

College Governing Council

Wednesday, January 16, 2008 – 8:00am

C-2, Faculty Senate Office

AGENDA

1. Call to Order:

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	
John Armstrong, FS President	john.armstrong@guamcc.edu	
Frank Blas, FS Secretary	frank.blas@guamcc.edu	
John Camacho	john.camacho@guamcc.edu	
Liz Duenas	elizabeth.duenas@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Mary Okada, GCC President	mary.okada@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	
Carmen Santos	carmen.kweksantos@guamcc.edu	
Ray Somera	reneray.somera@guamcc.edu	
Others Present:		

3. Approval of Meeting Minutes from December 5, 2007

4. Financial Status Report

5. Old Business

a. Governing Council Mission Statement

DRAFT STATEMENT: In Guam Community College's process of Shared Governance, the College Governing Council shall officially represent the legitimate consensus of the College's faculty, administration, staff and students, regarding issues concerning the institution, to the College President, administration, and Board of Trustees.

b. GenEd Committee Recommendations to the President - response

6. New Business

7. Faculty Senate Issues

8. Open Discussion

9. Agenda Items for next meeting

10. Next Meeting Dates:

11. Adjournment

**College Governing Council
Minutes
Wednesday, January 16, 2008
GCC Campus, Room C-2**

1) Called to Order: 8:07 am

2) Attendance:

Name	E-mail	Present	Absent
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X	
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X	
John Armstrong, FS President	john.armstrong@guamcc.edu	X	
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X	
Liz Duenas	elizabeth.duenas@guamcc.edu	X	
John Camacho	john.camacho@guamcc.edu	X	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X	
Tara Pascua	tararose.pascua@guamcc.edu	X	
Dr. Ray Somera	reneay.somera@guamcc.edu	X	
Carmen Santos	carmen.kweksantos@guamcc.edu	X	
Others Present:			
Frank Camacho	frank.camacho@guamcc.edu	X	
Rose U. Hormillosa (FSO WP Sec. II)	rosemarie.hormillosa@guamcc.edu	X	

3) Approval of December 5, 2007 Minutes

- **John Armstrong made a motion to approve the minutes as amended, seconded by Liz Duenas, no further discussion, motion carried.**

4) Financial Status Report

- Carmen Santos discussed the breakdown of GCC's financial status;
- She discussed the issue on money: GCC received \$2.3 million for October, November, December, & January, and will be receiving another check (\$600,000 to \$1,000,000) probably this week.
- HR payroll has implemented a "gone live" for paychecks on Banner. (Slight delay in receiving pay checks last week for those people who have direct deposit (1/09/08);
- There will be training sessions from HR on "How to read the payroll deductions."
- President Mary Okada notified Carmen Santos that the Governor had transferred out \$448,000 of the 2007 budget to other agencies;
- Loan agreement with DOE was signed. Made the first interest payment in December of \$106,000, another \$340,000+ is due on June 1st, payoff is within 3 years;
- President Mary Okada spoke with the Governor and has said that GCC may have gotten the FAH \$1.3 million from DOI (Department of Interior). This is a special grant that was applied for, supposedly signed off by President Bush to get the vocational equipment; NO official notification was made and still pending;
- We are still waiting to receive the funding before the bids are sent out for the Allied Health Building.

- Frank Camacho discussed the issue of having the Faculty Senate Office (FSO) be the primary point of collection of data / documents;
- John Armstrong – discussed the need to further develop the role of staff throughout shared governance. He would like to see a staff member sit in on discussions regarding Faculty Job Specs. John Camacho agreed and stated that a Staff Committee should also be formed so that all staff sitting on committees can gather, share information, and report back on the status of each committee for greater staff awareness;
- John Camacho - discussed on the controversy on fire alarms at the high schools. Need a procedure to be put in place to ensure safety when a campus does not have an effective alarm system. One problem is the fire alarm bell does not reach everybody on campus. GCC is working to be proactive and helpful with GPSS on such issues.

10) Agenda items for the next meeting:

Mission statement

Legal response regarding the General Education Recommendation

11) Next Meeting:

- February 1, 2008 – Friday at 8:00am

12) Adjournment:

9:20am

College Governing Council
Wednesday, February 20, 2008 – 8:00am
C-2, Faculty Senate Chambers

AGENDA

1. Call to Order:

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	
John Armstrong, FS President	john.armstrong@guamcc.edu	
Frank Blas, FS Secretary	frank.blas@guamcc.edu	
John Camacho	john.camacho@guamcc.edu	
Liz Duenas	elizabeth.duenas@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	
Carmen Santos	carmen.kweksantos@guamcc.edu	
Ray Somera	reneray.somera@guamcc.edu	
Others Present:		

3. Approval of Meeting Minutes from Feb. 1st / 8th , 2008

4. Financial Status Report

5. Old Business

a. General Education Recommendations

6. New Business

a. Shared Governance Action Check-list

7. Faculty Senate Issues

8. Open Discussion

9. Agenda Items for next meeting

10. Next Meeting Date(s):

11. Adjournment

College Governing Council
Wednesday, February 20, 2008 – 8:00am
C-2, Faculty Senate Chambers

MINUTES

1. Call to Order: Meeting call to order by Gary Hartz at 8:07am

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	✓
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	✓
John Armstrong, FS President	john.armstrong@guamcc.edu	✓
Frank Blas, FS Secretary	frank.blas@guamcc.edu	✓
John Camacho	john.camacho@guamcc.edu	✓
Liz Duenas	elizabeth.duenas@guamcc.edu	✓
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	✓
Carmen Santos	carmen.kweksantos@guamcc.edu	✓
Ray Somera	reneray.somera@guamcc.edu	✓
Others Present:		

3. Approval of Meeting Minutes from Feb. 1st / 8th , 2008
Draft minutes to be sent to Co-Chairs first, call members for clarification.
Elizabeth Duenas made the motion to Table the Minutes of Feb 1st/8th, 2008 until next meeting, seconded by John Armstrong, no further discussion, motion carried.
4. Financial Status Report
Carmen Santos reported that we received \$135,000 from the MPD funds for FY'07. Pay checks will be on time and the FY09 was provided to Speaker Forbes and Vice Speaker Calvo.
5. Old Business
a. General Education Recommendations
GenEd committee reviewed the legal response and approved a revised proposal, submitting it to the Faculty Senate for their review.
6. New Business
a. Shared Governance Action Check-list
Checklist is with Elaine Fejerang to format it and then she will send it to Faculty Senate for their review before being forwarded to College Governing Council. Checklist is necessary for tracking purposes. Faculty Senate is to assign Code Numbers with the start of the code to match the committee, example FS01 for Faculty Senate 01, GEC01 for General Education Committee 01, etc. Dr. Ray Somera indicated that the Checklist will be a good tracking for the ISMP so governance actions can be aligned with the ISMP.

7. Faculty Senate Issues

John Armstrong reported the following:

- On April 18, 2008, there will be an election for new senators, committee chairs and members which will start at 3:00pm. Nominations for the senate president-elect, at-large member, oversight chairs and for some committee positions will be opened ahead of time. J. Armstrong hopes that there will be better attendance this year than last, especially with Secondary instructors. Another way to have everyone participate is to have an all day affair, which the Senate initially proposed. There is a need to work the dates into the Calendar so that maybe more will be able to participate for future elections.
- On April 25, 2008, there will be a Leadership Training for former and newly elected Chairs, co-chairs and shared governance leaders. The Senate requested PDRC for funding for about 32-40 faculty members to attend this event which will take place at the Marriot. The RBC has discussed options for funding sources for these types of training events. Other attendees are welcome but funding for administrators and staff will need to be considered. Carmen Santos reminded John Armstrong that he is required to get three (3) price quotes.
- Year end report from each committee: Faculty Senate will evaluate all the Year End Reports. It is important for committees to have staff and students on their committees and maybe have such expectations written into their By-Laws. There is a need to review the voting status of non-faculty members when adding staff and students on some committees, due to contractual issues. Some committees are more active than others.
- June 30, 2008 is the deadline for Tracdat AIAR. Assessment needs to be evaluated and put together as a stand alone document and ready at least by the end of April. Need to discuss with Dr. Tudela on what should be inputted into the document. Assessment which was conducted during the Professional Development Day was overwhelming. Dr Somera will talk to Dr. Tudela to find out the status of it.
- Job Spec Committee will be meeting Feb 20 – 22, 2008. Wed thru Fri. Article 12 will be discussed.
- There is a challenge with committees getting together because of the schedules of Secondary members. They would have to meet after the secondary classes end.
- The Curriculum Committee has found a way to involve Secondary members, by providing electronic copies of proposed curricular materials to the Secondary members for their review.
- A survey regarding the attendance of faculty at graduation has gone out and the Senate office has received responses from about 20 faculty members to date. The deadline for final responses is scheduled for Feb 29, 2008, so the numbers might increase.

8. Open Discussion

- John Camacho indicated that there was a meeting regarding the Student Center and that Bobbie Leon Guerrero and Gary Hartz are both involved. Need to look at the type of offices that would be housed there, maybe a small gym or athletic room. Dean Michelle Santos will lead the event. Bobbie Leon Guerrero will get student input. Anyone is welcome to attend the meetings and share their recommendations. Gary Hartz will check when the next meeting date is and send the info to the committee. There is about 20,000 square feet for the building. Suggestion of having a track/path around the building/campus. The creation of the map was done by the Architect who had compiled the information from the Master Plan.

- John Armstrong would like to commend President Okada for making a great presentation during Professional Development Day. Happy to hear the good remarks which indicated that President Okada would like to see us go to the villages and provide presentations, increase recruitment of the high schools students. With the building of the Student Center hopefully it would attract more students.
- Need more information when the high school has events where the college can present information for recruitment. Gary Hartz indicated that on Friday, March 28 is GCC Day at Southern High.
- This Saturday, Feb 23, 2008 is the Career & Technical Education Celebration & Job Fair at the Micronesia Mall.
- Dr. Somera distributed a flow chart which indicates the Domain Responsibility of the Deans and Associate Deans. It states what they are doing now and what additional responsibilities they have.
- The position for Adjunct Associate Dean is open and will close in March.
- Dr. Somera also distributed the AVP SAGA Guidelines document which is an incentive program to provide rewards to departments or faculty who provide course assessment or research. This program will stand as long as funds are available.

9. Agenda Items for next meeting

The following items that need to be included in the Agenda are: Checklist, New Business, and Old Business. If there is any other item that needs to be inserted to the agenda email Bobbie Leon Guerrero or Gary Hartz.

10. Next Meeting Date(s):

Wednesday, March 05, 2008, 8am, C2

Wednesday, March 19, 2008, 8am, C2

11. Adjournment

Frank Blas made the motion to adjourn the meeting at 8:55am, seconded by Elizabeth Duenas, no discussion, motion carried.

College Governing Council

Friday, February 1, 2008 & February 8, 2008 – 8:00am/2:00pm
C-2, Faculty Senate Chambers

Minutes

1. Call to Order: 8:07am

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong, FS President	john.armstrong@guamcc.edu	X
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	X
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X
Tara Pascua	tararose.pascua@guamcc.edu	X
Carmen Santos	carmen.kweksantos@guamcc.edu	X
Ray Somera	reneray.somera@guamcc.edu	X
Others Present:		
Rose U. Hormillosa	rosemarie.hormillosa@guamcc.edu	X
Jose Munoz (2/8/08)	jose.munoz@guamcc.edu	X

3. Approval of Meeting Minutes from January 16, 2008

- **Elizabeth Duenas made a motion to approve the Jan. 16, 2008 minutes, seconded by Frank Blas. The minutes were approved unanimously.**

4. Financial Status Report:

- Carmen Santos discussed the GCC's financial status:
 - The December 2007 financial status data is posted on the MyGCC website As of 1/31/2008,
 - GCC collected \$4 million from the \$7.1million that was requested.
 - GCC received money from the general funds- about \$ 3.9million of the \$6.3 million.
 - GCC received money from the LPN funds: about \$79K of \$319K;
 - GCC received money from Manpower Development Fund: about \$258K of \$392K;
 - For Prostart, GCC received the \$25K out of \$25K;
 - The GCC supplemental appropriation has not yet been received;
 - GCC employees should've received their W2's. If there are any corrections that need to be made, please see the Business & Finance Office.
 - Discussion took place regarding the PDN article on GCC removing itself from the GPSS Ukudu High School equipment bid process.

5. Old Business

a. Governing Council Mission Statement

DRAFT STATEMENT 2: In Guam Community College's process of Shared Governance, the College Governing Council shall officially represent the legitimate consensus of the College's faculty, administration, staff and students, regarding issues

concerning the institution, by providing recommendations to the College President and/or the Faculty Senate. This representation of consensus will occur transparently throughout the Council's deliberations, decisions and communication processes.

- Discussion took place regarding Gary Hartz's 2nd mission statement draft, with changes made (as reflected above).
- Dr. Somera wrote two questions in the previous minutes on the first mission statement. He indicated that the draft answered the first question, but not the second question. He also added to the mission statement: "by providing recommendations to the College President".
- Gary Hartz indicated that the mission statement should address the whole of what the CGC does, including communication to the Senate on issues where there is no final intention to bring a topic before the President. Latisha Leon Guerrero suggested adding 'and/or the Faculty Senate' to address this need.
- The CGC was in discussion about this topic when quorum was to be lost, so all parties were asked to reflect on the mission statement, including an alternative draft forwarded to Gary Hartz by John Armstrong.
- which is highlighted red- Not only that President will get recommendations but should also inform the Faculty Senate.
- **John Camacho made a motion to table the discussion on the 2nd draft of the mission statement. Seconded by John Armstrong.**
- **Gary Hartz made a motion to recess, seconded by John Camacho.**

2/8/08:

Meeting reconvened on Friday, February 8, 2008.

- **G. Hartz summarized previous discussion on the mission statement draft.**
- **J. Armstrong made a motion to approve the draft #2 of CGC mission statement, seconded by J. Camacho. The motion passed unanimously.**

- b. General Education Recommendations legal update (if any):
 - Dr. Somera discussed a feedback from the GCC attorneys regarding the legality of the Enrichment Student proposal, as written, indicating that "Yes, the formal category of enrichment students is legally appropriate. If the GCC board of trustee determines that such form of category is necessary and convenient to carry out and perform the purposes and provisions of the statutes that was created at GCC. Then the whole document then goes into provisions, articles and sections. It is the legal right of the Board of Trustees to make that decision."
 - Dr. Somera discussed that Mary (President) assigned him to be responsible to draft a resolution based on recommendations and other documentation that are attached to the recommendations and then be transmitted to CGC, FSO, and General Education for more feedback and then returned in chain of command committees.

6. New Business:

- a. 2009 Budget as approved by Resources and Budget Committee and Faculty Senate
 - **John Camacho made a motion to adjust the agenda items from "old business" to "new business," seconded by John Armstrong.**
 - G. Hartz indicated that the budget has been approved by the Resources and Budget Committee and the Faculty Senate, and is now before the CGC for possible approval.

- Carmen Santos discussed the updated 2009 budget, indicating that what is being considered by the CGC is the requested appropriation, as is going to the legislature (not including the NAF). John Armstrong wanted to find out how the updated 2009 budget request transpired.
- **John Armstrong made a motion to approve FY09 budget, seconded by John Camacho. The motion was passed unanimously.**

7. Faculty Senate Issues:

- John Camacho discussed the issue on making a strategic plan.
- Bobbie Leon Guerrero discussed the idea of making a time line.
- There was general agreement on the need for having a cover letter for any proposed documents.
- John Armstrong discussed the April 18, 2008 election, the Leadership training on April 25, 2008, and noted that the next President for the Faculty Senate is Jose Munoz.
- John Armstrong discussed the issue of revising the structure of the current Accreditation Steering Committee. He mentioned that Dr. Ray Somera submitted a document suggesting how this committee might be reorganized.

8. Open Discussion

- none

9. Agenda Items for next meeting

- none

10. Next Meeting Date(s):

February 20, 2008 (Wednesday) at 8:00pm in room C2, Bldg B

10. Adjournment:

- **John Camacho made motion to adjourn @ 2:54pm, seconded by Latisha Leon Guerrero**

College Governing Council

Wednesday, March 5, 2008 – 8:00am

C-2, Faculty Senate Chambers

AGENDA

1. Call to Order:

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	
John Armstrong, FS President	john.armstrong@guamcc.edu	
Frank Blas, FS Secretary	frank.blas@guamcc.edu	
John Camacho	john.camacho@guamcc.edu	
Liz Duenas	elizabeth.duenas@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	
Carmen Santos	carmen.kweksantos@guamcc.edu	
Ray Somera	reneray.somera@guamcc.edu	
Others Present:		

3. Approval of Meeting Minutes from Feb. 1st / 8th, and Feb. 20, 2008

4. Financial Status Report

5. Old Business

- General Education Recommendations
- Shared Governance Action Check-list

6. New Business

7. Faculty Senate Issues

8. Open Discussion

9. Agenda Items for next meeting

10. Next Meeting Date: Wednesday, March 19, 2008 – 8am

11. Adjournment

College Governing Council

Wednesday, March 5, 2008 – 8:00am

C-2, Faculty Senate Chambers

Minutes

1. Call to Order: 8:13am

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong, FS President	john.armstrong@guamcc.edu	X
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	X
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	X
Carmen Santos	carmen.kweksantos@guamcc.edu	X
Ray Somera	reneray.somera@guamcc.edu	
Others Present:		
Rose Hormillosa	rosemarie.hormillosa@guamcc.edu	X

3. Approval of Meeting Minutes from Feb. 1st/8th, and Feb. 20, 2008

- **J. Camacho made a motion to approve the Feb. 1st/8th minutes, seconded by E. Duenas. Motion passed unanimously.**
- Discussion on the Feb. 1st/8th minutes – F. Blas needed to clarify “quorum was to be lost.” J. Armstrong wants the start time for 2/8/2008 meeting inputted onto the minutes.
- **J. Camacho made a motion to approve Feb. 20, 2008 minutes, seconded by E. Duenas. Motion passed unanimously.**
- Discussion on the Feb. 20, 2008 minutes – C. Santos add-on the word Budget after FY09 under Financial Status Report;

4. Financial Status Report

- C. Santos reported that January’s financial status is posted up on MyGCC website. At the end of February, GCC collected from the General Fund about \$4.7 of \$7.9 million requested. GCC received about \$257K of \$490K from the Manpower Development Fund for FY08. Also, received \$90K of \$399K from LPN which was also requested; A few days ago, C. Santos received the signed grant award from DOI based on \$444K for a construction trade grant that was pending. She mentioned that L. Gage will be responsible for purchasing the equipment for this project. This project is 25% funded locally from the Manpower Development Fund. The grant is from OMIP funds.
- J. Camacho stated that OMIP is from the DOI, which is to fund the equipment for schools. He discussed how this project came about and future loans for this construction project. He discussed the loss of funding for the Allied Health Building- where \$3 million was from DOI and that the U.S. President removed the funds from the budget FY08-09. GCC plans to get 1.7 million through the help of the Governor’s office and asked the Foundation Board to cover the rest of the funds to help with the construction of the Allied Health building. The GCC Board

authorized the spending of \$3 million to start the construction. Other funding sources are being looked into due to problems with the cash flow. GCC President Okada was at a meeting with the Governor regarding the issue and is working to get other resources allocated to GCC. J. Camacho stated that the construction industry has increased prices. He's concerned with the cash flow and GCC might have to spend more than \$4.1million, if there are further delays in the start of the construction process.

- C. Santos discussed today's (3/5/08) payroll as it includes adjunct payroll. Informed the committee that time sheets are due by 12 noon on Friday, the week before payday. Reminder for faculty, supervisors and Work Study Students to turn in time sheets. Brief discussion on the lateness of the time sheets turned in, students might not be paid.

5. Old Business

a. General Education Recommendations

- G. Hartz briefly discussed the issue and history on the enrichment category document. R. Somera and the college attorneys made wording adjustments on this document. Once it was returned, the General Education and the Faculty Senate committee made minor adjustments on a few words to make it clear and appropriate. If approved, there needs to be a cover letter to get this document to the President and to the Board. **J. Armstrong made a motion to approve the Enrichment student recommendation, seconded by J. Camacho. Motion passed unanimously.**
- B. Leon Guerrero and G. Hartz will prepare and submit the cover letter to President Okada to provide to the Board for their next meeting. Committee had a discussion on the enrichment category document. Discussed that after approval from the Board, guidelines need to be created in the selection of the 18 credits.

b. Shared Governance Action Check-list

- G. Hartz discussed the status of the Checklist. E. Fejerang is assigned to improve the old draft of the Shared Governance Action Check-list. G. Hartz will check with E. Fejerang and provide the committee with further information at the next meeting.

6. New Business

- No new business.

7. Faculty Senate Issues

- J. Armstrong indicated that there was no quorum (no official meeting) during the Faculty Senate meeting, but had a discussion with other faculty members. Status on the graduation survey forms – 22 faculty will be attending the graduation and have signed up for regalia. Status on the upcoming election of April 18, 2008 – brief discussion on job specs making a recommendation to the senate on how to amend the contract (probable adjustment on the oversight chairs); he also mentioned about the staff participation in the election process that would identify leaders for next year. He asked if there are criterion or standards to distinguish staff and administration in the membership of committees under Human Resources, and if there is a list of official employee categories.
- RBC may need to schedule at least two more meetings to discuss budget issues.
- J. Armstrong wanted to clarify if B. Leon Guerrero's position was considered an administrator or staff. B. Leon Guerrero reminded the Council that before she was elected as the Co-Chair, she sought clarification from the group as to her status. It was

discussed that since she would qualify for Staff Development funding, her classification for the Council would be under staff.

8. Open Discussion

- C. Santos made an announcement to the committee regarding the issue that students will be able to pay online with their credit cards (Visa, MasterCard, and American Express) on MyGCC.
- Training for Administrator Assistant, supervisors on the requisition and getting information process on the Banner regarding department budget – schedule on March 13, 2008 and March 20, 2008. She elaborated on the requisition procedures.
- Banner was scheduled to be down during the Spring Break but instead will be down during the week of May 19. Need to have MCV kick back a message “Server down” during the scheduled dates.
- G. Hartz discussed the Student Center initial plans issue. He is not sure when the next meeting is scheduled but will inform the committee and others who would like to provide feedback.

9. Agenda Items for next meeting

- Shared Governance Action Check-list

10. Next Meeting Date: Wednesday, March 19, 2008 – 8am

10. Adjournment:

- **J. Camacho made a motion to adjourn, seconded by F. Blas.**
- Meeting ended @ 9:05am.

College Governing Council

Wednesday, April 9, 2008 – 8:00am

C-2, Faculty Senate Chambers

AGENDA

1. Call to Order:

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	
John Armstrong, FS President	john.armstrong@guamcc.edu	
Frank Blas, FS Secretary	frank.blas@guamcc.edu	
John Camacho	john.camacho@guamcc.edu	
Liz Duenas	elizabeth.duenas@guamcc.edu	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	
Carmen Santos	carmen.kweksantos@guamcc.edu	
Ray Somera	reneray.somera@guamcc.edu	
Others Present:		

3. Approval of Meeting Minutes from March 5, 2008

4. Financial Status Report

5. Old Business

a. Shared Governance Action Check-list

6. New Business

7. Faculty Senate Issues

8. Open Discussion

9. Agenda Items for next meeting

10. Next Meeting Date:

11. Adjournment

College Governing Council

Wednesday, April 9, 2008 – 8:00am

C-2, Faculty Senate Chambers

Minutes

1. Call to Order: 8:07am

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong, FS President	john.armstrong@guamcc.edu	X
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	
Carmen Santos	carmen.kweksantos@guamcc.edu	X
Ray Somera	reneray.somera@guamcc.edu	X
Others Present:		
Rose Hormillosa	rosemarie.hormillosa@guamcc.edu	X

3. Approval of Meeting Minutes from March 5, 2008:

- **E. Duenas made a motion to approve the 3/5/08 minutes, seconded by J. Armstrong. Motion passed unanimously.**

4. Financial Status Report

- **J. Armstrong made a motion to have the CGC review the practice of having ‘Financial Status Report’ as an item on the CGC agenda. Seconded by F. Blas.** Discussion followed, involving the potential concerns of duplication of reports at committee and CGC levels, and the merits of the report being a standing item. **Motion passed with three members in favor, one against, and one abstention.**

5. Old Business

a. Shared Governance Action Check-list

- Discussed the issue on the tracking form and add-on the phrase “number of pages” under Additional Documents Attached.

6. New Business

b. none

7. Faculty Senate Issues

- J. Armstrong discussed the need for staff to be organized in how they participate in the shared governance process. He discussed the need for all constituencies to be brought into the shared governance process, being allowed logistically to do so, and being encouraged to participate openly.
- J. Armstrong discussed the graduation committee – “planning group,” requesting governance-related input in such matters.
- R. Somera announced a special guest, Jack Pond, who has 25 years of experience as a Faculty Senator. He will be coming on campus to discuss issues regarding college

governance on April 15, 2008 from 3:30pm to 5:00pm. He also announced the meeting with J. Merrill (consultant) for the Institutional Strategic Master Plan.

- Administrators in Shared Governance process not following through with completing assigned task. Committee attendance is inconsistent and needs to be improved.

8. Open Discussion

- G. Hartz announced the voting for new Faculty Senate officers and for some committee positions will take place on campus at 3:00pm on April 18, 2008.
- C. Santos informed CGC that the NAF budget is due on April 14, 2008.

9. Agenda Items for next meeting:

- Status of 'Financial Status Report' as a regular Agenda item.

10. Next Meeting Date: Wednesday, April 23, 2008 @ 8:00am

11. Adjournment: **F. Blas made a motion adjourn @ 9:12am, seconded by C. Santos**

College Governing Council

Wednesday, April 23, 2008 – 8:00am

C-2, Faculty Senate Chambers

MINUTES

1. Call to Order: 8:09am

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong, FS President	john.armstrong@guamcc.edu	X
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	X
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	X
Carmen Santos	carmen.kweksantos@guamcc.edu	X
Ray Somera	reneray.somera@guamcc.edu	
Others Present:		
Rose Hormillosa	rosemarie.hormillosa@guamcc.edu	X

3. Approval of Meeting Minutes

- **April 9, 2008 – J. Camacho made a motion to approve the minutes as amended, seconded by J. Armstrong. Motion passed unanimously.**

4. Old Business

a. Financial Status Report Discussion

- C. Santos discussed the issue of having an actual financial/facilities report due to redundant information in other committee meetings;
- J. Armstrong discussed the FS website updated before AY2008-2009 starts.

5. New Business

- none

6. Faculty Senate Issues

a. Faculty Senate Inclusion in ISMP Process

- J. Armstrong discussed the ISMP process is going forward; Contacted J. Benavente in request for accommodation (formal) on getting the Faculty Senate President to be involve in the ISMP process;

b. Leadership Training on Friday, April 25

- CGC & Senates discussed the agenda for the Leadership Training @ Westin Resort:
- Discussed the following:
 - i. Evaluation from PDRC
 - ii. Presentations: Karen Sablan on Interest Based Bargaining & Cheryl San Nicolas on Business & Finance Budget Orientation

- iii. Election Results – discussed whose the new FS President, Past-President, President Elect, and Member-at-Large;
- c. Review Bylaws:
 - J. Armstrong discussed the importance to review the FS bylaws;
- d. Annual Self Study Report AY 06-07
 - J. Armstrong discussed the self-study report; Discussed page 19 – (Standard IV - Leadership & Governance section); Revisited the report to make modifications;
- 7. Open Discussion
 - J. Armstrong (improve on posting electronic documents)
 - Committee membership (formal chosen by President Okada);
 - Summer workshop
- 8. Agenda Items for next meeting
 - NAF budget
- 10. Next Meeting Date
 - TBA
- 11. Adjournment:
 - **9:10am – E. Duenas made a motion adjourn, seconded by T. Pascua**

College Governing Council

Minutes

Wednesday, August 22, 2007

GCC Campus, Room C-2

- 1) Call to Order by Chairperson Dr. John Rider at 8:00 a.m.

Attendance

Name	E-mail	Present	Absent
John Rider, Chair	john.rider@guamcc.edu	x	
Gary Hartz	ronald.hartz@guamcc.edu	x	
Bobbie Leon Guerrero	barbara.leonguerrero@guamcc.edu	x	
John Armstrong	john.armstrong@guamcc.edu	x	
Frank Blas, Secretary	frank.blas@guamcc.edu	x	
Liz Duenas	elizabeth.duenas@guamcc.edu	x	
John Camacho	john.camacho@guamcc.edu		x
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu		x
Tara Pascua	tararose.pascua@guamcc.edu	x	

Others present: President Mary Okada

- 2) Approval of Prior Minutes of 4/26/07 meeting. Motion to approve made by ?, 2nd ?.
The motion passed unanimously.
- 3) Old Business
- a) Financial situation at GCC
- i) President Mary Okada: draws from DOA are ok. GCC is waiting for updated info on 07 budget; the 08 budget has been submitted.
- 4) New Business
- a) Election of Chairs- Gary Hartz and Bobbie Leon Guerrero were nominated as Co-Chairs.
There was a concern about the definition of staff as it relates to Program Specialists. A motion was made by John Armstrong to adopt the definition of staff as defined by staff development guidelines. The motion was seconded by Liz Duenas, and carried unanimously. A motion was then made to accept Gary Hartz and Bobbie Leon Guerrero as Co-Chairs by Dr. John Rider. The motion was seconded by ? and carried unanimously.
- b) John Armstrong- informed the committee that he is working on a scheduling structure that would provide a more efficient and responsive interaction among faculty governance committees.

- c) In anticipation of the CGC's role in approving the NAF budget, a motion was made by Gary Hartz: Pending the approval by the Budget and Resource committee and subsequent approval by the Faculty Senate the CGC be allowed to vote to approve the NAF budget electronically by email. Seconded by John Armstrong. The motion carried unanimously.

5) Agenda Items for Next meeting:

- a) Review of By-Laws (be prepared to discuss.)
- b) Define goals of Committee- John Armstrong. Determine if two-way communication is being fostered. Use the findings of the Faculty Senate assessment to define the goals for this school year. A motion was made by John Armstrong: The CGC supports the effort of the Faculty Senate to respond to the recommendations found in the Annual Institutional Assessment Report (AIAR). The motion was seconded by Frank Blas and passed unanimously.
- c) Review of the Institutional Strategic Master Plan (ISMP).
- d) Include Faculty Senate issues as a fixed agenda item.
- e) 2008 NAF budget

6) Next Meeting: Sept. 19 at 8am in the Faculty Senate Office, Room C-2 (other meeting dates: Oct. 17, Nov. 14)

7) Adjournment: 9:11 a.m.

College Governing Council

Minutes

Thursday, September 20, 2007

GCC Campus, Room C-2

1) Call to Order 8:03 am

Attendance

Name	E-mail	Present	Absent
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X	
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X	
John Armstrong, Senate President	john.armstrong@guamcc.edu	X	
Frank Blas, Secretary	frank.blas@guamcc.edu	X	
Liz Duenas	elizabeth.duenas@guamcc.edu	X	
John Camacho	john.camacho@guamcc.edu	X	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X	
Tara Pascua	tararose.pascua@guamcc.edu	X	
Mary Okada, President	mary.okada@guamcc.edu	X	
Jose Munoz, Senate President-elect	jumunoz@guamcc.edu	X	
Dr. John Rider	john.rider@guamcc.edu	X	

Others present: Rosemarie Hormillosa

2) Approval of Prior Minutes: Motion: J. Rider, 2nd: J. Armstrong

3) Old Business

a) Pres. Okada: Financial Update

- i) 2008 NAF funds approved by BOT
 - ii) No allotment money has been released since last pay-period and no amount has been specified.
 - iii) Regarding the 2008 budget, current legislation Bill#143 has GCC's appropriation showing at 14.5 million, our request was 15.5. Not included were the amounts requested for salary adjustments.
- b) Dr. Rider: Possible alternatives salary adjustments funding is for BOT to add it into the budget instead of it being a line item. Also there is a probability of the specified amount added in by the legislature just prior to Bill#143's transmission to the Executive Office. Depending on what happens around this time will determine our next step.

- c) Pres. Okada: Another alternative is to adopt GPA's current salary adjustment study.
- d) Bobbie: Review of By Laws tabled, it will be an agenda item in the next meeting.

Motion to table: Dr. R, 2nd: Latisha

- e) CGC Goals – discussion revolved around the having the Council's goals determined by institution wide goals that take into account the Faculty Senate goals and Pres. Okada's goals. Goals involving the college community should also be considered. Dr. Rider: the ISMP has iterated institutional goals and should be considered in CGC's goals.

4) New Business/FS Report/Announcements

- a) FS report-J. Armstrong: Began his FS update with recognizing Dr. Rider's instrumental role in promoting and establishment of the Shared Governance process. Motion by G. Hartz to present a resolution recognizing Dr. Rider. 2nd: by J. Armstrong.

- i) New senate office now in full operation, with Rose Hormillosa as our new WPPII secretary.
- ii) Senate goals will be related to the College's goals and has adopted a matrix assessment format to assess the effectiveness of all Senate committees. A midterm assessment report is due in Dec. and the final report in April.
- iii) Discussion surrounding amendments to the Shared Governance constitution are underway between the Senate and Administration. The focus is to adopt amendments to the constitution without having to go through the contract negotiation process. Dr. Rider: amendments involving operational matters could be presented as appendices to the constitution.
- iv) Job specs committee will be in session soon to review faculty compensation for shared governance work at the request of the Faculty Senate.

5) Agenda items for the next meeting:

- a) General Ed.-G. Hartz: Last year the Senate forwarded General Education Recommendations for CGC approval but it has yet to be addressed by the CGC. Dr. Rider noted that by Senate protocol the issue may have to go the 2007-2008 FS first before it is considered in the CGC.
- b) Financial updates.
- c) By Laws review.
- d) CGC goals

- e) Environmental issues-John C.: GCC to participate in the aluminum recycling and recovery activities.

6) Faculty Senate Issues:

Be it resolved:

That the College Governance Council officially recognizes Academic Vice President Dr. John R. Rider for his instrumental role in the establishment of GCC's new shared governance process, and for his overall contributions to the Guam Community College.

Motion: Gary Hartz
2nd: John Armstrong

Passed Unanimously 9/20/07

7) Open Discussion

8) Next Meeting:

- a) Wednesday - Oct. 17, 8am in C2

9) Adjournment:

- a) 9:07am – Motion to Adjourn – Gary Hartz (1st), John Armstrong (2nd)

College Governing Council

Wednesday October 17, 2007 – 8:00am

C-2, Faculty Senate Chambers

Minutes

1. Called to Order at:

8:22am

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong	john.armstrong@guamcc.edu	X
Frank Blas, Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	X
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X
Tara Pascua	tararose.pascua@guamcc.edu	X
Ray Somera	reneray.somera@guamcc.edu	X
Mary Okada, GCC President	mary.okada@guamcc.edu	
Others Present:		
Elaine Fejerang	elaine.fejerang@guamcc.edu	X
Frank Camacho	frank.camacho@guamcc.edu	X
Jose Munoz	jose.munoz@guamcc.edu	X
Richard Skipper	richard.skipper@guamcc.edu	X
Rose Hormillosa	rosemarie.hormillosa@guamcc.edu	X

3. Approval of Minutes

Motion to approve September 19, 2007

Motion made by Gary Hartz. and seconded John Armstrong.

4. Financial Status Report

None: President was not present;

5. Old Business

- a. Review of By-Laws:

- a. Pending at the next meeting on November 14, 2007

- b. Goals of Committees:

- a. Final draft – will be presented the next meeting. (11/14/2007)

- c. Review of Institutional Strategic Master Plan (ISMP)

- a.

6. New Business

- a. General Education Recommendations:

- a. Frank Camacho briefly explains on the recommendation

- b. Made changes on the recommendations in bullet 3;

- b. Guam Community College Code of Ethics:

- a. Approved & sent to the President

- b. Richard Skipper represented for Lisa Baza-Cruz to give a brief discussion on the code of ethics;

- c. Change on the front cover of Code of Ethics to remove the year approved by Ethics committee (Richard Skipper) – Motion to approve - Bobbie Leon Guerrero (1st) and John Armstrong. (2nd);

7. Faculty Senate Issues

TAC-memo/addendum

- “Michael Setzer shall be granted access consultation to MIS resources”

- Change all “must” to “Shall”

- Motion to approve by:

(Look @ OCT.11, 2007 Memorandum)

8. Open Discussion

9. Agenda Items for next meeting

10. Next Meeting Date:

November 14, 2007

11. Adjournment

10:00am

College Governing Council

Monday, November 5, 2007 – 8:00am

C-2, Faculty Senate Chambers

Minutes

1. Call to Order at:

8:07am

2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong, FS President	john.armstrong@guamcc.edu	X
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	X
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X
Mary Okada, GCC President	mary.okada@guamcc.edu	X
Tara Pascua	tararose.pascua@guamcc.edu	X
Ray Somera	reneray.somera@guamcc.edu	X
Others Present:		

3. Approval of 10-17-07 Meeting Minutes

Liz Duenas made the motion to approve minutes of 10-17-07 with changes, 2nd by Latisha Leon Guerrero, no discussion motion carried.

4. Financial Status Report

President Okada announced we did not spend \$900,000 from FY07, there is \$800,000 of expenditures that is set aside that will be paid. During FY06, \$2.6 million was not received and the college will not be paid that amount.

DOA will set aside 5% of funding requested per month and when money becomes available the 5% will be given back to the institution. DOA will be conducting a quarterly tracking of its finances and the first report will be out in January.

The college will be submitting a Supplemental Budget which includes the Administrator and Faculty salary increases and the 12 additional positions which were not funded on the regular budget.

GPSS did not allocate funding for their FY08 budget for their personnel and equipment for the new schools that will be opening next academic year.

5. Old Business

- a. Review of By-Laws:

Due to changes with committee members retiring and the hiring of a new WPPI, By-Laws that were revised on August 31, 2006, could not be found. Therefore, a copy of the By-Laws last dated August 22, 2006, was given out for all committee members to review and make recommendations for changes.

A copy of Article XII from the BOT/Faculty Agreement was also given out so members could review the document as there are also references to sections pertaining to the College Governing Council.

Members should be prepared to discuss the changes at the November 14th meeting as revisions will be discussed and voted on.

It was noted that while the Council members may recommend changes for Article XII, these will only be recommendations presented for addition/inclusion for the BOT/Faculty Agreement. President Okada stated that there have been changes to the document currently posted on-line. Dr. Somera has the latest copy with all revisions so Bobbie Leon Guerrero will check to ensure the members have the latest copy of Article XII.

b. Goals of Committees:

As per John Armstrong, there were 7 out of 13 committees that submitted their goals. Once the goals are submitted, the Faculty Senate will review and upon completion, they will be placed online.

c. Review of Institutional Strategic Master Plan (ISMP)

Dr. Rider, Dr. Somera, Joe Benavente, Bobbie Leon Guerrero and Gary Hartz met and Joe Benavente was tasked with forwarding an electronic version of the ISMP templates to CGC Co-Chairs Bobbie and Gary for their initial review. Gary did not receive the templates and no review has taken place.

Latisha Leon Guerrero moved to table the ISMP discussion until next meeting. John Camacho seconded the motion, no discussion, motion carried.

6. New Business

a. Shared Governance Day – April 18, 2008

The Shared Governance Day proposal is for an all day event to take place between faculty, staff and students. This day is set for electing new officers, but also for all the committees to get together and review the year's activities, to celebrate the activities and to focus on the activities for the coming year. Since there will be voting for Faculty Senate Officers and all Committee Chairpersons, discussion took place regarding how to get the secondary faculty to attend. President Okada and Vice President Somera will be speaking on this day. The Faculty Senate would like the support of the CGC for this event.

The Faculty Senate has a set of goals for their committee. They are:

1. Coordinate Committee Goals
2. Faculty Senate Newsletter
3. Shared Governance Day, April 18, 2007
4. Leadership Retreat, April 25, 2008
5. Graduation - Increase the attendance of faculty. Also looking at changing the date to be closer towards the end of the Spring semester because more teachers will still be on island.

John Armstrong moved to support the goals of the Faculty Senate. John Camacho seconded the motion.

Discussion: Template to be on-line with the 6 committees. Dr. Somera recommended that a deadline be set for all goals to be turned in before the end of this semester. He briefly discussed that on the Faculty IFP, they will be evaluated on faculty and committee performances. There will be better participation and better partnership with their administrator.
No further discussion, motion carried.

b. College Governing Council Goals

Bobbie Leon Guerrero informed us of five goals of the CGC which were discussed during a previous meeting. They are:

1. Increase faculty participation at the commencement ceremony each May.
2. Protect our campus environment through aggressive recycling efforts.
3. Encourage building additions for more classrooms and lab usage space, build up and not out as we are limited on land space.
4. Create other goals based on the President's and the Faculty Senate's goals and student issues.
5. Enhance a greater sense of community.

Dr. Ray Somera mentioned that we should set our goals to be in alignment with the assessment matrix.

Latisha Leon Guerrero made a motion to formalize all the goals to be presented at the 11/14/07 meeting. John Camacho seconded the motion.

Discussion: Make the overall goals general with a few related specific goals to accomplish. Example: Recycling Goal is the overall goal. Specific goals to accomplish: recycle by collecting aluminum cans and purchasing recycled products.

Members should look at all the goals presented once they receive a copy of these minutes and be prepared to discuss them at the next meeting.

Latisha Leon Guerrero withdrew her motion.

c. Meeting schedule

After further discussion, it was agreed that the committee will meet on the first and third Wednesday of every month. Therefore, the next meetings will be on November 14 and 21, December 5 and 19, 2007. The Council will decide if for next semester they will be meeting twice a month or once a month during the meetings in December.

7. Faculty Senate Issues

- a. Faculty Senate Budget – The current budget is \$5000 plus the salary for WPIL. John expressed a need for budgetary training, and Barry Mead will train him when he gets back. The Faculty Senate needs to understand the budget in more detail. The Faculty Senate is responsible for 13 committees and \$5000 is not a lot of money for that responsibility. President Okada mention that for FY07 the budget was about \$30,000 to cover the cost of equipment and items needed to start the office which includes the salary for the WPIL. Also \$10,000 was used to renovate the room. John Armstrong indicated that the hardware and software needs to be upgraded.

Bobbie Leon Guerrero asked Frank Blas to incorporate the Budget training into the April 25th Leadership Retreat for the incoming Faculty Senate Officers.

- b. Vaccination – flu epidemic. He was informed that \$3000 was cut from the budget for flu vaccinations for our 200+ employees and that this amount should be reinstated so everyone can get the flu shots they need during this flu epidemic. President Okada indicated that there needs to be more information presented and that the college should not be automatically obligated and responsible for funding the costs of the flu shots. To her knowledge, no epidemic has been declared and if the Governor did declare it then the Government is obligated to find the funds, not the institution.

Bobbie Leon Guerrero will look into when the last flu shots were given on campus and how many employees took advantage of this service at the Nurse's office. Collaboration with other agencies and GCC's health-related programs might be an alternative approach.

8. Open Discussion

Gary Hartz thanked the President for approving the TAC request. President Okada indicated that she still has the GenEd proposal on Tutoring which she will send back to the committee because the funding process should be referred to the Resource and Budget Committee for their recommendation before coming to her. This year several part-time tutors were hired and data needs to be gathered to determine if there is still a need for additional tutors or a Center.

She is still reviewing the Code of Ethics document.

9. Agenda Items for next meeting

Agenda will be the same. If there are other topics to be added, please email and advise.

10. Next Meeting Date:

Wednesday, 8am, November 14, 2007

11. Adjournment

Motion to adjourn made by John Armstrong at 9:35, second by Latisha Leon Guerrero, motion carried.

College Governing Council

Monday, November 14, 2007 – 8:00am AND Wednesday, November 21, 2007
C-2, Faculty Senate Chambers

MINUTES

1. Call to Order at:
8:05am on November 14, 2007
2. Attendance:

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong, FS President	john.armstrong@guamcc.edu	X
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	X
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X
Mary Okada, GCC President	mary.okada@guamcc.edu	X
Tara Pascua	tararose.pascua@guamcc.edu	
Ray Somera	reneray.somera@guamcc.edu	X

3. Approval of 10-17-07 Meeting Minutes

Liz Duenas made a motion to approve minutes of 11-05-07 with changes, seconded by John Armstrong. Discussion: Make the motions consistent and bold the motions. **No further discussion, motion carried.**

4. Financial Status Report

President Okada announced that we received \$400,000 for FY07, but as of this date, we have not received funds for FY08.

Bill 80 was presented to the Legislature and includes the appropriation for GPSS salary increments. Because of this bill, President Okada immediately submitted GCC's Supplemental Budget which will cover the additional faculty positions at the schools, equipment, and the salary adjustments for faculty and administrators. These were originally in the FY08 budget but were not funded. A copy of the supplemental budget will be provided to committee members.

5. Old Business

- a. Review of By-Laws:

Latisha Leon Guerrero made a motion to review and discuss the By-Laws, seconded by Liz Duenas, no discussion, motion carried.

Bobbie Leon Guerrero made numerous recommended changes to the By-Laws to make it consistent with Article XII-B of the BOT/Faculty Agreement. John Camacho praised Bobbie for her hard work in preparing the recommendations and a job well done.

John Armstrong made a motion to approve the changes of the CGC By-Laws, seconded by John Camacho, no further discussion, motion carried. Bobbie Leon Guerrero will compile the changes and send the revised document to all Council members.

John Camacho made a motion to review and discuss Article XII from the BOT/Faculty Agreement, seconded by Latisha Leon Guerrero, no discussion, motion carried.

Bobbie Leon Guerrero made suggested recommendations regarding sections in Article XII-B from the BOT/Faculty Agreement. Bobbie's recommendations were discussed. She will compile the recommended changes and send the revised document for review to the Governing Council Members.

Student member Latisha Leon Guerrero is tasked to bring the suggested recommendations that pertain to the CGC student member to the COPSA membership during their next General Membership Meeting.

John Camacho once again praised Bobbie Leon Guerrero for her hard work in reviewing the document and providing the recommendations.

It was noted that while the Council members made suggested recommendations for some sections of Article XII, the Amendment section states that "This Constitution shall only be amended by written approval of all the following parties: (1) the College Governing Council (by majority vote or greater), (2) the College Faculty Senate (by majority vote or greater), and (3) the College President."

Therefore, the Governing Council will review the recommended changes from the document Bobbie will compile showing the changes, and discuss it again before forwarding the recommendations to the other two parties.

b. Institutional Strategic Master Plan (ISMP)

Per AVP Ray Somera, the ISMP documents will need to be submitted by mid-spring, Feb-March. Gary will be tasked with the Faculty Senate portion and Bobbie will be tasked with the Governing Council portion.

Due to members having to leave the Council meeting thereby creating a lack of quorum, **John Camacho made a motion, seconded by Latisha Leon Guerrero, to recess until the next meeting and continue with the agenda where we left off. No discussion, motion carried. Meeting was recessed at 9:30am.**

Meeting called back to order on Wednesday, November 21, 2007, at 8:07am with the following members in attendance.

Name	E-mail	Present
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X
John Armstrong, FS President	john.armstrong@guamcc.edu	X
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X
John Camacho	john.camacho@guamcc.edu	X
Liz Duenas	elizabeth.duenas@guamcc.edu	X
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X
Mary Okada, GCC President	mary.okada@guamcc.edu	
Tara Pascua	tararose.pascua@guamcc.edu	
Ray Somera	reneray.somera@guamcc.edu	X

5. Old Business

a. Review of By-Laws:

Latisha Leon Guerrero indicated that during the COPSA General Membership meeting, the students were in favor of reducing the number of credits needed for the Governing Council student members from nine (9) to six (6) credits; including a provision that the students must have already earned at least 12 credits at GCC; and that elected COPSA Officers will serve as student members. She will bring it up during the COPSA Executive meeting and the next COPSA General meeting for more feedback.

b. Institutional Strategic Master Plan (ISMP)

c. College Governing Council Goals

As of the minutes dated November 5, 2007, the CGC goals were discussed and the Council needs to finalize these goals to be submitted to the Faculty Senate. After further discussion the College Governing Goals are:

Goal #1: Increase participation of key stakeholders (faculty, administrators, staff & students) at institutional milestones, to enhance a greater sense of campus community.

Goal #2: GCC will endeavor to become an environmentally sustainable institution.

Goal #3: GCC will continuously strengthen its mission and leadership of Career & Technical Education.

John Armstrong made the motion to accept the College Governing Council goals, seconded by John Camacho. Discussion: All members are to provide objectives for each of the goals at the next meeting. Discussion of our goals and objectives are to remain as a regular agenda item. After further discussion, motion carried.

6. New Business

John Camacho announced that the ground breaking for the Forensic Lab is scheduled for December 11, 2007, at 10am by Gate 4.

7. Faculty Senate Issues

John Armstrong reported that 11 committees have submitted their goals.

Two (2) recommendations from the Faculty Senate: 1) having institutional support for a full day of shared governance on April 18, 2008, and a leadership retreat on April 25, 2008; and 2) moving the date of the commencement ceremony.

John Armstrong reported that the Calendar Committee submitted a memo indicating their non-support of both recommendations for a number of reasons. It was discussed that the Faculty Senate needs to establish protocol and procedures for all recommendations before they come to the Governing Council. All committees having oversight of any topic at hand should fully review the topic for discussion within the Faculty Senate before it is brought to the Governing Council for their action. If a matter is brought before the Council for feedback, the nature of what the Senate is asking of the Council should be specified. John Armstrong will take back the issue to the Faculty Senate for further discussion.

The Council received a copy of President Okada's approval of the GCC Code of Ethics. Gary Hartz indicated that the Council and the Faculty Senate have yet to receive a written response to the General Education Recommendations and that the Senate and General Education Committee are waiting on the response before determining how to proceed in addressing concerns and questions that may be raised. Acting President John Camacho will look into the status of this document.

John Armstrong shared a proposal from the Senate, indicating that the Senate would like to see the President send something out regarding the situation with the Network system. It was noted that the Technical Advisory Committee (TAC) was assigned to send out updates and information regarding this situation to all staff and students. John will follow up with TAC to present something to the President so that she will send it out to the campus community.

8. Open Discussion

During the November 5th meeting, Bobbie Leon Guerrero was tasked with researching information regarding the last time flu vaccines were provided for our GCC employees. In November of 2006, the college spent approximately \$2,700 on flu vaccines, gloves, syringes, and other supplies. Of the 200+ employees, only 87 employees took advantage of the shots, 58 staff and 29 faculty.

9. Agenda Items for next meeting

Normal Agenda items will remain. Add on College Governing Council Goals as a regular Agenda item. All members are to bring at least 2 objectives for each goal to the December 5th meeting.

10. Next Meeting Date:

Wednesday, 8am, December 05, 2007.

11. Adjournment

Frank Blas made the motion to adjourn the meeting at 9:24am, seconded by John Armstrong, no discussion, motion carried.

College Governing Council

Minutes

Wednesday, December 5, 2007

GCC Campus, Room C-2

1) Called to Order: 8:20 am

2) Attendance:

Name	E-mail	Present	Absent
Bobbie Leon Guerrero, Co-Chair	barbara.leonguerrero@guamcc.edu	X	
Gary Hartz, Co-Chair	ronald.hartz@guamcc.edu	X	
John Armstrong, FS President	john.armstrong@guamcc.edu	X	
Frank Blas, FS Secretary	frank.blas@guamcc.edu	X	
Liz Duenas	elizabeth.duenas@guamcc.edu	X	
John Camacho	john.camacho@guamcc.edu	X	
Latisha Leon Guerrero	latishaann.leonguerrero@guamcc.edu	X	
Tara Pascua	tararose.pascua@guamcc.edu	X	
Dr. Ray Somera	reneay.somera@guamcc.edu		
Carmen Santos	carmen.kweksantos@guamcc.edu	X	
Others Present:			
Mary A.Y. Okada, GCC President	mary.okada@guamcc.edu	X	

3) Approval of November 14 & 21, 2007 Minutes

John Armstrong made a motion to approve minutes of 11-14-07 & 11-21-07 with changes, seconded by Latisha Leon Guerrero. No further discussion, motion carried.

4) Financial Status Report

a) President Okada made the following report:

- i) Received \$300,000- from 2007
- ii) Sought Governor's help in paying off Admin. Bldg. balance.
- iii) As of Nov., \$2 million spent
- iv) 08 budget money is loaded.
- v) Supplemental Budget for GCC is still under negotiation. Many senators are in favor of the budget.
- vi) Sen. Blas is developing a bill addressing a government wide pay adjustment with a Salary study for government employees
- vii) A question was brought up of why UOH articulating our courses and not UOG. (R.S. was off island in a conference and wonder how this question was brought up; Liz- regards to Barry; articulation agreement with UOG; overall of the statement was the fact of UOH having more articulation agreement more than UOG (R.S. says it not all true; "passing comment" to be reflected in the minutes shouldn't be in the minutes; (REMOVE))
- viii) John Armstrong would like it on the record that President Okada is doing a fantastic job.

5) College Governing Council Goals

Bobbie LG: CGC goals: In the process of establishing goals it becomes apparent that data will need to be collected. Do we want to go down this road? Discussion ensued which lead to the following motion.

Motion made by Frank Blas to Table the discussion of CGC goals until the next meeting to include relevance to Shared Governance Constitution and CGC mission statement and for Gary Hartz to create a Mission Statement, seconded by Latisha Leon Guerrero.

Discussion: Gary Hartz is to send the draft to the Governing Council by Friday, December 07, 2007. **No further discussion, motion carried.**

6) Old Business
None

7) New Business
None

8) FS Report

John Armstrong reported the following:

- 12 of 13 committees have submitted their goals.
- 1 committee submitted their Midterm reports.
- There's an issue with Accreditation Steering Committee not in compliance. The Faculty Senate is responsible for assigning committees and they can delete committees that are not effective. (John A. Recommend reviewing the effectiveness of committees).
- Marketing Committee is also struggling. (J. A. Marketing Committee is struggling to define its role as the committee)
- Resources & Budget Committee has set aside funding for the Leadership Retreat, April 25, 2008. April 18, 2008, New Leadership election. Frank Blas has asked Bobbie Leon Guerrero to assist in preparing for the Leadership Retreat.

(Ray S. responded to clarify on "Set Aside" – meeting: setting aside funding for the leadership election; Liz – Funding resources will be look into by RBC, Identifying funding for the leadership retreat – Gary;)

- The President has yet to respond in writing to the General Education Committee's recommendations, as approved by the Faculty Senate and CGC. Bobbie Leon Guerrero will follow-up.

9) Open Discussion

10) Agenda items for the next meeting:

Agenda to include the standard agenda and include Mission and goals and setting of meeting dates for the Spring semester.

11) Next Meeting:

Wednesday, Jan. 16, 2008, 8am in C2

12) Adjournment

John Armstrong made the motion to adjourn the meeting at 9:34, seconded by Latisha Leon Guerrero, no discussion, motion carried.