

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, March 8, 2013, 12:00pm
GCC President’s Conference Room

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

II. APPROVAL OF MINUTES

1. Monthly Meeting of February 4, 2013

III. COMMUNICATIONS

IV. PUBLIC DISCUSSION

V. REPORTS

1. *President’s Report:*
 - Financial Status of the College
 - Capital Improvement Projects (CIP)
2. *Monthly Activities Reports:*
 - Student Trustee
 - Faculty Advisory Member
 - Support Staff Advisory Member
3. *Board of Trustees Community Outreach Report*

VI. UNFINISHED BUSINESS

1. Construction Projects Updates
 - Building 200 (Renovation), Building 100 and Forensic Lab

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VII. NEW BUSINESS

1. Contractual Budget Request for 4/1/13-6/30/13
2. Fee Schedule
3. Financial Aid Coordinator position - update

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of February 4, 2013

Minutes

I. CALL TO ORDER

1. The monthly meeting of the GCC Board of Trustees on February 4, 2013 was called to order at 12:17 p.m., by Chairwoman Deborah Belanger, in the President's Conference Room located at the Student Services & Administration Building in Mangilao, Guam.

2. **Roll Call. Trustees Present:** Ms. Deborah C. Belanger; Mr. Frank P. Arriola; Ms. Gina Ramos; Mr. James Pangelinan; Mr. Kenneth Bautista, Support Staff Advisory Member; Mr. Ronald Gary Hartz, Faculty Advisory Member.

Not in attendance: Mr. Richard P. Sablan (schedule conflict)

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. R. Ray D. Somera, Vice President, Academic Affairs Division; Ms. Carmen Santos, Vice President, Finance and Administration; Attorney Catrina Campana, Legal Counsel; Ms. Jayne Flores, Assistant Director, Communications & Promotions; Ms. Doris Perez, Assistant Director, Planning and Development; Dr. Gina Tudela, Dean, TSS; Dr. Michael Chan, Associate Dean, TSS; Mr. Reilly Ridgell, Dean, TPS; Mr. Barry Mead, Adjunct Associate Dean, TSS; Mr. Robin Roberson.

At this time the meeting recessed at 12:18 p.m. until 4:00 p.m., February 4, 2013.

The meeting reconvened at 4:10 p.m., February 4, 2013 and called to order by Chairwoman Deborah Belanger.

Recital of Mission Statement. Board members recited the Mission Statement: *The mission of 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 – December 20, 2012.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS AND SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVE THE MEETING MINUTES OF DECEMBER 20, 2012, SUBJECT TO CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

III. COMMUNICATIONS – There was none.

IV. PUBLIC DISCUSSION – No request was made.

V. REPORTS

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

–**Financial Status:** The President provided the Board with the current financial status of the College as follows:

–Allotment releases. As of February 4, 2013, the College has received \$3,768,794.00 from the General

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Fund and \$199,763.00 for the LPN Vocational Guidance. It has not received any monies from the Manpower Development Fund nor from the Tourist Attraction Fund.

To date, the College has received 33% of the General Fund that equates to about 30% based on all funding sources.

Other activities: President Okada reported the following:

-As part of the Capital Improvement Projects:

- The College facilities were painted just before the Accreditation visit and the paint has discolored causing it to turn pink. The warranty for this is still in effect and will be repainted.
- From FY2012 CIP, Buildings 500 and 600 roof replacements due to extensive leaks is work in progress, including bathroom renovations.

-In support of the Guam Department of Education there is currently a professional consultation services to work with them on common core math standards and training faculty. DOE have also requested for proposals, part of which will involve partnering with PREL.

-The LPN program has offered the NCLEX review course beginning January 2013. This prepares students for the PN examination with the Guam Board of Nursing Examiners.

-The College launched its first Community Access Points program in Inarajan in partnership between the Guam Contractors Association, Guam Chamber of Commerce and the Mayor's Council of Guam. This provides information from the Key Train software that is a developmental component of the WorkKeys, an assessment tool.

-There will be public hearings on fee increases for new programs to be held February 4 and 5, 2013 at the Student Center Training room. A fee proposal will be submitted to the Board for consideration. Some of the fees to be affected will be courses in Marine Biology, Math, Science, and CJ.

-As a safety measure, beginning January 2013 there is a mandatory administrative directive that all GCC employees wear their identification employee badges while on campus.

-In recognition, the College announced about a month ago the 30th anniversary publication of Dean Reilly Ridgell's book, "Pacific Nations and Territories: The Islands of Micronesia, Melanesia, and Polynesia." GCC funded the first edition publication in paperback and has since been receiving royalties for this for approximately 20 years. There have been reprints in hard copies and has continually been used as textbooks in Guam, Hawaii and other Pacific Islands.

- Bank of Guam donated approximately \$1,300 in PayLess Supermarket gift certificates in support of the Criminal Justice and Social Sciences program. This is part of the students' service learning project in identifying those in need by applying their knowledge and skills that they learned in class.

-The FY2013 audit is conducted by Deloitte & Touche and is ongoing. Report is expected to be released at the end of the month.

-Professional Development Training for administrators and staff will be held in March 2013.

-In preparation for the Washington D.C. conference trip next week, there will also be meetings with the Department of Interior, USDOE, USDA, and the National Science Foundation. President Okada is still arranging a meeting with the Federal Highways. For the meetings, the President will be presenting to all, copies of the GCC Annual Report, ARRA booklet and updated Factbook.

At this time, Trustee Gina Ramos requested that the PIO also provide all board members of all GCC press releases so that they may be apprised of GCC events, etc. She mentioned that this would be helpful should members are approached by the public.

2. Monthly Activities Report

Student Trustee: None reported at this time.

Faculty Advisory Member: Mr. Gary Hartz reported as follows:

-The faculty evaluation and job specifications committee have met and completed their work. There are revisions to the evaluation process that has been presented to Dr. Ray Somera. Copies of the report will be provided once completed.

Support Staff Advisory Member: Trustee Ken Bautista reported as follows:

-There will be a staff and administrator training on March 26, 2013.

-As previously reported, the year-end process is still ongoing.

-Improvements are also ongoing with the College's database system.

3. **Board of Trustees Community Outreach Report.** None reported at this time.

VI. UNFINISHED BUSINESS

1. **Policy 195 Update.** Student Trustee James Pangelinan requested that this item be removed from the agenda. There were discussions. The President and Student Trustee have completed their review of the recommended revisions to this policy. At this time no changes were recommended to the current policy. The current rules and regulations for student elections in Policy 195 will also remain the same.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK P. ARRIOLA, THAT THE BOARD APPROVES THE REMOVAL OF POLICY 195 UPDATE FROM THE AGENDA. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

2. Construction Projects Updates.

-Building 200 (Renovation). The bid has been released and eleven (11) prospective bidders picked up packets, however, nine (9) appeared for the pre-bid and submission is due on February 20, 2013. There are no extensions granted to date, although one was requested and will be reviewed for consideration by the Architect and procurement.

-Building 100 and Forensic Lab. There were no updates at this time to report.

VII. NEW BUSINESS.

1. **FY2014 GCC Budget Request.** The President informed the Board that the proposed FY2014 Budget was submitted to the Resources, Planning and Facilities (RPF) committee on January 25, 2013, and was passed. It was then subsequently passed by the College Governing Council (CGC). Although the college requires budget submission to the Guam Legislature, preliminary information was submitted to the Governor's office for their submittal to the Legislature.

In this budget proposal, the following was noted:

- Based on the budget guidelines and with the current freeze on faculty and administrator increments, there are no increments for any GCC employees in this FY2014 proposal.

-However, because the freeze is for AY12-AY13, the assumption was that in August when the new academic year began, there would be an adjustment of some sort pending funding availability for faculty and administrators.

This was discussed during the Joint Leadership Committee meeting comprised of Faculty Senate representatives, the Management Team, and Staff Senate.

The Faculty Senate was asked to survey how the adjustment was to be proposed. A vote was conducted and were given three (3) options:

1. Use the AY2012 evaluation as the basis for the adjustment.

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2. Use the FY2013 evaluation for the adjustment, or
3. Use the average of the two (2) years.

There was a 90% majority vote to use the AY2012 as the basis for the adjustment for the budget submission. AY2013 and AY2014 will be dealt with at another time.

-Also noted by RPF and CGC is that there was no request for retroactive pay included in the FY2014.

-Included in the FY2014 budget are the basics for contractual services necessary to operate the college. \$19,364,943 is the total appropriation for the FY2014 budget request, which includes the General Fund, Vocational Guidance and Counseling under the Gen. Fund, and the Manpower Development Fund. This funding is for 215 employees.

-The President pointed out the line item of \$100,000 from the liquid fuel tax to support the loan associated with the USDA loan for Building 200. There are hardly any funds for supplies. There are no equipment or capital outlay identified under the General Fund.

For FY2013 the budget appropriated was \$15.7 Million, but \$2.3 is on reserve. No monies have been received for the fiscal year under the MDF.

The President informed the Board that this budget request does not include the non-appropriated fund budget which will be submitted sometime in April 2013 for the Board's consideration.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE FISCAL YEAR 2014 BUDGET REQUEST. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

2. **FY2013 CIP Projects.** The President informed the Board that when the NAF budget was approved, \$618,000 was included for CIP Projects. The projects have been processed through the Resources, Planning and Facilities (RPF) committee and the CGC. A copy was provided listing these projects for the Board's consideration. A question was asked as to the availability of funds. This amount has been set aside from the tuition increase over the last five years and specifically for CIP. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE 2013 CAPITAL IMPROVEMENT PROJECTS AS PRESENTED. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

3. **2011-2015 Physical Master Plan.** A Physical Master Plan draft report was received from Architects TRMA. Opportunities were provided for employees to make comments to said report through the GCC portal. All documentations with regards to any changes were compiled via the leadership of Dr. Ray Somera, Vice President of Academic Affairs. This plan has also gone through the Governance process and was recently approved. Some minor changes such as updating location and data were recently made by RPF and approved by CGC.

The previous Physical Master Plan through 2010 was updated with the completion of the three (3) new buildings. Identifying areas for possible improvements was necessary so that once funding was available,

a plan would already be in place and ready for submission. This is also part of the accreditation requirement. Phases are not necessarily done in order but will be based on funding availability. Some anticipated changes would be additional parking and extension of the MPA.

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE GUAM COMMUNITY COLLEGE 2011-2015 PHYSICAL MASTER PLAN WITH CHANGES. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

4. **DCAPS Recording Fee – proposed.** The President mentioned that the DCAPS program is the articulation agreement between GCC and the secondary programs allowing student to take courses at the secondary level that suffice for college credits. A \$30 DCAPS recording fee for its application was proposed for the Board's consideration. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE JAMES PANGELINAN, SECONDED BY TRUSTEE GINA RAMOS, THAT THE BOARD APPROVE THE PROPOSED \$30.00 DCAPS RECORDING FEE. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays).

5. **President's Travel Schedule (April 2013).** The President will be attending the 93rd AACC Annual Convention in San Francisco, California, in which she will also make a presentation regarding leveraging of financial resources. This convention also ties in with the Phi Theta Kappa inviting students to attend. A GCC student will also be in attendance.

MOTION

IT WAS MOVED BY TRUSTEE FRANK ARRIOLA AND SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD APPROVE THE PRESIDENT'S TRAVEL SCHEDULE FOR APRIL 2013. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

6. **Write-Off of Uncollectible Receivables-FY2012.** The President explained that in 2007 the student information system was converted to Banner. The Board then approved an estimated write-off of approximately \$900,000.00. A Resolution was presented to the Board to write-off the remaining balance of \$790,914.16 for Fiscal Year 2012. This amount has already been recorded as a bad debt expense for FY2010. A collection agency is also in place.

Vice President Carmen Santos explained that collections have gone up with some of the past due amounts especially with the new payment procedures of dropping students for nonpayment and placing a hold on accounts. There is a time limitation by law when notices for outstanding debts are no longer allowed to be issued, however, should students request for transcripts, they would first have to clear their accounts. A suggestion was made to put a levy on student's tax refunds but this would need the Guam Legislature's approval. A motion was then made as follows:

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE BOARD ADOPTS THE RESOLUTION FOR THE "WRITE-OFF OF UNCOLLETTIBLE RECEIVABLES, FISCAL YEAR 2012," WITH CHANGES. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At approximately 4:50 p.m., the meeting went into Executive Session.

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

At 5:12 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE GINA RAMOS, SECONDED BY TRUSTEE FRANK ARRIOLA, THAT THE BOARD ACCEPT PRESIDENT OKADA'S PROGRESS REPORT. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

At this time Chairwoman Belanger, on behalf of the Board, mentioned the following:
-Congratulations to Dean Reilly Ridgell for his book, "Pacific Nations and Territories: The Islands of Micronesia, Melanesia, and Polynesia" and to the college for the successful and continual use of this as a textbook for educational purposes in Guam, Hawaii and other Pacific Islands.


IX. ADJOURNMENT

MOTION

IT WAS MOVED BY TRUSTEE FRANK P. ARRIOLA, SECONDED BY TRUSTEE JAMES PANGELINAN, THAT THE MEETING OF FEBRUARY 4, 2013 BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 4 ayes, 0 nays)

There being no further discussions, the meeting of December 20, 2012 adjourned at approximately 5:15 p.m.

SUBMITTED BY:


BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:


FRANK P. ARRIOLA
Secretary

APPROVED BY:


DEBORAH C. BELANGER
Chairperson

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

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

R. Gary Hartz
President, GCC Faculty Union

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

Date: February 25, 2013

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

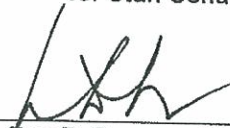
This memorandum is for information purposes only, hence, no action is required.

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

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

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

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



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

Date 2/26/2013



R. Gary Hartz
President, GCC Faculty Union

Date 2.26.13

MEMORANDUM

To: Deborah C. Belanger
Chair, Board of Trustees

Via: Dr. Mary A.Y. Okada
President

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

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

Subject: Permanent full-time faculty members serving in a GCC BOT approved administrator limited term appointments

Date: November 26, 2012

CC: Faculty Promotions Committee, Chair

This memorandum is for information purposes only; no action is required.

The Faculty Promotions Committee seeks clarification if a faculty member who is serving in a limited term appointment as an academic administrator can apply and may qualify for advancement-in-rank. This memorandum serves as the official answer to the question being asked.

Articles of the Agreement between the GCC Faculty Union and the GCC Board of Trustees that apply to this question include the following:

Article I – Recognition states in part...

... for all academic personnel in the service of the Guam Community College including Assistant Instruct, Instructor, Assistant Professor, Associate Professor, Professor, and all other positions not mentioned in the following exclusions: supervisor, managers, Human Resources office employees in other than clerical capacity, part-time, limited term or temporary employees.

Article XXII – Sole Agreement states in part ...

...during the life of this Agreement if any laws or executive orders, rules and regulations or policies of the Board, or directives of the College President are enacted/promulgated that are related to any provision of this Agreement and that are beneficial to the faculty, such regulations, policies, or directive shall prevail.

Statement of facts:

Two (2) Academic Administrator positions have been created to allow permanent full-time faculty members the opportunity to serve on a limited term appointment in order to fulfill the College's need.

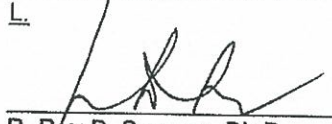
Adjunct Associate Dean job description was approved by the Board of Trustees on January 8, 1992. Permanent full-time faculty who serve in this position serve on a limited term appointment. Copy of job description attached.

Allied Health & Nursing Administrator job description was approved by the Board of Trustee on June 13, 2012. Permanent full-time faculty who serve in this position serve on a limited term appointment. Copy of job description attached.

The intent with both job descriptions is to allow **permanent full-time faculty** members the opportunity to serve in a **limited term appointment** as an administrator in order to fulfill the College's need. Furthermore, the intent is for a faculty member not to be penalized for accepting a limited term appointment. The job descriptions state that the faculty member shall retain all rights and privileges afforded to faculty.

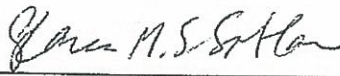
In consideration of the above provisions and statement of facts, the Chief Negotiators agree to the intent of providing permanent full-time faculty members all rights and privileges as it pertains to faculty for advancement-in-rank (reference Article VIII – Advancement-In-Rank) while serving on a limited term appointment (i.e. Adjunct Associate Dean and Allied Health & Nursing Administrator).

This memorandum will be added to the Board-Faculty Union Agreement, 2010-2016, as Appendix L.



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

Date: 11-26-2012



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

Date: 11-26-2012

**Guam Community College
Board of Trustees**

FY 2013 Operations Fund

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

WHEREAS, the Guam Community College submitted its fiscal year 2013 budget to the 31st Guam Legislature; and

WHEREAS, the 31st Guam Legislature and I Magalahen Guahan passed Public Law 31-233 on September 7, 2012, appropriating the fiscal year 2013 budget to the Guam Community College amounting to \$15,719,271; and

WHEREAS, the fiscal year 2013 budget appropriation resulted in an overall 1% increase from fiscal year 2012 budget appropriation; and the General Fund appropriation of \$14,006,669 will only be enough to cover employees' salaries and benefits for fiscal year 2013; and

WHEREAS, Bureau of Budget and Management Research issued Circular 13-01 is still imposing a 15% reserve or \$2,357,890.65 of \$15,719,271 on all FY2013 appropriations; and

WHEREAS, the College requires an estimated \$3,052,136 for the fiscal year to cover contractual, utilities, and critical operation costs, of which \$1,675,093 has been already budgeted in the non-appropriated funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees authorizes the additional sum of \$700,000 to be allocated to the "GCC Operations Fund" for fiscal year 2013 operations up to June 30, 2013; and

BE IT FURTHER RESOLVED, that the Board of Trustees, upon recommendation by the GCC administration authorizes the use of Non-Appropriated Fund Balance to support the Operations of the college up to June 30, 2013.

Adopted: _____
Resolution _____

Financial Aid Coordinator

NATURE OF WORK

This is complex and responsible professional work in student financial aid. This position provides leadership and management to the Student Financial Aid Office. Administers federal, local and institutional aid programs in compliance with federal and local laws, regulations, and industry standards. Reports to the Vice President for Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Plans, organizes, directs, and controls the activities of the Financial Aid Office.

Identifies and qualifies the College for participation in appropriate financial aid programs.

Develops and implements student financial aid policies, programs, processes and procedures for the College.

Administers federal and local financial aid programs, scholarships and veteran's educational benefits.

Ensures compliance with all federal and local regulations regarding the distribution of all financial aid including: institutional scholarship and grant programs, federal grants and need-based loan, federal and institutional work study, and all supplemental loan programs

Counsel, advises and assist students in the preparation of financial aid packets and programs.

Determines and certifies student eligibility for various financial aid programs.

Serves as the Certifying Officer for the Veterans Administration.

Coordinate campus wide communications, updates and training on financial aid requirements and changes impacting students and enrollment.

Responsible for gathering and reporting financial aid information for related institutional, academic, and program accreditation and reporting requirements.

Maintains up-to-date knowledge of proposed and current legislation, and informs Senior Management (i.e. President and Vice Presidents) of all changes that may impact financial aid programs and student enrollment.

Prepares and submits all required institutional applications and reports for federal and local financial aid programs.

Monitors and prepares the office annual operating budget and expends funds in accordance with college policies.

Leads in the development, implementation and management of the Student Financial Aid module of the College's integrated information system.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local student financial programs, rules and regulations.

Knowledge of basic financial management principles.

Ability to administer and manage financial aid programs for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective student financial aid office.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in student financial aid laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work harmoniously with administrators, faculty and students.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing.

Skill in the use of technology (i.e. integrated data base system) and statistical data analysis.

Skill in developing and conducting employee information and orientations sessions.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field; or
- B. Bachelor's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field plus two (2) years of work experience in student financial aid or related area, with at least one (1) year of supervisory experience.

Ratified: _____

CHAIRPERSON
BOARD OF TRUSTEES

Pay Grade _____