

CONTROL #

AVP Memo

2013-007

ACADEMIC AFFAIRS DIVISION
Office of the Vice President for Academic Affairs

MEMORANDUM

Guam Community College
RECEIVED

JUL 23 2013

PRESIDENT'S OFFICE
Initials: *[Signature]*

TO: President

FROM: Vice President for Academic Affairs *[Signature]*

SUBJECT: Departmental reorganization/realignment

DATE: July 10, 2013

Attached to this memo is the result of the series of discussions that tackled the issue of departmental reorganization during the previous spring semester. It was written by Dr. Karen Sablan, whom I tasked to lead in the realignment discussions, in consultation with the Deans, department chairs, program faculty, and the HR administrator.

Her memo outlines the actions that have been already taken, as well as the continuing dialogue that will take place in the upcoming semester.

I am recommending approval.

☒ Approved
☐ Disapproved

Mary A. Y. Okada

Mary A. Y. Okada, Ed.D
President



JUL 23 2013

Date

Cc: Administrator, Human Resources Office

MEMORANDUM

TO: Dr. R. Ray D. Somera, VPAA

VIA: Dr. Juan P. Flores, TPS Dean 
Dr. Virginia Tudela, TSS Dean 

FROM: Dr. Karen Sablan, TPS Associate Dean

DATE: July 01, 2013

SUBJECT: Fall 2013 Implementation and Phase-In Discussions: Department
Reorganization/Realignment

As stipulated in the BOT/GCC Faculty Union 2010-2016 Agreement, during the Spring 2013 semester, several meetings and/or discussions took place with those departments being considered for departmental reorganization. The more recent discussions were focused on addressing faculty concerns and conditions to be considered for the Fall 2013 implementation of departmental reorganization and/or realignment involving the following non-instructional units: Work Experience Program, Student Health Center, and the Learning Resources Center.

Outlined below are the actions already taken and the agreed upon proposals for your consideration and approval for the affected units and faculty members within these units recommended for implementation Fall 2013:

I. Work Experience Coordinators

- a. Approved by the Vice President for Academic Affairs through a memorandum dated March 27, 2013, with a Subject Heading "Work Experience Program," the two full-time Work Experience Coordinators (Anthony San Nicolas and Catherine Leon Guerrero) report to the current Adjunct Associate Dean. It is noted that this arrangement will end June 28, 2013, with the retirement of the current Adjunct Associate Dean.
- b. Beginning July 01, 2013, the two full-time Work Experience Coordinators will then report to the TPS Associate Dean. This means that the two Work Experience Coordinators will no longer be a part of the Construction Trades Department or be a member of any other department. As a result of this reporting realignment, the two full-time work experience coordinators will not be identified either as being a member of a department with a faculty as chairperson or a member of a department whose FTEs are included for workload calculation purposes. Additionally, there are no budget implications affecting the Construction Trades department budget as the Work Experience program had no budget for AY2012-2013. However, the

organization for the two full-time Work Experience Coordinators will be managed by the program specialist for the Title V grant (including expenditures). While in a faculty classification, should either of the two Work Experience Coordinators work during the summer, the Title V grant will fund their salary, along with any additional Work Experience Coordinators hired for the summer.

II. School Health Counselors

- a. On April 25, 2013, College President Mary Okada approved a personnel action for the transfer of Assistant Professor Cecilia delos Santos from the non-instructional faculty position of School Health Counselor to a secondary instructional faculty position under the Nursing & Allied Health Department effective August 16, 2013.
- b. The above transfer resulted in the Student Health Center having only one (1) School Health Counselor remaining for the start of the AY2013-2014. This School Health Counselor, Emma Bataclan, will no longer be a department chairperson for the Student Health Center and will report to the TSS Associate Dean. Furthermore, the School Health Counselor will not be identified either organizationally or for workload calculation purposes as being part of a department headed by a faculty department chairperson. The budget for the Student Health Center will remain as submitted and approved for the ending of the FY2013 and for the start of the FY2014.

III. Librarians

- a. At the start of AY2013-2014, Associate Professor Christine Matson will no longer be the department chairperson for the Learning Resources Center. The two (2) librarians (Associate Professor Christine Matson and Associate Professor Bernard "Bob" Neff) will report to the TSS/SSS Associate Dean. This means that the Librarians will not be identified either organizationally or for workload calculation purposes as being part of a department headed by a faculty department chairperson. The budget for the Learning Resources Center will remain as submitted and approved for the ending of the FY2013 and for the start of the FY2014.

Fall 2013 Phase-In planning and discussions in preparation for a planned department reorganization/realignment implementation during Fall 2014:

I. English and Mathematics Departments

- a. The initial department presentation and discussions for the planned Fall 2014 implementation of a department reorganization/realignment affecting the English and Mathematics/Science departments took place on May 1st and May 3rd, respectively. These discussions will continue over the AY2013-2014 as phase-in transitional planning and organizational and structure development meetings. The proposed concept for further discussions will focus on possibilities of realignments of the existing English and Mathematics/Science department structure into a Development Education department and a General Education department or similar configurations. This structure will result in the separation of the management of the developmental level courses from the college-level courses currently managed by the English and Mathematics/Science departments. Further transitional and planning meetings will occur during AY2013-2014.

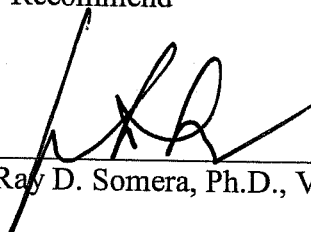
Please contact me if further clarification is needed.



Karen Sablan, Ed.D.

☒ Recommend

☐ Not Recommend


R. Ray D. Somera, Ph.D., VPAA

July 3, 2013
Date

cc: office file
Human Resources Administrator