

MINUTES

Management Team Meeting

The meeting of April 9, 2013 was held at 8:00 a.m. in the President's conference room at the Student Support & Administration Building.

1. Minutes of previous meeting
2. Reports
 - a. Office of the President
 - a. Planning and Development
 - b. Development & Alumni Relations
 - c. PIO
 - d. Executive Director, POST Commission
 - b. Finance & Administration
 - a. HRO
 - b. VP Business & Finance
 - c. Academic Affairs Division
 - a. Continuing Education/Workforce Development
 - b. Dean, TPS
 - c. Dean, TSS
 - d. VP Academic Affairs
 - d. President

General Discussion: April 9, 2013

- Invite industry representatives to truck driving simulator demonstration on April 17 at 11am as a marketing tool for GCC and the truck driving course. (OCP)
- Schedule power turn off in Bldg 200 after the TPS Dean tours the building one last time prior to the start of the renovation. (TPS Dean, Asst Director P&D).
- Plan for next term's faculty training (to include bullying); shooter on campus drill being coordinated by Dennis; provide AVP with tentative dates. (HR, POST)
- Work on defining "student success" so that it is measurable from the assessment perspective. Equate student success with student completion of a credential, and use this year's Fact Book data as baseline information. (AIER, AVP office)
- Sever ties with AHRD because of restrictive policies; explore College Access funding as alternative source of Adult High School funding. (TSS/TPS Deans, CE)
- Support all campus fundraising activities for the "Relay for Life" event scheduled for May 24; GCC's dedicated time will be 7-8 pm at the GW running track. (All)
- Plan to attend this year's Fall Convocation on August 12 (Monday) at the Leo Place Resort. The theme for this year's event will be "Innovation and its Broader Impacts." (AVP)
- Resolve problems associated with the El Camino since it has been almost a year since that prize was supposed to be given away. (TPS Dean, DAR)

General Discussion: April 3, 2013:

- Transfer room utilization function to CE; explore the use of Banner 8 to automate this process. Schedule a meeting between Support Services, TSS Dean's office and CE/WD to discuss this move.
- Revamp front page of website to provide more visibility to college events and announcements; eliminate "GCC advantage." (Jayne)
- Invite trucking companies on island to participate in truck driving simulator demo in order to increase course/program visibility to the general public. (Jayne, TPS Dean)
- Revisit the issuance of parking decals to students; seems unfair to charge them \$7.00 payment but there is no enforcement; a student compliant was received regarding this issue. (TSS Dean, VP F&A)
- Let Patrick review Bill 58-32 to see what implications this will have on our GCC students; particularly on our secondary programs.
- Ensure that LTAs in federally-funded positions use their annual leave according to a planned schedule. (TSS Dean)
- Do a plan B for permanent staff of College Access, in case the grant is not renewed, or discontinued. (TSS Dean)

General Discussion: March 6, 2013:

- Revive "Tradesmen" and "Lady Traders" as GCC brands; update mascot (if any) and introduce during Relay for Life. (OCP, CE)
- Provide travel funding support to Dr. Karen Sablan to attend AHEC grantees' meeting in order to acquire grant knowledge, in anticipation of the Dean's retirement in June. (TPS Dean)
- Extend feedback period for mission statement review till September 11, 2013, in order to coincide with ISMP development; revised mission statement and new ISMP to be launched in January 2014; current mission statement remains as is. (AVP)
- Discuss with Tourism DC that any change in program name (from LMP to HTMP) impacts funding and curriculum process. (TPS Dean)

General Discussion: January 22, 2013:

- Schedule the public hearing on the new fee schedule for February 4 (4-6pm) and 5 (6-8 pm); all departments with fee proposal requests must be present. Venue will be the Training Room 108 at the Student Center. (Deans)
- Encourage DCs and other faculty to turn in applications for CTE funding; availability of funds to be announced March 8; Doris will speak at the CDC meeting to talk about this funding opportunity. (Deans, P&D Asst Director)
- Learn lessons from the café inspection by Public Health, where changes were suggested consider these lessons in the future renovation of Cosmetology. (TPS Dean, P&D Asst. Director)
- Respond to Ethics training request from Legislature; find trainer and venue, in consultation with the Speaker. (President)
- Reiterate the policy of "no payment, no contract" to all concerned parties. (Deans, HR)
- Plan to attend Staff/Administrator Professional Development Day on March 26; no leave approvals to be given on that day. (All supervisors)
- Develop a training plan for all administrative support staff during the summer break so that assistance can be given to various campus offices that need additional manpower. (Deans, AVP)
- Bring all new senators to the campus so they can tour the new facilities. (President)
- Ensure that responsibilities of former Asst. Director, Development & Alumni Relations, are properly divvied up; Ava will work on Commencement planning with AVP and Patrick. (AVP)

General Discussion: January 8, 2013:

- Include a legal statement regarding the disclaimer on the GCC Website; let VP, Finance and Administration review it prior to posting. (Asst Director, CPO)

- Plan for Staff /Administrator Development Day on February 22, to include training on Shooter on Campus (tabletop), customer service, sexual harassment prevention, and other topics mandated by the college's educator insurance plan. (HR, etc)
- Complete the health clearance form to participate in the campus wellness program; supervisor's signature is required prior to participation. (All)
- Finalize a President's directive on the wearing of IDs by all GCC employees; to be posted on website once signed by the President. (Asst Director, CPO)
- Provide timeline for training on new faculty evaluation tool; coordinate with faculty union representatives to establish the timeline. (Deans)
- Review requirements of ACCJC regarding adjunct faculty's role in the assessment process and their integration in the academic life of the college. (AVP)
- Complete, finalize, and publish the AY2012-2013 Fact Bok by February 9 for grant-seeking and other funding support purposes. (Asst Direct OCP, AVP)
- Expand Board report information to include reports from OCP and POST under the President's office. (President)

General Discussion: December 24, 2012:

- Submit GCC budget by January 7, 2013; no salary increments included since funding levels are maintained (which includes fixed costs and contractual services). (VP, Finance and Administration)
- Disseminate SOPs regarding keys to all departments and units, with information on who to call (e.g. supervisor) in case of problems or issues. (Dean, TSS)
- Provide refresher training on campus safety (in general) and Shooter on Campus (in particular), during the December 28 campus gathering for all employees. (Safety Officer, Student Support, Assoc. Dean)
- Develop a tracking plan for students who have joined the workforce after graduation; track these graduates and figure out how to integrate information into TracDat. (AIER, Planning & Development)

General Discussion: December 18, 2012:

- Institute a length of time for new programs (maybe 5 years) before new fees via the adjudication process can be considered for discussion. (Deans, VPs)
- Inform CGC and Faculty Senate regarding new developments in the federal arena regarding the impact of President Obama's Affordable Care Act on faculty adjunct hiring; this will have impact on the Faculty Senate request to increase adjunct teaching hours from 120 to 180. (VP Finance and Admin)
- Explore the possibility of putting a cap on "non-teaching" hours (where the flat rate is \$25.00) as part of the discussion on increasing adjunct teaching hours. (HR, Deans, VPs)
- Remind GDOE that no Fund 1 budget exists for new faculty in the ongoing Okkodo facility expansion (TPS Dean, Adj. Associate Dean)
- Seek golf cart donations from the management of the Admiral Nimitz Golf Club when it closes its doors early next year; golf carts may be used for security patrols around campus; discuss liability issues when this becomes a reality. (POST Exec Director, VP Finance & Admin)
- Prepare for administrator evaluations by mid-January, all evaluations are due at HR by the January 30 deadline. (All)
- Prepare for DOI auditors to visit the GCC campus to audit a grant on January 12. (President, VP Finance & Admin)

General Discussion: December 4, 2012

- Detail Bobbie Blas to the Financial Aid office so she can assist with registration activities during Express Registration in January 2013. (AVP)
- Prepare a resolution for the Foundation Board meeting that requests for \$350K funding support for Building 100 renovation, particularly the developments of its architectural engineering and design. (VP Finance)

- Explore a CTE grant possibility to develop and implement a Naval ROTC program for post secondary students at GCC. (POST Exec Director)
- Work with Governor's office to file a legislative bill that would provide GCC with real projects; this land would replace the 340-acre property that was taken by the Legislature from the college in order to return to ancestral land owners. (President)
- Attend December 6 Board training to be held at the Student Center Training Room; 27 participants from COM-FSM, PCC, NMC, UOG, and GCC are expected to attend. (All BOT members)

General Discussion: November 26, 2012:

- Explore the relocation of Accomodative Services to Student Support Office in order to make it more accessible to students: discuss the pros and cons of this proposed move with John Payne. (TSS Dean)
- Assess the functioning of existing laptops from Adult Ed so they can be redeployed to offices that need them. (MIS, Doris Perez)
- Request for \$700K from the Board for cost of operations until the College is ready to go to the Legislature for a supplemental budget request. (President)
- Withdraw the Student Trustee Selection document from the Board Agenda until the President and the sitting BOT student trustee have had a chance to discuss the issue more thoroughly.
- Monitor the submission of budgets for 2014; they are due to the Deans on December 3, and to the Business Office on December 12. (Deans)
- Schedule a meeting to discuss hiring for faculty and staff for Spring 2013; memo requests must include careful analysis of assessment data, student enrollment, and other relevant factors that justify such hiring; provide memo copies to HR for accreditation purposes. (President, VPs, Deans)

General Discussion: November 6, 2012:

- Develop FAQs for ETS applicants to take the Praxis test in order to provide GDOE teachers the relevant information they need about the test. (CE Asst Director)
- Connect with Evangeline Phillips (PharmD) to begin discussions about the possibility of developing a curriculum for pharmacy technicians, with eventual alignment with our Allied Health program offerings. (Dean, TPS)
- Plan to procure GCC "spirit" items and gear items for sale at the new GCC bookstore (VP, Finance)
- Continue discussions with the Guam Regional Medical Center Board in order to help the members refocus their emphasis on job creation and workforce development as reasons for establishing a new hospital facility on Guam. The training piece that GCC and UOG should handle is a critical component to seeking grassroots support from the local community. (President)
- Survey students via MyGCC to seek their input regarding their housing needs, since the Maiana Hotel (beside Home Depot) is available for occupancy. If GCC students are interested in alternate housing, then this is a possibility for them. (OCP Asst Director)
- Encourage campus constituents to to order from two companies on campus (BCS and Roasted) for their food-related needs. (Deans, VP, Finance)

General Discussion: October 30, 2012

- Explore needs of veteran community by meeting with Lee Weber to find out exactly what the request for a diving course is for. (Vic)
- Ensure that the following room utilization is implemented while Bldg 200 undergoes renovation:
 - Mansana room to occupy the Foundation Bldg conference room (2nd floor)
 - Two classrooms for Education classes at the Foundation Bldg
 - A8 and A9 will serve as temporary classroom and faculty offices for Education department.
 - Copying machine to be shared by Education and CJ departments.
- Mark your calendar for the following campus events:
 - November 16, ISMP session to inform various stakeholders of document updates.
 - November 16, Thanksgiving luncheon (MPA)
 - November 23, Staff Development Day
 - December 6, Employee Christmas party @ the Westin
 - December 28, New Years' luncheon, including kids (MPA)

General Discussion: October 23, 2012

- Monitor load assignments for adjunct faculty teaching, particularly in light of the new CE form, with four signature lines, that include the DC for each course “owned” by a department. (Deans)
- For purposes of a Spring 2013 update, review Adjunct Faculty Handbook to ensure that all other services under each office are sufficiently covered. (HR, Deans, all)
- Request Board secretary to inventory all Board policies with administrative procedures attached to them, and then develop a timeline for a review of these policies by series number. (Board secretary, President, All)
- Provide a list of all grant deadlines to the President. (DAR office)
- Revisit the new guidelines for student voting for BOT student trustee in order to respond to student concerns, if there are any.
- Plan for a Math tutoring bridge program in Summer 2013, in anticipation of a \$10K funding from First Hawaiian Bank Foundation. Proposal needs to be submitted in March or thereabouts. (TSS Dean/Associate Dean)
- Plan for Adjunct Faculty Development and Recognition Day in order to bring adjunct faculty into the fold, and give them a “sense of being and belonging” at the college. (AVP, Associate Dean)
- Explore raising class size due to faculty salary increase and issues with room capacity and utilization by starting a campus-wide discussion. (Deans)

General Discussion: October 9, 2012

- Meet with Chair of CDC to discuss the Council’s request for “mandatory” training on bullying, whether this is meant for students, employees, or both. (Joann, HR)
- Develop SOPs that will clarify college policy on waivers for off-campus activities for students, as waivers that are curriculum-related do not stand up in court, according to risk managers. (Carmen, Gina)
- Establish SOPs for website development by faculty, which will become part of their academic freedom; SOPs to be developed by HR and to be reviewed by legal counsel. Jayne will gather examples from the web. (Joann, HR)
- Prepare for Triple A process by going back to Board policy before collecting for proposed fee changes from various departments or programs (DCAPS included). (Deans)
- Request for CDC Chair support for removal of late registration process; support from Chair of Counseling Department already received. (Deans, AVP)
- Explore wait-list feature for late registration in Banner with Patrick; also room utilization feature (AVP, Deans)
- Plan for the following college activities:
 - Halloween Costume Parade – Oct. 31, SSA Parking Lot with Brunch
 - CTE Week
 - Employee Christmas party – Dec 6, Westin

General Discussion: September 11, 2012

- Link website surveys to AIER so that there is documentation about student needs; Marlena to work with Jayne on this issue. (AIER)
- Plan for no additional Associate Dean at this time; if hired later, assign non-evaluation work during the transition period. (AVO)
- Ensure that new position of Facilities Engineer Administrator in BOT agenda for discussion and approval. (HR)
- Schedule lock-down negotiations on October 1-9 between management and faculty teams to iron out issues pertaining to Job Specs/Faculty Evaluation. (Deans/HR)
- Perform careful inventory of workload for all faculty, particularly committee assignments. Do the same for DCs, particularly for Math and English, and propose specific strategies to resolve workload imbalance. (Deans, TSS/TPS)
- Inform faculty regarding bookstore closing on September 24-28, 2012 for book inventory purposes.
- Follow up on AHEC grant with UOG. (Dean TPS)
- Encourage students to sign up for PDN Alert, as this system will be used for communicating with students during campus emergencies, and other related uses. (Asst Director, CPO)
- Prepare for GCC testimony on the Early Out Retirement bill at the Legislature.

- Develop an ID proposal that uses color coding for various campus constituents so that campus safety issues are adequately addressed. (TSS Dean)

General Discussion: August 27, 2012

- Nominate a worthwhile GCC employee or department or unit for the MagPro Employee Recognition program. Read up on the descriptions of the various categories by clicking on the link emailed by HR. (All)
- Ensure that teaching is the primary responsibility of full time faculty. Training required by a grant should not conflict with scheduled classes. Deans will resolve this issue with their respective faculty. (Deans)
- Request for waiver from DMV regarding the chauffer's license requirement for GCC's regular vehicles. (VP, Finance & Administration)
- Discuss room utilization plans, including what department or unit to place on the 2nd floor of Bldg 200 when the renovation is completed. (Deans)
- In room utilization planning, include "Faculty Workroom" for adjuncts, but avoid labeling room as adjunct offices.
- Transition for PPEC grant work will begin when Larry Gamboa, former PPEC project manager, sits down with Esther Muna to discuss the continuation of PPEC grant activities.

MTM Retreat: August 17, 2012

- Design a new Night Admin t-shirt to be used by administrators during their duty days. (Jayne)
- Develop a plan to require mandatory use of badges for administrators for safety reasons. Color-coding should also be explored.
- Update the campus community on the progress of the ISMP, and seek input on Goals 1, 3, and 4. Since Goal 2 activities have all been completed prior to the accreditation visit, the Standard Committees will provide input on the development of new activities for Goal 2. A new update, compiling all input from constituents, will be published in January 2013.
- Rethink the annual self evaluation process by focusing on Actionable Improvement Plans (AIPs) and ACCJC recommendations, instead of following the old process of writing a full report each year. Assign the Standard Committees to monitor the AIPS and ACCJC recommendations through brief narrative reports each year.
- Mark your calendars for the following institutional events:
 - Labor Day picnic, September 2, 10 am – 5pm
 - Goal 1 meeting, September 21, 9 – 10am
 - Goal 3 meeting, September 21, 10 - 11 am
 - Joint Leadership meeting October 5, 10:30 – 12Noon
 - Goal 4 meeting, October 5, 9 - 10 am
 - Halloween Parade of Costumes, October 31, 9 am
 - Ribbon cutting, Foundation Bldg, November 5, 10 am
 - GCC Christmas Party (adults), December 7, 6 pm
 - GCC Kids' Christmas Party, December 21, 10:30 am
 - Parade of Shoes, February 9, 2013
 - Gala Night, Celebrating our Diverse Workforce, May 4, 2013

General Discussion: August 22, 2012

- Encourage all campus constituents to join GovGuam's annual Labor Day picnic on September 2 at Ypao Beach Park.
- Assess the preparedness of all GCC offices with regard to typhoons so that the campus is ready at all times. Order supplies and equipment necessary for typhoon preparations, like plywood, gas for generators, etc.
- Provide the latest copy of the Fact Book to GDOE's Superintendent, including data on placement test results in Math and English, and how public high schools are represented, in terms of pass and fail rates.

- Explore the possibility of doing away with late registration and move up add/drop period one week early.
- Ensure that some GCC paraphernalia will be available for display at the new bookstore during the ribbon-cutting event scheduled on November 5. Add consignments like Kindle, Netbook, etc. later.
- Move GCC cars out of parking lots in front of SSA Bldg (2000) in order to free up parking spaces for students.

General Discussion: August 6, 2012

- Continue conversation with Trades Academy regarding NCCER certification so that articulation of courses between our two institutions can move forward.
- Draft a letter to GBNE to report the hiring of a Nursing and Allied Health Administrator, as well as to provide updates to the concerns raised in the last GBNE letter to GCC. (TPS Dean)
- Finalize training schedule for new employees (August 13) and adjunct faculty (August 14); the latter is mandatory for all old and new adjuncts to orient them on new policies and procedures of the college.
- Seek input from faculty regarding a plan to standardize hours/credits for all practicum and special circumstance courses so that consistency in terminology, as well as practice, is achieved. (AVP, Deans, VP Finance & Administration)
- Explore next year's participation in Executive Leadership Development Program (ELDP), as organized by (formerly) USDA Graduate School, to continue with the President's succession planning initiative. (President)
- Follow up on gadgets or accessories to be attached to vending machines in order to save on energy consumption; remove all soda machines on campus by August 10, if these gadgets have not been installed on them. (TSS Dean)
- Plan for MTM's August 17 retreat (9am to 12Noon) with the agenda to include review of ISMP activities, institutional priorities, and review of administrator night duty survey results.
- Update campus community on upcoming Labor Day activities, with T-shirts to be ordered, menu list to be circulated, for planning purposes. (VP Finance & Administration)

General Discussion: July 17, 2012

- Write a memo regarding the change of terminology in curriculum documents and catalog; definitions will be made consistent with the terms "practicum" to be used in post-secondary, and "work experience" to be used exclusively in secondary, "internship" will no longer be used. (AVP)
- Update employer survey to capture changing workforce needs. (Asst Director, CE/WD)
- Follow up on DE state authorization issue with UOG's Dr. Helen Whippy. (President)
- Schedule MTM retreat: August 17, 9AM – 12Noon, with agenda to include ISMP update, Admin Night Duty survey, Organizational Institutional Priorities.

General Discussion: July 10, 2012

- Draft a memo to the President requesting for the announcement of two positions (Associate Dean, TPS; and Asst. Director of AIER) in order to establish a list of eligibles. (AVP)
- Track and monitor the delivery of furniture for Cosmetology (TPS Dean)
- Review room utilization in order to determine availability of GCC rooms for GW's use. (Deans)
- Prepare to discuss issues with Ellusion team that will be visiting the campus on August 28. (VP, F&A).

General Discussion: June 1, 2012

- Develop SOPs that clarify specific routing of documents for course permission forms processed under CE, whether for credit or non-credit (CEUs). (CE, AVP)
- Run a report that shows the number of classes/workshops that faculty members teach within a given year, particularly for departments that offer a lot of CE-run classes. Establish parameters that provide caps for such activities, if warranted. (VP F&A, HR)
- Meet with Cosmetology program faculty to investigate the lost USB (containing the pass key) for newly-purchased software. (TPS Dean)