

## **Finance and Administration Division**



### **Division Description**

The Office of the Vice President for the Finance and Administration Division provides leadership for financial management, human resources, materials management, and financial aid.

### **Mission**

The mission of the Finance and Administration Division is to support the thoughtful allocation and management of the College's resources.

The following offices are under this division:

### **Administrative Support Services**

To provide support services in the most efficient and cost effective manner. Services include copying services, telephone operations and messenger services.

### **Business Office [1]**

The Business Office provides services to students, staff, faculty and the administration. Services provided include cashiering, accounts receivable, accounts payable, payroll, and accounting for the College.

### **Environmental Health & Safety [2]**

The Environmental Health & Safety Office is responsible for the College's Safety Program to include implementation, enforcement, and monitoring. The office also provides technical assistance to management in the implementation of said programs. Periodic unannounced (spot) inspections of all campus facilities and satellite high schools are conducted to identify local or federal OSHA related violations. Safety training is provided to faculty and staff personnel in coordination with the Human Resources Department. The Environmental Health & Safety Office also acts as an alternate liaison with any natural disaster as GCC's FEMA Project Coordinator.

### **Financial Aid [3]**

The Financial Aid Office provides financial assistance for qualified students at GCC. Types of financial assistance available include Pell Grants, Federal Work-Study Program, privately funded scholarships and VA Education Benefits.

### **Human Resources [4]**

The Human Resources Office is responsible for organizational development, policies and programs covering employment, compensation, benefits, performance management, employee relations, recruiting and retention, training and development, employee records management, and compliance with applicable federal and local labor laws, and contractual agreements.

The Human Resources Staff is a team of professionals who provide services to all classifications of current and former employees, management and labor representatives, applicants, and the general public.

Guam Community College is an Equal Employment Opportunity Employer. It is the policy of Guam Community College to provide Equal Employment Opportunity (EEO) in all matters of employment based on merit without regard to race, color, creed, sex, religion, age, national origin, marital status, political affiliation and mental or physical disability.

### **Materials Management (Procurement) [5]**

Materials Management is responsible for the procurement of equipment, supplies and goods to support the educational and research requirements for our students, faculty and staff. We reference methods of procurement in accordance with established local laws, federal guidelines, policies and procedures; ensure legal and ethical purchasing and contracting activities at all stages of procurement.

### **Management Information Systems (MIS) [6]**

To assist GCC in accomplishing its mission by supporting overall goals and objectives through automation and technology. To maintain, support, and keep up-to-date GCC's information infrastructure needs through: 1) effective management of computer technology and related resources; 2) acquisition, integration and deployment of hardware and software; and 3) hiring, training and retaining managerial, technical, and operational personnel.

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## **Contact Information**

### **Carmen Kwek Santos, CPA, Vice President**

Vivian Cruz, Administrative Assistant

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### **Debbie Duenas, Administrative Aide**

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