



**UNIVERSITY OF GUAM  
UNIBETSEDÁT GUÅHAN  
Board of Regents**

**Resolution No. 20-03**

**RELATIVE TO APPROVING THE FY 2021 GENERAL OPERATIONS BUDGET  
AND SPECIAL APPROPRIATIONS BUDGETS**

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

**WHEREAS**, the UOG Board of Regents (BOR) is responsible for approving and adopting budgets and plans that together serve as the primary controls to ensure the effectiveness and financial well-being of the University;

**WHEREAS**, the University received recommendations on areas of resource needs 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;

**WHEREAS**, the University has demonstrated commitment to a stable, balanced budget in an atmosphere of declining resources related to the problems facing the economies of the island and the region;

**WHEREAS**, the University has agreed upon the goals articulated in its strategic plan and focused its revenues and spending upon the highest priorities within its mission;

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

**WHEREAS**, the University has developed a budget for FY 2021 focused on academic program quality, operational needs, critical vacancies, strategic growth and initiatives, and priorities associated with institutional compliance and safety issues, revenue generation, continuous improvement, and program and business support;

**WHEREAS**, the University presents its FY 2021 budget request identifying funding required for a base that is sufficiently balanced within funding levels to sustain academic quality and student learning including infrastructure support and special appropriations (WERI, Hatchery, Soil Conservation, Guam Cultural Repository);

**WHEREAS**, for FY 2021, the University requests an appropriation of \$37.4M for general operations;

**WHEREAS**, based upon an assessment of the priority needs of the University and upon the recommendations of the UPBAC and the administration, the President recommends the attached FY 2021 General Operations Budget and Special Appropriations Budgets for Board approval; and

**WHEREAS**, at their February meeting, the Budget, Finance, and Audit (BFA) Committee met to review the budgets and the capital outlay budget; and the President and the BFA committee now recommend to the BOR the attached FY 2021 General Operations Budget and Special Appropriations Budgets for approval.

**NOW, THEREFORE BE IT RESOLVED**, that the UOG FY 2021 General Operations Budget and Special Appropriations Budgets (as attached) is hereby approved to be submitted to *I Mina'Trentai Singko Na Liheslaturan Guáhan* pursuant to law.

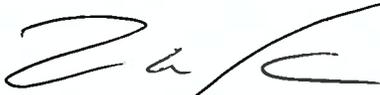
Adopted this 13<sup>th</sup> day of February, 2020.



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Elvin Y. Chiang, Chairperson

**ATTESTED:**



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Thomas W. Krise, Ph.D., Executive Secretary

FY 2021

A. General Operations Budget

	FY 2021
	Budget Request
<b>SUMMARY OF GENERAL OPERATIONS BUDGET</b>	
Revenues	54,151,029
Expenses	<u>(54,151,029)</u>
Balance	<u><u>(0)</u></u>
<b>Revenues</b>	
Appropriation -GovGuam General Fund	37,420,246
Tuition Fund Projected Net Revenue	14,704,152
Federal Matching Funds	1,586,631
Transfers from PIP	<u>440,000</u>
<b>Total Revenues</b>	<u><u>54,151,029</u></u>
<b>Expenses</b>	
	FY 2021
Personnel Expenses	
Existing Personnel - filled	(35,586,824)
Current Vacant Positions	(3,515,517)
Salary Increments - 2021	(250,000)
Annualized cost of FY20 increments	(993,000)
Other Personnel Cost	<u>(656,000)</u>
Subtotal Personnel Expenses	(41,001,341)
Operating (Non-personnel) Expenses	
Contracts	(4,278,184)
Supplies	(503,579)
Equipment	(261,957)
Accreditation	(35,000)
Miscellaneous	(192,969)
Utilities	(4,200,000)
Library Priorities - Capital	(178,000)
Capital Outlay repair & maint.	<u>(1,500,000)</u>
Subtotal Operating (Non-personnel) Expenses	(11,149,688)
<b>Total General Operations Expenses</b>	<u><u>(52,151,029)</u></u>
<b>Non-Operating Expense</b>	(2,000,000)
<b>Balance</b>	<u><u>(0)</u></u>

B. Special Appropriations (Continuing)

Guam Cultural Repository	1,065,745
WERI - Guam Hydrologic Survey (GHS)	388,968
WERI - Guam Comprehensive Water Monitoring Prog (CWMP)	168,465
GADTC Hatchery	<u>114,000</u>
Total Special Appropriations (Continuing)	1,737,178

C. Capital Improvements Fund

Student Svs Ctr & Engineering Annex	1,158,283
Cont. Appropriation per §16132, Chapt. 16, Title 17 GCA	500,000

FY21 General Operations Detail	Vac	Vacant	Filled	PERSONNEL	CONTRACTS	SUPPLIES	EQUIP	MISC	UTILITIES	CAPITAL	TOTALS	%
	FTE	Positions	FTE					EXP		OUTLAY		
<b>EXECUTIVE OFFICES</b>												
President's Office	1	66,463	5.0	626,748	99,458	9,000	-	-			735,206	1.41%
Integrated Marketing and Communications	-	-	3.0	209,981	105,000	10,500	5,000	-			330,481	0.63%
Alumni Relations Office	-	-	1.0	120,681	4,100	500	3,000	49,650			177,931	0.34%
Legal Counsel	-	-	2.0	225,572	32,000	200	2,500	-			260,272	0.50%
Office of Sponsored Programs	1	59,959	6.0	495,562	16,000	5,682	2,000	4,500			523,744	1.00%
<b>Executive Office Expenses</b>	<b>2</b>	<b>126,422</b>	<b>17.0</b>	<b>1,678,545</b>	<b>256,558</b>	<b>25,882</b>	<b>12,500</b>	<b>54,150</b>	-	-	<b>2,027,635</b>	<b>3.89%</b>
<b>ACADEMIC AND STUDENT AFFAIRS</b>												
Senior Vice President's Office	1.0	133,200	3.0	491,871	3,500	4,000	2,500	35,000			536,871	1.03%
Institutional Effectiveness/Assessment	-	-	3.0	251,608	40,210	3,200	1,600	5,000			301,618	0.58%
CEDDERS	-	-	1.0	158,074	-	-	-	-			158,074	0.30%
Academic Excellence/Graduate Studies	1.0	66,463	1.0	150,292	2,500	500	5,500	-			158,792	0.30%
School of Business and Public Administration	4.0	294,375	29.5	2,682,488	20,000	10,000	-	17,370			2,729,858	5.23%
School of Education	2.0	121,500	24.5	2,084,434	95,000	13,800	10,474	-			2,203,708	4.23%
School of Health	3.5	174,484	17.0	1,555,421	46,750	3,230	2,678	-			1,608,079	3.08%
College of Liberal Arts and Social Sciences	3.0	174,756	68.5	6,152,965	71,500	23,446	3,378	-			6,251,289	11.99%
College of Natural and Applied Sciences	8.0	458,414	81.0	7,550,959	42,000	11,500	15,000	22,000			7,641,459	14.65%
School of Engineering	1.0	54,295	6.0	709,548	11,000	9,100	1,000	3,000			733,648	1.41%
Enrollment Management & Student Services-Dean	-	-	3.0	274,213	17,576	3,825	1,380	-			296,994	0.57%
Triton Express-One Stop	1.0	35,338	1.0	65,966	2,000	6,000	3,000	-			76,966	0.15%
Student Life Office	1.0	59,959	0.0	-	-	3,000	1,141	-			4,141	0.01%
Student Counseling (includes ADA student services)	2.0	120,758	5.0	390,602	20,038	3,076	2,400	-			416,116	0.80%
Career Placement	-	-	1.0	81,523	12,942	1,671	2,000	-			98,136	0.19%
Admissions and Records	1.0	54,295	13.0	759,918	82,675	4,205	3,600	300			850,698	1.63%
Student Health	-	-	1.0	43,068	10,109	1,644	-	-			54,821	0.11%
Financial Aid Office	-	-	6.0	396,266	5,000	2,000	2,000	-			405,266	0.78%
Triton Advising	-	-	-	-	49,550	-	1,600	5,000			56,150	0.11%
Triton Ambassador	-	-	-	-	-	6,000	4,000	-			10,000	
UOG Library	4.0	208,360	17.0	1,177,681	199,544	11,000	-	-		173,000	1,561,225	2.99%
Marine Lab	2.0	98,319	14.0	1,345,475	10,407	2,000	-	-			1,357,882	2.60%
Micro Area Res Center (MLI, Cham Lang & Culture)	1.0	35,325	12.0	1,016,548	39,000	5,000	1,500	50,000		5,000	1,117,048	2.14%
Water and Environmental Research Institute	2.0	124,225	10.0	889,442	-	1,000	-	-			890,442	1.71%
<b>Academic and Student Affairs Expenses</b>	<b>37.5</b>	<b>2,214,067</b>	<b>317.5</b>	<b>28,228,363</b>	<b>781,301</b>	<b>129,197</b>	<b>64,751</b>	<b>137,670</b>	-	<b>178,000</b>	<b>29,519,282</b>	<b>56.58%</b>
<b>ADMINISTRATION AND FINANCE</b>												
Vice President's Office	-	-	4.0	408,317	5,000	2,000	3,000	-			418,317	0.80%
Office of Information Technology	5.0	420,344	13.0	901,819	250,000	18,000	3,000	-			1,172,819	2.25%
Comptroller's Office	1.0	109,320	24.0	1,496,265	90,000	10,000	2,000	3,000			1,601,265	3.07%
Facilities and Utilities	9.0	518,943	45.8	2,022,688	415,000	2,000	8,000	-			2,447,688	4.69%
Safety and Security	1.0	59,959	0.0	-	310,000	52,000	108,000	-			470,000	0.90%
Human Resources Office	1.0	66,463	9.0	576,478	22,293	11,000	12,000	33,045			654,816	1.26%
EEO (includes ADA services)	-	-	2.0	178,376	14,405	1,500	10,706	104			205,090	0.39%
Auxiliary and Fieldhouse	-	-	2.0	95,974	-	-	-	-			95,974	0.18%
<b>Administration and Finance Expenses</b>	<b>17.0</b>	<b>1,175,028</b>	<b>99.75</b>	<b>5,679,917</b>	<b>1,106,698</b>	<b>96,500</b>	<b>146,706</b>	<b>36,149</b>	-	-	<b>7,065,969</b>	<b>13.55%</b>
<b>Staffing Pattern</b>												
<b>Other Personnel Costs</b>												
Current Vacancies	56.50	3,515,517									3,515,517	6.74%
Annualized FY20 increments				993,000							993,000	1.90%
Salary Increments (FY21)				250,000							250,000	0.48%
HRO-Recruitment Costs				130,000							130,000	0.25%
Other Personnel Costs				326,000							326,000	0.63%
<b>Total Other Personnel Costs</b>	<b>56.50</b>	<b>3,515,517</b>		<b>1,699,000</b>	-	-	-	-	-	-	<b>5,214,517</b>	<b>10.00%</b>
<b>UTILITY COSTS, CAMPUS SUPPLIES AND BUILDING SAFETY IMPROVEMENTS</b>												
Plant Maintenance (custodial/maintenance)					110,000	252,000	38,000				400,000	0.77%
Security Guard Services					370,000						370,000	0.71%
Property and Liability Insurance Coverage					720,000						720,000	1.38%
Ellucian Software Maintenance Costs					533,627						533,627	1.02%
Capital Outlay and ADA Safety Improvements										1,500,000	1,500,000	2.88%
Power									3,380,000		3,380,000	6.48%
Water / Wastewater									200,000		200,000	0.38%
Telephone									520,000		520,000	1.00%
Hazardous/Metallic Waste/Trash Removal									100,000		100,000	0.19%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,733,627</b>	<b>252,000</b>	<b>38,000</b>	<b>-</b>	<b>4,200,000</b>	<b>1,500,000</b>	<b>7,723,627</b>	<b>14.81%</b>
ITAC Priorities				200,000	400,000						600,000	1.15%
<b>Grand Total</b>	<b>56.50</b>	<b>3,515,517</b>	<b>434.25</b>	<b>37,485,824</b>	<b>4,278,184</b>	<b>503,579</b>	<b>261,957</b>	<b>227,969</b>	<b>4,200,000</b>	<b>1,678,000</b>	<b>52,151,029</b>	<b>100%</b>

**Vacant Positions - Approved**

	<b>Unit</b>	<b>Title</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total Salary &amp; Benefits</b>
1	EMSS - SLO	ADMI RECRUI/ADVISOR	45,014	14,945	59,959
2	CNAS	ADMIN ASST	31,076	10,317	41,393
3	WERI	ADMIN ASST	31,076	10,317	41,393
4	SBPA	ASSOC DEAN	85,125	28,262	113,387
5	SOE	ASSOC PROF	50,454	16,751	67,205
6	CNAS	ASSOC PROF	50,454	16,751	67,205
7	CNAS	ASSOC PROF	50,454	16,751	67,205
8	SOH	ASST PROF	45,218	15,012	60,230
9	RFK	ASST PROF	45,218	15,012	60,230
10	RFK	ASST PROF	45,218	15,012	60,230
11	CNAS	ASST PROF - BIOLOGY	45,218	15,012	60,230
12	CLASS	ASST PROF - Critical Thinking	45,218	15,012	60,230
13	CLASS	ASST PROF - ENGLISH	45,218	15,012	60,230
14	SBPA	ASST PROF - INFO TECHNOLOGY	45,218	15,012	60,230
15	CNAS	ASST PROF - Nutrition	45,218	15,012	60,230
16	Marine Lab	ASST PROF (EPSCoR Funded Marine Mollusk)	45,218	15,012	60,230
17	FMS	CAPITAL IMPR PROJ COORD	62,371	20,707	83,078
18	FMS	CAPITAL PROJ MGR	97,975	32,528	130,503
19	OIT	CHIEF INFO OFFCR	111,582	37,045	148,627
20	FMS	CHIEF PLANT FAC OFFICER	97,975	32,528	130,503
21	SOH	COMP TECH (ITAC)			
22	COMPT	COMPTROLLER	82,072	27,248	109,320
23	EMSS - Triton One Stop	CUST SVC REP	26,530	8,808	35,338
24	CNAS	EXT ASSOC I	31,075	10,317	41,392
25	FMS	GROUND S WKR	19,040	6,321	25,361
26	FMS	GROUND S WKR	19,040	6,321	25,361
27	OIT	JR INFO SEC ANLYST	40,762	13,533	54,295
28	OIT	JR NETWORK ENGR	39,350	13,064	52,414
29	MARC	LIB TECH II	26,520	8,805	35,325
30	RFK	LIB TECH II	37,562	15,013	52,575
31	SVP	Limited Term Pool for Urgent Needs	100,000	33,200	133,200
32	FMS	MAINT CUST	19,040	6,321	25,361
33	FMS	MAINT CUST	19,040	6,321	25,361
34	Marine Lab	MARINE TECH II	28,595	9,494	38,089
35	OIT	MICRO COMP SPEC	40,841	13,559	54,400
36	RFK	MTLI-MED TECH II	26,520	8,805	35,325
37	HRO	PERS SPEC IV	49,897	16,566	66,463
38	WERI	PROF	62,186	20,646	82,832
39	SOH	PROG COORD III	45,014	14,945	59,959
40	ORSP	PROG COORD III	45,014	14,945	59,959
41	SVP - AE	PROG COORD IV	49,897	16,566	66,463
42	SBPA	PROG COORD IV	49,897	16,566	66,463
43	CNAS	PROG COORD IV	49,897	16,566	66,463
44	Pres	PROG COORD IV	49,897	16,566	66,463
45	EMSS - Counseling	PROJECT OFFICER	49,897	16,566	66,463
46	FMS	REF MECH I	26,520	8,805	35,325
47	FMS	REF MECH II	28,595	9,494	38,089
48	EMSS - A&R	RES & STAT ANALYST II	40,762	13,533	54,295
49	Safety	SAFETY ADMIN	45,014	14,945	59,959
50	OIT	SR MGR, INFRASTRUCTURE/ISO	83,038	27,569	110,607
51	SBPA	STUDENT ACADEMIC ADVISOR	40,762	13,533	54,295
52	SOE	STUDENT ACADEMIC ADVISOR	40,762	13,533	54,295
53	SOH	STUDENT ACADEMIC ADVISOR	40,762	13,533	54,295
54	CLASS	STUDENT ACADEMIC ADVISOR	40,762	13,533	54,295
55	CNAS	STUDENT ACADEMIC ADVISOR	40,762	13,533	54,295
56	SENG	STUDENT ACADEMIC ADVISOR	40,762	13,533	54,295
57	EMSS - Counseling	STUDENT ACADEMIC ADVISOR	40,762	13,533	54,295

Grand Total 3,515,517

**University of Guam**  
**Information Technology Advisory Committee (Formerly UTAC)**  
**FY 2021 Budget IT Priorities**  
**GL UNIT: 720002**

Initiative	General Ops	NAF Budgets
<b>Web Services</b>		
<b>UOG Website - OmniUpdate</b>	41,000	-
Additional OU User Licenses for FY2020 (25 accounts)	15,000	
Hosting services	15,000	-
Cloud Infrastructure	10,000	-
Web and IMC Equipment Refresh	50,000	-
Marketing/Digital Media Assistant	30,000	-
	161,000	-
<b>OIT Infrastructure, Subscriptions, and Information Security</b>		
GOREX Circuit	30,000	-
CollegeNet On-Line Faculty Evaluation - WDYT		13,500
Data Center Subscriptions	-	60,000
- Hardware Maintenance	-	50,000
Ellucian Subscriptions		
- Entrinsic - Informer	50,000	
- Cevitas - College Scheduler	20,000	
- Unified Mobile, SSO, Password Manager, SMS, and First-time user		25,000
Information Security		
- Enterprise Anti-virus	15,000	
- Kemp Services	2,500	
- Kentik Network Monitoring	15,000	
- Softerra Adaxes	4,000	
<b>Internet Subscriptions and Membership</b>		
- Internet 2 Membership	11,500	
- Security Certificates	4,000	
Research and Education Subscriptions		
- Educause	3,500	
- ARIN	2,000	
-		
Software		
- Microsoft Office	1,500	
- SAS	10,000	
- IBM/SPSS	20,000	
	189,000	148,500
<b>Enterprise Upgrades and Training</b>		
Ellucian SAP		250,000
Softdocs		150,000
Software testing	-	50,000
	-	450,000
<b>Training</b>		
- Contracts	50,000	
- Vendor Hosted		50,000
	50,000	50,000
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 648,500</b>
Operations Staff	200,000	200,000
<b>Grand Total</b>	<b>600,000</b>	<b>848,500</b>

**University of Guam  
Capital Projects Listing**

<b>Building/Unit</b>	<b>Description</b>	<b>Total</b>
OIT	Install new data center HVAC system	50,000
OIT	Refresh Ellucian Colleague Enterprise Servers	150,000
Campus-Wide	VoIP Phone System Phase 1	200,000
Campus-Wide	Campus Security Alert System	100,000
CLASS	HSS full replacement of air conditioning sytem	300,000
Dorm	Fire Suppression System	300,000
SOE	SOE full replacement of air conditioning sytem	300,000
CLASS	Building maintenance -- Door and hardware replacement.	10,000
CLASS	Typhoon Shutters maintenance.	12,000
CNAS	Perimeter fence at Research stations	15,000
CNAS	Student Desks, Chairs and painting	10,000
CNAS	Facilities maintenance of satelite stations, on and off campus	15,000
CNAS	Air Conditioning upgrades in all buildings belonging to CNAS on and off campus	15,000
ML	Outboard motor	15,000
ML	Replace of defunct ML A/C units (1/2 of the total A/C office units at the ML & WERI bldg)	8,000

Total \$ 1,500,000



**UNIVERSITY OF GUAM FY2021 Special Appropriations Fund Budget**

Account Name: WERI GUAM HYDROLOGIC SURVEY Signature-Dept Head: Dr. John Jenson  
 Account Number: 10-30-430002-R-5

**Quarterly Breakdown**

**Revenue (Please list sources)**

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
SPECIAL APPROPRIATION FUNDED BY THE GUAM LEGISLATURE	388,968				
	\$ 388,968	97,242	97,242	97,242	97,242

**A. SALARIES AND BENEFITS**

FACULTY/RESEARCH ASSISTANT(S) SALARY AND FRINGE BENEFITS (Please attach staffing pattern)	\$ 221,734	55,434	55,434	55,434	55,434
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**B. OFF-ISLAND TRAVEL**

Name & Position of Traveler	Total				
None					
Justification / Notes:	Total FY21	\$ -			

**C. CONTRACTUAL SERVICES**

Item	Qty	Cost	Total				
SURFACE HYDROLOGY COLLABORATOR			15,000				
PROFESSIONAL DEVELOPMENT THROUGH PIP			5,000				
GROUNDWATER MODEL COLLABORATOR			10,000				
WEBSITE SERVICES			2,500				
Justification / Notes: USGS Modelling Support; Contract with Dr Heitz for UAV Project; Contract for Webmaster Services	Total FY21	\$ 32,500		8,125	8,125	8,125	8,125

**D. SUPPLIES**

Item	Qty	Cost	Total				
OFFICE SUPPLIES/OTHER SUPPLIES & MATERIALS			18,900				
Justification / Notes: Computer workstations, UAV Hardware	Total FY21	\$ 18,900		4,725	4,725	4,725	4,725

**E. EQUIPMENT: below \$5,000**

Item	Qty	Cost	Total				
Justification / Notes: Software and Licenses	Total FY21	\$ -		0	0	0	0

**F. MISCELLANEOUS Expense**

Item	Qty	Cost	Total				
TUITION & FEES FOR RESEARCH ASSISTANTS			15,474				
Justification / Notes: WERI Graduate and Undergraduate Research Assistants on GHS projects	Total FY21	\$ 15,474		3,869	3,869	3,869	3,869

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

Item	Qty	Cost	Total				
GPS TRIMBLE			10,000				
SPACE UPGRADE AND EXPANSION			35,000				
BOREHOLD VIDEO LOGGER			20,000				
Justification / Notes: General Maintenance of House 5, remove asbestos tiles in House 5, repair roof leaks	Total FY21	\$ 65,000		16,250	16,250	16,250	16,250

**H. UTILITIES: Power, Water, Telephone**

Item	Total				
None	-				
Total FY21	\$ -				

**I. Transfer for F & A Fees: 10%**

	\$ 35,360	8,840	8,840	8,840	8,840
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Annual Surplus (Deficit) \$ - 0 0 0 0



