

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 7, 2009

Minutes

The monthly meeting of October 7, 2009 was called to order at 6:15 p.m., by Chairperson Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

I. CALL TO ORDER

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Mr. Eduardo R. Ilao, Mr. Mark A. Concepcion.

Not in attendance: Mr. Frank P. Arriola (Off island attending the Annual Association of Community College Leadership Congress in San Francisco, California.).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Barry Mead, Faculty Advisory Member, Attorney Rawlen Mantanona, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen K. Santos, Vice President, Business & Finance Division, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Jayne Flores, Assistant Director, Communications & Promotions.

Not in attendance: Mr. Kenneth Bautista, Support Staff Advisory Member (prior commitment)

2. Recital of Mission Statement

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

II. APPROVAL OF MINUTES

1. September 3, 2009 Meeting

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD APPROVES THE MINUTES OF SEPTEMBER 3, 2009 MEETING, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS

1. **Letter from Dr. Arthur C. Anthonisen, Association of Community College Trustees (ACCT) Chair and Trustee, Orange County Community College, NY (letter dated September 1, 2009)**

President Okada noted that Dr. Anthonisen's letter recognizes the GCC Board's commitment to leadership. A "Member in Good Standing" certificate was also presented to the GCC Board for the period July 1, 2009 through June 30, 2010.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

1. **President's Report:** President Okada reported on the following:

--With regard to GCC's fiscal year 2009 appropriations, the college received 91% of its requested allotment from the Department of Administration. Additionally, based on information received from the Department of Labor on the Manpower Development Fund (MDF), GCC's share is approximately \$1.4 million. However, according to President Okada, before draw downs can be made, the Legislature must first appropriate the MDF to GCC.

--With regard to the closing of FY2009 capital improvement projects, President Okada noted that based on a meeting with GCC's facilities personnel, there are projects still pending and projects that have been deleted due to technicalities. One of the projects temporarily held off is the location of housing hazardous material because the design of the storage is placed in an area on campus that does not exist on the Master Plan. Instead, the President is looking potentially at placing the storage next to the automotive area.

Additionally, in referring to the current library, President Okada apprized the Board that the second floor ceiling of the library is badly corroded and needs to be addressed as soon as possible. Though GCC obtained a price quotation to renovate the current library's bathrooms, the President said that it will be more feasible, upon the completion of the Learning Resource Center project, for the college to do a complete assessment of the current library to include the refurbishing of the bathrooms as opposed to a band-aid type fix.

Further, the benches for the campus are on order and are expected to be here soon. A complete quality control assessment will be conducted to ensure that all projects that were contracted and paid were actually done and completed. The remaining projects will be identified as prior year and the deadline to complete these prior year projects is March 31, 2010.

--President Okada noted that the FY2010 Capital Improvement Project will be presented to the Faculty Senate's Resource Planning & Facilities subcommittee for review and approval, and that the expected completion date for the projects is June 2010. The President emphasized that because some of the projects are tied to the tuition increase we need to report back to the students the specifics of

what the monies are being used for.

–The Accrediting Commission for Community and Junior Colleges (ACCJC) recently approved the addition of two new forensic science concentrations to GCC's Associate of Science in Criminal Justice degree. The two concentrations include Forensic Computer Examiner and Forensic Lab Technician. Further, the Forensic Symposium is scheduled to be held on island November 4-6, 2009. GCC received a \$38,500 grant from the U.S. Department of Interior to support the Forensic Symposium.

–GCC's enrollment continues to increase and is now at 19.9% for the current semester. The number of GCC apprentices for the 4th quarter of 2009 is up to 326 compared to 269 in 2008. Secondary enrollment has also increased by 8% from 2,042 to now be at 2,214 students.

–GCC was awarded \$189,418 for the Administration for Native Americans (ANA) grant to support the implementation of the previous planning grant that GCC received two years ago. Further, GCC received an additional \$26,000 to support its Project Aim Grant. GCC's Project Aim program supports first generation students that enter college and provides supplemental funds for tuition assistance.

–GCC's Golf Tournament held September 26, 2009 was a sold out event thanks to Lolita Reyes and her team. The net profit amount gained from the tournament was \$21,400 plus. Participants gave good comments about the event and are already looking forward to next year's tournament.

–The Guam Home Depot donated more than \$15,000 worth of paint to GCC, which will be used at various classrooms and shops on campus.

–GCC's Accreditation Kick Off was recently held and is now five semesters away from the visit. Thanks to Dr. Marsha Postrozny, GCC's Continuing Education catalog has been updated, and the new Student Learning Outcomes (SLOs) booklet is ready for faculty members to use.

–Assessment plans and activities are due this month. In preparation for assessment plans and activities to be uploaded into the TracDat, GCC's faculty, staff and administrators have been provided a refresher course on the assessment software by the staff members from the Office of Assessment & Institutional Effectiveness.

–Career & Technical Education mini conferences were recently held generating a good number of interests.

–Vice President for Administrative Services Division (ASD) Mr. John Camacho retired as of September 30, 2009. Temporary reporting assignments for all the departments under ASD were given. The reporting mechanism temporarily in place is as follows: The Planning & Development Office, the Grants Office, the Facilities & Maintenance Office, and the Environmental Safety Office report directly to the President. The Administrative Services Division administrative support and

the Management Information Systems Office report directly to the Vice President of Finance.

President Okada noted that the College is currently doing an analysis to right size the organization of the College.

–President Okada reported that the long standing issue surrounding GCC’s MIS department and GCC’s Computer Science department has finally been resolved with the identification of responsibilities. Meetings were held with both departments in attendance to include input from a student’s point of view provided by a student representative.

–Pre-negotiation meetings have been held between the two Chief Negotiators, Dr. Ray Somera and Mr. Barry Mead in preparation for the upcoming BOT-GFT Faculty Contract.

–The second series of the Education Summit was held on September 19, 2009 at Okkodo High School. The only topic that was discussed focused solely on the Guam Department of Education’s Management Audit. The next Education Summit will be held on October 17, 2009 at the new Adacao School from 7:30am-3:30pm. President Okada noted that she requested her management team members to attend.

2. Monthly Activities Report

Student Trustee: Trustee Concepcion reported on the following:

- The Fall Festival was recently held with 574 students in attendance. This year’s attendance marked the highest ever compared to previous festivals held.
- The Council of Postsecondary Student Affairs (COPSA) held its first meeting on September 25, 2009 with the next meeting to be held next month.

Faculty Advisory Member: Mr. Barry Mead reported on the following:

- The Faculty Job Specification & Evaluation Committee met on October 2, 2009 to finalize the new Faculty Evaluation System and process.
- The Department Chairs are now meeting regularly as the Council of Department Chairs as established in Article XII in the current BOT-GFT Faculty Contract.
- The Faculty Negotiation Team for the upcoming Agreement negotiations has met and has begun outlining the Articles that need to have changes made. All faculties, whether they pay dues or not, are being surveyed for input.
- Department Chairs and Program Managers are working on improving better communication to its faculty on issues that are happening or have happened on campus.
- A request to increase security personnel on campus is currently working its way through the Participatory Governance process.
- A request to the Board to include additional verbiage to the Preamble of the Agreement to allow the Faculty Union Chair to request funds from the GFT to contribute to the payment of expenses for the Negotiations in March is included in tonight’s agenda under New Business.

- The Chili Cook Off sponsored by Hit Radio 100 was held September 7, 2009. The event netted \$900 to GCC's culinary arts program.
- GCC's Professional Development Day is scheduled for Monday, October 12, 2009 from 8:00am -5:00pm and will be held in the Multipurpose Auditorium. Board members invited to attend.

Support Staff Advisory Member: No report. Mr. Kenneth Bautista did not attend tonight's meeting.

3. Board of Trustees Community Outreach Report

As part of the Board's assessment, the Board's Community Outreach report was added to the agenda for purposes of tracking any and all types of community events that the Board participates in that may relate back to the College.

Trustee Belanger reported that she and President Okada met with Mr. Dan Wagner of Bechtel and Mr. Bert Johnston of the Guam Trades Academy to discuss and establish industry partnership relationship. President Okada added that the meeting may also lead to some apprenticeship opportunities and scholarships.

Additionally, through the assistance of Trustee Belanger, GCC is seeking sponsorship from South Pacific Petroleum Corporation (SPPC) for future GCC Student Leadership Forums.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Allied Health Center - President Okada reiterated that the completion date for the construction of the Allied Health Center is October 31, 2009. The project is currently at 90% completed. The Ribbon Cutting Ceremony is scheduled for the first or second week of December 2009 depending on Assistant Secretary of Insular Affairs Mr. Tony Babauta and Delegate Madeleine Bordallo's schedule to be on island.

At the request of the Board, President Okada scheduled a tour of the Allied Health Center for Saturday, October 31, 2009, at 9:00am. Allied Health Center donors and potential donors will also be invited to the tour.

Additionally, the sketch of the signage for the exterior of the Allied Health Center has been received and will be procured soon.

Student Center - President Okada noted that the architects are going to finalize all the bid documents and will submit a preliminary review to the Department of Public Works (DPW).

Learning Resources Center - President Okada reported that the contract for the LRC project has already been awarded. On October 6, 2009, a preliminary review and meeting was held with the contractor, Asanuma Corporation. Because Delegate Bordallo is expected to be on island at the end of the month, the Ground Breaking Ceremony is targeted to be held at the end of October 2009.

Additionally, President Okada noted that GCC is in the process of obtaining price quotations for the temporary parking that is to be located just outside the library retaining wall/fence along BPM Road and the small piece of GCC property immediately across the campus along BPM Road.

2. Proposed Land Use Permit License Agreement between the Guam Community College and the Guam Community College Foundation

President Okada reported that the Proposed Land Use Permit License Agreement was presented to the Foundation Board of Governors at its August 13, 2009 meeting and is now just pending feedback from its members. The Foundation Board is scheduled to meet on October 28 and will aggressively work with its members on providing feedback, if any.

3. Board Representative for GCC BOT/GFT Faculty Contract Negotiations (tabled at the September 3, 2009 meeting)

President Okada recommended that this item remain tabled until an appointment has been made to replace Trustee Sablan. Board members concurred that this issue remains tabled.

Because Margaret B. Quichocho recently was appointed by the Governor to serve on the Environmental Protection Agency Board, she is not able to serve on GCC's Board. Other potential names to consider are Ms. Joyce Crisostomo from CarsPlus, Mr. Tony Babauta, former Mayor of Agat and a Civil Service retiree, and Ms. Bennett Terlaje. Board members concurred to the names. Trustee Garcia and President Okada said they will seek a resume from the above individuals for Board review prior to submitting the nomination(s) to the Governor.

VII. NEW BUSINESS

1. 2010 Board-Union Negotiations Cost-Sharing

In support of the request made by Dr. Ray Somera and Mr. Barry to request the Board's consideration to approve the additional verbiage to the Preamble in the 2005-2010 Board-Union Agreement, President Okada respectfully requested Board consideration of approval.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES ADDING THE VERBIAGE "IN KEEPING WITH THIS SPIRIT, IT IS AGREED THAT THE BOARD AND UNION WILL

SHARE EQUALLY IN ALL COSTS RELATED TO THE MAINTENANCE AND NEGOTIATION OF THIS AGREEMENT," TO THE PREAMBLE IN THE 2005-2010 BOARD-UNION AGREEMENT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

2. New Faculty Evaluation Process, Effective Fall 2009

President Okada reiterated that at the last meeting she discussed and identified the specifics of the faculty evaluation process and the new faculty evaluation tools, which at that time the documents were still in the development process by the Faculty Evaluation Committee. What is presented this evening for Board approval, is the documentation that is to be added as an addendum to the existing Board-Union Agreement. These Articles will be given full and careful review by members of the Negotiating Team.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVE THE NEW EVALUATION SYSTEM AS AN ADDENDUM TO THE EXISTING BOARD-UNION AGREEMENT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

A copy of the Guam Community College Faculty Evaluation System for AY2009-2010 Implementation Year will be provided to the Board, via electronic format.

3. Board Assessment AY2009-2010

Approval of Board Assessment Plan (Activities & Timeline)

As a result of the Board's Retreat recently held, the Board's Assessment Plan was developed and is before the Board for approval. Upon Board approval, the Board's Plan will be inputted into TracDat, which is the college's assessment software.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE MARK A. CONCEPCION, THAT THE BOARD APPROVES THE BOARD'S ASSESSMENT PLAN FOR ACADEMIC YEAR 2009-2010. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the Board's Assessment Plan is attached.)

Approval of Board Policies: Apprenticeship (Series 700)--Proposed Policy: GCC Apprenticeship Training Program

President Okada noted that the proposed policy will replace Board Policies 700, 720, 705, and 710

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PROPOSED POLICY ENTITLED “GCC APPRENTICESHIP TRAINING PROGRAM.” MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the Board’s Policy “GCC Apprenticeship Training Program is attached)

4. Approval of Fiscal Year 2010 Non-Appropriated Fund (NAF) Budget

President Okada noted that the adjustments made to the NAF budget reflects the revenues collected as a result of the tuition increase that was set aside for additional faculty, staff and administrative positions. The other added items to the budget are the lab fees associated with Cosmetology and Early Childhood Education. President Okada requested Board approval of the FY2010 NAF Budget.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE FISCAL YEAR 2010 NON-APPROPRIATED BUDGET. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the FY2010 NAF Budget is attached.)

5. President’s Travel Schedule (October-December 2009) – President Okada requested Board approval to attend the following meetings:

- Pacific Postsecondary Education Council Meeting (PPEC) is scheduled to be held October 12-13, 2009 in Palau.

President Okada noted that Academic Vice President Dr. Somera will also be joining her to the PPEC meeting in Palau because the Chief Academic Officers (CAO) will be addressing the articulation issues for the region.

- The 15th Annual Perkins Data Quality Meeting is scheduled to be held December 1-3, 2009 in Baltimore, MD.

President Okada noted that invitation to attend the meeting came from the Office of Vocational & Adult Education. One of the focuses of this event is the launching of the data system that ties into the Education Summit. Ms. Doris Perez from GCC’s Planning & Development Office will also be attending this meeting.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE

DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE AS PRESENTED. MOTION CARRIES. (Voting: 5 ayes, 0 nays) (A copy of the President's Travel Schedule is attached)

At 7:25 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
- 2. Labor Management Relations**
- 3. Legal Matters**

At 7:50 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE MARK A. CONCEPCION, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

IX. ADJOURNMENT - There being no further discussions, the meeting of October 7, 2009 adjourned at 8:00 p.m.

SUBMITTED BY:




LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



MARK A. CONCEPCION
Secretary **NOV 04 2009**

APPROVED BY:



GINA Y. RAMOS
Chairperson **NOV 04 2009**

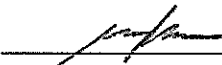
Attachments:

1. Approval of Board Assessment Plan (Activities & Timeline)
2. Board Policy 711, Resolution 1-2010: GCC Apprenticeship Training Program
3. Fiscal Year 2010 Non-Appropriated Fund (NAF) Budget
4. President's Travel Schedule (October-December 2009)

GUAM COMMUNITY COLLEGE
PROPOSED AY 2009-2010 Board of Trustees Assessment Activities & Timeline

GOAL #1 Membership Education	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
Develop a comprehensive professional development plan that would provide for continuous education for board members	<p>1a. Ensure that new members of the board are provided with training as soon as they take office that they become familiar with their duties and responsibilities.</p> <p>1b. Establish more frequent communication between Foundation Board members and the Board of Trustees</p> <p><u>Outcome:</u></p> <ul style="list-style-type: none"> • Joint Retreats between Board of Trustees and Foundation Board of Governors • Joint participation between Board of Trustees & Foundation Board of Governors in established GCC Foundation Sub-Committees Campaign. <p>1c. Ensure board participation at college and community events.</p> <p><u>Outcome:</u></p> <ul style="list-style-type: none"> • Board to report community outreach at monthly meetings. 	<p>1a. New Members , as needed At a minimum, annually</p> <p>1b. January 2010</p> <p>1c. BOT monthly meetings</p>	<p><u>Board of Trustees:</u> *Student Trustee</p> <p><u>Staff:</u> *Board's Administrative Secretary</p>

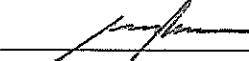
CONCUR:
 DO NOT CONCUR:

 **OCT 07 2009**
 Chairperson, Board of Trustees

GUAM COMMUNITY COLLEGE
PROPOSED AY 2009-2010 Board of Trustees Assessment Activities & Timeline

GOAL #2 Board Assessment	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
Establish and implement systematic assessment processes	2a. Implement a regular schedule for board assessment retreats to increase and deepen members' knowledge of assessment and accreditation for accountability and improvement.	2a. Semi-Annually <ul style="list-style-type: none"> • April 2010 • August 2010 	<u>Board of Trustees:</u> Entire Board <u>Staff:</u> *Assistant Director, Office of Assessment & Institutional Effectiveness (AIE) *Program Specialist, Office of Assessment & Institutional Effectiveness (AIE) *Board's Administrative Secretary
	2b. Include the input and participation of the Faculty Senate in the Governing Board Assessment Questionnaire (GBAQ) process. <u>Outcome:</u> <ul style="list-style-type: none"> • Joint Retreat between Board of Trustees, Faculty Senate and the Council on Postsecondary Student Affairs (COPSA) 	2b. GBAQ to be conducted May-June 2010 Final Report: July 2010	

CONCUR:
 DO NOT CONCUR:

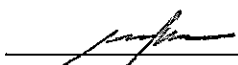

 Chairperson, Board of Trustees

OCT 05 2009

GUAM COMMUNITY COLLEGE
PROPOSED AY 2009-2010 Board of Trustees Assessment Activities & Timeline

GOAL #3 Review of Board Policies	OBJECTIVES	TIMELINE	PERSON RESPONSIBLE
Update board policies on <i>general, finance, curriculum, faculty/employees, students, foundation, and apprenticeship</i> through a systematic review process that reflect changing institutional and community needs and demands.	3a. Implement an annual schedule for the review of board policies in compliance with Board of Trustees Membership Handbook	3a. January - May 2010	<u>Board of Trustees:</u> *Entire Board <u>Staff:</u> *Divisional departments and Board's Administrative Secretary *Academic Affairs Vice President *Business & Finance Vice President:
	3b. Develop board resolution in support of the review of GCC's Enabling Act (Public Law 14-77).	3b. Fall 2010 (latest)	
	3c. Conduct periodic review of the Board's Bylaws for publication both in print and electronic.	3c. March 2010	

CONCUR:
 DO NOT CONCUR:


 OCT 07 2009
 Chairperson, Board of Trustees

**Guam Community College
Board of Trustees**

GCC APPRENTICESHIP TRAINING PROGRAM

WHEREAS, the Community College Act of 1977 (codified at 17 GCA §§ 30101, *et seq.*) mandates the development of local skills in the various crafts and trades and developing a program of Apprenticeship Training and Apprenticeship standards in accordance with standards established by and acceptable for registration with the Office of Apprenticeship, United States Department of Labor- ETA, and

WHEREAS, there is an eminent need to address the growing concerns of our community in matters relating to workforce development, and

WHEREAS, the Board is committed to making progressive and innovative improvements in the Apprenticeship Training Program of the College, and

WHEREAS, the evolution of the Apprenticeship process in the territory of Guam allows for broader participations of new program providers that complies with Title 29 C.F.R. Parts 29 and 30 and the Apprenticeship Training Standards of USDOL, Office of Apprenticeship (P.L. 28-142).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Guam Community College fully supports the Apprenticeship Training Program; and reaffirms its commitment to provide the requisite academic instruction necessary to the fulfillment of Journeyworker Certificates endorsed by the Secretary, U.S. Department of Labor.

Adopted: October 7, 2009

Resolution 1-2010

Note: Policy 711 replaces Board Policies 700, 702, 705, and 710

Guam Community College
2010 BUDGET REQUEST - NAF

FISCAL YEAR 2009

8

PROJECTED REVENUES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 08/31/09	PROJECTED CARRY OVER	FY 2010 PROJECTION
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Educational and General Operations Revenue					
Tuition Net of Capital Improvement	1,948,000		3,203,914		1,714,000
4 Capital Improvement Fees (Resolution 4-99)	337,000				368,000
5 Technology Fee for Upgrades (Resolution 11-2000)	105,000				115,000
5 Technology Fee for Current Operations (Resolution 11-2000)	105,000				115,000
Student Activity Fee	41,000				45,000
Perm. Faculty Positions (Resolution 5-2006)	564,192				849,000
Perm. Staff/Admin Positions (Resolution 5-2006)	225,677				339,000
Other Fees Net of Tech and Stud Act Fees	252,000				339,000
Total General Operations Subsidy	3,575,869		3,203,914		3,884,000
Auxiliaries Revenue					
Bookstore Sales	650,000		693,114		750,000
Food Services	9,600		8,000		9,600
Total Auxiliaries	659,600		701,114		759,600
Other Sources Revenue					
Administrative Recoveries	50,000		95,695		50,000
Interest/Miscellaneous Income	20,000		27,649		20,000
Other	70,000		123,344		70,000
Total Other Sources	140,000		246,688		140,000
TOTAL PROJECTED REVENUE	4,305,469		4,028,372		4,713,600

PROJECTED EXPENDITURES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 08/31/09	PROJECTED CARRY OVER	FY 2010 PROJECTION
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Educational and General Expenditures					
GovGuam Supplement - Other	357,966	373,749	259,156		925,130
GovGuam Supplement - Adjunct/Substitutes	934,034	918,251	684,551		934,034
GovGuam Supplement - PT Salaries					849,933
9 Perm. Faculty Positions (Resolution 5-2006)	564,192				399,973
9 Perm. Staff/Admin Positions (Resolution 5-2006)	225,677				175,000
5 Technology Fee for Current Operations	105,000	105,000			175,000
5 Technology Fee for Upgrades (Resolution 11-2000)	105,000	105,000	205,971		
Total E & G Expenditures	2,291,869	1,502,000	1,159,678		3,279,070
Other Educational and General Expenditures					
Promotion and Development	100,000	100,000	58,105		100,000
Professional Development - Faculty	75,000	75,000	32,836		75,000
Professional Development - Staff	50,000	50,000	39,123		50,000
Student Activity Fee - Dean Accts.	8,200	8,000	8,000		9,000
Pacific Island Student Transition	6,475	6,475	2,566		6,475
Graduation	7,500	7,500	6,911		10,000
Miscellaneous Expenditures	20,000	20,000	4,542		20,000
Board of Trustees Travel	25,000	25,000	37,751		25,000
Faculty Senate	5,000	5,000	65		5,000
WP Secretary II (Salaries & Benefits)	21,944	21,944	21,944		21,944
USDOE Loan Repayment (due 12/1/09 & 6/1/10)	685,240	685,240	685,240		70,000
Skills USA	25,000	25,000	14,263		25,000
Cosmetology					10,000
Early Childhood Education					10,000
Total Other E & G Expenditures	1,029,359	1,029,159	911,346		437,419
Total E & G Expenditures	3,321,228	2,531,159	2,071,028		3,716,489
Auxiliaries Expenditures					
Bookstore	550,000	550,000	268,709		637,500
Total Auxiliaries	550,000	550,000	268,709		637,500
TOTAL CURRENT EXPENDITURES					
TRANSFER					
Transfer from Foundation - Pacific Island Endowment		-6,475			-6,475
Transfer from Foundation - Other					
Transfer to Foundation					
7 Transfer to Capital Improvement Fees	337,000				368,000
Transfer to Student Activity Fees	32,800	33,000	33,000		36,000
Total Transfer	4,234,553	3,114,159	2,372,734		4,751,514
TOTAL EXPENDITURES AND TRANSFERS	7,091,6	-3,114,159	1,655,638		-37,914
INCREASE (USE) OF RESERVE					

- Notes: 1) The FY2009 Original Budget Amount reflects the initial budget request.
 2) The FY2009 Actual Amount is based on the Banner Expense and Revenue reports as of 5/31/09.
 3) Tuition & Fees projection is based on SP09, SU08, & FA08 enrollment figures inclusive of a 5% budgeted increase.
 4) Not Separately budgeted.
 5) Of the \$67,000 Technology fee, \$33.50 is reserved for the Upgrades and \$33.50 is for Computer Operations.
 6) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.
 7) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.
 8) Projected Carry Overs may increase or decrease at the end of the Fiscal Year.
 9) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 50% and 20%, respectively.

Approved by BOT: Oct 7, 2009

Guam Community College
2010 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2009					
PROJECTED REVENUES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 08/31/09	PROJECTED CARRY OVER	FY 2010 PROJECTION
Special Projects					
CONTINUING EDUCATION (CE)					
Manager's Certification	73,000	73,000	19,286		175,147
Health Certificate	134,995	134,995	78,390		134,995
SHRM Learning System	40,500	40,500			40,800
Teacher's Recertification	505,637	505,637			50,000
* Other Projects	96,670	182,409	507,531		1,121,056
Food Service Manager's Preparation Course	37,500	37,500			20,000
* Gov't Guam/Private Industries Training Requests	86,750	86,750	11,235		106,758
* Prometric/Pan/Ed2go Online Courses/HOST TESTIN	89,908	112,458	21,293		89,631
OSHA	158,000	158,000			
Computer Courses	17,550	17,550			17,550
Total Continuing Education	1,240,510	1,348,799	637,735		1,755,937
TRADES & PROFESSIONAL SERVICES (TPS)					
Vocational Methods I	5,250	7,000	11,525		5,360
Vocational Methods II	5,250	7,000	11,525		5,360
ELL	13,500				13,500
CPR First Aid & Safety		22,100			10,000
Immunizations			5,680		
Early Childhood Dev.		186,800	152,500		440,000
Project Approach (Reggio)	10,500	10,500			10,500
Reading Strategies	10,500	10,500			14,811
Creating Online Learning Communities	13,500	13,500			15,150
Photo & Video Basics for Educators	13,500	13,500			7,319
Medical Code & Billing					
Pharmacology					
Tour Guide	20,000	20,000	12,850		15,000
Hospitality Institute					
Criminal Justice Academy		509,625	164,820		
GED					
Adult Basic Education			17,142		
Culinary Arts	209,450				148,700
* Other Projects		65,311	11,600		
Total Trades & Professional Services	301,450	865,836	387,642		685,700
TECHNOLOGY & STUDENT SERVICES (TSS)					
Fiber Optics	18,000	18,000	15,686		18,000
Networking Courses (CCNA)	95,000	81,000	56,512		45,500
Telecom Courses (Category 5)	13,000	27,000	28,986		13,000
Assessment & Counseling	20,000	20,000	82,500		
Other Projects					
Total Technology & Student Services	146,000	146,000	183,684		76,500
TOTAL REVENUE	1,687,960	2,360,635	1,209,061		2,518,137

Approved by BOT: Oct 7, 2009

Guam Community College
2010 BUDGET REQUEST - NAF SPECIAL PROJECTS

FISCAL YEAR 2009					
PROJECTED EXPENDITURES	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL as of 08/31/09	PROJECTED CARRY OVER	FY 2010 PROJECTION
Special Projects					
CONTINUING EDUCATION (CE)					
Manager's Certification	61,223	60,000	12,226		80,059
Health Certificate	73,405	77,411	50,570		71,197
SHRM Learning System		17,375			26,320
Teacher's Recertification	356,327	465	324		24,500
Computer Courses	35,545	4,120			7,020
Food Service Manager's Preparation Courses					39,350
* Other Projects	22,582	152,923	304,493		1,155,427
Gov't Guam/Private Industries Training Requests	49,545	39,431	25,625		47,203
Prometric/Pan/Ed2go Online Courses/HOST TESTIN	15,335	54,054	15,922		35,852
OSHA	33,810				
Department Incentives	416,127	4,500			
Total Continuing Education	1,063,899	410,279	409,160		1,486,929
TRADES & PROFESSIONAL SERVICES (TPS)					
Vocational Methods I	8,371	17,925	15,277		5,360
Vocational Methods II	8,371	10,850	8,716		5,360
ELL	19,735				13,277
CPR First Aid & Safety	23,460				10,000
Immunizations	29,549	29,800	3,166		
Early Childhood Dev.	34,249	152,500	105,009		437,563
Project Approach (Reggio)		31,500			8,927
Reading Strategies					14,811
Creating Online Learning Communities					15,150
Photo & Video Basics for Educators					5,855
Medical Code & Billing					
Pharmacology					
Tour Guide	14,454	12,160	9,028		10,375
Hospitality Institute	184,450		12		
Criminal Justice Academy	140,750	166,048	143,591		
GED	20,946				
Adult Basic Education	39,656		6,857		
Culinary Arts		94,915	64,272		131,180
* Other Projects		150,130	40,022		
Department Incentives					
Total Trades & Professional Services	523,991	665,827	395,949		657,858
TECHNOLOGY & STUDENT SERVICES (TSS)					
Fiber Optics	11,504	30,372	16,656		18,000
Networking Courses (CCNA)	37,964	128,121	43,850		45,500
Telecom Courses (Category 5)	8,053	32,125	27,144		13,000
Assessment & Counseling		25,500	46,640		
Department Incentives					
Total Technology & Student Services	57,521	216,117	134,290		76,500
TOTAL EXPENDITURES	1,645,411	1,292,223	939,399		2,221,287
NET PROFIT/(LOSS)	42,549	1,068,412	269,662		296,850

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

Approved by BOT: Oct 7, 2009

PRESIDENT'S TRAVEL SCHEDULE
October - December 2009

Conference Title	Date	Location	Sponsored by:
October PPEC Meeting*	October 12-13	Palau	PPEC
15 th Annual Perkins Data Quality Meeting**	December 1-3	Baltimore, MD	USDOE, Office of Vocational & Adult Education

Funding Source(s): President's Promotional Account to be reimbursed by PPEC (50%)
 President's Promotional Account to be reimbursed by OVAE up to \$900.00**
 President's Promo Account*
 Governor's Office***

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