

Calendar Committee Agenda

Meeting Date: October 12, 2006
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
- II. Sign in
- III. #5 Calendar Committee minutes review/approval
- IV. Old Business
 - A. Progress Reports (action items)
 - 1. Tony Roberto
 - a. SOP
 - b. Moodle training on 9/28/06
 - 2. Sally/ Letishia – Review calendar on Google
- V. New Business
- VI. Other matters/agenda for next meeting
- VII. Adjournment

Calendar Committee

Meeting Date: September 7, 2006

Time: 3:00 p.m.

Place: Room 501

- I. Call to Order
- II. Sign in
- III. #3 Calendar Committee minutes review/approval
- IV. Old Business
 - A. Progress Reports (action items)
 - 1. Deans Ridgell and Santos, Registrar Clymer
 - a. Chair election
 - b. Meeting time
 - c. Committee vote procedures
 - 2. Distribution of 2011-12 calendar
 - 3. Follow-up on election day (may need to make up if holiday declared)
 - 4. Member feedback from assigned areas
 - a. Erwin – Admin.
 - b. Sally – COPSA/ Calendar on lower campus
 - c. Mel – Student Services/Action template
 - d. Tony – Marketing Comm./ SOP and Bylaw/ subcommittee
 - e. Phyliss - Secondary
 - f. Cathy – GCC Web/ Bulletin boards/ Network Neighborhood
 - 5. Goals and objectives
- V. New Business
 - A. Assignment for SOP/Bylaws
- VI. Other matters/agenda for next meeting
- VII. Adjournment

Calendar Committee

Meeting Date: September 21, 2006
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
 - II. Sign in
 - III. #4 Calendar Committee minutes review/approval
 - IV. Old Business
 - A. Progress Reports (action items)
 - 1. Tony Roberto
 - a. Update on Chair meeting
 - b. SOP
 - c. Moodle training on 9/28/06
 - 2. Follow-up on election day (may need to make up if holiday declared)
 - 3. Member feedback from assigned areas
 - a. Erwin – Admin.
 - b. Sally – COPSA/ Calendar on lower campus
 - c. Mel – Student Services/Action template
 - d. Tony – Marketing Comm./ SOP and Bylaw/ subcommittee
 - e. Phyliss - Secondary
 - f. Cathy – GCC Web/ Bulletin boards/ Network Neighborhood
 - 4. Goals and objectives
- V. New Business
- VI. Other matters/agenda for next meeting
- VII. Adjournment

Calendar Committee

MINUTES

Meeting Date: August 24, 2006

Place: Rm. 501

Called to order: Meeting called to order at 3:00 pm

Members Present: Tony Roberto, Imelda Clymer, Sally Sablan, Phyllis Yurko, Erwin Tudela, Chris Dennis, and Cathy Gogue

Approval of prior minutes: Sally moved to approve prior minutes as amended. Motion was seconded by Chris. No objections Motion carried.

Old Business:

Action Items:

a. Five year calendar:

- i. Current 5 year academic calendar was distributed to members. A calendar for 2011-12 will be distributed at the next meeting to all attendees (members, registrar and deans).
- ii. Sally raised concerns about the existing 5 year calendar; current year election day may be a declared holiday. Tabled for discussion at next meeting.

b. Member feedback:

- i. Satellite Tourism faculty has been asked to forward information about GCC Tourism related events to Phyllis.

c. Additional members:

- i. The Deans and the Registrar will be contacted to become members of the Committee. Tony will contact Dean Santos and Dean Ridgell. Mel will contact the Registrar.
- ii. Tony will follow-up with Bobblie LG for student membership.
- iii. Sally will announce at COPSA mtg (8/26/06) to solicit volunteers for student membership.

d. Goals and objectives:

- i. The Calendar will be publically posted in designated areas; lower campus, upper campus, and distributed via the communications director to "all@guamcc.edu".
- ii. To develop a "Z Card" for distribution at recruitment or mall events.

Open Discussion:

- a. Phyllis suggested the calendar be displayed on the TVs located in the rotunda. Tabled for further discussion.
- b. Faculty members of the Committee are encouraged to keep a log of their committee activities.
- c. Sally was unanimously elected as chairperson of the Committee for AY 2007-08.

Next Meeting: Thursday August 31, 2006 at 3:00p.m. in Room 501.

Adjournment: Sally moved to adjourn. Motion was seconded by Erwin. No objections. Motion Carried. Meeting adjourned at 4:00p.m.

ATHNONY ROBERTO
Chairperson

IMELDA CLYMER
Recorder

Calendar Committee

MINUTES

Meeting Date: August 31, 2006

Place: Rm. 501

Called to order: Meeting called to order at 3:00 pm

Members Present: Tony Roberto, Imelda Clymer, Sally Sablan, Phyllis Yurko, Erwin Tudela, Chris Dennis, Cathy Gogue, and Latisha Leon Guerrero

Approval of prior minutes: Cathy moved to approve prior minutes with corrections.
No objections. Motion carried.

Old Business:

Action Items:

- a. Distribution of 2011-12 calendar:**
 - i. Tabled until Deans and Registrar attend.
- b. Election Day Holiday:**
 - i. Tabled until Deans and Registrar attend.
- c. Deans and Registrar:**
 - i. Dean Santos and Registrar have confirmed attendance. Dean Ridgell's confirmation is pending (Tony to follow up).
- d. Member feedback from assigned areas:**
 - i. An electronic master calendar is being developed by the Office of Communication and Promotions. Tony will research how the members can access/share the calendar since it is created in Macintosh environment.
 - ii. Sally will coordinate with Cathy posting the calendar at the designated campus locations.
 - iii. Erwin has volunteered to provide two (2) boards to post the calendar.
- e. Goals and objectives formulation:**
 - i. Tabled until Deans and Registrar attend.

New Business:

- a. Dean Santos and Registrar have confirmed attendance. Dean Ridgell's confirmation is pending (Tony to follow up).
- b. Create SOP and by-laws were tabled.
- c. Action template will be e-mail to all members.
- d. Committee vote and procedures;
 - i. Membership composition, voting procedures, meeting dates and times to be discussed when Deans and Registrar are in attendance.
 - ii. Discussion on creating a subcommittee who's sole purpose will be to maintain the college's 5 Year Calendar (as submitted to the

BOT for approval). Chairperson will seek clarification from the Senate Council.

Open Discussion: Chairperson request all faculty committee members to provide a status report on assigned areas at the next scheduled meeting.

Next Meeting: Thursday, September 7, 2006 at 3:00p.m. in Room 501.

Adjournment: Mel moved to adjourn. No objections. Motion Carried. Meeting adjourned at 4:00p.m.

ATHNONY ROBERTO
Chairperson

IMELDA CLYMER
Recorder

Calendar Committee

Minutes

Meeting Date: December 7, 2006

Location: Rm. 501

Called to Order: 3:00p.m.

Members Present: Tony Roberto, Chris Dennis, Dr. Michelle Santos, Phyllis Yurko, Katherine Salzar, Cathy Gogue, Sally Sablan

Members Absent: Patrick Clymer (Banner Training), Reilly Ridgell, Imelda Clymer, Erwin Tudela, Latisha Leon Guerrero

Approval of prior minutes for meeting #9: Katherine Salzar moved to approve minutes from November 16, 2006. Chris Dennis seconded. No discussions. Motion carried.

Approval of prior minutes for meeting #10: Katherine Salzar moved to approve minutes from November 30, 2006 with corrections. Chris Dennis seconded. No discussions. Motion carried.

Old Business:

Action Items:

1. Tony Roberto:
 - a. Update on Chair Meeting: Discussion took place concerning faculty involvement in any of the Faculty Senate committees and that no faculty member should feel forced to join any specific committee. In the event a specific faculty member becomes recommended for a specific committee involvement, it is still only a recommendation. Dr. Santos commented that administration may look into the recommendation should it go through the proper channels.
 - b. Faculty may serve on staggered terms for any Faculty Senate Committees.
 - c. A recommendation from Dr. John Rider, at the Faculty Senate meeting, was for all committees and its members to slow down. Everyone has become overwhelmed and overambitious with the new process requirements.
 - d. A new Administrative Secretary for the Senate, by the name of Danielle, has been hired.
2. Approval of SOP
 - a. A recommendation from the Faculty Senate that all committees include an endorsement statement in their bylaws stating "we endorse GCC's Student Learning Outcomes", or something to that effect. Further discussion on the matter took place and will be looked into on whether the endorsement statement is necessary if the committee does not have a direct relation to SLO's.
3. Goals and Objectives: Sally Sablan:
 - A. Calendar training: Sally explained to the committee that with the implementation of the campus' new software, all will have to be trained to use this software. She recommended that members currently undergoing training will in turn train the rest of the committee so that when the new software kicks in, the Calendar committee will be prepared to train all other faculty on the use of the calendar portion of the software. Dr. Santos made a motion to approve the calendar training by the committee. Katherine Salzar seconded. Motion carried.
4. Sally/Latisha:
 - a. Google calendar: Color print outs are not available as seen on the website. Sally will continue

to figure out how to get the calendar to print as seen on the website. Katherine S. recommended we go ahead and highlight the activity according to our assigned department colors at our next meeting.

5. Katherine Salzar:

- a. Activity Task Log: Katherine passed out sample copies of the individual and committee action log sheets. Discussion on the committee action log sheets ensued and the committee agreed to utilize the format with some changes to the layout. Individual log sheets are to be kept by each member and with no specific layout.

New Business:

Creation of FAQ's and cheat sheets for the faculty training on the calendar portion of the campus' new software going live in April 2007.

Next Meeting: Thursday, January 25, 2007 at 3:00p.m. in Room 501.

Adjournment:

Calendar Committee

Minutes

Meeting Date: February 8, 2007

Location: Rm. 501

Called to Order: 3:00p.m.

Members Present: Tony Roberto, Sally Sablan, Mel Clymer, Chris Dennis, Phyllis Yurko, Katherine Salzar, Cathy Gogue, and Latisha Leon Guerrero

Members Absent: Patrick Clymer (Banner), Reilly Ridgell (Banner Executive mtg.), Michelle Santos (Banner Executive mtg.), and Erwin Tudela

Approval of prior minutes for meeting #11: Tabled until next meeting.

Old Business:

Action Items:

1. Five year academic calendar:
 - a. The goal is to have the five yr. academic calendar approved by the committee at the February 15th meeting. Phyllis will email the completed Fall & Spring (ay 2011-12) dates to Patrick. Mel will follow up on completion of the remaining dates (summer session, make-up days, etc..).
2. Approval of SOP
 - a. An endorsement statement of SLO's will be included in the committee bylaws. Final version of the bylaws will be voted on at the February 15th meeting.
3. Goals:
 - a. Institutional Calendar: On January 26, Sally emailed to "all@guamcc.edu" informing the campus about the institutional calendar link located on the calendar committee webpage. Sally will post the calendar on the bulletin board at the Student Services bldg by February 13th. Members are reminded to update their sections of the calendar as needed.
4. Updates:
 - a. "Z" card: Cathy presented the proof of the draft "z" card. Mel suggested that a disclaimer be included stating events are subject to change and to contact the offices sponsoring the events for more information. Also, Mel suggested that the map on the "z" card be amended to (1) include somewhere in the white space next to the SSAB graphic that Counseling, Financial Aid, and Admissions & Registration are located there, and (2) remove reference to the "T" buildings and put in its place "Site of the future Allied Health Center".
 - b. Activity Task Log: Katherine made corrections based on recommendations from Chris. No other recommendations were made. Katherine will continue to update the committee log as needed.

New Business: None

Agenda Items for next meeting: Approval of committee bylaws and 5 yr. academic calendar.

Next Meeting: Thursday, February 15, 2007 at 3:00p.m., Room 501.

Adjournment: 4:00 pm

Calendar Committee

Minutes

Meeting Date: February 15, 2007

Location: Rm. 501

Called to Order: 3:00p.m

Members Present: Sally Sablan, Phyllis Yurko, Erwin Tudela, Tony Roberto, Patrick Clymer, Michelle Santos, Reilly Ridgell, Katherine Salzer, and Christopher Dennis.

Members Absent: Cathy Gogue, Latisha Leon Guerrero & Imelda Clymer

Approval of prior minutes: Sally moved to approve minutes, Phyllis seconded. No objections. Motioned carried.

Old Business:

Action Items:

1. Approval of SOP
 - a. Katherine moved to approve, Michelle seconded. Motion was unanimously approved.
2. Chair recognized Mel, Phyllis, Patrick, and Sally for their hard work in providing the documents for the committee members at every meeting, thus far.
3. Update on "Train the Trainer"
 - a. Tabled until Banner is brought up to date.
4. Calendar Placement:
 - a. Sally and Phyllis completed the following tasks:
 1. Displayed a copy of the Institutional Calendar at the Rotunda on 2/13/07.
 2. Displayed copies of the Institutional Calendar around campus on 2/14 & 2/15/2007.
 - b. Calendar will be displayed on public website when website becomes available.
5. 5yr. Calendar
 - a. Patrick completed Summer dates. Corrections will be made concerning the last day of classes for Monday, Wednesday & Easter Break for the Spring 2012 semester.
 - b. Patrick moved to approve 5yr. calendar as amended, Michelle seconded. No objections. Motion unanimously approved.

New Business: None

Other matters/Open discussion:

1. Team Building:
 - a. Tony gave the committee members a "Team Building Hand-Out". The committee members discussed it and unanimously agreed that it will make them better team players.
2. Katherine announced that she posted the Calendar Committee Task Sheet on the GCC website.

Next Meeting: March 1, 2007

Adjournment: Erwin moved to adjourn, Michelle seconded. No objections. Meeting adjourned at 4:00p.m.

Calendar Committee

Minutes

Meeting Date: March 8, 2007

Location: Rm. 501

Called to Order: 3:00 p.m.

Members Present: Imelda Clymer, Chris Dennis, Erwin Tudela, Cathy Gogue, Katherine Salzer, Sally Sablan, Phyllis Yurko.

Members Absent: Latisha Leon Guerrero, Patrick Clymer, Michelle Santos, Reilly Ridgell, Tony Roberto.

Approval of prior minutes: Phyllis moved to approve minutes, Erwin seconded. No objections. Motion carried.

Old Business:

Action Items:

1. Committee By-Laws have not been approved yet. The Faculty Senate Executive Committee have yet to meet due to scheduling issues.

2. 5 Year Academic Calendar, too, has yet to be approved by the Faculty Senate Executive Committee due to the lack of the group being able to meet.

Both of these items are scheduled to be reviewed at the next executive committee meeting set for Monday, March 12th. Imelda will call Elaine Fejerang on Tuesday the 13th to verify if any changes are required or questions concerning the documents.

3. On-line Calendar/Calendar on Bulletin Boards

A. Additions and corrections to the calendars are on-going. All changes will be posted on a weekly or as needed basis.

B. The committee agreed to alternate the assigned member to make changes on all of the committee's calendars. Tuesday is the selected change day of the week. For those members who do not have access to colored-ink printers, please have Sally print one copy and photocopy enough copies in Cathy's office.

C. Only the calendar located in the rotunda will have its changes printed on a separate sheet of paper because of the lamination.

D. Calendar locations:

1. Rotunda
2. Outside campus bookstore
3. A building stairwell (front of campus)
4. A building outside A-06
5. B building (across C-01) glass case
6. C building stairwell (front of campus)
7. C building at end stairwell
8. D building across D-06
9. D building outside D-02
10. F building outside Library

11. F building outside F-05

4. Z Card has been delayed by the PDN. Cathy is still awaiting results.

5. Luminous training has been delayed due to problems with the server.

New Business: None

Other Matters/Open Discussion:

1. April 20th is the last Faculty Senate General Meeting, 3:00 p.m. in the Multipurpose Auditorium. Phyllis will check with Elaine Fejerang on whether closing reports or any other faculty senate issues will be required at that meeting.
2. The Ombudsman group has agreed to have a “College Night” on April 19th. Further details will be provided by Katherine as she works out the final arrangements.

Next Meeting: March 15, 2007

Adjournment: Sally moved to adjourn, Chris seconded. No objections. Meeting adjourned at 4:00 p.m.

CALENDAR COMMITTEE

MINUTES

Meeting Date: November 09, 2006

Location: Rm. 501

Called to order: 3:00p.m.

Members Present Tony Roberto, Sally Sablan, Imelda Clymer, Phyllis Yurko, Erwin Tudela, Michelle Santos, Cathy Gogue, Katherine Salzer, and Latisha Leon Guerrero.

Members Absent Reilly Ridgell (off-island), Patrick Clymer (Banner training), and Chris Dennis

Approval of prior minutes: Sally S. moved to approve minutes from October 12, 2006 with corrections. Latisha L.G. seconded. No discussion. Motion carried.

Old Business:

Action Items:

1. Tony Roberto:
 - a. Update on Chair Meeting: Members were reminded to maintain an action item log.
 - b. Bylaws: discussion. Changes to the Bylaws will be sent to Tony R. An electronic vote will be taken once the final version of the bylaws has been distributed.
2. Cathy Gogue:
 - a. "Z" card: Calendar of events will be sent to members via email. Draft version of the "Z" card will be shared with members in 2 weeks.
3. Sally/Latisha:
 - a. Google calendar: Due to technical difficulties with Google Calendar Sally and Latisha will examine Yahoo Calendar and other options available to the committee. They will present options at next meeting.
 - b. Bulletin Board: A bulletin board has been installed at the Student Services & Administration Building, entrance to the right wing, 1st floor.
4. Summer 2012 Semester: Tony will meet with Deans & Registrar to update the 5-year academic calendar to include Summer 2012 semester.

New Business:

1. Information will be gathered from private & public institutions or organizations upcoming events where GCC can promote college awareness; Tony - DOL, GCA; Tony/Katherine – BRAC; Cathy – GHRA; Mel- GPSS, DoDEA, & private schools.

Open Discussion:

1. Agenda items for next meeting; (a) revisit committee goals, (b) administrators will not be present at next meeting due to MOA meeting & Banner training.

Next Meeting: Thursday, November 16, 2006 at 3:00p.m. Location: Rm 501.

Adjournment: Mel moved to adjourn. No objections. Motion Carried. Meeting adjourned at 4:03.m.

Anthony Roberto
Chairperson

Imelda Clymer
Recorder

CALENDAR COMMITTEE

MINUTES

Meeting Date: November 16, 2006

Location: Rm. 501

Called to order: 3:10p.m.

Members Present Tony Roberto, Sally Sablan, Imelda Clymer, Phyllis Yurko, Erwin Tudela, Reilly Ridgell, Katherine Salzer, and Chris Dennis.

Members Absent Michelle Santos (MOA mtg.), Patrick Clymer (Banner training), Cathy Gogue and Latisha Leon Guerrero.

Approval of prior minutes: Phyllis moved to approve minutes from November 9, 2006. Erwin seconded. No discussion. Motion carried.

Old Business:

Action Items:

1. **Approval of Bylaws:** Sally emailed the bylaws and requested an electronic vote no later than 5pm , November 20, 2006.
2. **Goals:** The committee established the following goals:
 - a. 5 year Academic Calendar,
 - b. Institutional Calendar, and
 - c. "Z" Card.
3. **Online Calendar:** The committee will use localendar.com to input GCC events. Committee members are asked to complete all entries by November 22nd. Sally will print and post the completed calendar on the bulleting board at the SS&A Building.
4. **Assignment Update:**
 - a. Katherine: Military (see attached calendar of events)
 - b. Mel:
 - i. DOD Guam High School College Night 11/16/06 6-8pm
 - ii. GCC ABE/GED College Recruitment Event 12/01/06 9-11am/6-8pm, and
 - iii. SSHS FAST workshop 12/02/06 8am-12pm
5. **Activity Task Log:** Members were reminded to maintain their action item log for evaluation purposes.

New Business: none

Open Discussion: none

Next Meeting: Thursday, November 30, 2006 at 3:00p.m, rm. 501.

Adjournment: Chris moved to adjourn. No objections. Motion Carried. Meeting adjourned at 4:30p.m.

Anthony Roberto
Chairperson

Imelda Clymer
Recorder

CALENDAR COMMITTEE

MINUTES

Meeting Date: November 30, 2006

Location: Rm. 501

Called to order: 3:00p.m.

Members Present Tony Roberto, Sally Sablan, Imelda Clymer, Phyllis Yurko, Erwin Tudela, Katherine Salzer, and Cathy Gogue.

Members Absent Michelle Santos, Reilly Ridgell, Patrick Clymer, Chris Dennis and Latisha Leon Guerrero.

Approval of prior minutes: Tabled.

Old Business:

Action Items:

1. **Approval of Bylaws:** Not all members have submitted their vote. A final vote will be taken at the next regularly scheduled meeting.
2. **Online Calendar:**
 - a. The color scheme for the calendar at localendar.com has been changed. Events will be color coded as follows: faculty/staff events will be light yellow, postsecondary student events will be light blue, secondary student events will be light pink, holiday events and events for all will be in white.
 - b. Members are reminded to enter contact information into the calendar as needed.
 - c. Erwin is tasked with entering deadlines related to IFPs, Academic Affairs Division, quarterly reports, and assessment.
 - d. Kathy is tasked with entering calendar events for Continuing Education, BOT, HRO, and GED.
3. **Feedback on Faculty Senate Committees:** Members discussed improving communication from the Senate regarding standardized templates such as the action items log. Tony will bring our concerns to the next regularly scheduled chairs meeting.

New Business: Discussion on faculty training for the Luminis Calendar feature was tabled. Members were asked to be prepared to discuss this matter at the next regularly scheduled meeting.

Open Discussion: Mel brought to members' attention that committee member action item logs will be reviewed from time to time by evaluators. Therefore, members are encouraged to keep logs current. As a result, Katherine will create the committee action item log. Members will be responsible for maintaining their area of the log. The log will be published on the committee's web page.

Next Meeting: Thursday, December 7, 2006 at 3:00p.m, rm. 501.

Adjournment: Phyllis moved to adjourn. No objections. Motion Carried. Meeting adjourned at 4:30p.m.

Anthony Roberto
Chairperson

Imelda Clymer
Recorder

Calendar Committee

MINUTES

Meeting Date: October 12, 2006

Location: Rm. 501

Called to order: 3:05 p.m.

Members Present: Tony Roberto, Imelda Clymer, Sally Sablan, Erwin Tudela, Chris Dennis, Michelle Santos, Reilly Ridgell, Cathy Gogue and Katherine Salzer

Members Absent: Patrick Clymer (Sunguard training), Phyllis Yurko, Latisha Leon Guerrero (off-island)

Approval of prior minutes: Tabled until next meeting

Old Business:

Action Items:

- 1a.** SOP/Bylaws: Chair distributed a draft copy of the committee bylaws. Members were asked to review and email suggestions or concerns to the Chair
- b.** Google Calendar: Faculty committee members established Google email accounts in order to access the Google calendar tool. Faculty members were asked to input events from their assigned areas in Google calendar. The online calendar will be reviewed at the next scheduled meeting.

New Business: none

Open Discussion: none

Next Meeting: Thursday, October 19, 2006, rm. 501, 3:00p.m.

Adjournment: Mel moved to adjourn. No objections. Motion Carried. Meeting adjourned at 4:00p.m.

Calendar Committee

MINUTES

Meeting Date: October 26, 2006
Location: Rm. 501

Called to order: 3:00 p.m.

Members Present: Sally Sablan, Phyllis Yurko, Erwin Tudela, Chris Dennis, Michelle Santos, Cathy Gogue and Katherine Salzer

Members Absent: Tony Roberto, Imelda Clymer, Latisha Leon Guerrero, Reilly Ridgell, Patrick Clymer,

Approval of prior minutes: Michelle S. moved to approve minutes from October 12, 2006 meeting. Cathy G. seconded. No discussion. Motion carried.

Old Business:

Action Items:

1. Tony Roberto, (Sally Sablan presented Tony Roberto's information)
 - a. Update on Chair Meeting – tabled
 - b. Bylaws: discussion. Bylaw changes will be given to Tony R. for revisions
2. Cathy Gogue
 - a. "z" card – gave update and discussed building names needing to be consistent on maps and campus
3. Sally – G-mail Google Calendar
 - a. COPSA (Sally) is on calendar
 - b. Student Services (Mel) is on calendar
 - c. Department Chair and Program Manager Meetings (Chris) – will work with Michelle to finalize and put on calendar
 - d. Senate Committee Events (Katherine) – The deadlines given are up, others will be added as received. Committee Meeting times (because they change) will be on individual committee web calendars.
 - e. Work Order - Sally will put in a work order for the calendar board to be put up in the Administration Bldg.

New Business: None

Open Discussion: None

Next Meeting: Thursday, November 9, 2006 at 3:00p.m. Location: Rm 501

Adjournment: Michelle S. moved to adjourn. Cathy G. seconded. No discussion. Motion Carried. Meeting adjourned at 3:57.m.

Sally Sablan
Chairperson-Elect

Katherine Salzer
Substitute Recorder

Calendar Committee

MINUTES

Meeting Date: September 7, 2006

Location: Rm. 501

Called to order: 3:00 p.m.

Members Present: Tony Roberto, Imelda Clymer, Sally Sablan, Phyllis Yurko, Erwin Tudela, Chris Dennis, Reilly Ridgell, Patrick Clymer, Latisha Leon Guerrero, and Katherine Salzer

Members Absent: Michelle Santos, Bobbie Leon Guerrero, and Cathy Gogue

Approval of prior minutes: Latisha moved to approve prior minutes with corrections.
No objections. Motion carried.

Old Business:

Action Items:

1. Administrative matters: Discussion of Chair election, meeting times and committee voting procedures were tabled until clarification is received from the Senate. Chair will report back to the committee his findings at the next scheduled meeting.
2. 2011-2012 calendar was distributed to members with govguam holidays and professional development days incorporated into the calendar. Phyllis volunteered to count the Fall and Spring class days to be scheduled for 2011-2012 AY.
3. Election Day Holiday: pending news whether it is declared a holiday.
4. Member feedback:
 - a. Erwin (Administration) – to be submitted at the next scheduled meeting.
 - b. Sally (COPSA) – submitted a yearlong events calendar from COPSA.
 - c. Mel (Student Services) – submitted a yearlong events calendar from Project AIM/ETS.
 - d. Tony (SOP's/Bylaws) –Bylaws will be formulated by the Chair. The drafting of SOP's will be divided among committee members.
 - e. Phyllis (Secondary) –Emailed secondary faculty for calendar events.
 - f. Cathy – (Sally presented on her behalf) Suggested areas for displaying the institutional calendar are lower campus between A and B Building fronting the parking lot, and the AVP's Bulletin Board (2nd Floor SSAB), on the TVs in the Rotunda.
5. Goals and Objectives – tabled until the next scheduled meeting.

New Business:

1. Bylaws will be formulated by the Chair of the committee. The drafting of SOP's will be divided among committee members.

Open Discussion:

1. Latisha will input all calendar events into an electronic master calendar until members can access the master calendar via network neighborhood. All members were asked to e-mail events from their assigned areas.
2. Sally will format, print and post institutional calendars at the designated areas (to be finalized).
3. Calendar bulletin boards should be covered and protected from the weather and tampering. Phyllis volunteered to request from Gil Yanger, Construction Trades, to design and fabricate protective covers for the bulletin boards.
4. Change in Assignments:
 - a. Bobbie and Latisha are now assigned to COPSA events.
 - b. Sally and Mel are now assigned to Student Services events.
 - c. Cathy is now assigned to marketing events.

Next Meeting: Thursday, September 21, 2006 at 3:00p.m. in Room 501.

Adjournment: Mel moved to adjourn. No objections. Motion Carried. Meeting adjourned at 4:20p.m.

ATHNONY ROBERTO
Chairperson

IMELDA CLYMER
Recorder

Calendar Committee

MINUTES

Meeting Date: September 21, 2006

Location: Rm. 501

Called to order: 3:00 p.m.

Members Present: Tony Roberto, Imelda Clymer, Sally Sablan, Phyllis Yurko, Erwin Tudela, Chris Dennis, Michelle Santos, Latisha Leon Guerrero, Cathy Gogue and Katherine Salzer

Members Absent: Reilly Ridgell, Patrick Clymer, Bobbie Leon Guerrero

Approval of prior minutes: Latisha moved to approve prior minutes with corrections.
No objections. Motion carried.

Old Business:

Action Items:

- 1a.** SOP/Bylaws: Chair distributed SOP for the 5 year academic calendar. Chair will create the SOP's for other goals established by the committee.
- b.** Moodle Training: Scheduled for 3:00 pm, Technology Center. Room location to be announced via email.
- 2.** Election Day Holiday: Tabled. Discussion will take place if Election day is declared a holiday..
- 3.** Member feedback:
 - a.** Erwin (Administration) –submitted a calendar of administrative and secondary events to the Chair. The information will be submitted to Latisha for inputting.
 - b.** Sally (COPSA) –none.
 - c.** Mel (Student Services) – none.
 - d.** Tony (SOP's/Bylaws) –SOP/Bylaws will be formulated by the Chair
 - e.** Phyllis (Secondary) –Emailed secondary faculty for calendar events. Identified start and end dates for M/W, T/R, and Sat. classes for AY 2011-2012.
 - f.** Cathy – Calendar events will be emailed to all@guamcc.edu. A campus map was chosen by the committee for the “Z” card, however, PDN will be asked to create a 3-D design of the campus map before a final product is presented to the committee for approval.
 - g.** Chris (DC's) – none.
 - h.** Katherine – emailed faculty senate oversight chairs for a schedule of committee meeting times and location.

4. Goals and Objectives: Chair will email goals and objectives to committee members. Any suggestions for additional goals should be emailed to the Chair.

New Business:

1. Constitution Day - tabled until next meeting.

Open Discussion:

- Committee members are encouraged to read the Sixth Annual Assessment Report and the 2006 Comprehensive Evaluation Report by ACCJC. Both documents can be found on the GCC Assessment website. Committee members are requested to link relevant sections of both reports to committee goals.
- Michelle suggested and encouraged that the committee be goal driven and not time driven.

Next Meeting: Thursday, September 28, 2006 at 3:00p.m. Location to be announced.

Adjournment: Sally moved to adjourn. No objections. Motion Carried. Meeting adjourned at 4:10p.m.

ATHNONY ROBERTO
Chairperson

IMELDA CLYMER
Recorder