

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 08/28/14 @ 2:00p.m.  
Faculty Senate Office/C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Dr. Juan Flores	Administrator	<a href="mailto:juan.flores@guamcc.edu">juan.flores@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 04/24/14

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 09/11/14 @ 1:00 p.m.  
Faculty Senate Office/C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Dr. Juan Flores	Administrator	<a href="mailto:juan.flores@guamcc.edu">juan.flores@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 08/28/14

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

- a. By-Laws Update

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 10/23/14 @ 1:00 p.m.  
Faculty Senate Office/C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 09/11/14

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

- a. By-Laws Update
- b. PDRC Request

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 11/20/14 @ 1:00 p.m.  
Faculty Senate Office/C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

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2) Approval of Prior Minutes: 10/23/14

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

- a. PDRC Request

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 12/04/14 @ 1:00 p.m.  
Faculty Senate Office/C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 11/20/14

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 01/29/15 @ 1:00 p.m.  
Faculty Senate Office/C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 12/04/14

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

- a. FY16 Budget
- b. Sustainability Policy

5) Open Discussion:

6) Next Meeting:

February 19, 2015 @1:00p.m.  
March 19, 2015 @ 1:00p.m.  
April 16, 2015 @1:00p.m.  
May 07, 2015 @1:00p.m.

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**  
 Friday, 01/30/15 @ 2:00 p.m.  
 SSA Conference Room

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan @guamcc.edu">michael.chan @guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 12/04/14-Tabled

3) Old Business:

- a. Financial Report-Tabled
- b. Facilities Report-Tabled
- c. Faculty/Administration Salary Increments Update-Tabled

4) New Business:

- a. FY16 Budget
- b. FY16 NAF Budget- Tabled
- c. Sustainability Policy -Tabled
- d. Fee Adjustments- Tabled

5) Open Discussion:

6) Next Meeting:

February 19, 2015 @1:00p.m.  
 March 19, 2015@ 1:00p.m.  
 April 16, 2015 @1:00p.m.  
 May 07, 2015 @1:00p.m.

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 02/19/15 @ 1:30 p.m.  
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberon@guamcc.edu">robin.roberon@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan @guamcc.edu">michael.chan @guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 01/29/15 & 01/30/2015

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

5) Open Discussion:

6) Next Meeting:

March 19, 2015 @ 1:00p.m.  
April 16, 2015 @ 1:00p.m.  
May 07, 2015 @ 1:00p.m.

7) Adjournment:



**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 03/19/15 @ 1:30 p.m.  
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberon@guamcc.edu">robin.roberon@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan @guamcc.edu">michael.chan @guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 02/19/2015

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

5) Open Discussion:

6) Next Meeting:

April 16, 2015 @1:00p.m.  
May 07, 2015 @1:00p.m.

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**  
Thursday, 04/16/15 1:30p.m.  
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 03/19/15

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

5) Open Discussion:

6) Next Meeting:

May 07, 2015 @1:30p.m.

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 05/07/15 1:30p.m.  
Faculty Senate Office, C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	

Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

2) Approval of Prior Minutes: 04/16/15

3) Old Business:

- a. Financial Report
- b. Facilities Report
- c. Faculty/Administration Salary Increments Update

4) New Business:

- a. Travel Procedures

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
 Thursday, 08/28/14 @ 2:00 pm  
 Faculty Senate Office/C2

**Meeting Minutes**

1) Call to Order: @ 2:03 p.m.

**Attendance:**

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	✓
Dr. Juan Flores	Administrator	<a href="mailto:juan.flores@guamcc.edu">juan.flores@guamcc.edu</a>	absent
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	absent
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	absent
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	absent

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of April 24, 2014 made by E. Duenas, seconded by A. Roberto. Motion passed unanimously.**

4) Old Business:

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

- i. For FY14, GCC has received a total of 71% of its overall appropriation. There is no reserve.
- ii. Ellucian draft strategic assessment and DE strategic plans are currently being reviewed. Launch of DE test courses scheduled for Spring 2015.
- iii. BOT currently doing review of all Board Policies. BOT policies 100 series were reviewed and passed by BOT in July 2014. Currently, under review is Policy 171.
- iv. Year End Requisition and bid deadlines have been posted.
- v. Current trainings for Luminos 5 have been posted. Also, the Banner Group will continue to make required changes to the portal to make it more user friendly and efficient.
- vi. FY15 Budget bill 269-32 was passed by the legislature recently. It appropriates \$19,404,731 to GCC. An 11% increase from 2014.
- vii. GCC is required to have Voter Registration available – please see Ava Garcia at SSS for more information.
- viii. Fall 2014 registration count was 2,530 students. 174 students were dropped on 8/12 and 70 came back. Total dropped was approximately 4%.
- ix. Building 200 furniture and equipment has ~~ve~~ been ordered and expected delivery around 2<sup>nd</sup>-3<sup>rd</sup> week of October 2014.
- x. OCP and Social Media Policy have been posted, please see MyGCC.
- xi. MIS has posted frequently asked questions to help college community resolve issues with Banner, Portal, or computer systems on the Portal Home page. MIS internet testing is still ongoing. MIS launched wireless internet sign on during the summer. Timeout issues to be addressed with CTC.
- xii. Victor Rodgers, last day is 08/29/2014. Liz Duenas is retiring. ~~Her and~~ last day is 09/19/2014.
- xiii. Bookstore ~~is~~ closed for year-end inventory from 09/24-30/2014.

- xiv. ISMP updates will be reported at 11/21/2014 college assembly.
  - xv. CACGP has received a new grant \$1,392,000 for 08/13/2014-08/12/2015.
  - xvi. GCC received DOI Technical assistance grant of \$334,344 for Building 200 furniture and equipment during the summer.
  - b. Facilities Report – D. Perez reported CIP14 status report as of August 20, 2014 (See attachment):
    - i. 14.05 5000 Pathway lights – decorative lights heading to LRC. Please inform others not to sit, lean, or place items on the lights. Causes many problems with the lighting system.
    - ii. 14.12 1000 Recycle Bins – Newly hired Sustainability & Project Coordinator, Francisco (Kiko') Palacios will be taking care of recycled items for Labor Day Picnic on August 31, 2014.
    - iii. 14.16 Campus-wide (Gensets) still seeking for a 3<sup>rd</sup> quote before awarding.
    - iv. CIP15 call out listing will be presented at the next RPF meeting.
    - v. Building 200 is at 87% complete. Request for an extension is being reviewed.
  - ~~v.~~ vi. A. Roberto requested to include vocational guidance as part of the appropriation report.
  - c. Faculty/Administration Salary Increment Updates – Tabled.
- 5) New Business:
- a. RPF Bylaws – C. Santos requested for everyone to review the By-laws for next meeting discussion.
- 6) Open Discussion:
- None
- 7) Next Meeting: September 11, 2014 @ 1:00pm
- 8) Adjournment: @ 2:49 p.m. Motion was made by R. Roberson, seconded by A. Roberto. Motion passed.

**RPF**  
**FINANCIAL STATUS UPDATE**  
**August 28, 2014**

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

FY 2014      8/28/2014					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	14,419,193	13,202,940	10,409,993	79%	72%
LPN	782,570	717,356	593,449	83%	76%
MDF	1,770,203	1,622,686	916,354	56%	52%
TAF	24,154	24,154	24,154	100%	100%
TAF - Supplemental	522,241	478,721	396,033	83%	76%
Capital Projects	100,000	100,000	90,000	90%	90%
<b>Totals</b>	<b>17,618,361</b>	<b>16,145,857</b>	<b>12,429,983</b>	<b>77%</b>	<b>71%</b>

Current YTD expenditures & encumbrances for FY14 as of 8/28/14 are as follows:

8/28/2014	GF	MDF		TUITION	SPECIAL PROJECTS	Total
	Fund 1	Fund 3	Fund 4	Fund 11	Fund 12	
Salaries - Full Time	\$8,210,428		\$230,234	\$ 701,271	142,854	\$9,284,787
Salaries - Part Time	-		-	1,076,148	104,038	1,180,185
Benefits	3,075,080		81,681	363,313	65,532	3,585,606
Travel	20,368		-	98,351	110,540	229,259
Contractual Services		173,066	-	1,343,673	228,536	1,745,275
Supplies and Materials	1,495	13,231	15,115	149,119	187,266	366,225
Equipment		180	11,269	780,090	51,500	843,038
Miscellaneous		390	493,450	157,284	410,312	1,061,436
Interest Expense				163,719		163,719
Power	995,232			36,170		1,031,401
Water/Sewer	36,246			-		36,246
Telephone	55,259			-		55,259
Capital Outlay				140,515	-	140,515
Indirect Costs					133,761	133,761
Subtotal						
Expenditure	\$12,394,107	\$186,867	\$831,749	\$5,009,652	\$1,434,338	\$19,856,714
Encumbrances	221,409	69,673	921	422,865	101,321	816,189
Total Exp & Enc	\$12,615,516	\$256,540	\$832,671	\$5,432,516	\$1,535,660	\$20,672,902

- Ellucian draft strategic assessments and DE strategic plan are currently being reviewed. Launch of DE test courses scheduled for Spring 2015..
- Awaiting status on USDA \$5M loan
- BOT currently doing review of all Board Policies. BOT policies 100 series were reviewed and passed by BOT in July 2014. Currently, under review is Policy 171.
- Year End Requisition and bid deadlines have been posted.

- Current trainings for Luminos 5 have been posted. Also, the Banner Group will continue to make required changes to the portal to make it more user friendly and efficient.
- FY15 Budget bill 269-32 was passed by the legislature recently. It appropriates \$19,404,731 to GCC. This is a 11% increase from 2014 as noted below:

	FY14	FY15	Budget % change
GF	14,261,859.00	16,376,571.00	15%
LPN	782,570.00	782,570.00	0%
MDF	1,770,203.00	2,121,436.00	20%
TAF	24,154.00	24,154.00	0%
TAF			
Supp	522,241.00	-	-100%
CIP	100,000.00	100,000.00	0%
	<u>17,461,027.00</u>	<u>19,404,731.00</u>	11%

- GCC is required to have Voter Registration available – please see Ava Garcia at SSS for more information.
- Fall 2014 registration count was 2,530 students. 174 students were dropped on 8/12 and 70 came back. Total dropped was approximately 4%.
- Building 200 furniture and equipment has been ordered and expected delivery around 2<sup>nd</sup>-3<sup>rd</sup> week of ~~March~~ <sup>OCTOBER</sup>
- OCP and Social Media Policy have been posted, please see MyGCC.
- MIS has posted frequently asked questions to help college community resolve issues with Banner, Portal, or computer systems on the Portal Home page. MIS internet testing is still ongoing. MIS launched wireless internet sign on during the summer. Timeout issues to be addressed with CTC.
- Victor Rodgers last day is 8/29/14. Liz Duenas is retiring and last day is 9/19.
- Bookstore closed for year end inventory from 9/24-9/30/14.
- ISMP updates will be reported at 11/21 college assembly.
- CACGP has received a new grant \$1,392,000 for 8/13/14-8/12/15.
- GCC received DOI Technical assistance grant of \$337,344 for Building 200 furniture and equipment during the summer.

**CIP14 Status Report**  
**for the month of AUGUST 2014**  
as of August 20, 2014

14.01	Campus-wide [LIGHTS]	Fixtures to address pathway lighting between buildings 4000-5000 was completed (8/16/14) but pending acceptance as inspection on 8/19/14 revealed lights did not turn on. Items on remaining POs (P1401808, P1401809, and P1401513) are pending receipt of supplies/materials.
14.02	Campus-wide [Mass notification/fire a	Procurement & Inventory Administrator will send RFQ once more on 8/22/14; quotes from previous RFQs were unsuccessful. 8/25/14: Met with P&IA, FEA, Environmental Health & Safety to discuss timelines. Per P&IA, bid to be issued 8/29.
14.03	Firing Range & Ponding Basin [Fence	FEA stated "project was completed on Jul. 19th, and was inspected & (implicitly) accepted on Jul. 22nd.
14.04	6000 [Parking lots]	Although storm and rain hampered progress the project was eventually completed August 2014.
14.05	5000 [Pathway lights]	FEA inspected and accepted 4/14/14; project CLOSED.
14.06	600 [Electrical Panels]	FEA inspected and accepted project August 2014 however MM have been notified of possible LDs because of non-submission of as-built and warranty.
14.07	600 [walls]	FEA inspected and accepted project August 2014. CLOSED
14.08	1000, 3000, & 4000 [Line Conditioner	PO issued and project now moves forward with expected completion date 11/17/14.
14.09	2000 [Fire Sprinkler]	FEA inspected and accepted; project CLOSED.
14.10	Campus-wide [Directory/Kiosk]	MM's Procurement & Inventory Administrator (P&IA) will send RFQ once more by 8/22/14 as quotes were not received when previous RFQs were issued.
14.11	A-D [Doors]	8/20/14: Ongoing.
14.12	1000 [Recycle bins]	Pending arrival of items.
14.13	Campus-wide [Speed Humps]	All but one hump remains to be installed. The remaining unit will be placed in front of building 200; to prevent damage and wear installation will be after completion of building 200. It should be noted that MM has been notified that LDs may be necessary only as it relates to the receipt of signage.
14.14	5000 [ADA Doors]	<del>LIQUIDATED DAMAGE</del> FEA inspected and deemed project completed March 6, 2014; minor adjustments are pending. CLOSED
14.15	A-28 [Model Classroom Renovation]	RFQ resulted in two proposals that are now being evaluated. Requisitions for furniture/equipment will be submitted by 8/22/14 to mirror those for building 200.
14.16	Campus-wide [Gensets]	MM's P&IA will send RFQ once more by 8/22/14 as vendors did not respond to previously submitted RFQs.
14.17	Campus-wide [Acs]	With the hiring of the AC Refrigeration Mechanic the AC units have been reevaluated and PO issued for those requiring to be replaced.
14.18	Campus-wide [Equipment Repair, etc.	No request to replace/repair equipment were made during the month.
14.19	3000 [Roof Repair]	Project completed, inspected, and accepted by FEA on 8/15/14.



**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**  
**Resources, Planning and Facilities Committee**  
Thursday, 09/11/14 @ 1:00 pm  
Faculty Senate Office/C2

**Meeting Minutes**

1) Call to Order: @ 1:03 p.m.

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	absent
Dr. Juan Flores	Administrator	<a href="mailto:juan.flores@guamcc.edu">juan.flores@guamcc.edu</a>	✓
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
<b>Guest:</b>			
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of August 28, 2014 with changes made by E. Duenas, seconded by L. Leon Guerrero. Motion passed unanimously.**

4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY14, GCC has received a total of 71% of its overall appropriation. There is no reserve.
  - ii. FY15 Budget bill was signed into law by Governor. Pending final copy of Public Law. FY15 Budgets will be loaded no later than October 10, 2014. Miscellaneous provision appropriates funding for 50% retro of Competitive Wage Act to January 26, 2014.
  - iii. Ellucian draft strategic assessment and DE strategic plans are currently being reviewed. Launch of DE test courses scheduled for Spring 2015. Four courses have been identified one each in Education.
  - iv. Awaiting status on USDA \$5M loan. Loan currently with USDA DC office for approval; obligation period due by September 30, 2014.
  - v. BOT currently doing review of all Board Policies. BOT policies 100 series were reviewed and passed by BOT in July 2014. Currently, under review is Policy 171.
  - vi. Year End Requisition and bid deadlines have been posted. Closing out of open purchase orders and issuing checks to vendors as requested.
  - vii. Training dates for Luminos 5 have been posted.
  - viii. GCC is required to have Voter Registration available – please see Ava Garcia at SSS for more information.
  - ix. Building 200 furniture and equipment have been ordered. Expected delivery around 2<sup>nd</sup>-3<sup>rd</sup> week of October 2014.
  - x. CTC has deferred to MIS the request for wireless access. It has been increased to three hours.
  - xi. Bookstore will be closed for year end inventory from 09/24/2014-09/30/2014.

- xii. ISMP updates will be reported at 11/21/2014 mandatory college assembly.
  - b. Facilities Report – D. Perez reported the following:
    - i. CIP14 status report as of September 3, 2014 (See attachment)
      - a. Building 200 is over 90% complete. Request for an extension was not approved, liquidated damages may apply.
      - b. Approved by the Board a resolution to update the Facility Master Plan.
    - ii. Proposed Projects CIP15 (See attachment) effective 10-01-2014 thru 09-30-2015  
**Motion to approve the Proposed Projects for CIP15 made by L. Leon Guerrero, seconded by S. Leon Guerrero. Motion passed unanimously.**
  - c. Faculty/Administration Salary Increment Updates – Tabled.
- 5) New Business:
- a. RPF Bylaws – Discussion was held, and changes were made to the By-laws. All members agreed for C. Santos to make the changes and send a copy via email for approval.
- 6) Open Discussion:
- a. C. Santos will provide information on the actual FY16 budget deadlines by next meeting.
  - b. A. Roberto questioned if the firing range is staging area for emergency evacuations, parking lot area is the designated area.
  - c. L. Leon Guerrero inquired on the request process for Staff Senate funding to be included in the FY16 budget.
  - d. V. Tudela announced, Fall Festival on Thursday, September 18, 2014 @ Student Center Courtyard from 4:00pm-8:00pm. Please stop by and support the student organizations.
- 7) Next Meeting: Scheduled meeting for Fall 2014 Semester:
- October 16, 2014 @ 1:00pm
  - November 13, 2014 @ 1:00pm
  - December 04, 2014 @ 1:00pm
- 8) Adjournment: @ 2:15 p.m. Motion was made by V. Tudela, seconded by L. Leon Guerrero. Motion passed.

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

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

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

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

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

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

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



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

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.01	Safety & Security	Campus-wide [LIGHTS]	To restore ample lighting throughout the campus' parking lots via the installation of [1] 5 new LED flood lamps between 3000-4000-5000 (+1 spare), replacement of 17 downed mercury vapor lamps with LEDs (+3 spares) between 2000-400-D-GPD Crime Lab., [2] restoration of 12 downed PV lamps (+2 spares) between 1000-900-Firing Range, and [3] restoration of 4 downed PV lamps (+1 spare) between 3000-4000-6000.	FEA contacted interested vendors as only one proposal was initially received. 4/21/14: Four (4) quotes were received for #1 (PSLS, Genesis-Tech, Pacific-green Integrated Technology and Pacific Renewable Energy Solutions (PRES)). P1401808 (7/31/14): Americas Best Electric Mart for \$18,191.99 (straight-angle fixture) with ETA 10/4/14. P1401809 (7/31/14): Pacific-Green Integrated Technology Inc. for \$23,672.80 (tilted-angle single and double fixture) with ETA 10/4/14. P1401513 (6/10/14): Americas Best Electric Mart for \$1,849.94 (non PV-Led Parking lot lamp) with ETA 9/14/14. P1401277 (5/2/14): Pacific-Green Integrated Technology Inc. for \$9,417.50 (pathway lighting-bldg. 4000&5000) with ETA 9/2014.8/20/14: Fixtures to address pathway lighting between buildings 4000-5000 was completed (8/16/14); inspection on 8/19/14 revealed lights did not turn on.  9/3/14: Pending inspection of pathway lighting between buildings 4000-5000 which was completed (8/16/14). Items on remaining POs (P1401808,P1401809, and P1401513) are pending receipt of supplies/materials. 9/4/14: FEA inspected P1401277 and all that is pending is receipt of 1-year Certificate of Warranty.
14.02	Safety & Security	Campus-wide [MASS NOTIFICATION/fire alarm]	To provide a centralized, mass notification system with 'bells & whistles' and critical to the safety of students, faculty & staff. Tender will also establish a Mass Notification System.	Part II of II; Part I includes budget (\$99,678) earmarked under CIP13.01. 7/23/14: Pending SOW. 8/20/14: Procurement & Inventory Administrator sent RFQ once more on 8/22/14; quotes from previous RFQs were unsuccessful. 8/25/14: Met with P&IA, FEA, Environmental Health & Safety to discuss timelines. Per P&IA, bid to be issued 8/29.  9/3/14: Pre-bid conference to be held 9/4/14.
		Firing Range	To construct a perimeter fencing. Project is necessary to secure an extremely dangerous, munitions zone; to assure the campus population will not be in harm's way by encompassing the existing area of 235'L x 150'W with AWG#6, 7'H, chain-linked fence with a 20'W x 7'H roller gate.	Mandatory pre-bid session was held 5/22/13; bid opening was conducted 6/12/13; Notice of Intent to Award issued to JJ Global for \$59,605 on 8/1/13 for ponding basin. 10/13/13: Project will be phased into CIP14.03. 1/06/14: Project to commence February 2014; firing range will be closed until completion of project; JJ Global rescinded a 30-day extension previously requested as Department of Agriculture was able to inspect sooner. 2/13/14: FEA (Facilities Engineer Administrator) approved size of pole. It was determined that a permit not required for the project. 3/11/14: FEA required having surface under fence leveled. Payment for \$36,011.18 submitted (constitutes more than 60% of total cost) and paid. 4/7/14: Project at firing range finally commenced. 05/10/14: MM to process LD's on the ponding basin project. JJ Global will request a 30-day extension for the firing range project due to 'site conditions undetermined' (i.e., buried construction debris, hardened volcanic rock, etc.). There is also approximately \$9,000 to correspond with 'site conditions undetermined' dilemma. 6/4/14: On May 30, FEA notified JJ Global of the completion date (6/15/14) of the project. FEA is currently

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

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS
14.06	Safety & Security	600 [ELECTRICAL PANELS]	observed.	9/3/14: CLOSED.
14.07	Environmental/Health/Safety	600	To renovate the east-side walls of the Automotive Shop by replacing deteriorating metal cover sheets thereby eliminating water leaks during inclement weather and restoring the structural integrity of the building.	05/10/14: Extension needed as only 2 proposals were received. 5/20/14: 5 proposals were received and evaluated; recommendation to award to Genesis Tech Corporation. 6/3/14: Processed requisition for Genesis Tech Corporation for \$11200. 7/25/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. FEA inspected and accepted project August 2014.  9/3/14: CLOSED.
14.08	Safety & Security	1000, 3000, & 4000 [LINE CONDITIONERS]	To upgrade existing electrical panel and provide line conditioning via interfaces to the existing service entrance, transformer, transfer switches, switch boards and electrical panels.	7/23/14: Bid issued and opened on 7/18/14. The sole proposal received is currently under review. 8/20/14: PO issued to Z Corporation and project now moves forward with expected completion date 11/17/14.  9/3/14: Ongoing.
14.09	Safety & Security	2000	To replace the corroded plumbing of 2000's east-wing fire sprinkler system by replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	4/7/14: FEA inspected and accepted; project CLOSED.  CLOSED.
14.10	Safety & Security	Campus-wide [DIRECTORY KIOSKS]	To provide directory information kiosks, building labels and directional signage so as to improve students' ability to locate classrooms, to establish escape routes in the event of emergencies, and to create a better setting for the campus.	Working group (FEA, Center for Student Involvement & PIO) will solicit students' input regarding naming opportunity; continue to discuss options and finalize SOW by 2/14. 07/23/14: SOW completed; MM will issue as an RFQ this week. 8/20/14: MM's Administrator will send RFQ once more on 8/22/14 as quotes were not received when previous RFQs were issued.  9/3/14: Status quo.

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

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

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

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

<b>CIP #</b>	<b>Category</b>	<b>Bldg. / Room</b>	<b>DESCRIPTION</b>	<b>GOVERNMENT Estimated Cost</b>
15.01	Safety & Security	Building B [RENOVATION]	To improve Student Support Services (Bldg. B) public accessibility and use of infrastructure (e.g., services, accessibility, and traffic flow, etc.).	\$ 221,000.00
15.02	Safety & Security	SSA - Bldg. 2000 [FIRE SPRINKLER]	To replace corroded plumbing located at Bldg. 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	\$ 5,000.00
15.03	Environmental/ Health/Safety	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus. However, because of GCC's "go-green" initiative and recent hire of Sustainability Project Coordinator, an assessment on usability of replacing defective drinking fountains with "refillable stations" to be strategically located will be conducted.	\$ 12,000.00

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



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

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

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

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

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

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
Thursday, 10/23/14 @ 1:00 pm  
Faculty Senate Office/C2

**Meeting Minutes**

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

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	absent
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	✓
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	absent
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	absent

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

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

4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY14, GCC received a total of 81% of its overall appropriation. No receipt of FY15 fund.
  - ii. Budget loads for FY15 have been completed. See your deans or department heads for budget balances.
  - iii. Ellucian draft strategic assessment and DE strategic plans are currently being reviewed. Launch of DE test courses scheduled for Fall 2015. We are working to identify courses and funding.
  - iv. Recently had a press conference regarding our USDA \$5M loan. Waiting for final document on the loan.
  - v. BOT currently doing review of all Board Policies. BOT policies 300 series are complete. Currently, under review is Policy 171.
  - vi. Year end closing in process and audit preparation started.
  - vii. GCC is required to have Voter Registration available – please see Ava Garcia at SSS for more information.
  - viii. Building 200 is currently 98.72% completed as per the contractor. However, estimated completion and occupancy may be end of November. No firm date yet.
  - ix. Building 200 furniture and equipment is on island and being held by vendors. IT equipment is on island but now pending delays from construction.
  - x. No changes to the CIP reports as the budgets for FY15 were just loaded. Larry and Doris working on the scope of work for different projects.
  - xi. ISMP updates will be reported at 11/21/2014 mandatory college assembly.
  - xii. Budget deadlines have been posted as well as the forms. Business Office scheduled budget trainings for 10/24/2014 and 10/31/2014. Budget is due to the dean's on 11/14/2014.
- b. Facilities Report – C. Santos reported that the CIP15 is status quo. (See Attachment)

- c. Faculty/Administration Salary Increment Updates – Tabled.
- 5) New Business:
- a. RPF By-laws Update – Discussion was held, and changes were made to the By-laws. All members agreed for C. Santos to make the changes and send a copy via email for approval.  
**Motion to approve the RPF By-laws with changes made by A. Chamberlain, seconded by S. Leon Guerrero. Motion passed unanimously.**
  - b. PDRC Request - Tabled
- 6) Open Discussion:
- a. College Assembly/Profession Development Day – November 21, 2014 in MPA. A. Roberto asked, “Is it a mandatory meeting for all faculty members to attend?” V. Tudela responded, “G. Hartz sent out an email to all secondary faculty members regarding coverage for 11/21/2014.” V. Tudela will verify if classes will be conducted on 11/21/2014 for the post secondary level.
  - b. ISMP Update – will be reported on 11/21/2014 College Assembly.
- 7) Next Meeting: November 20, 2014 @ 1:00pm
- 8) Adjournment: @ 1:40 p.m. Motion was made by V. Tudela, seconded by A. Roberto. Motion passed.

**RPF**  
**FINANCIAL STATUS UPDATE**  
**October 23, 2014**

- For FY14, GCC has received a total of 81% overall appropriation. No receipt of FY15 funds.

FY 2014      10/23/2014					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	14,419,193	14,419,193	11,706,609	81%	81%
LPN/VGP	782,570	782,570	743,442	95%	95%
MDF	1,770,203	1,770,203	1,137,630	64%	64%
TAF	24,154	24,154	24,154	100%	100%
TAF - Supplemental	522,241	522,241	496,129	95%	95%
Capital Projects	100,000	100,000	90,000	90%	90%
<b>Totals</b>	<b>17,618,361</b>	<b>17,618,361</b>	<b>14,197,964</b>	<b>81%</b>	<b>81%</b>

  

FY 2015      10/23/2014					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	16,376,571	1,364,714		0%	0%
LPN/VGP	782,570	65,214		0%	0%
MDF	988,586	82,382		0%	0%
GF - Apprenticeship	1,132,850	94,404		0%	0%
TAF	24,154	0		#DIV/0!	0%
Capital Projects	100,000	0		#DIV/0!	0%
<b>Totals</b>	<b>19,404,731</b>	<b>1,606,715</b>	<b>0</b>	<b>0%</b>	<b>0%</b>

Current YTD expenditures & encumbrances for FY14 as of 9/30/14 are as follows:

	Fund 1	Fund 3	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 9,884,278		\$ 272,756	\$ 855,580	\$ 178,937	\$11,191,551
Salaries - Part Time	-		-	1,322,029	126,325	1,448,354
Benefits	3,637,577		95,545	439,075	80,766	4,252,963
Travel	20,368		-	109,379	101,722	231,469
Contractual Services	1,348	235,413	25	1,421,956	272,569	1,931,311
Supplies and Materials	1,495	15,253	15,729	199,193	200,701	432,370
Equipment		852	11,269	901,127	78,186	991,434
Miscellaneous	18,908	895	597,187	180,324	421,635	1,218,949
Interest Expense				179,969		179,969
Power	995,232	(5,156)		130,292		1,120,368
Water/Sewer	48,000			2,503		50,503
Telephone	64,879			-		64,879
Capital Outlay				140,515	-	140,515
Indirect Costs					148,229	148,229
Subtotal						
Expenditure	\$14,672,083	\$247,257	\$ 992,510	\$5,881,943	\$1,609,070	\$23,402,864
Encumbrances	220,006	31,679	129,849	692,059	61,739	1,135,332

Total Exp & Enc	\$14,892,089	\$278,936	\$1,122,359	\$6,574,002	\$1,670,809	\$24,538,196
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- Budget loads for FY15 have been completed. See your deans or department heads for budget balances.
- Ellucian draft strategic assessments and DE strategic plan are currently being reviewed. Launch of DE test courses scheduled for Fall2015. We are working to identify courses and funding..
- Recently had a press conference regarding our USDA \$5M loan. Waiting for final documents on the loan.
- BOT currently doing review of all Board Policies. BOT policies 300 series. Currently, under review is Policy 171.
- Year end closing in process and audit preparation started.
- GCC is required to have Voter Registration available – please see Ava Garcia at SSS for more information.
- Building 200 is currently 98.72% completed per the contractor. However, estimated completion and occupancy may be end of November. No firm date yet.
- Building 200 furniture and equipment is on island and being held by vendors. IT equipment is should be on island but now pending delays from construction..
- No changes to the CIP reports as the budgets for FY15 were just loaded. Larry and Doris working on scope of works for different projects.
- ISMP updates will be reported at 11/21 Mandatory college assembly.



**CIP15 PROJECTS**  
**as approved by the College Governing Council, September 2014**

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
15.01	Safety & Security	Building B [RENOVATING]	To improve Student Support Services (Bldg. B) public accessibility and use of infrastructure (e.g., services, accessibility, and traffic flow, etc.).	\$ 221,000.00
15.02	Safety & Security	SSA - Bldg. 2000 [FIRE SPRINKLER]	To replace corroded plumbing located at Bldg. 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	\$ 5,000.00
15.03	Environmental/Health/Safety	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus. However, because of GCC's "go-green" initiative and recent hire of Sustainability Project Coordinator, an assessment on usability of replacing defective drinking fountains with "refillable stations" to be strategically located will be conducted.	\$ 12,000.00
15.04	Safety & Security	Campus-wide [DOOR SIGNAGE HOLDERS]	To acquire and install transparent sign holders on all classroom doors.	\$ 4,000.00
15.05	Safety & Security	LRC - Bldg. 4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirotile, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.	\$ 2,000.00
15.06	Safety & Security	SSA - Bldg. 2000 [HAND RAILING BARS]	To install hand rail bars (2-each, 2"D, 2-tiered, 18'L x 3'H, galvanized railings) at eastern & western exit ways.	\$ 1,000.00
15.07	Safety & Security	Student Center - Bldg. 5000 [HAND RAILING BARS]	To install hand rail bars (2"D, 2-tiered, 30'L x 3'H, galvanized railings) along southern ramp ways by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings.	\$ 1,000.00
15.08	Environmental/Health/Safety	Technology Center - Bldg. 1000 [RESTROOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tiles, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	\$ 83,000.00
15.09	Safety & Security	C23 [ELECTRICAL PROVISIONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.	\$ 19,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT Estimated Cost
15.10	Safety & Security	Student Center - Bldg. 5000 [SHOWER PARTITIONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	\$ 7,000.00
15.11	Safety & Security	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	\$ 101,000.00
15.12	Environmental/ Health/Safety	A, C or D [UPDATE CLASSROOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	\$ 18,000.00
15.13	Environmental/ Health/Safety	Campus-Wide/A27, A28, C1, C3, C5 [ACs]	To replace/repair AC units (with SEER 13 or better) prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment. Because of GCC's "go-green" initiative and recent hire of Sustainability Project Coordinator, an assessment on usability of solar units to replace ACs will be conducted.	\$ 63,000.00
15.14	Environmental/ Health/Safety	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards, with digital screens, finite hardwired data ports with Wi-Fi technology, fixed stand-alone desk-chairs with portable group seating, current window fixtures with light-controlled aesthetically-pleasing blinds & shades) for improved instruction with the classrooms.	\$ 20,000.00
15.15	Safety & Security	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles.	\$ 7,000.00
				<b>\$ 564,000.00</b>

BOT approved, 10/10/14

CIP #	Category	Bldg. / Room	DESCRIPTION	GOVERNMENT
				Estimated Cost

<b>Board Approved Amount:</b>	<b>\$</b>	<b>734,000.00</b>
<b>Less CIP15 Projects</b>	<b>\$</b>	<b>564,000.00</b>
<b>Contingency:</b>	<b>\$</b>	<b>170,000.00</b>

#### CIP15 CONTINGENCY PROJECTS:

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



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

*October 23, 2014 revised*

**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 the Agreement Between The GCC Faculty Union & GCC BOT 2010-2016, Article VII. That charge includes:
  - 1. Review the facilities Master Plan and recommend the priority of capital improvement projects.
  - 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 President
  - 4. Past Senate President
  - 5. Vice President, Finance & Administration
  - 6. Assistant Director, Planning & Development

7. Dean, TPS
8. Dean, TSS
9. Three Staff Senate Executive Council Representatives
10. One Staff Member 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 Rules of Order Newly Revised.
    - 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 charge.
  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 based on Robert Rules of Order Newly Revised.
  - 3. In accordance with Robert Rules of Order Newly Revised, each member shall have the right to participate and to act freely within the meeting according to their own judgment.
  - 4. 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 on the MyGCC 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 is 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**  
**Resources, Planning and Facilities Committee**  
Thursday, 11/20/14 @ 1:00 pm  
Faculty Senate Office/C2

**Meeting Minutes**

- 1) Call to Order: @ 1:09 p.m.

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	absent
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	absent
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	absent
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
<b>Guest:</b>			
Sally Sablan	Faculty	<a href="mailto:sally.sablan@guamcc.edu">sally.sablan@guamcc.edu</a>	✓

- 2) Recital of GCC Mission Statement

- 3) Approval of Prior Minutes:

**Motion to approve minutes of October 23, 2014 with changes made by S. Fernandez, seconded by A. Roberto. Motion passed unanimously.**

- 4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY14, GCC received a total of 95% of its overall appropriation. Received 8% of FY15 appropriation.
  - ii. Ellucian draft strategic assessment and DE strategic plans are currently being reviewed. Launch of DE test courses scheduled for Fall 2015. We are working to identify courses and funding.
  - iii. Recently had a press conference regarding our USDA \$5M loan. Waiting for final document on the loan.
  - iv. BOT currently reviewing all Board Policies. BOT policies 300, 400, and 500 series review are completed. Currently, under review is Policy 171.
  - v. Year end closing in process and audit preparation started.
  - vi. Building 200 is currently 98.72% completed as per the contractor. However, estimated completion and occupancy may be end of November.
  - vii. Building 200 furniture and equipment is on island and being held by vendors and delivery planned for 12/01/2014 – 12/09/2014. IT equipment and connections expected completion before the ribbon cutting of 12/12/2014.
  - viii. ISMP updates will be reported at 11/21/2014 mandatory college assembly.
  - ix. Budget deadline to submit to Deans and Division Heads was on 11/14/2014. 12/01/2014 is the deadline for submission to the Business Office. Business Office will compile and present to the RPF in January and it will go to BOT for 02/06/2015 meeting.
- b. Facilities Report – D. Perez reported on the following:
  - i. CIP14 status report as of October 2014. (See Attachment)

- ii. CIP15 status report as of October 2014. (See Attachment)
- c. Faculty/Administration Salary Increment Updates – Tabled.

5) New Business:

- a. RPF By-laws Update – C. Santos made revisions to the by-laws as approved on October 23, 2014. C. Santos will send a copy of the by-laws to all RPF members.
- b. PDRC Request – A. Roberto stated that he invited S. Sablan because she is the current chair of PDRC. A. Roberto presented a memo of recommendations to be made to the travel policy. C. Santos stated that the College does not make deductions or seek reimbursements upon the death of an employee related to Travel Payback. Issuance of reimbursements from the Business Office are timely. Travel Authorizations may be turned in advance of the trip however, travelers will continue to be ticketed one month before the scheduled trip. C. Santos will review the language of the travel policy and schedule a meeting with PDRC Chair. (See Attachment) S. Leon Guerrero expressed concerns regarding delays in timely processing of travel authorizations. If traveler experiences delays, it is their responsibility to follow up.

6) Open Discussion:

None

7) Next Meeting: December 04, 2014 @ 1:00pm

8) Adjournment: @ 1:59 p.m. Motion was made by A. Roberto, seconded by S. Leon Guerrero. Motion passed.

**RPF**  
**FINANCIAL STATUS UPDATE**  
**November 20, 2014**

- For FY14, GCC has received a total of 95% overall appropriation. MDF only expected to receive 40% based on collections. Received 8% of FY15 appropriations for GF account

<b>FY</b> <b>2014</b>	<b>11/17/2014</b>				
<b>Appropriations</b>	<b>Appropriation</b>	<b>Requested</b>	<b>Received</b>	<b>% Rec'd.</b>	<b>% Appr Rec'd.</b>
<b>General Fund</b>	14,419,193	14,419,193	14,683,574	102%	102%
<b>LPN / VocGuidance</b>	782,570	782,570	743,442	95%	95%
<b>MDF</b>	1,770,203	1,770,203	708,692	40%	40%
<b>TAF</b>	24,154	24,154	24,154	100%	100%
<b>TAF - Supplemental</b>	522,241	522,241	496,129	95%	95%
<b>Capital Projects</b>	100,000	100,000	100,000	100%	100%
<b>Totals</b>	<u>17,618,361</u>	<u>17,618,361</u>	<u>16,755,991</u>	95%	95%

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

- Ellucian draft strategic assessments and DE strategic plan are currently being reviewed. Launch of DE test courses scheduled for Fall2015. We are working to identify courses and funding.
- Recently had a press conference regarding our USDA \$5M loan. Waiting for final documents on the loan.
- BOT currently doing review of all Board Policies. BOT policies 300,400,500 series. Currently, under review is Policy 171.
- Year end closing in process and audit preparation started.
- Building 200 is currently 98.72% completed per the contractor. However, estimated completion and occupancy may be end of November.
- Building 200 furniture and equipment is on island and being held by vendors and delivery planned for 12/1-12/9/14. IT equipment and connections expected completion before the Ribbon Cutting of 12/12/14.
- ISMP updates will be reported at 11/21 Mandatory college assembly.
- Budget deadlines to submit to Deans and Division Heads were on 11/14/14. 12/1/14 is deadline for submission to the Business Office. Business Office will compile and present to the RPF in January and it will go to BOT for 2/6/15 meeting.

Current YTD expenditures & encumbrances for FY14 and FY15 as of 10/20/14 are as follows:

10/20/2014	FY14 <i>GF</i> Fund 1	<i>TAF</i> Fund 3	<i>MDF</i> Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 9,883,569		\$ 272,756	\$ 855,571	\$ 179,080	\$11,190,977
Salaries - Part Time	-		-	1,322,029	126,325	1,448,354
Benefits	3,638,238		95,564	439,243	81,092	4,254,136
Travel	20,368		-	109,569	129,006	258,943
Contractual Services	236,761	58,900	25	1,519,415	312,613	2,127,714
Supplies and Materials	16,939	8,856	26,437	208,475	249,196	509,903
Equipment	852	-	933	636,084	(82,606)	555,263
Miscellaneous	19,803	490,562	313,315	184,529	429,770	1,437,979
Interest Expense				196,200		196,200
Power	1,046,176	-		190,989		1,237,165
Water/Sewer	48,000	10,048		2,503		60,552
Telephone	64,879	10,161		126		75,166
Capital Outlay		-		-	8,494	8,494
Indirect Costs					148,229	148,229
Subtotal						
Expenditure	\$14,975,586	\$578,526	\$ 709,030	\$5,664,734	\$1,581,199	\$23,509,075
Encumbrances	220,006	31,679	129,849	692,059	61,739	1,135,332
Total Exp & Enc	\$15,195,592	\$610,206	\$ 838,879	\$6,356,793	\$1,642,938	\$24,644,407

10/20/2014	FY15 Fund 1	Fund 3	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 974,853		\$ 26,076	\$ 80,674	\$ 12,815	\$1,094,419
Salaries - Part Time	-		-	22,980	7,774	30,754
Benefits	331,594		8,473	30,998	6,144	377,208
Travel	81			(95)	833	819
Contractual Services	210,386			285,945	18,164	514,495
Supplies and Materials	3,318		99	3,314	709	7,441
Equipment	676			22,300	590	23,567
Miscellaneous	35		(37,705)	6,487	12,581	(18,601)
Interest Expense				64,000		64,000
Power				(2,829)		(2,829)
Water/Sewer	6,736					6,736
Telephone						-
Capital Outlay	-					-
Indirect Costs	-					-
Subtotal						
Expenditure	\$ 1,527,678	\$ -	\$ (3,056)	\$ 513,775	\$ 59,611	\$2,098,008
Encumbrances	571,578		-	351,906	10,430	933,914
Total Exp & Enc	\$ 2,099,256	\$ -	\$ (3,056)	\$ 865,681	\$ 70,040	\$3,031,922

**CIP 2014 STATUS REPORT**  
for the month of **OCTOBER 2014**  
updated as of November 5, 2014

CIP #	Category	Bldg. / Room	COMMENTS
14.01	Safety & Security	Campus-wide [LIGHTS]	<p>FEA contacted interested vendors as only one proposal was initially received. 4/21/14: Four (4) quotes were received for #1 (PSLS, Genesis-Tech, Pacific-green Integrated Technology and Pacific Renewable Energy Solutions (PRES)). P1401808 (7/31/14): Americas Best Electric Mart for \$18,191.99 (straight-angle fixture) with ETA 10/4/14. P1401809 (7/31/14): Pacific-Green Integrated Technology Inc. for \$23,672.80 (tilted-angle single and double fixture) with ETA 10/4/14. P1401513 (6/10/14): Americas Best Electric Mart for \$1,849.94 (non PV-Led Parking lot lamp) with ETA 9/14/14. P1401277 (5/2/14): Pacific-Green Integrated Technology Inc. for \$9,417.50 (pathway lighting-bldg. 4000&amp;5000) with ETA 9/2014.8/20/14: Fixtures to address pathway lighting between buildings 4000-5000 was completed (8/16/14); inspection on 8/19/14 revealed lights did not turn on. 9/3/14: Pending inspection of pathway lighting between buildings 4000-5000 which was completed (8/16/14). Items on remaining POs (P1401808,P1401809, and P1401513) are pending receipt of supplies/materials. 9/4/14: FEA inspected P1401277 and all that is pending is receipt of 1-year Certificate of Warranty.</p> <p><b>Nov 2014: Pathway lighting between buildings 4000-5000 was inspected and accepted. Items on P1401808 and P1401513 have been received; items on P1401809 will be received 11/10/14.</b></p>
14.02	Safety & Security	Campus-wide [MASS NOTIFICATION/fire alarm]	<p>Part II of II; Part I includes budget (\$99,678) earmarked under CIP13.01. 7/23/14: Pending SOW. 8/20/14: Procurement &amp; Inventory Administrator sent RFQ once more on 8/22/14; quotes from previous RFQs were unsuccessful. 8/25/14: Met with P&amp;IA, FEA, Environmental Health &amp; Safety to discuss timelines. Per P&amp;IA, bid to be issued 8/29.</p> <p><b>Nov 2014: Bid opening is scheduled for 10A, November 24, 2014.</b></p>
14.03	Safety & Security	Firing Range & Ponding Basin [FENCE]	<p>Mandatory pre-bid session was held 5/22/13; bid opening was conducted 6/12/13; Notice of Intent to Award issued to JJ Global for \$59,605 on 8/1/13 for ponding basin. 10/13/13: Project will be phased into CIP14.03. 1/06/14: Project to commence February 2014; firing range will be closed until completion of project; JJ Global rescinded a 30-day extension previously requested as Department of Agriculture was able to inspect sooner. 2/13/14: FEA (Facilities Engineer Administrator) approved size of pole. It was determined that a permit not required for the project. 3/11/14: FEA required having surface under fence leveled. Payment for \$36,011.18 submitted (constitutes more than 60% of total cost) and paid. 4/7/14: Project at firing range finally commenced. 05/10/14: MM to process LD's on the ponding basin project. JJ Global will request a 30-day extension for the firing range project due to 'site conditions undetermined' (i.e., buried construction debris, hardened volcanic rock, etc.). There is also approximately \$9,000 to correspond with 'site conditions undetermined' dilemma. 6/4/14: On May 30, FEA notified JJ Global of firm completion date (6/15/14) as CJ required. FEA is assessing situation because TRMA (Cedric) wrote (6/3/14) that the fence may take away some area intended for the Wellness Center. FEA recommends \$9000 (3j &amp; 3k) - \$1500 (3k). 7/23/14: FEA inspected the project and "all clear" announced on 7/3/14 although "punch list" items remain. Contractor was notified to hold steadfast to SOW except for south side of fence line adjacent to the Wellness Center. Payment was processed with consideration of LDs and 10% retention. 8/20/14: FEA stated "project was completed on Jul. 19th, and inspected &amp; (implicitly) accepted on Jul. 22nd. When asked whether JJ Global completed the work required for the firing range excluding the change orders he responded "Technically, yes per my instruction; however, NO per our President's instruction. Note that I have yet to drum-up the strength to face the Pres'." ; 8/18/14: notified JEvangelista of possibility of LD. 9/3/14: Procurement Administrator to calculate LD specific to the firing range; LD letter previously sent to contractor.</p> <p><b>Nov 2014: Procurement Administrator calculated LD's (\$252 for ponding basin and \$1656 for firing range). I will finalize invoice/payment by 11/7/14.</b></p>

CIP #	Category	Bldg. / Room	COMMENTS
14.04	Safety & Security	6000 [PARKING LOTS]	<p>Hawaiian Rock Products (HRP) awarded GCC \$100K (in-kind-contribution). In February, GCC received HRP drawings for parking stalls fronting Victoria JMart (triangular area). The first project (along Corten Torres Street) was completed and a tentative start date (April 11, 2014 (spring break)) was identified for the second project (triangular area). 03/11/14: FEA to provide justification to MM regarding having HRP complete parking area fronting Victoria JMart as project relates to the original \$100K in-kind contribution. 05/10/14: Following-up with GEPA over the past 2.5 weeks and all plan to meet with HRP @ GEPA 5/14/14 primarily to discuss much needed drainage system. 6/4/14: After several unsuccessful attempts to communicate (telephone and email) FEA received an email from CDominguez (5/30/14) stating: (1) the project will require a DPW building permit and (2) FEA to contact Joe Guevara (Building Inspections &amp; Permits). To date, FEA has not heard from Guevara. 7/1/14: Romy Batac (6/18/14 email) said Victor Ovalles will see Dioni De Leon. 7/23/14: Project commenced, asphalt applied and stripping to be completed by 7/25/14. 8/20/14: Although storm and rain hampered progress the project was eventually completed August 2014.</p> <p>CLOSED.</p>
14.05	Accessibility	5000 [ADA DOORS]	<p>4/7/14: FEA reviewed and recommended approval to extend completion date to 4/25/14 due to lead time/delivery of swing door operator. FEA inspected and accepted 4/14/14; project CLOSED.</p> <p>CLOSED.</p>
14.06	Safety & Security	600 [ELECTRICAL PANELS]	<p>7/23/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. 8/20/14: FEA inspected and accepted project August 2014 however MM Administrator have been notified of possible LDs for non-submission of as-built and warranty.</p> <p>CLOSED.</p>
14.07	Environmental/Health/Safety	600	<p>05/10/14: Extension needed as only 2 proposals were received. 5/20/14: 5 proposals were received and evaluated; recommendation to award to Genesis Tech Corporation. 6/3/14: Processed requisition for Genesis Tech Corporation for \$11200. 7/25/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. FEA inspected and accepted project August 2014.</p> <p>CLOSED.</p>
14.08	Safety & Security	1000, 3000, & 4000 [LINE CONDITIONERS]	<p>7/23/14: Bid issued and opened on 7/18/14. The sole proposal received is currently under review. 8/20/14: PO issued to Z4 Corporation and project now moves forward with expected completion date 11/17/14.</p> <p>Nov 2014: Ongoing and anticipate completion by 11/17/14.</p>
14.09	Safety & Security	2000	<p>4/7/14: FEA inspected and accepted; project CLOSED.</p> <p>CLOSED.</p>

CIP #	Category	Bldg. / Room	COMMENTS
14.10	Safety & Security	Campus-wide [DIRECTOR Y KIOSKS]	<p>Working group (FEA, Center for Student Involvement &amp; PIO) will solicit students' input regarding naming opportunity; continue to discuss options and finalize SOW by 2/14. 07/23/14: SOW completed; MM will issue as an RFQ this week. 8/20/14: MM's Administrator will send RFQ once more on 8/22/14 as quotes were not received when previous RFQs were issued.</p> <p>Nov 2014: Project on hold due to lack of interest and having to solicit students input (building names, etc.).</p>
14.11	Safety & Security	A-D [DOORS]	<p>Only one quote was received; MM resent to obtain additional quotes -- due by 4/10/14; 05/10/14: Contractor to install 6 doors at building A. 7/23/14: Ongoing; materials/supplies have been ordered. 8/20/14: Ongoing.</p> <p>Nov 2014: Questions were raised and answered between vendor and his supplier. December delivery is now anticipated. A letter will be sent to Genesis Corp regarding his inability to meet deadline as this may jeopardize consideration for future projects.</p>
14.12	Environmental/Health/Safety	1000 [RECYCLE BINS/BENCHES/TRASH BINS]	<p>Possibly for an aggregate total of 17 pieces. 7/23/14: Pending PO; after reviewing MM's "all or nothing" requirement a decision to purchase the much needed recycling containers (34 pieces) was made. 8/20/14: Pending arrival of items. 9/3/14: Items arrived; pending assembly and placement at strategic locations.</p> <p>Nov 2014: Items have been strategically located based on traffic. CLOSED.</p>
14.13	Safety & Security	Campus-wide [SPEED HUMBS]	<p>In February, FEA finalized submittals received from Americana Suppliers. 4/7/14: PO issued for \$13,335 and increased (4/21/14) to \$17,016 as vendor justified supply's cost increased (per 4/17/14 email from FEA). 6/4/14: FEA approved to extend completion date to July 15, 2014 (4/30/14 email); 7/23/14: Materials arrived and installation has begun. A few more humps and signage remain outstanding. 8/20/14: All but one hump remains to be installed in front of building 200. To prevent damage and wear installation will be after completion of building 200. It should be noted that MM Administrator has been notified that LDs may be necessary only as it relates to the receipt of signage. 9/3/14: No change; signage still pending.</p> <p>Nov 2004: Project completed; warranty received. CLOSED.</p>
14.14	Safety & Security	5000 [ADA PATHWAY]	<p>Needed to provide contiguous ADA accessibility to the north &amp; west portions of Building 5000, and via the extension &amp; construct of a concrete sidewalk w/ its proper swales &amp; curbs; RFQ issued 1/16/14 and due 1/29/14. P1400715 issued to Genesis-Tech Corporation on 2/10/14 for \$4,450; completion date is 30 days from date of receipt (2/13/14) or March 15, 2014; 03/11/14: FEA inspected and deemed project completed March 6, 2014; minor adjustments are pending.</p> <p>CLOSED.</p>

CIP #	Category	Bldg. / Room	COMMENTS
14.15	Environmental/Health/Safety	A-D [MODEL CLASSROOM RENOVATION]	<p>Conducted a site visit (January 2014) and identified A28 as the classroom to renovate and set as a model for future renovations. 7/23/14: RFQ issued 6/26/14; submission deadline of 7/22/14 was extended to 8/1/14. 8/20/14: RFQ resulted in two proposals evaluated. Requisitions for furniture/equipment to be submitted by 8/22/14 to mirror those for building 200. 9/3/14: Requisition processed and pending receipt of purchase order to Genesis Tech for \$11,000; requisitions for furniture/equipment were submitted but pending overhead projector and white boards which will be submitted by the end of the week. 9/3/14: Requisition processed and pending receipt of purchase order to Genesis Tech for \$11,000; requisitions for furniture/equipment were submitted but pending overhead projector and white boards which will be submitted by the end of the week.</p> <p>Nov 2014: Demolition began and work continues.</p>
14.16	Safety & Security	Campus-wide [GENERATORS MAINTAIN/REPAIR]	<p>7/15/14: RFQ issued 7/9/14; quotations due 7/22/14. 8/20/14: MM Administrator will send RFQ once more by 8/22/14 as vendors did not respond to previously submitted RFQs. 9/3/14: No change - MM Administrator to send RFQ once more. 9/5/14: MM Administrator issued 2nd RFQ; quotes due 9/12/14.</p> <p>Nov 2014: P1402374 was issued to Fleet Services for \$4069.46. Initial work completed but quote to complete project (\$5818) is being considered.</p>
14.17	Safety & Security	Campus-wide [ACs]	<p>Continue to use priority list established in CIP13.03 which was updated in February 2014. 7/23/14: Ongoing; equipment ordered when needed. 8/20/14: With the hiring of the AC Refrigeration Mechanic the AC units have been reevaluated and PO issued for those requiring to be replaced. 9/3/14: Requisitions for ACs on "priority replacement" list have been processed.</p> <p>Nov 2014: CLOSED. Included in CIP15.</p>
14.18	Safety & Security	Campus-wide [EQUIPMENT REPAIR/REPLACEMENT]	<p>Creation of new FOAP per email dated 2/20/14 (President Okada). 8/20/14: No request to replace/repair equipment were made during the month. 9/3/14: A recent request for two white boards prompted RFQs; requisition to be submitted by 9/5/14.</p> <p>Nov 2014: CLOSED. Included in CIP15.</p>
14.19	Safety & Security	Bldg. 300 [REPAIR ROOF - ProStart Classroom]	<p>7/23/14 quotes were obtained however MM justified having to send SOW to other vendors. 7/28/14: PO issued to Genesis Tech Corporation. 8/20/14: Project completed, inspected, and accepted by FEA on 8/15/14.</p> <p>CLOSED.</p>



**CIP 2015 PROJECTS**  
for the month of OCTOBER 2014  
updated as of November 5, 2014

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS Current	GOVERNMENT Estimated Cost
15.01	Safety & Security	Building B [RENOV ATIN]	To improve Student Support Services (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.). SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Issued: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: Facility Engineer Administrator (FEA) has begun to research and develop the Scope of Work (SOW).	\$ 221,000.00
15.02	Safety & Security	2000 [FIRE SPRINKLER]	Replace the corroded plumbing of 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Issued: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW is under review.	\$ 5,000.00
15.03	Environmental/Health/Safety	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000. SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW is under review.	\$ 12,000.00
15.04	Safety & Security	Campus-wide [TRANSPARENT DOOR SIGNAGE]	To acquire and install transparent sign holders on all classroom doors. SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW is under review.	\$ 4,000.00
15.05	Safety & Security	4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirotile, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751. SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW is under review.	\$ 2,000.00
15.06	Safety & Security	2000 [HAND RAILING BARS]	To install hand railing bars (2'-each, 2"D, 2-tiered, 18'L x 3'H, galvanized railings) at eastern & western exitways SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW is under review.	\$ 1,000.00
15.07	Safety & Security	5000 [HAND RAILING BARS]	To install hand railing bars (2"D, 2-tiered, 30'L x 3'H, galvanized railings) along southern rampways by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings. SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated:	Nov. 2014: FEA's draft SOW is under review.	\$ 1,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
				Current		Estimated Cost
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.08	Environmental/Health/Safety	1000 [RESTR OOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	SOW Issued to MM:	Nov. 2014: FEA will begin to research and develop the SOW.	\$ 83,000.00
				RFI/RFO/RFB - No:		
				RFI/RFO/RFB - Date:		
				RFI/RFO/RFB - Due:		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.09	Safety & Security	C23 [ELECTRICAL PROVISIONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.	SOW Issued to MM:	Nov. 2014: FEA will begin to research and develop the SOW.	\$ 19,000.00
				RFI/RFO/RFB - No:		
				RFI/RFO/RFB - Date:		
				RFI/RFO/RFB - Due:		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.10	Safety & Security	5000 [SHOWERS PARTITIONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	SOW Issued to MM:	Nov. 2014: FEA will begin to research and develop the SOW.	\$ 7,000.00
				RFI/RFO/RFB - No:		
				RFI/RFO/RFB - Date:		
				RFI/RFO/RFB - Due:		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.11	Safety & Security	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window)	SOW Issued to MM:	Nov. 2014: FEA will begin to research and develop the SOW.	\$ 101,000.00
				RFI/RFO/RFB - No:		
				RFI/RFO/RFB - Date:		
				RFI/RFO/RFB - Due:		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.12	Environmental/Health/Safety	A, C or D [UPDATE CLASSROOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	SOW Issued to MM:	Nov. 2014: FEA will begin to research and develop the SOW.	\$ 18,000.00
				RFI/RFO/RFB - No:		
				RFI/RFO/RFB - Date:		
				RFI/RFO/RFB - Due:		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.13	Environmental/Health/Safety	Campus-wide/A27, A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment.	SOW Issued to MM:	Nov. 2014: FEA will begin to research and develop the SOW.	\$ 63,000.00
				RFI/RFO/RFB - No:		
				RFI/RFO/RFB - Date:		
				RFI/RFO/RFB - Due:		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		
				AWARD Amt:		
				DAYS to Complete:		
				DATE to Complete:		
				ACTUAL Completion DATE :		
15.14	Environmental/Health/Safety	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardwired data ports with WiFi technology, fixed stand-alone desks-chairs with portable group seatings, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms	SOW Issued to MM:	Nov 2014: FEA will begin to research and develop the SOW.	\$ 20,000.00
				RFI/RFO/RFB - No:		
				RFI/RFO/RFB - Date:		
				RFI/RFO/RFB - Due:		
				NIA Date:		
				NTP Date:		
				AWARD To:		
				PO#:		
				PO Dated:		

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
				Current		Estimated Cost
		ENTJ		AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :		
15.15	Safety & Security	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles	SOW Issued to MM: RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA will begin to research and develop the SOW	\$ 7,000.00
15.16	Environmental/Health/Safety	400, 1000 & 2000 [WATER TANKS]	To service large, domestic water tank & associated pumps & softener system so as to insure delivery of clean, potable water, to conduct annual preventive maintenance on all mechanical & plumbing components exposed to normal wear & tear, and to outsource the services which can not be performed by internal resources	SOW Issued to MM: 10/31/2014 RFI/RFO/RFB - No: GCC-FB-15-002 RFI/RFO/RFB - Date: Prebid: 11/13/14 @ 11A RFI/RFO/RFB - Due: 11/20/14 @ 10A NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov 2014: SOW was transmitted to Materials Management Office	\$ 36,000.00
AWARDS TO DATE						\$ 600,000.00

### CONTINGENCY CIP15 PROJECTS

CIP15.16	1	400, 1000 & 2000 [WATER TANKS]	
	2	Room 5108 [RETROFIT Light Switch]	
	3	Campus-wide [CANISTERS]	
	4	Campus-wide [EXTERNAL AMENITIES]	
	5	1000 [INTERIOR WALLS]	
	6	2000 [INTERIOR WALLS]	
	7	Campus-wide Kiosk Directory	To be considered in Fiscal Master Plan, 2016
	8	LRC - Bldg. 4000 - Pathway	To be considered in Fiscal Master Plan, 2016
	9	Student Center - Bldg. 5000 - Awning	To be considered in Fiscal Master Plan, 2016
	10	3000, 4000, 5000 & 6000 [PATHWAY]	To be considered in GCC-GPA Solar PV Program - Renewable Energy Project
	11	Campus-wide [FENCE]	To be considered in Fiscal Master Plan, 2016
	12	300 & 400 [SALVAGE YARD]	To be considered in Fiscal Master Plan, 2016
	13	Campus-wide [DISPOSAL AREAS]	To be considered in Fiscal Master Plan, 2016



February 3, 2014

TO: Faculty Senate

FROM: Clare Camacho, PDRC Chair  
PDRC Committee Members

RE: Travel Policy

*Hafa adai!* The PDRC met on January 30, 2014 and unanimously agreed to the following recommendations for changes to the Travel Policy.

1. Upon death of employee, payback provisions for travel shall be voided. Rationale being that the employee can no longer provide the service payback and financial payback from the family may cause hardship. The PDRC recognizes that this may be challenging because of funding source (such as federal requirements) but the probability of this occurring is low.
2. Issuance of trip reimbursement will be no less than 21 calendar days after submission of trip report and reimbursement form.
3. Minor corrections to forms and grammar (see attached which were sent to Vice-President Santos at the beginning of the academic year).
4. In order to exercise fiscal responsibility, the College will ticket and register travelers up to two months before the scheduled trip. This ensures that the College gets the best rates, including early registration and lower ticket prices. Earlier registration times should be considered for those presenting at conferences, if required.

We kindly request that the proposed changes be reviewed and, if approved, sent forward to the respective governance committees. Thank you for your consideration.

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

*October 23, 2014 revised*

**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 the Agreement Between The GCC Faculty Union & GCC BOT 2010-2016, Article VII. That charge includes:
  - 1. Review the facilities Master Plan and recommend the priority of capital improvement projects.
  - 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 President
  - 4. Past Senate President
  - 5. Vice President, Finance & Administration
  - 6. Assistant Director, Planning & Development

7. Dean, TPS
8. Dean, TSS
9. Three Staff Senate Executive Council Representatives
10. One Staff Member 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 Rules of Order Newly Revised.
    - 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 charge.
  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 based on Robert Rules of Order Newly Revised.
  - 3. In accordance with Robert Rules of Order Newly Revised, each member shall have the right to participate and to act freely within the meeting according to their own judgment.
  - 4. 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 on the MyGCC 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 is 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**  
**Resources, Planning and Facilities Committee**  
Thursday, 12/04/14 @ 1:00 pm  
Faculty Senate Office/C2

**Meeting Minutes**

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

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	absent
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	✓
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	absent
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	absent

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of November 20, 2014 with changes made by A. Atoigue, seconded by A. Roberto. Motion passed unanimously.**

4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY15, GCC received a total of 8% of its overall appropriation.
  - ii. Ellucian draft strategic assessment and DE strategic plans are currently being reviewed. Launch of DE test courses scheduled for Fall 2015. We are working to identify courses and funding. Meeting with identified DC and faculty is scheduled for tomorrow at 9:30 a.m.
  - iii. Still waiting for final documents of the \$5 million USDA loan requested from Guam Economic Development Agency (GEDA).
  - iv. BOT currently reviewing all Board Policies. BOT policies 300, 400, and 500 series review have been completed. Currently, under review is Policy 171.
  - v. Year end closing in process and audit preparation started.
  - vi. Building E is currently 99% completed per the contractor. Ribbon cutting scheduled for 12/12/14. Pending transfer of inventory forms from DC as soon as possible. Major item is elevator which will not be completed before 12/12/14. A/C in building currently being flushed out.
  - vii. Building 200/E furniture and equipments are being delivered and installed this week. Delivery planned for 12/01/14–12/09/14. IT equipment and connections expected completion before the ribbon cutting of 12/12/2014.
  - viii. Business Office is working on compiling FY16 budgets based on the requests received. 12/1/14 was deadline for submission to the Business Office. Budget will be presented to RPF in January 2015 and it will go to BOT for approval at the 2/6/15 meeting.
  - ix. MIS will be performing some upgrades this month on the system to prepare for year end and required changes.

- x. PIO currently reviewing GCC logo and website. Website and logo voting will occur in 2016 and set for unveiling in 2017. Survey went out last week related to these changes and is available until 12/31/14. Please encourage students and faculty to take the survey.
  - b. Facilities Report – C. Santos reported on the following:
    - i. CIP14 status report as of October 2014. D. Perez sent more information to C. Santos by email:
      - 1. 14.02 project – Mass Notification Fire Alarm System rebid in FY15.
      - 2. 14.03 project – Shooting Range and Ponding Basin fencing has been completed. Liquidated damages have been processed and paid.
      - 3. 14.08 project – Line conditionings for buildings 1000, 3000, and 4000 pending receipt of control.
      - 4. 14.10 project – Directory Kiosk bid cancelled after no interest or proposals.
      - 5. 14.11 project – Replacement of doors with windows. Vendors anticipate completing the project by the end of the month. Vendor has issues with receipt of items.
      - 6. 14.15 project – A28, model room renovation still ongoing.
      - 7. 14.16 project – Generators/Maintenance Repair, change orders have been processed and completion of repair scheduled for the end of the month.
    - ii. CIP15 status report as of October 2014. (See Attachment)
  - c. Faculty/Administration Salary Increment Updates – Tabled, A. Roberto will follow up with F. Tupaz.
- 5) New Business:  
None
- 6) Open Discussion:
  - a. Building E ribbon cutting on 12/12/2014 @ 10:00 a.m. Faculty were asked to provide an excel file spreadsheet showing where existing furniture and equipment will be placed. S. Leon Guerrero stated that all equipment and furniture which are white tagged will be moved to Building E after ribbon cutting.
- 7) Next Meetings:  
January 22, 2015 @ 1:00 p.m.  
February 19, 2015 @ 1:00 p.m.  
March 19, 2015 @ 1:00 p.m.  
April 16, 2015 @ 1:00 p.m.  
May 07, 2015 @ 1:00 p.m.
- 8) Adjournment: @ 1:32 p.m. Motion was made by A. Roberto, seconded by S. Leon Guerrero. Motion passed.

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

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

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

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

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

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

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

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT	
			Current	Estimated Cost		
15.01	Building B [RENOV ATIN]	To improve Student Support Services (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.).	SOW Issued to MM:		Dec. 2014: Project will be incorporated into the Physical Master Plan update.	\$ 221,000.00
			RFI/RFQ/RFB - No:			
			RFI/RFQ/RFB - Issued:			
			RFI/RFQ/RFB - Due:			
			NIA Date:			
			NTP Date:			
			AWARD To:			
			PO#:			
			PO Dated:			
			AWARD Amt:			
			DAYS to Complete:			
DATE to Complete:						
ACTUAL Completion DATE :						
15.02	2000 [FIRE SPRINKLER]	Replace the corroded plumbing of 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	SOW Issued to MM:	11/16/2014	Dec. 2014: RFQ issued and quotes due 12/15/14.	\$ 5,000.00
			RFI/RFQ/RFB - No:	GCC-FB-15-002		
			RFI/RFQ/RFB - Issued:	12/1/2014		
			RFI/RFQ/RFB - Due:	12/15/2014		
			NIA Date:			
			NTP Date:			
			AWARD To:			
			PO#:			
			PO Dated:			
			AWARD Amt:			
			DAYS to Complete:			
DATE to Complete:						
ACTUAL Completion DATE :						
15.03	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000.	SOW Issued to MM:		Dec. 2014: SOW is under review.	\$ 12,000.00
			RFI/RFQ/RFB - No:	GCC-FB-15-003		
			RFI/RFQ/RFB - Date:	12/1/2014		
			RFI/RFQ/RFB - Due:	12/15/2014		
			NIA Date:			
			NTP Date:			
			AWARD To:			
			PO#:			
			PO Dated:			
			AWARD Amt:			
			DAYS to Complete:			
DATE to Complete:						
ACTUAL Completion DATE :						
15.04	Campus-wide [TRANSPARENT DOOR SIGNAGE]	To acquire and install transparent sign holders on all classroom doors.	SOW Issued to MM:		Dec. 2014: SOW has been reviewed and transmitted for processing (MM).	\$ 4,000.00
			RFI/RFQ/RFB - No:			
			RFI/RFQ/RFB - Date:			
			RFI/RFQ/RFB - Due:			
			NIA Date:			
			NTP Date:			
			AWARD To:			
			PO#:			
			PO Dated:			
			AWARD Amt:			
			DAYS to Complete:			
DATE to Complete:						
ACTUAL Completion DATE :						
15.05	4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirotile, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.	SOW Issued to MM:		Dec. 2014: Working with MM to develop project as an RFI.	\$ 2,000.00
			RFI/RFQ/RFB - No:			
			RFI/RFQ/RFB - Date:			
			RFI/RFQ/RFB - Due:			
			NIA Date:			
			NTP Date:			
			AWARD To:			
			PO#:			
			PO Dated:			
			AWARD Amt:			
			DAYS to Complete:			
DATE to Complete:						
ACTUAL Completion DATE :						
15.06	2000 [HAND RAILING BARS]	To install hand railing bars (2-each, 2"D, 2-tiered, 18'L x 3'H, galvanized railings) at eastern & western exitways.	SOW Issued to MM:	11/16/2014	Dec. 2014: RFQ issued and quotes due 12/15/14.	\$ 1,000.00
			RFI/RFQ/RFB - No:	GCC-FB-15-003		
			RFI/RFQ/RFB - Date:	12/1/2014		
			RFI/RFQ/RFB - Due:	12/15/2014		
			NIA Date:			
			NTP Date:			
			AWARD To:			
			PO#:			
			PO Dated:			
			AWARD Amt:			
			DAYS to Complete:			
DATE to Complete:						
ACTUAL Completion DATE :						
		To install hand railing bars (2"D, 2-tiered, 30'L x 3'H, galvanized railings) along southern rampways by utilizing	SOW Issued to MM:	11/16/2014	Dec. 2014: RFQ issued and quotes due 12/15/14.	
			RFI/RFQ/RFB - No:	GCC-FB-15-003		
			RFI/RFQ/RFB - Date:	12/1/2014		

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

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





**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
 Thursday, 01/29/15 @ 1:00pm  
 Faculty Senate Office/C2

**Meeting Minutes**

1) Call to Order: @ 1:06 p.m.

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	✓
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	absent
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	absent
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓
Abbie Battung	Student Sub	<a href="mailto:abbie.battung@guamcc.edu">abbie.battung@guamcc.edu</a>	✓
Edwin Limtuatco	Administrator	<a href="mailto:edwin.limtuatco@guamcc.edu">edwin.limtuatco@guamcc.edu</a>	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of December 04, 2014 made by L. Leon Guerrero, seconded by S. Leon Guerrero. Motion passed unanimously.**

4) Old Business:

- a. Financial Report – E. Limtuatco reported the following: (See attachment)
  - i. For FY15, GCC received a total of 16% of its overall appropriation.
  - ii. Launch of DE pilot courses scheduled for Fall 2015. Courses identified are OA101, MA110 and EN110. Procurement of third party moodle vendor in the final stages.
  - iii. USDA\$5M loan update, waiting for final documents on loan. Also pending, lease and leaseback agreement.
  - iv. BOT approved policies 300, 400, and 500 series. Currently, under review is Policy 171.
  - v. FY14 audit is ongoing. Expected completion is mid February. Report to be issued by early March.
  - vi. 2014 W-2's and 1099's have been issued/mailed. 2014 1098's for students will be mailed out to students by Friday, January 30, 2015.
  - vii. Total enrollment for Spring 2015 is 2,500. Total of 74 students dropped during 1<sup>st</sup> drop, 24 re-registered, and 4 dropped during 2<sup>nd</sup> drop. Total of 54 students dropped or 2%.
  - viii. Banner upgrades will be performed in January and February 2015.
  - ix. PIO currently reviewing GCC logo and website. Website and logo voting in 2016 and set for unveiling in 2017. Coincides with GCC's 40<sup>th</sup> Anniversary.
  - x. Mandatory College Assembly scheduled for Monday, February 02, 2015 from 1:00pm – 5:00pm. Faculty gathering at 9:00am.
  - xi. \$500 scholarship available from AAUW, deadline on 02/27/2015. Many other scholarships are available in Financial Aid Office.
- b. Facilities Report – D. Perez reported on the following:

- i. CIP14 status report as of January 2015. (See Attachment) A. Battung reported there are boxes in room A28 that looked like it still needed unpacking. D. Perez will verify what are in the boxes. She also requested if you notice any problems or issues in Building E, please submit work order. Problems with Building E will be documented and the contractor will be informed to as soon as possible to make repairs.
- ii. CIP15 status report as of January 2015. (See Attachment) Contractors are not responding to RFQ and bids.
  - 1. CIP 15.04 – installed transparent sign holders in Building E. Sign holders will also be placed on doors campus wide. However, for Building A, B, and C seeking for different material to ensure sign does not get wet or fly away.
  - 2. GCC will be piloting the use of solar air condition.
  - 3. CIP 15.12 –Seeking suggestions for classroom model. Primarily looking at Building A, C and D.
  - 4. There will be a campus wide involvement for consistency in building naming and numbering.
  - 5. CIP 15.14 – Funding does not include blinds for building E. Will seek source of funding for Building E.
- c. Faculty/Administration Salary Increment Updates – F. Tupaz reported he spoke with President Okada. He will present some of the ideas discussed at the faculty meeting on Monday, 02/02/2015. F. Tupaz is hopeful that he will be able to present documents at the next RPF meeting.

5) New Business:

- a. FY16 GovGuam Budget – E. Limtutco reported the following: (See Attachment) R. Roberson asked, “Was the faculty’s projected increments calculated?” V. Tudela reported, based on J. Muna’s explanation, “for faculty, staff, and administrators increments are never budgeted based on the maximum, it is always budgeted based on the evaluation from the last year or if the persons evaluation was not available at the time HR was preparing the budget it is based on an average. GCC has never budgeted for increments based on the maximum for any category of employees.”  
**Motion to table the FY16 GovGuam Budget until further clarification can be provided for the concerns that have been raised made by R. Roberson, seconded by F. Tupaz. Motion passed unanimously.**
- b. FY16 NAF Budgets – E. Limtutco reported the following: (See Attachments)
  - i. FY16 NAF: 2<sup>nd</sup> draft because the 1<sup>st</sup> draft did not include Staff Senate budget. Staff Senate had originally requested for \$5000.00. However, C. Santos (Finance & Administration VP) questioned the request for \$5000.00. Justification for Staff Senate requested items was not sufficient. This issue was discussed between C. Santos (F&A VP) and A. Chamberlain (Staff Senate, President). A. Chamberlain stated she did not have an issue with the agreed amount of \$1000.00 budget for Staff Senate.
  - ii. FY16 NAF Special Projects consists of projects that go through Continuing Education Department (CE). C. San Nicolas clarified that the negative balances – exceeded amount budgeted. However, has been covered through other sources.  
**Motion to approve FY16 NAF Budgets made by L. Leon Guerrero, seconded by A. Chamberlain. 3 abstained, 8 voted.**
- c. Sustainability Policy – D. Perez reported the following: (See Attachment) An effort to continue to go green. Discussion was held and committee members made suggestions. D. Perez will make the revisions regarding D. in proposed resolution.  
**Motion to approve the Sustainability Resolution with changes made by S. Leon Guerrero, seconded by L. Leon Guerrero. Motion passed unanimously.**
- d. Fee Adjustments – D. Perez reported the following: (See Attachment) A public hearing was held on 01/20/2015 and 01/21/2015 to discuss fee adjustments specific to credit for higher learning, certificate replacement fees for continuing education and the high school equivalency. GCC is trying to implement another option for individuals without a high school diploma to receive one. The type of exam is called High SET.  
**Motion to approve the Fee Adjustments made by L. Leon Guerrero, seconded by R. Roberson. Motion passed unanimously.**

6) Open Discussion:

None

7) Next Meetings:

Special Meeting regarding FY16 Budget will be called before 02/06/2015 BOT meeting.

February 19, 2015 @ 1:30 p.m.

March 19, 2015 @ 1:30 p.m.

April 16, 2015 @ 1:30 p.m.

May 07, 2015 @ 1:30 p.m.

\*R. Martinez requested for meeting time to be changed from 1:00pm to 1:30pm.

8) Adjournment: @ 2:33p.m. Motion was made by S. Leon Guerrero, seconded by L. Leon Guerrero. Motion passed.

**RPF & CGC  
FINANCIAL STATUS UPDATE  
January 29, 2015**

- For FY15, GCC has received 16% of appropriations for GF account

FY 2015      1/29/2015					
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	16,376,571	4,094,143	2,729,429	67%	17%
LPN / VocGuidance	782,570	195,643	130,428	67%	17%
MDF	988,586	247,147		0%	0%
GF -					
Apprenticeship	1,132,850	283,213	188,808	67%	17%
TAF	24,154	24,154		0%	0%
Capital Projects	100,000	100,000		0%	0%
<b>Totals</b>	<b>19,404,731</b>	<b>4,944,298</b>	<b>3,048,665</b>	<b>62%</b>	<b>16%</b>

- Launch of DE pilot courses scheduled for Fall2015. Courses identified are OA101, MA110, and EN110. Procurement of third party moodle vendor in final stages. Trainings to start in February 2015.
- USDA \$5M loan update, waiting for final documents on the loan. Also, pending lease and leaseback agreement.
- BOT approved policy 300,400,500 series. Currently, under review is Policy 171.
- FY14 Audit is ongoing. Expected completion is mid February. *Report to be issued early March.*
- 2014 W-2s and 1099s have been issued/mailed. 2014 1098's will be mailed out to students on Friday.
- Total enrollment for Spring 2015 is ~~2,508~~ <sup>2,509</sup>. Total of 74 students dropped during 1<sup>st</sup> drop, 24 re-registered, and 4 dropped during 2<sup>nd</sup> drop. Total of 54 students dropped or 2%.
- Banner upgrades being performed in January and February 2015.
- PIO currently reviewing GCC logo and website. Website and logo voting in 2016 and set for unveiling in 2017. *Coincides with GCC's 40th Anniversary.*
- Mandatory College Assembly scheduled for Feb. 2, 2015 from 1-5pm. *Faculty gathering from 8-12pm*
- AAUW scholarship open until 2/27/15 for \$500.

Current YTD expenditures & encumbrances for FY15 as of 1/28/15 are as follows:

1/28/2015	FY15				
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 3,070,997	\$ 82,807	\$ 266,975	\$ 38,775	\$ 3,459,554
Salaries - Part Time	-	-	308,659	27,718	336,377
Benefits	1,046,351	26,804	120,488	18,263	1,211,905
Travel	81		6,433	7,692	14,206
Contractual Services	276,066		393,207	37,727	707,001
Supplies and Materials	10,603	197	21,916	3,719	36,435
Equipment	2,817		215,488	3,362	221,667
Miscellaneous	35	(37,661)	26,883	31,750	21,008
Interest Expense			112,586		112,586
Power	44,336		(5,370)		38,966
Water/Sewer	24,366				24,366
Telephone	15,174				15,174
Capital Outlay	-				-
Indirect Costs	-				-
Subtotal					
Expenditure	\$ 4,490,827	\$ 72,147	\$ 1,467,266	\$ 169,006	\$ 6,199,245
Encumbrances	826,743	14,743	282,455	64,598	1,188,539
Total Exp & Enc	\$ 5,317,569	\$ 86,890	\$ 1,749,720	\$ 233,604	\$ 7,387,784

**CIP 2014 STATUS REPORT**  
**for the month of JANUARY 2015**  
 updated as of January 26, 2015

CIP #	Category	Bldg. / Room	COMMENTS
14.01	Safety & Security	Campus-wide [LIGHTS]	<p>FEA contacted interested vendors as only one proposal was initially received. 4/21/14: Four (4) quotes were received for #1 (PSLS, Genesis-Tech, Pacific-green Integrated Technology and Pacific Renewable Energy Solutions (PRES)). P1401808 (7/31/14): Americas Best Electric Mart for \$18,191.99 (straight-angle fixture) with ETA 10/4/14. P1401809 (7/31/14): Pacific-Green Integrated Technology Inc. for \$23,672.80 (tilted-angle single and double fixture) with ETA 10/4/14. P1401513 (6/10/14): Americas Best Electric Mart for \$1,849.94 (non PV-Led Parking lot lamp) with ETA 9/14/14. P1401277 (5/2/14): Pacific-Green Integrated Technology Inc. for \$9,417.50 (pathway lighting-bldg. 4000&amp;5000) with ETA 9/20/14. 8/20/14: Fixtures to address pathway lighting between buildings 4000-5000 was completed (8/16/14); inspection on 8/19/14 revealed lights did not turn on. 9/3/14: Pending inspection of pathway lighting between buildings 4000-5000 which was completed (8/16/14). Items on remaining POs (P1401808, P1401809, and P1401513) are pending receipt of supplies/materials. 9/4/14: FEA inspected P1401277 and all that is pending is receipt of 1-year Certificate of Warranty. Nov 2014: Pathway lighting between buildings 4000-5000 was inspected and accepted. Items on P1401808 and P1401513 have been received; items on P1401809 will be received 11/10/14. Dec 2014: Items received and installed.</p> <p><b>Jan 2015: Completed and closed.</b></p>
14.02	Safety & Security	Campus-wide [MASS NOTIFICATION/fire alarm]	<p>Part II of II; Part I includes budget (\$99,678) earmarked under CIP13.01. 7/23/14: Pending SOW. 8/20/14: Procurement &amp; Inventory Administrator sent RFQ once more on 8/22/14; quotes from previous RFQs were unsuccessful. 8/25/14: Met with P&amp;IA, FEA, Environmental Health &amp; Safety to discuss timelines. Per P&amp;IA, bid to be issued 8/29. Nov 2014: Bid opening is scheduled for 10A, November 24, 2014. Dec 2014: Bid reviewed and transmitted to President.</p> <p><b>Jan 2015: Notice of Intent to Award was issued to G4S to develop, install, commission, and transition to a campus-wide fire alarm &amp; mass notification system for \$403,025.86. Vendor provided required documents (due 10 business days from 1/2/15 or 1/12/15). A requisition is being processed.</b></p>
14.03	Safety & Security	Firing Range & Ponding Basin [FENCE]	<p>Mandatory pre-bid session was held 5/22/13; bid opening was conducted 6/12/13; Notice of Intent to Award issued to JJ Global for \$59,605 on 8/1/13 for ponding basin. 10/13/13: Project will be phased into CIP14.03. 1/06/14: Project to commence February 2014; firing range will be closed until completion of project; JJ Global rescinded a 30-day extension previously requested as Department of Agriculture was able to inspect sooner. 2/13/14: FEA (Facilities Engineer Administrator) approved size of pole. It was determined that a permit not required for the project. 3/11/14: FEA required having surface under fence leveled. Payment for \$36,011.18 submitted (constitutes more than 60% of total cost) and paid. 4/7/14: Project at firing range finally commenced. 05/10/14: MM to process LD's on the ponding basin project. JJ Global will request a 30-day extension for the firing range project due to 'site conditions undetermined' (i.e., buried construction debris, hardened volcanic rock, etc.). There is also approximately \$9,000 to correspond with 'site conditions undetermined' dilemma. 6/4/14: On May 30, FEA notified JJ Global of firm completion date (6/15/14) as CJ required. FEA is assessing situation because TRMA (Cedric) wrote (6/3/14) that fence may take some area intended for the Wellness Center. FEA recommends \$9000 (3j &amp; 3k) - \$1500 (3k). 7/23/14: FEA inspected project and "all clear" announced on 7/3/14 although "punch list" items remain. Contractor was notified to hold steadfast to SOW except for south side of fence line adjacent to the Wellness Center. Payment was processed with consideration of LDs and 10% retention. 8/20/14: FEA stated "project was completed Jul. 19th, and inspected &amp; (implicitly) accepted on Jul. 22nd. When asked whether JJ Global completed the work required for the firing range excluding the change orders he responded "Technically, yes per my instruction; however, NO per our President's instruction. Note that I have yet to drum-up the strength to face the Pres'." ; 8/18/14: notified JEvangelista of possibility of LD. 9/3/14: Procurement Administrator to calculate LD specific to the firing range; LD letter previously sent to contractor. Nov 2014: Procurement Administrator calculated LD's (\$252 for ponding basin and \$1656 for firing range). To finalize invoice/payment by 11/7/14. Dec 2014: Final payment issued less LD and paid although vendor still has questions regarding final amount.</p> <p><b>Jan 2015: Closed although I received a call from vendor's accountant for reconsideration.</b></p>

CIP #	Category	Bldg. / Room	COMMENTS
14.04	Safety & Security	6000 [PARKING LOTS]	<p>Hawaiian Rock Products (HRP) awarded GCC \$100K (in-kind-contribution). In February, GCC received HRP drawings for parking stalls fronting Victoria JMart (triangular area). The first project (along Corten Torres Street) was completed and a tentative start date (April 11, 2014 (spring break)) was identified for the second project (triangular area). 03/11/14: FEA to provide justification to MM regarding having HRP complete parking area fronting Victoria JMart as project relates to the original \$100K in-kind contribution. 05/10/14: Following-up with GEPA over the past 2.5 weeks and all plan to meet with HRP @ GEPA 5/14/14 primarily to discuss much needed drainage system. 6/4/14: After several unsuccessful attempts to communicate (telephone and email) FEA received an email from CDominguez (5/30/14) stating: (1) the project will require a DPW building permit and (2) FEA to contact Joe Guevara (Building Inspections &amp; Permits). To date, FEA has not heard from Guevara. 7/1/14: Romy Batac (6/18/14 email) said Victor Ovalles will see Dioni De Leon. 7/23/14: Project commenced, asphalt applied and stripping to be completed by 7/25/14. 8/20/14: Although storm and rain hampered progress the project was eventually completed August 2014.</p> <p><b>9/3/14: CLOSED</b></p>
14.05	Accessibility	5000 [ADA DOORS]	<p>4/7/14: FEA reviewed and recommended approval to extend completion date to 4/25/14 due to lead time/delivery of swing door operator. FEA inspected and accepted 4/14/14; project CLOSED.</p> <p><b>CLOSED.</b></p>
14.06	Safety & Security	600 [ELECTRICAL PANELS]	<p>7/23/14: Ongoing; authorization letter (GPA) was provided to contractor, ongoing; power decommissioned 7/19 to allow work to continue. 8/20/14: FEA inspected and accepted project August 2014 however MM Administrator have been notified of possible LDs for non-submission of as-built and warranty.</p> <p><b>9/3/14: CLOSED.</b></p>
14.07	Environmental/Health/Safety	600	<p>05/10/14: Extension needed as only 2 proposals were received. 5/20/14: 5 proposals were received and evaluated; recommendation to award to Genesis Tech Corporation. 6/3/14: Processed requisition for Genesis Tech Corporation for \$11200. 7/25/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. FEA inspected and accepted project August 2014.</p> <p><b>9/3/14: CLOSED.</b></p>
14.08	Safety & Security	1000, 3000, & 4000 [LINE CONDITIONERS]	<p>7/23/14: Bid issued and opened on 7/18/14. The sole proposal received is currently under review. 8/20/14: PO issued to Z4 Corporation and project now moves forward with expected completion date 11/17/14. Nov 2014: Ongoing and anticipate completion by 11/17/14. Dec 2014: Project complete but pending receipt of</p> <p><b>Jan 2015: Z4 Corporation has yet to provide controls for units. Additionally, a few outlets (floor outlets at LRC) have no power affecting lights and computers. On 1/23/15 Z4 conducted an investigation; report is pending.</b></p>
14.09	Safety & Security	2000	<p>4/7/14: FEA inspected and accepted; project CLOSED.</p> <p><b>CLOSED.</b></p>



CIP #	Category	Bldg. / Room	COMMENTS
14.10	Safety & Security	Campus-wide [DIRECTOR Y KIOSKS]	<p>Working group (FEA, Center for Student Involvement &amp; PIO) will solicit students' input regarding naming opportunity; continue to discuss options and finalize SOW by 2/14. 07/23/14: SOW completed; MM will issue as an RFQ this week. 8/20/14: MM's Administrator will send RFQ once more on 8/22/14 as quotes were not received when previous RFQs were issued. Nov 2014: Project on hold due to lack of interest and having to solicit students input (building names, etc.). Dec 2014: Project closed.</p> <p>Jan 2015: Closed.</p>
14.11	Safety & Security	A-D [DOORS]	<p>Only one quote was received; MM resent to obtain additional quotes -- due by 4/10/14; 05/10/14: Contractor to install 6 doors at building A.7/23/14: Ongoing; materials/supplies have been ordered. 8/20/14: Ongoing. Nov 2014: Questions were raised and answered between vendor and his supplier. December delivery is now anticipated. A letter will be sent to Genesis Corp regarding his inability to meet deadline as this may jeopardize consideration for future projects. Dec 2014: December delivery anticipated. A letter is being considered to be sent to Genesis Corp regarding his inability to meet deadline as this may jeopardize consideration for future projects.</p> <p>Jan 2015: Genesis began to install 6 doors (A26, A27, and A28) on 1/9/15; project completed 1/22/15. Project was inspected; CLOSED.</p>
14.12	Environmental/Health/Safety	1000 [RECYCLE BINS/BENCHES/TRASH BINS]	<p>Possibly for an aggregate total of 17 pieces. 7/23/14: Pending PO, after reviewing MM's "all or nothing" requirement a decision to purchase the much needed recycling containers (34 pieces) was made. 8/20/14: Pending arrival of items. 9/3/14: Items arrived; pending assembly and placement at strategic locations. Nov 2014: Items have been strategically located based on traffic. Dec 2014: Completed and closed</p> <p>Jan 2015: Closed</p>
14.13	Safety & Security	Campus-wide [SPEED HUMBS]	<p>In February, FEA finalized submittals received from Americana Suppliers. 4/7/14: PO issued for \$13,335 and increased (4/21/14) to \$17,016 as vendor justified supply's cost increased (per 4/17/14 email from FEA). 6/4/14: FEA approved to extend completion date to July 15, 2014 (4/30/14 email); 7/23/14: Materials arrived and installation has begun. A few more humps and signage remain outstanding. 8/20/14: All but one hump remains to be installed in front of building 200. To prevent damage and wear installation will be after completion of building 200. It should be noted that MM Administrator has been notified that LDs may be necessary only as it relates to the receipt of signage. 9/3/14: No change; signage still pending. Nov 2004: Project completed; warranty received. Dec 2004: Closed</p> <p>Jan 2015: Closed</p>
14.14	Safety & Security	5000 [ADA PATHWAY]	<p>FEA inspected and deemed project completed March 6, 2014; minor adjustments are pending. CLOSED</p>

CIP #	Category	Bldg. / Room	COMMENTS
14.15	Environmental/Health/Safety	A-D [MODEL CLASSROOM RENOVATION]	<p>Conducted a site visit (January 2014) and identified A28 as the classroom to renovate and set as a model for future renovations. 7/23/14: RFQ issued 6/26/14; submission deadline of 7/22/14 was extended to 8/1/14. 8/20/14: RFQ resulted in two proposals evaluated. Requisitions for furniture/equipment to be submitted by 8/22/14 to mirror those for building 200. 9/3/14: Requisition processed and pending receipt of purchase order to Genesis Tech for \$11,000; requisitions for furniture/equipment were submitted but pending overhead projector and white boards which will be submitted by the end of the week. 9/3/14: Requisition processed and pending receipt of purchase order to Genesis Tech for \$11,000; requisitions for furniture/equipment were submitted but pending overhead projector and white boards which will be submitted by the end of the week. Nov 2014: Demolition began and work continues. Dec 2014: Minor work continues.</p> <p><b>Jan 2015: Furniture arrived and installed (1/9/15); project completed and inspected.</b></p>
14.16	Safety & Security	Campus-wide [GENERATORS MAINTAIN/REPAIR]	<p>7/15/14: RFQ issued 7/9/14; quotations due 7/22/14. 8/20/14: MM Administrator will send RFQ once more by 8/22/14 as vendors did not respond to previously submitted RFQs. 9/3/14: No change - MM Administrator to send RFQ once more. 9/5/14: MM Administrator issued 2nd RFQ; quotes due 9/12/14. Nov 2014: P1402374 was issued to Fleet Services for \$4069.46. Initial work completed but quote to complete project (\$5818) is being considered. Dec 2014: Ongoing. Original PO was increased December 17 to complete remaining tasks.</p> <p><b>Jan 2015: Ongoing; project (building D, 400, 1000, and water pump house) is expected to be completed 1/31/15.</b></p>
14.17	Safety & Security	Campus-wide [ACs]	<p>Continue to use priority list established in CIP13.03 which was updated in February 2014. 7/23/14: Ongoing; equipment ordered when needed. 8/20/14: With the hiring of the AC Refrigeration Mechanic the AC units have been reevaluated and PO issued for those requiring to be replaced. 9/3/14: Requisitions for ACs on "priority replacement" list have been processed. Nov 2014: Closed. Included in CIP15.</p> <p><b>Dec 2014: Closed.</b></p>
14.18	Safety & Security	Campus-wide [EQUIPMENT REPAIR/REPLACEMENT]	<p>Creation of new FOAP per email dated 2/20/14 (President Okada). 8/20/14: No request to replace/repair equipment were made during the month. 9/3/14: A recent request for two white boards prompted RFQs; requisition to be submitted by 9/5/14. Nov 2014: Closed. Included in CIP15.</p> <p><b>Dec 2014: Closed.</b></p>
14.19	Safety & Security	Bldg. 300 [REPAIR ROOF - ProStart Classroom]	<p>7/23/14 quotes were obtained however MM justified having to send SOW to other vendors. 7/28/14: PO issued to Genesis Tech Corporation. 8/20/14: Project completed, inspected, and accepted by FEA on 8/15/14.</p> <p><b>9/3/14: CLOSED.</b></p>

**CIP 2015 PROJECTS**  
for the month of **JANUARY 2015**  
updated as of January 26, 2015

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
				Cumulative	Current	Estimated Cost
15.01	Safety & Security	Building 8 [RENOVATION]	To improve Student Support Services (building 8) public accessibility and use of infrastructure (e.g. services, accessibility, traffic flow, infrastructure, etc.).	Nov. 2014: Facility Engineer Administrator (FEA) began research to develop the Scope of Work (SOW). Dec. 2014: Decision was made to incorporate the project into the Physical Master Plan update.	Jan 2015: No change.	\$ 221,000.00
15.02	Safety & Security	2000 [FIRE SPRINKLER]	Replace the corroded plumbing of 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFQ issued 12/1/14, quotes due 12/15/14.	Jan 2015: RFQ was reissued on 12/30/14 (due 1/13/15) because of lack of response. MM will reissue RFQ 1/30/15.	\$ 5,000.00
15.03	Environmental/Health/Safety	500, 600, 900 & 1000 [DRINKING FOUNTAINS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000.	Nov. 2014: FEA's draft SOW is under review. Dec. 2014: Transmitted SOW to MM (12/4/14), pending RFQ/RFB processing.	Jan 2015: RFQ issued 12/31/14 and quotes due 1/15/15. On 1/21/15 MM reported none were received and will reissue RFQ on 1/29/15.	\$ 12,000.00
15.04	Safety & Security	Campus-wide [TRANSPARENT DOOR SIGNAGE]	To acquire and install transparent sign holders on all classroom doors.	Nov. 2014: FEA's draft SOW under review. Dec. 2014: Transmitted SOW to MM (12/4/14), pending RFQ/RFB processing.	Jan 2015: Followed up (1/11/15) with MM, P&D to obtain quotes.	\$ 4,000.00
15.05	Safety & Security	4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirotile, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.	Nov. 2014: FEA's draft SOW under review. Dec. 2014: Transmitted SOW to MM (12/2/14), pending RFQ/RFB processing.	Jan 2015: Requested an update (1/11/15). MM to send RFQ by 1/30/15.	\$ 2,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
				Cumulative	Current	Estimated Cost
15.06	Safety & Security	2000 [HAND RAILING BARS]	To install hand railing bars (2-each, 2"D, 2-tiered, 18'L x 3'H, galvanized railings) at eastern & western exitways.	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFB issued 12/1/14; quotes due 12/15/14.	Jan 2015: RFB reissued 12/30/14 (bids due 1/13/15) — none received. MM to reissue bid by 1/30/15	\$ 1,000.00
15.07	Safety & Security	5000 [HAND RAILING BARS]	To install hand railing bars (2"D, 2-tiered, 30'L x 3'H, galvanized railings) along southern rampways by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings.	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFB issued 12/1/14; quotes due 12/15/14.	Jan 2015: RFQ reissued 12/30/14; quotes due 1/13/15 — only one price quote was received on 12/15/14. MM to reissue RFQ by 1/30/15	\$ 1,000.00
15.08	Environmental/Health/Safety	1000 [RESTR OOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	Nov. 2014: FEA began to research and develop the SOW. Dec. 2014: Received 2nd draft SOW (12/13/14) and reviewed.	Jan 2015: Transmitted SOW for processing (1/11/15). MM will schedule bid to go out in February 2015	\$ 83,000.00
15.09	Safety & Security	C23 [ELECTRICAL PROVISIONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.	Nov. 2014: FEA will begin to research and develop the SOW. Dec. 2014: Research ongoing.	Jan 2015: Continue to work on SOW.	\$ 19,000.00
15.10	Safety & Security	5000 [SHOWERS PARTITIONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	Nov. 2014: FEA will begin to research and develop the SOW. Dec. 2014: Research ongoing.	Jan 2015: Continue to work on SOW.	\$ 7,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT
				Cumulative	Current	Estimated Cost
15.11	Safety & Security	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	Nov. 2014: FEA will begin to research and develop the SOW Dec 2014: SOW under review.	Jan 2015: Submitted SOW for processing (1/11/15). MM will issue RFB in February 2015.	\$ 101,000.00
15.12	Environmental/Health/Safety	A, C or D [UPDATE CLASSROOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	Nov. 2014: FEA will begin to research and develop the SOW. Dec. 2014: Research ongoing.	Jan 2015: Continue to work on SOW.	\$ 18,000.00
15.13	Environmental/Health/Safety	Campus-wide/A27, A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment.	Nov. 2014: FEA began to research and develop the SOW. Dec. 2014: SOW under review.	Jan 2015: Submitted SOW for processing (1/11/15). MM will issue RFB in February 2015.	\$ 63,000.00
15.14	Environmental/Health/Safety	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardwired data ports with WiFi technology, fixed stand-alone desks-chairs with portable group seatings, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms.	Nov 2014: FEA began to research and develop the SOW. Dec. 2014: Pending requests	Jan 2015: Processed requests to replace white boards.	\$ 20,000.00
15.15	Safety & Security	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles.	Nov. 2014: FEA began to research and develop the SOW. Dec. 2014: SOW under review.	Jan 2015: P&D to obtain quotes.	\$ 7,000.00
			To service large, domestic water tank &	Nov 2014: SOW was transmitted to	Jan 2015: Barrett Plumbing, sole	



**Guam Community College**  
**2016 BUDGET REQUEST - NAF**

PROJECTED REVENUES	PRIOR YEARS		
	ACTUAL as of 09/30/14	2015 BUDGET REQUEST	FY 2016 PROJECTION
<b>Educational and General Operations Revenue</b>			
Tuition Net of Capital Improvement	7,194,774	2,889,000	2,794,000
5 Capital Improvement Fees (Resolution 4-99)		734,000	710,000
4 Technology Fee for Upgrades (Resolution 11-2000)		195,000	188,000
4 Technology Fee for Current Operations (Resolution 11-2000)		195,000	188,000
Student Activity Fee		80,000	77,000
Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)		2,741,881	2,651,594
Other Fees Net of Tech and Stud Act Fees		322,000	304,000
Lab Fees		229,000	236,000
<b>Total General Operations Subtotal</b>	<b>7,194,774</b>	<b>7,385,881</b>	<b>7,148,594</b>
<b>Auxiliaries Revenue</b>			
Bookstore Sales	1,194,562	1,206,250	1,206,250
Food Services	18,800	31,200	31,200
<b>Total Auxiliaries</b>	<b>1,211,362</b>	<b>1,237,450</b>	<b>1,237,450</b>
<b>Other Sources Revenue</b>			
Administrative Recoveries	133,170	90,000	120,000
Interest/Miscellaneous Income	40,479	55,000	45,000
Other (Cit Foundation, NSTI and PREL Grant)	115,000		
<b>Total Other Sources</b>	<b>288,649</b>	<b>145,000</b>	<b>165,000</b>
<b>TOTAL PROJECTED REVENUE</b>	<b>8,694,785</b>	<b>8,768,331</b>	<b>8,551,044</b>
<b>PROJECTED EXPENDITURES</b>			
<b>Educational and General Expenditures</b>			
GovGuam Supplement - Other	1,958,129	1,475,130	1,475,130
GovGuam Supplement - Adjunct/Substitutes	1,507,781	1,200,000	1,350,000
GovGuam Supplement - PT Salaries			
7 Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)	1,463,728	2,741,881	2,651,594
4 Technology Fee for Current Operations	182,870	185,000	188,000
4 Technology Fee for Upgrades (Resolution 11-2000)	182,870	195,000	188,000
<b>Total E &amp; G Expenditures</b>	<b>5,295,358</b>	<b>5,808,991</b>	<b>5,852,724</b>
<b>Other Educational and General Expenditures</b>			
Promotion and Development	121,871	200,000	200,000
Professional Development - Faculty	74,532	75,000	75,000
Professional Development - Staff	49,274	50,000	50,000
5 Student Activity Fee - Dean Accts.	1,937	16,000	15,400
Pacific Island Student Transition	4,528	6,475	6,475
Graduation	11,800	12,000	12,000
Bank Fee Expenditures	81,013	55,000	63,000
Board of Trustees Travel	17,316	25,000	25,000
Faculty Senate	4,163	5,000	5,000
WP Secretary II (Salaries & Benefits)	35,970	35,970	36,328
USDA Loan Repayment	179,989	289,373	289,373
Cosmetology	19,916	10,782	11,205
Education / ASL	20,078	29,556	27,684
Computer Science	417	14,525	14,068
Electronics	7,833	12,597	12,439
Office Technology	8,568	16,804	16,018
Automotive	14,706	23,772	14,528
Allied Health	21,677	30,026	25,138
Visual Communications	9,686	16,733	16,732
English	18,977	17,442	17,100
Criminal Justice	3,920		5,040
Science	9,891	19,380	19,080
Culinary	42,273	37,240	22,680
Faculty/BOT Negotiations			10,025
Staff Senate			1,000
<b>Total Other E &amp; G Expenditures</b>	<b>740,336</b>	<b>978,675</b>	<b>972,311</b>
<b>Total E &amp; G Expenditures</b>	<b>6,035,694</b>	<b>6,785,666</b>	<b>6,825,035</b>
<b>Auxiliaries Expenditures</b>			
Bookstore	857,127	959,044	959,044
<b>Total Auxiliaries</b>	<b>857,127</b>	<b>959,044</b>	<b>959,044</b>
<b>TOTAL CURRENT EXPENDITURES</b>	<b>6,892,821</b>	<b>7,744,710</b>	<b>7,784,079</b>
<b>TRANSFER</b>			
Transfer from Foundation - Pacific Island Endowment	-6,475	-6,475	-6,475
Transfer from Foundation - Other			
Transfer to Foundation			
Transfer to Capital Improvement Fees	732,000	734,000	710,000
Transfer to Student Activity Fees	84,000	84,000	81,800
<b>Total Transfer</b>	<b>788,525</b>	<b>791,525</b>	<b>766,125</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>7,682,346</b>	<b>8,536,235</b>	<b>8,549,204</b>
<b>INCREASE (USE) OF RESERVE</b>	<b>1,012,439</b>	<b>232,076</b>	<b>1,840</b>

- Notes: 1) The FY2015 Original Budget Amount reflects the initial budget approved.  
2) The FY2014 Actual Amount is based on the Banner Expense and Revenue reports as of 09/30/14.  
3) Tuition & Fees projection is based on SP14, SU14, & FA14 enrollment figures. No increase budgeted. SP15 N/A.  
4) Of the \$73,000 Technology fee, \$36,50 is reserved for the Upgrades and \$36,50 is for Computer Operations.  
5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.  
6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.  
7) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

**Guam Community College**  
**2016 BUDGET REQUEST - NAF SPECIAL PROJECTS**

	PRIOR YEARS		
	ACTUAL as of 09/30/14	2015 BUDGET REQUEST	FY 2016 PROJECTION
<b>PROJECTED REVENUES</b>			
<b>Special Projects</b>			
<b>CONTINUING EDUCATION (CE)</b>			
Specialized Certification (Certified Manager's)	25,822	304,200	179,760
Health Certificate	83,780	113,000	73,500
SHRM Learning System			
Industry Certification	1,515	493,832	506,560
* Other Projects	365,758		
GCC Room Rental		10,000	
* Gov't Guam/Private Industries Training Requests	199,443	1,107,300	55,500
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	10,281	144,825	83,185
WorkKeys Assessment/NCRC		182,500	308,750
Public Health			577,500
<b>Total Continuing Education</b>	<b>686,399</b>	<b>2,335,457</b>	<b>1,784,735</b>
<b>TRADES &amp; PROFESSIONAL SERVICES (TPS)</b>			
Teacher's Recertification		24,000	0
Immunizations			
Public Health - Education	462,050	577,500	0
Allied Health Special Projects	48,149		10,840
Tour Guide	4,297	11,250	7,000
Hospitality Institute	5,240	141,040	29,040
Criminal Justice Academy	141,475	94,590	90,210
GED	6,035	50,000	50,000
Adult Basic Education	157		
Culinary Arts	1,300		
* Other Projects			
<b>Total Trades &amp; Professional Services</b>	<b>668,389</b>	<b>898,380</b>	<b>187,090</b>
<b>TECHNOLOGY &amp; STUDENT SERVICES (TSS)</b>			
Fiber Optics	12,444	38,000	38,000
Networking Courses (CCNA)	19,278	64,000	18,000
Principles of Voice & Data	600	30,000	30,000
Other Projects			
<b>Total Technology &amp; Student Services</b>	<b>32,322</b>	<b>132,000</b>	<b>84,000</b>
<b>TOTAL REVENUE</b>	<b>1,387,110</b>	<b>3,365,837</b>	<b>2,035,825</b>

	PRIOR YEARS		
	ACTUAL as of 09/30/14	2015 BUDGET REQUEST	FY 2016 PROJECTION
<b>PROJECTED EXPENDITURES</b>			
<b>Special Projects</b>			
<b>CONTINUING EDUCATION (CE)</b>			
Specialized Certification (Certified Manager's)	5,657	235,193	179,760
Health Certificate	20,536	81,021	52,858
SHRM Learning System			
Industry Certification	0	493,812	506,560
* Other Projects	344,708		
Gov't Guam/Private Industries Training Requests	88,343	990,929	55,500
Prometric/Pan/Ed2go Online Courses/HOST TESTING	5,960	57,930	58,242
WorkKeys Assessment/NCRC		141,173	308,867
Public Health			577,500
<b>Total Continuing Education</b>	<b>465,205</b>	<b>1,899,858</b>	<b>1,738,885</b>
<b>TRADES &amp; PROFESSIONAL SERVICES (TPS)</b>			
Teacher's Recertification	1,015	24,000	0
Immunizations			
Public Health - Education	405,510	577,500	0
Allied Health Special Projects			9,807
Tour Guide	2,827	9,102	3,517
Hospitality Institute	63,835	141,028	15,933
Criminal Justice Academy	196,763	70,578	69,245
High School Equivalency	4,903	36,514	7,200
Culinary Arts	729		
* Other Projects			
Sustainability			13,300
<b>Total Trades &amp; Professional Services</b>	<b>673,552</b>	<b>858,722</b>	<b>119,002</b>
<b>TECHNOLOGY &amp; STUDENT SERVICES (TSS)</b>			
Fiber Optics	2,511	32,309	37,274
Networking Courses (CCNA)		63,343	15,847
Principles of Voice & Data		24,252	29,383
Other Special Projects			
<b>Total Technology &amp; Student Services</b>	<b>2,511</b>	<b>119,904</b>	<b>82,504</b>
<b>TOTAL EXPENDITURES</b>	<b>1,141,269</b>	<b>2,978,484</b>	<b>1,940,390</b>
<b>NET PROFIT/(LOSS)</b>	<b>245,841</b>	<b>387,353</b>	<b>95,435</b>

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



Guam Community College  
Board of Trustees  
I Tano', iHanom,yaniAire  
Sustainability Resolution

**WHEREAS**, Guam Community College (GCC) recognizes the need to develop facilities and programs with attention to the quality of life of current and future generations,

**WHEREAS**, GCC will encourage the campus community to embrace "sustainability" by recycling or re-using materials and eliminating unnecessary waste of our natural resources,

**WHEREAS**, in 2010 GCC's Learning Resource Center(LRC) became the first government of Guam building having acquired gold LEED – Leadership in Energy and Environmental Design – certification,

**WHEREAS**, "*I Tano', iHanom,yaniAire*" (land, water, and air) ---promotes sustainability when constructing facilities, developing programs, or educating the community so as to become better stewards of the environment, and

**WHEREAS**, in keeping with the Resolution of Guam's Tri-Boards of Education adopted on October 11, 2010, "one of the priorities was to implement sustainability practices as part of the operating principles" of each educational institution and "to work towards a sustainable island economy, environment, and future";

**NOW, THEREFORE, BE IT RESOLVED**, that GCC embrace and prepare the campus community for a sustainable future by (a)educating, researching, and providing awareness; (b) conserving resources; (c)recycling resources;(d)developing curriculum; and (e)constructing LEED certified buildings.

**BE IT FURTHER RESOLVED**, that GCC maintain I Tano', iHanom,yaniAire as an institutional priority for all campus activities and programs.

**Adopted:** \_\_\_\_\_

**Resolution Number:** \_\_\_\_\_

# **GUAM COMMUNITY COLLEGE**

**I Tano', iHanom, yaniAire**

## **Sustainability Policy**

**Fall 2014**

### **Introduction**

To implement Guam Community College's institutional priority to go green, this policy is intended to serve as a guide for all College stakeholders. It is the responsibility of all employees, programs and students at the College to understand and practice environmental sustainability. The guidelines below can help to reduce our dependence on fossil fuels and conserve other essential resources. More importantly, adoption of this policy demonstrates the College's concern for the future of our island, its people and others around the world.

Sustainability is an ever more critical aspect of the College's mission to be Guam's leader in workforce development.

**I. Education, Research and Outreach** – The College recognizes that it is a stakeholder in the community and that a healthy environment is necessary for a healthy and vibrant community. Thus, the College has a responsibility to provide education, research and outreach with respect to environmental and sustainability issues.

- A.** Faculty are encouraged to incorporate sustainability and environmental topics into their curriculum as it is the Faculty who know and understand their curriculum as well as student learning outcomes best. Therefore, sustainability topics, ideas, technologies and concepts should be included as they see fit best, while adding value to student learning in the 21<sup>st</sup> century.
- B.** Faculty and staff are encouraged to research and apply for grants that support sustainability projects on campus and/or in the community.
- C.** Faculty and staff are encouraged to participate in community outreach and raising awareness of environmental and sustainability issues.

**II. Health and Safety in the Environment** – The College is committed to ensure the health and safety of employees, students and visitors.

- A.** The College will ensure that employees have a safe and healthy work environment conducive to their respective tasks. This will include regular inspections guided by legislation and community standards, including those developed by Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA).
- B.** The College will promptly respond to health and safety issues and comply with remediation efforts guided by legislation and community standards.

### **III. Operations**

## **A. Energy**

- i. Procurement –When appropriate, purchase electric appliances that have good energy efficiency ratings (e.g., Energy Star appliances, electronic devices and air-conditioning systems with a **17 SEER** rating or higher).
- ii. Turn off stand-alone air conditioning (AC) units overnight/weekends, unless cool temperatures are required to protect computers and other instruments from damage due to moisture or mildew. For this purpose, written justification explaining the need for AC systems to run 24/7(daily) should be submitted to the Facility Engineer Administrator as most areas require 24/7 circulation and humidity control to avert mold. Implement digital or analogous timers on applicable AC units to reduce operation hours without damaging valuable items from moisture build-up/condensation.
- iii. Maintain thermostat setting at 78 degrees Fahrenheit (or 25.5 degrees Celsius) campus-wide, unless a specific temperature is required to maintain sensitive equipment/instruments (e.g., microscopes).
- iv. Schedule and conduct regular preventative maintenance of AC units for better efficiency and to decrease equipment malfunction. Maintenance personnel must provide proof of maintenance of all AC units to the Facility Engineer Administrator.
- v. Turn off lights when rooms (office, classroom, laboratory, storage, restrooms) are vacant.
- vi. Turn off all electronic devices and appliances (e.g. computer, printer, radio, coffee machine, water dispenser, microwave, etc.) at the end of a workday. It is recommended to plug these devices and appliances into a multiple-outlet or surge protector that is connected to a digital timer for automatic shut-off.
- vii. Install energy-saving light bulbs or LED lighting.
- viii. When possible, include natural skylights in the design and construction of new and renovated buildings to reduce dependence on artificial lighting sources which require energy.
- ix. Install photovoltaic systems where feasible. The campus has solar-powered parking lot lights and photovoltaic (PV) grid-tied systems on five buildings (Allied Health Center, Learning Resource Center, Student Center, Foundation Building, and Building E). All new construction and renovated buildings should include PV systems not to exceed the 100 kilowatt size allowed by Guam Power Authority (GPA) – for commercial buildings.
- x. Install other types of solar technology proven to reduce energy consumption and to work effectively in island environments. (e.g., solar thermal AC systems, solar water heater, solar thermal).

## **B. Conserve Resources (land, water, and air)**

- i. Reduce the volume of trash in Guam's landfill and exposure to potentially harmful/carcinogenic compounds by eliminating the use of Styrofoam (i.e. polystyrene) containers, plates, cups at campus food establishments and events, including parties and fundraising.
- ii. When possible purchase certified biodegradable paper or corn-based products for campus food establishments and events, including parties and fundraising (e.g. paper plates, cups, biodegradable utensils, and other food packing containers).
- iii. Eliminate the utilization of single use plastic containers (e.g. bottled water and plastic food containers) as these petroleum based products contribute to issues with our landfill as well as health.
- iv. Deploy reusable water-bottle refill stations on campus and encourage the use of water bottles for this purpose to reduce issues associated with plastic bottled beverages both from an environmental and human health perspective.
- v. Encourage Bring Your Own Utensils (BYOU) at campus-sponsored events.
- vi. When appropriate, install water conservation technology (e.g. low-flow showerheads and faucets, waterless urinals, etc.) campus-wide to conserve thousands of gallons of water every year.
- vii. When appropriate, integrate the use of rainwater catchment systems to further conserve resources.
- viii. Use electronic documents as much as possible, rather than printing hard (paper) copies to reduce operation cost by thousands of dollars; print ONLY when necessary.
- ix. Establish default printer setting to print on both sides at all times unless alternative settings are required.
- x. Use the blank side of a used sheet of paper for printing or scratch paper.

## **C. Recycling/ Waster Diversion**

- i. When appropriate, include a statement on the purchase order "Procurement for the proper handling, removal, disposal, recycling of replacement items, as well as towards averting the accumulation, storage of waste/debris within the campus in a sustainable manner."
- ii. Aluminum – GCC participates in the i-Recycle Program and has a bin designated for *aluminum cans* – to include aluminum food trays as they are recyclable and eligible for redemption.
- iii. Plastic Bottles – Place empty plastic bottles or food containers marked **#1 (PETE)** or **#2 (HDPE)** into the plastic recycle bins. Remove and throw plastic bottle caps into the trash bin prior to disposing plastic bottle into the proper bin. Plastic bags or diapers

do not qualify and therefore must not to be placed into the plastic recycle bins.

iv. Cardboard – Corrugated cardboard boxes must be flattened and placed in designated recycling dumpsters.

v. Glass – Separate and deliver glass bottles, jars, and mirrors to the solid waste transfer station. **Do not include energy-saver or fluorescent light bulbs** - set these aside for hazardous waste disposal.

vi. Paper –

1. Paper (e.g., office paper, notebook paper, newspaper, magazines, textbooks, phonebooks, and other glossy paper/boxes NOT CORRUGATED cardboard) can be disposed of in designated paper recycling bins on campus.
2. Shredded office paper (no glossy/waxed paper) can be recycled as well, however, it is best to bag and set it aside for reuse as compost, mulch, etc.
3. The use of electronic newspaper, phone books, catalogs, magazines, etc. available online to conserve natural resources.
4. Print documents on both sides of paper to conserve resources.
5. Reuse paper with one-sided prints for notes, scratch paper, printing personal copies before recycling.
6. Use of electronic editing software and submit or send electronic versions of documents to conserve resource and promote the use of such technologies.

vii. Scrap Metal –

1. Set aside steel cans with vertical seam (e.g. Mr. Coffee and most food cans) – **do not** mix with aluminum cans. Local recycling centers accept steel cans as scrap metal.
2. Deliver discarded metal items to recycling centers.

viii. Ink Cartridges and Toners –

1. Purchase ink toners and cartridges from a company that allows for the return of used and/or emptied ink toners and cartridges (purchased through them) for the purpose of recycling or refurbishing of the item(s).
2. Bring empty/used Xerox ink toners and cartridges to Bldg. 2000 copier room (1<sup>st</sup> floor left wing) for proper recycling.

#### **D. Miscellaneous Waste Stream**

- i. Cooking Oil – Notify food vendors to set aside cooking oil for removal by GRESCO or Detry.
- ii. Wood – When appropriate try to reuse wood as much as possible. Otherwise, deliver wood to green waste facility. Treated wood cannot be used for compost.

- iii. Green Waste –Consider purchase or rental of wood chipper as tree branches and vegetable/fruit waste can be used as chips or compost.

#### **E. Hazardous Waste**

- i. Engine oil – Set aside or remove engine oil and request disposal via Automotive Department
- ii. Chemical/Biological – Dispose chemical/biological waste according to specific Material Safety Data Sheets (MSDS) or OSHA regulations.
- iii. Light bulbs – Energy-Saving light bulbs (i.e. compact fluorescent light bulbs) contain mercury and must not be placed in the regular waste glass stream. Place the burned out bulb in a plastic bag, tape shut and set aside for hazardous waste disposal.

**GUAM COMMUNITY COLLEGE**  
**Proposed Fee Structure**

**CREDIT FOR PRIOR LEARNING [REFER TO MEMO DATED JANUARY 15, 2015]**

Assessment Request	\$25.00 per request
CPL Credit Award	20% of prevailing resident tuition rate
Challenge Exam	\$75.00 per request for paper or computer-based exam
Practical Exam	\$100.00 per practical exam

**CERTIFICATE REPLACEMENT FEE [REFER TO MEMO DATED JANUARY 14, 2015]  
(CONTINUING EDUCATION & WORKFORCE DEVELOPMENT-CE&WD)**

Certificate Replacement Fee(CE&WD)	\$15.00
Certificate Replacement plus Mail Fee(CE&WD)	\$35.00

**HIGH SCHOOL EQUIVALENCY**

	HISET	GED®
	Note	Note
	Fee	Fee
Paper-based full test battery	5 subject areas: Language Arts-Reading, Language Arts-Writing, Math, Social Studies, and Science	Not applicable
Computer-based full test battery	5 subject areas: Language Arts-Reading, Language Arts-Writing, Math, Social Studies, and Science	4 subject areas: Language for Reasoning, Math, Social Studies, and Science
Paper-based each sub-test	Each sub-test	Not applicable
Computer-based sub-test	Each sub-test	Each sub-test
Retest	Retest must be completed within 12 months from the date the full battery is purchased. The retest \$5.00 fee is only applicable to Test Takers purchasing the full battery.	Discount is provided on next two retests.
Administrative Fee	Individuals purchasing sub test rather than full battery testing cannot take advantage of the retest fee waiver.	After two retests...
	Initial fee	Not applicable
	\$10.00 annual	-0-

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
Friday, 01/30/15 @ 2:00pm  
SSA Conference Room

**Meeting Minutes**

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

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	absent
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	absent
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	absent
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	absent
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	absent

Recital of GCC Mission Statement – Tabled

- 2) Approval of Prior Minutes – Tabled

- 3) Old Business:

- a. Financial Report – Tabled
- b. Facilities Report – Tabled
- c. Faculty/Administration Salary Increment Updates – Tabled

- 4) New Business:

- a. FY16 Budget – C. Santos reported she had a meeting with A. Roberto and F. Tupaz to explain the methodology of the faculty increments.  
**Motion to approve the FY16 Budget made by R. Roberson, seconded by A. Roberto. Motion passed unanimously.**
- b. FY16 NAF Budgets – Tabled
- c. Sustainability Policy – Tabled  
Fee Adjustments – Tabled

- 5) Open Discussion:

None

- 6) Next Meetings:

V. Cruz will put out a call for meeting quorum scheduled on February 19, 2015 @ 10:00am or 1:30pm.

- 7) Adjournment: @ 2:07p.m. Motion was made by S. Leon Guerrero, seconded by A. Roberto. Motion passed.



**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
Thursday, 02/19/15 @ 1:30pm  
Faculty Senate Office/C2

**Meeting Minutes**

1) Call to Order: @ 1:38 p.m.

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	absent
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	✓
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	absent
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	absent
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of January 29, 2015 made by A. Atoigue with changes, seconded by A. Roberto. Motion passed unanimously.**

**Motion to approve minutes of January 30, 2015 made by S. Leon Guerrero, seconded by L. Leon Guerrero. Motion passed unanimously.**

4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY15, GCC received a total of 21% of its overall appropriation.
  - ii. Launch of DE pilot courses scheduled for Fall 2015. Courses identified are OA101, MA110 and EN110. Procurement of third party moodle vendor finalized and administrators & faculty going through trainings.
  - iii. USDA\$5M loan update, waiting for final documents on loan. Also pending, lease and leaseback agreement.
  - iv. BOT Policy 171 is currently under review.
  - v. FY14 audit is ongoing. Expected completion is end of February with issuance in early March. To date no findings or major issues.
  - vi. 2014 W-2's and 1099's have been issued/mailed. 2014 1098's will be mailed out to students by Friday, January 30, 2015.
  - vii. Banner upgrades being performed in 1<sup>st</sup> quarter 2015. Banner meeting is held every two weeks.
  - viii. PIO currently reviewing GCC logo and website. Website and logo contest in 2016 and set for unveiling in 2017. Coincides with GCC's 40<sup>th</sup> Anniversary.
  - ix. AAUW scholarship open until 02/27/2015 for \$500, GWCC scholarship open until 03/20/2015 for \$1000.
  - x. Meet the President is scheduled for 02/24 and 02/25 from 6-7pm at MPA.
  - xi. Met with PDRC chair (Sally Sablan) to discuss questions/changes to the Travel Procedures. Hopeful for a draft to be provided at the March RPF meeting.

- xii. New Logo Contest is out and open to GCC students, employees, and alumni. Deadline is April 06, 2015.
  - xiii. The GovGuam and NAF budgets for FY16 have been approved by the Board of Trustees at the 02/06/2015 meeting. The GovGuam Budget requests have been submitted to the Legislature and BBMR.
  - b. Facilities Report – D. Perez reported on the following:
    - i. CIP14 status report as of February 18, 2015. (See Attachment) Primarily closed except for the following 3 projects: 14.02 – Fire Alarm System, 14.06 – Generator Service, and 14.08 – Line Conditioning.
    - ii. CIP15 status report as of February 18, 2015. (See Attachment) Contractors are not responding to RFQ and bids.
      - 1. CIP 15.04 – S. Leon Guerrero recommended the door sign holders to be lowered.
      - 2. CIP 15.16 – D. Perez reported that the maintenance staff comes in the morning to turn on the switch and at night to turn off the switch until the motor can be repaired.
    - iii. Sustainable Resolution as amended was approved by the Board.
    - iv. Fee Adjustments was approved by the Board.
    - v. Call out for CIP16 – Deadline is on February 28, 2015. Only received 3 call outs, D. Perez will request for an extension of the deadline.
    - vi. Components of loan documents need to be completed. The designs are with USDA. Loan \$5M in composes two buildings: 1) the Forensic Lab extension; \$3M and 2) Building 100; \$2M.
    - vii. President Okada is working with Automotive and Electronics Department Chairs, and TRMA on getting the project started.
    - viii. S. Leon Guerrero asked, “How about Building A – Cosmetology?” D. Perez responded, “The sketch layout was received from S. Leon Guerrero and now Larry Perez is working on putting it into blueprint.”
    - ix. There is a draft MOU between GCC and GPA regarding the photovoltaic walkways and top of roof tops campus wide. Applications are being evaluated as soon as they come in.
    - x. A. Atoigue asked, “Will the wellness center be opened to students?” D. Perez responded, “Yes, but must be reserved through Danilo Bilong (Wellness Coach).”
    - xi. L. Leon Guerrero reported some of her students have reported that Building – A elevator is not working. D. Perez stated that it is a problem but not isolated to GCC. There have been countless months of seeking for quotes to fix the elevator. There is only one company on island. If a student needs to be accommodated, please see Student Support Service to make those arrangements.
    - xii. RFQ deadlines will be rescheduled for March 03, 2015 due to 03/02/2015 Holiday (Guam History & Chamorro Heritage Day).
  - c. Faculty/Administration Salary Increment Updates – Tabled.
- 5) New Business:  
None
- 6) Open Discussion:
- a. WiFi in Student Center Building – C. Santos reported that MIS is working on upgrading the systems. C. Santos recommended that if there are issues with wifi it must brought to the attention of the College Technology Committee.
- 7) Next Meetings:  
March 19, 2015 @ 1:30 p.m.  
April 16, 2015 @ 1:30 p.m.  
May 07, 2015 @ 1:30 p.m.
- 8) Adjournment: @ 2:21p.m. Motion was made by A. Roberto, seconded by L. Leon Guerrero. Motion passed.

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

- For FY15, GCC has received 21% of appropriations for GF account

FY 2/19/2015 2015					
Appropriations	Appropriation	Requested	Received	% Rec'd.	
General Fund	16,376,571	6,823,571	3,411,786	50%	
LPN /	782,570	326,071	195,643	60%	
VocGuidance	APPROPRIATION	REQUESTED	RECEIVED		
MDF	988,586	411,911	82,382	20%	
GF -	1,132,850	472,021	283,213	60%	
Apprenticeship	APPROPRIATION	REQUESTED	RECEIVED		
TAF	24,154	24,154	24,154	100%	
Capital Projects	100,000	100,000		0%	
Totals	19,404,731	8,157,728	3,997,177	49%	

- Launch of DE pilot courses scheduled for Fall2015. Courses identified are OA101, MA110, and EN110. Procurement of third party moodle vendor finalized and administrators & faculty going through trainings.
- USDA \$5M loan update, waiting for final documents on the loan. Also, pending lease and leaseback agreement.
- BOT Policy 171 is currently under review.
- FY14 Audit is ongoing. Expected completion is end of February with issuance in early March. To date no findings or major issues.
- 2014 W-2s and 1099s have been issued/mailed. 2014 1098's will be mailed out to students on Friday.
- Banner upgrades being performed in 1<sup>st</sup> quarter 2015.
- PIO currently reviewing GCC logo and website. Website and logo voting in 2016 and set for unveiling in 2017.
- AAUW scholarship open until 2/27/15 for \$500, GWCC scholarship open until 3/20/15 for \$1,000.
- Meet the President is schedule for 2/24 and 2/25 from 6-7pm at MPA.
- Met with PDRC chair (Sally Sablan) to discuss questions/changes to the Travel Procedures. A draft will be provided at the March RPF meeting.
- New Logo Contest is out and open to GCC students, employees, and alumni. Deadline is April 6, 2015.
- The GovGuam and NAF budgets for FY16 have been approved by the Board of Trustees at the 2/6/15 meeting. The Govguam Budget requests have been submitted to the Legislature and BBMR.

Current YTD expenditures & encumbrances for FY15 as of 2/19/15 are as follows:

2/19/2015	FY15				
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 3,910,466	\$105,604	\$ 356,633	\$ 49,226	\$4,421,929
Salaries - Part Time	-	-	332,933	34,103	367,036
Benefits	1,329,763	34,167	154,804	23,181	1,541,915
Travel	81		11,261	12,431	23,773
Contractual Services	337,151		409,567	47,222	793,940
Supplies and					
Materials	15,850	511	29,133	7,536	53,030
Equipment	5,403	544	221,980	3,813	231,740
Miscellaneous	35	(37,661)	27,214	37,767	27,355
Interest Expense			112,586		112,586
Power	138,065		(6,096)		131,969
Water/Sewer	32,618				32,618
Telephone	15,174				15,174
Capital Outlay	-			2,500	2,500
Indirect Costs	-				-
Subtotal					
Expenditure	\$ 5,784,605	\$103,165	\$1,650,017	\$ 217,779	\$7,755,567
Encumbrances	715,747	72,688	293,986	61,819	1,144,241
Total Exp & Enc	\$ 6,500,352	\$175,853	\$1,944,004	\$ 279,599	\$8,899,807

**CIP 2014 STATUS REPORT**  
**for the month of FEBRUARY 2015**  
**updated as of February 18, 2015**

CIP #	Category	Bldg. / Room	COMMENTS
14.01	Safety & Security	Campus-wide [LIGHTS]	<p>FEA contacted interested vendors as only one proposal was initially received. 4/21/14: Four (4) quotes were received for #1 (PSLS, Genesis-Tech, Pacific-green Integrated Technology and Pacific Renewable Energy Solutions (PRES)). P1401808 (7/31/14): Americas Best Electric Mart for \$18,191.99 (straight-angle fixture) with ETA 10/4/14. P1401809 (7/31/14): Pacific-Green Integrated Technology Inc. for \$23,672.80 (tilted-angle single and double fixture) with ETA 10/4/14. P1401513 (6/10/14): Americas Best Electric Mart for \$1,849.94 (non PV-Led Parking lot lamp) with ETA 9/14/14. P1401277 (5/2/14): Pacific-Green Integrated Technology Inc. for \$9,417.50 (pathway lighting-bldg. 4000&amp;5000) with ETA 9/2014.8/20/14: Fixtures to address pathway lighting between buildings 4000-5000 was completed (8/16/14); inspection on 8/19/14 revealed lights did not turn on. 9/3/14: Pending inspection of pathway lighting between buildings 4000-5000 which was completed (8/16/14). Items on remaining POs (P1401808,P1401809, and P1401513) are pending receipt of supplies/materials. 9/4/14: FEA inspected P1401277 and all that is pending is receipt of 1-year Certificate of Warranty. Nov 2014: Pathway lighting between buildings 4000-5000 was inspected and accepted. Items on P1401808 and P1401513 have been received; items on P1401809 will be received 11/10/14. Dec 2014: Items received and installed.</p> <p><b>Jan 2015: Completed and closed.</b></p>
14.02	Safety & Security	Campus-wide [MASS NOTIFICATION/fire alarm]	<p>Part II of II; Part I includes budget (\$99,678) earmarked under CIP13.01. 7/23/14: Pending SOW. 8/20/14: Procurement &amp; Inventory Administrator sent RFQ once more on 8/22/14; quotes from previous RFQs were unsuccessful. 8/25/14: Met with P&amp;IA, FEA, Environmental Health &amp; Safety to discuss timelines. Per P&amp;IA, bid to be issued 8/29. Nov 2014: Bid opening is scheduled for 10A, November 24, 2014. Dec 2014: Bid reviewed and transmitted to President. Jan 2015: Notice of Intent to Award was issued to G4S to develop, install, commission, and transition to a campus-wide fire alarm &amp; mass notification system for \$403,025.86. Vendor provided required documents (due 10 business days from 1/2/15 or 1/12/15). A requisition is being processed.</p> <p><b>Feb 2015: Purchase Order issued (P1500568) to G4S to develop, install, commission, and transition to a campus-wide fire alarm &amp; mass notification system for \$403,025.86; project to be completed in 270 days or 11/6/15. Weekly meetings (twice monthly) to begin 2/25/15.</b></p>
14.03	Safety & Security	Firing Range & Ponding Basin [FENCE]	<p>Mandatory pre-bid session was held 5/22/13; bid opening was conducted 6/12/13; Notice of Intent to Award issued to JJ Global for \$59,605 on 8/1/13 for ponding basin. 10/13/13: Project will be phased into CIP14.03. 1/06/14: Project to commence February 2014; firing range will be closed until completion of project; JJ Global rescinded a 30-day extension previously requested as Department of Agriculture was able to inspect sooner. 2/13/14: FEA (Facilities Engineer Administrator) approved size of pole. It was determined that a permit not required for the project. 3/11/14: FEA required having surface under fence leveled. Payment for \$36,011.18 submitted (constitutes more than 60% of total cost) and paid. 4/7/14: Project at firing range finally commenced. 05/10/14: MM to process LD's on the ponding basin project. JJ Global will request a 30-day extension for the firing range project due to 'site conditions undetermined' (i.e., buried construction debris, hardened volcanic rock, etc.). There is also approximately \$9,000 to correspond with 'site conditions undetermined' dilemma. 6/4/14: On May 30, FEA notified JJ Global of firm completion date (6/15/14) as CJ required. FEA is assessing situation because TRMA (Cedric) wrote (6/3/14) that fence may take some area intended for the Wellness Center. FEA recommends \$9000 (3j &amp;3k) - \$1500 (3k). 7/23/14: FEA inspected project and "all clear" announced on 7/3/14 although "punch list" items remain. Contractor was notified to hold steadfast to SOW except for south side of fence line adjacent to the Wellness Center. Payment was processed with consideration of LDs and 10% retention. 8/20/14: FEA stated "project was completed Jul. 19th, and inspected &amp; (implicitly) accepted on Jul. 22nd. When asked whether JJ Global completed the work required for the firing range excluding the change orders he responded "Technically, yes per my instruction; however, NO per our President's instruction. Note that I have yet to drum-up the strength to face the Pres'." ; 8/18/14: notified JEvangelista of possibility of LD. 9/3/14: Procurement Administrator to calculate LD specific to the firing range; LD letter previously sent to contractor. Nov 2014: Procurement Administrator calculated LD's (\$252 for ponding basin and \$1656 for firing range). To finalize invoice/payment by 11/7/14. Dec 2014: Final payment issued less LD and paid although vendor still has questions regarding final amount.</p> <p><b>Jan 2015: Closed although I received a call from vendor's accountant for reconsideration.</b></p>

CIP #	Category	Bldg. / Room	COMMENTS
14.04	Safety & Security	6000 [PARKING LOTS]	<p>Hawaiian Rock Products (HRP) awarded GCC \$100K (in-kind-contribution). In February, GCC received HRP drawings for parking stalls fronting Victoria JMart (triangular area). The first project (along Corten Torres Street) was completed and a tentative start date (April 11, 2014 (spring break)) was identified for the second project (triangular area). 03/11/14: FEA to provide justification to MM regarding having HRP complete parking area fronting Victoria JMart as project relates to the original \$100K in-kind contribution. 05/10/14: Following-up with GEPA over the past 2.5 weeks and all plan to meet with HRP @ GEPA 5/14/14 primarily to discuss much needed drainage system. 6/4/14: After several unsuccessful attempts to communicate (telephone and email) FEA received an email from CDominguez (5/30/14) stating: (1) the project will require a DPW building permit and (2) FEA to contact Joe Guevara (Building Inspections &amp; Permits). To date, FEA has not heard from Guevara. 7/1/14: Romy Batac (6/18/14 email) said Victor Ovalles will see Dioni De Leon. 7/23/14: Project commenced, asphalt applied and stripping to be completed by 7/25/14. 8/20/14: Although storm and rain hampered progress the project was eventually completed August 2014.</p> <p><b>9/3/14: CLOSED</b></p>
14.05	Accessibility	5000 [ADA DOORS]	<p>4/7/14: FEA reviewed and recommended approval to extend completion date to 4/25/14 due to lead time/delivery of swing door operator. FEA inspected and accepted 4/14/14; project CLOSED.</p> <p><b>CLOSED.</b></p>
14.06	Safety & Security	600 [ELECTRICAL PANELS]	<p>7/23/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. 8/20/14: FEA inspected and accepted project August 2014 however MM Administrator have been notified of possible LDs for non-submission of as-built and warranty.</p> <p><b>9/3/14: CLOSED.</b></p>
14.07	Environmental/Health/Safety	600	<p>05/10/14: Extension needed as only 2 proposals were received. 5/20/14: 5 proposals were received and evaluated; recommendation to award to Genesis Tech Corporation. 6/3/14: Processed requisition for Genesis Tech Corporation for \$11200. 7/25/14: Ongoing; authorization letter (GPA) was provided to contractor; ongoing; power decommissioned 7/19 to allow work to continue. FEA inspected and accepted project August 2014.</p> <p><b>9/3/14: CLOSED.</b></p>
14.08	Safety & Security	1000, 3000, & 4000 [LINE CONDITIONERS]	<p>7/23/14: Bid issued and opened on 7/18/14. The sole proposal received is currently under review. 8/20/14: PO issued to Z4 Corporation and project now moves forward with expected completion date 11/17/14. Nov 2014: Ongoing and anticipate completion by 11/17/14. Dec 2014: Project complete but pending receipt of "controls". Jan 2015: Z4 Corporation has yet to provide controls for units. Additionally, a few outlets (floor outlets at LRC) have no power affecting lights and computers. On 1/23/15 Z4 conducted an investigation; report is pending. LDs being considered/calculated.</p> <p><b>Feb 2015: Z4 Corporation provided controls for units. Assessment of system is ongoing as there have been inconsistencies.</b></p>
14.09	Safety & Security	2000	<p>4/7/14: FEA inspected and accepted; project CLOSED.</p> <p><b>CLOSED.</b></p>

GIP #	Category	Bldg. / Room	COMMENTS
14.10	Safety & Security	Campus-wide [DIRECTOR Y KIOSKS]	<p>Working group (FEA, Center for Student Involvement &amp; PIO) will solicit students' input regarding naming opportunity; continue to discuss options and finalize SOW by 2/14. 07/23/14: SOW completed; MM will issue as an RFQ this week. 8/20/14: MM's Administrator will send RFQ once more on 8/22/14 as quotes were not received when previous RFQs were issued. Nov 2014: Project on hold due to lack of interest and having to solicit students input (building names, etc.). Dec 2014: Project closed.</p> <p>Jan 2015: Closed.</p>
14.11	Safety & Security	A-D [DOORS]	<p>Only one quote was received; MM resent to obtain additional quotes -- due by 4/10/14; 05/10/14: Contractor to install 6 doors at building A.7/23/14: Ongoing; materials/supplies have been ordered. 8/20/14: Ongoing. Nov 2014: Questions were raised and answered between vendor and his supplier. December delivery is now anticipated. A letter will be sent to Genesis Corp regarding his inability to meet deadline as this may jeopardize consideration for future projects. Dec 2014: December delivery anticipated. A letter is being considered to be sent to Genesis Corp regarding his inability to meet deadline as this may jeopardize consideration for future projects.</p> <p>Jan 2015: Genesis began to install 6 doors (A26, A27, and A28) on 1/9/15; project completed 1/22/15. Project was inspected; CLOSED.</p>
14.12	Environmental/Health/Safety	1000 [RECYCLE BINS/BENCHES/TRASH BINS]	<p>Possibly for an aggregate total of 17 pieces. 7/23/14: Pending PO; after reviewing MM's "all or nothing" requirement a decision to purchase the much needed recycling containers (34 pieces) was made. 8/20/14: Pending arrival of items. 9/3/14: Items arrived; pending assembly and placement at strategic locations. Nov 2014: Items have been strategically located based on traffic. Dec 2014: Completed and closed</p> <p>Jan 2015: Closed</p>
14.13	Safety & Security	Campus-wide [SPEED HUMBS]	<p>In February, FEA finalized submittals received from Americana Suppliers. 4/7/14: PO issued for \$13,335 and increased (4/21/14) to \$17,016 as vendor justified supply's cost increased (per 4/17/14 email from FEA). 6/4/14: FEA approved to extend completion date to July 15, 2014 (4/30/14 email); 7/23/14: Materials arrived and installation has begun. A few more humps and signage remain outstanding. 8/20/14: All but one hump remains to be installed in front of building 200. To prevent damage and wear installation will be after completion of building 200. It should be noted that MM Administrator has been notified that LDs may be necessary only as it relates to the receipt of signage. 9/3/14: No change; signage still pending. Nov 2004: Project completed; warranty received. Dec 2004: Closed</p> <p>Jan 2015: Closed</p>
14.14	Safety & Security	5000 [ADA PATHWAY]	<p>FEA inspected and deemed project completed March 6, 2014; minor adjustments are pending. CLOSED</p>

CIP #	Category	Bldg. / Room	COMMENTS
14.15	Environmental/Health/Safety	A-D [MODEL CLASSROOM RENOVATION]	<p>Conducted a site visit (January 2014) and identified A28 as the classroom to renovate and set as a model for future renovations. 7/23/14: RFQ issued 6/26/14; submission deadline of 7/22/14 was extended to 8/1/14. 8/20/14: RFQ resulted in two proposals evaluated. Requisitions for furniture/equipment to be submitted by 8/22/14 to mirror those for building 200. 9/3/14: Requisition processed and pending receipt of purchase order to Genesis Tech for \$11,000; requisitions for furniture/equipment were submitted but pending overhead projector and white boards which will be submitted by the end of the week. 9/3/14: Requisition processed and pending receipt of purchase order to Genesis Tech for \$11,000; requisitions for furniture/equipment were submitted but pending overhead projector and white boards which will be submitted by the end of the week. Nov 2014: Demolition began and work continues. Dec 2014: Minor work continues. Jan 2015: Furniture arrived and installed (1/9/15); project completed and inspected.</p> <p>Feb 2015: CLOSED.</p>
14.16	Safety & Security	Campus-wide [GENERATORS MAINTENANCE/REPAIR]	<p>7/15/14: RFQ issued 7/9/14; quotations due 7/22/14. 8/20/14: MM Administrator will send RFQ once more by 8/22/14 as vendors did not respond to previously submitted RFQs. 9/3/14: No change - MM Administrator to send RFQ once more. 9/5/14: MM Administrator issued 2nd RFQ; quotes due 9/12/14. Nov 2014: P1402374 was issued to Fleet Services for \$4069.46. Initial work completed but quote to complete project (\$5818) is being considered. Dec 2014: Ongoing. Original PO was increased December 17 to complete remaining tasks. Jan 2015: Ongoing; project (building D, 400, 1000, and water pump house) is expected to be completed 4/24/15.</p> <p>Feb 2015: Ongoing however vendor has notified Facilities Engineer Administrator that there is an increase needed for "site undetermined". FEA is assessing vendor's recommendation.</p>
14.17	Safety & Security	Campus-wide [ACs]	<p>Continue to use priority list established in CIP13.03 which was updated in February 2014. 7/23/14: Ongoing; equipment ordered when needed. 8/20/14: With the hiring of the AC Refrigeration Mechanic the AC units have been reevaluated and PO issued for those requiring to be replaced. 9/3/14: Requisitions for ACs on "priority replacement" list have been processed. Nov 2014: Closed. Included in CIP15.</p> <p>Dec 2014: Closed.</p>
14.18	Safety & Security	Campus-wide [EQUIPMENT REPAIR/REPLACEMENT]	<p>Creation of new FOAP per email dated 2/20/14 (President Okada). 8/20/14: No request to replace/repair equipment were made during the month. 9/3/14: A recent request for two white boards prompted RFQs; requisition to be submitted by 9/5/14. Nov 2014: Closed. Included in CIP15.</p> <p>Dec 2014: Closed.</p>
14.19	Safety & Security	Bldg. 300 [REPAIR ROOF - ProStart Classroom]	<p>7/23/14 quotes were obtained however MM justified having to send SOW to other vendors. 7/28/14: PO issued to Genesis Tech Corporation. 8/20/14: Project completed, inspected, and accepted by FEA on 8/15/14.</p> <p>9/3/14: CLOSED.</p>



**CIP 2015 PROJECTS**  
for the month of FEBRUARY 2015  
updated as of February 18, 2015

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
15.01	Building B [RENOV ATING]	To improve Student Support Services SOW issued to MM: (building B) public accessibility and use of RFQ/RFB - No: infrastructure (e.g., services, accessibility, RFQ/RFB - Issued: traffic flow, infrastructure, etc.). RFQ/RFB - Due:	Cumulative Nov. 2014: Facility Engineer Administrator (FEA) began research to develop the Scope of Work (SOW). Dec. 2014: Decision was made to incorporate the project into the Physical Master Plan update Jan 2015. No change.	Current Feb 2015: No change.	\$ 221,000.00
		NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete:			
		ACTUAL Completion DATE : 11/16/2014			
15.02	2000 [FIRE SPRINK LER]	Replace the corroded plumbing of 2000's SOW issued to MM: west-wing fire sprinkler system. RFQ/RFB - No: Replacement of 45' of 4" galvanized piping. RFQ/RFB - Issued: 15' of 1.5" galvanized piping, 10' of 3/4" RFQ/RFB - Due: galvanized piping, 4" gate valve, and its RFQ/RFB - Due: associated components for complete NTP Date: operability. AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete:	Cumulative Nov. 2014: FEA's draft SOW under review Dec. 2014: RFQ issued 12/1/14, quotes due 12/15/14 Jan 2015: RFQ was reissued on 12/30/14 (due 1/13/15) because of lack of response MM will reissue RFQ 1/30/15.	Current Feb 2015: Reissued RFQ with deadline of 2/19/15	\$ 5,000.00
		ACTUAL Completion DATE : 11/16/2014			
		ACTUAL Completion DATE : 11/16/2014			
15.03	500, 600, 900 & 1000 [DRINKI NG FOUNTA INS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000. RFQ/RFB - No: RFQ/RFB - Issued: RFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete:	Cumulative Nov. 2014: FEA's draft SOW under review Dec. 2014: Transmitted SOW to MM (12/4/14), pending RFQ/RFB processing Jan 2015: RFQ issued 12/31/14 and quotes due 1/15/15. On 1/21/15 MM reported none were received and will reissue RFQ on 1/29/15.	Current Feb 2015: Reissued RFQ with deadline of 2/19/15	\$ 12,000.00
		ACTUAL Completion DATE : 11/16/2014			
		ACTUAL Completion DATE : 11/16/2014			

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
			Cumulative	Current	
15.04	Campus-wide [TRANS PARANT DOOR SIGNAGE]	To acquire and install transparent sign holders on all classroom doors.  SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: N/A Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEAs draft SOW under review Dec. 2014: Transmitted SOW to MM (12/4/14) pending RFQ/RFB processing Jan 2015: Followed up (1/11/15) with MM, P&D to obtain quotes.	Feb 2015: P&D to obtain quotes.	\$ 4,000.00
15.05	4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing EnviroTite, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751  SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: N/A Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEAs draft SOW under review Dec. 2014: Transmitted SOW to MM (12/2/14): pending RFQ/RFB processing Jan 2015: Requested an update (1/11/15), MM to send RFQ by 1/30/15	Feb 2015: MM asked FEA to review	\$ 2,000.00
15.06	2000 [HAND RAILING BARS]	To install hand railing bars (2-each, 2"D, 2-1/8" dia, galvanized railings) at tiered, 18L x 3H, galvanized railings) at eastern & western exits.  SOW Issued to MM: RFI/RFQ/RFB - No: RFI/RFQ/RFB - Date: RFI/RFQ/RFB - Due: N/A Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEAs draft SOW under review Dec. 2014: RFB issued 12/1/14, quotes due 12/15/14 Jan 2015: RFB reissued 12/30/14 (bids due 1/13/15) --- none received MM to reissue bid by 1/30/15	Feb 2015: Received and forwarded 2 quotes to P&D for evaluation	\$ 1,000.00

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
			Cumulative	Current	
15.07	5000 [HAND RAILING BARS]	To install hand railing bars (2"D, 2-tiered, SOW issued to MM: 30"L x 3"H, galvanized railings) along southern rampways by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings.	<p>Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFB issued 12/1/14; quotes due 12/15/14. Jan 2015: RFQ reissued 12/30/14; quotes due 1/13/15 --- only one price quote was received on 12/15/14. MM to reissue RFQ by 1/30/15</p> <p>GCC-FB-15-003 12/1/2014 12/15/2014</p> <p>NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :</p>	Feb 2015: Received and forwarded 2 quotes to P&D for evaluation	\$ 1,000.00
15.08	1000 [RESTR OOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	<p>Nov. 2014: FEA began to research and develop the SOW. Dec. 2014: Received 2nd draft SOW (12/13/14) and reviewed. Jan 2015: Transmitted SOW for processing (1/11/15). MM will schedule bid to go out in February 2015.</p> <p>GCC-FB-15-007 3/11/2015</p> <p>NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :</p>	Feb 2015: Bid opening scheduled for 3/11/15.	\$ 83,000.00
15.09	C23 [ELECTR ICAL PROVISI ONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum instruction, and toward bettering the limited resources within the existing classroom.	<p>Nov. 2014: FEA will begin to research and develop the SOW. Dec. 2014: Research ongoing. Jan 2015: Continue to work on SOW.</p> <p>NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :</p>	Continue to work on research and develop the SOW.	\$ 19,000.00

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
			Cumulative	Current	
15.10	5000 [SHOWE R PARTITI ONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	Nov. 2014: FEA will begin to research and develop the SOW Dec. 2014: Research ongoing. 2015: Continue to work on SOW.	Feb 2015: Continue to work on	\$ 7,000.00
		SOW Issued to MM: RFIR/FQIR/FB - No: RFIR/FQIR/FB - Date: RFIR/FQIR/FB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :			
15.11	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window)	Nov. 2014: FEA will begin to research and develop the SOW 2014: SOW under review 2015: Submitted SOW for processing (1/11/15). MM will issue RFB in February 2015	Feb 2015: Bid to be issued 2/20/15 and Bid Opening on 3/12/15	\$ 101,000.00
		SOW Issued to MM: RFIR/FQIR/FB - No: RFIR/FQIR/FB - Date: RFIR/FQIR/FB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :			
15.12	A, C or D [UPDAT E CLASSR OOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	Nov. 2014: FEA will begin to research and develop the SOW Dec. 2014: Research ongoing. 2015: Need to identify classroom.	Feb 2015: Ongoing	\$ 18,000.00
		SOW Issued to MM: RFIR/FQIR/FB - No: RFIR/FQIR/FB - Date: RFIR/FQIR/FB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :			

CIP #	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
15.13	Campus-wide/A27, A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13) SOW Issued to MM: or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment.	Cumulative	Current	\$ 63,000.00
		RFIRFQ/RFB - No: RFIRFQ/RFB - Date: RFIRFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA began to research and develop the SOW. Dec. 2014: SOW under review. Jan 2015: Submitted SOW for processing (1/11/15). MM will issue RFB in February 2015.	Feb 2015: Submitted SOW for processing (1/11/15). MM will issue RFB in February 2015.	
15.14	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., white boards with digital screens, finite hardwired data ports with Wifi technology, fixed stand-alone desks-chairs with portable group sealings, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms.	Cumulative	Current	\$ 20,000.00
		RFIRFQ/RFB - No: RFIRFQ/RFB - Date: RFIRFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov 2014: FEA began to research and develop the SOW. Dec. 2014: Pending requests. Jan 2015: Processed requests to replace white boards	Feb 2015: None requested during February.	
15.15	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated vehicles	Cumulative	Current	\$ 7,000.00
		RFIRFQ/RFB - No: RFIRFQ/RFB - Date: RFIRFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov, 2014: FEA began to research and develop the SOW. Dec. 2014: SOW under review. Jan 2015: P&D to obtain quotes.	Feb 2015: Ongoing.	

CIP #	Bldg./ Room	DESCRIPTION	COMMENTS		GOVERNMENT
			Cumulative	Current	Estimated Cost
15.16	400, 1000 & 2000 [WATER TANKS]	To service large, domestic water tank & associated pumps & softener system so as to insure delivery of clean, potable water, to conduct annual, preventive maintenance on all mechanical & plumbing components exposed to normal wear & tear, and to outsource the services which can not be performed by internal resources.	Nov 2014: SOW was transmitted to MM. Dec 2014: Bid issued; deadline to submit proposals extended from 11/20/14 to 12/3/14. One proposal was received and evaluated Jan 2015: Barrett Plumbing, sole respondent, provided quote for \$72,735.00  Under review	Feb 2015: Quotation exceeded government budget; MM to cancel and obtain quotations.	
		ISOW Issued to MM:	10/31/2014		
		REF/RFQ/RFB - No:		GCC-FB-15-002	
		REF/RFQ/RFB - Date:		Prebid:11/13/14@11A	
		REF/RFQ/RFB - Due:		11/20/14; 12/3/14	
		NIA Date:			
		NTP Date:			
		AWARD To:			
		PO#:			
		PO Dated:			
		AWARD Amt:			
		DAYS to Complete:			
		DATE to Complete:			
		ACTUAL Completion DATE :			
AWARDS TO DATE #REF!					
					\$ 600,000.00
					\$ 36,000.00

NOT approved, 10/10/14 for \$732000

for the month of FEBRUARY 2015	\$	734,000.00
Less CIP15 Projects	\$	-
Contingency:	\$	734,000.00

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

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
Thursday, 03/19/15 @ 1:30pm  
Faculty Senate Office/C2

**Meeting Minutes**

- 1) Call to Order: @ 1:37 p.m.

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	absent
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	absent
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓

- 2) Recital of GCC Mission Statement

- 3) Approval of Prior Minutes:

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

- 4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY15, GCC received a total of 24% of its overall appropriation.
  - ii. Launch of DE pilot courses scheduled for Fall 2015. Courses identified are OA101, MA110 and EN110. Launch for FY15 pilot is on schedule. Launch of DE services tab to be available.
  - iii. USDA\$5M loan update, waiting for final documents on loan. Also pending, lease and leaseback agreement.
  - iv. BOT Policy 171 is currently under review.
  - v. FY14 audit was issued with no findings or questioned costs. We hold the status of being the only GovGuam agency to have the 14<sup>th</sup> year of clean audits.
  - vi. 2014 W-2's and 1099's have been issued/mailed. 2014 1098's were mailed out to students on Friday, January 30, 2015.
  - vii. Banner upgrades were performed in 1<sup>st</sup> quarter 2015.
  - viii. GWCC scholarships open until 03/20/2015 for \$1,000. JAL Interchange Scholarship Opportunity, recommendations made by GCC to JAL provided by the Japanese instructor.
  - ix. Reviewing and updating the Travel Procedures. A draft will be provided at the April RPF meeting.
  - x. Website and logo voting in 2016 and set for unveiling in 2017. New Logo Contest is out and open to GCC students, employees, and alumni. Deadline is April 6, 2015.
  - xi. Requesting that Faculty Senate provide a faculty representative for Banner meetings held every other Wednesday.
  - xii. Storm Bavi occurred with minimal damage to GCC. System was shut down as a safety precaution from power outages. MIS is assessing alternatives.

- xiii. Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, and MyCourse Studio template.
- b. Facilities Report – D. Perez reported on the following:
  - i. CIP14 status report as of March 18, 2015. (See Attachment)
  - ii. CIP15 status report as of March 18, 2015. (See Attachment)
    - 1. CIP 15.02 – Meeting with Genesis on 03/19/2015 @ 3:00pm to discuss deadlines and other concerns.
    - 2. CIP 15.05 – Anti- Skid Strips are for Building 4000. R. Roberson reported that the entrance to Tech Building from the Firing Range side is very slippery. D. Perez informed R. Roberson that water blasting is scheduled and will get back to him regarding when Tech Building is scheduled.
    - 3. CIP 15.12 – budget will be used to renovate Building A for Cosmetology.
    - 4. CIP 15.13 – C. Santos asked if part of the budget will be used to replace any of the a/c in Tech Building. D. Perez stated that she will look into Tech Building.
    - 5. CIP 15.15 – C. Santos reported that Ava Garcia and Theda Rios went around the campus doing inventory, to see if any of the furniture needed replacements. D. Perez stated that she spoke to Ava Garcia regarding the campus inventory.
    - 6. CIP 15.16 – submission deadline was extended. L. Perez is compiling the list because there were over 70 projects submitted. D. Perez is hopefully to present to RPF by May 2015.
  - iii. Sustainability Program Coordinator, Francisco (Kiko) Palacios is currently working on disposing paper, newspapers, phonebooks and magazines. (Non-confidential information.) There will be a scheduled date posted on MyGCC for disposal dates by department. S. Leon Guerrero questioned, “When are the recycling bins in the buildings supposed to be emptied out?” D. Perez reported that AMI is supposed to empty the bins on a daily basis. In case the trash bins are not emptied out the point of contact is Advance Management Inc (AMI).
  - iv. Building A6, A7, A8, and A9 will be under renovation for cosmetology. Design is complete and ready. The project will take 90 days to complete. Project needs to be completed by July 2015.
  - v. USDA Loan – D. Perez stated that documents were received from USDA. TRMA has been requested to review the packet before finalization. Although documents have been turned in to USDA, USDA wants updated documents and TRMA has been given notice to update documents.
  - vi. Elevators – down elevators are not isolated to GCC or Guam it is a problem that the regional office is dealing with.
  - vii. GPA MOU GCC – GPA went out to bid to place photovoltaic panels on top of buildings and potentially walkway. GPA received the proposal and requested for clarification from the vendor. Vendor’s response was they do not have ample resources to continue with the project. GPA will reassess whether to re-advertise for program to continue and to re-bid.
  - viii. Room Utilization – C. Santos stated, that any questions should be forwarded to Ava Garcia.
- c. Faculty/Administration Salary Increment Updates – Tabled.

5) New Business:

None

6) Open Discussion:

None

7) Next Meetings:

April 16, 2015 @ 1:30 p.m.

May 07, 2015 @ 1:30 p.m.

8) Adjournment: @ 2:32p.m. Motion was made by L. Leon Guerrero, seconded by S. Leon Guerrero. Motion passed.



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

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

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

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

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

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

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

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

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

Updated as of March 17, 2015

CIP #	Category	Bldg./ Room	DESCRIPTION	COMMENTS			GOVERNMENT Estimated Cost
				Cumulative	Current		
15.01	Safety & Security	Building B [RENOVATING]	To improve Student Support Services (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.).	SOW issued to MM:	Nov. 2014: Facility Engineer Administrator (FEA) to research & develop Scope of Work (SOW). Dec. 2014: Decision made to incorporate project into the Physical Master Plan update. Jan 2015: No change. Feb 2015: No change.	Mar 2016: No change.	
				RFI/RFQ/RFB - No:			
				RFI/RFQ/RFB - Issued:			
				RFI/RFQ/RFB - Due:			
				NIA Date:			
				NTP Date:			
				AWARD To:			
				PO#:			
				PO Dated:			
				AWARD Amt:			
DAYS to Complete:							
DATE to Complete:							
ACTUAL Completion DATE :							
15.02	Safety & Security	2000 [FIRE SPRINKLER]	Replace the corroded plumbing of 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	11/16/2014	Nov. 2014: FEA's draft SOW under review Dec. 2014: RFQ issued; quotes due 12/30/14 12/27/15 submission deadline. FEA (due 1/13/15). Lack of response so MM reissued RFQ 1/30/15. Feb 2016: Reissued RFQ deadline of 2/19/15	Mar 2016: Reissued RFQ. Four quotes were received and met the 12/27/15 submission deadline. FEA (due 1/13/15). Lack of response so MM reissued RFQ 1/30/15. Feb 2016: Reissued award and PO.	
				GCC-RFQ-15-002			
				12/1/14; 12/30/14			
				12/16/14; 1/14/15; 2/27/15			
				Genesis-Tech Corporation			

CIP #	Category	Bldg./Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
				Cumulative	Current	
15.04	Safety & Security	Campus-wide TRANS PARANT DOOR SIGNAGE	To acquire and install transparent sign holders on all classroom doors.  SOW Issued to MM: 12/4/2014 RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: Transmitted SOW to MM. (12/4/14); pending RFO/RFB processing. Jan 2015: Followed up (1/11/15) with MM. P&D to obtain quotes. Feb 2015: P&D to obtain quotes.	Mar 2015: P&D's AA to obtain	\$ 4,000.00
15.05	Safety & Security	4000 [ANTI-SKID STRIPS]	To apply anti-skid, acoustic-absorbing strips on stair and at entry ways to prevent slippery surfaces and injuries by installing Envirofile 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.  SOW Issued to MM: 12/2/2014 RFI/RFO/RFB - No: RFI/RFO/RFB - Date: RFI/RFO/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: Transmitted SOW to MM. pending RFO/RFB processing. Jan 2015: Requested an update (1/11/15). MM to send RFO by 1/30/15. Feb 2015: MM asked FEA to review SOW	Mar 2015: No change.	\$ 2,000.00
15.06	Safety & Security	2000 [HAND RAILING BARS]	To install hand railing bars (2'-each, 2"xD, 2-tiered, 18L x 3"H, galvanized railings) at eastern & western exitways.  SOW Issued to MM: 11/16/2014 RFI/RFO/RFB - No: GGC-FB-15-003 RFI/RFO/RFB - Date: 12/1/2014; 12/30/14 RFI/RFO/RFB - Due: 12/15/2014; 1/13/15 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFB issued: quotes due and recommendation was made to 12/15/14. Jan 2015: RFB reissued (bids due award contract; pending award and 1/13/15) — none received. MM to reissue bid by 1/30/15. Feb 2015: Received proposals and forwarded 2 quotes to P&D for evaluation	Mar 2015: Quotes were evaluated	\$ 1,000.00
15.07	Safety & Security	5000 [HAND RAILING BARS]	To install hand railing bars (2"xD, 2-tiered, 30L x 3"H, galvanized railings) along southern rampways by utilizing the existing 2"xD sleeves, and conforming to the existing prefabricated railings.  SOW Issued to MM: 11/16/2014 RFI/RFO/RFB - No: GGC-FB-15-003 RFI/RFO/RFB - Date: 12/1/2014; 12/30/14 RFI/RFO/RFB - Due: 12/15/2014; 1/13/15 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA's draft SOW under review. Dec. 2014: RFB issued and quotes due and recommendation was made to 12/15/14. Jan 2015: RFO reissued award contract; pending award and 12/30/14: quotes due 1/13/15 — only one price quote was received on 12/15/14. MM to reissue RFO by 1/30/15. Feb 2015: Received and forwarded 2 quotes to P&D for evaluation	Mar 2015: Quotes were evaluated	\$ 1,000.00

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost	
				Cumulative	Current		
15.08	Environm ental/Hea lth/Safety	1000 [RESTR ROOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibilities, wall & ceiling paintings, doors & locksets, etc.	1/1/2015 SOW issued to MM: RF/IRFQ/RFB - No: GCC-FB-15-007 2/18/2015 RF/IRFQ/RFB - Due: 3/11/2015 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA began research and develop SOW. Dec. 2014: Received 2nd draft SOW (12/13/14) Jan 2015: FEA Transmitted SOW for processing. MM will schedule bid to go out in February 2015, Feb 2015: Bid opening scheduled for 3/11/15.	Mar 2016: Prebid session held 2/24/15 and bid opening on 3/11/15. FEA evaluated and recommendation made, pending award and PO.	\$ 83,000.00
15.09	Safety & Security	C23 [ELECT RICAL PROVISI ONS]	To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the existing classroom.	20+ SOW issued to MM: RF/IRFQ/RFB - No: RF/IRFQ/RFB - Date: RF/IRFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA to research and develop the SOW. Dec. 2014: Research ongoing. Jan 2015: Continue to work on SOW. Feb 2015: Continue to work on SOW.	Mar 2016: No change.	\$ 19,000.00
15.10	Safety & Security	5000 [SHOWE R PARTITI ONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially compromising incidences.	5000 SOW issued to MM: RF/IRFQ/RFB - No: RF/IRFQ/RFB - Date: RF/IRFQ/RFB - Due: NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA to research and develop SOW. Dec. 2014: Research ongoing. Jan 2015: Continue to develop SOW. Feb 2015: Continue to work on SOW.	Mar 2016: No change.	\$ 7,000.00
15.11	Safety & Security	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	1/1/2015 SOW issued to MM: RF/IRFQ/RFB - No: GCC-FB-15-008 2/20/2015 RF/IRFQ/RFB - Due: 3/12/2015 NIA Date: NTP Date: AWARD To: PO#: PO Dated: AWARD Amt: DAYS to Complete: DATE to Complete: ACTUAL Completion DATE :	Nov. 2014: FEA to research and develop SOW. Dec. 2014: SOW under review. Jan 2015: Submitted SOW for processing. MM bidders showed interest in the to issue RFB in Feb 2015. Feb 2015: Bid to be issued and Bid Opening on 3/12/15	Mar 2016: Pre-bid and site visited were held. To date, 6 prospective bidders showed interest in the project. FEA reviewed and now pending award and PO.	\$ 101,000.00

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

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS		GOVERNMENT Estimated Cost
				Cumulative	Current	
15.16	Environment/Health/Safety	400, 1000 & 2000 [WATER TANKS]	<p>To service large, domestic water tank &amp; SOW issued to MM: associated pumps &amp; softener system so as RFIRFQ/RFB - No: to insure delivery of clean, potable water, to RFIRFQ/RFB - Date: conduct annual, preventive maintenance on RFIRFQ/RFB - Due: all mechanical &amp; plumbing components N/A Date: exposed to normal wear &amp; tear, and to NTP Date: outsource the services which can not be AWARD To: performed by internal resources.</p> <p>PO#: _____  PO Dated: _____  AWARD Amt: _____  DAYS to Complete: _____  DATE to Complete: _____  ACTUAL Completion DATE: _____</p>	<p>Nov 2014: SOW transmitted to MM. Dec 2014: Bid issued; deadline to submit proposals extended from 11/20/14 to 12/3/14 and then to 12/16/14. One bid proposal received and evaluated. Jan 2015: Barrett Plumbing, sole respondent, provided quote for \$72,735.00. Proposal under review. Feb 2015: Proposal exceeded government budget; MM to cancel and obtain quotations.</p>	<p>Mar 2015: MM will reject bid as it exceeded the estimated government cost. An RFQ will be explored.</p>	\$ 36,000.00
			AWARDS TO DATE \$			\$ 600,000.00



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

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
Thursday, 04/16/15 @ 1:30pm  
Faculty Senate Office/C2

**Meeting Minutes**

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

Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	absent
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	✓
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	absent
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of March 19, 2015 made by A. Atoigue, seconded by D. Perez. Motion passed unanimously.**

4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY15, GCC received a total of 24% of its overall appropriation.
  - ii. Launch of DE pilot courses scheduled for Fall 2015. Courses identified are OA101, MA110 and EN110. Launch for FY15 pilot is on schedule. Launch of DE services tab available and faculty and administrators are going through training.
  - iii. USDA \$5M loan update, waiting for final documents on loan. Pending lease and leaseback agreement.
  - iv. BOT Policy 171 is currently under review.
  - v. Reviewing and updating the Travel procedures. C. Santos stated that she is working with PDRC Chair, Sally Sablan on revising the travel policy. A draft will be provided at the May RPF & CGC meeting.
  - vi. GWCC scholarship for \$1000, deadline 03/20/2015, 12 applications received. JAL interchange scholarship opportunity, 2 recommendations, but no GCC student selection made by JAL. UOG student was awarded.
  - vii. Requesting that Faculty Senate provide a faculty representative for Banner meetings held every other Wednesday.
  - viii. Finally received price quotations from vendor to repair down elevators and expired ones, costs around \$28K.
  - ix. Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, and MyCourse Studio template. Banner upgrades for Finance, Student, HR, Financial Aid modules were performed during QTR 03/31/2015 and were successful. Advancement module is next on upgrade list which will be used for Room Utilization.
  - x. Deadlines for the following: C. Santos stated all information will be posted on MyGCC website.

1. Bid submission over \$15,000, July 10, 2015.
  2. Requisitions to Division Heads, 08/21/2015.
  3. Requisitions to MMO, 09/04/2015.
  4. Process invoices for payments to AP, 09/21/2015.
  5. Bookstore will be closed the last week of the fiscal year, 09/24/2015 – 09/30/2015.
  6. Inventory will be done, 09/30/2015.
  7. Last day for any creation of PO's on banner, 09/30/2015.
- xi. The Business Office is working on the calculations for FY14 incentives. Completion expected before summer 2015.
- b. Facilities Report – D. Perez reported on the following:
- i. CIP14 status report as of April 16, 2015. All projects have been completed. Only need to purchase batteries for Building D generator. For the mass notification – fire alarm system the vendor is in the process of signing the building inspection permit form (on schedule).
  - ii. CIP15 status report as of April 16, 2015. (See Attachment)
    1. CIP 15.09 – R. Roberson asked for the status of this project. D. Perez responded that L. Perez is working on getting quotes.
    2. Building E Window – S. Leon Guerrero asked if there will be blinds or tint. D. Perez responded that they are getting quotes for both to determine the cost for classroom areas.
  - iii. CIP16 – Many departments submitted a list to D. Perez. L. Perez requested for vendors to provide quotes. Vendors are roaming the campus making an assessment. L. Perez requesting for quotes.
  - iv. Building 100 (Forensic) – meeting on Thursday, April 16, 2015 with TRMA and USDA. USDA requested that GCC use the American Institute of Architect (AIA) forms for bids. Joleen Evangelista is reviewing all documents to ensure the correct form is being used.
  - v. Building A6, A7, A8, and A9 renovation went out for bid, awaiting bid report.
  - vi. Criminal Justice Department – will move to room 303.
  - vii. Elevators – Received quotes from OTIS on April 06, 2015. Requisition is with President Okada for her consideration.
  - viii. Sustainability Month (April) – Saturday, April 25, 2015, Clean Our House Day.
  - ix. Sustainability Coordinator (F. Palacios) is working on a movie night called “Plastic Paradise” on April 22, 2015.
  - x. Facility Maintenance Staff – on rotation, assigned by zones from April 2015 through September 2015.
  - xi. Reminder: Please fill out survey forms when work orders have been completed to improve quality.
  - xii. Saturday, April 25, 2015 is the deadline for grant submissions to D. Perez.
- c. Faculty/Administration Salary Increment Updates – Tabled.
- 5) New Business:  
None
- 6) Open Discussion:
- a. PDRC – C. Santos stated that she is working with Sally Sablan, PDRC Chair on revising the travel procedures. A draft will be provided at the May RPF & CGC meeting. S. Leon Guerrero reported that many faculty members are not getting approved because of the 14 day process. She suggested the 14 day process be revised. A. Roberto reported the concerns of PDRC regarding the travel policy process. C. Santos stated that it is the responsibility of the traveler to ensure the deadline has been met.
  - b. Adjunct Faculty 135 hours – A. Roberto explained concerns of the adjunct faculty hours. S. Leon Guerrero asked if there was a recent change to the policy because in the past, workshops and special projects were not included as part of the 135 hours. S. Leon Guerrero requested when changes are being considered that faculty be included in the discussion. C. Santos stated that the administrative directive has not changed since 2013.
- 7) Next Meetings:  
May 07, 2015 @ 1:30 p.m. Last meeting for AY2014-2015.
- 8) Adjournment: @ 2:40 p.m. Motion was made by L. Leon Guerrero, seconded by S. Leon Guerrero. Motion passed.

**RPF  
FINANCIAL STATUS UPDATE  
April 16, 2015**

- For FY15, GCC has received 24% of appropriations for GF account. The last allotment received was on 3/4/15. Business Office is following up on a daily basis. DOA is behind in the allotment releases.

FY 2015		4/15/2015			
Appropriations	Appropriation	Requested	Received	% Rec'd.	% Appr Rec'd.
General Fund	16,376,571	8,188,286	4,094,143	50%	25%
LPN / VocGuidance	782,570	391,285	195,643	50%	25%
MDF	988,586	494,293	82,382	17%	8%
GF -					
Apprenticeship	1,132,850	566,425	283,213	50%	25%
TAF	24,154	24,154	24,154	100%	100%
Capital Projects	100,000	100,000		0%	0%
<b>Totals</b>	<b>19,404,731</b>	<b>9,764,443</b>	<b>4,679,534</b>	<b>48%</b>	<b>24%</b>

- Launch of DE pilot courses scheduled for Fall2015. Courses identified are OA101, MA110, and EN110. Launch for FY15 pilot is on schedule. Launch of DE services tab available and faculty and administrators are going through training.
- USDA \$5M loan update, waiting for final documents on the loan. Also, pending lease and leaseback agreement.
- BOT Policy 171 is currently under review.
- Reviewing and updating the Travel procedures. A draft will be provided at the May RPF & CGC meeting.
- GWCC scholarship for \$1000, deadline 3/20/15, 12 applications received. JAL interchange scholarship opportunity, 2 recommendations, but no GCC student selection made by JAL. UOG student awarded.
- Requesting that Faculty Senate provide a faculty representative for Banner meetings held every other Wednesday.
- Finally received price quotations from vendor to repair down elevators and expired ones, costs around \$28K.
- Banner future projects include online requisition, ACH Vendor payment, Adjunct faculty work load, MyCourse Studio template. Banner upgrades for Finance, Student, HR, Financial Aid modules were performed during QTR 3/31/15 and were successful. Advancement is next on upgrade list.
- Deadlines for requisitions, checks, and year end procurement and invoice processing will be posted next week.
- The Business Office is working on the calculations for FY14 Incentives. Completion expected before the summer 2015.

Current YTD expenditures & encumbrances for FY15 as of 4/15/15 are as follows:

4/15/2015	FY15				
	Fund 1	Fund 4	Fund 11	Fund 12	Total
Salaries - Full Time	\$ 5,608,650	\$151,197	\$ 522,756	\$ 65,410	\$ 6,348,013
Salaries - Part Time	-	-	575,737	51,137	626,874
Benefits	1,908,219	48,894	233,444	31,167	2,221,724
Travel	9,076		28,299	21,424	58,799
Contractual Services	460,042		446,764	72,665	979,471
Supplies and Materials	25,363	3,407	53,691	13,934	96,395
Equipment	12,283	13,617	274,934	7,631	308,465
Miscellaneous	551	278,055	44,719	51,430	374,755
Interest Expense			144,885		144,885
Power	159,988		(68,537)		91,451
Water/Sewer	58,947				58,947
Telephone	29,862				29,862
Capital Outlay	-		66,990	2,500	69,490
Indirect Costs	-			153,022	153,022
Subtotal					
Expenditure	\$ 8,272,981	\$495,171	\$2,323,681	\$ 470,320	\$11,562,153
Encumbrances	973,530	56,387	179,450	79,830	1,289,198
Total Exp & Enc	\$ 9,246,512	\$551,558	\$2,503,131	\$ 550,150	\$12,851,351

**CIP 2015 PROJECTS**  
**for the month of MARCH 2015**  
**updated as of March 31, 2015**

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
15.01	Safety & Security	Building B [RENOV ATIN]	To improve Student Support Services (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.).	Mar 2015: No change.	\$ 221,000.00
15.02	Safety & Security	2000 [FIRE SPRINK LER]	Replace the corroded plumbing of 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	Mar 2015: Reissued RFQ. Four quotes were received and met the 2/27/15 submission deadline. Quotes evaluated and pending award and PO.	\$ 5,000.00
15.03	Environmental/Health/Safety	500, 600, 900 & 1000 [DRINKI NG FOUNTA INS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000.	Mar 2015: One quote was received by submission deadline (2/27/15). As a result of a meeting (3/19/15) to clarify cost, the vendor will submit breakdown at which time GCC will review proposal. <i>F. PALACIOS IN CHARGE.</i>	\$ 12,000.00
15.04	Safety & Security	Campus-wide [TRANS PARANT DOOR SIGNAG E]	To acquire and install transparent sign holders on all classroom doors.	Mar 2015: P&D's AA to obtain quotes.	\$ 4,000.00
			To apply anti-skid, acoustic-absorbing strips	Mar 2015: Transmitted SOW to MM	

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	Current	Estimated Cost
15.05	Safety & Security	4000 [ANTI-SKID STRIPS]	on stair and at entry ways to prevent slippery surfaces and injuries by installing EnviroTite, 10 in. x 24 in., Flat Profile Gray/Black Stair Tread, Model # MT5000751.		\$	2,000.00
15.06	Safety & Security	2000 [HAND RAILING BARS]	To install hand railing bars (2-each, 2"D, 2-tiered, 18'L x 3"H, galvanized railings) at eastern & western exits.	Mar 2015: Quotes were evaluated and recommendation was made to award contract; pending award and purchase order.	\$	1,000.00
15.07	Safety & Security	5000 [HAND RAILING BARS]	To install hand railing bars (2"D, 2-tiered, 30'L x 3"H, galvanized railings) along southern ramps by utilizing the existing 2"D sleeves, and conforming to the existing, prefabricated railings.	Mar 2015: Quotes were evaluated and recommendation was made to award contract; pending award and purchase order.	\$	1,000.00
15.08	Environment/Safety	1000 [RESTROOMS]	To renovate men's and women's restrooms to include water closets, sinks, stalls, tilings, vents, tissue holders, seat cover holders, ADA accessibility, wall & ceiling paintings, doors & locksets, etc.	Mar 2015: Prebid (2/24/15) and bid opening (3/11/15) were held; proposals evaluated and recommendation made. Notice of Intent to Award issued to Z4 Corporation; received required documents (April 2, 2015); pending award and purchase order.	\$	83,000.00
			To install electrical provisions for 20+ laptops & an over-the-board projection system for program's computerized curriculum & instruction, and toward bettering the limited resources within the	Mar 2015: No change.		

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
15.09	Safety & Security	[ELECTRICAL PROVISIONS]	existing classroom.		\$ 19,000.00
15.10	Safety & Security	5000 [SHOWERS PARTITIONS]	To install shower partition (3'W x 7'H, solid-phenolic-core, with locking-latch mechanism, color match to existing, etc.) at the second floor men's & women's showers for privacy and to alleviate potentially-compromising incidences.	Mar 2015: No change.	\$ 7,000.00
15.11	Safety & Security	C and D [DOORS]	To replace classroom doors with vision panels (36"W x 80"H, metal-framed, bronze-anodized doors with 6"W x 24"H glass-observation window).	Mar 2015: Pre-bid and site visited held. Proposals evaluated and Notice of Intent to Award issued to Ammanabat Corporation; received required documents; pending award and purchase order	\$ 101,000.00
15.12	Environmental/Health/Safety	A, C or D [UPDATE CLASSROOM]	To identify and update dilapidated classroom to the latest, state-of-the-art, professional & aesthetically-pleasing level (i.e., painting of surfaces, new equipment, furniture, infrastructure upgrades, etc.).	Mar 2015: Renovation of A6, A7, A8 and A9 selected. Pre-bid conference on 4/8/15 and bid opening on 4/20/15.	\$ 18,000.00
15.13	Environmental/Health/Safety	Campus-wide/A27, A28, C1, C3, C5 [ACs]	To replace / repair AC units (with SEER 13 or better) as prioritized due to wear & tear and to address unanticipated failing systems that may adversely affect the students' learning environment.	Mar 2015: Bid issued; Pre-bid conference on 4/9/15 and bid opening on 4/21/15.	\$ 63,000.00



CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	Estimated Cost
15.14	Environmental/Health/Safety	Campus-wide [COLLATERAL EQUIPMENT]	To replace collateral equipment (e.g., whiteboards with digital screens, finite hardwired data ports with WiFi technology, fixed stand-alone desks-chairs with portable group seating, current window fixtures with light-controlling aesthetically-pleasing blinds & shades) for improved instruction within the classrooms.	Mar 2015: None requested to date. P&D's Assistant Director asked Program Specialist (SSS) to identify items to replace (e.g., white boards, etc.).	\$ 20,000.00
15.15	Safety & Security	Campus-wide [UTILITY CARTS]	To provision for 3 utility carts (i.e., battery-powered, utility trunk compartment, 2-passenger, refurbished, etc.) to facilitate inter-campus repairs, response & transport of equipment and to replace dilapidated campus-vehicles.	Mar 2015: P&D to obtain quotes.	\$ 7,000.00
15.16	Environmental/Health/Safety	400, 1000 & 2000 [WATER TANKS]	To service large, domestic water tank & associated pumps & softener system so as to insure delivery of clean, potable water, to conduct annual, preventive maintenance on all mechanical & plumbing components exposed to normal wear & tear, and to outsource the services which can not be performed by internal resources.	Mar 2015: MM will reject bid as it exceeded the estimated government cost. An RFQ will be explored.	\$ 36,000.00
\$ 600,000.00					

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

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



# GUAM COMMUNITY COLLEGE

Resources, Planning & Facilities Committee

Thursday, 05/07/15 @ 1:30pm

Faculty Senate Office/C2

## Meeting Minutes

1) Call to Order: @ 1:39 p.m.

### Attendance:

Name:	Position:	Email:	Present:
Antonia Chamberlain	Staff	<a href="mailto:antonia.chamberlain@guamcc.edu">antonia.chamberlain@guamcc.edu</a>	✓
Latisha Leon Guerrero	Staff	<a href="mailto:latishaann.leonguerrero@guamcc.edu">latishaann.leonguerrero@guamcc.edu</a>	✓
Ana Mari Atoigue	Staff	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	✓
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	✓
Rosanna Martinez	Student	<a href="mailto:rosanna.martinez@guamcc.edu">rosanna.martinez@guamcc.edu</a>	✓
Shawn Fernandez	Student	<a href="mailto:shawn.fernandez@guamcc.edu">shawn.fernandez@guamcc.edu</a>	✓
Anthony Roberto	Faculty	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Robin Roberson	Faculty	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Sarah Leon Guerrero	Faculty	<a href="mailto:sarah.leonguerrero@guamcc.edu">sarah.leonguerrero@guamcc.edu</a>	✓
Fred Tupaz	Faculty	<a href="mailto:frederick.tupaz@guamcc.edu">frederick.tupaz@guamcc.edu</a>	✓
Carmen Santos	Administrator	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	✓
Dr. Gina Tudela	Administrator	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	✓
Dr. Mike Chan	Administrator	<a href="mailto:michael.chan@guamcc.edu">michael.chan@guamcc.edu</a>	✓
Doris Perez	Administrator	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	✓

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes:

**Motion to approve minutes of April 16, 2015 made by L. Leon Guerrero with changes, seconded by A. Atoigue. Motion passed unanimously.**

4) Old Business:

- a. Financial Report – C. Santos reported the following: (See attachment)
  - i. For FY15, GCC received a total of 34% of its overall appropriation.
  - ii. Launch of DE pilot courses scheduled for Fall 2015. Courses identified are OA101, MA110 and EN110. Launch for FY15 pilot is on schedule. Launch of DE service tab is available. Faculty and administrators are going through training.
  - iii. USDA \$5M loan update, waiting for final documents on loan. Draft bid documents sent to USDA.
  - iv. BOT Policy 171 is currently under review.
  - v. Requesting that Faculty Senate provide a faculty representative for Banner meetings held every other Wednesday.
  - vi. Finally received price quotations from vendor to repair down elevators and expired ones. Cost is around \$28K.
  - vii. Future banner projects include online requisition, ACH Vendor payment, Adjunct faculty work load, and MyCourse Studio template, online transcripts, course waitlist and moving Banner to the Cloud. Banner upgrades are scheduled for this summer to the financial aid, student, and employee self-service modules and advancement. MIS is working on a system disaster recovery project.
  - viii. Deadlines for requisitions, checks, and year end procurement and invoice processing have been posted. Please be reminded about the due dates.
  - ix. The Business Office is working on the calculations for FY14 incentives. Completion is expected before summer 2015.
  - x. Multimedia Projectors bid was awarded. Expect installation of 15 new projector units in classrooms Fall 2015.

- xi. Copyright violations have occurred on campus and warnings have been repeatedly posted. PIO looking to launch informational campaign on the copyright laws and student, faculty, staff responsibilities.
- xii. GCC Graduation on 05/15/2015. Staff Development workshop on 06/04/2015.
- xiii. Bids for administrative and instructional supplies and custodial supplies expected to be released next week and will be posted on MyGCC.
- b. Facilities Report – D. Perez reported on the following:
  - i. CIP14 status report as of May 07, 2015. Scheduled inspection on generators serviced on Friday, May 01, 2015, however, had to reschedule to May 8, 2015 as Fleet Service (vendor) failed to make arrangements with Guam Power Authority to assist. The mass notification fire alarm system project is ongoing. Plans were approved by the Fire Department and is now with Public Works.
  - ii. CIP15 status report as of April 16, 2015. (See Attachment)
    - 1. CIP 15.05 – is being reassessed as bid exceeded government cost.
    - 2. CIP 15.09 and 15.10 – L. Perez is working on scope of work.
    - 3. CIP 15.12 – Dean and Department Chair working to determine use of classrooms.
    - 4. CIP 15.16 – all 3 pumps are in need of replacement or repair.
  - iii. CIP16 – still compiling government’s estimated cost. Only 4 more projects need 3 quotes to establish the estimated costs.
    - 1. Building E – GCC is finalizing the liquidated damages. Final inspection is pending. Vendor submitted a request for two more payments; request is being reviewed.
    - 2. Building 100 & Forensic – all mechanical and structural design have been electronically sent to USDA on Wednesday, May 6, 2015. Loan closing anticipated for Summer 2015.
    - 3. Building 300 – the Board approved resolution 10-2015 authorizing President Okada to seek opportunities for the project.
    - 4. Criminal Justice Office will be moving to room 303.
  - iv. Elevators – OTIS was awarded to service GCC elevators campus wide. The cost to repair the elevators does not include repairing the lift in Building 900. (Estimated cost is at least over \$100,000.00 to repair the lift). Ava Garcia confirmed that classes will be held on the first floor if accommodative service is required.
  - v. AMI custodial contract ends on May 31, 2015. Bid conference was held on Thursday, May 7, 2015. Proposals are due on May 19, 2015.
  - vi. April is Earth Month.
  - vii. S. Leon Guerrero requested for an orientation to be conducted for new gadgets in Building E. Upon final inspection orientation regarding all gadgets will be conducted in Fall 2015.
- c. Faculty/Administration Salary Increment Updates – Tabled.

5) New Business:

- a. Travel Procedures – S. Santos worked with S. Sablan, PDRC Chair on revisions made to the procedures. The committee discussed and made additional revisions to the procedures. (See Attachment)  
**Motion to approve the Travel Procedures made by R. Roberson with changes, seconded by F. Tupaz. Motion passed unanimously.**

6) Open Discussion:

None

7) Next Meetings:

TBA; last meeting for AY2014-2015.

8) Adjournment: @ 3:05 p.m. Motion was made by L. Leon Guerrero, seconded by F. Tupaz. Motion passed.

**RPF and CGC**  
**FINANCIAL STATUS UPDATE**  
**May 7, 2015**

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

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

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

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

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

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

CIP #	Category	Bldg. / Room	DESCRIPTION	COMMENTS	GOVERNMENT
				Current	Estimated Cost
15.01	Safety & Security	Building B [RENOV ATIN]	To improve Student Support Services (building B) public accessibility and use of infrastructure (e.g., services, accessibility, traffic flow, infrastructure, etc.).	Apr 2015: No change.	\$ 221,000.00
15.02	Safety & Security	2000 [FIRE SPRINK LER]	Replace the corroded plumbing of 2000's west-wing fire sprinkler system. Replacement of 45' of 4" galvanized piping, 15' of 1.5" galvanized piping, 10' of 3/4" galvanized piping, 4" gate valve, and its associated components for complete operability.	Apr 2015: Genesis Tech Corporation was awarded \$6,300; P1500999 issued 4/16/15. FEA inspected and accepted project's completion on 4/29/15. <b>CLOSED.</b>	\$ 5,000.00
15.03	Environmental/Health/Safety	500, 600, 900 & 1000 [DRINKI NG FOUNTA INS]	To replace defective or install drinking fountains (stainless-steel, standard+ADA) throughout the campus starting with those located at buildings 500, 600, 900 & 1000.	Apr 2015: Met BJohnston (3/19/15) and rewrote SOW to incorporate best practices. Will assess possibility to tie system directly to GWA's water line.	\$ 12,000.00
15.04	Safety & Security	Campus-wide [TRANS PARANT DOOR SIGNAG E]	To acquire and install transparent sign holders on all classroom doors.	Apr 2015: RFQs sent. Still need one more quote in order to process a requisition.	\$ 4,000.00
			To apply anti-skid, acoustic-absorbing strips	Apr 2015: Reassessing	



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

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

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

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

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



P/e

EG0302 C Community College



PRESIDENT'S OFFICE  
*J. Flores*

5/8/15  
Date

File

Guam Community College  
RECEIVED

MAY 08 2015

PRESIDENT  
Initials: J Flores

# Memorandum

To: Mary A.Y. Okada, President

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

Date: 5/8/15

Re: Travel Procedures Update

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

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

Carmen K. Santos  
Carmen K. Santos, Chair

5/8/15  
Date

[Signature]  
Anthony Roberto, Co-Chair

5/8/15  
Date

Antonia M Chamberlain  
Antonia Chamberlain, Co-Chair

5/8/15  
Date

**GUAM COMMUNITY COLLEGE**  
**- KULEHON KUMUNIDAT GUAHAN -**

**TRAVEL**  
**- PROCEDURES -**

*Revised and updated, 4/30/15*

Ver 1.11  
4/27/15



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### **APPENDICES**

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

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

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

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

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

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

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

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

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

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

Secretary

## TRAVEL PROCEDURES

### - OFF ISLAND TRAVEL -

#### SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

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

#### TRAVEL AUTHORIZATION

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

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

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

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

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

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

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

## **TYPES OF TRAVEL AUTHORIZATION**

The following types of travel are authorized as indicated:

### **Travel on Official College Business**

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

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

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

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

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

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

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

### **Travel of Employees hired from Off-Island**

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

### **Student Group Travel**

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

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

## **FINANCING OF TRAVEL**

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

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

## **COST-SHARING**

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

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

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

## **ALLOWABLE EXPENDITURES AND REIMBURSEMENT**

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

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

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

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

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

Standard expenditures covered by meal and incidental per diem:

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

**TABLE 1**

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

The following are examples of costs that are not allowable:

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

## PER DIEM

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

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

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

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

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

<http://www.gsa.gov>

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

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

Trip to the US Mainland:

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

Trip to Hawaii:

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

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

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



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

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

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

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

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

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

### **SALARY AND USE OF LEAVE WHILE TRAVELING**

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

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

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

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

### **REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT**

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

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

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

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

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

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

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

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

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

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

### **TRAVELER'S TRANSPORTATION**

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

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

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

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

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

### **SPECIAL QUESTIONS**

#### **Extension of Travel Time**

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

#### **Frequent Flyer Programs**

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

## **Payback Obligation**

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

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

Faculty - The Professional Development Review Committee internal operating procedures.

Staff – The Staff/Administrator Development/ Program Procedures

## **TRAVEL PROCEDURES**

### **- ON ISLAND TRAVEL -**

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

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

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

**Guam Community College  
Travel Request/Authorization**

TA No.

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

GCC Form TA

Appendix 1

04/21/15

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

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

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

# Guam Community College Trip Reimbursement

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

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

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

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

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

**EXPENDITURE REIMBURSEMENT CLAIMED:**

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

**PER DIEM CLAIMED:**

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

**ADDITIONAL EXPENDITURES CLAIMED:**

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

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

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



## GUAM COMMUNITY COLLEGE TRIP REPORT FORM

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

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

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



**GUAM COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT PRIORITIES  
ACADEMIC YEAR 2014-2015**

**INSTITUTIONAL PRIORITIES  
By Topical Category**

**ORGANIZATIONAL PRIORITIES**

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

**ACADEMIC PRIORITIES**

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

# Guam Community College Trip Reimbursement Detail (Supplemental) Form

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

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



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

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

## MILEAGE REIMBURSEMENT

Mileage Report of Private Vehicles Use on Official Business

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

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

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

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

Ou'T 0 1 2009

**MEMORANDUM**

TO: Administrators/Faculty/Staff

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
**(Employee Full name), Employee**

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Employee Immediate Supervisor), (Title)**

Date: \_\_\_\_\_

\_\_\_\_\_  
**MARY A.Y. OKADA, Ed.D., President**

Date: \_\_\_\_\_

## Advance Per Diem and Advanced Miscellaneous Costs Agreement

DATE: \_\_\_\_\_

Guam Community College Business Office

RE: Advanced Per Diem and Miscellaneous Cost PO \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature

Print Name

Date

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

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



**Faculty Make-up Plan or Coverage of Services**

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

Department: \_\_\_\_\_

Date(s) of Leave: \_\_\_\_\_

Course Number(s) and Title(s), if applicable: \_\_\_\_\_

Plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
Print Name	Signature	Date

Acknowledged by:

_____	_____	_____
Department Chairperson	Signature	Date
Approved by:		

_____	_____	_____
Dean	Signature	Date



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

---

**MEMORANDUM**

**DATE:**

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

**VIA:** Dr. Rene Ray Somera, AVP

**FROM:** Sally Sablan, PDRC Chairperson 2014-2015

**RE:** Professional Development Activity

Dear President Okada,

Please note that this activity has been recorded by PDRC.

Faculty Name:

Division/Dept:

Activity:

Time frame:

Location:

Amount:

Funding Source:

Respectfully submitted,

---

Faculty Print and Signature

---

Date

Recorded by:

---

Sally Sablan, PDRC Chairperson 2014-15

---

Date

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

Revised 08.28.14