



**UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
BOARD OF REGENTS**

RESOLUTION NO. 18-06

RELATIVE TO APPROVING THE FY2019 AUXILIARY BUDGETS

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the region; and

WHEREAS, the Board of Regents of the University is responsible for annually approving and adopting budgets and strategic plans for auxiliary units that derive their revenues from self-generating funds and fees; and

WHEREAS, the Board of Regents received recommendations on areas of resource needs and opportunities of auxiliary units from the University Planning and Budget Advisory Committee (UPBAC) with representation from the Faculty Senate, Deans' Council, Administrative Council, Faculty Union, Staff Council, and Student Government Association; and

WHEREAS, the Board of Regents received recommendations from UPBAC on the goals articulated in the strategic plans of the auxiliary units and on focusing auxiliary unit revenues and spending upon the highest priorities within their business plan objectives; and

WHEREAS, the University continues to demonstrate a commitment to deficit elimination and the seizing of opportunities in an atmosphere of declining resources related to the problems facing the economies of the island and the region; and

WHEREAS, the University has implemented initiatives that enhance, realign and reshape the institution, strengthening its commitment to institutional efficiency and effectiveness, revenue growth, and cost savings; and

WHEREAS, the President has recommended, the Budget, Finance, Investment and Audit Committee has reviewed the budgets, and together recommend that the Board approve the following FY 2019 Auxiliary Fund Budgets attached hereto:

Bookstore	Student Government Association
Cafeteria	Student Health
Calvo Fieldhouse	Student Housing
Intercollegiate Athletics Council	Professional and International Programs
MARC Press	

NOW, THEREFORE, BE IT RESOLVED, that the University of Guam FY2019 Auxiliary Budgets named above and attached hereto are hereby approved and will become effective October 1, 2018.

BE IT FURTHER RESOLVED, that the provisions of University of Guam Board of Regents Resolution No. 01-32 *Relative to Authorizing the President to Approve Quarterly Budget Re-forecasts and Requiring Annual Business Plans for Auxiliary Budgets*, adopted the 4th of October, 2001, remain in effect and are unchanged by this resolution.

Adopted this 22nd day of February, 2018.



Elizabeth Gayle, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary



University of Guam
 Auxiliary Funds
 FY 2019 Budgets as of February 2018

	<i>Triton Bookstore</i>	<i>Cafeteria</i>	<i>IAC</i>	<i>Calvo Fieldhouse</i>	<i>SGA</i>	<i>Student Health</i>	<i>Residence Hall</i>	<i>PIP</i>	<i>ELI</i>	<i>EAP</i>	<i>MARC Press</i>	<i>Total</i>
Revenue	425,000	30,000	305,000	385,036	201,960	107,120	802,942	1,209,700	193,500	535,000	390,500	4,585,758
Salaries & Benefits	305,976		183,203	270,470		63,848	192,829	466,152	170,464	-	-	1,652,942
Off-Island Travel	10,000		-				5,000	35,000	-	52,000	11,000	113,000
Contractual Services	14,000	600	43,000	4,500	20,460	26,500	266,671	448,500	3,500	141,000	115,000	1,083,731
Supplies	7,000	-	5,500	12,600	157,000	5,272	13,241	-	4,200	9,000	2,000	215,813
Equipment	1,000	-	4,000	2,500	5,000	1,500	5,217	3,000	-	-	-	22,217
Miscellaneous	500		1,000	4,000	2,000	-	25,374	-		180,000	241,500	454,374
Capital Outlay	-						74,160	-			-	74,160
Utilities	33,000	28,000	40,000	48,000	7,500		180,450	17,000	7,500		-	361,450
Transfer to F&A	50,000		25,000	25,000	10,000	10,000	40,000	240,000	7,000	153,000	-	560,000
Annual Surplus (Deficit)	3,524	1,400	3,297	17,966	-	-	(0)	48	836	-	21,000	48,071

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: Triton Bookstore/Administration & Finance Signature-Dept Head: Ann S.A. Leon Guerrero

Account No.: _____

Quarterly Breakdown

	Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
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Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Sales Textbooks	300,000					
Sales Non-Textbooks	400,000					
On Line Store	150,000					
Purchase Textbooks	(125,000)					
Purchase Non-Textbooks	(300,000)					
	\$ 425,000	106,250	106,250	106,250	106,250	425,000

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 305,976	76,494	76,494	76,494	76,494	305,976
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Ann S.A. Leon Guerrero Auxiliary Services Director	5,000					
Buyer Staff	5,000					
Justification / Notes: _____	Total FY18 \$ 10,000	2,500	2,500	2,500	2,500	10,000

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total					
Postage, Long Distance			4,000					
Vehicle/equipment			4,000					
Subscriptions, dues, books								
Other services Software			6,000					
Justification / Notes: _____			Total FY18 \$ 14,000	3,500	3,500	3,500	3,500	14,000

D. SUPPLIES

Item	Qty	Cost	Total					
Supplies & Materials			500					
Other Supplies & Materials			500					
Computer Equipment			6,000					
Justification / Notes: _____			Total FY18 \$ 7,000	1,750	1,750	1,750	1,750	7,000

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total					
Equipment			1,000					
Justification / Notes: _____			Total FY18 \$ 1,000	250	250	250	250	1,000

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total					
Bank Charges			500					
Justification / Notes: _____			Total FY18 \$ 500	125	125	125	125	500

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes: _____			Total FY18 \$ -				0

H. UTILITIES: Power, Water, Telephone

Item	Total					
Power	30,000					
Telephone	3,000					
Justification / Notes: _____	Total FY18 \$ 33,000	8,250	8,250	8,250	8,250	33,000

I. Transfer for F & A Fees (see guidelines for more information)

\$ 50,000	12,500	12,500	12,500	12,500	50,000
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Annual Surplus (Deficit) \$ 3,524 881 881 881 881 3,524

Bookstore Staffing Pattern
 FY 2019

ID#	Name	Position	Grade	Current Salary	New Salary
	Marcia Afaisen	Sales Associate (\$ 10.14)	E-GPP	21,095	21,095
	Christine Concepcion	Inventory Associate	E-GPP	21,095	21,728
	Vacant Frozen	Admin. Assistant	J-GPP		
34459	David Quintanilla	Buyer II	I-GPP	35,744	36,816
110912	Tony Villanueva	Buyer I	H-GPP	29,650	30,774
27379	Ann Leon Guerrero	Aux Serv Director		78,070	78,070
121252	Katherine Edgar	Accounting Associate	G-GPP	24,729	25,470
	Total			210,383	213,953
	Overtime			10,000	15,000
	Benefits (36%)			75,738	77,023
	Total Salary			296,121	305,976
	* Bookstore temporarily funding BO Staff for over 5 years				

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: Cafeteria/Food Court Signature-Dept Head: Ann S.A. Leon Guerrero

Account No.: _____

Quarterly Breakdown

Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
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Revenue (Please list sources)

Rental & Power	20,000				
Vending Machine	10,000				
\$ 30,000		7,500	7,500	7,500	7,500

30,000

A. SALARIES AND BENEFITS

Please attach staffing pattern					
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Justification / Notes: _____		Total FY18	\$ -		

0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total					
Ads, Printing & copying			600					
Justification / Notes: _____			Total FY18	\$ 600	150	150	150	150

600

D. SUPPLIES

Item	Qty	Cost	Total					
Justification / Notes: _____			Total FY18	\$ -				

0

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total					
Justification / Notes: _____			Total FY18	\$ -				

0

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total					
Justification / Notes: _____			Total FY18	\$ -				

0

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total					
Justification / Notes: _____			Total FY18	\$ -				

0

H. UTILITIES: Power, Water, Telephone

Item	Total					
Power	28,000					
Telephone						
Total FY18		\$ 28,000	7,000	7,000	7,000	7,000

28,000

I. Transfer for F & A Fees (see guidelines for more information)

Annual Surplus (Deficit)		\$ 1,400	350	350	350	350

1,400

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: IAC

Signature-Dept Head: Douglas W. Palmer

Account No.: 41-1X-810017-X-520XXXX

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Athletic Fees	250,000					
Sport Leagues	20,000					
High School Championships and All Star games	20,000					
Fund Raising	15,000					
	\$ 305,000	76,250	76,250	76,250	76,250	305,000

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 183,203	45,800	45,801	45,801	45,801	183,203
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Justification / Notes:	Total FY19	\$ -				0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Other Services			2,500				
Class Instructors			4,500				
Coaches			36,000				
Justification / Notes:	Total FY19	\$ 43,000		10,750	10,750	10,750	10,750

D. SUPPLIES

Item	Qty	Cost	Total				
Supplies & Materials			1,000				
Instructional Materials			1,000				
Other Supplies and Materials			3,500				
Justification / Notes:	Total FY19	\$ 5,500		1,375	1,375	1,375	1,375

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment			2,000				
Recreation			2,000				
Justification / Notes:	Total FY19	\$ 4,000		1,000	1,000	1,000	1,000

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Miscellaneous			1,000				
Justification / Notes:	Total FY19	\$ 1,000		250	250	250	250

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:	Total FY19	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total					
Power	40,000					
Telephone						
	Total FY19	\$ 40,000	10,000	10,000	10,000	10,000

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 25,000	6,250	6,250	6,250	6,250	
Annual Surplus (Deficit)	\$ 3,297	825	824	824	824	3,297

IAC**FY 2019 Staffing Pattern**

ID#	Name	Position	Grade	Current Salary	Increment Date
32445	Dismas, Swingly	Recreation Supervisor	I	36,878	3/12/2019
93755	Sakisat, Julian	Recreation Coordinator	H	26,520	6/18/2019
158691	Rice, LaTiesha	Athletic Coordinator	H	30,774	8/13/2019
146794	Palmer, Douglas	Athletics Director 50%		37,830	
	Total			132,002	
	Overtime			5,000	
	Benefits (35%)			46,201	
	Total Salary			183,203	

IAC**FY 2020 Staffing Pattern**

ID#	Name	Position	Grade	Current Salary	Increment Date
32445	Dismas, Swingly	Recreation Supervisor	I	38,048	3/13/2020
93755	Sakisat, Julian	Recreation Coordinator	H	27,525	6/19/2020
158691	Rice, LaTiesha	Athletic Coordinator	H	31,940	8/14/2020
146794	Palmer, Douglas	Athletics Director 50%		37,830	
	Total			135,343	
	Overtime			5,000	
	Benefits (35%)			47,370	
	Total Salary			187,713	

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: Field House
 Account No.: 42-1X-810015-S520XXXX

Signature-Dept Head: Douglas W. Palmer

Quarterly Breakdown

Oct-Dec Jan-Mar Apr-June Jul-Sept

Revenue (Please list sources)

Transfer Fieldhouse Fees (90%)	175,000				
Rental (General Use)	150,000				
Concession Sales	7,000				
Adventures Sports Camp	27,500				
Transfer General OPS Salaries (60%)	25,536				
	\$ 385,036	96,259	96,259	96,259	96,259

385,036

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 270,470	60,117	60,118	60,118	60,117
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240,470

B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Justification / Notes: _____	Total FY19	\$ -			

0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Equipment Maintenance			1,000				
Vehicle/Equipment Lease			1,000				
Other Services			2,500				
Justification / Notes: _____	Total FY19	\$ 4,500		1,125	1,125	1,125	1,125

4,500

D. SUPPLIES

Item	Qty	Cost	Total				
Fuel/Lubrication			100				
Custodial Supplies			7,500				
Other Supplies & Materials			5,000				
Justification / Notes: _____	Total FY19	\$ 12,600		3,150	3,150	3,150	3,150

12,600

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment			2,500				
Justification / Notes: _____	Total FY19	\$ 2,500		625	625	625	625

2,500

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Miscellaneous			4,000				
Justification / Notes: _____	Total FY19	\$ 4,000		1,000	1,000	1,000	1,000

4,000

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes: _____	Total FY19	\$ -					

0

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	45,000				
Telephone	3,000				
Total FY19	\$ 48,000	12,000	12,000	12,000	12,000

48,000

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 25,000	6,250	6,250	6,250	6,250
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Annual Surplus (Deficit) \$ 17,966 4,491 4,492 4,492 4,491 17,966

Fieldhouse

FY 2019 Staffing Pattern

ID#	Name	Position	Grade	Current Salary	Increment Date
37284	Calceta, Virgilio	Maintenance Worker	H	37,562	5/14/2019
3153	Camemo Jude	Maintenance Worker	H	37,562	5/13/2019
27310	Guilas, Antonio (fund 10 60%)	Maintenance Worker	H	42,560	6/27/2019
122378	Sarita Reyes	Administrative Assistant	J	37,427	1/12/2019
146794	Douglas Palmer	Athletics Director 50%		37,830	
Total				192,941	
Overtime				10,000	
Benefits (35%)				67,529	
Total Salary				270,470	

FY 2020 Staffing Pattern

ID#	Name	Position	Grade	Current Salary	Increment Date
37284	Calceta, Virgilio	Maintenance Worker	H	38,753	5/15/2020
3153	Camemo Jude	Maintenance Worker	H	38,753	5/14/2020
27310	Guilas, Antonio (fund 10 60%)	Maintenance Worker	H	42,560	6/28/2021
122378	Sarita Reyes	Administrative Assistant	J	38,845	1/13/2020
146794	Douglas Palmer	Athletics Director 50%		37,830	
Total				196,741	
Overtime				10,000	
Benefits (35%)				68,859	
Total Salary				275,600	

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: Student Government Assoc Signature-Dept Head: Remy Cristobal, Interim Dean/Registrar

Revenue (Please list sources)

Quarterly Breakdown				
Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	

Fall	97,920				
Spring	88,128				
Summer	15,912				
	\$ 201,960	48,960	93,024	44,064	15,912

A. SALARIES AND BENEFITS

Please attach staffing pattern						0
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Justification / Notes:	Total FY19	\$ -				0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Ads, printing, Copying			5,000				
Leadership Development-Misc			15,460				
Justification / Notes:	Total FY19	\$ 20,460		8,500	8,960	2,000	1,000

D. SUPPLIES

Item	Qty	Cost	Total				
Other Supplies & Materials			5,000				
Admin Operation Support (EMSS)			35,000				
Business Office Support			5,000				
Sponsored Activities			50,000				
Charter Day/Blue Night			20,000				
Computer Supplies			2,000				
Stipends			20,000				
Clubs/Theater/HR Transfers			20,000				
Justification / Notes:	Total FY19	\$ 157,000		81,500	32,500	32,000	21,000

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Furniture & Equipment			5,000				
Justification / Notes:	Total FY19	\$ 5,000		1,500	2,500	500	500

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Uniforms			2,000				
Justification / Notes:	Total FY19	\$ 2,000			2,000		

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:	Total FY19	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	6,500				
Telephone	1,000				
Total FY19	\$ 7,500	2,250	1,750	1,750	1,750

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 10,000	2,500	2,500	2,500	2,500	10,000
Total Expenditures	\$ 201,960					
Annual Surplus (Deficit)						0

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: EMSS-Student Health Signature-Dept Head: Remy Cristobal, Interim Dean/Registrar

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Student Health Fees	107,120					
Total FY2019	\$ 107,120	26,780	26,780	26,780	26,780	107,120

A. SALARIES AND BENEFITS

Nurse	\$ 63,848	15,962	15,962	15,962	15,962	63,848
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Justification / Notes:	Total FY19	\$ -				0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
physician			25,000				
subscriptions			1500				
Justification / Notes:	Total FY19	\$ 26,500	6,625	7,023	7,023	7,021	27,692

D. SUPPLIES

Item	Qty	Cost	Total				
medical supplies			5,272				
Justification / Notes: supplies for the operations of student health office for students	Total FY19	\$ 5,272	2,326	2,326	2,326	2,326	9,304

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Computer		1500	1,500				
Justification / Notes:	Total FY19	\$ 1,500			1,500		1,500

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Justification / Notes:	Total FY19	\$ -					0

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:	Total FY19	\$ -					0

H. UTILITIES: Power, Water, Telephone

Item	Total					
	Total FY19	\$ -				0

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 10,000	2,500	2,500	2,500	2,500	10,000
Total Expenditures	\$ 107,120					
Annual Surplus (Deficit)	\$ -					0

STUDENT HEALTH FY 2018- 2020 STAFFING PATTERN

FY 2018 Staffing Pattern	Local	Auxiliary	
Fernabel De La Pena, AO		42,389	
Vacant (50/50)	27,163	27,163	54,326
Benefits (34%)	9,235	9,235	
Increments (3%)			
Total	36,398	78,787	78,787
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FY 2019 Staffing Pattern	Local	Auxiliary	
Vacant (50/50) Nurse		54,326	54,326
Benefits (34%)		9,522	
Increments (3%)			
Total	-	63,848	63,848
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FY 2020 Staffing Pattern	Local	Auxiliary	
Vacant (50/50) Nurse		56,014	
Benefits (34%)		9,818	
Increments (3%)			
Total	-	65,832	65,832

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: EMSS/Residence Halls Office Signature-Dept Head: Remy Cristobal, Interim Dean/Registrar

Revenue (Please list sources)

		Quarterly Breakdown				
		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Dorm Rental - Fall	191,841				191,841	
Spring	195,967		195,967			
Summer	42,682			42,682		
Intersession	23,825	23,825				
Guest	12,589	3,147	3,147	3,147	3,147	
Washer/Dryer Rev	5,219	1,305	1,305	1,305	1,305	
Aux Miscellaneous	5,459	1,365	1,365	1,365	1,365	
Meal Plan - Fall	132,800				132,800	
Meal Plan - Spring	118,400		118,400			
Transfer to/from: PF-RENREP	74,160	18,540	18,540	18,540	18,540	
	\$ 802,942	48,182	338,724	67,039	348,998	802,942

A. SALARIES AND BENEFITS

Please see attach staffing pattern	\$ 192,829	48,207	48,207	48,207	48,207	192,829
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Jonathan Triplett, Director	5,000					
Justification / Notes:	Total FY19	\$ 5,000		5,000		5,000

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total					
Fuel			16,887					
Copier			896					
Cable Service			2,110					
Equipment Maintenance			2,251					
Meal Plans			235,500					
Other Services			9,027					
Justification / Notes: <u>24/7 Operation (Dormitory)</u>	Total FY19	\$ 266,671		132,293	7,793	118,793	7,792	266,671

D. SUPPLIES

Item	Qty	Cost	Total					
Office Supplies			1,030					
Custodial Supplies			10,300					
Hardware			1,911					
Justification / Notes: <u>24/7 Operation (Dormitory)</u>	Total FY19	\$ 13,241		3,310	3,310	3,310	3,310	13,241

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total					
computers and printers			5,217					
Justification / Notes:	Total FY19	\$ 5,217				5,217		5,217

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total					
Item			20,800					
Dorm Activities and Events			4,574					
Justification / Notes:	Total FY19	\$ 25,374		6,344	3,644	3,644	3,644	17,274

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total					
Furnishings/Appliances			20,000					
Repairs/Renovations			54,160					
Justification / Notes: <u>Continue repairs/renovations. Purchase commercial freezers & W-Heaters</u>	Total FY19	\$ 74,160		18,540	18,540	18,540	18,540	74,160
Item								

H. UTILITIES: Power, Water, Telephone

Item	Total					
Power	180,000					
Telephone	450					
Total FY19	\$ 180,450	50,112	50,112	50,115	50,111	200,450

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 40,000	10,000	10,000	10,000	10,000	40,000
Total Expenditures	\$ 802,942					
Annual Surplus (Deficit)	\$ (0)	(0)	(0)	(0)	(0)	0

UOG Residence Halls Office FY 2019 Staffing Pattern				
Employee	Position	Est. Annual Salary	Est. Benefits.	Estimated Total Cost
Jonathan Triplet	Housing Director	\$ 79,568	28,196	107,764
Vacant	Resident Life Assistant	\$ 24,729	8,655	33,384
Vacant	Recreation Coordinator	\$ -	-	-
	Building Custodian	\$ 19,141	6,699	25,840
	Building Custodian	\$ 19,141	6,699	25,840
	Building Custodian	\$ -	-	-
Totals		\$142,579.00	\$50,250.10	\$192,829.10
UOG Residence Halls Office FY 2020 Staffing Pattern				
Employee	Position	Est. Annual Salary	Est. Benefits.	Estimated Total Cost
Jonathan Triplet	Housing Director	\$ 81,955	28,698	110,653
Vacant	Resident Life Assistant	\$ 25,666	8,983	34,649
Vacant	Recreation Coordinator	\$ -	-	-
	Building Custodian	\$ 19,141	6,699	25,840
	Building Custodian	\$ 19,141	6,699	25,840
	Building Custodian	\$ -	-	-
Totals		\$145,903.00	\$51,079.80	\$196,982.80

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: Professional and International Programs (PDLLC)

Signature-Dept Head: Carlos Taitano, Acting Director

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Tuition	\$ 326,200					
Admin Cost/Workshops	\$ 170,000					
Examinations	\$ 169,500					
Other Contracts	\$ 300,000					
Miscellaneous Fees	\$ 115,000					
Summer Camps	\$ 129,000					
	\$ 1,209,700	302,425	302,425	302,425	302,425	1,209,700

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 466,152	116,538	116,538	116,538	116,538	466,152
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler		Total						
Dr. Anitqa Enriquez	Off Island Travel	20,000						
Carlos Taitano		15,000						
Justification / Notes:		Total	\$ 35,000	8,750	8,750	8,750	8,750	35,000

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total					
Postage, Long Distance, Pagers			\$ 1,500.00					
Contractual Services			\$ 180,000.00					
Vehicle/Equipment Lease			\$ 10,000.00					
Ads, printing, copying			\$ 10,000.00					
Subscriptions, dues, books			\$ 1,000.00					
Other Services			\$ 130,000.00					
Supplies & Materials			\$ 13,000.00					
Instructional Supplies			\$ 95,000.00					
Fuel/Lubrication			\$ 2,000.00					
Other Supplies and Materials			\$ 6,000.00					
Justification / Notes:		Total	\$ 448,500	112,125	112,125	112,125	112,125	448,500

D. SUPPLIES

Item	Qty	Cost	Total					
Justification / Notes:		Total	\$ -					0

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total					
Equipment			3,000					
Justification / Notes:		Total	\$ 3,000	750	750	750	750	3,000

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total					
Justification / Notes:		Total	\$ -	0	0	0	0	0

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total					
Justification / Notes:		Total	\$ -					0

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	10,000				
Telephone	7,000				
Total	\$ 17,000	4,250	4,250	4,250	4,250

I. Transfer for F & A Fees (see guidelines for more information)	\$ 240,000	60,000	60,000	60,000	60,000
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Annual Surplus (Deficit)	\$ 48	12	12	12	12
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1,209,700

466,152

35,000

448,500

0

3,000

0

0

17,000

48

PIP FY 2018 Staffing Pattern

Department	Emp ID	Name	Title	Annual Salary	Total Benefits	Total Salary & Benefits
Prof.devlpmnt&life-long Learn	0002269	Calvo, Mary	ADMIN OFFCR	54,214	19,738	73,952
Prof.devlpmnt&life-long Learn	0013980	Taitano, Carlos	ACTING DIR, PIP PDLLC	82,360	28,638	110,998
Prof.devlpmnt&life-long Learn	0010581	Open	EXT ASSOC III	39,374	15,137	54,511
Prof.devlpmnt&life-long Learn	0109486	Chan, Tarryn Pamela	EXT ASSOC II	32,053	12,969	45,022
Prof.devlpmnt&life-long Learn	0085784	Ocampo, Russell	OUTREACH COORD	54,000	20,841	74,841
Prof.devlpmnt&life-long Learn	0100265	Flores, Ealani	OUTREARCH COORD	42,307	15,828	58,135
Prof.devlpmnt&life-long Learn		VACANT	DIR, PROF INTL PROGS	-	-	-
Prof.devlpmnt&life-long Learn		VACANT	ADMIN ASST	30,000	18,693	48,693
Prof.devlpmnt&life-long Learn		VACANT	EXT. ASST	-	-	-
				334,308	131,843	466,152

English Learning Institute

Prof.devlpmnt&life-long Learn	0000770	Cruz, Eduardo	ESL INST	44,942	16,290	61,232
Prof.devlpmnt&life-long Learn	0003489	Flores, Edna	ESL INST	37,814	13,001	50,816
Prof.devlpmnt&life-long Learn	0134426	VACANT	ESL INST	-	-	-
Prof.devlpmnt&life-long Learn	0097667	Reda, Michael	ESL INST	40,706	17,711	58,417
				123,462	47,003	170,464

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: PIP English Language Institute

Signature-Dept Head: Carlos R. Taitano, Acting Director

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Tuition	184,000				
Application/Registration Fees	9,500				
	\$ 193,500	83,375	83,375	83,375	83,375

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 170,464	42,616	42,616	42,616	42,616
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Instructors	-				
Justification / Notes:	Total FY18	\$ -	0	0	0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Postage, long distance	4	125	500				
Contractual Services	1	7000	-				
Ads, Printing, Copying, web	1	2000	2,000				
Subscriptions, Dues, Books	2	500	1,000				
Justification / Notes:	Total FY18	\$ 3,500	875	875	875	875	

D. SUPPLIES

Item	Qty	Cost	Total				
Office Supplies	3	500	1,500				
Instructional Supplies	3	500	1,500				
Custodial supplies	2	100	200				
Computer	1	1500	1,500				
Other supplies and materials	2	500	1,000				
Justification / Notes:	Total FY18	\$ 4,200	1,400	1,400	1,400	1,400	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
			-				
Justification / Notes:	Total FY18	\$ -	0	0	0	0	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
NONE							
Justification / Notes:	Total FY18	\$ -					

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:	Total FY18	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	7,000				
Telephone	500				
Total FY18	\$ 7,500	1,875	1,875	3,250	3,250

I. Transfer for F & A Fees (see guidelines for more information)	\$ 7,000	1,750	1,750	1,750	1,750
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Annual Surplus (Deficit) \$ 836 36,259 34,859 33,484 33,484

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/English Adventure Proce-Dept Head: Carlos R Taitano

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Long term English language programs	335,000				
Short Term (less than five days) programs	200,000				
Other					
	\$ 535,000	133,750	133,750	133,750	133,750

A. SALARIES AND BENEFITS

Note: support staf funded throug PIP; instructors are short term contractual appoint	\$ -	0			
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler		Total				
Carlos R Taitano	Director	15,000				
Russell Ocampo	outreach coordinator	7,000				
Students	Travel scholarships	30,000				
Justification / Not	Total	\$ 52,000	13,000	13,000	13,000	13,000

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
postage, long distance	4	500	2,000				
contractual services	4	15794	125,000				
Ads, printing, copying	4	1750	7,000				
Other services	4	1750	7,000				
Justification / Not	Total	\$ 141,000	35,250	35,250	35,250	35,250	

D. SUPPLIES

Item	Qty	Cost	Total				
Office supplies	4	750	3,000				
Instructional supplies	4	750	3,000				
computer/projector	4	1000	3,000				
Justification / Not	Total	\$ 9,000	7,200	1,600	200	0	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Computers/Laptops			-				
projectors							
cameras/video							
Justification / Not	Total	\$ -	0	0	0	0	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
meal plan	4	7500	60,000				
transportation			75,000				
excursions			45,000				
Justification / Not	Total	\$ 180,000	45,000	45,000	45,000	45,000	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Not	Total	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power					
Telephone					
Total	\$ -				

I. Transfer for F & A Fees (see guidelines for more information) \$ 153,000 51,000 51,000 51,000 0

Annual Surplus (Deficit) \$ - 50

UNIVERSITY OF GUAM FY2019 NON-APPROPRIATED FUND BUDGET

Monique C. Storie
 Signature-Dept Head: Monique C. Storie, Interim Director

Department/Unit: MARC UOG PRESS
 Account No: 28-34-420018

Quarterly Breakdown
 Oct-Dec Jan-Mar Apr-June Jul-Sept

Revenue (Please list sources)

BOOK SALES (Year to Date)	90,000				
Grants - Legislature	30,000				
GDOE -Text Book Project	250,000				
CLASS Storyboard	2,000				
SOE (Micronesia Educator)	6,500				
Guam History Book Fundraising	12,000				
	\$ 390,500	97,625	97,625	97,625	97,625

A. SALARIES AND BENEFITS

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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Marketing Trip to CA (Chamoru Diaspora)	11,000				
Justification / Notes:	Total FY18	\$ 11,000	2,750	2,750	2,750

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Copy Editor	1	\$25,000	25,000				
Graphic Layout Designer/s	2	15,000	30,000				
Printing/Re-printing 10 titles	1	60,000	60,000				
Justification / Notes:	Total FY18	\$ 115,000		28,750	28,750	28,750	28,750

D. SUPPLIES

Item	Qty	Cost	Total				
Miscellaneous Office Supplies (Paper, Pens, etc)			2,000				
Justification / Notes:	Total FY18	\$ 2,000		500	500	500	500

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Justification / Notes:	Total FY18	\$ -		0	0	0	0

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Stipends (Artist / Writers)			30,000				
Mailing/Shipping			1,000				
Mileage (Book Deliveries)			500				
GDOE Textbook Development (stipends for authors, editors, consultants, illustrators, photographe			210,000				
Justification / Notes:	Total FY18	\$ 241,500		60,375	60,375	60,375	60,375

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes:	Total FY18	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power					
Telephone					
Justification / Notes:	Total FY18	\$ -			

I. Transfer for F & A Fees (see guidelines for more information)

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Annual Surplus (Deficit) \$ 21,000 5,250 5,250 5,250 5,250