

# Fiscal Year 2007 Budget Request



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Version 1.0

**GUAM COMMUNITY COLLEGE**

OFFICE OF THE PRESIDENT

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February 7, 2006

**MEMORANDUM**

**TO:** Senator Edward J.B. Calvo  
Chairman, Committee on Finance, Taxation, & Commerce  
Office of Finance and Budget  
28<sup>th</sup> Guam Legislature  
101A Ada Commercial and Professional Building  
Hagatna, Guam

**FROM:** President

**SUBJECT:** Budget Request for FY 2007

Attached is a summary copy of the Guam Community College Budget Request for FY 2007. This is a copy of the same material that was sent to the Governor's Office. The following is noted about the request:

- The budget includes 208 positions to be funded by GovGuam Appropriated funds. This is the same number of positions authorized in FY 2006.
- Non-personnel service amounts take into account anticipated increases in utility costs, property insurance and contractual agreements.
- The budget request does not include any request for Manpower Development Funds since no funds were appropriated in FY 2006.

The amount requested provides a bare minimum budget that allows the College to continue operation of its academic programs.

Thank you for your ongoing assistance. If there are any questions, you may contact me at 735-5636 or you may contact Mary A.Y. Okada, the Vice President for Business and Finance, at 735-5547.

Senator Edward J.B. Calvo  
**ACKNOWLEDGEMENT RECEIPT**  
Rcv'd by: Nike  
Print Name & Initial  
Time: 9:06  
Date: 2-9-06

  
H. delos Santos

Committee on Finance, Taxation and Commerce  
Office of Finance and Budget  
Date Rcv'd: 2/09/06  
Time: 10:00 a.m.  
Rcv'd by: AK  
Print Name: AFILAIL REYES

Mr. Carlos Bordallo  
Director  
Bureau of Budget & Management Research  
Office of the Governor  
P.O. Box 2980  
Hagatna, GU 96932

**Subject:** FY2007 Budget Submission

Dear Mr. Bordallo:

Attached is the budget submission for FY 2007 as per your request.

Sincerely,



H. delos Santos, Ed.D.

HDS/MYO:vdc

Attachments

**Government of Guam**  
Fiscal Year 2007 Budget

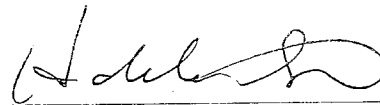
Department / Agency Budget Certification

Department / Agency: Guam Community College

Department/Agency Head: H. delos Santos, Ed.D.

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein, to be sufficient to execute the mission, goals, and objectives of this department for Fiscal Year 2007. I further certify the accuracy of the information contained in this document.

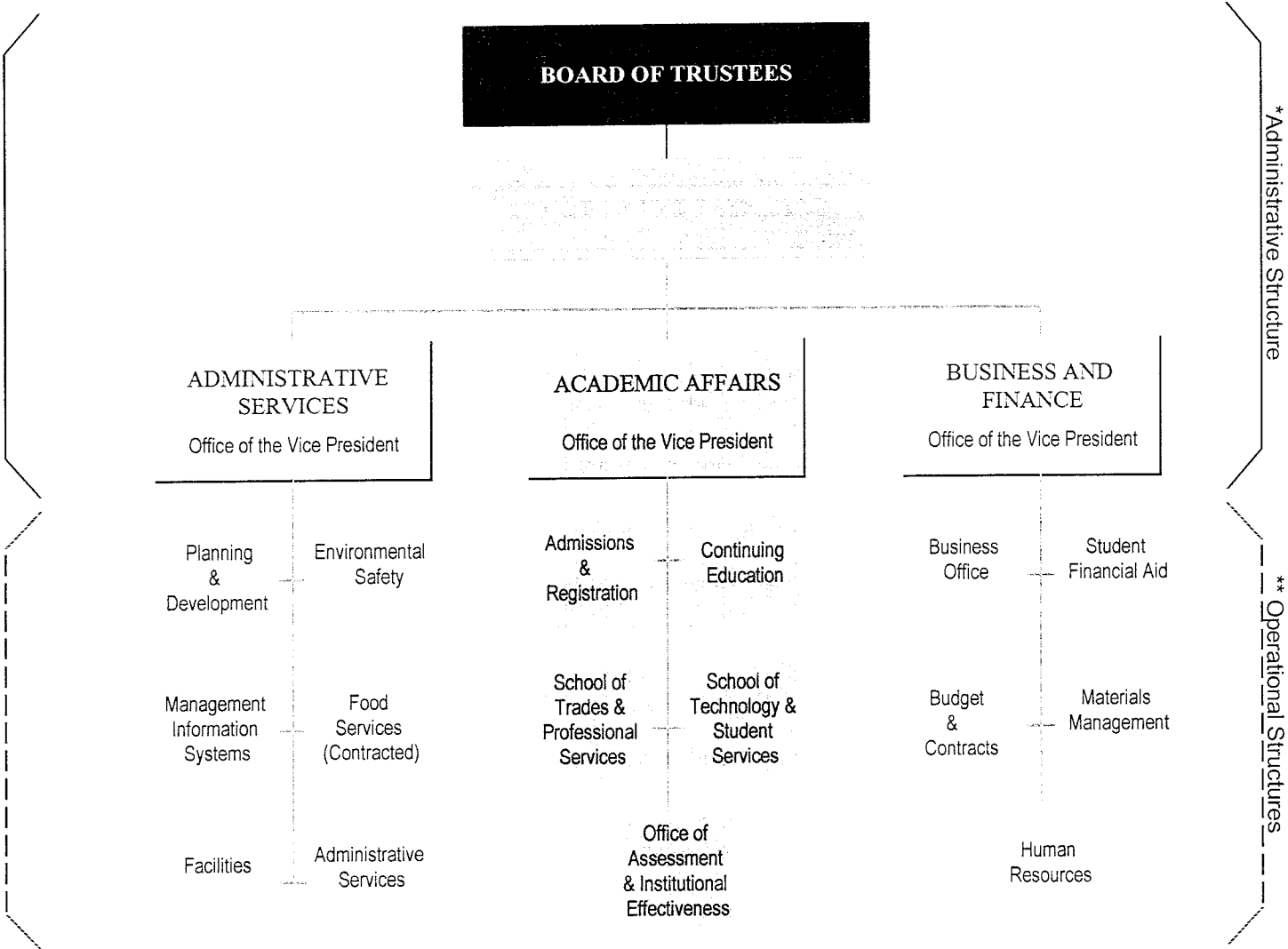
Department/Agency Head:



(Signature)

Date: Dec 29, 2005

# Guam Community College



\* Administrative Structure

\*\* Operational Structures

The Criminal Justice Academy is currently under the School of Trades and Professional Services.

Version 1.0 Revised 5/01/2001

Modification approved by the BOT: 05/01/2001

**Government of Guam**  
Fiscal Year 2007 Budget  
Agency Narrative

**Function:** Education and Culture

**Agency:** Guam Community College

**MISSION STATEMENT:**

Guam Community College (GCC) is a public, open access postsecondary and secondary institution. GCC serves the diverse communities of Guam as a regional focal point for Micronesia within the Asia-Pacific Rim. GCC provides education and vocational training that is premised on lifelong learning. GCC provides education and vocational training that is premised on lifelong learning. GCC is committed to providing quality learning opportunities in occupational, technological, academic, and continuing education, reflective of our community and industry needs.

- To provide postsecondary students with technical, vocational, and general education at the community college level.
- To provide high school students with technical and vocational classes at the Island's high schools. This activity will be carried out in cooperation with the Guam Department of Education.
- To provide the people of Guam with a wide variety of continuing education programs.
- To provide adults with the opportunity to complete high school programs through offering a variety of general education activities.

**PERFORMANCE INDICATORS:**

- Continuing accreditation of the College's educational programs by a recognized accrediting agency.
- The total number of graduates earning degrees and certificates from the College's postsecondary programs.
- The total number of postsecondary classes offered during the school year as well as the total number of students completing postsecondary classes during the school year.
- The total number of students successfully completing technical and vocational programs at the high schools.
- The total number of high school classes offered during the school year as well as the total number of students completing high school classes during the school year.
- The total number of Continuing Education classes offered during the school year as well as the total number of students successfully earning Continuing Education credits during the school year.
- The total number of Adult Basic Education (ABE) and General Educational Development (GED) classes offered during the school year as well as the number of students completing these programs during the school year.

**Government of Guam**  
Fiscal Year 2007 Budget  
Agency Narrative

**Function:** Education and Culture

**Agency:** Guam Community College

**PROPOSED OUTCOMES:**

- Continuing accreditation of the College's educational programs by a recognized accrediting agency.
- The total number of graduates earning degrees and certificates from the College's postsecondary programs.
- The total number of postsecondary classes offered during the school year as well as the total number of students completing postsecondary classes during the school year.
- The total number of students successfully completing technical and vocational programs at the high schools.
- The total number of high school classes offered during the school year as well as the total number of students completing high school classes during the school year.
- The total number of Continuing Education classes offered during the school year as well as the total number of students successfully earning Continuing Education credits during the school year.
- The total number of Adult Basic Education (ABE) and General Educational Development (GED) classes offered during the school year as well as the number of students completing these programs during the school year.

**IMPACT STATEMENT:**

The starting point for the FY 2007 budget request was based on the amount requested for FY 2006. This request calls for continued funding for 208 positions, inclusive of the LPN and Vocational High School Counselors positions that were authorized in FY 2006. The request includes salary increments for employees. New funding has been requested for the anticipated increases in utility costs and the mandatory additional insurance coverage required by FEMA. The loan payment for the Student Services and Administration Building, and the loan payment for the upgrade for the water supply have also been included.

This budget continues to represent a very lean request that allows the College to continue providing, at a minimal level, the same basic technical and vocational education for the postsecondary and secondary environment. No new programs are being proposed. At the same time, the College anticipates the island's economic conditions will continue to create increased demands for educational services as individuals and organizations pursue additional education and training to improve their competitiveness in the job market and to prepare for increased hiring as the economy recovers.

At the time this document was prepared, (December 2005) the College had been receiving the GovGuam Appropriations on a further restricted basis. This had made planning during FY 2006 more difficult than in previous years. As of the same date, the College had not received any of the appropriation from the Territorial Education Facilities Fund. GCC continues to increase the number of classes offered by adjunct instructors. While this budget level has brought about certain economic efficiencies, it continues to reduce the number of full time faculty available for extended interaction with students. Such reductions also place an extra burden on College employees and limit the ability to respond to community needs for training. The College understands existing

**Government of Guam**  
Fiscal Year 2007 Budget  
Agency Narrative

**Function:** Education and Culture

**Agency:** Guam Community College

economic realities. However, at the earliest appropriate time the College needs to add additional full time faculty to increase the amount of extended support available for students.

Tuition for postsecondary classes has been priced at \$50 per credit hour for the past several years. The College will continue to pursue an increase in the tuition rate in order to bring it in line with tuition levels at other Colleges in the region. College personnel continue to enhance institutional revenues by offering specialized classes in a number of program areas including Electronics, Criminal Justice, and the Culinary Arts.

Expenditures continue to be reduced by contracting support services such as cafeteria operations, facility maintenance, security, grounds maintenance, and trash collection. The College has estimated utility expenditures inclusive of the continued anticipated increases. The College is current in all of its payables. This budget request includes amounts for the regular salary increases. The retirement contribution was estimated at the current rate of 21.81%. If additional increases are required, they will need to be covered by a matching increase in appropriations.

During FY 2005, the College was able to correct the following:

- Major storm damage to the administration building, which made the whole building unusable. As a result of the damage, the College relocated student service and administrative functions to the new student dormitory. However an occupancy permit for the new building has been held up because full water service is still not available on the College's Campus. To resolve the water issue, the College is adding water storage and a pump to the new building. This is being funded by a USDA loan. In addition, the College has received a \$1,298,628 Flood Hazard Mitigation grant from FEMA. This grant will help the College reduce water damage from typhoons and storms.
- When the new building receives the occupancy permit, the College will be obligated to begin repaying the \$3,000,000 loan with which the building was constructed. Including capitalized interest, this amount will be approximately \$3,500,000. The repayment amount will be approximately \$205,320 per annum. In addition the College is obligated to set up a debt service reserve that will cost an additional \$81,340 per annum.
- During FY 2006, the College will open up a technology center for the whole campus. Funding for this project was provided using FEMA funds and the College's capital improvement funds.
- During FY2006, the College also opened a Multipurpose auditorium that will become a center for the Culinary Arts program as well as providing a large classroom and gathering place for students. Funding for this building was also provided using FEMA funds and the College's capital improvement funds.
- Guam Community College continues to be one of the few GovGuam agencies that has purchased property and liability insurance. Because of ongoing delays in FEMA's approval of an innovative Insurance Trust, the College has purchased property insurance in the interim. Over the last two years the cost of insurance has gone up 400% and the policy deductible has gone up 800%. This makes insurance the single greatest expenditure at the College after salaries and benefits. It is estimated that the cost of insurance will continue to increase as a result of



**Government of Guam**  
Fiscal Year 2007 Budget  
Agency Narrative

**Function:** Education and Culture

**Agency:** Guam Community College

Hurricane Katrina.

**GOVERNOR'S RECOMMENDATION:**

# DECISION PACKAGE

Department/Agency:

GUAM COMMUNITY COLLEGE

Division/Section:

GUAM COMMUNITY COLLEGE

## ACTIVITY DESCRIPTION:

1. THE COLLEGE SEEKS TO MEET THE NEEDS OF GUAM'S YOUTH AND ADULT STUDENT CLIENTELE TO ACHIEVE THEIR CAREER AND QUALITY OF LIFE GOALS.
2. THE COLLEGE ENDEAVORS TO BE PERCEIVED BY INDUSTRY CLIENTS AS A RESPONSIVE AND VALUED PARTNER IN SERVING THE NEEDS OF A TRAINED WORKFORCE.
3. THE COLLEGE STRIVES TO PROVIDE A COMMUNITY OF STUDENTS, EDUCATORS, AND ADMINISTRATORS ALL SHARING AN ENTHUSIASTIC COMMITMENT TO LEARNING, STUDENT DEVELOPMENT, AND STAFF PROFESSIONAL DEVELOPMENT.
4. THE COLLEGE SEEKS TO SATISFY OUR MAJOR FINANCIAL SUPPORTERS AND TO MAKE THEM PROUD OF THE MANNER IN WHICH OUR MISSION OBJECTIVES ARE MET.
5. THE COLLEGE MUST CONTINUE ITS LONG HISTORY OF DEMONSTRATED EFFECTIVE MANAGEMENT PRACTICES, FISCAL RESPONSIBILITY, AND ACADEMIC INTEGRITY.
6. CONTINUATION AS A LEADER RESPONSIVE TO THE NEEDS AND CONCERNS OF OUR COMMUNITY IN GUAM AND MICRONESIA DEMANDS THAT THE INSTITUTION'S MISSION STATEMENT BE REEXAMINED PERIODICALLY.

1. THE COLLEGE WILL CONTINUE FISCAL STABILITY.
2. THE COLLEGE WILL CONTINUE TO RENOVATE AND UPGRADE CAMPUS FACILITIES.
3. THE COLLEGE WILL COMPLETE THE INSTITUTIONS STRATEGIC AND FACILITY MASTER PLANS, AND THE TECHNOLOGY PLAN.

## SHORT TERM GOALS:

# DECISION PACKAGE

*Department/Agency:*

*Division/Section:*

*GUAM COMMUNITY COLLEGE*

*GUAM COMMUNITY COLLEGE*

<i>Workload Indicator:</i>	<i>FY 2005 Level of Accomplishment</i>	<i>FY 2006 Anticipated Level</i>
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**Government of Guam**  
Fiscal Year 2007 Budget  
Agency Fiscal Summary

Function: Education and Culture  
Agency: Guam Community College

PROGRAM DESCRIPTION	FUND	FY2005		FY2006	FY2007			FY2008	FY2009
		Actual Appropriation	Percent of Agency	Authorized Appropriation	Current Services	Agency Plan	Gov's Rec.	Proj	Proj
<b>AGENCY PROGRAMS</b>									
Executive Office	01	398,440	2.8%	636,901	454,368				
	11	14,709	0.1%	1,089	1,089				
Administrative Services Division	01	2,551,624	18.1%	2,443,599	2,990,516				
	11	313,370	2.2%	272,374	272,374				
Business and Finance Division	01	1,468,525	10.4%	1,352,781	1,277,384				
	11	10,384	0.1%	5,000	5,000				
Professional Technology Institute**	01		0.0%						
Academic Affairs Division	01	738,957	5.2%	754,895	819,201				
	11	83,800	0.6%	83,800	83,800				
Trades and Professional Services	01	4,141,962	29.3%	4,877,189	5,067,791				
	04	39,614	0.3%						
	11	442,479	3.1%	472,480	472,480				
Technology and Student Services	01	3,527,162	25.0%	3,721,668	3,889,371				
	11	387,258	2.7%	417,257	417,257				
Institutional Obligations (Loans, Insurance)	01		0.0%		1,368,660				
<b>TOTAL AGENCY APPROPRIATIONS</b>	---	<b>14,118,283</b>	<b>100.0%</b>	<b>15,039,033</b>	<b>17,119,291</b>				
<b>SOURCE OF FINANCING</b>									
General Fund	01	12,826,669	88.9%	13,787,033	15,867,291				
Manpower Development Fund	04	39,614	0.3%						
NAF- Tuition and Fees	11	1,252,000	8.7%	1,252,000	1,252,000				
<b>TOTAL FINANCING</b>	---	<b>14,118,283</b>	<b>100.0%</b>	<b>15,039,033</b>	<b>17,119,291</b>				
<b>FTE POSITIONS</b>									
Executive Office	01	4	2.0%	4	4				
Administrative Services Division	01	32	16.2%	30	30				
Business and Finance Division	01	23	11.6%	22	23				
Academic Affairs Division	01	139	70.2%	152	151				
<b>TOTAL FTEs / PROGRAMS</b>	---	<b>198</b>	<b>100.0%</b>	<b>208</b>	<b>208</b>				
<b>FTEs / FUNDS</b>									
General Fund	01	198	95.2%	208	208				
<b>TOTAL FTEs / FUNDS</b>	---	<b>198</b>	<b>100.0%</b>	<b>208</b>	<b>208</b>				

\*\* The Pro-Tech Institute is currently under the School of Trades and Professional Services as the Criminal Justice Academy.

**Government of Guam**  
Fiscal Year 2007 Budget  
Agency Budget Digest

Function: Education and Culture  
Agency: Guam Community College

Governor's Request

Budget Account Code	Appropriation Classification	A	B	C	Governor's Request		
		FY2005 Actual Appropriation	FY2006 Authorized Appropriation	FY2007 General Fund	D FY2007 Federal Fund(s)	E FY2007 Other / NAF Funds	F FY2007 Total Req. (C+D+E)
<b>PERSONNEL SERVICES</b>							
110	Regular Salaries/Increments	7,987,387	9,014,233	9,247,215			9,247,215
111	Part Time Salaries					798,852	798,852
120	Benefits-Full Time	2,259,554	2,302,393	2,631,617			2,631,617
121	Benefits-Part Time					119,985	119,985
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$10,246,941</b>	<b>\$11,316,627</b>	<b>\$11,878,832</b>	<b>\$0</b>	<b>\$918,837</b>	<b>\$12,797,669</b>
<b>OPERATIONS</b>							
220	Travel: Local Mileage	10,100		13,337		4,200	17,537
230	Contractual Services	1,241,783	1,018,230	2,378,508		116,074	2,494,582
240	Supplies & Materials	342,140	336,111	363,001		12,889	375,890
250	Equipment	154,452	303,303	413,816			413,816
290	Miscellaneous Expense	42,614	29,830	27,147			27,147
	<b>TOTAL OPERATIONS</b>	<b>\$1,791,089</b>	<b>\$1,687,474</b>	<b>\$3,195,808</b>	<b>\$0</b>	<b>\$133,163</b>	<b>\$3,328,971</b>
<b>UTILITIES</b>							
361	Power	420,000	320,000	600,000		200,000	800,000
362	Water/Sewer	18,000	18,000	22,000			22,000
363	Telephone/Toll	128,000	128,000	109,836			109,836
	<b>TOTAL UTILITIES</b>	<b>\$566,000</b>	<b>\$466,000</b>	<b>\$731,836</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$931,836</b>
<b>CAPTITAL OUTLAY</b>							
450	Capital Outlay	262,254	316,932	60,815			60,815
	<b>TOTAL CAPTITAL OUTLAY</b>	<b>\$262,254</b>	<b>\$316,932</b>	<b>\$60,815</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,815</b>
<b>TOTAL APPROPRIATION</b>		<b>\$12,866,283</b>	<b>\$13,787,033</b>	<b>\$15,867,291</b>	<b>\$0</b>	<b>\$1,252,000</b>	<b>\$17,119,291</b>
Actual MDF receipts for FY2005 were only \$35,653.00.							
<b>FULL TIME EQUIVALENCIES (FTEs)</b>							
	Unclassified	2	2	2			2
	Classified	196	206	206			206
	<b>TOTAL FTEs</b>	<b>198</b>	<b>208</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>208</b>
<b>AGENCY DECISION ITEMS</b>							
<b>TOTAL AGENCY DECISION ITEMS</b>							
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GOVERNOR'S RECOMMENDED ITEMS</b>							
<b>TOTAL GOVERNOR'S RECOMMENDE</b>							
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>