

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 09/06/12 @ 11:30 a.m.
Faculty Senate Office – C2

- 1) Call to order:

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	X
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	X
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	

- 2) Approval of Prior Minutes: 05/02/12

- 3) Old Business
- a. Financial report
 - b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - c. GCC Campus Master Plan
 - d. Review of By-Laws

- 4) New Business:
- a. Fiscal Conservation

- 5) Open Discussion:

6)

- 7) Next Meeting:

- 8) Adjournment:

GUAM COMMUNITY COLLEGE

Resources, Planning and Facilities Committee

Agenda

Thursday, 10/11/12 @8:00am
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Kassie Bolus	Student	kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 09/06/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 1. FY 2011 CIP
 2. FY 2012 CIP
 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty Administration Salary Increments

4) New Business:

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 11/14/12 @ 3:30pm
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Kassie Bolus	Student	kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 10/11/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty Administration Salary Increments

4) New Business:

- a. FY 2014 Budget Preparation

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 12/06/12 @3:00pm
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Kassie Bolus	Student	kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 11/14/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty/Administration Salary Increments
- f. FY 2014 Budget Preparation

4) New Business:

5) Open Discussion:

6) Next Meeting: 01/25/13 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 01/25/13 @ 8:30 a.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 12/06/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 1. FY 2011 CIP
 2. FY 2012 CIP
 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty/Administration Salary Increments
- f. Recommendation for AH increase

4) New Business:

- a. FY Budget Request

5) Open Discussion:

6) Next Meeting: 02/22/13 @ 9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 02/22/13 @1:00pm
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 01/25/13

3) Old Business:

- a. Financial Report
- b. Facilities Report
 1. FY 2012 CIP
 2. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan and Results
- d. Review of By-Laws
- e. Reestablishment of the Faculty/Administration Salary Increments
- f. Recommendation for Adjunct Hour Increase

4) New Business:

5) Open Discussion:

6) Next Meeting: 03/22/13 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 03/22/13 @1:00 p.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 02/22/13

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2012 CIP
 - 2. FY 2013 CIP
- c. Review of By-Laws
- d. Faculty/Administration Salary Increments Update

4) New Business:

- a. FY14 NAF Budget Request

5) Open Discussion:

6) Next Meeting: 04/26/13 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 04/26/13 @1:00 p.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 03/22/13

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2012 CIP
 - 2. FY 2013 CIP
- c. Review of By-Laws
- d. Faculty/Administration Salary Increments Update

4) New Business:

- a. ISMP Update- Dr. Somera

5) Open Discussion:

6) Next Meeting: 05/10/13 @9:00 a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 05/09/13 @1:00 p.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 04/26/13

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2013 CIP
- c. Review of By-Laws
- d. Faculty/Administration Salary Increments Update
- e. Mission Statement Update

4) New Business:

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 09/06/12 @ 11:30 a.m.
Faculty Senate Office – C2

Meeting Minutes

- 1) Meeting called to order at 11:44 a.m.

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	X
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	X
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	

- 2) Approval of Prior Minutes: Motion to approve minutes of May 02, 2012 with corrections made by D. Perez, seconded by V. Tudela. Motion passed unanimously.
- 3) Old Business
- a. Financial report
- i. C. Santos stated that, to date, GCC received 82% of the General Fund and 100% of MDF. Current monthly and year-to-date expenditures for the General Fund is shown. Monthly expenditures are approximately \$1.1M for payroll with benefits and \$11.5M annually. Utility bills are approximately \$1M.
 - ii. C. Santos stated that the FY2012-2013 Drop for Non-Payment Policy was implemented; the first drop occurred on August 15 with 326 students dropped and the second drop occurred on August 24 with 61 students dropped. C.Santos also stated that those students who were dropped either paid their balance or signed a payment plan which allowed them to re-enroll. As a result of the newly implemented policy, there were over 100 payment plans that were signed. C.Santos mentioned that emails regarding payment reminders have been sent to students.
 - iii. Ribbon cutting for the Foundation Building is scheduled for November 5.

iv. FY2013 Budget

1. C. Santos reported a .02% increase in the General Fund; GCC will be receiving \$15.7M, but requested approximately \$20M. There could possibly be a 15% reserve as in FY12.

b. Facilities Report

i. FY 2011 CIP

1. GCC received occupancy for the Foundation Building in August and furniture has been received.
2. D.Perez reported that the Renovation of Forensic/100/200 are the only projects still in the design phase. D.Perez submitted an application to USDA for \$6M seeking a funding source.
3. D.Perez reported that the funding for FY11 P1.1 will be moved to FY2012 and P1.14 has not been carried out.

ii. FY 2012 CIP

1. D.Perez reported that a majority of the projects for FY2012 had a delayed start due to the passing of the Facilities Coordinator. GCC had to contract out to TRMA for the development of the scope of work for some of the projects listed under FY2012. D.Perez reported that the bid for the AC is pending approval. V.Tudela asked is there a priority list established regarding the ACs; D.Perez responded that "yes" a list has been established and just awaiting approval of bid award.
2. D.Perez and C.Santos reported that mold mitigation will also begin for the Allied Health rooms affected, but faculty will have to clear the classrooms and/or offices that are affected.
3. D.Perez reported that unused money from FY12 CIP projects have been reallocated to cover the cost of other projects that were underestimated.

c. GCC Campus Master Plan

C. Santos requested to table the Physical Master Plan update until the next meeting.

d. Review of By-Laws

- i. A. Garcia requested that staff have equal voting rights and representation, similar to administrators and faculty.
- ii. M.Postrozny and J.Munoz recommended to have the CDC chair or a representative to be a member of RPF.
- iii. There was discussion regarding the number of votes and what constitutes a quorum. C. Santos was tasked to research the Board's by-laws on voting and quorums.
- iv. C.Santos suggested that the By-laws be tabled until the next meeting.

e. Fiscal Conservation

- i. No changes were made and the College is still exerting fiscal conservation measures.
- 4) New Business:
 - a. Reestablishment of the Faculty/Administration Salary Increments
 - i. J.Munoz sought clarification regarding salary increments, but C.Santos states that it is difficult to have further discussions without knowing the actual appropriation amount for FY13.
 - ii. K.Sablan requested for a three year comparison (2008-current) of the budget for the next meeting. D.Perez requested for an expenditure report for the next meeting. D.Perez mentioned that she will provide a cost breakdown of utilities during the next meeting.
- 5) Open Discussion: None
- 6) Next Meeting: October 11, 2012 @ 9:00a.m. or 1:00p.m.
- 7) Adjournment @ 1:23p.m. Motion made by A. Garcia, seconded by K. Sablan. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Thursday, 10/11/12 @ 8:00 a.m.
Faculty Senate Office – C2

Meeting Minutes

- 1) Meeting called to order at 8:15 a.m.

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	X
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	X
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Robin Roberson	Faculty	Robin.roberson@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	X

- 2) Approval of Prior Minutes: Motion to approve minutes of September 6, 2012 with corrections made by J. Munoz, seconded by M. Postrozny. Motion passed unanimously.
- 3) Old Business
- a. Financial report
 - i. FY 2012
 - 1. C. Santos stated that to date GCC received 99% of the General Fund and 52% of MDF and anticipate collecting another \$40K from MDF for FY12. C. Santos also stated that in regards to the tracking, GCC is ahead of schedule in comparison to last fiscal year.
 - ii. FY 2013
 - 1. C. Santos stated that GCC has not received any appropriations for the current fiscal year. All payroll accounts have been loaded; utilities will be paid out of non-appropriated funds. Current power cost is between \$95K and \$120K. C. Santos also stated that expenditures remain status quo.
 - iii. C. Santos stated that Business Office is currently working on year-end audit and has rolled over 315 purchase orders; ribbon cutting for

Foundation Building is still set for November 5 and the Roasted Café will also open on this day as well.

- b. Facilities Report
 - i. FY 2011 CIP
 - 1. C. Santos reported that funding for P1.1 has been moved to FY2012 and P1.14 was not carried out.
 - ii. FY 2012 CIP
 - 1. C. Santos reported that there is a total of 12 projects for FY12; the bid for the ACs went out but the bids are still undergoing evaluation. C. Santos also stated that five areas that are lacking AC have been identified and will not wait for the bid to be finalized.
 - 2. R. Ridgell raised concerns regarding classroom disruption during CIP 12.4, 12.6 and 12.7. R. Ridgell also stated that building 500 (12.6) would be the project with the most concern because of the extensive work that must be done. C. Santos will email a list of concerns to D. Perez.
 - iii. FY 2013 CIP
 - Tabled till next meeting.
 - c. GCC Campus Master Plan
 - Tabled till next meeting.
 - d. Review of By-Laws
 - i. E. Duenas provided verbiage pertaining to the Staff Senate membership on the committee.
 - ii. S. Alvarez specified that the COPSA President and Treasurer will serve on this committee.
 - iii. J. Munoz mentioned that the faculty agreement is specific in regards to the membership; C. Santos will prepare a memo addressed to the AVP and the Faculty Union President regarding the request from the Staff Senate and students regarding additional members.
 - iv. C. Santos also mentioned that the By-Laws will remain status quo until the committee receives feedback from the AVP and the Faculty Union President.
 - e. Reestablishment of the Faculty/Administration Salary Increments
 - i. J. Munoz stated that the freeze of the Faculty/Administration salary increments remains an undesired outcome; C. Santos also stated that G. Hartz mentioned the same concerns at the BOT meeting. R. Roberson requested that this issue remain on the agenda.
 - ii. J. Munoz asked the question, “Is the salary increments an obligation that the college must pay?” C. Santos will research the answer to JM’s question above.
- 4) New Business: None

5) Open Discussion:

- a. Upcoming meeting dates:
 - i. 11/09/12 @ 3:30p.m.
 - ii. 12/06/12 @ 3:00p.m.
 - iii. 01/25/13 @ 9:00a.m.
 - iv. 02/22/13 @ 9:00a.m.
 - v. 03/22/13 @ 9:00a.m.
 - vi. 04/26/13 @ 9:00a.m.
 - vii. 05/10/13 @ 9:00a.m.
- 6) Next Meeting: November 09, 2012 @ 3:30p.m.
- 7) Adjournment @ 9:20a.m. Motion made by S. Alvarez, seconded by J. Munoz. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Friday, 11/14/12 @ 1:30p.m.
Faculty Senate Office – C2

Meeting Minutes

- 1) Meeting called to order at 1:40p.m.

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	X
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	X
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	X
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	absent
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Robin Roberson	Faculty	Robin.roberson@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	absent
Guests			
Vicenta Lungred	Student		X
Jennifer Esteves	Student		X

- 2) Approval of Prior Minutes: Motion to approve minutes of October 11, 2012 with changes made by M. Postrozny, seconded by E. Duenas. Motion passed unanimously.
- 3) Old Business
- a. Financial report
 - i. C. Santos reported that GCC received one (1) release which increases GCC's received appropriations to 17% for the current fiscal year. Also, current monthly expenditures are as follows:
 - 1. Monthly payroll with benefits - \$1.1M - \$1.4M (based on FY12 figures)
 - 2. Other contractual expenses
 - a. United Educators Insurance - \$134K
 - b. Vehicle General Liability – approximately \$80K
 - 3. Utilities (Total - \$111,500)
 - a. Power - \$103K
 - b. Water - \$4.1K
 - c. Telephone - \$4.4K

- i. C. Santos stated that telephone expenses are expected to decrease due to the new telephone system by PDS.
- ii. C. Santos stated that the preparation for the audit is ongoing and close-out is expected to be completed by the end of December for FY12.
- iii. C. Santos reported that the Café is pending the Public Health permit.
- iv. C. Santos is working on the 5 year Strategic Resource Plan and will seek assistance from J. Munoz (co-chair) for review.

b. Facilities Report

i. FY 2011 CIP

1. D. Perez reported that all projects for FY2011 CIP have been completed except for the two projects that were cancelled.

ii. FY 2012 CIP

1. D. Perez reported that the CIP projects for FY 2012 include the energy audit and ACs; TRMA did provide GCC with clarification regarding the language for the evaluation process for the ACs and this project will begin.
2. D. Perez reported that there was one bid submitted for the sidings project located in building 300 however, this bid was incomplete and missing documentation and after further assessment by TRMA, it was deemed that the sidings do not need to be changed.
3. D. Perez reported that the wheelchair ramp will be postponed and included in the overall Physical Master Plan; replacement of door locks will be put on hold due to the renovations of the upcoming buildings.

iii. FY 2013 CIP

1. D. Perez submitted proposed CIP projects for FY 2013 for review by the committee; also she requested that the committee prioritize the list.
2. E. Duenas requested that estimates for the CIP projects be presented at the next meeting.

Top	Middle	Lower
CIP – P13.1	CIP – P13.3	CIP – P13.8
CIP – P13.2	CIP – P13.5	CIP – P13.9
CIP – P13.4		CIP – P13.10
CIP – P13.6		CIP – P13.12
CIP – P13.7		
CIP – P13.11		

Motion made by D. Perez to prioritize the funding for CIP 2013 projects based on the top, middle and lower priorities; seconded by K. Sablan. Motion passed unanimously.

- c. GCC Campus Master Plan
Tabled until next meeting.
- d. Review of By-Laws
 - i. C. Santos reported that a memo is drafted and addressed to the two chief negotiators (AVP and Faculty Union President) requesting a change to the composition of this committee.
Motion made by A. Garcia to accept the memo with the exclusion of the last two sentences and with the agreement by all committee members that the last two sentences or some form of it be addressed within the By-laws; seconded by J. Munoz. (1 abstained)
- e. Reestablishment of the Faculty/Administration Salary Increments
 - i. C. Santos reported that there are no updates regarding faculty/administrators salary increments.
- 4) New Business:
 - a. FY 2014 Budget Preparation
 - i. C. Santos reported that the preparation of the FY14 budget process has begun; budget training is scheduled for November 21, 11:00a.m. in D-9 and November 26, 2:00p.m. in D-7.
- 5) Open Discussion:
 - a. Recommendation to increase adjunct faculty hours memo from CDC
J. Munoz presented the CDC memo requesting to increase adjunct faculty hours from 120 to 180.
C. Santos motioned to table until next meeting; will request for data from the Admissions & Registration office in regards to memo which will be discussed at the next meeting, seconded by J. Munoz.
- 6) Next Meeting: December 6, 2012 @ 3:00p.m.
- 7) Adjournment @ 3:20p.m. Motion made by J. Munoz, seconded by V. Tudela. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Thursday, 12/06/12 @ 3:00pm
Faculty Senate Office / C2

Meeting Minutes

- 1) Call to Order: @ 3:07 p.m.

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	absent
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	absent
Doris Perez	Administrator	doris.perez@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	absent
Jose Munoz	Faculty	jose.munoz@guamcc.edu	x
Kassie Bolus	Student	kassie.bolus@guamcc.edu	absent
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	absent

- 2) Approval of Prior Minutes: Motion to approve minutes of November 14, 2012 with corrections made by R. Roberson, seconded by R. Ridgell. Motion passed unanimously.
- 3) Old Business:
- a. Financial Report-C. Santos reported the following: (See attachment)
 1. As of today we have received 14% of the general fund allotment, nothing from the MDF, and there is no word on the 15% reserve hold placed on appropriations. For FY 2012, GCC anticipates to receive \$2,000.00 from the tourist attraction fund, and \$40,000.00 from MDF.
 2. Monthly expenditures have not changed anticipate 1.1 to 1.4 million.
 3. Working on closing the fiscal year end audit. Hope to start on January 2013.
 4. Fiscal year budget process has started. GCC held three budget trainings with a total of 22 participants. Budget was due to the Dean's on the 3rd of December 2012 and due to the Business Office by the 12th of December 2012. The FY 2014 NAF Budget deadline is on February 2013.
 5. C. Santos is working on updates to the 5-Year Strategic Master Plan. At the last board meeting held on November 28, 2012, a resolution was approved by the Board for an additional \$700,000.00 to support FY 2013 operations up until March 31, 2013 for contractual services and utilities.
 6. New hires of GCC have been announced. Effective January 7, 2013 K. Sablan is the new Associate Dean.
 - b. Facilities Report-D. Perez reported the following: (See attachments)
 1. FY 2013 CIP Approval of Projects-

D. Perez reported that the attached document is a version that was discussed and prioritized by RPF members at the previous meeting. The newly hired Facility Administrator, Larry Perez will prepare and include government estimated costs of the FY 2013 CIP projects by RPF January 2013 meeting.

2. FY 2012 CIP-
D. Perez reported that the lights are still under review. The a/c energy audit is still pending award. CIP12.4 is attached to CIP12.11 which was awarded out to Asia Pacific.
3. FY 2011 CIP have been completed. The last two projects (1.13 & 1.14) are not going to be pursued. Project 1.13, the exhaust system in Building 600, the natural air flow is sufficient with windows and doors open during class time. Project 1.14, the student representatives agreed that there is ample space in and around the Student Center.
4. D. Perez will be soliciting for inputs for CIP FY 2014 projects.

c. GCC Campus Master Plan- tabled

- d. Review of By-Laws- C. Santos reported that a response (memo) was received from Dr. K. Sablan and Dr. R. Somera. (See attachment) C. Santos stated that the memo was a result of the ACCJC's recommendations for Staff Governance. The memo stated that the committee can make changes to their By-Laws to reflect staff representation. Discussion was held to move forward to change the RPF committee By-Laws but tabled until next meeting because there is no student representation.

Motion made by J. Munoz to table the changes that will be made to the By-Laws, seconded by D. Perez. Motion passed unanimously.

C. Santos will draft a memo requesting for clarification of changes to be made to the By-Laws. C. Santos will send the draft to J. Munoz for finalization and bring it forth at the next RPF meeting.

- e. Reestablishment of the Faculty/Administration Salary Increments- there are no changes to the FY 2014 budget. R. Roberson requested that faculty members be informed of any issues regarding increment before any decisions or changes are made.
- f. FY 2014 Budget Preparation- documents have been posted on MyGCC for everyone to review.
- g. Recommendation for Adjunct hour increase-
Discussion was held and a motion made by D. Perez to table this issue until the next RPF meeting when Dr. V. Tudela will be present to report her data findings, seconded by J. Munoz. Motion passed unanimously.

4) New Business: None

5) Open Discussion: None

6) Next Meeting: January 25, 2013 @ 9:00 a.m.

7) Adjournment: @ 4:47 p.m. Motion made by A. Garcia, seconded by J. Munoz. Motion passed.

**Resource Planning Facility
FINANCIAL STATUS UPDATE
December 6, 2012**

- As of 12/6/12, the College has received 14% and 0% of the GF and MDF requested allotments, respectively. There is still no change to the 15% reserve or \$2,357,891. Only pending \$2000 from TAF and \$40,000 from MDF for FY12 appropriations.

FY 2013 12/6/2012						
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	11,306,369	1,884,395	1,884,399	100%	14%
LPN	705,058	599,299	99,883	99,883	100%	14%
MDF	1,688,448	1,435,181	239,197	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	15,719,271	13,361,380	2,244,006	1,984,282	88%	13%

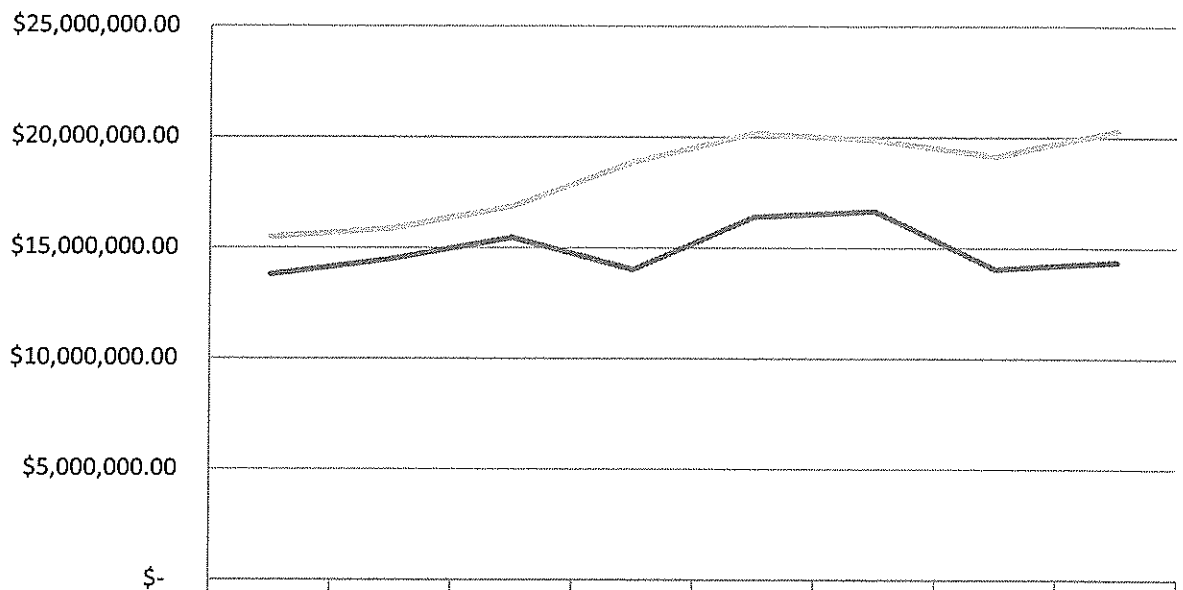
Current YTD expenditures are as follows:

	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 1,418,303	\$ 43,896	\$ 71,842	\$ 19,661	\$ 1,553,702
Salaries - Part Time			18,971	31,019	49,990
Benefits	479,244	14,643	25,995	12,163	532,045
Travel	-			641	641
Contractual Services			395,756	45,344	441,100
Supplies and Materials		669	5,560	5,146	11,375
Equipment		-	-	24,023	24,023
Miscellaneous		3,262	15	20,574	23,851
Interest Expense				8,629	8,629
Power			45,437		45,437
	\$				
	\$ 1,897,547	62,470	\$ 563,577	\$ 167,199	\$ 2,690,794

- Monthly estimated expenditures for Appropriated and Non-Appropriated fund are as follows:
 - payroll with benefits \$1.1M - \$1.4M (based on FY12 figures)
 - Utilities \$ 111,500 (\$103K P, \$4.1K W, \$4.4K tele)
 - Other contractual \$106,000 monthly
 Total contractual costs estimated to be \$1,285,000 for FY13.
- FY12 closing and setup for audit currently ongoing, expect to be closed by 12/20/12

- FY14 budget process has started. Three budget trainings held with a total of 22 participants. Budgets were due to Deans or Division Heads by 12/31/12. FY14 NAF budget deadlines will be in February 2013.
- Working on the update to the 5year Strategic Resource Plan.
- At the last BOT meeting on 11/28/12, Resolution approved to authorize additional \$700,000 to support FY13 operations up to March 31, 2013.
- New hires/promotions have been announced, please see MyGCC.

GovGuam Appropriations - All funds



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

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

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011					
No.	PROJECT	STATUS as of November 30, 2012			
		Approved *	Awarded		
P1.1	A/C - Replace dilapidated condenser and evaporator units on campus. 30.2051G7.7230.66	36,500.00			Inventory of A/C condensers, evaporator units, and field visit completed; Write-up (Scope) approved 9/2/11; CIP cancelled and replaced by CIP12.2
P1.2	BASE COLUMNS @ Bldg 900 - Repair necessary to strengthen the integrity of bldg. used by Welding and Body Shop and includes a 2nd level classroom. 30.2051G8.7230.66	10,000.00	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. 30.2051E6.7230.66	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 jams and enhance visibility of students entering and exiting classroom. 30.2051G9.7230.66	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 30.2051E7.7230.66	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	30,000.00		COMPLETED January 2012. P1102062 issued to HangKang 9/20/11; 120 calendar days; approximately 99% 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. Hangman completed East side. 30.2051E8.7230.66	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	4,256.85		CANCELLED. (CIP12.4)
P1.9	WHEELCHAIR RAMPS - Construct ramps at all existing walkway, stairway/steps & install ADA compliant railings to provide safe passage for disabled students and other personnel 30.2051B7.7230.66	15,000.00	15,000.00		COMPLETE P1102063 issued to HangKang 9/20/11; 60 calendar days; to address Building 300's ADA issues: 100% Complete;

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

P1 - PRIORITY ONE PROJECTS: 2008-2009-2010-2011				
No.	PROJECT			STATUS as of November 30, 2012
		Approved *	Awarded	
P1.10	WATER TANK & Pump House @ Bldg 400 - Renovate 30K tank & relocate tank to Water Pump House. 30.2051E9.7230.66	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 buildings and classrooms. 30.2051GB.7230.66	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	40,000.00	COMPLETED 8/9/12. P1102064 issued to Asia Tiger Construction 9/16/11; 120 calendar days; 5% Complete; contractor completed first phase - ongoing; supplier issues - completion of April 7, 2012; notified contractor of Liquidated Damages; met with owner Marlene Slomka (7/1/0) as she needs to install windows because there is no other use due to special size. Agreed to continue the project only if they can remove and replace at the same time; project to resume July 17-25, 2012.
P1.13	EXHAUST SYSTEM @ Bldg. 600 - 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	79,809.91	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	51,251.00	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	385,792.85	

**GUAM COMMUNITY COLLEGE
CAPITAL IMPROVEMENT PROJECT**

FY 2012

CIP Project No.	Project Title	Description	Amount		STATUS as of November 30, 2012
			Approved	Awarded	
CIP12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits will start at buildings D, A, C, 1000, 2000, and B. [30-2051EC-7230-66]	\$20,000.00		Pending Scope of Work/Specs write-up from TRMA and PO for A&E; A&E cost under review.
CIP12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits has been prioritized. [30-2051ED-7230-66]	\$120,000.00		P1201424 - \$14,045 to TRMA for A&E; Pre-bid: 7/6/12; bid opening-7/19/12; evaluation completed-pending award.
CIP12.3	Metal Sidings (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305. A&E has been reviewed and approved. [30-2051GC-7230-66]	\$35,000.00	\$0.00	CANCELLED. 120 days to complete. Drawings and SOW/Specs rcvd fm TRMA; P1200677 to TRMA for A&E; Pre-bid mtg held 5/30/12; Bid opened 6/13-one contractor (Ella Builders)-bid incomplete; bid will not be awarded.
CIP12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard.A&E has been reviewed and approved. [30-2051GD-7230-66]	\$65,000.00	\$91,265.00	90 days to complete along with P12.11. Drawings rcvd; Pending SOW/Specs fm TRMA; P1200677 to TRMA for A&E; Pre-Bid-6/7/12; Bid opening-6/21; evaluation conducted on three contractors 7/9/2012; awarded to Asia Pacific - 80% complete
CIP12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class). A&E has been reviewed and approved. [30-2051B8-7230-66]	\$15,000.00		Hold as this will be incorporated into the Facilities Master Plan.
CIP12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment. A&E has been reviewed and approved. [30-2051GE-7230-66]	\$50,000.00	\$140,453.34	120 days to complete. Drawings rcvd; Pending SOW fm TRMA; PO for A&E processed (P1200677); Pre-Bid-6/25/12; Bid opening-7/9/12-5 received; bid evaluation-7/12/12; awarded to P&E Construction - 5% complete

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

CIP Project No.	Project Title	Description	Amount		STATUS as of November 30, 2012
			Approved	Awarded	
CIP12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved. [30-2051GF-7230-66]	\$45,000.00	\$65,070.83	120 days to complete. Drawings rcvd; Pending SOW fm TRMA; PO for A&E processed (P1200677); Pre-Bid-6/25/12; Bid opening-7/9/12 - 5 received; bid evaluation-7/12/12; awarded to P&E Construction as alternate bid #1 & #2 CIP12.6
CIP12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches [30-2051EE-7250-66]	\$15,000.00	\$14,392.00	COMPLETED. Received April 2012
CIP12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg. 1000, 3000, and 4000 to safeguard instructional equipment. [30-2051EF-7230-66]	\$15,000.00		Pending overall review to standardize campus-wide
CIP12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder. [30-2051CA-7450-66]	\$50,000.00	\$47,595.00	COMPLETED. Equipment received 8/2012
CIP12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway. A&E has been reviewed and approved. [30-2051CD-7230-66]	\$10,000.00		90 days to complete along with P12.4. Drawings rcvd; P1200677 to TRMA for A&E; Pre-Bid-6/7/12; Bid opening-6/21; evaluation conducted on three contractors 7/9/2012; awarded to Asia Pacific - 5% complete
CIP12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms. A&E has been reviewed and approved. [30-2051CC-7230-66]	\$40,000.00	\$68,680.24	120 days to complete. Pending SOW/specs TRMA which Rick will deliver 5/23; P1200677 to TRMA for A&E; Pre-Bid-5/31; bid opening-6/14; evaluation conducted on one contractor 7/9/2012; awarded to P&E Constructin - 50% complete
BOT Approved 11/3/11 GRAND TOTAL:			\$480,000.00	\$427,456.41	

GUAM COMMUNITY COLLEGE
PROPOSED CAPITAL IMPROVEMENT PROJECT

FY 2013

Project No.	Project Title	Description	Amount		STATUS as of November 30, 2012
			Estimated Cost	Approved	
P13.1	Fire Alarm System	A Fire Alarm maintenance contract is critical to ensure safety of students, faculty, and staff as it will include the maintenance and repair of the existing alarm system.			Pending government estimate
P13.2	ADA Electronic Door	Installation of an ADA electronic door for accessibility to individuals with disabilities at the Student Center			Pending government estimate
P13.3	AC - Energy Audit	Continue to phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.			Pending award.
P13.4	Lights - Energy Audits	Continue to phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011.			Pending FEA's review/recommendation
P13.5	Transformer	Fix power supply in front of old bookstore to ensure continuous power to buildings 500/600/900.			Pending government estimate
P13.6	Electrical Panel	Replacement and rewriting of the LRC electrical panel box (Building 4000) due to a transformer which exploded September 2011. Given this is a LEED building, this project will include replacing, rewiring, and installing line conditioners in the building thus preventing problems due to power outages and glitches.			Pending government estimate
P13.7	Typhoon Shutters	Installation of accordion metal storm shutters on exterior windows primarily to deter water from entering classrooms/offices and protect from flying debris during inclement weather - Student Center, LRC, Foundation buildings. Installation of a campus-wide security system to eliminate grant and parking and provide stakeholders a safe learning and working environment - thus securing GCC's building facilities and equipment (computers, laptops, multimedia equipment, "smart-boards", etc.). Project will require that the security system be phased in two years starting with the Technology Building (1000), Allied Health (3000), Learning Resource Center (4000), Student Center and Administration Building (1000) and 3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119,120,121,122,123,124,125,126,127,128,129,130,131,132,133,134,135,136,137,138,139,140,141,142,143,144,145,146,147,148,149,150,151,152,153,154,155,156,157,158,159,160,161,162,163,164,165,166,167,168,169,170,171,172,173,174,175,176,177,178,179,180,181,182,183,184,185,186,187,188,189,190,191,192,193,194,195,196,197,198,199,200,201,202,203,204,205,206,207,208,209,210,211,212,213,214,215,216,217,218,219,220,221,222,223,224,225,226,227,228,229,230,231,232,233,234,235,236,237,238,239,240,241,242,243,244,245,246,247,248,249,250,251,252,253,254,255,256,257,258,259,260,261,262,263,264,265,266,267,268,269,270,271,272,273,274,275,276,277,278,279,280,281,282,283,284,285,286,287,288,289,290,291,292,293,294,295,296,297,298,299,300,301,302,303,304,305,306,307,308,309,310,311,312,313,314,315,316,317,318,319,320,321,322,323,324,325,326,327,328,329,330,331,332,333,334,335,336,337,338,339,340,341,342,343,344,345,346,347,348,349,350,351,352,353,354,355,356,357,358,359,360,361,362,363,364,365,366,367,368,369,370,371,372,373,374,375,376,377,378,379,380,381,382,383,384,385,386,387,388,389,390,391,392,393,394,395,396,397,398,399,400,401,402,403,404,405,406,407,408,409,410,411,412,413,414,415,416,417,418,419,420,421,422,423,424,425,426,427,428,429,430,431,432,433,434,435,436,437,438,439,440,441,442,443,444,445,446,447,448,449,450,451,452,453,454,455,456,457,458,459,460,461,462,463,464,465,466,467,468,469,470,471,472,473,474,475,476,477,478,479,480,481,482,483,484,485,486,487,488,489,490,491,492,493,494,495,496,497,498,499,500,501,502,503,504,505,506,507,508,509,510,511,512,513,514,515,516,517,518,519,520,521,522,523,524,525,526,527,528,529,530,531,532,533,534,535,536,537,538,539,540,541,542,543,544,545,546,547,548,549,550,551,552,553,554,555,556,557,558,559,560,561,562,563,564,565,566,567,568,569,570,571,572,573,574,575,576,577,578,579,580,581,582,583,584,585,586,587,588,589,590,591,592,593,594,595,596,597,598,599,600,601,602,603,604,605,606,607,608,609,610,611,612,613,614,615,616,617,618,619,620,621,622,623,624,625,626,627,628,629,630,631,632,633,634,635,636,637,638,639,640,641,642,643,644,645,646,647,648,649,650,651,652,653,654,655,656,657,658,659,660,661,662,663,664,665,666,667,668,669,670,671,672,673,674,675,676,677,678,679,680,681,682,683,684,685,686,687,688,689,690,691,692,693,694,695,696,697,698,699,700,701,702,703,704,705,706,707,708,709,710,711,712,713,714,715,716,717,718,719,720,721,722,723,724,725,726,727,728,729,730,731,732,733,734,735,736,737,738,739,740,741,742,743,744,745,746,747,748,749,750,751,752,753,754,755,756,757,758,759,760,761,762,763,764,765,766,767,768,769,770,771,772,773,774,775,776,777,778,779,780,781,782,783,784,785,786,787,788,789,790,791,792,793,794,795,796,797,798,799,800,801,802,803,804,805,806,807,808,809,810,811,812,813,814,815,816,817,818,819,820,821,822,823,824,825,826,827,828,829,830,831,832,833,834,835,836,837,838,839,840,841,842,843,844,845,846,847,848,849,850,851,852,853,854,855,856,857,858,859,860,861,862,863,864,865,866,867,868,869,870,871,872,873,874,875,876,877,878,879,880,881,882,883,884,885,886,887,888,889,890,891,892,893,894,895,896,897,898,899,900,901,902,903,904,905,906,907,908,909,910,911,912,913,914,915,916,917,918,919,920,921,922,923,924,925,926,927,928,929,930,931,932,933,934,935,936,937,938,939,940,941,942,943,944,945,946,947,948,949,950,951,952,953,954,955,956,957,958,959,960,961,962,963,964,965,966,967,968,969,970,971,972,973,974,975,976,977,978,979,980,981,982,983,984,985,986,987,988,989,990,991,992,993,994,995,996,997,998,999,1000,1001,1002,1003,1004,1005,1006,1007,1008,1009,1010,1011,1012,1013,1014,1015,1016,1017,1018,1019,1020,1021,1022,1023,1024,1025,1026,1027,1028,1029,1030,1031,1032,1033,1034,1035,1036,1037,1038,1039,1040,1041,1042,1043,1044,1045,1046,1047,1048,1049,1050,1051,1052,1053,1054,1055,1056,1057,1058,1059,1060,1061,1062,1063,1064,1065,1066,1067,1068,1069,1070,1071,1072,1073,1074,1075,1076,1077,1078,1079,1080,1081,1082,1083,1084,1085,1086,1087,1088,1089,1090,1091,1092,1093,1094,1095,1096,1097,1098,1099,1100,1101,1102,1103,1104,1105,1106,1107,1108,1109,1110,1111,1112,1113,1114,1115,1116,1117,1118,1119,1120,1121,1122,1123,1124,1125,1126,1127,1128,1129,1130,1131,1132,1133,1134,1135,1136,1137,1138,1139,1140,1141,1142,1143,1144,1145,1146,1147,1148,1149,1150,1151,1152,1153,1154,1155,1156,1157,1158,1159,1160,1161,1162,1163,1164,1165,1166,1167,1168,1169,1170,1171,1172,1173,1174,1175,1176,1177,1178,1179,1180,1181,1182,1183,1184,1185,1186,1187,1188,1189,1190,1191,1192,1193,1194,1195,1196,1197,1198,1199,1200,1201,1202,1203,1204,1205,1206,1207,1208,1209,1210,1211,1212,1213,1214,1215,1216,1217,1218,1219,1220,1221,1222,1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223,2224,2225,2226,2227,2228,2229,2230,2231,2232,2233,2234,2235,2236,2237,2238,2239,2240,2241,2242,2243,2244,2245,2246,2247,2248,2249,2250,2251,2252,2253,2254,2255,2256,2257,2258,2259,2260,2261,2262,2263,2264,2265,2266,2267,2268,2269,2270,2271,2272,2273,2274,2275,2276,2277,2278,2279,2280,2281,2282,2283,2284,2285,2286,2287,2288,2289,2290,2291,2292,2293,2294,2295,2296,2297,2298,2299,2300,2301,2302,2303,2304,2305,2306,2307,2308,2309,2310,2311,2312,2313,2314,2315,2316,2317,2318,2319,2320,2321,2322,2323,2324,2325,2326,2327,2328,2329,2330,2331,2332,2333,2334,2335,2336,2337,2338,2339,2340,2341,2342,2343,2344,2345,2346,2347,2348,2349,2350,2351,2352,2353,2354,2355,2356,2357,2358,2359,2360,2361,2362,2363,2364,2365,2366,2367,2368,2369,2370,2371,2372,2373,2374,2375,2376,2377,2378,2379,2380,2381,2382,2383,2384,2385,2386,2387,2388,2389,2390,2391,2392,2393,2394,2395,2396,2397,2398,2399,2400,2401,2402,2403,2404,2405,2406,2407,2408,2409,2410,2411,2412,2413,2414,2415,2416,2417,2418,2419,2420,2421,2422,2423,2424,2425,2426,2427,2428,2429,2430,2431,2432,2433,2434,2435,2436,2437,2438,2439,2440,2441,2442,2443,2444,2445,2446,2447,2448,2449,2450,2451,2452,2453,2454,2455,2456,2457,2458,2459,2460,2461,2462,2463,2464,2465,2466,2467,2468,2469,2470,2471,2472,2473,2474,2475,2476,2477,2478,2479,2480,2481,2482,2483,2484,2485,2486,2487,2488,2489,2490,2491,2492,2493,2494,2495,2496,2497,2498,2499,2500,2501,2502,2503,2504,2505,2506,2507,2508,2509,2510,2511,2512,2			

GUAM COMMUNITY COLLEGE
PROPOSED CAPITAL IMPROVEMENT PROJECT

FY 2013

Project No.	Project Title	Description	Amount		STATUS as of November 30, 2012
			Estimated Cost	Approved	
P13.10	Room Maintenance	Annually identify a building to clean and overhaul rooms (paint, blinds, boards, tiles) to create a conducive learning and working environment. Project will start with buildings A, C, and D.			Pending FEA's review/recommendation/government estimate
P13.11	Restroom Renovation	Renovation of restrooms at bldg. 400.			Pending FEA's review & government estimate
P13.12	Fence	Installation of fence at the ponding basin in front of the Tech Center building (1000) for safety and to deter individuals from placing materials (wood, debris, etc.) into the basin.			Pending government estimate
GRAND TOTAL:			\$0.00	\$0.00	

COPY

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

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

Dr. Karen M.S. Sablan
President, GCC Faculty Union
Chief Negotiator for the Faculty

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


Date: November 26, 2012

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

Wichita Community College
RECEIVED


NOV 26 2012

PRESIDENT'S OFFICE

initials: 

Approved by: 
Date: 

NOV 26 2012

VP for Academic Affairs
initials: 

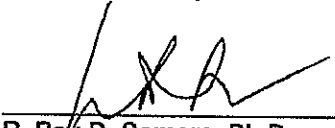
This memorandum is for information purposes only, hence, no action is required.

On November 14 and 21 respectively, both Chief Negotiators for the Board-Faculty Union Agreement, 2010-2016 received separate requests from the Resources Planning and Facilities (RPF) Committee and the College Governing Council (CGC) to restructure committee memberships to reflect the changes in participatory governance processes at the college. The creation of a new Staff Senate was the impetus for this request.

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

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

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


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

Date: 11-26-2012


Karen M.S. Sablan, Ed.D.
President, GCC Faculty Union

Date: 11-26-2012

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Friday, 01/25/13 @ 8:30am
Faculty Senate Office / C2

Meeting Minutes

1) Call to Order: @ 8:35 a.m.

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	x
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	x
Doris Perez	Administrator	doris.perez@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Jose Munoz	Faculty	jose.munoz@guamcc.edu	x
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	x
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	x

2) Approval of Prior Minutes: Motion to approve minutes of December 6, 2012 with changes as noted made by S. Alvarez, seconded by E. Duenas. Motion passed unanimously.

3) Old Business:

a. Financial Report-C. Santos reported the following: (See attachment)

1. GCC received 28% of appropriations; and nothing from MDF. GCC has been receiving allotments bi-weekly.
2. Monthly financial reports have been posted on MyGCC under the Public Reports tab.
3. Audit is ongoing and the final audit report is expected to be completed no later than February 28, 2013.
4. FY2014 NAF budget process begins February 2013 with completion date slated for April 2013.
5. Working on updates to the 5-year Strategic Resource Plan.
6. Roasted had a soft opening on 01/25/2013 from 8 a.m. – 5 p.m. and will be open Saturday, 01/26/2013 from 8 a.m. - 12 p.m. Regular business hours are 8 a.m. – 8 p.m. Monday - Thursday, Fridays 8 a.m. – 5 p.m., and Saturdays 8 a.m. – 12 p.m. There are ongoing discussions regarding building door entrance, exit and the securing of Roasted's equipment.
7. The bid for the renovations to Building 200 was issued on 01/17/2013. A bid award will be issued on the 2nd or 3rd week of March. Renovations are expected to be completed by summer 2014.
8. Faculty Training is scheduled for March 1, 2013 and Staff/Administrator Development is scheduled for March 26, 2013. A presentation on preventing sexual harassment will be conducted as part of GCC's insurance requirements as well as tabletop presentation on Shooter on Campus.

9. Business Office conducted the first drop of students for non-payment last week; 306 students were dropped, but 193 re-registered. The second drop for non-payment is on 01/25/2013.

b. Facilities Report-D. Perez reported the following:

1. FY 2011 CIPs have been completed. D. Perez requested for this topic be removed from the agenda and the request was granted.
2. FY 2012 CIPs-
 - i. AC bid has been awarded. AC replacements will be completed according to the list of priorities. (see attachment)
 - ii. The following CIPs were completed:
 - a. Building 1000 elastomeric roof coat as well as the air handling unit (CIP 12.4)
 - b. Building 500/600 restroom renovation
 - c. Building 600 elastomeric roof coat (will be inspecting the material to be placed on the roof)
 - d. Building 500 roof project will commence shortly. The expected completion date is February 5, 2013.
3. FY 2013 CIP Approval of Projects-(See Attachment)
Solicited projects for FY 2013 CIP have been prioritized by the RPF committee; L. Perez obtained estimated costs as listed on the FY 2013 CIP as presented by D. Perez for the committee to review and approve. P13.11 has been excluded because it is included in the renovation of Building 200.

D. Perez made a motion to approve the proposed FY2013 CIP and forward it to the CGC for approval, seconded by S. Alvarez. Motion passed unanimously.

4. There is a call out for FY2014 CIPs; deadline for submission is February 15, 2013.

c. GCC Campus Master Plan- tabled

d. Review of By-Laws- tabled

e. Reestablishment of the Faculty/Administrator Salary Increments- will discuss during the review of the budget in New Business agenda item.

f. Recommendation for Adjunct load increase- V. Tudela and C. Santos will send out information via email to be reviewed by committee members in preparation for next meeting.

4) New Business:

a. FY 2014 Budget Request

1. GCC received the budget call from BBMR in December 2012; a draft was due and submitted on January 7, 2013. The FY 2014 budget draft did not include increments as the budget call stated that no increments would be accepted.
2. During a Joint Leadership meeting on January 18, 2013, administration, staff and faculty representatives were informed that GCC could not submit the FY2014 budget reflecting increments. Discussions ensued and Faculty were presented with the following three options regarding :
 - i. Use the performance evaluation for AY2011-2012

- ii. Use the performance evaluation for AY2012-2013
- iii. Use the performance evaluation of the average of both academic years.

3. J. Munoz reported that the Faculty Senate surveyed faculty members regarding their preference and the three options. Survey results indicated that over 90% of faculty chose to use the performance evaluation for AY2011-2012 for pay adjustments to be reflected in the FY14 budget request. C. Santos requested that a synopsis of the results be submitted to support the recommendation which will be presented to the Board of Trustees. C. Santos noted that there is no retroactive pay included in the FY14 budget presentation.

R. Roberson made a motion based on the faculty survey results conducted by Faculty Senate to use the AY2011-2012 faculty evaluation to determine pay adjustments, seconded by J. Munoz. Motion passed unanimously.

4. C. Santos stated that for recording purposes, AY2012-2013 performance evaluations are required and will still continue and will not go away.
5. C. Santos proposed that the RPF committee approve the proposed budget digest subject to minor changes. The final amount of the proposed budget is no more than \$19,769,890.00 for FY2014.

J. Munoz made a motion to approve the proposed FY2014 Budget Request, seconded by A. Garcia. Motion passed unanimously.

5) Open Discussion: None

- 6) Next Meeting: February 22, 2013 @ 1:00 p.m. Scheduled meetings will be changed to accommodate student representative schedule. V. Cruz will send out a revised copy of scheduled meetings.

- 7) Adjournment: @ 9:47 a.m. Motion made by J. Munoz, seconded by G. Hartz. Motion passed.

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

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

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

Current YTD expenditures are as follows:

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

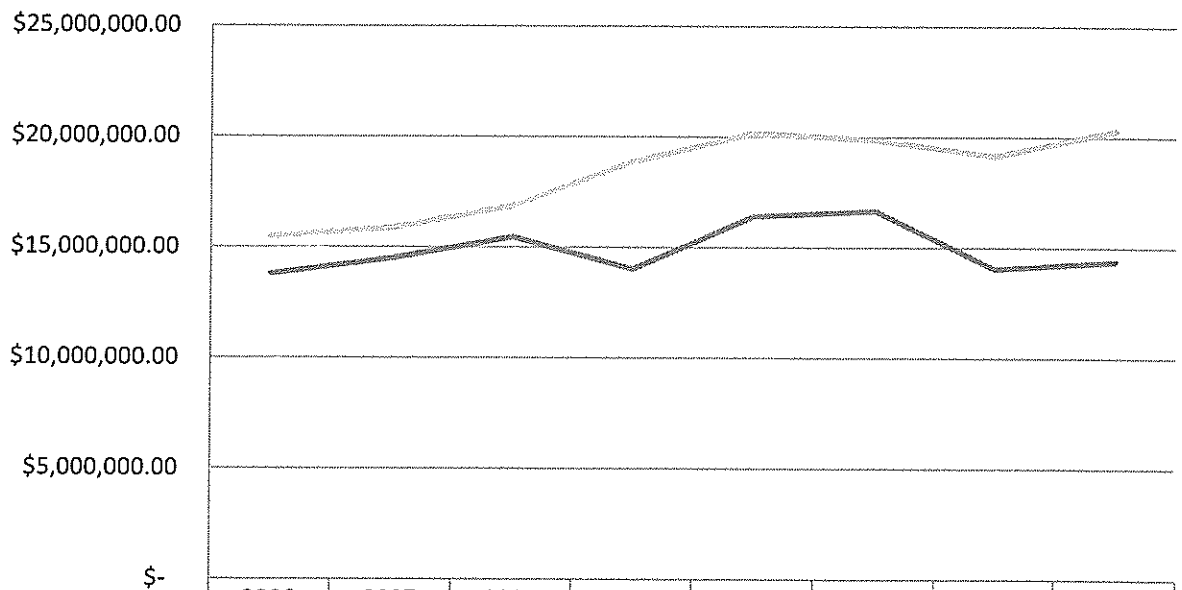
- Monthly estimated expenditures for Appropriated and Non-Appropriated fund are as follows:

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

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

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

GovGuam Appropriations - All funds



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

Proposed, Capital Improvement Projects for FY2013

1/25/2013

GUAM COMMUNITY COLLEGE
Katherine Kaurandiat Guadian

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

GCC
Contractual Services
FY13

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

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

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

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Friday, 02/22/13 @ 1:00pm

Faculty Senate Office / C2

Meeting Minutes

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

2) Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	x
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	absent
Doris Perez	Administrator	doris.perez@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Jose Munoz	Faculty	jose.munoz@guamcc.edu	x
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	x
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	absent

3) Approval of Prior Minutes: Motion to approve minutes of January 25, 2013 with corrections made by G. Hartz, seconded by D. Perez. Motion passed unanimously.

4) Old Business:

- a. Financial Report - C. Santos reported the following: (See attachment)
 - i. GCC received 29% of appropriations and zero from MDF.
 - ii. FY12 audit is ongoing; the Business Office received a draft report and the final report will be issued by March 6, 2013. Business Office has not received a compliance report but GCC anticipates another clean audit.
 - iii. FY2014 NAF budget process has started. Budgets are due to the Dean's and department heads on March 08, 2013 and due to the Business Office on March 13, 2013. The budget will be presented to the RPF and CGC committees on March 22, 2013, if approved by RPF and CGC it will precede to the Board in April 2013. Information regarding the budget has been posted on MyGCC and a reminder will be posted as the due dates get closer.
 - iv. Still working on the 5-year Strategic Resource Plan.
 - v. Regular business hours for Roasted are Monday - Thursdays 8 a.m.–8 p.m., Fridays 8 a.m.–5 p.m., and Saturdays 8 a.m.–12 p.m.
 - vi. The bid for Building 200 was issued on 01/17/2013. There were many questions and there were 10 vendors who picked up a packet. A bid award will be issued on the 2nd or 3rd week of March 2013. Renovations are expected to be completed by summer 2014.
 - vii. Faculty Training scheduled for March 1, 2013 and Staff/Administrator Development scheduled for March 26, 2013. There will be presentations on preventing sexual harassment and shooter on campus.
 - viii. The 2nd drop for non-payment occurred on January 25, 2013, 62 students were affected; 2nd payment was due on February 18, 2013 for students who set up payment plans and last payment is due by March 25, 2013. Business Office will send reminders to students who signed up for payment plans.
 - ix. Pell Grants now make up 75% of total tuition and fees. A 10% increase over FY2011.

- b. Facilities Report - D. Perez reported the following:
 - i. FY 2012 CIP have been completed with the exception of CIP12.1 and CIP12.2 which are included in the FY 2013 CIP. (See Attachment)
 - ii. FY 2013 CIP was approved by the Board on February 4, 2013. (See Attachment)
 - iii. FY2014 CIP Call Outs - D. Perez did receive feedback on the call out for CIP FY2014. She will compile a list and present it to RPF for review and concurrence.
 - iv. Restrooms in Building 500/600 are now open to the public.
 - v. Office furniture stored in T-6 and the old Health Center are available. If anyone is interested fill out a transfer form by March 8, 2013.
 - vi. Grant application due to the Deans on March 1, 2013.
- c. GCC Campus Master Plan and Results - C. Santos reported that the Campus Master Plan for 2011-2015 was discussed and approved via email by the RPF Committee on February 4, 2013 and passed on to CGC via electronic approval and then passed on to the Board for approval. C. Santos has a copy of all correspondence.
- d. Review of By-Laws - C. Santos reported that she sent a letter to Dr. Somera and G. Hartz requesting for clarification on the memo of November 26, 2012. She has not received a response. G. Hartz reported that he and Dr. Somera are in the process of drafting a memo and as soon as the memo has been completed, they will forward it to C. Santos via email. Tabled
- e. Reestablishment of the Faculty/Administrator Salary Increments- J. Munoz requested that this topic be left on the agenda until the budget is approved. C. Santos suggested that the topic be changed to "Faculty/Administrator Salary Increments Update." All members agreed to the new title and to leave this issue on the agenda under Old Business.
- f. Recommendation for Adjunct Hour Increase - C. Santos reported that V. Cruz sent out the information that V. Tudela had compiled. (See Attachment) J. Munoz reported feedback that was agreed upon faculty members.
J. Munoz made a motion to increase the number of Adjunct Faculty hours to 135 hours per semester, seconded by R. Roberson; C. Santos added that with the caveat that the Department Chairs assist HR with the recruitment process; all in favor. Motion passed unanimously.

4) New Business: None

5) Open Discussion: None

6) Next Meeting: March 22, 2013 @ 1:00 p.m. Previously scheduled meetings were revised. V. Cruz will send a revised list via email.

7) Adjournment: @ 1:48 p.m. Motion made by J. Munoz, seconded by R. Roberson. Motion passed.

RPF
FINANCIAL STATUS UPDATE
February 22, 2013

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

FY 2013 2/22/2013						
Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	11,306,369	4,710,987	4,239,893	90%	32%
LPN	705,058	599,299	249,708	249,705	100%	35%
MDF	1,688,448	1,435,181	597,992	0	0%	0%
TAF	24,154	20,531	20,531	0	0%	0%
Totals	<u>15,719,271</u>	<u>13,361,380</u>	<u>5,579,218</u>	<u>4,489,598</u>	80%	29%

Current YTD expenditures are as follows:

2/22/2013					
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 3,860,464	\$ 119,145	\$ 229,400	\$ 49,659	\$ 4,258,667
Salaries - Part Time		-	301,304	69,141	370,445
Benefits	1,308,834	40,005	107,680	28,140	1,484,659
Travel	-	415	(932)	41,612	41,095
Contractual Services		975	609,470	104,903	715,348
Supplies and Materials		6,259	30,860	49,746	86,864
Equipment		4,028	73	61,823	65,924
Miscellaneous		8,132	880	184,570	193,582
Interest Expense				17,245	17,245
Power			359,985		359,985
Water/Sewer			14,608		14,608
Telephone			15,132		15,132
Capital Outlay			22,817	162,685	185,502
	<u>\$ 5,169,298</u>	<u>\$ 178,958</u>	<u>\$ 1,691,275</u>	<u>\$ 606,839</u>	<u>\$ 7,809,056</u>

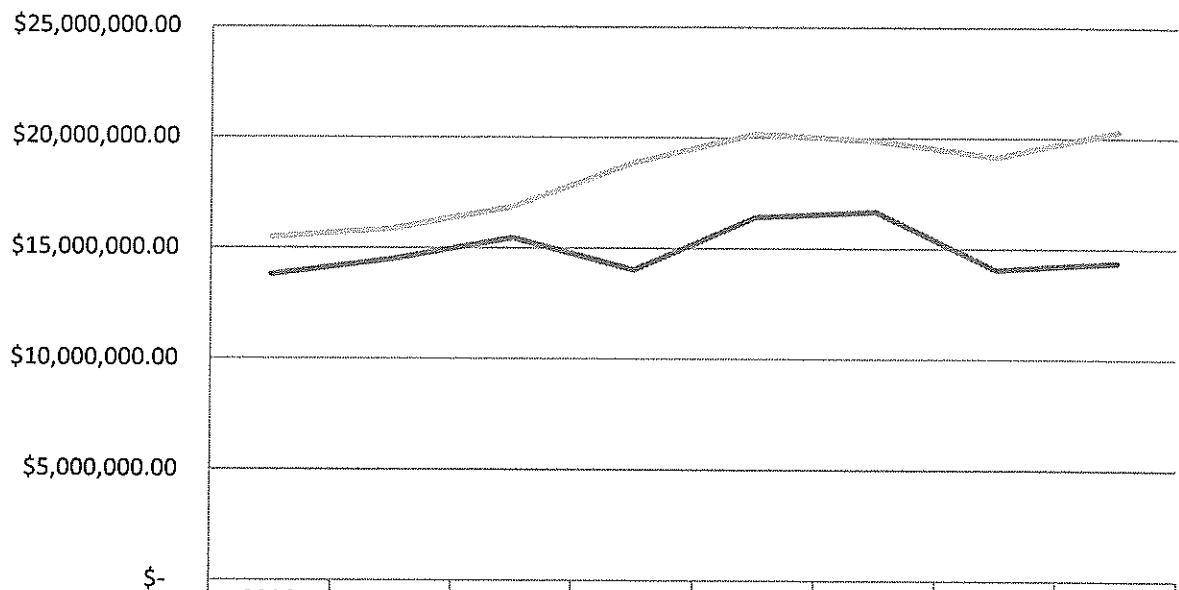
- Monthly estimated expenditures for Appropriated and Non-Appropriated fund are as follows:
 - payroll with benefits \$1.1M - \$1.4M (based on FY12 figures)

- Utilities \$ 111,500 (\$103K P,\$4.1K W, \$4.4K tele)
- Other contractual \$106,000 monthly

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

- FY12 audit currently ongoing, expect to be fieldwork to be completed by early Feb and report to be issued on March 6, 2013. To date there are no major issues.
- FY14 NAF budget process has started. Budget dues to Deans and Department heads on 3/8/13, due to Business office on 3/31/13, and will be presented at RPF and CGC meetings on 3/22/13. NAF budget will be presented to BOT in April 2013 meeting.
- Working on the update to the 5year Strategic Resource Plan.
- Roasted is open with the following schedule M-T 8am to 8pm, F 8-5, S.
- Building 200 renovations bid was issued on 1/17/13, expect award to be by 2nd or 3rd week of March. Project is expected to be completed summer of 2014.
- At the Faculty Dev Day and Staff/Admin Dev Day on March 1, 2013, there will be presentations on preventing sexual harassment and the Shooter on Campus Tabletop. The same presentations will be given on 3/26/13 at the Staff/Admin Development Training.
- 2nd drop occurred on 1/25/13 morning and 62 dropped for non-payment. 2nd payment for students was due on 2/18/13 and 3rd payment due on 3/25/13.
- Pell grants make up approximately 75% or \$5,060,154 of students tuition and fee payments. . This is a 10% increase from 2011 where 65% or \$4,110,416 of student's tuition and fees were paid with Pell grants.

GovGuam Appropriations - All funds



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

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

CIP Project No.	Project Title	Description	Approved	Unencumbered Balance	STATUS as of February 2013
CIP12.1	Lights ~ Energy Audit	Phase in the replacement and/or installation of light fixtures described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits will start at buildings D, A, C, 1000, 2000, and B. [30-2051EC-7230-66]	\$20,000.00	\$8,669.78	Newly hired Facility Engineer Administrator is developing Scope of Work (SOW).
CIP12.2	A/C ~ Energy Audit	Phase in the replacement and/or installation of HVAC units as described in the GCC Technical Opportunities Assessment (Energy Audit) 2011. A&E has been reviewed and approved; retrofits has been prioritized. [30-2051ED-7230-66]	\$120,000.00	\$49,946.05	Award for various AC (3/4/5 ton) units made;
CIP12.3	Metal Sidings (Bldg. 300)	Repair metal sides of building to prevent water from entering classrooms and seeping through wall joints causing rust, deterioration, and damage to building, ceiling tiles and floor tiles. Repair will affect classrooms 301, 302, 303/304, and 305. A&E has been reviewed and approved. [30-2051GC-7230-66]	\$35,000.00	\$0.00	CANCELLED. 120 days to complete. Drawings and SOW/Specs rcvd fm. TRMA; P1200677 to TRMA for A&E; Pre-bid mtg held 5/30/12; Bid opened 6/13-one contractor (Ella Builders)-bid incomplete; bid will not be awarded.
CIP12.4	Elastomeric Roof Coating (Bldg. 1000)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved. [30-2051GD-7230-66]	\$65,000.00	\$0.00	90 days to complete along with P12.11.; award to Asia Pacific; 99% complete; completion date 1/6 extended to 1/16/13
CIP12.5	Wheelchair ramps (Bldg. 600 to A)	Construct ramps and railings at existing walkway and/or stairway/steps to provide safe passage for students with disabilities and others traversing between buildings. (ADA concerns raised by ED 231 Class). A&E has been reviewed and approved. [30-2051B8-7230-66]	\$15,000.00	\$0.00	Hold as this will be incorporated into the Facilities Master Plan.
CIP12.6	Roof and Elastomeric Roof Coating (Bldg. 500)	Remove and replace roof with 18 gauge roofing materials and apply elastomeric coating to Bldg 500 which houses several classrooms. During inclement weather, water from the leaky roof collects in classrooms and create a slippery environment. A&E has been reviewed and approved. [30-2051GE-7230-66]	\$50,000.00	\$0.00	120 days to complete. Drawings rcvd; Pending SOW fm TRMA; PO for A&E processed (P1200677); Pre-Bid-6/25/12; Bid opening-7/9/12 - 5 received; bid evaluation-7/12/12; awarded to P&E Construction - 5% complete
CIP12.7	Elastomeric Roof Coating (Bldg. 600)	Remove existing coating, repair holes, and replace elastomeric coat to address leaking roof that creates a wet slippery environment - a safety hazard. A&E has been reviewed and approved. [30-2051GF-7230-66]	\$45,000.00	\$0.00	120 days to complete. Awarded to P&E Construction; 99% complete
CIP12.8	Trash Receptacles and Benches	Replace old dilapidated receptacles and benches - 10 trash and 10 benches [30-2051EE-7250-66]	\$15,000.00	\$0.00	COMPLETED. Received April 2012
CIP12.9	Replace door lock sets	Phase in the replacement of lock sets at Bldg, 1000, 3000, and 4000 to safeguard instructional equipment. [30-2051EF-7230-66]	\$15,000.00	\$0.00	Pending overall review to standardize campus-wide
CIP12.10	45' high lift mobile unit	Obtain a high lift mobile unit to maintain photovoltaic streetlights, air conditioners, typhoon shutters, and light fixtures located at the GCC campus (2-story buildings such as SSA, LRC) and to safely and efficiently reach these areas out of reach from a traditional ladder. [30-2051CA-7450-66]	\$50,000.00	\$0.00	COMPLETED. Equipment received 8/2012
CIP12.11	AHU Room (Bldg 1000)	Modify AHU Room (2nd floor) to prevent condensation that leaks onto the 1st floor creating a wet and slippery environment for those traversing up and down the hallway and or stairway. A&E has been reviewed and approved. [30-2051CD-7230-66]	\$10,000.00	\$0.00	90 days to complete; part of P12.11.; PO award to Asia Pacific; 99% complete; completion date 1/6 extended to 1/16/13
CIP12.12	Restrooms, Bldg. 500/600	Renovate dilapidated restrooms. A&E has been reviewed and approved. [30-2051CC-7230-66]	\$40,000.00	\$0.00	120 days to complete. Awarded to P&E Constructin - 99% complete
BOT Approved 11/3/11	GRAND TOTAL:		\$480,000.00	\$58,615.83	

PROJECT			COSTS
Number	Title	Description	Estimated
P13.1	Fire Alarm System	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff	\$100,000.00
P13.2	ADA Electronic Door	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities	\$4,480.00
P13.3	Energy Audit - ACs	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011"	\$97,584.00
P13.4	Energy Audit - Lights	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011"	\$66,561.00
P13.5	Electrical Panel	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches	\$38,000.00
P13.6	Typhoon Shutters	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering	\$67,375.00
P13.7	Security	Installation of campus-wide security system ... Toward eliminating graffiti & pilfering; providing a safe learning & working environment; securing facilities & equipment; and doing so within a 2-year, priority phasing of Buildings 1000, 3000, 4000, 2000 & 400	\$150,000.00
P13.8	Weathering of Buildings	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011"	\$1,000.00
P13.9	Room Maintenance	Annual prioritization-renovation-cleaning of Classrooms for a more-conducive learning & working environment ... 1st priorities are Buildings A, C & D	\$4,500.00
P13.10	Restroom Renovation	Renovation of restrooms at Building 400	\$69,000.00
P13.11	Fence	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	\$19,500.00
GRAND TOTAL:			\$618,000.00

BOT Approved 2/4/13

2/22/2013

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Friday, 03/22/13 @ 1:00pm
Faculty Senate Office / C2

Meeting Minutes

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

2) Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	x
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	x
Doris Perez	Administrator	doris.perez@guamcc.edu	on leave
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Jose Munoz	Faculty	jose.munoz@guamcc.edu	on leave
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	x
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	x

3) Approval of Prior Minutes: Motion to approve minutes of February 22, 2013 with corrections as noted made by G. Hartz, seconded by R. Roberson. Motion passed unanimously.

4) Old Business:

a. Financial Report - C. Santos reported the following: See attachment

- i. GCC received 35% of the approved appropriation as of March 22, 2013.
- ii. YTD expenditures as of March 22, 2013:
 1. No changes to the monthly expenditures but we do anticipate a decrease in the internet services as soon as a vendor is awarded. We remain on a month to month basis with GTA.
- iii. FY12 audit is complete. For the 12th year, GCC received another clean audit and is the only government agency to receive low risk auditee status per OPA. Audit report should be posted on our GCC website.
- iv. Working on the update of the 5 Year Strategic Resource Plan.
- v. Building 200 renovations
 1. There were 9 vendors who picked up bid packages, however, only 4 submitted proposals. Proposals are currently being evaluated; we expect to issue an award by early April. Project is expected to be completed by the summer of 2014.
- vi. Staff/Administrator Development Day is scheduled for March 26, 2013. Faculty members who were unable to attend their training have been encouraged to participate on March 26.
- vii. Safety is working with P&D on the bid scope for the updated Fire Alarm System.
- viii. 2 grant proposals (\$50K and \$250K) have been submitted for the DE strategic plan; no reply on the proposals. The scope of work for the DE plan is being reviewed will go out to bid before the end of the semester.
- ix. Changes to the early and late registration have been posted by Dr. Somera. Students will be notified of new payment due dates.

b. Facilities Report - D. Perez was on leave, C. Santos reported the following:

- i. TRMA is doing the architectural design for Building 100 and is about 35% complete as of March 22, 2013.
- ii. Bid evaluation for Building 200 is in process.
- iii. Work orders continue to move slowly due to staff shortages.
- iv. 7 air conditioners are scheduled to be installed in the Allied Health Building.

- c. Review of By-Laws - C. Santos reported that she received an email from Dr. Somera regarding the memo and she will forward the approved copy via email to RPF committee members. C. Santos requested committee members to review the by-laws before next meeting. Tabled
- d. Faculty/Administration Salary Increment Updates
 - i. C. Santos reported that there are no updates. G. Hartz stated that the Union is trying to determine ways that we can move forward in ways that works for the whole of the college by gathering feedback from members for recommendations and ideas.

5) New Business:

- a. FY14 NAF Budget Request (Fund 11)- C. Santos reported on the following: See Attachment
 - i. Business Office verified and reviewed the submissions from the various departments. The revenue figures were based on the enrollment figures for Summer 2012, Fall 2012, and Spring 2013. GCC does not expect an increase in the revenue projections for FY 2014. This is based on last year's enrollment numbers which has been stable.
 - ii. R. Roberson questioned the projected revenues-*other sources revenue*.
 - 1. C. Santos explained that the *Administrative Recoveries*-8% of the grants received is indirect cost from the grants; depending on how much is collected from the grant that year is where we get the administrative costs. Any differences from the budget is placed into the non appropriated funds. Same thing is done for the *Interest/Miscellaneous Income*.
 - iii. R. Roberson stated that if GCC is spending \$100K a month on power, "has there been efforts made to shut down air-conditioning units on the weekends to reduce the cost of energy?" C. Santos stated that GCC has thought about it but, mold becomes an issue because most of the buildings are old. She also stated that part of the CIP projects are: (1) to replace the air-conditioning units with higher SEER units and (2) replacing light fixtures. C. Santos will inform D. Perez of R. Roberson's suggestion and report their discussion by next meeting.
- b. FY14 NAF Budget Request (NAF Special Projects)- C. Santos reported on the FY14 NAF Budget Request (See Attachment)
Motion to approve FY14 NAF Budget Requests was made by R. Ridgell, seconded by A Garcia. Motion passed unanimously.

6) Open Discussion:

- a. Repair of generator- R. Roberson reported that the generator in the Tech Building did not go on when there was a power outage earlier in the week. He will submit a work order.
- b. Adjunct Faculty Pay Scale- R. Roberson asked if the committee can review the Adjunct Faculty Pay Scale. C. Santos will find out who is in charge of reviewing the Adjunct Faculty Pay Scale and provide feedback during the next RPF meeting.

7) Next Meeting: April 26, 2013 @ time was tabled. V. Cruz will email committee members as to what time the committee will meet.

8) Adjournment: @ 1:50 p.m. Motion was made by R. Ridgell, seconded by R. Roberson. Motion passed.

RPF & CGC
FINANCIAL STATUS UPDATE
March 22, 2013

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

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

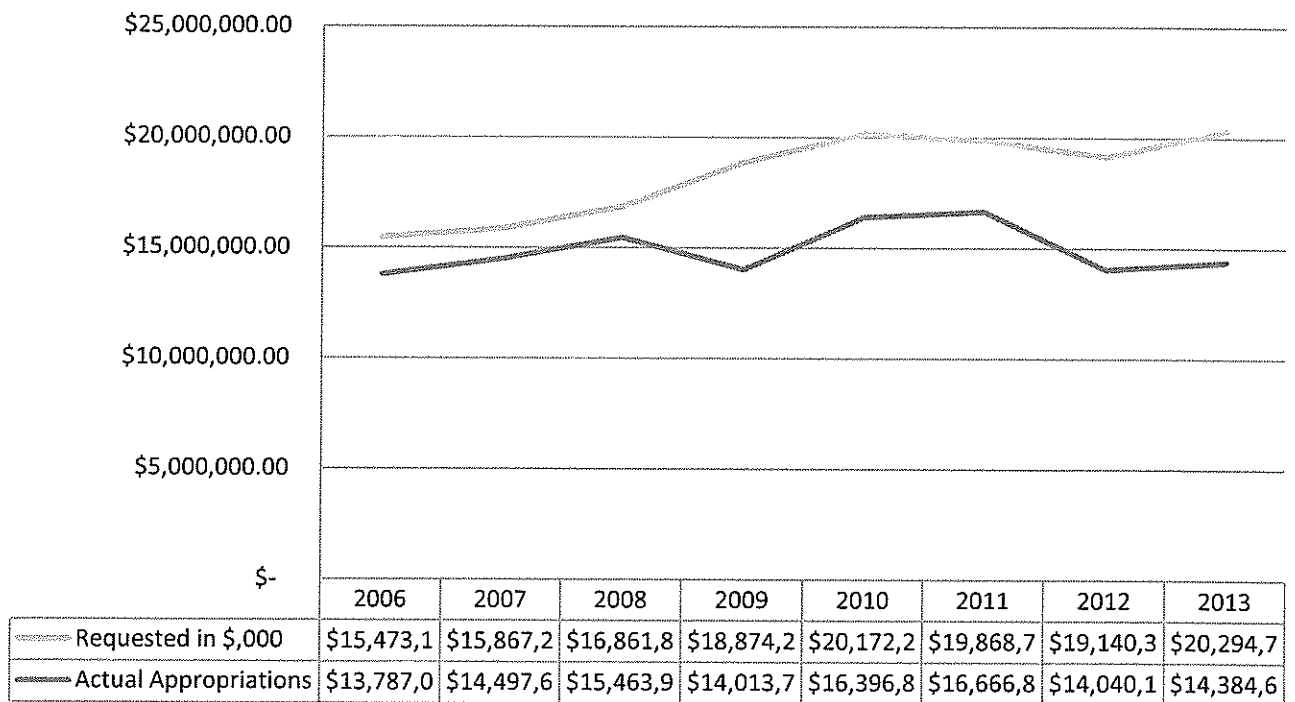
Current YTD expenditures are as follows:

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

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

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

GovGuam Appropriations - All funds



Guam Community College
2014 BUDGET REQUEST - NAF SPECIAL PROJECTS

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

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

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

Guam Community College
2014 BUDGET REQUEST - NAF FUND 11

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

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

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
 Friday, 04/26/13 @ 1:00 pm
 Faculty Senate Office / C2

Meeting Minutes

1) Call to Order: @ 1:13 p.m.

2) Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	x
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	x
Doris Perez	Administrator	doris.perez@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	on leave
Jose Munoz	Faculty	jose.munoz@guamcc.edu	x
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	x
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	absent
Steven Alvarez	Student	steven.alvarez@guamcc.edu	x

3) Approval of Prior Minutes: Motion to approve minutes of March 22, 2013 with corrections as noted made by J. Munoz, seconded by J. Camacho. Motion passed unanimously.

4) Old Business:

a. Financial Report - C. Santos reported the following: See attachment

- i. GCC received 43% of the approved appropriations as of April 26, 2013.
- ii. Updates to the 5 Year Strategic Resource Plan (2012-2016) were presented. (See Attachment)
- iii. The bid for building 200 renovations was open and 4 vendors submitted. Proposals have been evaluated and bid award and contract should be completed by early May 2013. Project is expected to be completed summer of 2014.
- iv. Safety completed the bid scope for the new Fire Alarm System.
- v. 2 grant proposals (\$50K and \$250K) have been submitted for the DE strategic plan; no reply on the proposals. The scope of work for the DE plan is being reviewed and will go out to bid early May 2013.
- vi. Changes to the early and late registration have been posted by Dr. Somera. Students will be notified of new payment due dates.
- vii. Building 100 A/E has started and currently at 25% completion.
- viii. GCC received extension to use the remaining \$89K from Guam Energy Office sub-grant for the lighting retrofit. Bid is out.
- ix. Year end dates for fiscal year end closing have been posted.

b. Facilities Report - D. Perez reported on the following:

1. FY 2012 CIP- Building 500/600 roofing and restrooms have been completed. FY2012 CIP is now complete.
2. FY 2013 CIP (see attachment) Latest update was on April 15, 2013 for the Board report. All projects are on a timeline for completion by August 2013.

c. Review of By-Laws –V. Tudela explained reason for attached memo. She stated that when the Staff Senate was created, the question was “how do we incorporate the representation of staff senate representatives into the different committees outlined in the contract?” There will be no changes made to the current contract; committees can make changes through the committee’s by-

laws. C. Santos stated that the Staff Senate will provide feedback on the section they want to revise.
Tabled

d. Faculty/Administration Salary Increment Updates - C. Santos reported that there are no updates.

4) New Business:

- a. ISMP/Mission Statement Update- Dr. Somera/Marlana Montague- M. Montague reported on the updates of the GCC Mission Statement and the ISMP. (See Attachments) She also mentioned that if anyone has any feedback or comments please join MyGCC Group Studio-Accreditation 2018-Feedback and Comments. S. Alvarez stated that as student representative he is not ready to vote on changes to be made to the Mission Statement. C. Santos stated that the committee will vote during the next RPF meeting.

5) Open Discussion:

- a. Adjunct Faculty Pay Scale- C. Santos replied to R. Roberson's question which was raised at the last RPF meeting regarding adjunct faculty pay scale. She will verify the verbiage on the Board Resolution. She will provide more information at the next meeting. Now the question is, "What is the purpose and need to revisit the pay scale?" and "Do we have the funds to do so?"

6) Next Meeting: V. Cruz will email committee members for a poll on date and time of meeting.

7) Adjournment: @ 1:50 p.m. Motion was made by J. Munoz, seconded by A. Garcia. Motion passed.

RPF & CGC
FINANCIAL STATUS UPDATE
April 26, 2013

- As of 4/26/13, the College has received 46% and 14% of the GF and MDF requested allotments, respectively. There is still no change to the 15% reserve or \$2,357,891. Only pending \$2000 from TAF from MDF for FY12 appropriations.

FY 2013

Appropriations	Appropriation	Revised Appropriations	Requested Less Adjustment	Received	% Rec'd.	% Appr Rec'd.
General Fund	13,301,611	11,306,369	6,595,382	6,124,285	93%	46%
LPN	705,058	599,299	349,591	299,647	86%	42%
MDF	1,688,448	1,435,181	837,189	239,201	29%	14%
TAF	24,154	20,531	20,531	22,946	112%	95%
Totals	15,719,271	13,361,380	7,802,693	6,686,079	86%	43%

Current YTD expenditures are as follows:

4/26/2013					
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 5,484,052	\$169,312	\$ 361,154	\$ 68,100	\$ 6,082,618
Salaries - Part Time		-	470,623	83,484	554,106
Benefits	1,860,311	56,912	168,440	35,371	2,121,034
Travel	4,342	1,260	(734)	86,495	91,364
Contractual Services		975	801,438	215,106	1,017,519
Supplies and Materials		8,684	48,971	76,081	133,735
Equipment		4,529	1,214	399,042	404,785
Miscellaneous		264,752	1,826	193,050	459,628
Interest Expense				49,761	49,761
Power			457,910		457,910
Water/Sewer			19,460		19,460
Telephone			29,724		29,724
Capital Outlay			22,817	162,685	185,502
	\$ 7,348,705	\$506,423	\$2,382,842	\$ 1,369,175	\$ 11,607,146

- Monthly estimated expenditures for Appropriated and Non-Appropriated fund are as follows:
 - payroll with benefits \$1.1M - \$1.4M (based on FY12 figures)
 - Utilities \$ 111,500 (\$103K P, \$4.1K W, \$4.4K tele)
 - Other contractual \$106,000 monthly
 Total contractual costs estimated to be \$1,285,000 for FY13.
- Updates to the 5year Strategic Resource Plan are presented.

- Building 200 renovations bid was open, and 4 vendors submitted. Proposals have been evaluated and bid award and contract should be completed by early May 2013. Project is expected to be completed summer of 2014.
- Safety is working on bid scope for new Fire Alarm System.
- 2 grant proposals have been submitted for the DE strategic plan, for \$50K and \$250K. No word on these proposals. DE plan scope of work is being reviewed and plan to go out to bid in early May 2013.
- Changes to the early and late registration have been posted by Dr. Ray. Students will be notified of payment due dates.
- Building 100 A/E has started and currently at 25% completion.
- GCC received extension to use the remaining \$89K from Guam Energy Office sub-grant for the lighting retrofit. Bid is out.
- Year end dates for fiscal year end closing have been posted.



Capital Improvement Projects for FY2013

As of April 15, 2013

PROJECT				COSTS		
Number	Title	Description	Status	Approved	Awarded	Balance
P13.1	Fire Alarm System	Fire Alarm Maintenance & Repair Contract on existing system ... Critical to the safety of Students, Faculty & Staff	Mandatory pre-bid session held 4/16/13; bid opening 5/7/13	\$100,000.00	\$0.00	\$100,000.00
P13.2	ADA Electronic	Install an ADA electronic door @ Student Center ... Accessibility to individuals with disabilities	SOW to Materials Management 4/2/12	\$4,480.00	\$0.00	\$4,480.00
P13.3	Energy Audit - ACs	Continue replacement / installation of HVAC units ... Per "GCC Technical Opportunities Assessment, 2011"	Purchase orders for ACs to be processed based on priority list.	\$97,584.00	\$0.00	\$97,584.00
P13.4	Energy Audit - Lights	Continue replacement / installation of light fixtures ... Per "GCC Technical Opportunities Assessment, 2011"	SOW submitted for quotations/bid.	\$66,561.00	\$0.00	\$66,561.00
P13.5	Electrical Panel	Upgrade & line conditioning of LRC-4000's electrical panel ... ref. Sep'11 transformer explosion, LEED certification, perennial power outages & glitches	SOW to Materials Management 4/12/12	\$38,000.00	\$0.00	\$38,000.00
P13.6	Typhoon Shutters	Installation of accordion metal storm shutters @ Buildings 3000, 4000, 5000 & 6000 ... i.e., Typhoon-proofing, protecting contents from external weathering	SOW to Materials Management 4/15/12	\$67,375.00	\$0.00	\$67,375.00
P13.7	Security	Installation of campus-wide security system ... Toward eliminating graffiti & pilfering; providing a safe learning & working environment; securing facilities & equipment; and doing so within a 2-year, priority phasing of Buildings 1000, 3000, 4000, 2000 & 400	SOW to Materials Management 4/26/12	\$150,000.00	\$0.00	\$150,000.00
P13.8	Weathering of Buildings	Insulation of doors & windows ... Per "GCC Technical Opportunities Assessment, 2011"	SOW to Materials Management 4/17/12	\$1,000.00	\$0.00	\$1,000.00
P13.9	Room Maintenance	Annual prioritization-renovation-cleaning of Classrooms for a more-conducive learning & working environment ... 1st priorities are Buildings A, C & D	SOW to Materials Management 4/19/12	\$4,500.00	\$0.00	\$4,500.00
P13.10	Restroom Renovation	Renovation of restrooms at Building 400	SOW to Materials Management 4/22/12	\$69,000.00	\$0.00	\$69,000.00
P13.11	Fence	Installation of perimeter fence around ponding basin in front of Building 1000 ... i.e., to mitigate a safety hazard & to deter illegal dumping	SOW to Materials Management 4/24/12	\$19,500.00	\$0.00	\$19,500.00
GRAND TOTAL:				\$618,000.00	\$0.00	\$618,000.00

BOT Approved 2/4/13

4/26/2013

Guam Community College

2013 Mission statement campus feedback (February 2013 to September 11, 2013)

February 2013: MyGCC Group Studio account *Accreditation 2018: Mission and Effectiveness* created and a campus announcement posted as an open call to the campus for feedback with a deadline of February 27, 2013.

March-September 11, 2013: Extended period for Mission statement review to coincide with the development of the College's Institutional Strategic Master Plan (ISMP), 2014-2020.

Proposed changes:

- Guam Community College is a leader in career and technical workforce development by providing the highest quality student-centered education and job training for Micronesia. (endorsed by: Faculty Senate, 2/25/2013; Learning Outcomes Committee, 4/5/2013; Professional Development Review Committee, 4/12/2013)
- Guam Community College is a leader in career and technical workforce development by providing the highest quality learning-centered education and job training for Micronesia. (endorsed by: Standard 1 Committee, 4/25/2013; Standard 2 Committee, 4/25/2013; Standard 3 Committee, 4/25/2013; Standard 4 Committee, 4/25/2013; Committee on College Assessment, 4/26/2013)

Guam Community College
Staff/Administrator Development Day: “Investing in You”
March 26, 2013

Administrators’ Meeting (4:00pm, Student Center Training Room 5108)

Topics: Work Planning and Performance Evaluation 2013; Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals Update Samples

Participants: Dr. Mary A.Y. Okada, Dr. Michael Chan, Dr. Karen Sablan, Dean Reilly Ridgell, Barry Mead, Carmen K. Santos, Wesley Gima, Fermina Sablan, Jayne Flores, Frank Camacho, Victor Rogers, Doris Perez, Rowena Perez, John Payne, Joann Muna, Patrick Clymer, Joleen Evangelista, Priscilla Johns, Joanne Ige, Danilo Bilong, Edwin Limtutco, Greg Manglona, Lawrence Perez, Barbara Leon Guerrero, DorothyLou Manglona, Terry Barnhart, Bonnie Mae Datuin, Marlena Montague (recorder), Dr. R. Ray D. Somera (facilitator)

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Focus on student success and completion
- Promote Cultural Awareness (Micronesia) & Identity
- Integrate awareness of culture into curriculum
- Expand and strengthen Service Learning/Civic Engagement
- Promote Native Chamorro completion (similar to Native Hawaiians at the UH system)
- Strengthen technology; stronger means to upgrade all together
- Focus on Resources and Professional Development
- Align finances with technology & other resources (ITSP)
- Bring education/resources out to community (resolve transportation issue)
- Engage community partners as well as with existing schools
- Bring the classroom to the community
- Strive to reach the level of environmental sustainability
- Expand ability to partner with community and do more
- Bring back school motto (The Island is our Campus)
- Take GCC into the home/community
- Personalize GCC
- Remove fear of college (no placement tests)
- Diversify our brand to promote community (many kinds, cultures, age groups)
- Institutionalize Earmark-training; no placement exam
- Bring community to campus

Deadline for Mission review and ISMP feedback: September 11, 2013
Anticipated BOT adoption: January 2014

**Guam Community College
Learning Outcomes Committee (LOC)**

April 5, 2013

3:30pm, A29

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Patricia Terlaje, John Armstrong, Dr. Lisa Baza-Cruz, Polli Huseby, Norma Guerrero, Sally Sablan, John Jocson, Rose Marie Nanpei, Esther Rios, Benjamin Sison, Anthony Jay Sunga, Marlena Montague (recorder), Dr. R. Ray D. Somera (facilitator)

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Focus on strengthening democratic values
- Strengthening SLOs with a higher level of thinking/synthesis/evaluation (Bloom's Taxonomy)
- Sustain student assessment and placement
- Expand reading and writing across the curriculum
- Promote a deeper understanding across the curriculum
- Honor, Respect, Embrace the Chamorro culture
- Promote Native Chamorro culture
- Maintain high standards
- Transform students to take control of their lives
- Encourage individual ability to make judgments
- Empower students to transform their lives
- Expand transfer and articulation

Guam Community College
Professional Development Review Committee (PDRC)
April 12, 2013
11:00AM, PCR

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Troy Lizama, Hernalin Analista, Doreen Blas, Anthony Roberto, Anthony San Nicolas, Marlana Montague (recorder), Dr. R. Ray D. Somera (facilitator)

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Promote cultural diversity/diversification
- Expand workforce development
- Increase employer participation
- Partner with island educational systems/professionals
- Empower students
- Incorporate parental involvement
- Design/Innovate your own curriculum
- Advocate open forum discussions
- Champion agency and governmental transparency
- Uneasiness with anything cultural
- Why celebrate culture?

**Guam Community College
Committee on College Assessment (CCA)**

April 12, 2013

2:00pm, PCR

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Zhaopei Teng, Joseph Benavente, Vangie Aguon, Ines Bukikosa, Dr. Michael Chan, Ava Garcia,
Doris Perez, J. Peter Roberto, Yvonne Tam, Katsuyoshi Uchima, Marlena Montague (recorder),
Dr. R. Ray D. Somera (facilitator)

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Encompass broader goals
- Personalize GCC
- Learning is at the core of GCC's mission
- Highlight learning-centeredness of GCC
- Student-centered goal is secondary to learning
- Credential is the goal of completion
- Expand student learning outcomes in core values
- Generalize the mission statement
- Define students and outcomes in guiding principles
- Increase cultural sensitivity in a “cultural awareness day”
- Encourage a peaceful coexistence
- Remove fear of college/placement testing
- Strengthen the GCC brand through pins, t-shirts, and other team-spirited items

Guam Community College

Accreditation Standards Committees (Standard 1, Standard 2, Standard 3, Standard 4)

April 25, 2013

2:00pm, LRC Conference Room

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Dr. Clare Camacho, Carl Torres, Angela Bordallo, Christine Matson, Loressa Melegrito, Jennifer Artero, Joseph Benavente, Marlena Montague (recorder), Dr. R. Ray D. Somera (facilitator)

BIG PICTURE GOALS generated from the discussion, with underlined key words:

- Promote information literacy/competency
- Sustain lifelong learning
- Require library skills course
- Integrate student services across campus functions
- Cross-train entire campus on business processes and services
- Develop GCC planning guide for student success (graduation, advising, financial aid)
- Accommodate “after-hour/working” constituents
- Provide student services during evening hours
- Establish tradition through “GCC Day”
- Integrate governance day
- Share information across committees
- Instill the GCC identity in the community

Deadline for Mission review and ISMP feedback: September 11, 2013

Anticipated BOI adoption: January 2014

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

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

R. Gary Hartz
President, GCC Faculty Union

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

Date: February 25, 2013

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

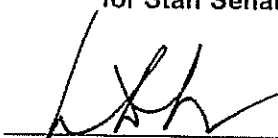
This memorandum is for information purposes only, hence, no action is required.

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

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


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

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



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

Date 2/26/2013



R. Gary Hartz
President, GCC Faculty Union

Date 2.26.13

GUAM COMMUNITY COLLEGE
BY-LAWS
OF
RESOURCES, PLANNING & FACILITIES COMMITTEE

September 6, 2012

Article I

Name and Charge

- A. The name of this committee is the Resources, Planning & Facilities Committee (RPF).
- B. RPF serves as the committee to the College Governing Council (CGC).
- C. RPF receives its charge from Article VII of the Joint CGC. That charge includes:
 - 1. Review the facilities Master Plan and recommends the priority of capital improvement project.
 - 2. Review projects that have great impact on SLOs.
 - 3. Forum for discussion of any available or needed resources and facility issues or concerns.

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Article II

Membership

- A. RPF shall consist of fourteen (14) members:
 - 1. Faculty Senate President
 - 2. Faculty Senate President-Elect
 - 3. Faculty Union Chair
 - 4. Past Senate President
 - 5. Vice President, Finance & Administration
 - 6. Assistant Director

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7. Dean, TPS

8. Dean, TSS

9. Two Staff Senate Executive Council Representatives

10. Two Staff Members appointed by Staff Senate

Deleted: Union Representatives

11. Two Student Representatives, COPSA President & Treasurer

Article III

Officers

A. RPF Chair & Co-Chair as stated in Contract Article VII.

B. Duties of the officers are:

1. Chair

- a. Preside at RPF meetings in accordance with Robert's Rules.
- b. Set meeting agendas in accordance with RPF's charge.
- c. Set times and locations of RPF meetings.
- d. Carry out other duties and activities necessary to fulfill RPF.

2. Co-Chair

- a. Assume the duties of the chair in the chair's absence.
- b. Carry out other duties as assigned or delegated by the chair.

Article IV

RPF Meetings

- A. RPF shall meet monthly, or as needed, during the school year, with a mandatory meeting at the start of the academic year. RPF also may schedule special committee meetings, hold public hearings and forums, form subcommittees, and use other means of carrying out its charge if necessary.
- B. The structure of the regular meetings may include:
1. RPF may have an organizational meeting to review its assignment and adopt a schedule of regular meetings.
 2. RPF shall review the operating budget, the financial condition of the various funds and the projected resources available for the following fiscal year.
 3. RPF's recommendations on the budget (in accordance with the following years budget guide) shall be submitted to the CGC, at the appropriate time.
 4. RPF shall review its charge prior to the end of the academic year, and make any recommendations deemed necessary by the committee.
- C. RPF may conduct business at a meeting when a quorum is present.
1. A quorum is seven (7) or more members in attendance. The seven (7) members shall include at least two (2) College administration members; two (2) College faculty representatives; and two (2) staff representatives. The quorum may include a student representative.
 2. Each member as listed in Article II shall have one vote.
- D. Committee Decision Making
1. RPF shall work with respectful regard for all members and visitors.
 2. RPF shall make decisions by consensus consistent with Interest Based Bargaining (IBB) principles.
 3. Adopted committee positions or recommendations shall be officially communicated to the CGC in writing or by email.
- E. Minutes shall be kept of each meeting and shall be posted to the website.

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Page 3 of 4

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Article V

RPF Communications and Representation

- A. In general, the Chair or the Co-chair will represent the committee to the CGC.
- B. RPF members are encouraged to seek input from the college community. RPF members should communicate RPF positions and recommendations approved by RPF and CGC.

Article VI

Amendments to these Bylaws

- A. If any section of these by-laws are found to be contrary to the BOT-Union contract or other applicable documents or laws, then that section will be void and the remainder of the by-laws shall remain in full force and effect.
- B. These bylaws may be reviewed annually and amended as needed.

GUAM COMMUNITY COLLEGE

FIVE-YEAR STRATEGIC RESOURCE PLAN

Update for FY12

REVENUES

Local Appropriations

Continuing challenges with the Government of Guam financial issues combined with the delay in the military buildup caused financial woes throughout the Government of Guam. At the beginning of FY12, the GovGuam Bureau of Budget and Management Research (BBMR) imposed a 15% reserve on all appropriation funds for all government agencies. For GCC this amounted to a \$2,357,577 reserve. Subsequently, BBMR released 8% of General Fund appropriations totaling \$970,348. Additionally, there were unexpected allotment shortages made to the Manpower Development Fund that directly correlates to the number of H-2 workers on Guam. Due to the decline in the construction industry and the delay of the military buildup, the actual collections from the Manpower Development Funds were 41% or \$695,000 less than appropriations. In total, GCC saw an overall decrease of 2% from General Fund and 60% from MDF appropriations.

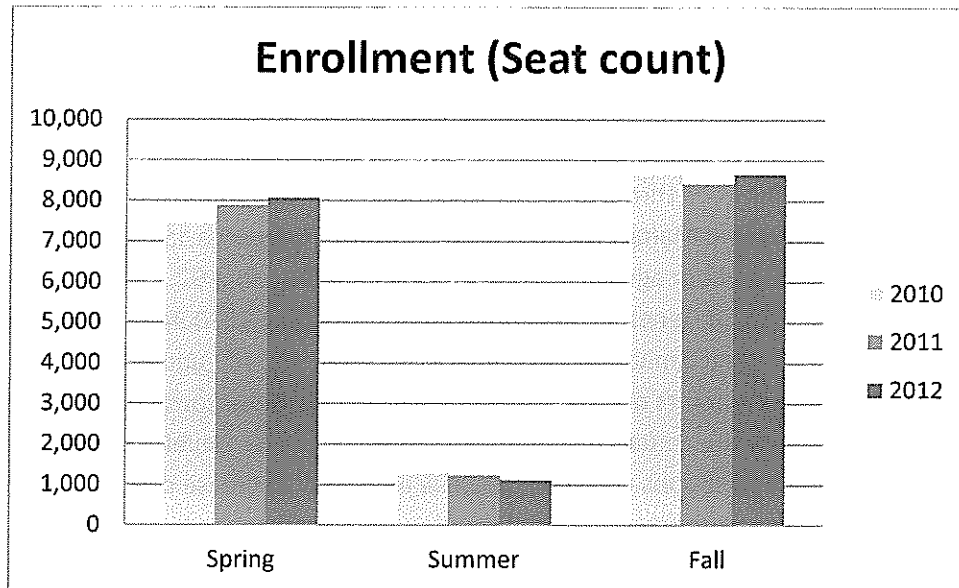
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
General Fund					
Authorized	\$ 13,311,108	\$13,302,653	\$ 13,302,653	\$12,586,489	\$13,323,671
Actual	13,219,535	13,292,653	13,302,653	12,208,894	12,501,508
LPN/Vocational Guidance					
Authorized	649,846	644,209	644,209	742,166	705,058
Actual	649,846	542,066	644,209	719,901	655,704
Manpower Development Fund					
Authorized	840,000	881,300	2,450,000	2,753,339	1,688,448
Actual	823,406	822,465	2,450,000	2,670,739	739,416
Authorized	<u>\$ 14,800,954</u>	<u>\$14,828,162</u>	<u>\$ 16,396,862</u>	<u>\$16,081,994</u>	<u>\$15,717,177</u>
Actual	<u>\$ 14,692,787</u>	<u>\$14,657,184</u>	<u>\$ 16,396,862</u>	<u>\$15,599,534</u>	<u>\$13,896,628</u>

Tuition and Fees

Tuition at GCC is currently at \$130 per credit hour. There was no change in tuition per credit hour in FY12 and there has been no request expected for FY13. Overall actual tuition revenues increased by 13% from \$6,396,454 to \$7,237,242 due to increases in the number of students and classes during the academic year 2011-2012. Pell remained stable for 2012 at the maximum full time award of \$5,550 per student per academic year. Pell grants make up approximately 75% or \$5,060,154 of students tuition

and fee payments. . This is a 10% increase from 2011 where 65% or \$4,110,416 of student's tuition and fees were paid with Pell grants.

There were slight increases in the post-secondary enrollment seats and headcounts for the Spring 2012 and Fall 2012 of 5% and 1% respectively, as compared to prior 2011 semesters. This is mainly attributable to competitive tuition rates, maintenance of maximum annual allowable Pell awards, and the decline in the economic environment.



The College continues to provide career and technical education programs for students in five of the Guam high schools: GW, JFK, Southern, Simon Sanchez and Okkodo. The secondary high schools had a record enrollment of 2,368 from 2,268 students in SY12-11 and SY11-10, respectively.

EXPENDITURES

The overall financial situation at the College remained stable as compared with prior year, mainly due to the fiscal conservation methods that were placed by the College. Accounts receivable amounts decreased due to the timely collection of GovGuam appropriations by the end of the fiscal year and the write off of old outstanding receivables from the previous financial system. Additionally, the College implemented the system of dropping students for non-payment in Fall 2012. This has helped increase collections from student receivables.

Total expenses increased by \$4,407,729 or 13% for FY12. Pell grant expenditures increased by 37% or \$2,295,598. Expenditure increases correlate to the increase in student registrations and other related special projects courses. Increases were the result of increased personnel costs due to increased student enrollment. The actual full-time employee count decreased by 2 employees, from 241 to 239, with an increased cost of \$178,937, due to increased benefit costs.

For updated information, see attached Actual Expenditure by Object spreadsheet.

CAPITAL EXPENDITURES

GCC's capital assets of \$32,709,195 as of September 30, 2012, included land, buildings and equipment. Increases in capital assets were due to the completion of the Student Center with costs totaling \$4.4M and ARRA projects during FY12. Costs incurred for the construction of the Foundation Building, A/E for Building 200, and the DNA Toxicology facility and classrooms were included in Construction In Progress.

Short Term

CIP projects for FY12 totaling \$480,000 were approved through the participatory governance process by the Resource Planning and Facility Committee, the College Governing Council, and ultimately by the Board of Trustees and are as follows:

- Retrofit and replacement of light fixtures
- Replacement of A/C units for higher SEER
- Bldg. 1000 Elastomeric Roof Coating
- Bldg. 500 Roof and Elastomeric Roof Coating
- Bldg. 600 Elastomeric Roof Coating
- Additional trash receptacles and benches
- Purchase of 45' high lift mobile unit
- Bldg. 1000 AHU Room renovation
- Bldg. 500/600 Restroom renovations

The Bldg. 300 metal siding project was cancelled and the replacement of door lock sets project was put on hold.

Long Term

In July 2012, the College received approval for its application for the \$3,500,000 Community Facilities Direct loan for the renovation and hardening of the Foundation Building. The loan is expected to close in FY13. The Foundation Building construction was substantially completed in late October 2012.

Technology

There are no changes to the technology plan, the Enterprise Architecture, and the ITSP for FY12. The CTC has approved and implemented the Campus-wide wireless project costing \$132,695. Additional projects included the upgrade and replacement of four labs. Upgrades are prioritized based on a rotation listing of the oldest labs first. The Grants Office has written two proposals to seek funding for the Distance Education Strategic Plan. GCC has not received any award on these proposals. The College plans to issue a SOW for bid by May 2013.

Guam Community College
Actual Expenditure by Object

Year	Salaries and Wages	Benefits	Employee Count	Capital Expenditures	Contract Services	Minor Equip	Supplies	Travel	Interest, Transfer, & Misc.	Total
2012	\$ 13,044,001	\$ 4,085,410	239	\$ 42,003	\$ 3,594,658	\$ 1,404,326	\$ 653,015	\$ 523,935	\$ 10,798,516	\$ 34,145,864
2011	12,865,064	3,806,330	241	256,206	2,828,918	1,046,305	535,864	512,650	8,065,878	29,917,215
2010	11,967,618	3,447,035	227	6,936	3,174,484	1,509,877	622,299	406,796	6,689,779	27,824,824
2009	11,864,601	3,136,084	219	159,498	2,527,512	1,352,578	548,536	303,609	5,171,619	25,064,037
2008	10,881,574	2,993,461	219	32,109	2,465,410	1,101,241	483,358	325,878	4,492,993	22,776,024
2007	10,654,296	2,896,905	212	118,025	4,414,527	1,257,406	422,236	126,775	4,550,501	24,440,671
2006	10,221,702	2,741,623	209	892,201	2,003,443	895,283	428,613	270,791	4,516,202	21,969,858
2005	9,646,484	2,753,531	193	275,143	2,058,945	689,814	473,874	232,224	3,411,735	19,541,750
2004	8,984,245	2,343,070	193	41,162	2,861,818	880,624	538,991	262,468	3,776,629	19,589,007
2003	8,788,970	2,474,086	180	861,280	2,796,941	535,463	384,727	135,910	2,924,517	18,901,894

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee

Friday, 05/09/13 @ 1:00 pm
Faculty Senate Office / C2

Meeting Minutes

1) Call to Order: @ 1:10 p.m.

2) Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	x
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	on leave
Doris Perez	Administrator	doris.perez@guamcc.edu	on leave
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	on leave
Jose Munoz	Faculty	jose.munoz@guamcc.edu	x
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	absent
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	absent
Johanna Camacho (sitting in for E. Duenas)	Staff	johanna.camacho@guamcc.edu	x

3) Approval of Prior Minutes: Motion to approve minutes of April 26, 2013 made by A. Garcia, seconded by J. Camacho. Motion passed unanimously.

4) Old Business:

a. Financial Report-C. Santos reported the following: See attachment

- i. GCC received 58% of the general funds and 17% of the MDF as of May 09, 2013. C. Santos requested through a formalized letter from BBMR to release the 15% reserve fund. BBMR in return requested for projections which was sent.
- ii. Bill 84-Public hearing set for Tuesday, May 14, 2013 at the Legislature to appropriate \$2 million to GCC from the Tourist Attraction Fund because of the collection shortage in the MDF.
- iii. Building 200 renovations bid was opened and 4 vendors submitted a bid package. Bid award and contract should be finalized after attorney review this week. Project is expected to be completed end of summer 2014.
- iv. 2 grant proposals have been submitted for the DE strategic plan, for \$50K and \$250K. No reply received on the proposals. DE plan scope of work is being reviewed and the plan is scheduled to go out to bid in early May 2013.
- v. Changes to the early and late registration have been posted by Dr. Somera. Students will be notified of new payment due dates.
- vi. Building 100 A/E has started and currently at 25% completion.
- vii. GCC received extension to use the remaining \$89K from Guam Energy Office sub-grant for the lighting retrofit. Bid is out.
- viii. Year-end dates for fiscal year end closing have been posted. New Bookstore hours will be posted on GCC website.
- ix. CIP projects completed include 500/600 roof repair, 500/600 restroom replacement, Bookstore POS systems. Projects out to bid are the WESCOM network equipment, Maintenance/Upgrade GCC Fire Alarm System, Campus-wide lighting retrofits, copying services. Sign for new single restroom in Building 500/600 is pending.

- b. Facilities Report–None
 - c. Review of By-Laws –A. Garcia and J. Camacho reviewed and discussed the changes that were made to the by-laws; they agreed to move forward with those changes.
Motion was made by J. Camacho to approve the RPF by-laws effective AY2013-2014, seconded by R. Ridgell. Motion passed unanimously.
 - d. Faculty/Administration Salary Increment Updates - C. Santos reported that there are no updates.
 - e. Mission Statement Update- C. Santos reported that M. Montague requested for RPF to discuss the feedback & comments suggested by other committees. Tabled for further discussion.
- 5) New Business:
None
- 6) Open Discussion:
None
- 7) Next Meeting: C. Santos will schedule via email for next meeting.
- 8) Adjournment: @ 1:30 p.m. Motion was made by J. Munoz, seconded by J. Camacho. Motion passed.

RPF & CGC
FINANCIAL STATUS UPDATE
May 9, 2013

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

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

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

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

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

**COLLEGE TECHNOLOGY COMMITTEE
MEMORANDUM**

Date: May 6, 2013

To: Carmen Kwek Santos
Chairperson, College Governing Council

From: Patrick Clymer
Chairperson, College Technology Committee

RE: Recommendation, GCC Email Policy

On April 4, 2013 the College Technology Committee approved a revision of GCC's email policy. A copy of the proposed policy with minutes approved said proposal is transmitted herewith.

Respectfully submitted,



Patrick L. Clymer

06-May-2013

Date

Memorandum

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

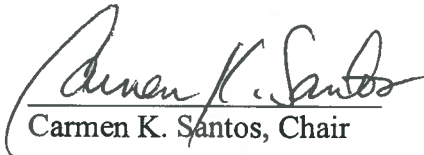
From: **Carmen K. Santos (Chair)**
Joey Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

Date: **5/13/13**

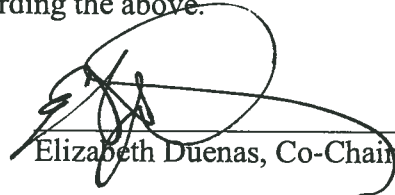
Re: **GCC Email Accounts (Administrative Directive 2006-01)**

The College Governing Council met on 5/9/13 and unanimously approved the GCC Email Accounts updates. The email policy was reviewed and approved by the College Technology Committee on May 6, 2013.

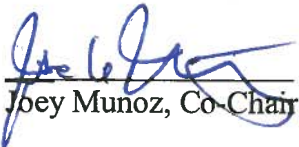
Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

5/15/13
Date


Elizabeth Duenas, Co-Chair

5/16/13
Date


Joey Munoz, Co-Chair

5/15/13
Date

**COLLEGE TECHNOLOGY COMMITTEE
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Chairperson, College Governing Council

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Respectfully submitted,



Patrick L. Clymer

06-May-2013

Date

Guam Community College E-mail Account Policy (To replace Administrative Directive 2006-01)

Guam Community College's students and employees are provided technical and informational resources to perform the tasks necessary in support of student learning outcomes and in support of the College's mission. These resources, including but not limited to computing devices and software, scientific equipment, e-mail accounts, and access to informational systems, are the property of Guam Community College and not of the individual student or employee. For purposes of this policy, "e-mail" is defined to include all offerings encompassing e-mail, calendaring, contacts and contact management, aliases, mailing lists, and list management. All information published within these systems is GCC property and is intended to be used or redistributed for GCC business purposes. All students and employees, while attending or working at GCC, are required to use their assigned GCC e-mail account for any and all electronic communications related to official GCC business.

The use of a GCC e-mail account is a privilege. Students and employees are assigned a Guam Community College e-mail address while attending or working at GCC as per the eligibility guidelines below. GCC reserves the right to revoke e-mail and related privileges at the point of separation from Guam Community College or at any time for failing to comply with this policy. Guam Community College owns all e-mail accounts and content and has the right to access accounts, as it deems necessary.

- E-mail and other services are provided as a professional and educational resource to assist our employees and students in fulfilling the professional, educational, research and service goals of the Guam Community College.
- Each user is responsible for using the e-mail system in a professional, ethical, prudent, courteous and lawful manner.
- Incidental personal use is permitted as long as it does not have any negative effects on any other e-mail account, jeopardize the e-mail system, interfere with fulfillment of duties and responsibilities, or violate the law or any other policy or guideline of Guam Community College.
- Each user is required to make each of their electronic communications truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication.

The primary requirement for a GCC e-mail account is a formal relationship to GCC that is signified by the issuance of a Guam Community College ID number. This pertains to all students and employees. When students and employees are in a joint role, or have more than one job position at GCC (such as faculty, staff or administrator, either permanent, part-time or limited-term), they will have only one GCC e-mail account.

Students

Current students enrolled in GCC courses qualify for a GCC e-mail account. E-mail addresses will be set up as soon as the person is admitted to GCC. GDOE secondary students do not qualify for GCC e-mail accounts.

Faculty, Staff, Administrators, Board Members

All full time and part time employees of the College, whether faculty, staff, or administrators, will be assigned a GCC e-mail account. All employees, as soon as they are entered into the BANNER Human Resources and Payroll modules, will receive an e-mail account.

Upon request by the President, or its designee, individual board members (BOT or Foundation) e-mail accounts will be assigned and will be treated the same way as an employee account.

Multiple Roles Account

People with multiple roles, such as any combination of the aforementioned groups (students, employees, and board members), will use and only have one account established and active as long as the individual currently serves in one or more roles.

Department and Alias Accounts

Departments often need generalized alias accounts for receiving and/or transmitting messages not tied to specific people. Specified individuals within each department are authorized to request and use these alias accounts by sending official requests to the dean, the division Vice Presidents, or the President. Once approved, the request will be forwarded to MIS for the creation of the account. Such accounts will be created as either a "forwarding" alias e-mail account, or as a departmental alias login e-mail account, which is similar in its use to individual's e-mail accounts. "Forwarding" alias accounts do not require login and password combinations and all messages sent to the account are automatically forwarded to authorized recipients' e-mail addresses.

Separation from GCC and Impact on e-mail accounts

There are a variety of ways in which students, employees, or board members separate from Guam Community College. Each separation type determines whether the individual's e-mail account remains active or not at GCC, and affects how the account will be handled in specific ways. People with multiple roles, such as any combination of student, employee, or board member, who terminate from one role while still maintaining the other, will remain active and retain their e-mail address. However, if circumstances warrant the immediate withdrawal of a person's e-mail account, it may be revoked immediately at the discretion of the appropriate authority, or employee's supervisor. If it is determined the account is also an active student account due to

multiple roles, a new and different e-mail account may be established and assigned to the student.

Employees and Board Members– Separation by Termination, Resignation, Retirement, or Death

Employees who are no longer active employees, either through termination, resignation, retirement, or death, will no longer have access to their GCC e-mail account. Based on the former employee's supervisor determination, the account will either be disabled or deleted, and messages will either be forwarded or accessed by the immediate supervisor, or designee. The account can also be assumed by the immediate supervisor, or designee. This is to ensure that important e-mails sent to the terminated employee are given the attention they require and are appropriately answered. Accounts should be removed effective the date of the employee's separation.

Students – Separation by Expulsion, Unapproved Leave, Death, or Graduation

Students remain eligible to have e-mail accounts until they graduate (see section on Student Alumnus) or when current students status ends. All inactive students, also known as stop-out students, deactivated accounts will be terminated. Only at the point of re-admission will the account be re-activated.

Student Alumnus / Graduation from GCC

Students who graduate from Guam Community College are no longer eligible for a GCC e-mail account, but will be allowed to maintain a permanent forwarding account via Alumni Services. Prior to matriculation, students are encouraged to request for e-mail forwarding.

Leave of Absence

When an employee is officially on a leave of absence, e-mail access will remain active for their use during their leave of absence.

- Employees must have a 'Leave of Absence' action with an end date. If the employee separates from GCC at the end of the leave, the e-mail account will no longer be accessible by the employee.

Dissemination of E-mail Account Policy Information

This e-mail policy will be readily available on the GCC web site and on the MyGCC Portal. In addition, this and all other policies are included in the new employee orientation package provided by Human Resources, and part of the student orientation package. GCC reserves the right to make changes to this policy in the future, including without advance notice.

Memorandum

To: Mary A.Y. Okada, President

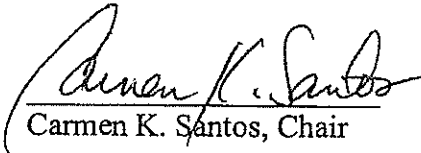
From: Carmen K. Santos (Chair)
Joey Munoz (Co-Chair)
Elizabeth Duenas (Co-Chair)
College Governing Council

Date: 5/13/13

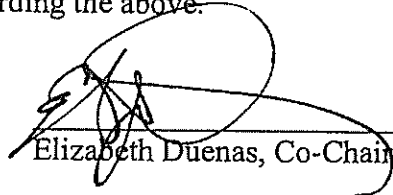
Re: GCC Email Accounts (Administrative Directive 2006-01)

The College Governing Council met on 5/9/13 and unanimously approved the GCC Email Accounts updates. The email policy was reviewed and approved by the College Technology Committee on May 6, 2013.

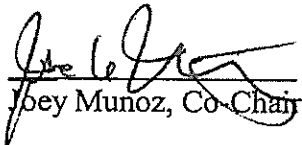
Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

5/15/13
Date


Elizabeth Duenas, Co-Chair

5/16/13
Date


Joey Munoz, Co-Chair

5/15/13
Date

GUAM COMMUNITY COLLEGE
BY-LAWS
OF
RESOURCES, PLANNING & FACILITIES COMMITTEE

May 09, 2013

Article I

Name and Charge

- A. The name of this committee is the Resources, Planning & Facilities Committee (RPF).
- B. RPF serves as the committee to the College Governing Council (CGC).
- C. RPF receives its charge from Article VII of the Joint CGC. That charge includes:
 - 1. Review the facilities Master Plan and recommends the priority of capital improvement project.
 - 2. Review projects that have great impact on SLOs.
 - 3. Forum for discussion of any available or needed resources and facility issues or concerns.

Article II

Membership

- A. RPF shall consist of fourteen (14) members:
 - 1. Faculty Senate President
 - 2. Faculty Senate President-Elect
 - 3. Faculty Union Chair
 - 4. Past Senate President
 - 5. Vice President, Finance & Administration
 - 6. Assistant Director

7. Dean, TPS
8. Dean, TSS
9. Two Staff Senate Executive Council Representatives
10. Two Staff Members appointed by Staff Senate
11. Two Student Representatives, COPSA President & Treasurer

Article III

Officers

A. RPF Chair & Co-Chair as stated in Contract Article VII.

B. Duties of the officers are:

1. Chair

- a. Preside at RPF meetings in accordance with Robert's Rules.
- b. Set meeting agendas in accordance with RPF's charge.
- c. Set times and locations of RPF meetings.
- d. Carry out other duties and activities necessary to fulfill RPF.

2. Co-Chair

- a. Assume the duties of the chair in the chair's absence.
- b. Carry out other duties as assigned or delegated by the chair.

Article IV

RPF Meetings

- A. RPF shall meet monthly, or as needed, during the school year, with a mandatory meeting at the start of the academic year. RPF also may schedule special committee meetings, hold public hearings and forums, form subcommittees, and use other means of carrying out its charge if necessary.
- B. The structure of the regular meetings may include:
 - 1. RPF may have an organizational meeting to review its assignment and adopt a schedule of regular meetings.
 - 2. RPF shall review the operating budget, the financial condition of the various funds and the projected resources available for the following fiscal year.
 - 3. RPF's recommendations on the budget (in accordance with the following years budget guide) shall be submitted to the CGC, at the appropriate time.
 - 4. RPF shall review its charge prior to the end of the academic year, and make any recommendations deemed necessary by the committee.
- C. RPF may conduct business at a meeting when a quorum is present.
 - 1. A quorum is seven (7) or more members in attendance. The seven (7) members shall include at least two (2) College administration members; two (2) College faculty representatives; and two (2) staff representatives. The quorum may include a student representative.
 - 2. Each member as listed in Article II shall have one vote.
- D. Committee Decision Making
 - 1. RPF shall work with respectful regard for all members and visitors.
 - 2. RPF shall make decisions by consensus consistent with Interest Based Bargaining (IBB) principles.
 - 3. Adopted committee positions or recommendations shall be officially communicated to the CGC in writing or by email.
- E. Minutes shall be kept of each meeting and shall be posted to the website.

Article V

RPF Communications and Representation

- A. In general, the Chair or the Co-chair will represent the committee to the CGC.
- B. RPF members are encouraged to seek input from the college community. RPF members should communicate RPF positions and recommendations approved by RPF and CGC.

Article VI

Amendments to these Bylaws

- A. If any section of these by-laws are found to be contrary to the BOT-Union contract or other applicable documents or laws, then that section will be void and the remainder of the by-laws shall remain in full force and effect.
- B. These bylaws may be reviewed annually and amended as needed.

Guam Community College E-mail Account Policy (To replace Administrative Directive 2006-01)

Guam Community College's students and employees are provided technical and informational resources to perform the tasks necessary in support of student learning outcomes and in support of the College's mission. These resources, including but not limited to computing devices and software, scientific equipment, e-mail accounts, and access to informational systems, are the property of Guam Community College and not of the individual student or employee. For purposes of this policy, "e-mail" is defined to include all offerings encompassing e-mail, calendaring, contacts and contact management, aliases, mailing lists, and list management. All information published within these systems is GCC property and is intended to be used or redistributed for GCC business purposes. All students and employees, while attending or working at GCC, are required to use their assigned GCC e-mail account for any and all electronic communications related to official GCC business.

The use of a GCC e-mail account is a privilege. Students and employees are assigned a Guam Community College e-mail address while attending or working at GCC as per the eligibility guidelines below. GCC reserves the right to revoke e-mail and related privileges at the point of separation from Guam Community College or at any time for failing to comply with this policy. Guam Community College owns all e-mail accounts and content and has the right to access accounts, as it deems necessary.

- E-mail and other services are provided as a professional and educational resource to assist our employees and students in fulfilling the professional, educational, research and service goals of the Guam Community College.
- Each user is responsible for using the e-mail system in a professional, ethical, prudent, courteous and lawful manner.
- Incidental personal use is permitted as long as it does not have any negative effects on any other e-mail account, jeopardize the e-mail system, interfere with fulfillment of duties and responsibilities, or violate the law or any other policy or guideline of Guam Community College.
- Each user is required to make each of their electronic communications truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication.

The primary requirement for a GCC e-mail account is a formal relationship to GCC that is signified by the issuance of a Guam Community College ID number. This pertains to all students and employees. When students and employees are in a joint role, or have more than one job position at GCC (such as faculty, staff or administrator, either permanent, part-time or limited-term), they will have only one GCC e-mail account.

Students

Current students enrolled in GCC courses qualify for a GCC e-mail account. E-mail addresses will be set up as soon as the person is admitted to GCC. GDOE secondary students do not qualify for GCC e-mail accounts.

Faculty, Staff, Administrators, Board Members

All full time and part time employees of the College, whether faculty, staff, or administrators, will be assigned a GCC e-mail account. All employees, as soon as they are entered into the BANNER Human Resources and Payroll modules, will receive an e-mail account.

Upon request by the President, or its designee, individual board members (BOT or Foundation) e-mail accounts will be assigned and will be treated the same way as an employee account.

Multiple Roles Account

People with multiple roles, such as any combination of the aforementioned groups (students, employees, and board members), will use and only have one account established and active as long as the individual currently serves in one or more roles.

Department and Alias Accounts

Departments often need generalized alias accounts for receiving and/or transmitting messages not tied to specific people. Specified individuals within each department are authorized to request and use these alias accounts by sending official requests to the dean, the division Vice Presidents, or the President. Once approved, the request will be forwarded to MIS for the creation of the account. Such accounts will be created as either a "forwarding" alias e-mail account, or as a departmental alias login e-mail account, which is similar in its use to individual's e-mail accounts. "Forwarding" alias accounts do not require login and password combinations and all messages sent to the account are automatically forwarded to authorized recipients' e-mail addresses.

Separation from GCC and Impact on e-mail accounts

There are a variety of ways in which students, employees, or board members separate from Guam Community College. Each separation type determines whether the individual's e-mail account remains active or not at GCC, and affects how the account will be handled in specific ways. People with multiple roles, such as any combination of student, employee, or board member, who terminate from one role while still maintaining the other, will remain active and retain their e-mail address. However, if circumstances warrant the immediate withdrawal of a person's e-mail account, it may be revoked immediately at the discretion of the appropriate authority, or employee's supervisor. If it is determined the account is also an active student account due to

multiple roles, a new and different e-mail account may be established and assigned to the student.

Employees and Board Members– Separation by Termination, Resignation, Retirement, or Death

Employees who are no longer active employees, either through termination, resignation, retirement, or death, will no longer have access to their GCC e-mail account. Based on the former employee's supervisor determination, the account will either be disabled or deleted, and messages will either be forwarded or accessed by the immediate supervisor, or designee. The account can also be assumed by the immediate supervisor, or designee. This is to ensure that important e-mails sent to the terminated employee are given the attention they require and are appropriately answered. Accounts should be removed effective the date of the employee's separation.

Students – Separation by Expulsion, Unapproved Leave, Death, or Graduation

Students remain eligible to have e-mail accounts until they graduate (see section on Student Alumnus) or when current students status ends. All inactive students, also known as stop-out students, deactivated accounts will be terminated. Only at the point of re-admission will the account be re-activated.

Student Alumnus / Graduation from GCC

Students who graduate from Guam Community College are no longer eligible for a GCC e-mail account, but will be allowed to maintain a permanent forwarding account via Alumni Services. Prior to matriculation, students are encouraged to request for e-mail forwarding.

Leave of Absence

When an employee is officially on a leave of absence, e-mail access will remain active for their use during their leave of absence.

- Employees must have a 'Leave of Absence' action with an end date. If the employee separates from GCC at the end of the leave, the e-mail account will no longer be accessible by the employee.

Dissemination of E-mail Account Policy Information

This e-mail policy will be readily available on the GCC web site and on the MyGCC Portal. In addition, this and all other policies are included in the new employee orientation package provided by Human Resources, and part of the student orientation package. GCC reserves the right to make changes to this policy in the future, including without advance notice.