

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of November 3, 2011

Minutes

I. CALL TO ORDER

The monthly meeting of November 3, 2011 was called to order at 6:10 p.m., by Ms. Gina Y. Ramos, Chairperson. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

1. Roll Call

Trustees Present: Ms. Gina Y. Ramos, Ms. Maria Dilanco Garcia, Ms. Deborah C. Belanger, Mr. Frank P. Arriola, Mr. Richard P. Sablan, Mr. Aaron M. Unpingco.

Not in attendance: Mr. Edward G. Untalan (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President, Mr. Kenneth Bautista, Support Staff Advisory Member, Ms. Karen Sablan, Faculty Advisory Member, Attorney Catrina Campana, Legal Counsel, Dr. Ray Somera, Vice President, Academic Affairs Division, Dr. Gina Tudela, Acting Dean, School of Technology & Student Services, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Doris U. Perez, Assistant Director, Planning & Development, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations, Ms. Joann Muna, Human Resources Administrator, Mr. Michael Chan, Associate Dean, School of Technology & Student Services, Ms. Jayne Flores, Assistant Director, Communications & Promotions.

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 - October 7, 2011 Meeting

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE DEBORAH C. BELANGER, THAT THE BOARD APPROVES THE MEETING MINUTES OF OCTOBER 7, 2011, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS -

President Okada shared an email received from Dr. Doug Houston expressing his sincere

appreciation to President Okada, the GCC Board, GCC administration, faculty, staff and students for the generous hospitality extended to him during his visit to the college October 28, 2011. He emphasized that the spirit & commitment of the GCC team is evident in all the people that he met.

IV. PUBLIC DISCUSSION - No request made for public discussion.

V. REPORTS

1. President's Report:

Financial Status: Based on the college's financial report for Fiscal Year 2011, President Okada reported the following: Of the total billing from the Gen-Fund of \$12.456 million, the college has collected \$8.823 million, leaving \$3.633 million still due to the college. Of the total billing from the LPN Vocational Guidance program of \$742,000, the college has received \$539,000 with a balance of \$203,000. Of the total billing from the Manpower Development Fund of \$2.753 million, the college has received \$1.835 million, leaving a balance of \$917,780 still due. With regard to the Tourist Attraction Fund, the college has received 100% of the funding. To this date, the college, for fiscal year 2012, still has not received any appropriation/releases from all funds.

FY2012 Capital Improvement Projects (CIP) – The Resource Finance Planning Committee recently approved the listing for fiscal year 2012 capital improvement projects. The college will start to move forward with projects associated with bathroom renovations, with ADA compliance issues, and some health issues that need to be addressed. The approved CIP listing also includes recommendations from the Energy Audit. The monies to support CIP projects and repairs will come from monies generated from tuition as stipulated when the increase in tuition came into effect.

Bill 206 made it to the Legislature's voting file and is expected to be addressed and voted on early next week. Introduced by Senator Pangelinan, Bill 206, if passed, will return GCC's 314 acres of property to the Guam Ancestral Land Use Commission. President Okada emphasized that she believes GCC's board, management and students did everything they could to keep Bill 206 from being passed. She recommended that the only thing left to do is to work together to convince the Governor to veto Bill 206.

Through the recent passage of Public Law 31-99, GCC's Enabling Act, Public Law 14-77, was updated to include giving GCC procurement authority, updating all of GCC's responsibilities as the State Agency for Career & Technical Education (CTE), and giving authorization to GCC to enter into a renewable lease agreement with the Guam Power Authority in order to develop educational opportunities to train workers for the emerging technologies related to sustainable & renewable energy.

President Okada noted that she is currently working with the Legislature seeking to get exemption from the Bureau of Budget Management Research's (BBMR) control of GCC's funding, specifically

the 15% hold back on the General Fund.

Additionally, President Okada noted that Speaker Wonpat recently introduced a measure that when the Government of Guam hits \$600 million in revenue the excess monies will be given to the Guam Community College and the University of Guam for capital improvement projects with a 100% match.

Joint Leadership Meeting: President Okada welcomed Board members to a joint leadership meeting with management team and the faculty senate. She noted that in anticipation of any potential hold backs or reduction in funds, discussions will center on the development of austerity measures for the college for fiscal year 2012. The meeting is scheduled to be held November 17, 2011, 10:00am at the Learning Resources Center, room 112.

GCC's Physical Master Plan: President Okada apprized the Board that by next week she hopes to have the college's Physical Master Plan ready for presentation to the campus community to discuss and provide input before finalization.

President Okada further apprized the Board that Sesame street is a part of the College's property. Architects from Tanaguchi Ruth Makio & Associates (TRMA) will be meeting with representatives from the Department of Land Management to preliminarily discuss the possibility of making Sesame Street a one-way road.

2. Monthly Activities Report

Student Trustee: Mr. Unpingco reported on the following:

- Friday, November 4, 2011: COPSA's General Membership Meeting
- December 2011: COPSA Retreat. Exact date to be determined later.
- Spring 2012: Students Leading Students Workshop is planned for Spring 2012, to include service learning.

Faculty Advisory Member: Ms. Karen Sablan reported on the following:

- In preparation for the upcoming accreditation visit, standard committee chairs held several "lunch & learn" sessions.
- Several faculty members will be accompanying our secondary students off island, who are in the Lodging Management Program and our Marketing program.
- GCC Faculty Union is celebrating its Charter's 1st Anniversary. One of the Union's goals is professional development with training currently being developed to address conflict resolution.

Support Staff Advisory Member: Mr. Bautista reported on the following:

- Staff members expressed appreciation for the opportunity to attend a brief session on our upcoming accreditation held October 28 with Dr. Doug Houston.
- Banners' core group met with SunGard representatives recently regarding the issue of a software

merger relative to components of Distance Learning and the Student Tracking System.

3. Board of Trustees Community Outreach Report

Trustees Ramos, Dilanco Garcia, Belanger and Arriola, along with President Okada attended the Association of Community College Trustees Annual Leadership Congress held in Dallas, Texas October 12-15, 2011. Trustee Arriola and President Okada facilitated a session at the conference on "Technical Opportunities Assessment for Sustainability for Guam Community College." Additionally, Trustees Ramos, Arriola and Unpingco attended a meeting session with Dr. Doug Houston relative to the college's upcoming accreditation visit in March 2012.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - The college obtained its occupancy permit on October 28, 2011 for the Student Center! As early as next week, offices to be housed in the Student Center will be busy moving in. Furniture for the building is also expected to arrive on Island and be installed. Ribbon cutting is scheduled for December 9, 2011, 10:00 a.m. Board members encouraged to attend.

Foundation Building Renovation: Renovation continues with 26% completed as of date. The expected completion date for the renovation project is May 2012.

Generator for Building D: At the last meeting President Okada reported that the GCC issued a notice of liquidation damages (LD) even though the project is 100% federally funded. The project, as of date, is still on LD because it was scheduled to be completed in September 30th of this year. Additionally, modifications to the generator, which was supplied by Kinden, needs to be conducted because even at 77% load/usage the generator shuts down, which should not be the case. Further, the rerouting of the exhaust also needs to be modified.

Building 200 Renovation: President Okada said she should be receiving the plans for this project by the end of the week. Upon receipt of the plans, the college can now finalize and submit its application for funding (grant funding for the 1st floor, and bond money for the 2nd floor).

Northeast Parking Lot: The project is about completed just pending the arrival and installation of the photovoltaic parking lot lights.

VII. NEW BUSINESS

1. Board Resolution - Fiscal Year 2012 Operations Fund

President Okada reiterated that the college's approved budget for fiscal year 2012, from the General

Fund, will only be enough to cover employees' salaries and benefits, power, and water utilities, thereby having no budgeted funds for the daily operations of the college. The proposed board resolution, if passed, authorizes the continuance of the "GCC Operations Fund" for fiscal year 2012, seeks the Board's approval to authorize the sum of \$873,632 to support the fiscal year 2012 operations, and further seeks the Board's approval to authorize the college, upon recommendation by the administration, to use the Manpower Development Fund to support the Operations of the college.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES BOARD RESOLUTION ENTITLED "FISCAL YEAR 2012 OPERATIONS FUND" AS PRESENTED. MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of the board resolution is attached.)

2. Board Resolution - Write Off of Uncollectible Receivables for Fiscal Year 2011

President Okada explained that when the NIAS system was in operation there was a mechanism that allowed student account balances to be brought forward however with no details attached. As the years went by the college could no longer go back into the NIAS system to review the details for any particular student account because the information & details were lost. Additionally, upon the Board's authorization of the bad debt expense in fiscal year 2010, the President requested that the bad debts now just be written off because at this point it will cost the college more money to research a student's bad debt account than it will be for us to collect. She emphasized that the college has made every effort to collect these outstanding amounts, now seeks the Board's consideration to approve the proposed resolution to instead write off these uncollectible receivables. She assured the board that the college will continue to work on collecting balances still owed and will be dealt with on a case by case basis. The amount of approximately \$250,000 has been collected from 2007 to present and is recognized/captured as revenue. The amount requested to be written off of student accounts receivable balances is \$808,083.75 in the Fiscal Year 2011 Financial Statements.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVES BOARD RESOLUTION ENTITLED "WRITE OFF OF UNCOLLECTIBLE RECEIVABLES FOR FISCAL YEAR 2011" AS PRESENTED. MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of the board resolution is attached.)

3. Board Resolution - Increase in GED® Fees

President Okada explained that the proposed resolution is before the Board this evening because GED used to be a government administered service. The proposal before the Board is to gradually

alternative for students to earn their diploma is to enroll in the adult education program, which is 100% federally funded.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES BOARD RESOLUTION ENTITLED "RESOLUTION TO INCREASE GED® FEES" AS PRESENTED. MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of the board resolution is attached.)

4. Board Policy 190 - Revised GCC Travel Policy & Procedures

President Okada apprized the Board that the revised travel policy was reviewed and approved by the college's Resource & Finance Planning Committee and the College's Governing Council. Additionally, she emphasized that in this current travel policy and current President's Administrative Directive, there is no exemption for the payback provision.

With regard to the transfer of travel miles to the Government of Guam, President Okada said that this provision is not included in the revised travel policy & procedures before the Board this evening until such time the college receives the Rules & Regulations on that particular program.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE AARON M. UNPINGCO, THAT THE BOARD APPROVES THE REVISED GCC TRAVEL POLICY & PROCEDURES AS PRESENTED. MOTION CARRIES. (Voting: 6 ayes, 0 nays) (A copy of the board resolution is attached.)

At 7:10 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

- 1. Personnel Matters**
 - **Above Step Recruitment for Associate Dean**
- 2. Labor Management Relations**
- 3. Legal Matters**

At 8:00 p.m., the meeting reconvened to open session.

Above Step Recruitment for Associate Dean

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE RICHARD P. SABLAN, THAT THE BOARD APPROVES THE REQUEST FOR ABOVE STEP RECRUITMENT FOR ASSOCIATE DEAN DUE TO DIFFICULTY IN RECRUITMENT. MOTION CARRIES. (Voting: 5 ayes, 1 abstains, 0 nays)

President's Monthly Progress Report:

MOTION

IT WAS MOVED BY TRUSTEE RICHARD P. SABLAN, SECONDED BY TRUSTEE AARON M. UNPINGCO, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 6 ayes, 0 nays)

On behalf of the Board, Chair Ramos extended congratulations to our secondary students who will be traveling to New York to receive their Lodging Management competition award and Marketing award.

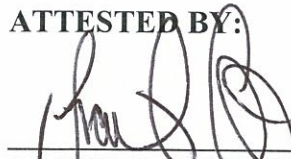
IX. ADJOURNMENT - There being no further discussions, the meeting of November 3, 2011 adjourned at 8:05 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary


ATTESTED BY:



DEC 05 2011

FRANK P. ARRIOLA
Secretary

APPROVED BY:



DEC 05 2011

GINA Y. RAMOS
Chairperson

Attachments:

1. Resolution 1-2012: FY2012 Operations Fund
2. Resolution 2-2012: Write-Off of Uncollectible Receivables for Fiscal Year 2011
3. Resolution 3-2012: Resolution to Increase GED® Fees
4. Resolution 4-2012 and Policy 190: Revised GCC Travel Policy & Procedures

**Guam Community College
Board of Trustees**

FY 2012 Operations Fund

WHEREAS, the Guam Community College was created by public Law 14-77; and

WHEREAS, the Guam Community College submitted its fiscal year 2012 budget to the 31st Guam Legislature; and

WHEREAS, the 31st Guam Legislature passed Bill No. 1(2-S) supporting the GCC fiscal year 2012 budget in the amounts that follow; and

General Fund	\$11,400,130
General Fund – Cost Accounts	1,899,387
General Fund LPN/Counseling	\$ 705,058
ProStart/LMP	\$ 24,154
Manpower Development Fund	<u>\$ 1,688,448</u>
Total	\$15,717,177

WHEREAS, the fiscal year 2012 budget appropriation resulted in an overall 6% decrease from fiscal year 2011 budget appropriation; and

WHEREAS, the General Fund appropriation of \$14,004,575 will only be enough to cover employees' salaries and benefits, power, and water utilities for fiscal year 2012; and

WHEREAS, I Magalahaen Guahan signed Bill No. 1(2-S) into Public Law 31-77 on September 20, 2011, appropriating the fiscal year 2012 budget to the Guam Community College as outlined above, and

WHEREAS, Chapter II, Part III, Section 2 (d) of Public Law 31-77 states "in addition to the authorization continued in §71720 of Chapter 7, Title 22, Guam Code Annotated, this appropriation herein *shall* be available and authorized to be used by the Guam Community College to fund the operations of other programs at GCC, as approved by the Board and Administration of the College, after all program requirements and obligations have been fully funded."

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees authorizes the continuance of the "GCC Operations Fund" for fiscal year 2012.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the sum of \$873,632 to support the fiscal year 2012 operations.

BE IT FURTHER RESOLVED, that the Board of Trustees, upon recommendation by the GCC administration authorizes the use of Manpower Development Fund to support the Operations of the college.

**Adopted: November 3, 2011
Resolution 1-2012**

GUAM COMMUNITY COLLEGE
Board of Trustees

WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES
FISCAL YEAR 2011

WHEREAS, appropriate fiscal statement of receivables requires periodic write-off of uncollectible accounts; and

WHEREAS, the College has drawn up a list of uncollected accounts receivable included in this document; and

WHEREAS, the accounts receivable balances originated from the NIAS system conversion to Banner back in September 2007; and

WHEREAS, attempts have been made to collect these amounts; and

WHEREAS, these amounts were recorded as bad debt expense in FY2010 and were allowed for; and

WHEREAS, College procedures call for the write-off of these amounts after an appropriate period of time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorize the write-off of student accounts receivable balances of \$808,083.75 in the Fiscal Year 2011 Financial Statements.

Adopted: November 3, 2011

Resolution 2-2012

GUAM COMMUNITY COLLEGE
Board of Trustees

RESOLUTION TO INCREASE GED® FEES

WHEREAS, Guam Community College is Guam's State Agency for adult education having the sole responsibility to provide adult education programs, and

WHEREAS, Guam Community College provides adult learners the opportunity to obtain a high school equivalency diploma, and

WHEREAS, Guam Community College is Guam's primary testing center to administer GED® test, and

WHEREAS, the American Council on Education and Pearson VUE formed a for-profit/non-profit partnership to offer a more rigorous GED® test focused to assist adult learners become career and college-ready, and

WHEREAS, the price for the computer-based GED® test is \$25.00 per content area test including re-testing.

NOW, THEREFORE, BE IT RESOLVED, that the GED® test fee will be adjusted for all five content areas effective January 1, 2012 to \$60.00, January 1, 2013 to \$90 and finally to \$125 effective January 1, 2014.

BE IT FURTHER RESOLVED, that the GED® test fee will be adjusted to \$25 to re-test on each content area effective January 1, 2012.

	Current	1/1/2012	1/1/2013	1/1/2014
GED fee (5 content area)	\$37	\$60	\$90	\$125
GED re-take fee (per content area)	\$10	\$25	\$25	\$25

BE IT FURTHER RESOLVED, that this resolution supersedes the amount indicated on Board Resolution 27-2005 specific to GED® Fees.

Adopted: November 3, 2011
Resolution 3-2012

**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 except for unusual circumstances approved by the Board of Trustees only one person may travel to attend the same activity.

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. Following any travel, the person(s) who travel shall provide a narrative report of the results of said travel to the President, or in the case of the President or a Board of Trustees member, to the Board of Trustees.

BE IT FURTHER RESOLVED, that all travel shall be further governed by the travel procedures issued on October 20, 1993 and/or as subsequently amended by the President who has the responsibility to keep such procedures current and to ensure that such procedures are followed to meet both the spirit and the intent of this policy.

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

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

GUAM COMMUNITY COLLEGE
- KULEHON KUMUNIDAT GUAHAN -

TRAVEL
- POLICY & PROCEDURES -

APPROVED BY BOARD OF TRUSTEES

On

10/20/93

Revised, 10/11/02

Revised, 09/05/08

Revised, 11/03/11

Ver 1.11
11/3/11

TABLE OF CONTENTS

	PAGE
TRAVEL POLICY	1
TRAVEL PROCEDURES - OFF ISLAND TRAVEL.....	2
TRAVEL AUTHORIZATION.....	2
TYPES OF TRAVEL AUTHORIZATION.....	3
FINANCING OF TRAVEL.....	4
COST-SHARING	4
ALLOWABLE EXPENDITURES AND REIMBURSEMENT	4
PER DIEM.....	6
SALARY AND USE OF LEAVE WHILE TRAVELING	8
REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT.....	9
TRAVELER'S TRANSPORTATION.....	10
SPECIAL QUESTIONS	11
TRAVEL PROCEDURES - ON ISLAND TRAVEL	13

APPENDICES


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

TRAVEL POLICY

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

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

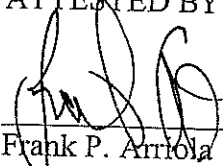
Student group travel can be an important part of the educational experience. Within the limits of funds available, Guam Community College encourages such student travel. Plans for such travel should be approved in advance with appropriate funding identified.



Gina Y. Ramos
Chairperson Board of Trustees

NOV 03 2011

ATTESTED BY:



Frank P. Arriola
Secretary

NOV 03 2011

TRAVEL PROCEDURES

- OFF ISLAND TRAVEL -

SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

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

TRAVEL AUTHORIZATION

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

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

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

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

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

TYPES OF TRAVEL AUTHORIZATION

The following types of travel are authorized as indicated:

Travel on Official College Business

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

Travel with side trip

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

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

Travel of Employees hired from Off-Island

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

Student Group Travel

Groups traveling (consisting of student, faculty and GCC employee chaperones) shall be allowed to make travel arrangements directly with airlines. This will allow for group discounts to be obtained and flexibility in travel changes. Documentation of the discount and savings must be noted. Additionally, student group travel for off-island competitions may require the group to arrive at the location additional days before the competition. The request for the extended days with any supporting documentation must be submitted and attached to the TA. This will be reviewed by the Vice President of 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. Travelers may also apply for a travel advance of 80% of the authorized per diem. Per diem advances may be picked up two business day in advance of the trip. Travelers will be required to sign the Advance Per Diem Agreement (Appendix 8) An earlier advance may be authorized by the Vice President of Finance and Administration. The President may authorize travel without completion of a travel authorization. This will be done **only** in emergencies.

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

COST-SHARING

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

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

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

ALLOWABLE EXPENDITURES AND REIMBURSEMENT

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

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

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

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

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

Standard expenditures covered by per diem:

TABLE 1

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

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

TABLE 2

1.	Conference or meeting fees.
2.	Long distance calls directly related to the purpose of the travel. Include information on the number called and the business purpose of the expense.
3.	Excess baggage or shipping related to carrying materials to/from a conference or meeting. This includes storage and transfers of such materials.
4.	Justified Business Center services.
5.	Rental of internet access computers or other necessary equipment.
6.	Clerical assistance.
7.	Guides and interpreters.
8.	Packers.
9.	Drivers of vehicles or boats.
10.	Storage of Property.
11.	Hire of a meeting or presentation room or space.
12.	Entertainment expenses.
13.	Small supplies.
14.	Two ten minute long distance calls home.
15.	Rental cars and local transportation.
16.	Necessary storage of baggage.
17.	Other justified expenses directly related to the travel.
18.	Checked luggage fee 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 fees.
8. ATM Fees.
9. Non-justified travel or conference related expenses.

PER DIEM

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

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

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

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 per diem for 6 days. The traveler does not have to submit any receipts. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses.

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

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

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

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

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

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

Trip to the US Mainland:

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

Trip to Hawaii:

The traveler may claim one travel day.

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

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

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

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

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

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

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

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates (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 (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within **10** business days of return from travel. The trip report should be addressed to the person who authorized the travel. A copy of the approved trip report should be attached to the request for reimbursement. A traveler who is only claiming per diem need only file a copy of the travel authorization and backup, the ticket or (e-ticket) and original boarding passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

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

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

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

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

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

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

6. The business purpose of the entertainment and what business was discussed.

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

TRAVELER'S TRANSPORTATION

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

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

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

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 may be liable to pay back the costs of the training. At a minimum, the dates and percentages in Table 3 below will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the *Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement* form prior to leaving on their trip. See **Appendix 7** for these forms. Any requests for exemptions to this directive must be made in writing directly to the President, via the employee’s supervisor.

TABLE 3

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

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

Faculty - The Professional Development Review Committee policy and procedures

Staff -- The Staff Development/ Program policy and procedures

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

TRAVEL PROCEDURES

- ON ISLAND TRAVEL -

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

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

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

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

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



GUAM COMMUNITY COLLEGE
Travel Request/Authorization Checklist

Faculty Name _____		Administrative Staff: _____
Yes	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Properly filled out Travel Request/Authorization with authorized signatures?
<input type="checkbox"/>	<input type="checkbox"/>	2. Printed per diem rates for cities traveling to, from the following website: https://secureapp2.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl
<input type="checkbox"/>	<input type="checkbox"/>	3. Three price quotations from approved list of travel agents or airline? Note: Please indicate last date to purchase tickets.
<input type="checkbox"/>	<input type="checkbox"/>	4. Memo or email requesting for advance per diem addressed to VP of Business and Finance, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	5. Hotel cost breakdown including taxes?
<input type="checkbox"/>	<input type="checkbox"/>	6. Registration/Conference fees with proper forms attached?
<input type="checkbox"/>	<input type="checkbox"/>	7. Signed administrative leave form with authorized signatures?
<input type="checkbox"/>	<input type="checkbox"/>	8. Is the travel required per existing contracts, law, or rule? If yes, attach documents.
<input type="checkbox"/>	<input type="checkbox"/>	9. Is the airfare lowest possible?
<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 Department's 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.
<input type="checkbox"/>	<input type="checkbox"/>	12. Is Travel Authorization being submitted 14 work days prior to travel commencement date? If not, is explanation attached?
<input type="checkbox"/>	<input type="checkbox"/>	13. Did Traveler receive per diem 2-3 days in advance? Does traveler have a personal copy of the approved final Travel Authorization form?

Guam Community College Travel Request/Authorization

TA No.

1. TO MATERIALS MANAGEMENT/ FINANCE & ADMINISTRATION	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)
10. DESCRIBE ROUTE PLANNED:		9. DATE TRAVEL COMMENCES

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 SECTION HEAD (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 Policy 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.) CARMEN K. SANTOS, CPA, V.P., Finance & Admin	19. PRESIDENT'S APPROVAL: MARY A.Y. OKADA, Ed.D., President
20. RECEIPT OF TRAVEL ADVANCE Signature _____	

Guam Community College TRIP REIMBURSEMENT

DATE:	TA NUMBER:	DATE(S) OF TRAVEL:
NAME OF TRAVELER:		TIME DEPARTED: TIME RETURNED:

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.

Signature of Section Head (Include Name and Title)	Signature of Division Head (Include Name and Title)
--	---

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.

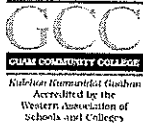
PER DIEM CLAIMED:

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

ADDITIONAL EXPENDITURES CLAIMED:

Date: _____	Date: _____
Description: _____	Description: _____
Amount: _____	Amount: _____
Date: _____	Date: _____
Description: _____	Description: _____
Amount: _____	Amount: _____

TOTAL AMOUNT CLAIMED: \$ _____	TRAVELER'S SIGNATURE: _____
--	---



**GUAM COMMUNITY COLLEGE
TRIP REPORT FORM**

Please note that this report must be submitted to Business Office 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
 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									
Lodging									
Phone (Business Calls)									
Conference or Meeting Fees									
Justified Business Center Services									
Other (specify)									
a)									
b)									
c)									
d)									
TOTAL:									
Traveler's Name:					Signature:				

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

Tel: 671-735-5540 0 55410 5542
 Fax: 671-734-5238

MILEAGE REIMBURSEMENT

Mileage Report of Private Vehicles Use on Official Business

FOR FACULTY: Please refer to ARTICLE VIII - FACULTY WORKLOAD, Page 17, paragraph 2 and ARTICLE X – WORKING CONDITIONS, Page 37, G. GENERAL PROVISIONS, No. 6, A & B.

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				_____ Program Administrator		

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

OCT 01 2009

MEMORANDUM

TO: Administrators/Faculty/Staff

FROM: President *[Signature]*

SUBJECT: Administrative Directive 201 0-01
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 AGREEMENT

DATE: _____

Guam Community College
Business Office

RE: Advanced Per Diem

PO# _____

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

Signature

Print Name:

Title: