

# College Governing Council

Thursday, 04/28/11  
10:00a.m. - Room C2

## AGENDA

1. Called to Order at:
2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

3. Approval of Minutes
4. New Business
  - Travel Policy
  - 2012 NAF Budget
5. Old Business
  - Goals for Committees under CGC
  - Training Group Studio
  - Distance Education
6. Information and Updates
  - Faculty
  - Staff
  - Students
  - Administration
7. Open Discussion
8. Agenda Items for Next Meeting
9. Schedule for Next Meetings
10. Adjournment

# College Governing Council

Thursday, 04/28/11  
10:00a.m. - Room C2

## Meeting Minutes

1. Called to Order at 9:54a.m.

Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	X
Elizabeth Duenas (staff)	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Ariane Nepomuceno	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	X
Steven Alvarez	<a href="mailto:steven.alvarez@guamcc.edu">steven.alvarez@guamcc.edu</a>	X
Marsha Postrozny	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	X
Doris Perez (administration)	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	X
Anthony San Nicolas (faculty)	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Carmen Santos (administration)	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	X
Gina Tudela (administration)	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	X
Carol Guerrero (staff)	<a href="mailto:carol.guerrero@guamcc.edu">carol.guerrero@guamcc.edu</a>	
Others Present:		

2. Approval of Minutes: tabled.
3. New Business
  - a. Travel Policy; tabled.
  - b. 2012 NAF Budget; motioned to approve with corrections from RFP, second by Steve; vote, all in favor no one opposed, unanimous.
4. Old Business
  - a. Goals for Committees under CGC  
Year-end reports, due April 30, 2011; compile when receive
  - b. Training Group Studio
  - c. Distance Education
5. Information and Updates
  - a. Faculty
  - b. Staff
  - c. Students
    - i. Night of Relief – 04/28/11
    - ii. Last general membership meeting – 04/29/11
    - iii. Old officers, last day, 05/20/11; need memo of new officers
    - iv. Sparkling Toast, 04/29/11
    - v. Project AIM Awards Ceremony- 04/30/11
    - vi. Spring Festival – during accreditation visit
  - d. Administration- year end committee reports; will compile and send email
    - i. Relay for Life – May
    - ii. Labor Day – 09/04/11
    - iii. Accreditation – March 19-22, 2012

6. Open Discussion: Clare made a motion to approve that anytime the English version of the mission statement is published that it is also published in Chamorro. Seconded by Steve, vote, all in favor, no one opposed, unanimous.

Lost quorum; go through updates; informational. Financial, facilities, students, night of relief

7. Agenda Items for Next Meeting- Recite Mission Statement
8. Schedule for Next Meetings: August
9. Adjournment; S. Alvarez motioned to adjourn, seconded by C. Camacho.

# College Governing Council

Thursday, 03/31/11  
10:00a.m. - Room C2

## AGENDA

1. Called to Order at:
2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

3. Approval of Minutes
4. New Business
  - Tuition Increases
  - 2012 NAF Budget
5. Old Business
  - Goals for Committees under CGC
  - Training Group Studio
  - Distance Education Policy Procedures for all committees
6. Information and Updates
  - Faculty
  - Staff
  - Students
  - Administration
7. Open Discussion
8. Agenda Items for Next Meeting
9. Schedule for Next Meetings
10. Adjournment

# College Governing Council

Thursday, March 31, 2011

10:00 a.m. Room C2

Meeting Minutes

Draft #1

1. Called to Order: @ 10:35 a.m.

## Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	x
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Arinae Neopmucent (student)	ariane.nepomuceno@guamcc.edu	x
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (administration)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

2. Approval of Minutes:

3. New Business:

**Tuition Increases** passed by the Board and effective 2011

**Budget request 2012 for Gov Guam** was unanimously approved with the caveat that if there are any changes to the new retirement rates as well as additional information that's needed in the budget, C. Santos will bring issues forward to the committee. C. Camacho motion for approval, seconded by A. San Nicolas, no one opposed, unanimously approved. Will be submitted by next meeting, April 14, 2011.

4. Old Business:

**Goals for Committees under CGC**-need more transparency. Two goals: 1. Develop process for committee to report to CGC. The action is that the support staff request for approved minutes from committees under CGC. 2. Improve communication within campus. C. Santos is accepting recommendations on developing processes for committees besides just getting their minutes. C. Camacho recommends that there be a midterm and final report for committees under CGC. C. Santos and M. Postrozny will prepare template for final report.

**Training Group Studio**- B. Blas will demonstrate to RPF and CGC committee members on how to navigate group studio.

**Distance Education** tech audit (ISMP), completed by April 2011.

5. Information and Updates

**Administration:** See attached report. 10 books to pilot to students

**Faculty:** C. Camacho makes a motion to reinstate increases for Administrator's salary. A. San Nicolas seconds, motion passed unanimously.

**Staff:** none

**Students:** repeat from RPF

6. Open Discussion:

**Institutional Priorities:** C. Camacho makes a motion to approve the institutional priorities, C. Santos seconds, no one opposed, motion passed unanimously.

7. Agenda Items for Next Meeting:

- a. Travel Policy
- b. NAF Budget

8. Schedule for Next Meetings:

April 14, 2011 @ 10:00 a.m.

9. Adjournment: @ 10:55 a.m.

A. San Nicolas motioned to adjourn, E. Duenas seconded, no one opposed, motion carried.

# College Governing Council

Wednesday, 01-31-2011

10:00a.m Room C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
Ariane Nepomuceno	ariane.nepomuceno@guamcc.edu	
Steven Alvarez	steven.alvarez@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

3. Approval of Minutes

4. New Business

- FY11 Appointment of Administrators
- CIP Project Requests

5. Old Business

- Goals for Committees under CGC
- Training Group Studio
- Distance Education Policy/Procedures for all committees

6. Information and Updates

Faculty

- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings

10. Adjournment

# College Governing Council

Friday, January 31, 2011

11:00 a.m. Room C2

Meeting Minutes

1. Called to Order: @ 11:10 a.m.

**Attendance:**

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	x
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
Steven Alvarez (student)	steven.alvarez@guamcc.edu	x
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (administration)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

2. Approval of Minutes: November 24, 2010 minutes, tabled.

3. New Business:

**FY11 Appointment of Administrators-** received letter from M. Okada appointing D. Perez to CGC. C. Santos also received a letter from B. Leon Guerrero appointing the COPSA members.

**CIP project request has been approved-** status update, see attachment.

**NAF Budget-** changes requested by the RPF committee: 1. *Miscellaneous Expenditures* changed to *Credit Card Fees*, 2. *Campus Painting for Accreditation Visit* changed to *Campus Painting for 6 Year Cycle*, and the *Food Service* is supposed to be at \$14,441. RPF has forwarded it to CGC for approval. Motion for approval, no one opposed, motion passed unanimously.

**Budget request 2012 for Gov Guam** was unanimously approved with the caveat that if there are any changes to the new retirement rates as well as additional information that's needed in the budget, C. Santos will bring issues forward to the committee. C. Camacho motion for approval, seconded by A. San Nicolas, no one opposed, unanimously approved.

4. Old Business:

**Goals for Committees under CGC-**need more transparency. Two goals: 1. Develop process for committee to report to CGC. The action is that the support staff request for approved minutes from committees under CGC. 2. Improve communication within campus. C. Santos is accepting recommendations on developing processes for committees besides just getting their minutes. C. Camacho recommends that there be a midterm and final report for committees under CGC. C. Santos and M. Postrozny will prepare template for final report.

**Training Group Studio-** W. Gima will conduct training, C. Santos will follow up. B. Blas is responsible for posting of minutes and agenda for CGC and RPF meetings.

**Distance Education policy support memo-**there is no support, many issues. No one is tasked to be responsible for collecting data. C. Camacho requests if there should be a survey done, about the students and faculty's needs and wants for Distance Education (online hybrid courses). V. Tudela(AIER) will be conducting the Spring 2011 Idea Survey, options for additional questions, CGC may tag on with at least 5 questions. C. Santos will send a notice for CTC to develop questions (at least 5), and the status of the Technology Audit which is due by February 21, 2011.



**Standard I-** recommendation to keep the college mission statement as is has been approved by Faculty Senate. Faculty Senate brings it to CGC for review and action. C. Camacho motion to approve recommendation, seconded by A. San Nicolas, no one opposed, motion carried. C. Santos will prepare a letter for the President to bring to the Board.

5. Information and Updates

**Administration:** See attached report.

**Faculty:** none

**Staff:** none

**Students:** Concern & Suggestion boxes (10) are being placed in certain areas on campus. By next meeting S. Alvarez will provide a copy of the survey. Parking space is still a major campus issue. Part of the Foundation Building renovation there was a parking lot alternate bid which has been approved by the president. This parking will be built across the firing range also there is a temporary parking lot outside the gate (across the library). E. Duenas recommends workshop training on banner for students, staff, and faculty members. Textbooks are not in on time, should be in before classes begin. C. Santos reports that the book store will be starting a rental textbook (at least 10 textbooks) to help reduce cost for students.

CJ textbooks have cutoff pages (CJ206).

6. Open Discussion:

None

7. Agenda Items for Next Meeting:

None

8. Schedule for Next Meetings:

March 25, 2011 @ 11:00 a.m.

9. Adjournment: @ 11:35 a.m.

V. Tudela motioned to adjourn, A. San Nicolas seconded, no one opposed, motion carried.

# College Governing Council

Wednesday, 11/24/10

10:00a.m Room C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
James Millicoat	james.millicoat@guamcc.edu	
Stacie Duenas	stacie.duenas@guamcc.edu	
Marsha Postrozny	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

3. Approval of Minutes

4. New Business

- FY11 Appointment of Administrators
- CIP Project Requests
- Training Group Studio
- Distance Education Policy Procedures for all committees

5. Old Business

- Goals for Committees under CGC

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings

10. Adjournment

# College Governing Council

Wednesday, November 24, 2010

10:00 a.m. Room C2

Meeting Minutes

1. Called to Order: @ 10:12 a.m.

**Attendance:**

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
James Mallicoat (student)	charleneann.flores@guamcc.edu	
Marsha Postrozny (faculty)	jose.munoz@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (administration)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	x
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

2. Approval of Minutes:

A. San Nicolas made a motion to approve the minutes (11/05/2010) as amended, seconded by E. Duenas. Motion passed unanimously.

3. New Business:

**Election of Officers for AY10-11:**

Letter from President M. Okada, dated November 10, 2010 received, for CGC student representation is James Mallicoat. Also, received the letter for RPF and CGC reappointing administrators for these committees.

**CIP Project Requests for fiscal 2011:** see attachment

Reviewed and approved on November 12, 2010. E. Duenas motioned to approve the CIP Project fiscal year 2011 as amended, seconded by V. Tudela. Motion passed unanimously. Pending FEMA grant to determine whether

**Training Group Studio:** discussion held and tabled until further information is gathered. M. Postrozny will verify which committee has the authority to inform all committees to use Group Studio. What was the reason for this switch and who authorized this change, from Participatory Tab to Group Studio? CGC not informed of the changes, and it has to be a recommendation from the committee requesting for this change and brought to CGC for discussion. Because of assessment and accreditation purposes, we need to make sure that all files and documents are on the same page.

**FS request for Distance Education policy support memo:** tabled

4. Old Business:

**Goals for Committees under CGC:** no discussion

5. Information and Updates

**Administration:** See attached report.

**Faculty:** none

**Staff:** Christmas Party, December 07, 2010; Outrigger Hotel @ 6:00 p.m.

**Students:** none

6. Open Discussion:

None

7. Agenda Items for Next Meeting:

Old Business:

- Group Studio
- Distance Ed Policy
- Committee Goals

Vivian will send out a request a couple of days before scheduled meeting, for any additional agenda items.

8. Schedule for Next Meetings:

Friday, January 21, 2011 @ 11:00 a.m. (tentatively) V. Cruz will send email to all committee members for further confirmation.

9. Adjournment: @ 10:45 a.m.

A. San Nicolas motioned to adjourn, V. Tudela seconded, no one opposed, motion carried.

# College Governing Council

Friday, November 5, 2010

~~9:45 a.m.~~ Room C2

10:30 am

## AGENDA

1. Called to Order at:
2. Attendance:

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	
James Mallicoat	james.mallicoat@guamcc.edu	
Marsha Postrozny (faculty)	marsha.postrozny@guamcc.edu	
Doris Perez (administration)	doris.perez@guamcc.edu	
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	
Carmen Santos (administration)	carmen.santos@guamcc.edu	
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

3. Approval of Minutes (4/30/10 meeting)
4. New Business
  - Election of Officers for AY10-11
  - Revisit goals of last academic year and setup goals for the new academic year
  - FS Request for Distance Education policy support
5. Old Business
  - Goals for Committees under CGC
6. Information and Updates
  - Administration
  - Faculty
  - Staff
  - Students
7. Open Discussion
8. Agenda Items for Next Meeting
9. Schedule for Next Meetings
10. Adjournment

# College Governing Council

Friday, November 5, 2010

10:30 a.m. Room C2

Meeting Minutes

1. Called to Order: @ 10:35 a.m.

**Attendance:**

Name	E-mail	Present
Clare Camacho (faculty)	clare.camacho@guamcc.edu	
Elizabeth Duenas (staff)	elizabeth.duenas@guamcc.edu	x
James Mallicoat (student)	charleneann.flores@guamcc.edu	
Marsha Postrozny (faculty)	jose.munoz@guamcc.edu	x
Doris Perez (administration)	doris.perez@guamcc.edu	x
Anthony San Nicolas (faculty)	anthony.sannicolas@guamcc.edu	x
Carmen Santos (administration)	carmen.santos@guamcc.edu	x
Gina Tudela (administration)	virginia.tudela@guamcc.edu	
Carol Guerrero (staff)	carol.guerrero@guamcc.edu	
<b>Others Present:</b>		

2. Approval of Minutes:

E. Duenas made a motion to approve the minutes (04/30/2010) as amended, seconded by A. San Nicolas. Motion passed unanimously.

3. New Business:

**Election of Officers for AY10-11:**

President, M. Okada will be sending a letter re-appointing D. Perez, C. Santos, and G. Tudela as administrators for CGC committee. When CGC receives the letter, it will be documented. A. San Nicolas nominates M. Postrozny as co-chair of CGC. E. Duenas nominates C. Santos as chair of CGC.

**Revisit goals of last academic year and setup goals for the new academic year:**

- Set up the procedure for development of the committee reports to CGC. C. Camacho is currently in charge of ensuring all committees submit their reports. A. San Nicolas will follow-up with C. Camacho about updating the procedures before the next scheduled meeting. B. Blas will email C. Santos a copy of the committee member matrix of AY2010-2011.
- Goal to improving communication within the campus, CGC needs to update the bylaws for the committee at least up to the end of the fiscal year.
- C. Santos will arrange a meeting for W. Gima to train CGC and FS Committees on how to use the MyGCC Group Studio for posting of minutes and agenda. All members unanimously agree to continue with previous years goals.

**FS request for Distance Education policy support memo:**

Received from A. San Nicolas, the FS recommends to the CGC that professional and technical support be hired to support and implement the newly adopted Distance Education Policy. C. Santos has reviewed this request and, finds no documentation supporting the need for hire. A. San Nicolas will inform C. Camacho to outline the duties and responsibilities. Need more clarification from C. Camacho (tabled for further discussion).

4. Old Business:

**Goals for Committees under CGC:** no discussion

5. Information and Updates

**Administration:**

- See attached report.
- Need updates of all department phone numbers; phone company directory.
- Students are requesting for the Student Support Services (Building B) restrooms be open to both students and faculty. FYI restroom will be open as a trial for both students and faculty.

**Faculty:**

- FS will have t-shirts to promote the transparency in the community. FS will like all campus staff, administrators, faculty, and students to wear any GCC t-shirt; every last Tuesdays of the every month (beginning November 30, 2010). A. San Nicolas will submit a resolution to be brought forward to President M. Okada.

**Staff:** none

**Students:** none

6. Open Discussion:

Learning Resource Center (LRC)-ribbon cutting 12/10/2010 @ 10:00 a.m. (first Government lead certified building).

7. Agenda Items for Next Meeting:

1. Resolution for GCC t-shirts
2. Training on MyGCC Group Studio

8. Schedule for Next Meetings:

Friday, November 19, 2010 @ 2:00 p.m., (location and time are tentative) V. Cruz will send email to all committee members for further confirmation.

9. Adjournment: @ 11:20 a.m.

D. Perez motioned to adjourn, A. San Nicolas seconded, no one opposed, motion carried.