent information (i.e., Business contacts established on trip)

GUAM COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT PRIORITIES
ACADEMIC YEAR 2014-2015

INSTITUTIONAL PRIORITIES
By Topical Category

ORGANIZATIONAL PRIORITIES

1. Compliance with federal/local/contractual requirements (e.g. , grants, programs, contract, etc.)
2. Diversification of funding sources and implementation of financial stabilization strategies
3. Extending workforce development through community partnerships
4. Improving delivery of services to students
5. Modernization of classrooms, instructional technology, and facilities
6. Professional career planning, leading to upward mobility program for employees (through professional development, credentialing, and morale building)
7. Internationalization efforts
8. Succession planning
9. Sustainability and "greening" of the campus (i.e., using renewable energy/alternative energy sources)

ACADEMIC PRIORITIES

1. Accreditation – Student Learning Outcomes (SLOs), program review, linking institutional planning to budget, curriculum revision
2. Career and technical workforce development, to include Advisory Committees
3. Communicating career pathways, career clusters, and career and educational plans
4. Course and program level assessment, General Education, Institutional Learning Outcomes (ILOs)
5. Curriculum and program expansion in career and technical education fields
6. Enrichment in one's content area, or improving staff or faculty competencies as related to their work (i.e. licensing, credentialing, and certification)
7. "Greening" of the curriculum
8. Linking secondary and postsecondary programs
9. Science, Technology, Engineering, Mathematics (STEM) – related activities
10. Student evaluation of learning and teaching processes in the classroom that promote critical thinking skills, diverse learning styles, and student motivation

Guam Community College
Trip Reimbursement Detail (Supplemental) Form

NOTE: Travelers who claim actual expenditures rather than per diem must provide information in the following format:
 The traveler must also attach receipt on all expenditures over \$15.

DESCRIPTION OF ITEM CLAIMED (Enter dates at right)	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
Breakfast									
Lunch									
Dinner									
Rental Cars and Local Transportation									
Lodging									
Phone (Business Calls)									
Conference or Meeting Fees									
Justified Business Center Services									
Other (specify)									
a)									
b)									
c)									
d)									
TOTAL:									
Traveler's Name: _____									Signature: _____
									Date: _____



Guam Community College
Materials Management, Finance & Administration
P.O. Box 23069
Barrigada, GU 96921

Tel: 671-735-5540/5542
Fax: 671-734-5238

MILEAGE REIMBURSEMENT

Mileage Report of Private Vehicles Use on Official Business

FOR FACULTY: Please refer to ARTICLE VII – SECONDARY FACULTY WORKING CONDITIONS, Page 85, G. General Provisions, No 5, a.b.c., and ARTICLE XIX – POST SECONDARY INSTRUCTIONAL FACULTY CONDITIONS, Page 98 G. General Provisions, No 5, a.b.c.

Employee Name (Please PRINT LEGIBLY)			Department/Division			
Make/Model & License Plate Number of Vehicle			Month/Day/Year			
MILEAGE RECORD						
DATE	DESTINATION		Purpose	STARTING ODOMETER	ENDING ODOMETER	MILES
	To	From				
					TOTAL Miles	
					Current Rate Per Mile	
					Total Reimbursement Requested	
I hereby certify that the information contained herein is true and correct.						
SIGNATURE:						
Employee		Date		Program Administrator		Date

Note: Monthly Mileage reimbursement must be submitted to Materials Management prior or before the 20th day of the following month.

GUAM COMMUNITY COLLEGE
Office of the President
735-5700/5638

Ou'T 0 1 2009

MEMORANDUM

TO: Administrators/Faculty/Staff

FROM: President *W. J. ...*

SUBJECT: Administrative Directive 2010-01
PAYBACK PROVISIONS FOR ADMINISTRATORS/ FACULTY/STAFF

This Administrative Directive 2010-01 supercedes Administrative Directive 2009-01,

The Guam Community College values, encourages and supports the training and professional development of its Administrators/Faculty/Staff to further maximize and improve their knowledge and skills. Professional development for the Administrators/Faculty/Staff provides opportunities for them to serve the educational process, the academic community, and the institution by increasing their effectiveness as an Administrator/Faculty/Staff through participation in ongoing training and development in their current capacities, while preparing for the future.

Effective immediately, when Administrator/Faculty/Staff personnel receives financial assistance from the Guam Community College and leaves the college before working the equivalent of **12-months** after receipt of funding, the following table will be used to determine the amount of money to be paid to the college by the recipient:

Time Worked After Funding (months)	Percentage of payback	Amount
a	100.0%	
1		Less \$200.00 from entire travel & trip expense
2		Less \$400.00 from entire travel & trip expense
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Not Balance
12	0.0%	

Memo from President
Revised Administrative Directive 2010-01
Re: Payback Provisions for Administrators/Faculty/Staff
Page 2 of 2

This payback provision allows the Guam Community College to recover money, all or in part, for training of Administrators/Faculty/Staff who depart from the college prior to fulfilling their training obligations.

GCC's payback provision will not apply to college-required workshops, conferences and/or seminars approved by the president of the college. Also excluded from this provision will be travel expenses provided by a funding source separate from GCC.

This document serves as a binding contract between **(employee full name) and Guam Community College**, as acknowledged and agreed upon by the signatures below.

(Employee Full name), Employee

Date: _____

(Employee Immediate Supervisor), (Title)

Date: _____

MARY A.Y. OKADA, Ed.D., President

Date: _____

Advance Per Diem and Advanced Miscellaneous Costs Agreement

DATE: _____

Guam Community College Business Office

RE: Advanced Per Diem and Miscellaneous Cost PO _____

By signing below, I agree that I have received advanced per diem and/or advanced miscellaneous costs and I will be attending the conference/seminar/travel that was requested in my Travel Authorization. In the event that I am unable to attend **all or any part** of the conference, seminar or requirements of this trip, I will notify GCC Business Office immediately. The Business Office will calculate the payback of the advance per diem due to GCC. Any miscellaneous advances received in excess of costs shall be refunded to the College.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that have been made. If any advance is not returned within 10 business days of return from travel, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. I agree that any advances will be deducted from my next paycheck or other payments due to me. If the paycheck is insufficient to cover funds advanced, I agree that GCC has the right to deduct from subsequent paychecks until the amount is refunded in full. I will be responsible for any attorney or collection fees paid to collect balances owed.

Signature

Print Name

Date

Lodging, Meals and Incidental Expenses (M&IE) Calculation Breakdown

Date	Lodging	Breakfast	Lunch	Dinner	IE	Total
Example	\$150	\$7	\$11	\$23	\$5	\$196



Faculty Make-up Plan or Coverage of Services

Name: _____

Department: _____

Date(s) of Leave: _____

Course Number(s) and Title(s), if applicable: _____

Plan:

_____	_____	_____
Print Name	Signature	Date

Acknowledged by:

_____	_____	_____
Department Chairperson	Signature	Date
Approved by:		

_____	_____	_____
Dean	Signature	Date

**GUAM COMMUNITY COLLEGE
Professional Development Activity Record
(NON-PDRC Funding)**

MEMORANDUM

DATE:

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

VIA: Dr. Rene Ray Somera, AVP

FROM: Sally Sablan, PDRC Chairperson 2014-2015

RE: Professional Development Activity

Dear President Okada,

Please note that this activity has been recorded by PDRC.

Faculty Name:

Division/Dept:

Activity:

Time frame:

Location:

Amount:

Funding Source:

Respectfully submitted,

Faculty Print and Signature

Date

Recorded by:

Sally Sablan, PDRC Chairperson 2014-15

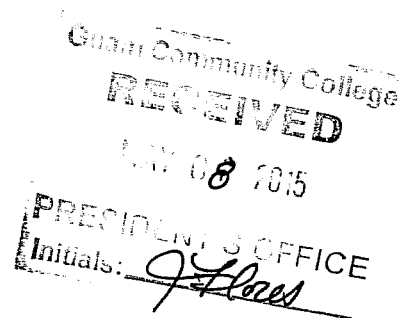
Date

C: Faculty, Dean: School, PDRC Chair, Business Office

Revised 08.28.14

GUAM COMMUNITY COLLEGE
College Governing Council

May 8, 2015



MEMORANDUM

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

FROM: Carmen Santos
Anthony Roberto
Antonia Chamberlain
CGC Co-Chairs

SUBJECT: Comprehensive Professional Development Plan Recommendation

The College Governing Council met Thursday, 5/7/15 to discuss the GCC Comprehensive Professional Development Plan. Based on discussions, the CGC recommends that no action be taken on this plan until September 30, 2015 or until the first CGC scheduled meeting in September 2015 (whichever is first) to allow College constituents adequate time to review, respond, and provide comment and input.

Comments arose related to the following:

1. The role of PDRC is not clearly defined in the plan.
2. Staff Senate will bring the plan to their membership on 6/4/15 for review and input.
3. Student representatives have not reviewed the plan and could not provide input.

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

Carmen K. Santos

Carmen K. Santos, Chair

5/8/15

Date

[Signature]

Anthony Roberto, Co-Chair

5/8/15

Date

Antonia Chamberlain

Antonia Chamberlain, Co-Chair

5/8/15

Date