

GUAM COMMUNITY COLLEGE
Board of Trustees
Monthly Meeting of October 6, 2010

Minutes

I. CALL TO ORDER

The monthly meeting of October 6, 2010 was called to order at 6:25 p.m., by Ms. Gina Y. Ramos, Board Chairperson, presided over the meeting 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. Eduardo R. Ilaio, Ms. Paling April Cruz.

Not in attendance: Mr. Frank P. Arriola, Edward G. Untalan.

Others in attendance: Dr. Mary A.Y. Okada, President, Ms. Karen Sablan, Faculty Advisory Member (Alternate), Attorney Sarah Strock, Legal Counsel, Dr. R.Ray Somera, Vice President, Academic Affairs Division, Ms. Carmen Santos, Vice President, Finance & Administration Division, Dr. Michelle Santos, Dean, School of Technology & Student Services, Mr. Reilly Ridgell, Dean, School of Trades & Professional Services, Ms. Doris U. Perez, Assistant Director, Planning & Development, Ms. Joann Muna, Human Resources Administrator.

Not in attendance: Mr. Barry Mead, Faculty Advisory Member, Mr. Kenneth Bautista, Support Staff Advisory Member.

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

1. September 1, 2010 Meeting

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAIO, THAT THE BOARD APPROVES THE MEETING MINUTES OF SEPTEMBER 1, 2010, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 5 ayes, 0 nays)

III. COMMUNICATIONS - None.

IV. PUBLIC DISCUSSION - None.

V. REPORTS

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

–Financial Status: As of October 6, 2010, based on the Fiscal Year 2010 allotment schedule, the college has received 75% of its \$16.469 million budget for FY2010 -- GenFund (75%), LPN (83%), MDF (75%), and TAF (77%). The college has an additional \$422,000 of encumbrances, however, continues to receive funds from the prior year.

–Capital Improvement Projects (CIP): Projects currently ongoing include the replacement of the air-conditioning unit of the Student Services & Administration Building which is scheduled to be completed by November 2010. Additionally, with regard to the renovation of the bathrooms in Building-D and the renovation of classrooms, the college has issued liquidating damages due to delays on the completion of the projects. The bid for the generator has gone out, however, the days for delivery time has been amended from 120 days to now 240 days based on the expected arrival time of the generator. President Okada reiterated that this project is funded under ARRA.

At this time, President Okada reported that she recently submitted to the Governor a request to re-program the ARRA funding associated with the Library. She reiterated that initially the Library was funded out of a USDOE grant, then funded out of ARRA, then funded through a USDA loan. She noted that the request for the re-programming of \$3.2 million included funding from the redundant system that was cancelled due to bids received in excess of the budget, and the parking lot project that was made pulled into the LRC Building. However, the President shared that in her request to re-program the funds, she received word that the funds may be redirected to another agency. Since then, the President noted that she's met with the Governor's staff on the matter. Another meeting with the Governor is currently being scheduled and upon confirmation of the date and time, Board members will be notified.

–Crime Lab Expansion: President Okada reported that GCC received a grant from the U.S. Department of Interior to do the architectural and engineering for the expansion of the Crime Lab. As part of the expansion, discussions with the Guam Police Department centered on classrooms and laboratories for our students and faculty offices.

–Memorandum of Agreement (MOA) with Naval Hospital: President Okada noted that in a meeting regarding GCC's MOA with the Naval Hospital, a request for authorization to use hospital facilities as a laboratory for our nursing students, a request to the hospital to identify some of their nurses who may want or can teach additional courses for GCC, and a request to provide additional training for the civilian market is in the works.

–Federal Aviation Administration (FAA): In November 2010, representatives from FAA and representatives from Guam, Hawaii and Northern Marianas airports will be meeting with GCC to

discuss certification training programs. Currently, the college is working on an MOA between the Department of Defense Fire Department so that their people can take the training.

–Meeting with GCC Staff on Hay Study: President Okada reported she met with the GCC staff on Friday, October 4 to discuss the Hay Study implementation. In her briefing with staff, she noted that in the fiscal year 2011 budget funding for the Hay Study was identified and funded at \$13.1 million. However, what was not included in the \$13.1 million were the unclassified employees. Therefore, the Governor issued an executive order that specifically indicated that the implementation of the Hay Study is contingent upon the additional funding (approximately \$5.5 million) that is needed to fully implement the Hay Study, which will be retroactive to October 1, 2010.

In the bill, President Okada highlighted the following issues that could be a cause of concern to the college: 1) The Government of Guam is not ready to implement the Hay Study because the Personnel Actions are not yet processed; 2) The Government needs the additional funding of approximately \$5.5 million to fully implement the Hay Study; 3) A class action lawsuit regarding “bonuses” was recently filed and it includes GCC. President Okada emphasized that these three issues will not hold up the implementation of the Hay Study, but the bill that was submitted to the Legislature by the Governor will not be addressed until after the elections.

The President reiterated and clarified that because the college’s Fiscal Year 2011 Budget incorporates the Hay Study and the Administrator’s salary adjustment, and because it was done for our faculty, the college’s position on the implementation of the Hay Study and the Administrator’s pay is and will be retroactive to October 1, 2010. This will happen when the additional funding, per the Governor’s executive order, has been identified for the classified employees.

With regard to the recent filing of the class action lawsuit on “bonuses,” President Okada clarified that this issue is not based on the Hay Study, but is based on an administrative process that was developed years ago. It is estimated that if “bonuses” are to be paid out dating back to 1991, it will cost the Government of Guam approximately \$8 million. This will only affect classified employees.

–College Participation: GCC participated at various college and community events to include the Island’s Annual Coastal Cleanup, the Guam Body Building event, GCC’s Golf Tournament, etc.

2. Monthly Activities Report

Student Trustee: Trustee Cruz reported on the following:

- Fall 2010 Festival was a huge success, with more than 500 students in attendance. Appreciation was extended to all those who participated.
- Budget hearings are currently being held for the various student organizations.
- Building a Stronger Workforce Conference is scheduled to be held on Friday, October 15, 2010, 8:00am-5:00pm at the Marriott Hotel in Tumon with 150 students expected to attend.
- Copsa’s general membership meeting is scheduled to be held Friday, October 8, 2010.

Note: At 6:55pm, Trustee Cruz was excused from the meeting to attend the Student Gubernatorial Forum currently ongoing at the Multipurpose Auditorium.

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

- Appreciation was extended to the faculty for their participation during the recently held Fall Festival.
- The Faculty Evaluation committee continues to meet and is progressively moving forward to finalize this section of the Faculty Agreement.
- The Faculty Job Specification Committee will be meeting soon.
- The GCC faculty is still working with Revenue & Taxation Department to finalize documents for GCC's Faculty Union. Upon completion, Revenue & Taxation will issue a Certificate of Incorporation.

Support Staff Advisory Member: Mr. Bautista was not in attendance.

3. Board of Trustees Community Outreach Report

Trustee Ilao participated at the annual Red Ball Golf Tournament recently held. While in Washington, DC, Chair Ramos attended an event for Delegate Bordallo. Additionally, Chair Ramos along with President Okada attended a reception on November 14, 2010 for UOG's Nursing accreditation.

VI. UNFINISHED BUSINESS

1. Construction Project Updates

Student Center - President Okada noted that the college recently received the approved permit from the Guam Fire Department (GFD) and is now just pending approval from the Guam Environmental Protection Agency (GEPA).

Learning Resources Center - The ribbon cutting ceremony is scheduled to be held on Friday, December 10, 2010, 10:00am. Invitations have been sent out to various VIPs, to name a few, the U.S. Department of Agriculture (local and Honolulu offices), the National Science Foundation, Delegate Bordallo, Governor Camacho, the Department of Energy, and General Bice. Assistant Secretary, Mr. Frank Chong, has also been invited however is pending confirmation. Board members again were asked to block off their calendar for this special event.

Operation Green Farm: On October 1, 2010, GCC employees were given the opportunity to harvest vegetables on GCC's land located on Route 15. Another date to harvest is set for October 8, 2010.

VII. NEW BUSINESS

1. Proposed Board Resolutions

• **Establishment of the President's Development Account**

President Okada requested the Board's consideration to approve the establishment of the President's

Development Account. She said the development account will address the “leadership & succession planning” that was discussed previously with the Board. If approved, the President plans to hold a Chair’s Academy this Summer. Research and direct communication with the Chair’s Academy was conducted by Mr. Eric Chong, GCC faculty. The program is a two-year program and will be offered as professional development to those who are interested in a leadership position.

MOTION

IT WAS MOVED BY TRUSTEE MARIA DILANCO GARCIA, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE RESOLUTION ENTITLED “ESTABLISHMENT OF THE PRESIDENT’S DEVELOPMENT ACCOUNT.” MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the resolution is attached.)

• **Creation of the Operations Fund for Fiscal Year 2011**

The funding for fiscal year 2011 appropriated by the Legislature for the Guam Community College is as follows:

General Fund	\$12,841,257
General Fund LPN/Counseling	\$ 742,166
ProStart/LMP	\$ 24,154
Manpower Development Fund	<u>\$ 3,059,265</u>
TOTAL:	<u>\$16,666,842</u>

Based on the October 1, 2010 implementations of all the salary adjustments, the General Fund appropriation for GCC will only be enough for salaries and benefits. She noted that in the Budget Law, there is a provision that allows the Board of Trustees, with the recommendation of management, to allocate an amount from the Manpower Development Fund, provided that the activity of the Manpower Development Fund and Apprenticeship Program has been supported. The proposed resolution before the Board will authorize the creation of the “GCC Operations Fund” for fiscal year 2011, and will further authorize the sum of \$2,500,000 to support the fiscal year 2011 operations. Further, the proposed resolution will, upon recommendation by the GCC administration, authorize the use of the Manpower Development Fund to support the Operations of the college, e.g., supplies, contractual services, etc. President Okada assured the Board that this fund will be tracked separately.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES BOARD RESOLUTION ENTITLED “FISCAL YEAR 2011 OPERATIONS FUND.” MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays). (A copy of the resolution is attached.)

• **Updated to Administrative Positions**

Vice President for Finance & Administration - Based on the Board’s recent adoption of the Guam Community College Organizational Chart, President Okada said the update to the position description is for currentness purposes.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES THE POSITION DESCRIPTION UPDATE FOR THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the position description is attached.)

Controller - President Okada noted that the last update made to the Controller's position description was back in 1988.

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE EDUARDO R. ILAO, THAT THE BOARD APPROVES THE POSITION DESCRIPTION UPDATE FOR THE CONTROLLER. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays) (A copy of the position description is attached.)

• **Relative to Acknowledging the New Faculty Union, Local 6476**

On August 24, 2010, the Guam Federation of Teachers Executive Council voted and passed a resolution to renounce and withdraw any and all claims of exclusive recognition for the faculty of the Guam Community College, effective Friday, August 27, 2010.

Ms. Karen Sablan reiterated that the GCC faculty is still working with Revenue & Taxation Department to finalize documents for GCC's Faculty Union and upon completion the Department of Revenue & Taxation will issue a Certificate of Incorporation. Therefore, pending the receipt of the Certificate of Incorporation from the Department of Revenue & Taxation, the following motion was made:

MOTION

IT WAS MOVED BY TRUSTEE DEBORAH C. BELANGER, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD TABLE THIS ISSUE PENDING RECEIPT OF THE "CERTIFICATE OF INCORPORATION" FROM THE DEPARTMENT OF REVENUE & TAXATION. MOTION CARRIES. (Voting: 4 ayes, 0 nays)

2. President's Travel Schedule

- **September 20-23, 2010: Minority Serving Institutions Technical Assistance Workshop, Addison, Texas**

President Okada said the Board's formal approval, via motion, is requested this evening for recordation purposes. In early September 2010, via electronic voting, the Board voted to approve the President's request to attend the workshop held in Addison, Texas.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL REQUEST TO ATTEND THE SEPTEMBER 20-23, 2010 MINORITY SERVING INSTITUTIONS TECHNICAL ASSISTANCE WORKSHOP IN ADDISON, TEXAS. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

At 7:50 p.m., the meeting went into Executive Session.

VIII. EXECUTIVE SESSION

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

At 8:15 p.m., the meeting reconvened to open session.

MOTION

IT WAS MOVED BY TRUSTEE EDUARDO R. ILAO, SECONDED BY TRUSTEE MARIA DILANCO GARCIA, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES UNANIMOUSLY. (Voting: 4 ayes, 0 nays)

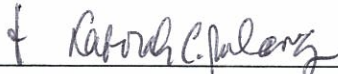
IX. ADJOURNMENT - There being no further discussions, the meeting of October 6, 2010 adjourned at 8:17 p.m.

SUBMITTED BY:



LOURDES V. BAUTISTA
Recording Secretary

ATTESTED BY:



FRANK P. ARRIOLA
Secretary

NOV 03 2010

APPROVED BY:



GINA Y. RAMOS
Chairperson

NOV 03 2010

Attachments:

1. Board Resolution 1-2011: President's Development Fund, Fiscal Year 2011
2. Board Resolution 2-2011: Creation of the Operations Fund for Fiscal Year 2011
3. Position Description: Vice President for Finance and Administration
4. Position Description: Controller

**Guam Community College
Board of Trustees**

**President's Development Fund
Fiscal Year 2011**

WHEREAS, the Guam Community College assists institutional officers and employees in their development; and

WHEREAS, the Board of Trustees, through policy #216 established the promotional and development account to fund, develop, and initiate programs for the College; and

WHEREAS, Management submitted the FY 2011 Non-appropriated fund (NAF) budget request to the Board of Trustees for their approval; and

WHEREAS, the Board of Trustees approved the sum of \$100,000 for the President's promotional account as part of the FY 2011 NAF budget; and

WHEREAS, the college requests for an additional appropriation for the President's Development Fund to support appropriate incentives for employees.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees appropriates the sum of \$100,000.00, from NAF Fund Balance, to support the President's Development Fund for FY 2011.

**Adopted October 6, 2010
Resolution 1-2011**

**Guam Community College
Board of Trustees**

FY 2011 Operations Fund

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

WHEREAS, the Guam Community College submitted its fiscal year 2011 budget to the 30th Guam Legislature; and

WHEREAS, the 30th Guam Legislature passed Bill No. 439-30 supporting the GCC fiscal year 2011 budget in the amounts that follow; and

General Fund	\$12,841,257
General Fund LPN/Counseling	\$ 742,166
ProStart/LMP	\$ 24,154
Manpower Development Fund	<u>\$ 3,059,265</u>
Total	\$16,666,842

WHEREAS, the significant increases to the cost of insurance and retirement benefits has resulted in increased costs for employees' salaries and benefits; and

WHEREAS, the General Fund appropriation of \$12,841,257 will only be enough to cover employees' salaries and benefits for fiscal year 2011; and

WHEREAS, I Magalahaen Guahan signed Bill No. 439-30 into Public Law 30-196 on September 1, 2010, appropriating the fiscal year 2011 budget to the Guam Community College as outlined above, and

WHEREAS, Chapter II, Section 2 (d) of Public Law 30-196 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 the College, 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 creation of the "GCC Operations Fund" for fiscal year 2011.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the sum of \$2,500,000 to support the fiscal year 2011 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: October 6, 2010
Resolution 2-2011**

**VICE PRESIDENT
FOR
FINANCE AND ADMINISTRATION**

NATURE OF WORK IN THIS CLASS:

This is a management position within the administrative structure of a career and technical education institution. It is a twelve month service position reporting directly to the President. The Vice President for Finance and Administration is the Chief Financial and Business Officer of the College. The Vice President for Finance and Administration is a top-level manager who has the primary responsibility to provide leadership and direction in all matters related to Business, Finance, and Administration.

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

The primary responsibilities of the Vice President for Finance and Administration are to analyze, interpret and manage the business, financial affairs and administration of the College and report the financial condition of the College to the President and Board of Trustees along with appropriate recommendations regarding all financial affairs of the College. Reporting directly to the Vice President for Finance and Administration are the Administrators for the following departments: Business Office, Student Financial Aid, Materials Management, Human Resources, Management Information Systems, and Environmental Health and Safety. Duties of the Vice President for Finance and Administration may include all or most of the following but are not limited to only those listed:

- Financial Accounting and Reporting
 - Development, operation and maintenance of the basic financial accounting and records systems.
 - Preparation of financial reports and analyses that inform the President, Board of Trustees and the College community of the financial status of the institution.
- Fiscal Management
 - Management of all financial operations of the College including design of the systems, preparation and presentation of financial reports, conduct of financial analyses, provision of appropriate controls and internal audits, billing, collection, calculation of indirect cost, rates, payment of invoices, etc.
 - Management and administration, within the College policy, of all College funds including auxiliary enterprises, service departments, student activities, etc.
 - Financial resource management, investment and strategy development for college funds and endowments.
 - Cash management.
 - Management of grant project finances.

Vice President for Finance and Administration

- Financial planning, budget development and management.
- Coordinates college investments to ensure maximum return on investments in Certificate of Deposits and money market funds.
- Business Management
 - Purchasing goods and services.
 - Procurement management.
 - Inventory maintenance and control.
 - Auxiliary enterprises.
 - Develop and implement fiscal controls pertaining to business affairs.
 - Facility and liability insurance, including risk management.
- Administration
 - Recommends and executes plans for information technology to support and meet the College's objective based on research and evaluation from appropriate committees/group.
 - Directs the implementation and execution of new/upgraded information systems.
 - Responsible for the efficient delivery of support services such as photocopying, messenger services and telephonic communications.
- Leadership and Policy Development for financial planning, budgeting, accounting, human resources, information systems, procurement services, business operations, risk management, and environment health and safety programs.
- Supervision, Evaluation and Training of Administrators and Staff.
- Maintain ongoing business and organizational relationship with the appropriate officials and employees of federal, state, community, other educational institutions, and other business entities and organizations which have financial or legal relationships with the college.
- Negotiates with external organizations and builds relations with banks, bondholders and other sources of financial and financial services.
- Establish operations standards for cost control, waste reduction, quality, safety, and complete and on-time services/delivery.
- Ensure that the College is in compliance with federal and local law, rules and regulations, and Board policies in area of responsibilities.
- Overall guidance to ensure safety and health of all constituencies within the College.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Effective planning and organizational skills.

Vice President for Finance and Administration

Ability to prioritize work, establish realistic time schedules and meet deadlines.

Knowledge of education financial management and recommends policies and procedures that ensure the college is in compliance with the funding requirements.

Maintain expertise in federal and state policies and regulations as they pertain to the community college.

Oversees contract management and is responsible for the maintenance of all documents related thereto.

Analyze, interpret, and apply detailed written policy and complex rules and regulations.

Ability to apply accounting and mathematical principles.

Knowledge and skill in the development and use of management information systems.

Knowledge, experience, and skill in establishing and operating computerized financial accounting management and reporting systems, including fixed assets and capital projects.

Oversees the timely preparation of the college's annual budgets, including the production of all related internal and external documentation, for review and approval, where applicable, by the Board of Trustees.

Ability to work effectively with a wide variety of people both individually and in groups including interpersonal relationship conflict resolution.

Ability to exercise independent judgment based on a thorough comprehension of pertinent policy, law, rules, and regulations.

Skills in clear and effective communication both oral and written.

Must be strong a strong financial planner, analyst and strategist.

Ability to make judgment regarding programs and financial accounting.

Ability to work effectively under pressure.

Ability to comprehend the impact of financial activities and the interrelationships between educational programs, program management and the availability and use of financial and personnel resources.

MINIMUM EXPERIENCE AND TRAINING:

- a) Master's Degree from an accredited college or university in Business Administration with a concentration in financial management or closely related area; plus seven (7) years of progressively responsible experience in financial management, accounting, business financial administration, strategic planning and budgeting, or development and analysis of financial management systems;

Vice President for Finance and Administration

three (3) years of which shall be supervisory experience and four (4) years in education financial management work; or

- b) Certified Public Accountant (U.S. Certified) and a Bachelor's Degree from an accredited college or university in Business Administration with a concentration in accounting, financial management or closely related area; plus seven (7) years of progressively responsible experience in financial management, accounting, business financial administration, strategic planning and budgeting, or development and analysis of financial management systems; three (3) years of which shall be supervisory experience and four (4) years of experience in auditing an educational institution.

Ratified: OCT 06 2010


**CHAIRPERSON, BOARD OF TRUSTEES
GINA Y. RAMOS**

Pay Grade S

Controller

NATURE OF WORK

This is a highly complex and responsible professional work in Financial Management. The position holder directs a major accounting operation involved in controlling and accounting for the financial resources of the Guam Community College. Work involves planning, executing approved plans, and monitoring activities directly related to the financial program of the various division of the College. Under the general supervision of the Vice President for Finance and Administration, employee in this class operates within a wide latitude for the exercise of the independent judgment and actions in accordance with programs objectives and established policies and procedures. Reports to 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 administers the accounting system that is involved in the day to day financial activities of an educational institution, ensures compliance of the accounting system with sound and acceptable accounting practices and procedures.

Administers the preparation of major financial statements to provide an analytical assessment of the College's financial solvency; reviews and analyzes federal financial reports before submission to Federal Offices, provides accounting solutions to major financial problems encountered during the fiscal year.

Monitors the College's cash flow for signs of instability; makes recommendations and reviews BBMR allotment release. Presents financial statements, reports and balances sheets, to the Vice President for Finance and Administration.

Provides payroll projections for the Vice President for Finance and Administration for his/her review and direction.

Coordinates with independent auditors during the audits of the College's financial records.

Monitors the compliance of the auditors recommendation as cited on the audit reports.

Trains staff on the usage of the integrated computer system. Initiates collection efforts to obtain payment of major account receivables with government agencies and other entities.

Certifies funds for purchase orders, contracts, and payroll. Reviews, consults with, and make recommendations to the various Administrators as to the acceptable use of funds.

Provide support during testimony at the legislature on College's Budgetary needs.

Conducts orientation and in-service training programs for Administrators in budget methods and preparation.

Supervises and directs the work of subordinates engaged in the daily operations and activities of a variety of programs financed through a wide variety of funds, appropriations and other sources of revenues.

Prepares financial trends and analyses, and makes recommendations and suggestions relative to the outcome for expenditures such as salary, contractual, supplies, utilities, etc.

Coordinates the budget preparation of the various divisions including the compilation and consolidation of all budget documents in readiness for presentation to the Board of Trustees; prepares financial budget impacts and analyses needed by management to justify to the Board and Legislature.

Preparation and timely submission of all assessment related reports.

Prepares correspondences and maintains records.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

A thorough knowledge of the accounting principles, theories, and practices and procedures.

Knowledge of the current developments, trends and plans for future developments in financial management within the Guam Community College.

Ability to develop methods for implementing prescribed financial management procedures and to plan and organize the accounting activity in such a manner as to produce timely, comprehensive and accurate financial reports.

Ability to establish and maintain records of considerable complexity and to prepare from such records.

Ability to establish and maintain effective working relationships with various Division Administrators of the Guam Community College and with official of other government agencies having cooperative working relationship with the College in financial management and budgeting.

Ability to direct and administer an accounting system with a wide variety of account structures.

Ability to prepare and analyze financial statements and reports.

Ability to provide sound accounting advice on a variety of financial dilemmas.

Ability to monitor the College's cash flow and initiate remedial measures to avoid a crisis.

Ability to induce effective performance by the College's accounting employees and to maintain their morale, training and development at a high level.

- Ability to assist auditors during the conduct of an audit.
- Ability to certify funds for a variety of accounting transactions.
- Ability to communicate effectively orally and in writing.
- Ability to maintain records and prepare reports.
- Ability to work effectively with the public, faculty, administrators and staff.
- Ability to communicate effectively, orally and in writing.
- Skill in the use, management and evaluation of a computerized integrated accounting system.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

MINIMUM EXPERIENCE AND TRAINING

- A. Master's degree in Business or Public Administration with a concentration in financial management or closely related area with four (4) years of professional financial management or accounting work experience, with at least two (2) year of supervisory experience; or
- B. Bachelor's degree in Business or Public Administration with a concentration in financial management or closely related area with six (6) years of professional financial management or accounting work experience, with at least three (3) year of supervisory experience.

Ratified: OCT 06 2010


CHAIRPERSON, BOARD OF TRUSTEES
GINA Y. RAMOS

Pay Grade R