

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: April 9, 2008
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
Proposal sent to GCC President
 - B. Electronic “Calendar of Events”
 - i. Updates from committee members
 - ii. Recommendation to change electronic calendars
 - C. Calendar posting on Campus Bulletin boards
Posting of April/May Calendars
 - D. Bylaws
- V. New Business
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

Calendar Committee Agenda

Meeting Date: August 29, 2007
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
- II. Sign in
- III. Calendar Committee minutes review/approval
- IV. New Business
 - A. Bylaws
 - B. Committee goals
 - C. Committee Evaluation and Reporting Matrix
 - D. Committee member roles/responsibilities
 - E. 5-year Academic Calendar
 - F. Electronic “Calendar of Events”
 - G. MyGCC Calendar Train-the-Trainer
 - H. Calendar posting on Campus Bulletin boards
 - I. “Z” Card
- V. Announcements
- VI. Next meeting date
- VII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: February 6, 2008
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
 - i. Shared Governance Day
 - ii. Commencement
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Committee Action Log
- V. New Business
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: February 20, 2008
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
Commencement survey results
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Committee Action Log
- V. New Business
 - A. Bylaws
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: February 27, 2008
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
 - 1. Commencement survey results / Change of dates
 - 2. Inclusion of Secondary schedule
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Training
 - 1. Wednesday, March 5, 3:30 – 4:30pm
 - 2. Friday, March 7, 10:00-11:00am
 - D. Calendar posting on Campus Bulletin boards
 - E. Bylaws
- V. New Business
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: January 30, 2008
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
 - i. Shared Governance Day
 - ii. Commencement
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Committee Action Log
 - F. Recommendations for next year’s Calendar committee
- V. New Business
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: March 12, 2008
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
Inclusion of Secondary schedule
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Training
Friday, March 7, 10:00-11:00am - update
 - D. Calendar posting on Campus Bulletin boards
 - E. Bylaws
- V. New Business
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: March 26, 2008
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
Recommendations from Curriculum committee and Faculty Senate
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Training
Request from Project AIM
 - D. Calendar posting on Campus Bulletin boards
Post April/May Calendars
 - E. Bylaws
- V. New Business
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: November 14, 2007
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
 - i. Shared Governance Day
 - ii. Commencement
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Group studio/Faculty Senate Moodle webpage
- V. New Business
 - A. Recommendations for next year’s Calendar committee
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

**Guam Community College
Calendar Committee
Agenda**

Meeting Date: November 28, 2007
Time: 2:45 p.m.
Place: Room 501

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Prior minutes
- IV. Old Business
 - A. 5-year Academic Calendar
 - i. Shared Governance Day
 - ii. Commencement
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Recommendations for next year’s Calendar committee
- V. New Business
- VI. Open discussion
- VI. Agenda Items for Next meeting
- VII. Next meeting
- VIII. Adjournment

Calendar Committee Agenda

Meeting Date: October 10, 2007
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
- II. Sign in
- III. Calendar Committee minutes review/approval
- IV. Old Business
 - A. 5-year Academic Calendar
 - B. Electronic “Calendar of Events”
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Group studio
 - F. “Faculty Senate” Day (request from Faculty Senate – April for next Academic School Year)
- V. New Business
- VI. Announcements
- VII. Next meeting date
- VII. Adjournment

Calendar Committee Agenda

Meeting Date: October 24, 2007
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
- II. Sign in
- III. Calendar Committee minutes review/approval
- IV. Old Business
 - A. 5-year Academic Calendar
 - B. Electronic “Calendar of Events” - Updates from committee members
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Group studio
 - F. Committee Evaluation and Matrix
- V. New Business
- VI. Announcements
- VII. Next meeting date
- VII. Adjournment

Calendar Committee Agenda

Meeting Date: September 5, 2007
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
- II. Sign in
- III. Calendar Committee minutes review/approval
- IV. Old Business
 - A. 5-year Academic Calendar
 - B. Electronic “Calendar of Events”
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Group studio
- V. New Business
- VI. Announcements
- VII. Next meeting date
- VII. Adjournment

Calendar Committee Agenda

Meeting Date: September 12, 2007
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
- II. Sign in
- III. Calendar Committee minutes review/approval
- IV. Old Business
 - A. 5-year Academic Calendar
 - B. Electronic “Calendar of Events”
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Group studio
- V. New Business
 - A. Professional Development Day (request from Faculty Senate - April?)
- VI. Announcements
- VII. Next meeting date
- VII. Adjournment

Calendar Committee Agenda

Meeting Date: September 19, 2007
Time: 3:00 p.m.
Place: Room 501

- I. Call to Order
- II. Sign in
- III. Calendar Committee minutes review/approval
- IV. Old Business
 - A. 5-year Academic Calendar
 - B. Electronic “Calendar of Events”
 - C. MyGCC Calendar Train-the-Trainer
 - D. Calendar posting on Campus Bulletin boards
 - E. Group studio
- V. New Business
 - A. “Faculty Senate” Day (request from Faculty Senate – April for next Academic School Year)
- VI. Announcements
- VII. Next meeting date
- VII. Adjournment

GUAM COMMUNITY COLLEGE

Calendar Committee

Wednesday, April 9, 2008

02:45 PM

Room 501

1) Call to Order: 2:48 pm

Attendance:

Name	E-mail	Present	Absent
Sally Sablan	sally.sablan@guamcc.edu	x	
Katherine Salzer	katherine.salzer@guamcc.edu	x	
Christopher Dennis	christopher.dennis@guamcc.edu	x	
Erwin Tudela	erwin.tudela@guamcc.edu	x	
Michelle Santos	michelle.santos@guamcc.edu	x	
Imelda Clymer	imelda.clymer@guamcc.edu	x	

2) Approval of Prior Minutes: Michelle moved to approve minutes. Imelda seconded. No objections. Motion carried.

Old Business: A. 5 Year Academic Calendar: Sally reported that she attached a copy of the recommendations, from Curriculum Committee and Faculty Senate, to the 5 Year Academic Calendar and forwarded it for approval.

B. Electronic "Calendar of Events": Erwin will work with Chris to input dates concerning Administration. Discussion took place regarding the recommendations that were made, by Faculty Senate, to consolidate the electronic calendars. Michelle recommended that the Shared Governance Calendar and the Faculty/Employee Calendar be consolidated and renamed Employee Calendar of Events. Katherine moved to approve recommendation. Michelle seconded. No objections. Motioned carried.

C. Calendar Posting on Bulletin Boards: Bobby Leon Guerrero posted calendars.

E. Bylaws: Discussions were made to revise bylaws. Katherine will email members, revised bylaws, for approval through electronic vote.

4) **New Business:** None

5) **Open Discussion:** None

6) **Agenda Items for Next meeting:** None

7) **Next Meeting:** April 23, 2008 at 2:45 pm

8) **Adjournment:** Imelda moved to adjourn. Adjourned at 3:25 pm

Calendar Committee

Minutes

Meeting Date: August 29, 2007

Location: Rm. 501

Members Present: Sally Sablan, Katherine Salzer, Imelda Clymer, Patrick Clymer, Christopher Dennis, Cathy Ann Gogue, Latisha Leon Guerrero, Reilly Ridgell, Anthony Roberto, Erwin Tudela, Phyllis Yurko

Members Absent: Dr. Michelle Santos

Called to Order: 3:04 p.m.

Approval of prior minutes: Latisha moved to approve minutes, Tony seconded. No objections. Motion carried.

New Business:

1. By-Laws: Sally recommended all members review our By-Laws in case there are any changes/amendments or additions/deletions that should be made.
2. Committee Goals: Should any member wish to add a goal, please provide the information to Sally. The listing must be turned in to the Faculty Senate by the second week of September.
3. Committee Evaluation and Reporting Matrix: A great deal of discussion amongst the committee members took place. Some final thoughts and words of advice from Dean Reilly was for the committee to take a look at whether the committee was viable and will need to continue. The Dean advised the committee to continue with the goals set out for the academic year, and be able to justify why we meet, when we do.
4. Committee Member Roles/Responsibilities: Based on the committee's End of the Year report, the following changes are as follows:
 - Committee Chair – Sally Sablan
 - Chair Elect – Katherine Salzer
 - Recorder (Fall Semester) – Phyllis Yurko
 - Recorder (Spring Semester) – Chris DennisMember responsibilities, with the exceptions stated above, remain the same.
5. 5 Year Academic Calendar: Because of the addition of Friday classes, and the difficulty of calculating Saturday classes during the Summer Semester, the committee had to review the calendars and calculate the Start and End dates for these classes. Members paired up to handle this task and are as follows:

AY2008-2009 – Katherine and Cathy
AY2009-2010 – Imelda and Phyllis
AY2010-2011 – Latisha and Chris
AY2011-2012 – Tony and Erwin
AY2012-2013 – Sally and Latisha

The Registrar, Patrick Clymer, recommended the committee expand line item #2 of the Notes indicating that Summer Semester classes may start earlier and end later.

6. Electronic Calendar of Events: Tabled
7. MyGCC Calendar “Train the Trainer”: Elaine Fejerang will be training the committee on September 5th at 3 p.m. in Rm. 501.
8. Calendar posting on Campus Bulletin Boards: Tabled
9. “Z” Card: The cards are finally done. Since there have been some additions and/or changes to the campus lay out, the following corrections were recommended as follows:

“Chamaolis” – to be called “Campus Restaurant”
“Autobody” shop should read “Welding” shop
“Workbay” should read “Autobody”

Announcements: Members were reminded about the Labor Day Picnic this weekend.

Next Meeting Date: Wednesday, September 5th, 3 p.m. in Rm. 501.

Adjournment: Mel moved to adjourn, Cathy seconded. No objections. Meeting adjourned at 4:20 p.m.

GUAM COMMUNITY COLLEGE

Calendar Committee

Wednesday, February 06, 2008

02:45 PM

Room 501

- 1) Call to Order: 2:45 pm

Attendance:

Name	E-mail	Present	Absent
Imelda Clymer	imelda.clymer@guamcc.edu	x	
Sally Sablan	sally.sablan@guamcc.edu	x	
Tony Roberto	tony.roberto@guamcc.edu	x	
Phylliss Yurko	phylliss.yurko@guamcc.edu	x	
Katherine Salzer	katherine.salzer@guamcc.edu	x	
Christopher Dennis	christopher.dennis@guamcc.edu	x	
Erwin Tudela	erwin.tudela@guamcc.edu	x	
Reilly Ridgell	reilly.ridgell@guamcc.edu	x	
Michelle Santos	michelle.santos@guamcc.edu	x	

Others present: none

- 2) Approval of Prior Minutes: Michelle moved to approve. Erwin seconded. No objections. Motion carried.
- 3) Old Business: A. 5 Year Academic Calendar:
- Shared Governance Day: No new information.
 - Commencement: Sally reported that only five surveys were turned in. The committee members discussed ways to increase responses. Imelda proposed that an electronic copy of the survey be sent to the DC's and the DC's will forward the copy to their respective faculty members. The DC's will then retrieve, via email, the completed copies and email them to Sally by February 12, 2008. Phyllis moved to approve proposal. Tony seconded. Katherine objected. Motion carried by majority vote.
- B. Electronic "Calendar of Events": Sally will contact Cathy Gogue to find out the status of updating the calendar. Chris will input DC meeting dates.

C. MyGCC Calendar Training: The committee discussed conducting calendar training for faculty members. Michelle proposed that an announcement be made during PDD about the training. Katherine suggested that a sign up sheet, with the date and time of the training, be made available. Sally suggested that two training sessions be offered, March 5th, 3:30 pm - 4:30 pm and March 7th, 10:00 am - 11:00 am. Katherine moved to approve proposal with suggestions. Imelda seconded. No objections. Motion carried.

D. Calendar posting on bulletin boards: Sally will get calendar from Cathy and send to Erwin.

4) New Business: None

5) Open Discussion: None

6) Agenda Items for Next meeting: Katherine requested that Bylaws be put on the agenda for next meeting.

7) Next Meeting: February 20, 2008 at 2:45 pm

8) Adjournment: Tony moved to adjourn. Adjourned at 3:38 pm

GUAM COMMUNITY COLLEGE

Calendar Committee

Wednesday, February 27, 2008

02:45 PM

Room 501

1) Call to Order: 2:50 pm

Attendance:

Name	E-mail	Present	Absent
Tony Roberto	tony.roberto@guamcc.edu	x	
Sally Sablan	sally.sablan@guamcc.edu	x	
Phyllis Yurko	phyllis.yurko@guamcc.edu	x	
Katherine Salzer	katherine.salzer@guamcc.edu	x	
Christopher Dennis	christopher.dennis@guamcc.edu	x	
Erwin Tudela	erwin.tudela@guamcc.edu	x	
Patrick Clymer	patrick.clymer@guamcc.edu	x	
Michelle Santos	michelle.santos@guamcc.edu	x	
Reilly Ridgell	reilly.ridgell@guamcc.edu	x	

Others present:

2) **Approval of Prior Minutes:** Katherine moved to approve. Erwin seconded. No objections. Motion carried.

3) **Old Business:** A. 5 Year Academic Calendar:

i. Commencement: Discussed changing the Commencement dates. Sally recommended that the dates be changed, to the first Friday after grades are due, starting with the 2010 Academic Year. Patrick explained that moving the dates shouldn't pose a problem, in terms of grades and determining the students that are "Graduating with Honors". Chris moved to approve Sally's recommendation. Michelle seconded. Motion unanimously approved.

ii Inclusion of Secondary Calendar:

Reilly explained to the committee that including the Secondary Calendar will pose problems with the BOT, problems if GPSS changes their calendar, and possible contract issues regarding workdays. Patrick also expressed the same sentiments; adding, that it would be too difficult to include the calendar.

iii Change of Wording: The committee discussed changing the wording (of Note #1 on the Academic Calendar) to "Secondary classes will follow Guam Public School System approved schedule for that particular High School". Reilly moved to approve change. Patrick seconded. Motion unanimously approved. Sally recommended that the line on PDD stating "not observed" be changed to "no classes" and the word "observed" be added to the holidays. Patrick moved to approve. Reilly seconded. Motion unanimously approved.

iv Patrick moved to approve 5 year Academic Calendar. Reilly seconded. Motion unanimously approved.

B. Electronic "Calendar of Events": Michelle expressed her concern with conflicting dates. Sally will email or contact those, with conflicting dates, to resolve conflict.

C. MyGCC Calendar Training: Four people signed up for training. Training scheduled for Friday, March 7, 10 am - 11 am.

D. Calendar Posting on Bulletin Boards: Phyllis will post calendar for March. Patrick proposed creating a link from the GCC Calendar of Events to the GPSS Calendar.

E. Bylaws: The committee discussed making the following changes: 1) Remove Article III Section I & V, 2) Remove last line on Article III Section II, 3) Add "preferred method is consensus" to the ends of Article III Section IV & VI. 4) Amend Article IV. Tony moved to table discussion. Katherine seconded. No objections; discussion to be continued at next meeting.

4) New Business: None

5) Open Discussion: None

6) Agenda Items for Next meeting: Working meeting (Calendar Training).

7) Next Meeting: March 12, 2008 at 2:45 pm

8) Adjournment: Patrick moved to adjourn. Adjourned at 4:10 pm

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Please email facultysenate06@gmail.com or call Rose @ ext.507

GUAM COMMUNITY COLLEGE

Calander Committee

Minutes

Wednesday, January 30, 2008

02:45 PM

{Room 501 }

1) Call to Order: 02:55 PM

Attendance:

Name	E-mail	Present	Absent
Sally Sablan	sally.sablan@guamcc.edu	√	
Tony Roberto	anthony.roberto@guamcc.edu	√	
Phyllis Yurko	phyllis.yurko@guamcc.edu	√	
Dr. Michelle Santos	michelle.santos@guamcc.edu	√	
Katherine Salzer	katherine.salzer@guamcc.edu	√	
Imelda Clymer	imelda.clymer@guamcc.edu	√	
Erwin Tudela	erwin.tudela@guamcc.edu	√	

Others present:

- 2) Approval of Prior Minutes: Katherine moved to approve. Michelle seconded. No objections. Motion carried.
- 3) Old Business: A. 5 Year Academic Calendar:
 - i. Shared Governance Day: No new information.
 - ii. Commencement: No Commencement dates have been set. The college does not have a contract with the University of Guam (UOG) after 2009.

Commencement Survey was produced by Sally. Katherine moved that the survey be issued to the Department Chairs (DC's) at the next DC meeting for their faculty to complete. Surveys are to be turned in by Wednesday, February 06, 2008 to Sally. Michelle seconded. No objections. Motion carried.
- B. Electronic "Calendar of Events":- Update for next posting. Cathy Gogue will be asked to upload the events for the college's 30th Anniversary.
- C. "Train-the-Trainer": The next Professional Development Day will have changes to its consecutive sessions – fewer number of workshops. The committee will still offer training to faculty in Rm. 501.
- D. Calendar posting on bulletin boards: Erwin will post next bulletin.
- E. Committee Action Log: Katherine produced the committee's individual action log. Members should send corrections/changes to Katherine via email.
- F. Recommendations for next year's Calendar Committee: Further discussions took place regarding committee size. Michelle moved that we reduce the size of the committee to 3 Administrators and 3 Faculty as per BOT. Phyllis seconded. Majority votes. Motion carried.
- 4) New Business: Reporting Matrix: Sally produced the committee's Goal Reporting Matrix.
- 5) Open Discussion: No open discussions.
- 6) Agenda Items for Next meeting: None
- 7) Next Meeting: February 06, 2008 at 2:45 pm
- 8) Adjournment: Adjourned at 4:14 pm

GUAM COMMUNITY COLLEGE

Calendar Committee

Wednesday, March 12, 2008

02:45 PM

Room 501

1) **Call to Order:** 3:00 pm

Attendance:

Name	E-mail	Present	Absent
Sally Sablan	sally.sablan@guamcc.edu	x	
Phyllis Yurko	phyllis.yurko@guamcc.edu	x	
Katherine Salzer	katherine.salzer@guamcc.edu	x	
Christopher Dennis	christopher.dennis@guamcc.edu	x	
Imelda Clymer	imelda.clymer@guamcc.edu	x	

Others present:

2) **Approval of Prior Minutes:** Imelda moved to approve minutes as corrected. Chris seconded. No objections. Motioned carried.

3) **Old Business:** A. 5 Year Academic Calendar: Tabled due to lack of quorum

B. Electronic "Calendar of Events": Katherine moved to shift responsibility of Senate Calendar to Faculty Senate. No second. Motion failed.

C. MyGCC Calendar Training: Sally reported that the training went well.

D. Calendar Posting on Bulletin Boards: Phyllis completed posting of calendar for March. Phyllis volunteered to post calendar for April.

E. Bylaws: Tabled

4) **New Business:** None

5) **Open Discussion:** Katherine conveyed to the committee that, in her opinion based on the advice from Barry Mead, the committee should change the bylaws to specifically reflect what is written in the union contract.

6) **Agenda Items for Next meeting:** Bylaws

7) **Next Meeting:** March 26, 2008 at 2:45 pm

8) **Adjournment:** Imelda moved to adjourn. Adjourned at 3:55 pm

GUAM COMMUNITY COLLEGE

Calendar Committee

Wednesday, March 27, 2008

02:45 PM

Room 501

1) Call to Order: 2:50 pm

Attendance:

Name	E-mail	Present	Absent
Tony Roberto	tony.roberto@guamcc.edu	x	
Sally Sablan	sally.sablan@guamcc.edu	x	
Phyllis Yurko	phyllis.yurko@guamcc.edu	x	
Katherine Salzer	katherine.salzer@guamcc.edu	x	
Christopher Dennis	christopher.dennis@guamcc.edu	x	
Erwin Tudela	erwin.tudela@guamcc.edu	x	
Patrick Clymer	patrick.clymer@guamcc.edu	x	
Michelle Santos	michelle.santos@guamcc.edu	x	
Reilly Ridgell	reilly.ridgell@guamcc.edu	x	
Imelda Clymer	imelda.clymer@guamcc.edu	x	

Others present:

2) **Approval of Prior Minutes:** Katherine moved to approve as corrected. Imelda seconded. No objections. Motion carried.

3) **Old Business:** A. 5 Year Academic Calendar: The committee discussed the recommendations from the Curriculum Committee and Faculty Senate. In the discussion, Reilly expressed that the committee should not add dates to the calendar that the BOT has no authority over. He continued to express that the GPSS calendar is under the control of GPSS. Therefore, outside the authority of GCC's BOT. Katherine responded by recommending that we enter the start and end dates, for secondary faculty, with an asterisk indicating that the dates are subject to change based on the GPSS calendar. Reilly moved to add the GPSS calendar as an attachment to the Guam Community College 5 Year Academic Calendar. Michelle seconded. No objections. Motion carried.

Michelle moved to correct the following words of note#2:

“class to classes” and “requires to require”

- B. Electronic “Calendar of Events”: Tabled
- C. MyGCC Calendar Training: Tabled
- D. Calendar Posting on Bulletin Boards: Tabled
- E. Bylaws: Tabled

4) New Business: None

5) Open Discussion: None

6) Agenda Items for Next meeting: None

7) Next Meeting: April 9, 2008 at 2:45 pm

8) Adjournment: Patrick moved to adjourn. Adjourned at 3:55 pm

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(PADLOCK is HIGHLIGHTED)

To make changes on the FORM itself, you will need to UNLOCK the padlock (look below)



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GUAM COMMUNITY COLLEGE

Calander Committee

Minutes

Wednesday, November 14, 2007

03:00 PM

{Room 501 }

1) Call to Order: 02:58 PM

Attendance:

Name	E-mail	Present	Absent
Sally Sablan		√	
Katherine Salzer		√	
Imelda Clymer		√	
Latisha Leon Guerrero		√	
Michelle Santos		√	
Reilly Ridgell		√	
Erwin Tudela		√	
Phyllis Yurko		√	

Others present:

- 2) Approval of Prior Minutes: Latisha moved to approve minutes with corrections. Imelda seconded. No objections. Motion carried.
- 3) Old Business: A. 5 Year Academic Calendar. Recommendation 1:ai) Shared Governance Day: The committee does not support the Faculty Senate's recommendation due to the following reasons;
 1. Not shared governance if secondary faculty can not attend.
 2. There are 32 secondary faculty and the college has 5 substitutes; the cost to hire additional coverage is not feasible.aii) Leadership Retreat: The committee supports this recommendation, however, the committee will not place this in the Academic Calendar because this can be established by the Faculty Senate, whereas, the 5 Year Academic Calendar requires approval from the Board of Trustees.
Recommendation 2: Commencement: The committee has not chosen to change the date of Commencement for the following reasons;
 1. The dates of Commencement are based on the 5 Year contract with UOG for the use of the Field House.
 2. There is no guarantee the new suggested dates are available.
 3. There may be costs incurred should the dates from the contract be changed.
 4. There is insufficient evidence that moving the date will increase faculty participation.

Michelle made a motion that the Chair write a memo to the College Governing Council on Recommendations 1 & 2 and to send a copy to the Faculty Senate. Imelda seconded. No objections. Motion carried.

- B. Electronic :Calendar of Events": Members reported on their calendar updates.
 - C. MyGCC Calendar Train-the-Trainer: Committee will conduct another session during the February Professional Development Day.
 - D. Calendar posting on Campus Bulletin boards: The calendars are ready for Chris to post after getting approval from Bill Melendez.
 - E. Group Studio/Faculty Senate Moodle Webpage: The committee's By-Laws will be uploaded.
- 4) New Business
 - A. Recommendations for next year's Calendar committee. Tabled.
 - 5) Open Discussion
 - 6) Agenda Items for Next meeting:
 - 7) Next Meeting: November 28, 2007 at 2:45
 - 8) Adjournment: Latisha moved to adjourn the meeting. Michelle seconded. Meeting adjourned at 4:03p.m.

Calendar Committee

Minutes

Meeting Date: October 10, 2007

Location: Rm. 501

Called to Order: 3:08p.m

Members Present: Sally Sablan, Erwin Tudela, Tony Roberto, Michelle Santos, Reilly Ridgell, Imelda Clymer, and Christopher Dennis.

Approval of prior minutes: Imelda moved to table minutes from October 3, 2007, Tony seconded, no objections. Motion carried.

Old Business:

Action Items:

1. 5-year Academic Calendar
 - a. Discussed problems with the start and end dates for Friday classes for the fall 2012 semester. There are three holidays that fall on a Friday. This will extend the semester beyond the traditional schedule. Michelle recommended that an asterisk be placed on the calendar, noting that the class session times will be extended for the fall 2012 semester. The asterisk will be placed on the calendar for final voting.
 - b. Katherine recommended, through Sally, that the Spring Break dates be changed to read more clearly. The recommended date changes will be placed on the calendar for final voting.
 - c. Voting will be done electronically.
2. Electronic Calendar of Events
 - a. Sally will work with Cathy to fix links on MyGCC and put links on the public website.
3. MyGCC Calendar Train the Trainer
 - a. Postponed until Banner is brought back online.
4. Calendar Posting on Campus Bulletin Boards
 - a. Completed by Erwin.
5. Faculty Senate Day
 - a. Discussed John Armstrong's request to schedule a Faculty Senate Day in April. Due to no GPSS flexible make-up days in April, Reilly moved to schedule a Faculty Senate Meeting at 3:00pm in April to enable secondary faculty to attend. Tony seconded, no objections, motion carried.

New Business:

1. Sally announced that the Bylaws have been uploaded on to Group Studio.
2. Sally asked the committee members to review matrix and submit feedback by October 12, 2007.

Other matters/Open discussion: None

Next Meeting: October 17, 2007

Adjournment: Reilly moved to adjourn, Tony seconded, no objections. Meeting adjourned at 3:55pm.

*Instruction for the top: Go to VIEW, find TOOLBARS, and check FORMS. Before inputting data, LOCK PADLOCK first, and then you can just choose from the drop-down menu.



To make changes on the FORM itself, you will need to UNLOCK the padlock (look below)



Please email facultysenate06@gmail.com or call Rose @ ext.507

GUAM COMMUNITY COLLEGE

Calander Committee

Minutes

Wednesday, October 24, 2007

03:00 PM

{Room 501 }

1) Call to Order: 03:15 PM

Attendance:

Name	E-mail	Present	Absent
Sally Sablan	sally.sablan@guamcc.edu	X	
Imelda Clymer	imelda.clymer@guamcc.edu	X	
Katherine Salzer	katherine.salzer@guamcc.edu	X	
Chris Dennis	christopher.dennis@guamcc.edu	X	
Latisha Leon Guerrero	lalg01@gmail.com	X	
Phyllis Yurko	Phyllis.yurko@guamcc.edu	X	

Others present:

- 2) Approval of Prior Minutes: Latisha moved to approve minutes with corrections. Imelda seconded. No objections. Motion carried. Latisha moved to table the approval of the minutes for October 3, 2007. Imelda seconded. No objections.
- 3) Old Business: A) 5-Year Academic Calendar. A recommendation was made to change "Easter Break" to "Spring Break."
 - B) Electronic Calendar of Events. Sally asked all members to input their information so that next months calendar can be posted throughout the campus.
 - C) MyGCC Calendar Train-the-Trainer. Postponed.
 - D) Calendar posting on Campus Bulletin boards. Chris volunteered to post next month's information.
 - E) Group Studio. Sally reminded everyone that the posting of minutes is still unstable, but to try and redo again.
 - F) Committee Evaluation and Matrix. Sally shared her input that was given to the Faculty Senate and other comments made on compliance issues. Recommendations made by the committee for the Faculty Senate is to improve communication and provide feedback.
- 4) New Business
- 5) Open Discussion: Latisha announced that there will be a meeting in Rm. 2136 for the Relay for Life at 9:00 am.
- 6) Agenda Items for Next meeting:
- 7) Next Meeting: November 7, 2007 at 2:30 p.m.
- 8) Adjournment: Phyllis moved to adjourn. Katherine seconded. No objections. Meeting adjourned at 4:15 p.m.

Calendar Committee

Minutes

Date: September 05, 2007

Location: Rm. 501

Members Present: Sally Sablan, Katherine Salzer, Imelda Clymer, Christopher Dennis, Geraldine James (for Michelle Santos), Erwin Tudela, Anthony Roberto, Latisha Leon Guerrero, Phyllis Yurko.

Member Absent: Patrick Clymer, Cathy Gogue, Reilly Ridgell

Called to Order: 3:00 p.m.

Approval of Prior Minutes: Latisha moved to approve minutes. Katherine seconded. No objections. Motion carried.

Old Business:

1. Tony provided an ice breaker activity.
2. 5 Year Academic Calendar: Tabled. The presence of Dean Reilly and/or the Registrar is required to approve dates affecting the Academic Calendar.
3. Electronic "Calendar of Events" and MyGCC Calendar: Elaine Fejerang provided the committee a training session on how to access theses calendars. The committee will now need to determine on how to provide accessibility to all faculty, staff, and students on a Calendar of Events.
4. Campus Bulletin Boards – Calendar: Tabled due to time constraints.
5. Group Studio: Tabled due to time constraints.

Next Meeting Date: September 12, 2007

Adjournment: Mel moved to adjourn. Katherine seconded. No objections. Meeting adjourned at 4:17 p.m.

Calendar Committee

Minutes

Date: September 12, 2007

Location: Rm. 501

Members Present: Sally Sablan, Katherine Salzer, Phyllis Yurko, Chris Dennis, Erwin Tudela, Geri James for Michelle Santos.

Members Absent: Imelda Clymer, Patrick Clymer, Cathy Gogue, Latisha Leon Guerrero, Reilly Ridgell, Anthony Roberto.

Called to Order: 3:07 p.m.

Approval of Prior Minutes: Chris moved to approve minutes. Katherine seconded. No objections. Motion carried.

Old Business:

1. 5-Year Academic Calendar: Members are to turn in the Friday Start and End dates affecting their assigned academic year to Sally so she can compile them and present it the Deans and Registrar.
2. Electronic Calendar of Events: Sally created the "Student Calendar of Events" and demonstrated how the committee can access and update the information from the college's website. The committee's email address in which all faculty and staff can send their announcements is calendar@guamcc.edu. Imelda indicated to Sally that she will be willing to pass on the announcements to the respective committee members of which they are assigned to.

Sally will also check with Cathy Gogue in creating a "Faculty/Staff Calendar of Events." A motion was made by Katherine that the committee use the newly created Student Calendar of Events as the committee's means of communication to the college's student population. Erwin seconded. No objections. Motion carried.

3. MyGCC Calendar Train-the-Trainer: Sally will check on getting a session scheduled within the next two weeks so we can prepare our FAQ's Sheet.
4. Calendar posting on Campus Bulletin boards: To accommodate the students who do not have access to computers, the committee agreed that the information seen on the Student Calendar of Events of the college's website will be printed out and posted on the boards. Forty (40) copies will be needed to cover the campus. Katherine moved that we follow this process. Chris seconded. No objections. Motion carried.

5. Group Studio: Sally reminded the committee members who have not yet joined the Group's site to do so.

New Business:

1. Professional Development Day: The following were the concerns and discussions brought up by the committee and were submitted by Sally;
 - a. Holding a Professional Development Day in April may result in the lack of enthusiasm and benefit to the faculty. Faculty members will deem the information/knowledge too late to implement into their curriculum.
 - b. GPSS scheduled Professional Development days are held in March and will not allow for the secondary faculty to participate.
 - c. There are no holidays in the month of April in which to hold the event.
 - d. A pay issue will result if the academic year was to extend in order to accommodate Faculty Senate days.
 - e. The Monday after Easter Break is not a holiday.
2. Task Sheet: If any member has any comments/feedback on the task sheet to please forward them to Sally.

The following was recommendation from the committee to the Faculty Senate:

- a. Hold the Faculty Senate Day one Friday in April, and hold it between 3-5 p.m. for all to attend.

Announcements:

1. Sally reminded all members, especially those with post-secondary students, to please bring your class out to participate in the "Welcome Back Festival" tomorrow evening.

Next Meeting Date: September 19, 2007

Adjournment: Phyllis moved to adjourn. Erwin seconded. No objections. Meeting adjourned at 4:12 p.m.

Calendar Committee

Minutes

Date: September 19, 2007

Location: Rm. 501

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

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

Called to Order: 3:10 p.m.

Approval of Prior Minutes: Mel moved to approve minutes with additions. Tony seconded. No objections. Motion carried.

Old Business:

1. 5-Year Academic Calendar: Sally announced that the deadline to turn in the dates for Friday classes will be Monday, September 24, 2007. A question concerning Dec. 7 and Dec. 8 (Friday & Saturday) in the AY2012 was brought to Dr. Santos' attention, however, she did not want to provide an absolute answer without first discussing the situation with Dean Reilly and the Registrar, Patrick Clymer.
2. Calendar of Events: The "Faculty/Employee Calendar of Events" is now up on the college's website. Tony provided copies of the Faculty Senate's meeting schedule as well as the Governance Structure. The Shared Governance Calendar will be added to both offices and student sections.
3. MyGCC Train the Trainer: Sally provided a cheat sheet for all members to try out. Should any member have questions/concerns, please bring them to our next gathering in which we will hold a working meeting.
4. Bulletin Boards: Bill Melendez signed the calendar and Erwin volunteered to post them on all the bulletin boards around the campus.
5. Group Studio: Another reminder to all the members who have not joined the group to do so. Also, the committee's By-Laws, Agendas, and Minutes are also uploaded.

New Business:

1. Faculty Senate Day: Tabled.

Announcements: Tony explained the Faculty Senate Structure from the handouts.

Next Meeting Date: September 26, 2007. Working meeting on calendar.

Adjournment: Katherine moved to adjourn. Cathy seconded. No objections. Meeting adjourned at 4:15 p.m.