clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Wednesday, October 14, 2020 3:03 PM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: GCC Board Reporting Requirement - October 2020
Attachments: 10-9-2020 letter to Speaker re reporting requirement.pdf; 10-9-2020 BOT mtg.signed.pdf

10/14/20	1:55 PM	10/09/20	Boards & Commissions Reporting Requirements-October 2020.*	Guam Community College	35GL-20-2292

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Bertha Guerrero** <bertha.guerrero@guamcc.edu>
Date: Wed, Oct 14, 2020 at 1:55 PM
Subject: GCC Board Reporting Requirement - October 2020
To: Speaker's Office <speaker@guamlegislature.org>

To: ***The Honorable Tina Muña Barnes***

Speaker, 35th Guam Legislature

Hafa Adai,

Attached is the official transmittal relative to the Guam Community College Board of Trustees for the Boards and Commission reporting requirement for October 9, 2020.

Please acknowledge receipt.

Si Yu'us ma'åse'

Bertha M. Guerrero, Administrative Secretary

Guam Community College

Board of Trustees / Foundation Board of Governors / Guam P.O.S.T. Commission

bertha.guerrero@guamcc.edu / www.guamcc.edu

Tel. (671)735-5638 / Fax: (671)734-1003

E-mail administered by Guam Community College

GUAMCOMMUNITYCOLLEGE

OFFICE OF THE PRESIDENT
Mary A.Y. Okada, Ed.D.

October 9, 2020

The Honorable Tina Muña Barnes
Speaker, 35th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: speaker@guamlegislature.org)

Re: Boards & Commissions Reporting Requirements – October 2020

Dear Speaker Muña Barnes:

Transmitted herewith is the reporting requirements for Boards and Commissions pursuant to 5 GCA, Chapter 8, §8113.1 regarding the Guam Community College Board of Trustees meeting of October 9, 2020.

If there are any questions, please contact me at 735-5638.

Senseramente,

Mary A.Y. Okada, Ed.D.
President

Attachment

GUAM COMMUNITY COLLEGE BOARD OF TRUSTEES
Monthly Meeting – Friday, October 9, 2020, 12:00 p.m.
Rm. 112, Learning Resource Center (Library), Building 4000

AGENDA

I. CALL TO ORDER

1. Roll Call
2. Recital of Mission Statement

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

II. APPROVAL OF MINUTES

1. Monthly Meeting of July 17, 2020

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. Fiscal Year 2021 Budget Request
2. Construction Projects Updates
   - Building 100 and Forensic Lab
   - Building 300
   - Wellness Center
   - Building B

VII. NEW BUSINESS

1. Resolution re Write-Off of Uncollectible Receivables (FY2020)
2. 2020-2021 BOT Fiscal Year Calendar

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of July 17, 2020

Minutes

I. CALL TO ORDER. The monthly meeting of the GCC Board of Trustees held on July 17, 2020, was called to order at 12:09 p.m., by Chairperson Frank P. Arriola in Room 112 located at the Guam Community College Learning Resource Center (Library) in Mangilao, Guam.

1. Roll Call. Trustees Present: Mr. Frank Arriola, Chairperson; Mr. Carlo Leon Guerrero, Vice Chairperson; Ms. Deborah Belanger, Secretary; Ms. Gina Ramos; Mr. Eloy P. Hara; Ms. Krystal M. Ramos, Student Trustee. **Other members**: Mr. Richard P. Sablan, Treasurer (schedule conflict).

Others in attendance: Dr. Mary A.Y. Okada, President; Dr. Virginia C. Tudela, Dean, TPS; Mr. Carl Torres II, Faculty Advisory Member; Mr. Kenneth Bautista, Staff Advisory Member; Ms. Doris Perez, Assistant Director, Planning & Development; Attorney Rebecca Wrightson.

2. Recital of Mission Statement. Board members recited the Mission Statement: Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

II. APPROVAL OF MINUTES – June 19, 2020

MOTION

IT WAS MOVED BY TRUSTE ELOY P. HARA, AND SECONDED BY TRUSTEE DEBORAH BELANGER, THAT THE BOARD APPROVE THE MEETING MINUTES OF JUNE 19, 2020, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

III. COMMUNICATIONS. None received.

IV. PUBLIC DISCUSSION – No request.

V. REPORTS

1. President's Report: President Okada reported on the following:
Financial Status: The President provided the Board with a current financial status of the College as follows:

FY2020: As of year to date, the College received a total of $15,275,947 for all funds, which is 94% based on all allotment releases requested, as follows: $13,333,638; $603,599 for the LPN/Vocational Guidance; $139,071.50 for the General Fund Apprenticeship Program; $819,058 from the MDF; $24,154 to support General Fund Lodging Management and ProStart; $183,700 for the Capital Improvement Fund; and $157,692 for the First-Generation Trust Fund Initiative.

Funds continue to be received as scheduled on a weekly basis.

Capital Improvement Projects and other activities:

Ongoing CIP projects:
For the month of June 2020, the College completed and received all the as built drawings, the warranty, the certificate of occupancy and processed the final payment for the barrel vault project. This is the walkway between Allied Health and Student Support. This project is now closed.

The College continues the project of repairing and replacing broken air conditioners on campus. Some air conditioners are pending arrival for replacement. The current refrigeration mechanic is currently on military deployment and the College is trying to fill that gap by identifying contractors for the assessments and repairs. Anticipate completion of this project before the next semester.

The Department of Interior free college initiative was launched on July 6, 2020. There are currently two cohorts, one for Culinary and one for Tourism & Hospitality. The grant expires shortly after it began and the College is working on an extension. There are currently 11 participants in each of the two programs. The obligation period is December but the delivery extends for another year.

The College is continuing to work with FEMA for reimbursement requests for COVID related expenditures and anticipates receiving this shortly.

Almost every course on campus will have some form of remote learning component to minimize students on campus. Not all will be 100% online especially the CTE programs such as Automotive, Culinary, Visual Communications, and courses that require specialized equipment to support their certification. The college confirmed that students are given the option to attend classes on campus or online, in response to the Board Chair's inquiry.

The President explained that registration is done months prior to a semester. Faculty were then asked to contact students who have signed up to be informed whether the class is online or not. Students were also asked to identify any barriers that may exist, including technology.

To support enrollment for students without access to technology, the College purchased 100 laptops and received 50 unlimited MiFis with additional MiFis to be purchased. The College will continue to work with students on this program. This also provides a mechanism in place for continued learning in case of another lockdown.

The Bill to support the endowment funds from the tobacco funds was recently passed as Public Law No. 35-88, Bill No. 251-35(COR), "An Act To Appropriate Up To The Sum Of Two Hundred Fifty-Four Thousand Six Hundred Forty Dollars And Ninety-Eight Cents ($254,640.98) From The GCC Endowment Fund, As Of Fiscal Year 2019, To The Guam Community College For The Purposes Enumerated In §221306 Of Article 13, Chapter 22, Title 5, Guam Code Annotated, For

Fiscal Year 2020."

The underground fiber optic project has already been put out to bid with three prospective bidders. This project should be fully funded through this endowment funding.

As another capital improvement project, the architects are working to establish the funding requirements for the A&E for the GCC Workforce Development Center in Barrigada. The College anticipates receiving the A&E proposal by the end of August 2020. An EDA application has been submitted, which is a grant to fund the renovation for this facility. Anticipate costs for this project at 3 million dollars in grant funding.

Another ongoing construction project on campus is a photovoltaic walkway to support Buildings C and D for the computer lab.

Other activities:
Due to COVID19:

The College put together a renewal and replacement listings for all the equipment and vehicles on campus. This is a renewal and replacement cycle to project the next vehicle needed or the next computer upgrade.

One of the major projects on campus is to upgrade to Windows 10 because Windows 7 is no longer supported. This required major purchases due to COVID to support telework for employees.

In the past several months, employees have completed the customer service phase two training; scheduling of WorkKeys training for all new employees; and completed a training for supervisors on military leave.

By the end of June, all administrators received their midterm evaluations.

2. Monthly Activities Report.
Student Trustee: Trustee Krystal Ramos reported the following:
Summer 2020 just ended classes and also mentioned she had six weeks of classes and instructors were quick to update the grades as soon as the semester ended.
Registration for Fall semester is ongoing.
July 17, 2020, 1pm-5pm: COPSA Leadership training.

Faculty Advisory Member: Mr. Carl Torres II reported the following:
Sat., June 27, 2020, 3:00 p.m.-5:00 p.m., 1st GCC Motorcade Graduation, on campus: Attended by approximately 30 faculty members. Students were appreciative of the support and also had photo opportunities while waiting for their turn.
Mr. Torres attempted to sign up for the online pedagogy and Google Classroom trainings, including the Think Tank trainings for Google platforms. The trainings were full but believe this is being worked on so that other faculty members can participate.

Support Staff Advisory Member: Mr. Kenneth Bautista reported the following:
The staff have been busy preparing the campus for the Fall semester.

3. **Board of Trustees Community Outreach Report.**
Sat., June 20, 2020: Memorial Service for Vice President Carmen Kwek Santos, Bldg. 2000, attended by Trustees Leon Guerrero, Belanger, and Hara.
Sat., June 27, 2020, 3:00 p.m.-5:00 p.m.: 1st GCC Motorcade Graduation, on campus, attended by Chairman Arriola.

At this time Chairman Arriola mentioned the following:
Thanked the College staff, faculty and administrators for the work they put into and for everyone's support of the first GCC Motorcade graduation. The President reported 150 students participated during the Motorcade.

The Chairman was approached by the Guam National Olympic Committee, who are associated with the Oceana National Olympic Committee. They are interested in starting an Oceana sport education program with GCC. This is something to consider as part of the GCC wellness program.

VI. UNFINISHED BUSINESS

1. **Construction Projects Updates.** President Okada reported on the following:

Bldg. 100. As last reported during the last meeting and as of May 31, 2020, this project is 99.987% complete. There are a few items that need to be resolved such as the change out of the water tanks to what was ordered; finalizing review of the typhoon shutters; finishing up with the air conditioners and digital control; and commissioning of the PVs with the PV system.

Forensic Lab/DNA Building.

The forensic lab is now currently almost 12% complete. As reported from the last meeting there was a "cease and desist" order from the Department of Agriculture of any construction for this project due to some native endangered trees. This issue is being resolved and is ongoing.

Access to power and water for this project should be completed soon. A request for extension is being considered through September 2020 due to delays in the archeological study and the building permit.

Building 300. At the end of June 2020, this project is almost 59% complete. The College is still receiving FEMA reimbursement for this project.

At the request of FEMA, the College submitted an extension request through March 2021, although the current project completion timeline is still September 2020. Until approval for the grant extension is received from FEMA, the College is unable to offer the contractor additional

time.

Wellness Center. The College is updating the USDA application for this project and should be completed soon. One final document is required and will be obtaining that from the legal counsel. A financial feasibility study is also required for the USDA loan, which will be worked on and put out to bid. The College still anticipates a lower interest rate for this loan.

Building B. The College received the updated cost estimate on 60% submittal for this project to include alternate bids. The estimated costs for the alternate bid includes the PV system, the backup generator, and replacement of the elevator with some additional Phase 3 work. As last reported, anticipate funding for this project by the Board.

This renovation project will include a second floor and projected to be a computer lab for the students, plus consolidating all student services for a Student Center. Plans for this project will be shared with the Board when available.

At this time, Trustee Hara mentioned he toured the grounds by the Forensic Lab project and that the area has been cleared of vegetation and larger rocks seemed next to be cleared.

VII. NEW BUSINESS. *(None at this time.)*

At 12:39 p.m., the meeting convened into Executive Session with the following motion:

MOTION

IT WAS MOVED BY TRUSTEE ELOP P. HARA, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE BOARD CONVENE INTO EXECUTIVE SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

VIII. EXECUTIVE SESSION

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

A motion was made to reconvene into Open Session, as follows:

MOTION

IT WAS MOVED BY TRUSTEE ELOY P. HARA, SECONDED BY TRUSTEE GINA Y. RAMOS, THAT THE MEETING BE MOVED INTO OPEN SESSION. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

At 1:18 p.m., the meeting reconvened into Open Session.

A motion was then made to accept the President's report, as follows:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH BELANGER, SECONDED BY TRUSTEE CARLO LEON GUERRERO, THAT THE PRESIDENT'S REPORT BE ACCEPTED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

IX. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:

MOTION

IT WAS MOVED BY TRUSTEE CARLO LEON GUERRERO, SECONDED BY GINA Y. RAMOS, THAT THE MEETING OF JULY 17, 2020, BE ADJOURNED. NONE OPPOSED, MOTION CARRIED. (Voting: 6 ayes, 0 nays)

There being no further discussion, the meeting of July 17, 2020, adjourned at 1:19 p.m.

SUBMITTED BY:

OCT 09 2020

BERTHA M. GUERRERO
Recording Secretary

ATTESTED BY:

OCT 09 2020

DEBORAH C. BELANGER
Secretary

APPROVED BY:

OCT 09 2020

CARLO LEON GUERRERO, VICE CHAIR
FOR **FRANK P. ARRIOLA**
Chairperson

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 9-2020

COMMENDATION FOR SERVICE AS TRUSTEE

WHEREAS, Ms. Gina Y. Ramos served on the Board of Trustees since her initial appointment in 2005 and reappointments throughout the years until 2020; and

WHEREAS, Ms. Gina Y. Ramos served as a Chairperson and Secretary during her tenure and in that capacity faithfully and honorably represented the students, faculty and staff of the College in a commendable fashion; and

WHEREAS, Ms. Gina Y. Ramos demonstrated outstanding leadership and commitment to education for the students, faculty and administration of the College, to our community and neighboring islands; and

WHEREAS, for over fifteen (15) years, Ms. Gina Y. Ramos has been an advocate of the Guam Community College as "a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia" by responding effectively to the diverse needs of the community in her role as a Trustee.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees commends and recognizes Ms. Gina Y. Ramos for over fifteen (15) years of dedicated service and leadership; for providing guidance to the administration of the College; and for her commitment to the mission of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees further commends Ms. Gina Y. Ramos for her leadership in providing valuable support for the welfare of the faculty, staff, and students of the College; and

BE IT FURTHER RESOLVED, that the Board of Trustees extends its sincere appreciation to Ms. Gina Y. Ramos for her outstanding contribution to the people of Guam throughout the years in her role as a member of the Guam Community College Board of Trustees as she completes her tenure.

ADOPTED the 9th day of October 2020.

FRANK P. ARRIOLA
Chairperson

CARLO M. LEON GUERRERO
Vice Chairperson

Members of the Board:

DEBORAH C. BELANGER
Secretary

RICHARD P. SABLAN
Treasurer

ELOY P. HARA
Member

KRYSTAL M. RAMOS
Student Trustee

Guam Community College

2021 BUDGET REQUEST - NAF

PROJECTED REVENUES		PRIOR YEAR 2020 Budget Request	FY 2021 PROJECTION
	Educational and General Operations Revenue		
3	*Tuition Net of Capital Improvement*	2,214,220	1,737,380
6	*Capital Improvement Fees (Resolution 4-89)*	563,000	442,000
4	*Technology Fee for Upgrades (Resolution 11-2000)*	144,470	135,010
4	*Technology Fee for Current Operations (Resolution 11-2000)*	144,470	135,010
	Student Activity Fee	59,370	55,490
	Perm. Faculty Positions (Resolution 5-2006)	1,501,184	1,177,884
	Perm. Staff/Admin Positions (Resolution 5-2006)	600,466	471,154
	Other Fees Net of Tech and Stud Act Fees	234,000	218,000
	Lab Fees	189,577	204,255
	Total General Operations Subsidy	5,644,737	4,576,183
	Auxiliaries Revenue		
	Bookstore Sales	850,000	750,000
	Food Services	33,750	30,600
	Total Auxiliaries	883,750	780,600
	Other Sources Revenue		
	Administrative Recoveries	110,000	60,000
	Interest/Miscellaneous Income	20,000	50,000
	Total Other Sources	130,000	110,000
TOTAL PROJECTED REVENUE		6,864,487	5,466,783

PROJECTED EXPENDITURES		2020 Budget Request	FY 2021 PROJECTION
	Educational and General Expenditures		
	GovGuam Supplement - Other	1,072,000	805,000
	GovGuam Supplement - Adjunct/Substitutes	945,000	850,000
	GovGuam Supplement - PT Salaries		
2	*Perm. Faculty & Staff/Admin Positions (Resolution 5-2006)*	2,101,630	1,649,034
4	*Technology Fee for Current Operations*	144,000	135,000
4	*Technology Fee for Upgrades (Resolution 11-2000)*	144,000	135,000
	Total E & G Expenditures	4,406,630	3,774,034
	Other Educational and General Expenditures		
	Promotion and Development	180,000	145,800
	Professional Development - Faculty	67,500	54,675
	Professional Development - Staff	45,000	36,450
5	*Student Activity Fee - Dean Accts*	11,874	11,098
	Pacific Island Student Transition	8,475	8,475
	Graduation	12,000	12,000
	Bank Fee Expenditures	38,000	35,000
	Board of Trustees Travel	22,500	18,000
	Faculty Senate	1,350	3,750
	WP Secretary II (Salaries & Benefits)	42,532	45,179
	USDA Loan Repayment	153,720	153,720
	Cosmetology	16,200	10,150
	Education - ASL	7,825	7,005
	Education - ECE	10,229	8,150
	Education	1,264	2,546
	Computer Science	17,816	18,341
	Electronics	11,200	12,209
	Office Technology	4,813	3,344
	Automotive	12,021	11,353
	Nursing and Allied Health	7,940	17,495
	Business and Visual Communications	13,337	21,778
	English	1,080	912
	COR English	8,505	-
	Criminal Justice & Social Science	16,065	28,054
	Math/Science	15,406	18,112
	Culinary	33,120	30,163
	Developmental Ed	6,953	6,840
	High School Equivalency	8,000	8,000
	Staff Senate	1,350	750
	Reach for College	31,000	31,000
	Total Other E & G Expenditures	882,878	758,148
	Total E & G Expenditures	5,289,508	4,532,182
	Auxiliaries Expenditures		
	Bookstore	850,000	524,762
	Total Auxiliaries	850,000	524,762
TOTAL CURRENT EXPENDITURES		6,089,508	4,996,941
TRANSFER			
	Transfer from Foundation - Pacific Island Endowment	-8,475	-8,475
6	Transfer to Capital Improvement Fees	563,000	442,000
	Transfer to Student Activity Fees	47,496	44,392
	Total Transfer	604,021	478,917
	TOTAL EXPENDITURES AND TRANSFERS	6,693,529	5,466,858
INCREASE (USE) OF RESERVE		958	-

Notes: 1) The FY2021 Budget Request reflects the initial budget approved.
2) Faculty and Staff/Admin positions, funded by tuition fee increase & allocated 60% and 20%, respectively.
3) Tuition & Fees projection is based on SP20 estimated, SU19, & FA19 enrollment figures. No increase budgeted.
4) Of the $73.00 Technology fee, $30.50 is reserved for the Upgrades and $34.50 is for Computer Operations.
5) Student Activity Fee - Dean's Acct is based on 20% of Student Activity Fee projected.
6) The revenue for Capital Improvement Fees is included in the revenue for Tuition and Fees.
7) Due to declining enrollment, a reduction of 20% has been applied to non-revenue generating budgets.

10/1/2020 &CPage &RVersion 1.1

FEB 12 2020

Guam Community College
2021 BUDGET REQUEST - NAF SPECIAL PROJECTS

PROJECTED REVENUES	PRIOR YEARS ACTUAL as of 09/30/19	PRIOR YEAR 2020 BUDGET REQUEST	FY 2021 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)	11,860	100,460	44,737
Industry Certification	103,120	163,600	176,080
* Gov't Guam/Private Industries Training Requests/Other	221,376	837,500	485,000
* Prometric/Pan/Ed2go Online Courses/HOST TESTING	36,210	25,000	30,000
TAM Workshop (Alcohol Beverage Control)		60,000	60,000
Tour Guide Certification		14,850	13,500
WorkKeys Assessment/NCRC		185,380	185,380
Public Heath	606,913	0	
Total Continuing Education	979,479	1,386,790	994,697
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary	90,070	0	
Criminal Justice Academy	99,183	0	
Sustainability/High School Equivalency	15	17,600	17,600
*Other Projects	35,080	0	
Total Trades & Professional Services	224,348	17,600	17,600
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	10,200	0	50,000
Principles of Voice & Data	9,180	0	28,500
Total Technology & Student Services	19,380	0	78,500
TOTAL REVENUE	1,223,207	1,404,390	1,090,797

PROJECTED EXPENDITURES	ACTUAL as of 09/30/19	2020 BUDGET REQUEST	FY 2021 PROJECTION
Special Projects			
CONTINUING EDUCATION (CE)			
Professional Development (Certified Manager's)	41,732	100,460	44,737
Industry Certification	127,093	163,600	176,080
Gov't Guam/Private Industries Training Requests	203,191	837,500	485,000
Prometric/Pan/Ed2go Online Courses/HOST TESTING	24,002	25,000	30,000
TAM Workshops (Alcohol Beverage Control)		60,000	60,000
Tour Guide Certification	862	14,850	13,500
WorkKeys Assessment/NCRC		185,380	185,380
Public Health/Health Certificate	501,791	0	0
Total Continuing Education	898,671	1,386,790	994,697
TRADES & PROFESSIONAL SERVICES (TPS)			
Hospitality Institute/Culinary	103,104	0	0
Criminal Justice Academy	37,054	0	
Sustainability		17,560	17,560
* Other Projects	74,197	0	
Total Trades & Professional Services	214,355	17,560	17,560
TECHNOLOGY & STUDENT SERVICES (TSS)			
Fiber Optics	3,964	0	46,325
Principles of Voice & Data	3,767	0	28,396
Total Technology & Student Services	7,731	0	74,721
TOTAL EXPENDITURES	1,120,757	1,404,350	1,086,978
NET PROFIT/(LOSS)	102,450	40	3,819

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

FEB 12 2020

GUAM COMMUNITY COLLEGE
Board of Trustees
Resolution 8-2020

WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES
FISCAL YEAR 2020

WHEREAS, the 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, the student account listing consist of the following terms (excluding CEWDs): NIAS – legacy system (2007 and prior terms); all of 2008 terms and all of 2009 terms; and

WHEREAS, attempts have been made to collect these amounts and students accounts will remain on hold and students will not be allowed to receive transcripts or register for future classes; and

WHEREAS, these amounts were recorded as bad debt expense in FY2021 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 $597,362.06 and the write-off of non-student accounts receivable balances of $320,166.41, both totaling $917,528.47 in the Fiscal Year 2020 Financial Statements.

ADOPTED the 9th day of October 2020.

CARLO REGAN GUERRERO, VICE CHAIR
FOR **FRANK P. ARRIOLA**
Chairperson

ATTESTED BY:

Deborah C. Belanger
DEBORAH C. BELANGER
Secretary

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2020 thru September 2021

Approved by GCC Board of Trustees: OCT 09 2020

OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	JANUARY 2021
09- Fri., BOT monthly meeting (12pm) campus 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council (AA), Legislature, 22 GCA, Chapter 7, §7120.2 **RESUME BOT POLICY REVIEW:** **OCT./NOV. 2020 BOT POLICY REVIEW FOR SERIES 155-199**	06- Fri., BOT monthly meeting (12pm) 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus TBA- Board of Trustees / Foundation Board Annual Meeting (Joint Boards Retreat Per Board Bylaws, Article III, Section 1) **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 **OCT./NOV. 2020 BOT POLICY REVIEW FOR SERIES 155-199**	04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 PRESIDENT: 31- GCC's Annual Report to the Governor *Update BOT training: Boards and Commissions Educational Programs, 5GCA, §43116 (d): Continuing Education for Board and Commission Members. Each year, the members of each board and commission *shall*, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve. **DEC. 2020/JAN. 2021 BOT POLICY REVIEW FOR SERIES 200-228**	08- Fri., BOT monthly meeting (12pm) 22- Fri., Foundation Board of Governors mtg., 12pm, GCC campus NOTE: (*update BOT training) BOARDS & COMMISSION EDUCATIONAL REQUIREMENT, 5GCA, §43116 **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2 **DEC. 2020/JAN. 2021 BOT POLICY REVIEW FOR SERIES 200-228**

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE.

GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2020 thru September 2021

Approved by GCC Board of Trustees: OCT 0 9 2020

FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021
05- Fri., BOT monthly meeting (12pm) 19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 BOARD: No later than the 15th of February, submittal of GCCs annual operating budget and capital improvement budgets as it finds necessary directly to the Legislature **FEB./MAR. BOT POLICY REVIEW FOR SERIES 232-292**	05- Fri., BOT monthly meeting (12pm) 19- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 **FEB./MAR. BOT POLICY REVIEW FOR SERIES 232-292**	02- Fri., BOT monthly meeting (12pm) 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus New Student Trustee elected **APRIL/MAY BOT POLICY REVIEW FOR SERIES 306-350** **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor, 5 GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 PRESIDENT: Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, AA Council, Legislature, 22 GCA, Chapter 7, §7120.2	07- Fri., BOT monthly meeting (12pm) (New Student Trustee sworn in) 14- **Fri., GCC COMMENCEMENT, 4:00pm.** 21- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 **APRIL/MAY BOT POLICY REVIEW FOR SERIES 306-350**

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GUAM COMMUNITY COLLEGE
Board of Trustees
Annual Fiscal Year Calendar, October 2020 thru September 2021

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JUNE 2021	JULY 2021	AUGUST 2021	SEPTEMBER 2021
04- Fri., BOT monthly meeting (12pm) 18- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 PRESIDENT: **June 30th** - Graduate Employment Report **BOT POLICY REVIEW FOR SERIES 400-475**	02- Fri., BOT monthly meeting (12pm) 23- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR Quarterly BOT Attendance Report to Governor, 5GCA, Chapter 43, §43107 BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 Quarterly Report to the Public Auditor & Legislative Speaker containing full disclosure of ALL funds under his/her purview and administration for the preceding quarter. Quarterly Report on status of MDF to BOT, Apprenticeship Advisory Council, Legislature, 22 GCA, Chapter 7, §7120.2 **BOT POLICY REVIEW FOR SERIES 400-475**	06- Fri., BOT monthly meeting 20- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **TBA- Convocation** **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 BOT Annual Educational Requirements, 5 GCA, Chapter 43, §43116 **REMINDERS:** **TBA - GCC PAR Excellence Golf Tournament (Scheduled in Sept. or Oct. 2021)** **BOT POLICY REVIEW FOR SERIES 500-700**	03- Fri., BOT monthly meeting (12pm) 24- Fri., Foundation Board of Governors mtg., 12pm, GCC campus **Reports Due:** BOT CHAIR BOT Reporting requirement re meetings to OPA, Legislature & Governor, 5 GCA, Chapter 8, §8113.1 **Reminder: BOT Election, December 2021** **TBA: 2021 ACCT Leadership Congress (Oct. 2021)** **TBA - GCC PAR EXCELLENCE GOLF TOURNAMENT (Scheduled in Sept. or Oct. 2021)** **BOT POLICY REVIEW FOR 500-700**

Adopted by the GCC Board of Trustees: **Date:** 10.09.20

FRANK P. ARRIOLA, Chairperson
CARLO LEON GUERRERO, VICE CHAIR

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