

College Governing Council

Minutes

Thursday February 15, 2007

GCC Campus, Room C-2

- 1) Call to Order by Chairperson Dr. Rider at 8:30 a.m.

Attendance

Name	E-mail	Present	Absent
John Rider, Co-Chair	jrrider@guamcc.edu	x	
Jose Munoz, Co-Chair	jumunoz@guamcc.edu	x	
Dave Moran, Secretary	dmoran@guamcc.edu	x	
Frank Blas	fblas@guamcc.edu	x	
John Camacho	jcamacho@guamcc.edu	x	
Mary Okada	myokada@guamcc.edu		x
Bobbie Leon Guerrero	bobbielg@guamcc.edu	x	
Tara Pascua	trapascua@yahoo.com	x	
Joanne Blas	JoanneBlas@gmail.com	x	
Liz Duenas		x	
Daniele Gualtieri		x	

Others present:

- 2) Approval of Prior Minutes of 2/08/07 meeting. Awaiting approval
- 3) Old Business
- a) Pay scale adjustment for administration
 - i) Richard has completed the study, but some of the information still needs to be reviewed before it is forwarded to Resources and Budget and Faculty Senate.
 - b) PDRC development day – update
 - i) Everything is underway and falling into place.
 - ii) Karen has sent out a tentative schedule.
 - iii) The requisitions for the catering have been issued.
 - iv) Students and staff are invited to attend.
 - v) John O'brien will give a presentation in the morning and afternoon.
 - c) Financial situation at GCC
 - i) The financial situation has not been resolved, and Mary and Dr. Rider are meeting weekly with the Governor's Fiscal Recovery Board.
- 4) New Business
- a) PDRC development day workshops
 - i) Ray is going to present a general overview regarding Faculty Senate.

- ii) There will be a meeting/workshop with all committee chairs regarding bylaws and committee obligations.
 - iii) There will be a morning workshop regarding SunGard/Luminous Banner.
 - b) Pay scale adjustment for staff
 - Action Item:** Faculty Senate will draft up a letter regarding its support to fund the acquisition of the study needed in order to assess the pay scale adjustment for staff.
- 5) Agenda Items for Next meeting:
- a) Update on pay scale adjustment for administration
 - b) Update regarding the funding of the study needed for the pay scale adjustment for staff
 - c) Financial situation at GCC
 - d) Post PDRC development day discussion
- 6) Next Meeting: February 22 at 8:30 in Faculty Senate office, Room C-2
- 7) Adjournment: 9:17 a.m.

College Governing Council

Minutes

Thursday February 22, 2007

GCC Campus, Room C-2

- 1) Call to Order by Chairperson Dr. Rider at 8:35 a.m.

Attendance

Name	E-mail	Present	Absent
John Rider, Co-Chair	jrrider@guamcc.edu	x	
Jose Munoz, Co-Chair	jumunoz@guamcc.edu	x	
Dave Moran, Secretary	dmoran@guamcc.edu	x	
Frank Blas	fblas@guamcc.edu	x	
John Camacho	jcamacho@guamcc.edu	x	
Mary Okada	myokada@guamcc.edu	x	
Bobbie Leon Guerrero	bobbielg@guamcc.edu	x	
Tara Pascua	trapascua@yahoo.com	x	
Joanne Blas	JoanneBlas@gmail.com	x	
Liz Duenas		x	
Daniele Gualtieri		x	

Others present:

- 2) Approval of Prior Minutes of 2/15/07 meeting. Motion made by Dave Moran, 2nd John Camacho. All aye. Motion carried.
- 3) Old Business
- a) Update on pay scale adjustment for administration
 - i) Mary passed out a handout that Richard put together regarding the pay scale adjustment for administration.
 - ii) Like the pay scale adjustment for faculty, the pay scale adjustment for administration made adjustments for long term employees.
 - iii) Richard will attend the joint College Governing Council / Resources and Budget meeting this Thursday to explain his findings.
 - b) Update regarding the funding of the study needed for the pay scale adjustment for staff.
 - i) The Faculty Senate is going to draft up a letter stating its support of the funding needed to conduct the study for the pay scale adjustment for staff.
 - ii) This issue will be discussed further at our upcoming meetings.
 - c) Financial situation at GCC
 - i) Mary received \$364,000 last week.
 - ii) Mary submitted GCC's cash requirements for the next three months.

- iii) TEFF has been collected, but it was not as high as it use to be.
- iv) Mary needs to close GCC's audit by the end of March.
- v) Mary is going to work through the appropriate channels to see about forgiving the dormitory loan.
- vi) John discussed GCC's energy conservation efforts and is looking at putting plexiglass over the air conditioning controls.
Action Item: Mary is going to send out an email to all GCC employees regarding our need to conserve energy.
- d) Post PDRC development day discussion.
 - i) The committee agreed that PDRC development day went well.
 - ii) John O'Brien was a very good guest speaker.
 - iii) Culinary did an excellent job with the food.
 - iv) We are awaiting the PRDC assessment.
- 4) New Business
 - a) Faculty Senate newsletter
 - i) The committee discussed possibly combining the Faculty Senate newsletter with the campus newsletter.
- 5) Agenda Items for Next meeting:
 - a) Update on pay scale adjustment for administration
 - b) Update regarding the funding of the study needed for the pay scale adjustment for staff
 - c) Financial situation at GCC
- 6) Next Meeting: March 1 at 9:30 in Faculty Senate office, Room C-2
- 7) Adjournment: 9:37 a.m.

College Governing Council

Minutes

Thursday, September 7, 2006

8:00 a.m. – 9:00 a.m.

GCC Campus, Room C-2

- I. Establishment of a Quorum (Four voting members required)
- II. Call to Order by Chairperson Dr. Rider at 8:05 a.m.
- III. Members Present: Frank Blas, Joanne Blas, John Camacho, Liz Duenas, Bobbie Leon Guerrero, Dave Moran, Jose Munoz, Mary Okada & John Rider
Others present: John Armstrong, Ray Somera
- IV. Old Business
 - a. How processes are moved through the Senate
 - i. Requisitions – An SOP will be established detailing the processing procedure for requisitions
 - ii. Agendas/Minutes
 - Dave explained that Elaine has set up a Faculty Senate site on the Moodle guamcc.edu site. The site is organized by Oversight Committees, Sub-committees and by folders in each sub-committee. Documents will be able to be posted and archived for viewing. Dr. Rider requested that Elaine do the same for the College Council
 - The Faculty Senate will be presenting the procedures to all chairs on Friday, September 15, 2006 at 3:00 p.m. in Room 1107 of the Tech Building.
 - iii. Documents – Communication between Administration and others should be directly to the committee with a cc: to the Senate. This would avoid unnecessary delays in communication for issue that need immediate or prompt attention.
 - b. Word Processing Secretary II update
Frank Blas will look into expediting the process and get someone on board as soon as possible.
- V. New Business
 - a. Senate issues
 - i. Adjunct participation – Tabled until next meeting

VI. Open Discussion

- a. Dr. Ray Somera discussed the Institutional Strategic Master Plan and its usefulness to committees to provide direction for them. The Institutional Master Plan should provide the model and prevent duplication of effort. It is suggested that everyone get a copy of the ISMP and IMP as well as the Institutional Assessment Report, in particular the matrix of tasks and responsibilities.
 - i. The Senate needs to address the duplication of effort issue and should coordinate it based on the Matrix (i.e. – who does what)

Dr. Somera stated that he is willing to give an overview at the September 15th meeting.

- b. Concern was expressed regarding the selection of committee chairs and the processes of the Faculty Senate. Concern was also voiced regarding voting by admin and staff on some of the committees and how they perceived their roles on the subcommittees. This issue will also be addressed at the meeting on the 15th.

VII. Next Meeting: September 21 at 8:30 in Faculty Senate office, Room C2

VIII. Adjournment: 9:05 a.m.