

## Fred Tupaz

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**From:** Joleen Evangelista [joleen.evangelista@guamcc.edu]  
**Sent:** Tuesday, December 04, 2012 5:46 PM  
**To:** frederick.tupaz@guamcc.edu; carmen.kweksantos@guamcc.edu  
**Subject:** RE: Standards III - Financial Resources

**Importance:** High

Fred,

Yes – Materials Management evaluates the contract used to ensure that all requirements such as: sex offender registry, terms, insurance requirements, and other clauses that were part of the bid or request for quote. Materials Management is currently using a standard contract documents that has been reviewed and evaluated for construction /capital improvement projects.

Materials Management has also included this as an AUO in our current Assessment cycle.

Let me know if you need any additional information.

Thanks.

Regards,

Joleen M. Evangelista  
Procurement and Inventory Administrator  
Telephone: (671) 735-5540  
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Email: [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)

Visit our website: [http://www.guamcc.edu/index.php?option=com\\_content&task=view&id=140](http://www.guamcc.edu/index.php?option=com_content&task=view&id=140)

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**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 9:18 AM  
**To:** [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu); [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)  
**Subject:** Standards III - Financial Resources

Hafa Adai Vice-President Santos/Joleen,

In light of Frank Tung's retirement, I have recently taken on the responsibilities of the chair for Standards III. I was wondering if you could briefly update me with the status of actionable item number 20 under the ISER 2012 (pg 251). Specifically:

3D2f. Is Procurement or the Business Department planning to review or re-evaluate the College's contract instrument to see if it can be strengthened or improved?

I would be more than happy to discuss these items with you at your convenience and could be reached at 687-6986. Otherwise I would greatly appreciate if you could give me a response nlt December 4<sup>th</sup>, 2012.

Thank you for your time and I look forward to working with you to address issues our College is facing with regards to Financial Resources to ensure we continue to remain an accredited institution by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC).

Best Regards and Happy Holidays!  
Fred

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Version: 2013.0.2805 / Virus Database: 2634/5952 - Release Date: 12/11/12

## Fred Tupaz

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**From:** Francisco Camacho [francisco.camacho@guamcc.edu]  
**Sent:** Saturday, December 01, 2012 9:21 AM  
**To:** frederick.tupaz@guamcc.edu; carmen.kweksantos@guamcc.edu;  
joleen.evangelista@guamcc.edu  
**Subject:** RE: Standards III - Financial Resources

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**From:** Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]  
**Sent:** Friday, November 30, 2012 4:17 PM  
**To:** francisco.camacho@guamcc.edu; carmen.kweksantos@guamcc.edu; joleen.evangelista@guamcc.edu  
**Subject:** RE: Standards III - Financial Resources

Frank,

Thank you for the detailed information. I just have a few more questions for clarification:

1. Are these figures used mainly for the maintenance and upgrades of the systems here at GCC or are any of these amounts programmed and allocated for the implementation of the technology plan?

The figures are actually for both maintenance and upgrades as well as for the implementation of the Technology Plan when financially feasible considering the limited funding available from all sources. The Technology Fee and the Title III Grant has paid for the implementation of components out of the Technology Plan (EA/ITSP). The Technology Fee continues to support as well as upgrade components as detailed in the Technology Plan; however, the college is only able to implement components that are financially feasible with future grant funding expected to fund major parts of the plan that still need to be implemented.

Keep in mind that the Technology Plan is made up by the two documents, the EA and the ITSP, with the ITSP (Information Technology Strategic Plan) detailing the "How", and the EA (Enterprise Architecture) showing the "What". In other words, the ITSP shows us "How" to get to the target architecture, which is "What" the EA shows in the plan.

The following are just a few references in which the Technology Fee, Title III, MIS budget, and Title V has contributed in implementing components of the Technology Plan. Also note that other building grants and CIP (Capital Improvement Projects) funds have also been instrumental in addressing many infrastructure and equipment needs out of the Technology Plan, such as new and upgraded buildings fitted with new labs, networking conduits, fiber optic and copper cables, communication rooms, smart boards, multimedia projectors, audio/video systems, and power requirements such as line conditioning, generators, etc., etc..

EA page 65

***Technology IT Architecture (TA)***

**PC Configuration**

Each PC shall have a standard configuration. This "image" shall be stored on the network. Automated software tools shall be used to periodically evaluate the status of each PC on the network. If a PC is in need of "re-imaging" it will be scheduled for an appropriate time and handled via the network.

EA page 72.

***IT Management IT Architecture (MA)***

**MA003 Tools**

IT Management shall have all the tools (software applications, test equipment) necessary to perform all routine maintenance, troubleshooting, and future planning on every component within the architecture.

Related to these two items above:

We have put out both PC and Mac standards and put on bid PC specifications approved by the CTC, and we create, store, and apply master images to the majority of labs, as well as office systems in support of students, using software procured out of the Technology Fee. This is continuous. We have also procured Mac server, Mac computers, and software for Mac Systems' imaging as well as similar system tools for PC management.

EA page 72

#### **MA007 Licensing**

IT Management shall be responsible for maintaining all licensed software media (diskettes, CD/DVD's) for tracking the location of each use of licensed software; and for ensuring that licensed software is either renewed or replaced before it expires.

Related to the item above:

We have procured upgrade licenses for MS Office 2010/2011 for both PCs and Macs in the majority of labs using Technology Fee.

EA page 64

#### **TS009 Availability**

GCC technological assets shall be highly available. Availability means having information accessible and having a means of accessing it. Availability also means a high percentage of "uptime." An application or network connection that is functional only 80-percent of the time is not available. The goal shall be 95-percent availability. Striving for 100-percent is unrealistic and too costly to attempt.

Related to the above:

As you know and mostly through Title III and MIS Fund 05 and Fund 11 and sometimes out of the Technology Fee (when applicable), we have implemented and continue to maintain our Integrated Database Management System, or Banner and Luminis for our Student, Finance, Financial Aid, Human Resources, Payroll, Advancement, and MyGCC Portal and e-Mail, Information Systems, etc., which is now our Enterprise Resource Planning (ERP) system composed of a Self-Service tool for both employees and students. We have also procured contracts for Professional and Technical Services in support of our ERP, and continue to address the needs of our labs, networks, Internet bandwidth, and facilities.

EA page 32

### **GUAM COMMUNITY COLLEGE EA OBJECTIVES AND STRATEGIES**

#### ***General Overview***

GCC will provide a unified, secure, efficient and reliable IT infrastructure to address current and future needs. GCC will provide sufficient and cost-effective bandwidth to meet current and future needs.

Related to the above:

Also through Title III, MIS Fund 05, and Fund 11, CIP, grants, and sometimes out of the Technology Fee, we have procured generators, routers, switches, firewalls, UPS, and related licenses of software and systems tools, and virtualized our ERP servers on a blade platform to provide a unified, secure, efficient, and reliable IT infrastructure, we are not yet where we need to be. Among many other things, we have yet to implement a true Help Desk, a Redundant Network and Systems or a COOP (Continuity Of Operations) site for Disaster Recovery, and have also yet to build a Data Center. We are also still working on many other upgrade projects for our ERP to improve system performance, reliability, and integrity. On the plus side, we have implemented Campus Wireless for Internet as well as upgraded our Internet bandwidth to a sufficient (for now) total capacity of 100Mbps inclusive of a 3-prong redundant connection to the cloud.

EA page 64

***Technology IT Standards (TS)***

**TS006 Hardware Standards**

The standard PC and server shall be current industry standard

Related to the above:

Out of the Technology Fee, we continue to upgrade labs that are 3 years old or older and according to the inventory and replacement cycle data, and also look for alternate funding sources other than just the Technology Fee.

EA page 64

***Technology IT Standards (TS)***

**TS003 Network**

The GCC network shall be highly available and reliable, responsive, redundant, and transparent to the user.

Related to the above:

Again, thanks to building grants, CIP, and the Technology Fee, we have achieved a small level of redundancy on our current network, but we have immediate plans underway to improve on this and increase the redundancy level by putting in place multiple routing legs within the network for greater efficiency and reliability.

EA page 72

**MA007 Licensing**

IT Management shall be responsible for maintaining all licensed software media (diskettes, CD/DVD's) for tracking the location of each use of licensed software; and for ensuring that licensed software is either renewed or replaced before it expires.

Related to the above:

Yes, through the Technology Fee this is what we continue to do for most of the labs and maintain the licenses also for users' systems, but funding for departments, sections and/or divisions are used to procure their own licenses, or renewal licenses subscriptions.

**2. What is the status of the ITSP?**

Overall and as you can see above, the status of the ITSP is "ongoing" with bits and pieces of it being implemented whenever feasible considering limitations in financial resources, manpower, and time.

**3. Notwithstanding the completion of the ITSP, is there an estimated capital outlay budget for the implementation of the College's Technology plan?**

Because the EA and the ITSP are actually living and growing documents with annual reviews and updates taking place, there is NO completion date. However, at this time and as I alluded to in my statements above and because of the magnitude and complex nature of the EA/ITSP, there is not yet an estimated capital outlay budget for the "total" implementation. The current approach to the objectives and strategies, as evident above, is to accomplish as much as possible of the goals with the resources available and as long as progress or improvements are being made, regardless of whether efforts are fragmented or cohesive. The point is to keep improving proactively while having the flexibility to adjust and react to the constraints of resources, especially the budget.

Sorry for the inquiries but appreciate any light you can shed on this matter for us. Thanks again!

Regards,  
Fred

**From:** Francisco Camacho [<mailto:francisco.camacho@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 2:52 PM  
**To:** [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu); [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Fred,

Below are the details for total resource allocations to MIS for operations and upgrades covering periods FY11 to FY13. Fiscal Year period begins October 1<sup>st</sup> and ends on September 30<sup>th</sup>. All figures below are extracted directly from and as loaded in BANNER budget system.

Sources are from MIS' Fund 01, 05, and Fund 11, the Technology Fee Fund 12, and from the Title III Grant. Grant money out of Title III for the support of our ERP (Enterprise Resource Planning) system has been exhausted and is no longer available.

Other funding sources needed and used for the GCC Secondary programs were paid for out of Title V Grant. More details out of Title V can best be obtained from the Deans.

Frank

MIS FY10-FY11 Fund 1

6110	Salaries - Full Time	441,970.56
6120	Benefits	139,691.85

MIS FY11-FY12 Fund 1

6110	Salaries - Full Time	420,543.87
6120	Benefits	162,264.57

MIS FY12-FY13 Fund 1

6110	Salaries - Full Time	417,262.00
6120	Benefits	167,767.73

MIS FY10-FY11 Fund 05

7230	Contractual Services	22,363.21
7240	Supplies and Materials	3,087.50
7250	Equipment - Non Capital	6,650.00

MIS FY11-FY12 Fund 05

7230	Contractual Services	20,643.95
7240	Supplies and Materials	56.38

MIS FY11-FY12 Fund 11

7230	Contractual Services	57,484.72
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MIS FY12-FY13 Fund 11

6110	Salaries - Full Time	21,382.00
6120	Benefits	9,785.00
7230	Contractual Services	248,767.03
745060	Capital Outlay - Vehicle	24,900.00

TECHNOLOGY FEE FY10-FY11 Fund 12

7230	Contractual Services	95,736.00
7240	Supplies and Materials	21,041.05
7250	Equipment - Non Capital	16,200.00
7251	Equipment - IT Non Capital	16,200.00
745070	Capital Outlay - Equipment - IT	131,324.00

TECHNOLOGY FEE FY11-FY12 Fund 12

7230	Contractual Services	113,238.64
7240	Supplies and Materials	30,492.86
7250	Equipment - Non Capital	3,580.00
7251	Equipment - IT Non Capital	36,623.00
745070	Capital Outlay - Equipment - IT	278,406.19

TECHNOLOGY FEE FY12-FY13 Fund 12

7230	Contractual Services	163,684.00
7240	Supplies and Materials	17,000.00
7250	Equipment - Non Capital	5,000.00
7251	Equipment - IT Non Capital	10,000.00
745070	Capital Outlay - Equipment - IT	146,316.00

TITLE III GRANT FY10-FY11 Fund 32B11

7230	Contractual Services	192,591.00
7251	Equipment - IT Non Capital	6,170.00
745050	Capital Outlay - Integrated System	201,239.00

TITLE III GRANT FY11-FY12 Fund 32B11

7230	Contractual Services	2,964.93
745050	Capital Outlay - Integrated System	29.45

TITLE III GRANT FY11-FY12 Fund 32B12

7230	Contractual Services	225,000.00
745050	Capital Outlay - Integrated System	175,000.00

**From:** Carmen K. Santos [mailto:[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)]

**Sent:** Friday, November 30, 2012 11:31 AM

**To:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Cc:** [francisco.camacho@guamcc.edu](mailto:francisco.camacho@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Frank,  
Can you provide the total allocation for FY12 and FY13 to MIS for resources per Fred's request?

*Carmen K. Santos*  
VP of Finance and Administration

Phone: 735-5548  
Fax: 734-2942  
[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)

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**From:** Fred Tupaz [<mailto:frederick.tupaz@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 11:23 AM  
**To:** [carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Cc:** [francisco.camacho@guamcc.edu](mailto:francisco.camacho@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Thanks ma'am!

On another note, have you had the opportunity to review the College's resource allocation to the MIS area to ensure that there are sufficient funds to provide training, maintenance, equipment and software support to implement the technology plan? Or is this an area MIS is to review and submit for consideration for current and future budgetary discussions?

Regards,  
Fred

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**From:** Carmen K. Santos [<mailto:carmen.kweksantos@guamcc.edu>]  
**Sent:** Friday, November 30, 2012 10:39 AM  
**To:** [frederick.tupaz@guamcc.edu](mailto:frederick.tupaz@guamcc.edu); [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)  
**Subject:** RE: Standards III - Financial Resources

Fred,  
I know we had already instituted the contracts. Will get back to you with copies and documentation.

Thanks,

*Carmen K. Santos*  
VP of Finance and Administration

Phone: 735-5548  
Fax: 734-2942  
[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)

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Hafa Adai Vice-President Santos/Joleen,

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Version: 2013.0.2805 / Virus Database: 2634/5952 - Release Date: 12/11/12