

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 09/15/2011
9:00 a.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Clare Camacho	Faculty	clare.camacho@guamcc.edu	x
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	x
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	x
Michelle Santos	Administration	michelle.santos@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	x
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	x
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	x
Shian Aricheta	Student	shianmarie.aricheta@guamcc.edu	x

2) Approval of Prior Minutes:

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. Maintenance Cycle-preventive maintenance. Schedule around campus.

4) New Business:

- a. Travel Policy Updates
- b. Year-End Committee Reports

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Monday, 10/03/2011

1:30 p.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Doris Perez	Administration	doris.perez@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	
Shian Aricheta	Student	shianmarie@hotmail.com	

2) Approval of Prior Minutes:

3) Old Business:

a. Financial Report

b. Facilities Report

1. Maintenance Cycle-preventive maintenance. Schedule around campus.

4) New Business:

a. Travel Policy Updates

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Monday, 10/31/11

1:30pm.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Michelle Santos	Administration	michelle.santos@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	
Shian Aricheta	Student	shianmarie@hotmail.com	

2) Approval of Prior Minutes: 10/03/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. Maintenance Cycle-preventive maintenance. Schedule around campus.

c. Travel Policy Updates

4) New Business:

a. Replacement of Plastic Bottle vending machine

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Monday, 11/14/11

2:00p.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Gina Tudela	Administration	virginia.tudela@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	
Shian Aricheta	Student	shianmarie@hotmail.com	

2) Approval of Prior Minutes: 10/31/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. Maintenance Cycle-preventive maintenance. Schedule around campus.

c. \$25 lost key fee

4) New Business:

a. Draft 5-year financial plan

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Monday, 12/05/11

2:00p.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Gina Tudela	Administration	virginia.tudela@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	
Shian Aricheta	Student	shianmarie@hotmail.com	

2) Approval of Prior Minutes: 11/14/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. FY CIP

2. Maintenance Cycle -Preventive Maintenance & Inspection. Schedule around campus.

3. \$25 lost key fee

4. Draft 5-Year Strategic Plan

4) New Business:

a. Additional FY12 CIP: Culinary Kitchen and SPCC

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Thursday, 01/26/12

9:00 a.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Gina Tudela	Administration	virginia.tudela@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	
Emilio Medina	Student	emilio.medinajr@guamcc.edu	

2) Approval of Prior Minutes: 12/05/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. FY CIP

2. Maintenance Cycle -Preventive Maintenance & Inspection. Schedule around campus.

3. \$25 lost key fee

4. Additional FY12 CIP: Culinary Kitchen \$26,000 and SPCC \$7,600

4) New Business:

a. Draft- Updated Marketing Plan

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Tuesday, 01/31/12

1:30 p.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Gina Tudela	Administration	virginia.tudela@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	
Emilio Medina	Student	emilio.medinajr@guamcc.edu	

2) Approval of Prior Minutes:

3) Old Business:

4) New Business:

a. FY2013 Budget

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Agenda

Wednesday, 03/07/12

8:00 a.m.

Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Gina Tudela	Administration	virginia.tudela@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Butga Diana Masga	Student	butgadiana.masga@guamcc.edu	
Emilio Medina	Student	emilio.medinajr@guamcc.edu	

2) Approval of Prior Minutes: 01/26/12 & 01/31/2012

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - 3. \$25 lost key fee
- c. Tuition Waiver
- d. FY13 NAF Budget

4) New Business:

- a. Facility Master Plan
- b. Travel Policy Questions

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda
 Wednesday, 05/02/12
 1:00a.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Doris Perez	Administration	jose.quitugua@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Gina Tudela	Administration	virginia.tudela@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	
Emilio Medina	Student	emilio.medinajr@guamcc.edu	
ButgaDiane Masga	Student	Butgadiana.masga90@gmail.com	

2) Approval of Prior Minutes: 03/07/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
- c. Tuition Program Benefit
- d. GCC Campus Master Plan

4) New Business:

- a. Fiscal Conservation

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes

Thursday, September 15, 2011

09:00 a.m.

Faculty Senate Office / C2

1) Call to Order: @ 09:08 a.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	X
Clare Camacho	Faculty	clare.camacho@guamcc.edu	X
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Doris Perez	Administration	doris.perez@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	X
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	X
Michelle Santos	Administration	michelle.santos@guamcc.edu	X
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	X
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	X
Ariane Nepomuceno	Student	ariane.neopmuceno@guamcc.edu	X
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	X
Shian Aricheta		shianmarie.aricheta@guamcc.edu	X

2) Approval of Prior Minutes: 04/28/2011: vote to approve with changes noted; all in favor, no one opposed.

3) Old Business:

a. Financial Report: C. Santos discussed the attached report

- i. As of 09/14/2011, the College has received 57% (FY11) of its requested allotments.
- ii. Note on the MDF estimates of projected revenues for the year. Based on the last screen shot C. Santos received on August, GCC expects to receive a total of approximately 1.1 million. So, even if the Legislature or the MDF has appropriated 2.7 million based on anticipated revenues it will only be around 1.1 million.
- iii. Appropriations for FY11 have been received as noted. Current monthly expenditures are as follows: Monthly payroll with benefits; \$1,100,000, Utilities; \$110,000, and Contractual Maintenance; \$50,000. Expected to received 1.1 million
- iv. GCC continues to follow up on release of funding not only from DOA, DOI, grants and subgrants.
- v. ARRA projects completed include Photovoltaics Parking lot lights, AH PV Project, Bldg. D. ARRA projects currently ongoing include the Generator (delayed) no date of completion, Risers/Sprinklers for Bldg. 500/600 (are expected to be completed by 10/19/2011) and Student Center slated to be completed by late October early November. The Foundation Building project is ongoing with an initial completion date of Feb. 2012, but due to structural issues new completion date is May 2012. The campus wide painting project is expected to be awarded by the end of the month. Parking lot near shooting range is scheduled to be completed by November 2011.
- vi. Still working with Doris on the GEO light retrofit project. GCC will be awarded an additional \$500,000 for the PV for Student Center and Foundation Building from GEO.
- vii. Currently the Finance and Administration Division is working on closing out the books for the year end and rapping up for the audit. Pell grants for Summer 2011 have been released and Fall 2011

checks expected to be released no later than end of October 2011.

viii. Budgets for FY12 are expected to be loaded no later than 10/15/2011, and MM will start accepting requisitions on 10/15/2011 as well.

b. Facilities Report: C. Santos reports that she mentioned some of the major buildings and that they have been working on some of the approved projects listed on last year CIP list.

4) New Business:

a. Travel Policy- C. Santos reports that she received the travel policy draft and the trip report form. These documents are to be included with the travel policy so it will become an institutional trip report form. There are many issues with price quotes from airline companies. C. Santos has spoken to Continental Airlines to allow a two week leave time to purchase the ticket. All is being worked on for travel policy revisions. C. Santos has made some changes and will email the draft to committee members to view before next meeting for further discussion.

b. Year-End Committee Reports –tabled. C. Santos will provide copy next meeting date.

c. Student Representative reports the following events:

1. Fall Festival, September 15, 2011.
2. Constitution Day, September 17, 2011.

5) Open Discussion:

none

6) Next Meeting: September 29, 2011 @ 10:00 a.m.

7) Adjournment: C. Camacho motioned to adjourn @ 9:50a.m. M. Santos seconded.

RPF
FINANCIAL STATUS UPDATE
September 14, 2011

- As of 9/14/11, the College has received 57% (FY11) of its requested allotments. The breakdown is below:

FY 2011				Percent		% Appr
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	Received	Rec'd.
General Fund	12,841,257	12,456,019	12,456,019	7,266,014	58%	57%
LPN	742,166	719,901	719,901	539,928	75%	73%
MDF	3,059,265	2,753,339	2,753,339	688,333	25%	22%
Hay Study Allotment	108,732	108,732	108,732	108,732	0%	0%
TAF	24,154	21,739	21,739	21,739	100%	90%
Totals	16,775,574	16,059,729	16,059,730	8,624,746	54%	51%

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

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes

Monday, October 03, 2011

1:30 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 1:30 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	X
Clare Camacho	Faculty	clare.camacho@guamcc.edu	X
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Doris Perez	Administration	doris.perez@guamcc.edu	X
Carmen Santos	Administration	carmen.santos@guamcc.edu	X
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	X
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	X
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	
Ariane Nepomuceno	Student	ariane.neopmuceno@guamcc.edu	X
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	
Shian Aricheta	Student	shianmarie.aricheta@guamcc.edu	

2) Approval of Prior Minutes: 09/15/2011: motion to approve with changes noted; all in favor, no one opposed. Motion passed unanimously.

3) Recital of GCC Mission Statement

4) Old Business:

a. Financial Report: C. Santos discussed the attached report.

- i. Received additional monies for the past couple of weeks (\$690, 000 from MDF account which brought us up to 1.3 million and \$519,000 from TAF). 10% set aside for TAF and 3% set aside on the LPN guidance has been released. Supposed to receive \$22,000 on MDF and \$2,400 on the TAF.
- ii. As of 09/30/2011, the College has received 59% (FY11) of its requested allotments.
- iii. Appropriations for FY11 have been received as noted. Current monthly expenditures are as follows: Monthly payroll with benefits; \$1,100,000, Utilities; \$110,000, and Contractual Maintenance; \$50,000. Expected to received 1.1 million
- iv. GCC continues to follow up on release of funding not only from DOA, DOI, grants and subgrants.
- v. ARRA projects completed include Photovoltaics Parking lot lights, AH PV Project, Bldg. D. ARRA projects currently ongoing include the Generator, Risers/Sprinklers for Bldg. 500/600 and Student Center. The Foundation Building project is ongoing with an initial completion date of Feb. 2012, but due to structural issues new completion date is May 2012. The campus wide painting project is expected to be awarded. VOIP System has been cancelled, but will be a budget priority for FY 2011. ARRA projects have been encumbered.
- vi. Still working with Doris on the GEO light retrofit project. GCC will be awarded an additional \$500,000 for the PV for Student Center and Foundation Building from GEO.
- vii. Currently the Finance and Administration Division is working on closing out the books for the year end and ramping up for the audit. Pell grants for Summer 2011 have been released and Fall 2011 checks expected to be released no later than end of October 2011.

viii. FY12 Budget law shows a 6% (\$1,058,397) overall decrease from FY11 appropriations; GF 2% increase from \$13,716,309 to \$14,028,729 and MDF 45% decrease from \$3,059,265 to \$1,688,448.

b. Facilities Report: D. Perez discussed the attached report.

- i. R. Ridgell requests for a policy on bicycle racks to be created.
- ii. Wheelchair ramps will begin at building 300.
- iii. Walkways still pending a purchase order, by this week or early next week.
- iv. Pavilion, instead of GCC designing this project, the construction company will. To continue and roll over \$500 to FY2012.
- v. C. Camacho makes a motion for P1.1 to continue as a project and to rollover to the new fiscal year. Seconded by R. Ridgell, no one oppose. Motion passed unanimously.
- vi. A. Nepmuceno will look into student center lounge capacity.
- vii. D. Perez will work on the fiscal year 2012 projects with J. Quitugua and provide a copy by next RPF meeting.
- viii. C. Camacho makes a motion for the P1.13 budget to be rolled over. Seconded by R. Ridgell. No one opposed. Motion passed unanimously.
- ix. Campus painting is pending final approval of apprenticeship program. It went out to bid; requirement is to include at least one student in the apprenticeship program.

4) New Business:

- a. Travel Policy & Procedures - has been reviewed and discussed page by page. Changes were made, but tabled needs more research on the following issues: first check in baggage, why is there a requirement for flight insurance? If there is a requirement for GCC students, admin leave on the dates that should be specified on the admin leave, President and Vice Presidents 125% per diem, flex time policy, and payback provision.
- b. Student Representative reports the following events:
 1. Fall Festival, September 15, 2011.
 2. Constitution Day, September 17, 2011.

5) Open Discussion:

PDRC record keeping form and signatories.

6) Next Meeting: October 31, 2011 @ 1:30 p.m.

7) Adjournment: R. Ridgell motioned to adjourn @ 3:10 p.m. C. Camacho seconded.

RPF & CGC
FINANCIAL STATUS UPDATE
September 30, 2011

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

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

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

CAPITAL IMPROVEMENT PROJECTS - FY11

PRIORITY 1 - FUNDING REQUEST

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

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

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

PROJECT - CONTRACTOR		STATUS as of September 30, 2011			
1	Student Center - Asanuma	90% complete [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Ribbon cutting 12/9/11			
2	Foundation Renovation - Orion	23% Complete - Renovation - \$3,998,000 w/ ECD 2/1/2012; 37% Complete - Parking Lot - \$335,046 with ECD 11/2/11 (48 stalls); USDA loan submitted 7/11 for \$3.5M; Anticipate a Change Order to address second floor cracks and joist replacement approx \$200K; Approved Change Directive to address 2nd floor issues.			
3	Generator B, C & D - Kinden	55% complete - No extension to be granted [MTM 4/18] [ECD - 9/30/2011]; ARRA funds - \$539,273; Payment Application #2 and #3 approved and processed;			
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted			
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011 [ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011; Pending punch list and final Payment Application			
6	Sprinkler System Bldgs 500 & 600 - Midong	55% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]			
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced			
8	AHC - Core Tech International	TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7.			
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M			
10	Forensic Lab Facility	DOI funds for A&E (\$359,300) secured; pending availability of funds			
11	Campus Painting	Pending approval of apprenticeship program			
Work Orders		October 1, 2010 - September 27, 2011			
940	Processed	241 or 26% 224 or 24% 141 or 15%			
826	Completed	199 or 24% 201 or 24% 134 or 16%			
114	Open	42 or 37% 23 or 23% ~ 19 or 17%			

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

G U A M C O M M U N I T Y C O L L E G E
Resources, Planning and Facilities Committee
Meeting Minutes

Monday, October 31, 2011

1:30 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 1:36 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	X
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	X
Karen Sablan	Faculty	karen.sablan@guamcc.edu	X
Doris Perez	Administration	doris.perez@guamcc.edu	X
Carmen Santos	Administration	carmen.santos@guamcc.edu	X
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	
Virginia Tudela	Administration	virginia.tudela@guamcc.edu	X
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	X
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.neopmuceno@guamcc.edu	X
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	X
ButgaDiane Masga	Student	butgadiane.masga90@gmail.com	X
Robin Roberson	Guest	robin.roberson@guamcc.edu	X

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes: 10/03/2011: vote to approve with changes noted; all in favor, no one opposed, motion carried.

4) Old Business:

- a. Financial Report: C. Santos discussed the attached report. BBMR Director sent out a letter to place the 15% (less than 2 ½ million) reserve on all funds. Certain agencies have been excluded. President Okada asked speaker Won Pat to put together a bill to exclude the educational institutions from the 15% hold. She is also having a meeting with Governor Eddie Calvo regarding 15% reserve fund. 15% reserve fund is there because the Government of Guam is always over spending every year. MDF funds appropriated for FY2011 was 3 million, out of that there was a 10% set aside, so now we are down to 2.7%. MDF is based on how many H2 workers are coming in. Pell grants have been processed and will be sent out in 2 weeks.
- b. Facilities Report: D. Perez discussed the attached report. Discussions continued about the necessities of the pavilion. Student representative researched the matter and students would rather see more benches than a pavilion as a CIP project since the Student Center Lounge will be available. See attached, proposed CIP FY2012 Projects. Building D restroom toilets are not working (still under warranty, newly renovated). K. Sablan asks for a feedback process to be developed for submitting a request for CIP. D. Perez responded that she would develop feedback process. Building 200 still needs renovations, when completed will be moving to next building renovation (300, 400, and 500). Motion made by A. San Nicolas to approve the FY2012 CIP Projects, seconded by M. Postrozny. All in favor, no one opposed, motion carried.
- c. Travel Policy Updates: Discussed and revised. C. Santos did research for the following issues and concerns from last meeting:

- 125% per diem for administrators has been provided the actual GCA public law (see attached). It is part of the governments travel law.
- GDOE insurance requirement, see attached GDOE fieldtrip requirements. GCC does not have anything like this in the travel policy. Law requirements are used for GDOE students because students are under age. If the student is a GDOE student then this insurance is required.
- Flex or Comp Time for staffs applies only to staffs. The administrative policy is on the MyGCC website.
- Pay back provisions is an administrative directive. RPF should make any recommendations. C. Santos has discussed the issue with President M. Okada. CGC needs to make recommendations to the president on the following: student chaperones (payback policy), institutional requirements (GED there is a required travel on an annual basis), and federal grants. C. Santos will add to the travel policy, “any request for exemptions to these directives must be made in writing directly to the president via your supervisor.”
- The following issues were changed on the travel policy: justification for second travel baggage must be business related, administrative leave should be from the time the travel begins until it ends but the hours would be just the work hours (training for department chairs and administrative assistants will be conducted).
- R. Robinson asks, how can he request for a change to be made in the policy (per diem)? Two students and an instructor will be traveling from the 9th of November at about 7:00 a.m. and arriving back on Guam at about 7:00 p.m. on the 14th of November. According to the interpretation on the travel policy although they will be gone for 6 days they are only entitled to 5 days of per diem (based on how many midnights they are gone from Guam). Students raise the funds and deposit it into the college and are asking for the 6 days of per diem. R. Robinson suggests that when traveling on college business and gone for number of days you expect to receive per diem for the number of days traveled. CGC has discussed R. Robinson’s issue and agree that there is no reason for a change because the students can request for a reimbursement (must present documents and receipts).

Motion by K. Sablan to approve the travel policy with changes noted, seconded by V. Tudela. All in favor, no one opposed, motion carried. CGC has the authority to request for changes to be made on the travel policy.

5) New Business:

- a. Replacement of Plastic Bottle vending machine. Students have requested, instead of cans to replace with plastic bottle vending machines (recycling). Student request has been approved.
- b. Request for facility keys. D. Perez requests for a change for the replacement key fee from \$3.00 to \$25.00. Two reasons for this is to help cover costs and for employees to be more responsible for their keys. D. Perez motioned to modify and recognize the cost to replace keys from \$3.00 to \$25.00 as a deterrent and also to phase in the office or building key system. Tabled for further discussion.

6) Open Discussion:

none

7) Next Meeting:

November 14, 2011 @ 2:00 p.m.

8) Adjournment: K. Sablan motioned to adjourn @ 3:54 p.m. V. Tudela seconded.

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

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

**FY
2011 10/31/2011**

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

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

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

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

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

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT FUNDING REQUEST
FY 2012

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

Contingency Projects ~ pending cost estimates & funding

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

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CH. 23 GOVERNMENT TRAVEL LAW

CHAPTER 23
GOVERNMENT TRAVEL LAW

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

§ 23101. Definitions.

As used in this Chapter:

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

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

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

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

§ 23102. Short Title.

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

SOURCE: GC § 6610.2

§ 23103. Persons Authorized to Travel at Government Expense.

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

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

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CH. 23 GOVERNMENT TRAVEL LAW

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

(d) Persons rendering service to the government.

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

§ 23104. Per Diem Allowance.

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

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

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

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

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

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CH. 23 GOVERNMENT TRAVEL LAW**

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

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

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

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

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

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

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

§ 23105. Mileage Allowance.

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

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

§ 23106. Indirect Travel & Dependents.

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

SOURCE: GC § 6610.6.

§ 23107. Advancements.

[Repealed.]

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

§ 23108. Reporting and Accounting.

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

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

SOURCE: GC § 6610.8.

§ 23109. Rules and Regulations.

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

SOURCE: GC § 6610.9.

§ 23110. Limitation on Use of Travel Funds.

[Repealed.]

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

§ 23111. The Medical Referral Benefits Bank Act.

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

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

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

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

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

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

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

(d) Requirement.

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

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

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

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

(ii) patients under the Medically Indigent Program;

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

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

Patient Eligibility shall be based upon:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GUAM COMMUNITY COLLEGE

- KULEHON KUMUNIDAT GUAHAN -

TRAVEL

- POLICY & PROCEDURES -

APPROVED BY BOARD OF TRUSTEES

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

Ver 1.10
09/05/08

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APPENDICES

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

TRAVEL POLICY

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

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

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

Gina Y. Ramos
Chairperson Board of Trustees

ATTESTED BY:

Secretary

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TRAVEL PROCEDURES

- OFF ISLAND TRAVEL -

SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

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

TRAVEL AUTHORIZATION

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

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

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

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

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

TYPES OF TRAVEL AUTHORIZATION

The following types of travel are authorized as indicated:

Travel on Official College Business

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

Travel with side trip

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

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

Travel of Employees hired from Off-Island

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

Student Group Travel

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

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

FINANCING OF TRAVEL

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

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

COST-SHARING

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

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

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

ALLOWABLE EXPENDITURES AND REIMBURSEMENT

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

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

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

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

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

Standard expenditures covered by per diem:

TABLE 1

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

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

TABLE 2

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

The following are examples of costs that are not allowable:

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

PER DIEM

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

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

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

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

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

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

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

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

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

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

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

Trip to the US Mainland:

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

Trip to Hawaii:

The traveler may claim one travel day.

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

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

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

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

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

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

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

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

SALARY AND USE OF LEAVE WHILE TRAVELING

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

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

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

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

REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT

Travel Procedures

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

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

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

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

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

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

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

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

TRAVELER'S TRANSPORTATION

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

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

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

Travel Procedures

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

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

SPECIAL QUESTIONS

Extension of Travel Time

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

Frequent Flyer Programs

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

Payback Obligation

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

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TABLE 3

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

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

Faculty - The Professional Development Review Committee policy and procedures

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Staff – The Staff Development Program policy and procedures

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

TRAVEL PROCEDURES

- ON ISLAND TRAVEL -

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

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

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

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

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



GUAM COMMUNITY COLLEGE
Council On Postsecondary Student Affairs (COPSA)

July 27, 2011

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

Dear Dr. Santos,

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

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

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

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

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

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

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

Respectfully,

Ariane Nepomuceno
COPSA President

Butga Diana Masga
COPSA Vice President

Elizabeth Duenas

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

Have a blessed day,

Ariane Nepomuceno

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

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

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

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

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

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

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

Dear Ariane and Butga,

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

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

Sincerely,

Michelle

Michelle Santos, Ed.D.

GCC Beverage Vending Machines & Locations

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

ADVANCE PER DIEM AGREEMENT

DATE: _____

Guam Community College
Business Office

RE: Advanced Per Diem

PO# _____

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

Signature
Print Name:
Title:

G U A M C O M M U N I T Y C O L L E G E
Resources, Planning and Facilities Committee
Meeting Minutes

Monday, November 14, 2011

2:00 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 2:24 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	X
Clare Camacho	Faculty	clare.camacho@guamcc.edu	X
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	X
Karen Sablan	Faculty	karen.sablan@guamcc.edu	X
Doris Perez	Administration	doris.perez@guamcc.edu	X
Carmen Santos	Administration	carmen.santos@guamcc.edu	X
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	X
Virginia Tudela	Administration	virginia.tudela@guamcc.edu	X
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	X
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	X
Ariane Nepomuceno	Student	ariane.neopmuceno@guamcc.edu	X
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	
ButgaDiane Masga	Student	butgadiane.masga90@gmail.com	

2) Approval of Prior Minutes: 10/31/2011: vote to approve with changes noted and to be sent to all RPF committee members for review of changes; all in favor, no one opposed, motion carried.

3) Recital of GCC Mission Statement

4) Old Business:

a. Financial Report: C. Santos discussed the attached report. Received payment about \$700,000, used for payroll and still owed about 4.5 million. C. Santos had a meeting with both BBMR and DOA. BBMR has released GCC's full FY11 allotment. However, DOA has not full cash allotment. C. Santos is trying to get commitment letter from DOA for accreditation purposes that they will release the balance of 4.5 million and also when they will release the funds. C. Santos is also trying to get release from the 15% reserve fund that has been set on the FY12 funds. C. Santos had a meeting with John Rios and the budget analyst. A bill was set up by Won Pat to exclude GCC from the BBMR holdback reserve. The legislature has not voted on it yet.

b. Facilities Report: D. Perez discussed the attached report.

1. CIP FY 2012 was approved by the Board on November 03, 2011. See attachment.
2. Maintenance Cycle-preventive maintenance and inspection. As part of the accreditation review process D. Perez gives the maintenance staff a week to peruse through the write up. J. Quitugua provided D. Perez with a list of questions. Majority of the questions have to do with preventive maintenance. There are no documentations of the preventive maintenance. There was a scheduling cycle that Frank Duenas put together but when he left GCC it was not continued. D. Perez developed a maintenance cycle not knowing there was one created. D. Perez is not sure what else the RPF committee wants to do regarding this issue.
3. \$25 lost key fee- tabled. D. Perez needs to gather additional information.

5) New Business:

- a. Draft 5-year financial plan- C. Santos has prepared a draft of the 5-year financial plan. She requests for the committee members to review the draft and give feedback by Friday, November 18, 2011. The financial plan is based on, how GCC's main source of revenue projections that fund the operating accounts are basically from local appropriations, tuitions and fees. Further discussion next meeting. C. Santos is working on the financial plan and D. Perez is working on the facilities plan. If anyone would like to join them to further discuss the process by providing some input. C. Camacho and A. San Nicolas volunteered to assist with the development process of the strategic planning. A meeting will be scheduled within the next two weeks via email.

6) Open Discussion:

Charge for making copies- there is a charge now when requesting for copies (.5 cents per page). C. Santos states that this is mainly for federal grants (mainly College Access and federal funds that have the funds to pay for copying). C. Santos will send an announcement regarding this issue.

7) Next Meeting:

December 05, 2011 @ 2:00 p.m.

8) Adjournment: C. Camacho motioned to adjourn @ 3:12 p.m. A. San Nicolas seconded.

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

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

FY
2011 11/14/11

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

FY
2012 11/14/11

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

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

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

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

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

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

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

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

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012

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

Contingency Projects ~ pending cost estimates & funding

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

G U A M C O M M U N I T Y C O L L E G E
Resources, Planning and Facilities Committee
Meeting Minutes

Monday, December 05, 2011

2:00 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 2:05 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	X
Clare Camacho	Faculty	clare.camacho@guamcc.edu	X
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	X
Doris Perez	Administration	doris.perez@guamcc.edu	X
Carmen Santos	Administration	carmen.santos@guamcc.edu	X
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	X
Virginia Tudela	Administration	virginia.tudela@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	X
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	X
Ariane Nepomuceno	Student	ariane.neopmuceno@guamcc.edu	X
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	
ButgaDiane Masga	Student	butgadiane.masga90@gmail.com	

2) Approval of Prior Minutes:

A. Nepomuceno made the motion to approve the minutes of 11/14/2011 with changes, seconded by D. Perez. Motion passed unanimously.

3) Recital of GCC Mission Statement

4) Old Business:

- a. Financial Report: C. Santos discussed the attached report. Allotment releases, ARRA project, Audit status, and collections.
- b. Facilities Report: D. Perez discussed the attached reports.
 1. FY11 CIP – D. Perez will verify the MPA photovoltaic parking lot lighting. P1.8 wall at Building 1000 remains on hold, pending review material listing.
 2. Maintenance Cycle-preventive maintenance and inspection, scheduled around the campus.
 3. CIP FY 2012 – with the exception of P12.8, P12.9, and P12.10 Facilities Coordinator on unscheduled leave regarding writing of scope of work. The President will be addressing this issue.
 4. \$25 lost key fee-tabled
 5. Draft 5 –Year Strategic Plan-thank you to C. Camacho and A. San Nicolas for assisting with the plan. The 5-Year Strategic Resource Plan which is used as a budgeting tool for the college is one of the charges of the RPF committee.
A motion was made by C. Camacho to approve the draft, seconded by E. Duenas. Motion passed unanimously.

5) New Business:

- a. Additional FY12 CIP: D. Perez continues to receive many work orders for the Culinary Kitchen. CIP FY2011 excess funding to be considered for the following: grease trap drainage and the spill prevention

control counter measurement. The President asked for a quotation to have the kitchen's drainage repaired. The Culinary Kitchen quotation is \$26,000. D. Perez asked the RPF Committee approval for the funds to be used out of CIP FY2011 (Contingency Projects). The spill prevention control counter measurement needs to be contracted; \$7,600. This is a plan that is developed in case of a spill. GCC's current plan only includes the Tech Building, the MPA, and the Nurse's Center. The new plan needs to include the Foundation Building, Student Center, and the Library.

A motion made by C. Camacho to approve D. Perez's request to include the Culinary Kitchen drainage and spill prevention control counter measurement as additional contingency CIP FY2011 projects. M. Postrozny seconded, motion passed unanimously.

6) Open Discussion:

Lapsed funding from FY11 CIP projects will support the air conditioning into the FY2012.

7) Next Meeting:

Thursday, January 26, 2012 @ 9:00 a.m.

8) Adjournment

2:58 p.m.-C. Camacho made the motion to adjourn, seconded by D. Perez.

**RPF & CGC
FINANCIAL STATUS UPDATE**

December 5, 2011

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

**FY
2011 12/5/2011**

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

**FY
2012 12/5/2011**

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

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

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

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

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

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

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

No.	PROJECT	Approved *		STATUS as of November 30, 2011
		Approved *	Balance	
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00	36,500.00	Inventory of A/C condensers and evaporator units and field visit completed; Write-up (Scope) approved 9/2/11; need to update with TRMA's comments.
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd level classroom. 30.2051G8.7230.66	10,000.00	0.00	COMPLETED June 30, 2011; PO1101503 issued to AMI Builders 6/30/11
P1.3	BICYCLE RACKS - Provide racks (single sided, 5-space) at 10 designated locations. 30.2051E6.7230.66	10,000.00	0.00	PO issued to DERO 6/30/11; items arrived 9/30/11 - to be installed by Asanuma
P1.4	DOORS @ Bldgs. A, B, & D - Replace deteriorated door jams and enhance visibility of students entering and exiting classroom. 30.2051G9.7230.66	21,000.00	0.00	P1102061 issued to AMI Builders 9/20/11; 120 calendar days; approximately 50% Complete; D1, D2 and B left to do; project will continue 12/9 - afternoon through 12/10.
P1.5	FENCE @ GATE #4 - Replace fence at ponding basin 30.2051E7.7230.66	1,500.00	0.00	COMPLETED June 3, 2011 - Issued to AMI Builders
P1.6	RESTROOMS @ Bldg A - Renovate Men and Women's restrooms. 30.2051C8.7230.66	30,000.00	4,150.00	P1102062 issued to HangKang 9/20/11; 120 calendar days; approximately 90% Complete
P1.7	RAIN GUTTER @ Bldg 300 - Replace deteriorated and leaky rain gutters (west side) that leak during inclement weather. Additional maintenance cost continues are incurred because of water-logged ceiling tiles and rusting of ceiling tile runners; preventive measures done to keep wet ceiling materials from falling on students and other personnel. Hangkang completed East side. 30.2051E8.7230.66	4,000.00	0.00	COMPLETED January 20, 2011 - Issued to HangKang Corporation
P1.8	WALL @ Bldg. 1000 - Repair wall to prevent water from leaking onto stairway causing an environment whereby students and faculty may slip or fall. 30.2051GA.7230.66	15,000.00	6,865.00	P1102060 issued to Asia Pacific International 9/15/11; 120 calendar days: 5% complete; pending review of submittals
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students and other personnel 30.2051B7.7230.66	15,000.00	5,260.00	COMPLETE P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 100% Complete;
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump House. 30.2051E9.7230.66	35,000.00	0.00	COMPLETE 11/15/11 PO1101504 issued to HangKang 7/1/11; 141 calendar days;
P1.11	WALKWAYS - Provide non-skid walkways throughout campus; recurring work necessary to prevent students from slipping and falling when traversing between buildings and classrooms. 30.2051GB.7230.66	50,000.00	0.00	PO issued to Asia Pacific International Inc. 10/5/11; Notice of Intent given - pending submittal of required documents; 120 calendar days; 15% Complete; contractor provided non-skid color (11/21) and placed order
P1.12	WINDOWS @ Bldg 500 - Replace windows and frames 30.2051EA.7230.66	40,000.00	15,100.00	P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days: 5% Complete
P1.13	EXHAUST SYSTEM @ Bldg. 600 - Install new system in Carpentry Shop to prevent students from inhaling shop toxic dust and particulates during classroom and shop activities. 30.2051C9.7230.66	150,000.00	117,374.91	Project discontinued - natural air flow sufficient with windows and roll-up door opened during class time
P1.14	PAVILLION - Expand dining area (enclose 20' X 20') to accommodate more students and faculty especially during inclement weather.	60,000.00	58,650.00	Project discontinued - students representatives agreed that there is ample space in and around the Student Center
Approved by RPF 11/12/10.		478,000.00	243,899.91	

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

PROJECT - CONTRACTOR		STATUS as of November 30, 2011
1	Student Center - Asanuma	100% complete [Expected Completion Date - ECD - 11/30/11]ARRA funds - \$4,188,934; Ribbon cutting 12/9/11; Occupancy Permit issued 10/28/11; pending completion of punch list items
2	Foundation Renovation - Orion	35% Complete - Renovation - \$3,998,000 w/ ECD 2/1/2012; - Parking Lot - \$335,046 with ECD 11/2/11 (73 stalls); USDA loan submitted 7/11 for \$3.5M; Anticipate a Change Order to address second floor cracks and joist replacement approx \$200K; Approved Change Directive to address 2nd floor issues; parking light fixtures expected to arrive mid-December
3	Generator B, C & D - Kinden	77% complete - No extension to be granted [MTM 4/18] [ECD - 9/28/2011]; ARRA funds - \$539,273; generator and tank installed testing continues to address overheating at 77% load
4	Photovoltaic AHC - Pacific Solar & Photovoltaic	COMPLETED May 2011 - \$232,750; Punch list submitted (5/16/11) pending corrections & TRMA's inspection; Final Payment Application was submitted
5	Photovoltaic Parking Lot - Pacific Green Integrated	COMPLETED September 2011[ECD - 9/2011]; ARRA funds - \$491,633; zones tested August 2011;
6	Sprinkler System Bldgs 500 & 600 - Midong	95% Complete; ARRA funds - \$150,208; Notice of Intent to Award signed [ECD - 9/19/11]; hard rock encountered while trenching for water line; GFD inspection scheduled for 12/6 @ 9 a.m.
7	LRC - Asanuma	COMPLETED December 2010 - \$4,500,991; continue to monitor unstable humidity and temperature; addressing leaks (walls) due to heavy leaks; 2 light bulbs need to be replaced; met with Hiro 10/2011 to discuss ongoing A/C issues
8	AHC - Core Tech International	TRMA recommended final payment (12/8/10); Noel Quogana (CoreTech) aware of items in question (1. fading paint, 2. bubbling paint, 3. defective splash board in restrooms, 4. tripping corridor light control, and 5. noisy fire pump); A/C, mold, and cracks were discussed with CoreTech representatives 9/7/11; met (11/1/11) to discuss continued A/C and mold/mildew issues
9	Renovation 100/200	FEMA grant was not awarded pending A&E [MTM 4/19/11]; BOT Resolution approved up to \$440,000 (4/19/11) for renovation & LEED design of Bldg 200. TRMA to complete A&E by May/June for 1st floor; FEMA for 1st floor or liquid fuel tax for 1st & 2nd floor; approximate total cost \$4.8M
10	Forensic Lab Facility	DOI funds for A&E (\$359,300) secured; pending availability of funds
11	Campus Painting	30% Complete; Awarded to P&E Construction; work commenced 11/2/11 @ lower campus; ECD 4/24/12; March 15, 2011- completion date: paint all buildings & site structures (e.g., numbering of buildings); April 24, 2012 - completion date for all other construction requirements;

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

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

KOT Approved
11/3/11

Guam Community College
Actual Expenditure by Object

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

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

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

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

	Actual		Actual		Forecast		Forecast		Forecast	
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Revenues:										
Tuition and Fees	\$4,251,513	\$5,169,468	\$6,414,659	\$6,991,978	\$7,621,256	\$8,307,170	\$9,054,815	\$9,869,748		
Federal Grants and Contracts	-	116,013	128,000	100,000	100,000	100,000	100,000	100,000		
Government of Guam appropriations:										
Government of Guam Grants and Contracts/Agency	3,113	-	-	-	-	-	-	-		
Sales and Services of Auxiliary Enterprises	894,288	998,917	973,886	1,003,482	1,041,700	1,056,674	1,085,649	1,114,408		
Sales and Services of Educational Departments	808,942	-	-	-	-	-	-	-		
Special Projects Revenue	-	1,094,154	798,958	927,705	955,536	984,202	1,013,728	1,044,140		
Other Sources	396,028	936,487	164,460	513,962	529,380	545,262	561,620	578,468		
Total Revenues	6,353,884	8,315,039	8,479,963	9,537,127	10,247,873	10,993,307	11,815,812	12,706,765		
Expenditures and Mandatory Transfers:										
Education and General										
Instruction	1,437,688	1,898,261	2,269,370	2,382,839	2,501,981	2,627,080	2,758,434	2,896,355		
Special Projects/Planning	58,718	140,284	83,001	87,151	91,509	96,084	100,888	105,933		
Academic Support	267,924	256,447	163,685	171,869	180,463	189,486	198,960	208,908		
Student Services	181,733	292,088	227,679	239,063	251,016	263,567	276,745	290,582		
Institutional Support	710,629	700,957	688,323	722,739	758,876	796,820	836,661	878,494		
Operation and Maintenance of Plant	473,873	1,049,380	733,779	788,812	847,973	911,571	979,939	1,053,435		
Scholarship and Fellowship	4,345	-	3,822	3,937	4,055	4,176	4,302	4,431		
Interest	-	-	-	-	-	-	-	-		
Bad Debt/Loss on Disposal	-	928,730	100,000	100,000	100,000	100,000	100,000	100,000		
Depreciation Expense	-	-	-	-	-	-	-	-		
Retiree healthcare costs	-	-	-	-	-	-	-	-		
Total Operating Expenditures	3,134,910	5,266,147	4,269,659	4,496,410	4,735,872	4,988,784	5,255,929	5,538,138		
Operating Surplus (Loss)	3,218,974	3,048,892	4,210,304	5,040,717	5,512,001	6,004,523	6,559,883	7,168,627		
Nonoperating expenditures:										
Auxiliary enterprises	514,822	625,307	833,284	874,948	918,696	964,630	1,012,862	1,063,505		
Net nonoperating expenditures	514,822	625,307	833,284	874,948	918,696	964,630	1,012,862	1,063,505		
Net Increase (Decrease in Fund Balance)	2,704,152	2,423,585	3,377,020	4,165,769	4,593,305	5,039,893	5,547,021	6,105,122		
Beginning Fund Balance	7,320,815	10,130,743	12,727,508	16,104,528	20,270,296	24,863,601	29,903,494	35,450,515		
Transfers Among Funds In (Out)	105,776	173,180	-	-	-	-	-	-		
Transfers From Agency Funds	-	-	-	-	-	-	-	-		
Adjustments to Fund Balance	-	-	-	-	-	-	-	-		
Ending Fund Balance	10,130,743	12,727,508	16,104,528	20,270,296	24,863,601	29,903,494	35,450,515	41,555,637		

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

Vision

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

Mission

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

Sinangan Misi6n (Chamorro translation)

I misi6n i Kulehon Kumunid6't Gu6han, guiya i g6'hilo' i fina'che'cho' siha yan i kinahulo' i mamf6fa'che'cho' ya u na'gu6gu6ha nu i man6khilo' yan manmaolek na tiningo' yan fina'n6'guen cho'cho' siha gi iya Maikronisiha.

EXECUTIVE SUMMARY

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

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

PROJECTIONS AND ASSUMPTIONS

Revenue Assumptions

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

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

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

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

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

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

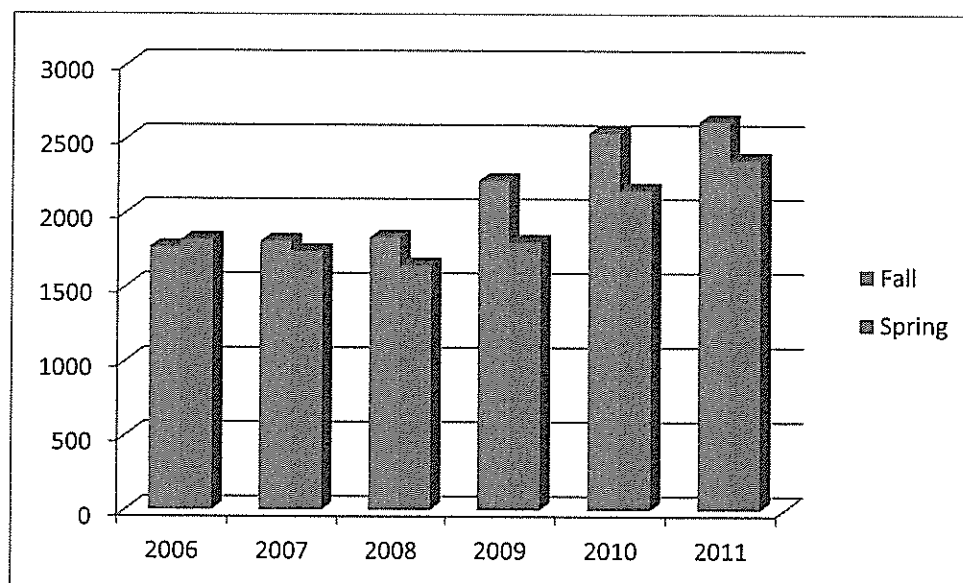
Appropriations	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
General Fund					
Authorized	\$ 14,129,050	\$ 13,311,108	\$13,302,653	\$ 13,302,653	\$12,586,489
Actual	13,643,859	13,219,535	13,292,653	13,302,653	12,208,894
LPN/Vocational Guidance					
Authorized	541,565	649,846	644,209	644,209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

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

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

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

Unduplicated Fall and Spring Enrollment



Source: 2011 GCC Fact Book

Fall 2011 Regional College/University Tuition Rates

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

Expenditure Assumptions

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

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

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

Source: 2011 GCC Fact Book

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

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

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

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

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

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

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

Capital Expenditures

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

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

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

Technology Plan

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

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

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

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

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

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

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

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

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

Fund Balances

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

Strategic Planning

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

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

Linking College Goals and Priorities

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

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

College priorities are set through the below three processes:

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

- a. **Organizational Priorities**

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

- b. **Academic Priorities**

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

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

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

Future Plan

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

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

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

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

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

Summary

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

References

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

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

2011 GCC FactBook

DRAFT

HISTORICAL DATA

G U A M C O M M U N I T Y C O L L E G E
Resources, Planning and Facilities Committee
Meeting Minutes

Thursday, January 26, 2012
9:00 a.m.

Faculty Senate Office / C2

1) Call to Order: C. Santos called the meeting to order at 9:11 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Clare Camacho	Faculty	clare.camacho@guamcc.edu	x
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	x
Doris Perez	Administration	doris.perez@guamcc.edu	x
Carmen Santos	Administration	carmen.santos@guamcc.edu	x
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	x
Virginia Tudela	Administration	virginia.tudela@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	x
Ariane Nepomuceno	Student	ariane.neopmuceno@guamcc.edu	x
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	x
ButgaDiane Masga	Student	butgadiane.masga90@gmail.com	

3) Approval of Minutes

E. Medina Jr. made the motion to approve the minutes of 12/05/2011 with changes, seconded by D. Perez. Motion passed unanimously.

4) Old Business:

a. Financial Report: C. Santos discussed the attached report.

1. The appropriation is 12.8%, there was a reserve set aside by the Governor's Office. A 3% reserve on the general fund and a 10% reserve on all other funds. C. Santos has not received a reply from the Director of BBMR (John Rios) regarding the request for a release of the 15% general funds of GCC.
2. There was an increase in power for the month of January 2012. There are 2 reasons for the increase:
1. Guam Power Authority replaced the meters. For instance, the Allied Health Building billing went from \$3,000 to \$15,000. 2. The new Student Center.
3. Telephone bids are out and will close barring any problems. The original funding for the VOIP system was redirected instead of losing it because it went into protest for more than a year. It was redirected into the 500/600 Risers/Sprinklers, Student Center, and Automotive Paint Booth.
4. A memo was sent out by the Attorney General requiring all governmental agencies to put out bids for telephone services. 4 prospective bidders for telephone service, 2 attended the pre-bid conference and 2 of them did a site visit. Hopefully they get all the responses in by Friday, January 27, 2012. V. Tudela asked D. Perez, "When will the phone service for the Student Center be fully functional?" D. Perez responded, "The phone lines should be completed by Friday, January 27, 2012."
5. GCC requested from Orion Corporation to see if the alternate bid can be implemented for the PV project for the Foundation Building.
6. There was a protest on the wireless network project, currently on hold pending protest release.

- b. Facilities Report: D. Perez discussed the attached reports.
 - 1. FY11 CIP – see attachment.
 - 2. Maintenance Cycle-preventive maintenance and inspection, scheduled around the campus.
 - 3. CIP FY 2012 – see attachment.
 - a) D. Perez discussed the campus cement benches. E. Duenas recommended that the students be included in the restoration of the benches. A. Nepomuceno agreed with the idea and suggested that the students sponsor a bench. E. Duenas requested for quotes of materials needed.
 - b) Many rooms are experiencing air condition problems and this will continue to be a problem around campus because the air conditions are old. However, D. Perez is working on putting the information together so the bids can be sent out to purchase new air conditioning units.
 - c) D. Perez requested for everyone to continue using the work order system. D. Perez is preparing a list of priorities for work orders requested. She will provide a copy to RPF committee when completed. D. Perez stated that this system is working well for the Maintenance Department although they are short staffed.
 - 4. \$25 lost key fee-D. Perez reported that the key fee is not for the cost of replacing the key, it is to augment the cost of the lock set.
D. Perez made the motion to approve the increase of the lost key fee to \$25, seconded by K. Sablan. Motion passed unanimously.

5) New Business:

- a. 2013 Budget-
Discussion was made, tabled until January 31, 2012 meeting at 1:00 p.m. C. Santos will provide more information and research. Also, to give members time to review the budget.
- b. Draft-Updated Marketing Plan
V. Tudela made a motion to approve the Draft-Updated Marketing Plan, seconded by C. San Nicolas. Motion passed unanimously.
- c. M. Postrozny reported on FS request for faculty members immediate family members (spouse and dependents) to receive tuition waiver. E. Duenas suggested that the staff be included in the tuition waiver. In order to move the request forward, C. Santos will assist FS by gathering more research.

6) Open Discussion:

- a. Faculty issues and concerns:
 - 1. It is noted that there was no faculty representation at the Student Center Ribbon Cutting.
 - 2. Faculty did not receive any notice of the changes that was made on the Physical Master Planning.
- b. Administrator:
C. Santos, the President and the AVP met with the chair for the Accreditation Team, Dr. Chip Chapdelain to go over some of the logistics. Dr. Chapdelain would like the CGC committee to hold a meeting. All members of CGC have agreed to meet on March 20, 2012.
- c. Staff:
E. Duenas reported to C. Santos that old accounts are still showing in the system as unpaid. Also, students are not able to register and request for release of transcripts, due to system showing old balances that have already been paid. C. Santos stated that if anyone receives a call from a student regarding financial issues or concerns, please bring it to her attention. C. Santos will address all financial issues and concerns.

7) Next Meeting:

Tuesday, January 31, 2012 at 1:00 p.m., FS Office

8) Adjournment:

10:46 p.m.-R. Ridgell made the motion to adjourn, seconded by A. Nepomuceno.

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

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

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

FY 12

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

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

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

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

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

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

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

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

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

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

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012

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

Contingency Projects ~ pending cost estimates & funding

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



Kolehon Kumunidaat Guahan

Guam Community College

Updated Dec. 2, 2011

Updated Dec. 2, 2011

Marketing the Mission/Vision

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

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

In order to market GCC's mission and vision, this cohesive plan has been developed to highlight its three main components: Postsecondary programs, Secondary (High School CTE programs) and Continuing Education (CE) programs.

Brand History

The GCC "brand" consists of the intangible relationship that the community at large has with the College. When the GCC Vocational-Technical High School closed in 2000 and its programs moved into the respective public high schools, public perception of GCC suffered. For nearly 10 years, the perception of GCC in the community was that it had abandoned its high school programs. Accomplishments at the postsecondary level were largely overshadowed by this perception.

Re-Branding the relationship

In 2009, GCC released its Institutional Strategic Master Plan, which serves as guide to action for the College for the years 2009-2014. Part of that plan called for the development of a GCC brand – a relationship with the community in which GCC is a household name.

GCC's image has improved markedly in the past two years, and the College has experienced record enrollment each year. (In part, this is due to an impending military buildup that is estimated to increase the island's population by 30,000 and provide a boon to the local economy by the year 2020.) The College has also added new programs (or reinstituted archived programs) based on employment needs in the business community, constructed three new buildings, is currently undergoing renovations to two more buildings, and increased its visibility in the community

through the local media, through advertising campaigns, and through outreach programs such as the College Access Challenge Grant Program and Project AIM.

The re-branding of the College included the issuance of over 250 media releases from August 2009 to August 2010 – nearly one every other day, plus appearances on radio talk shows by the president, enrollment advertising campaigns, and the launching of an Open Campus Day to invite the community to the GCC campus to see the progress being made. The result has been a positive image shift for the College, and record enrollment in fall 2010. The same strategy was used from 2010 to 2011, with the same result.

This re-branding campaign captures the essence of what GCC has to offer the community: the means to provide people with the education, skills and training they will need to build a better quality of life for themselves, their families, and their community. The tag lines: “Be your own success story,” and “Metgot hao – get stronger,” appear in GCC advertisements for registration and College events, strengthening that message.

Part of the GCC relationship with the community consists of getting middle and high school students to consider the College as a viable option for their postsecondary education – in fact, the first option. Toward that effort, a federal grant was obtained for the College Access Challenge Grant Program. The grant provides funding to promote the program, which at the same time promotes the College as program host.

Further efforts at re-branding include, within budget constraints, the re-design of all College print materials to use the GCC logo colors of blue and gold: folders, brochures, program cards, and t-shirts, so that the “GCC colors” are recognizable throughout the region.

Marketing Tools:

Web site

The GCC web site is currently undergoing a redesign that will be launched in summer 2012. The web site will be GCC’s main *information* connection to the community. Drive all ads and promotions to www.guamcc.edu for program information and registration. Include extensive information on postsecondary, secondary, and CE programs.

E-Catalog system

GCC is converting to an e-catalog system that will be fully operational by fall 2012. The transition from a print catalog to an integrated e-catalog has begun. The e-catalog will allow for instantaneous course and program updates. It will serve as an educational planning tool by allowing students to create their own educational plan within the catalog. They will be able to create a file, save it, and plan their courses

per semester. The e-catalog, accessed through our main web site, will create an increased on-line presence, and serve as a registration marketing tool.

Media

Conduct media campaigns surrounding new programs, program highlights, and special events at the College (within budget constraints). Campaigns to include:
 Print/Radio/TV advertisements
 Movie Theater advertisements
 Free media air time

Individual media campaigns may surround registration, but will focus primarily on program highlights as a marketing tool to promote education and training at GCC as a means to better employment opportunities and a more advanced workforce.

Secondary programs marketed through promotion with the College Access Challenge Grant Program. Use students in the program in advertisements highlighting the benefits of the program, and its emphasis toward postsecondary education.

Free airtime will be taken advantage of whenever possible. One local television station provides GCC with a half-hour talk show format twice a month. The program, called "A Higher Degree," highlights programs, student and faculty accomplishments, and general news and information about the College. Also, schedule guest appearances for College personnel on local radio talk shows prior to a newsworthy event or new program launch.

Media releases

Issue media releases to local news outlets (this marketing tool has been particularly valuable to the College's re-branding campaign). Releases will continue to highlight postsecondary, secondary, and CE events, programs, grant funding, new equipment and various other newsworthy items surrounding the college. (Media post the releases on their web sites. Information is then picked up by international web sites. The College's image has been strengthened by this dissemination of information.)

Social networks: Facebook, Twitter, Youtube

Monitor GCC Facebook and Twitter accounts daily. Advertise events and answers students' questions about various issues such as financial aid and registration. Upload GCC videos and commercials produced by the college onto College's YouTube account. Provide links from web site to YouTube videos. (Advantage to YouTube is the free analytics provided: The College can track how many viewers a particular video receives at any given point.)

Surveys

Use surveys conducted by Apprenticeship program under Continuing Education department to monitor satisfaction of businesses with the program, courses offered, performance of students/employees. Use testimonials from satisfied managers,

owners, and supervisors in print/radio/TV ads for registration and promotion of College events.

For additional data, new web site will contain front-page survey that can provide instantaneous results with protected voting mechanism (prevents multiple voting from one computer).

Focus Groups

Also use focus groups to obtain feedback about student satisfaction with postsecondary programs and events. Use feedback to market specific College programs, courses, advantages, etc.

At least three times per semester, the OCP will host “brown bag lunches” at the Student Center or another appropriate location on campus in order to informally meet with students from a particular program. During these lunches, discussion will center on students’ and their families’ perceptions of GCC, the methods through which they receive information about the college, and how information dissemination and public perception of the College can be improved. Students are the College’s primary focus, and, absent a formal scientific survey, these lunches will serve as valuable sources of input from the primary target regarding the College’s marketing efforts.

Students/Graduates

Use student and graduate testimonials about quality of education at GCC and how it helped graduates to become gainfully employed. Testimonials can be used in radio, TV, and print ads. Also include brief testimonials in annual report.

Business partnerships

Use partnerships with businesses that are enrolled in GCC Apprenticeship program, and that partner with GCC on other projects. Promote these businesses in radio and print ads that highlight the partnership and the particular business’ satisfaction with the GCC program. Send notifications to media whenever new businesses enter the apprenticeship program (especially business publications).

Marketing to alumni

Work with Office of Development and Alumni Relations (DAR) to market special events hosted by the College. Marketing will consist of paid advertisements (within budget constraints) announcements on web site and social media pages, and scheduling of free appearances on radio and TV talk shows. Pull in Board of Trustees and Foundation Board of Governors members to appear in ads whenever appropriate.

Note: ISMP calls for outsourced and targeted research of the College’s primary audiences. The ISMP noted, “to effectively implement any marketing plan, as well as retain effective internal communications, it will be necessary to increase the communications budget significantly based upon the average communication budget of similar institutions and factoring in the increased

communications needs of the upcoming military buildup.” However, the buildup has been delayed, and GCC has experienced increasing budget constraints with regard to non-receipt of allocated funding from the Guam Legislature. The Office of Communications and Promotions has adapted this Marketing Plan to reflect the College’s budget constraints, and used other means to effectively market the College to the community.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Meeting Minutes

Tuesday, January 31, 2012
1:30 p.m.

Faculty Senate Office / C2

1) Call to Order: C. Santos called the meeting to order at 1:30 p.m.

2) Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Clare Camacho	Faculty	clare.camacho@guamcc.edu	
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	x
Karen Sablan	Faculty	karen.sablan@guamcc.edu	x
Doris Perez	Administration	doris.perez@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	x
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	x
Virginia Tudela	Administration	virginia.tudela@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
Ariane Nepomuceno	Student	ariane.neopmuceno@guamcc.edu	x
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	
ButgaDiane Masga	Student	butgadiane.masga90@gmail.com	

3) Approval of Minutes-January 26, 2012 tabled.

4) Old Business: none

5) New Business:

FY2013 GovGuam Budget-

K. Sablan had 2 questions, 1. "Will the staffing patterns for the FY2013 Budget also include the faculty increments?" C. Santos responded, "Yes, it will include all increments for all employees." 2. "Is there a miss numbering of pages 5 through 28?" C. Santos responded, "The current staffing pattern will be inserted into the missing pages and the numbering of pages will be arrange accordingly." C. Santos will send a copy of the FY2013 Budget when completed to all RPF and CGC committee members via email.

R. Ridgell made a motion to approve the FY2013 Budget, M. Postrozny seconded. Motion carried.

6) Open Discussion:

- a. CGC will hold a meeting on March 20, 2012 during the Accreditation Visit.
- b. NAF Budget will be discussed on scheduled RPF meeting in March 2012.

7) Next Meeting:

Wednesday, February 29, 2012 at 9:00 a.m., FS Office

8) Adjournment:

1:40 p.m.-M. Postrozny made the motion to adjourn, seconded by A. San Nicolas.

G U A M C O M M U N I T Y C O L L E G E
Resources, Planning and Facilities Committee
Meeting Minutes

Wednesday, March 07, 2012

8:00 a.m.

Faculty Senate Office / C2

1) Call to Order: C. Santos called the meeting to order at 8:15 a.m.

2) Attendance:

Name:	Positio	Email:	Present
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Clare Camacho	Faculty	clare.camacho@guamcc.edu	x
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	
Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Doris Perez	Administration	doris.perez@guamcc.edu	
Carmen Santos	Administration	carmen.santos@guamcc.edu	x
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	x
Virginia Tudela	Administration	virginia.tudela@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Cheryl San Nicolas	Staff	cheryl.sannicols@guamcc.edu	
ButgaDiana Masga	Student	butgadiana.masga90@gmail.com	x
Emilio Medina Jr.	Student	emilio.medinajr@guamcc.edu	

3) Approval of Minutes

C. Camacho made the motion to approve the minutes of 01/26/2012 with corrections, seconded by R. Ridgell. Motion passed unanimously.

E. Duenas made the motion to approve the minutes of 01/31/2012, seconded by V. Tudela. Motion passed unanimously.

4) Old Business:

- a. Financial Report: C. Santos discussed the attached report (see attachment).
 1. GCC received a clean audit report for 11 years-only one finding on Procurement. C. Santos stated that the corrective action is to provide more training to Administrative Assistants and Administrative Aides on procurement procedures after Accreditation Visit.
- b. Facilities Report: C. Santos discussed the status of the attached report (see attachments). C. Santos stated that if there are any questions, please email D. Perez.
- c. Tuition Waiver- C. Santos reported that she did receive an email from M. Postrozny and apologized for not following up. FS recommended further research be done to prepare a solid standard policy. Discussion was held buttabled for further discussion at next RPF meeting.
- d. FY2013 NAF Budget-C. Santos discussed the attached report (see attachment).
 1. C. Santos stated that she addressed K. Sablan questions and concerns via email.
 2. C. Santos asked the committee members if they had any questions or concerns.
 - i. There were 4 lab upgrades during Spring 2012 and an additional lab in the LRC.
 - ii. The BCS asked to close on Saturdays issue was addressed to COPSA, management

meeting, and Department Chairs. C. Camacho and M. Postrozny stated there was no announcement made regarding the closing of the BCS on Saturdays. Students taking Saturday classes were complaining that the BCS was closed. C. Camacho requested for an announcement to be made if there are changes such as the closing of the BCS so students may be aware of the changes or updates on campus.

- iii. C. Camacho reported the issues and concerns about the library not receiving their fees.

The library also needs to order updated books and supplies for student resources.

1. V. Tudela reported that she had met with C. Matson and discussed Library Standards, fees, and supplies. V. Tudela prepared a memo and sent it to C. Santos for review.
2. C. Santos stated that the Library will receive their fees through the Government of Guam supplemental funds under the NAF 2013 Budget.
3. C. Santos reported that if we get approved for a USDA loan for the Foundation Building there will be three USDA loans. The current value on the USDA Water Tank loan is \$244,605 for FY2013 payoff amount. C. Santos proposed to pay off the USDA Water Tank loan to decrease the monthly interest on the current USDA loans.

Motion made by C. Camacho to approve the FY2013 NAF Budget with the change as indicated to the year, seconded by B. Masga. Motion passed unanimously.

- e. FY2013 NAF Budget-Special Projects-C. Santos discussed the attached report (see attachment).

C. Camacho made a motion to approve the FY2013 NAF Special Projects, seconded by M. Postrozny. Motion passed unanimously.

- f. Travel Policy-C. Santos reported that C. Camacho brought the following issues to her attention:

1. Duplicates of Travel Policy on MyGCC.
2. On the Trip Report form in the Travel Policy it is noted that the applicant must refer to Appendix IV. V. Cruz forgot to include the page which was originally approved by CGC and the Board. C. Santos stated that the page will be inserted into the currently approved Travel Policy.
3. C. Santos reported the status of Public Law 31-117 which states that any employee, person, consultant, or third party, traveling on Local, Government or Federal Funds must turn in their mileage to the mileage bank that DOA is supposed to set up. DOA has not set up the mileage bank account. C. Santos stated that as of now GCC will be seeking the attorney's comments because there are many issues regarding this above Public Law.

E. Duenas made a motion to approve the Travel Policy as amended, V. Tudela seconded. Motion passed unanimously.

5) New Business:

- a. Facility Master Plan-discussion was held on the Facility Master Plan, it is still available. Please review the comments on Group Studio for voting.

6) Open Discussion:none

7) Next Meeting:

Monday, April 16, 2012 at 1:00 p.m., FS Office

Thursday, May 03, 2012 at 9:00 a.m., FS Office

8) Adjournment:

9:15a.m.-V. Tudela made the motion to adjourn, seconded by B. Masga.

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

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

**FY
2012**

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

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

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

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

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

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

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

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

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

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

Guam Community College

2013 BUDGET REQUEST - NAF SPECIAL PROJECTS

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

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

Guam Community College

2013 BUDGET REQUEST - NAF SPECIAL PROJECTS

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

Guam Community College

2013 BUDGET REQUEST - NAF

FISCAL YEAR 2012

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

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

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

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

4) Not Separately budgeted.

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

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

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

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

Guam Community College

2012 BUDGET REQUEST - NAF

FISCAL YEAR 2012

8

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

GUAM COMMUNITY COLLEGE

Resources, Planning and Facilities Committee

Minutes

Wednesday, 05/02/12 1:00 p.m.
Faculty Senate Office / C2

1) Meeting called to order: @ 1:05 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Clare Camacho	Faculty	clare.camacho@guamcc.edu	x
Karen Sablan	Faculty	karen.sablan@guamcc.edu	x
Anthony San Nicolas	Faculty	anthony.sannicolas@guamcc.edu	x
Doris Perez	Administration	doris.perez@guamcc.edu	x
Carmen Santos	Administration	carmen.santos@guamcc.edu	x
Reilly Ridgell	Administration	reilly.ridgell@guamcc.edu	x
Gina Tudela	Administration	virginia.tudela@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Cheryl San Nicolas	Staff	cheryl.sannicolas@guamcc.edu	x
Ariane Nepomuceno	Student	ariane.nepomuceno@guamcc.edu	x
Emilio Medina	Student	emilio.medinajr@guamcc.edu	
ButgaDiane Masga	Student	butgadiana.masga90@gmail.com	
Mary Okada	President	mary.okada@guamcc.edu	x

2) Approval of Prior Minutes: 03/07/12 Motion to approve by A. San Nicolas with changes, seconded by A. Nepomuceno. Motion passed unanimously.

3) Old Business:

A. Financial Report- C. Santos reported the attached report (see attachment).

1. C. Santos reported that GCC received 160% on MDF because there was a release of 1 million dollars on May 03, 2012. There was an indication on the check which stated **funds for fiscal year 2011 MDF**.
2. A bid went out for the Foundation Building Café vendor which only 2 vendors applied.
3. C. Santos reported that beginning FY Fall 2012 GCC will institute payment for tuition and fees. The payment for tuition and fees will also be announced on MyGCC. Students will be disenrolled from courses if they do not pay for the courses they registered for before the beginning of the semester. GCC will also have a payment plan available to students. Pell Grant recipients will not be affected by these circumstances.

B. Facilities Report- D. Perez reported the attached reports (see attachments).

1. FY 2011 CIP-There is only 1 project that has not been completed (P1.12) due to financial issues.
 - a. Due to delays that were encountered with construction the ribbon cutting for the Foundation Building will not take place in July 2012.
 - i. Between Orion and TRMA they need to work together to come up with a plan to address structural issues.
 - b. The Fire Department will be doing an inspection on campus on May 03, 2012.

2. FY 2012 CIP- D. Perez continues to work with TRMA on the scope of work for FY 2012 CIP. A call out was sent via email for submissions of CIP 2013 requests. The deadline for CIP 2013 requests was on May 07, 2012.

- a. Maintenance supervisor implemented a zone (work area) for maintenance workers.
 - i. C. Toves; Buildings 500, 600, 900, and 1000
 - ii. J. Roberto; Buildings A, B, C, D, 3000, and 4000
 - iii. A. Toves; Buildings 100, 200, 300, 400, and 2000
 - iv. J. Rosario and J. Quitugua; work side by side on air condition issues.
- b. There is an on call stat, every month the maintenance workers switch off. D. Perez will receive the calls for emergency issues then she will relay the calls to the maintenance worker who will be on call.
- c. C. Santos reported that the appropriated amount of \$120, 000.00 has been approved for air condition unit replacements that have been identified on FY 2012 CIP.

- C. Tuition Benefit Program - C. Santos reported that FS submitted a proposal for a Tuition Benefit Program. C. Santos stated that she has reviewed the proposal with the Human Resources Department. C. Camacho discussed the Tuition Benefit Program proposal (see attachment).

1. The following changes were made to the Tuition Benefit Program policy:
 - a. The name of this proposal will be changed to "Tuition Benefit Program."
 - b. Number one (1) will state, "The program will waive up to 12 credits per Fall and Spring Semester and up to 6 credits for Summer Semester per family.
 - c. Number three (3) required grammatical corrections suggested by K. Sablan.
 - d. Number nine (9) will state, "Official transcripts must be turned into the Human Resources Office not more than two weeks after final grades are posted."
2. C. Santos stated that the employee will have to payback the tuition before termination of his/her employment. If the student has a balance with GCC he/she will not be allowed to enroll to the college.

K. Sablan made a motion to approve the Tuition Benefit Program with changes, seconded by E. Duenas. Motion approved unanimously.

- D. GCC Campus Master Plan- discussion was held but tabled for further discussion on the next committee meeting.

4) New Business:

- A. Fiscal Conservation- C. Santos discussed the 15% reserve for FY2012 which equated to a \$2,357,577.00 reserve cut. Based on the initial FY2012 appropriations that were received, the general fund only covers utilities, salaries and benefits. Salary and benefit currently \$12,558,841.00 which supports 197 employees (faculty, staff, and administrators) under the general fund.
 1. The reserve amount based on the general fund \$1.994 million, the rest comes from the LPN which is also part of the general fund but is a separate classification that is given on the appropriations; the LNP Pro Start, and Apprenticeship Program. Overall, there has been discussion of shortage.
 2. The money that is coming out of the general fund will fund utilities, salaries and benefits. Contractual services (\$873,000.00) will be covered by the rollovers from the MDF fund which was passed in a Board Resolution by the Board at the beginning of the fiscal year.
 3. Based on the FY2012 Budget request the apprenticeship programs such as: Automotive, Construction Trades, and Apprenticeship will receive some funding covered under apprenticeship.

4. 90% of the general fund (the total amount of salaries and benefits over the total amount that was estimated for the general fund) pays for salary and wages, 10% pays for utilities based on the appropriation law.
 5. GCC submitted the Budget for FY2013. Budget hearing for GCC is scheduled for June 28, 2012 at 8:00 a.m. at the Legislature Building.
- B. Based on the meeting with FS and Joint Management there was a discussion of putting a freeze on salary increments because of FY2012 shortage.
1. Conservation measures would be to cut custodial services, grass cutting (limited to once a month), decrease on insurance costs by going out to bid, telephone services by going out to bid (currently in protest), instituted photovoltaic products on campus, turning the air condition units to 76 degree temperature power conservation, retrofitting of air condition units to be more energy efficient, retrofitting of lights, and weatherization of buildings, and repairing of roofs.
 2. GCC will still be short 2.5 million of the budget even with the cost containment measures that have been done. C. Santos discussed her proposals for an all salary increment freeze across the board for all GCC employees. If GCC does the salary increment freeze there is a possibility that GCC will get the 15% reserve uplifted. Proposals are as follow:
 - a. First proposal was for all salary increment freeze for all employees effective August 01, 2012 through September 30, 2013, or
 - b. Second proposal was for all salary increment freeze for all employees effective immediately, or
 - c. Third proposal was to entertain the FY2013 increment freeze depending on budget appropriations and any reserves from the governor.
 - C. Santos stated the cost savings for Faculty from August to September, if salary increment freeze were to be implemented will be \$57,084.00, annualized for FY2013 from October 01 through September 30, will be \$256,878.00.
 - C. Santos stated the cost savings for Administrators from August to September, if salary increment freeze were to be implemented will be \$14,679.00, annualized for FY2013 from October 01 through September 30, will be \$88,073.00.
 - C. Santos stated the cost savings for Staff from August to September, if salary increment freeze were to be implemented will be \$4, 635.00, annualized for FY2013 from October 01 through September 30, will be \$55,614.00

V. Tudela made a motion to freeze salary increments for Faculty and Administrators for AY 2012-2013, seconded by A. Nepomuceno. Motion passed with the majority.

5) Open Discussion: None

6) Next Meeting: August 2012-TBA via email

7) Adjournment: @ 2:15 p.m. motioned by C. Camacho, seconded by V. Tudela.

**RPF & CGC
FINANCIAL STATUS UPDATE
May 2, 2012**

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

FY

2012 4/30/2012

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

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

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

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

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

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

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

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

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

GUAM COMMUNITY COLLEGE CAPITAL IMPROVEMENT PROJECTS - FY11

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

GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT
FY 2012

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



GUAM COMMUNITY COLLEGE

Tuition Program Benefit for Employees' Spouse and Dependents

This Tuition Benefit Program pays tuition costs for courses at Guam Community College for employees' spouses and dependents. This is not a reimbursement or remission program. Tuition is simply exempted. The Tuition Benefit Program is open to permanent, full-time employees who have been employed by the College continuously for at least seven years (only permanent, full-time years are counted). Spouses are recognized as partners from civil marriages. Dependents are recognized as biological or adopted children under employees' care, who are under the age of 23 and are not married.

Rules/Procedures

1. The Program will pay up to 12 credits per semester per family.
2. Spouses/dependents must be declared students in a program of study. Tuition will be exempted only for those courses in the program of study.
3. The Program covers tuition only. The program does not cover non-credit courses, course, lab or other school-specific fees, textbooks, or tuition charged for auditing courses.
4. The employee must turn in the schedule of their spouse/dependent within two weeks of start of the semester(exception is the initial startup of the program).
5. Tuition applies only for the first attempt at a course (not for any re-taking of courses).
6. Employees must sign payback policy.
7. Minimum grade point average of 2.5 to continue in program. Proof of satisfactory completion of courses must be provided in order to be eligible for future assistance.
8. Employee must payback any courses that spouses/dependents fail or **withdraw from after the add/drop period**.
9. Transcripts must be turned into the Human Resources Office not more than two weeks after final grades are posted.
10. Application form (attached) must be submitted at least 30 days prior to the first day of classes (exception is the initial startup of the program).

Fill in the attached application and provide supporting documents as needed.

GUAM COMMUNITY COLLEGE
Tuition Program Benefit
for Employees' Spouse and Dependents

APPLICATION FORM

(Submit application and all supporting documents to Human Resources Office at least 30 days prior to the start of the semester)

Employee Name: _____

Job Title: _____

Division/Department: _____

Contact Info: _____
Work Email

Semester/Year Applying for:

- ☐ Fall _____
☐ Spring _____
☐ Summer _____

Student Name: _____
(First) (M.I.) (Last)

Student ID: _____

- ☐ Spouse (submit marriage certificate)
☐ Child (submit birth certificate)

Employee's Signature _____ Date _____

Certification by Human Resources Office

The above employee has met all requirements for the Tuition Benefit Program and has submitted all necessary documents.

Human Resources (Print Name and Sign) _____ Date _____

- ☐ Schedule submitted to HR within two weeks after the add/drop period ends.
☐ Transcripts submitted within two weeks after the last day of classes.
☐ HR submitted documents to Business Office for processing.

Human Resources (Print Name and Sign) _____ Date _____