

# College Governing Council

Friday, 01/25/13 @9:30a.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Marsha Postrozny	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Jennifer Esteves	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	
Steven Alvarez	<a href="mailto:steven.alvarez@guamcc.edu">steven.alvarez@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 10/11/12

4. Old Business

- 2011-2012 Committee Reports
- Notification Procedures on Prisoners & Sex Offenders
- Review of By-laws Draft

5. New Business

- FY14 Budget Request
- Email Policy from CTC
- **FY13 LIP**

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings: 03/22/13 @10:00a.m.

10. Adjournment

# College Governing Council

Friday, 01/25/13 @ 9:30 a.m.

Faculty Senate Office – C2

## Minutes

1. Meeting called to order at 9:50 a.m.

2. Attendance:

Name	E-mail	Present
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	x
Dr. Marsha Postrozny	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	absent
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	x
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	x
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	x
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	absent
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Jennifer Esteves	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	x
Steven Alvarez	<a href="mailto:steven.alvarez@guamcc.edu">steven.alvarez@guamcc.edu</a>	x
<b>Others Present:</b>		
Ava Garcia (sitting in for J. Camacho)	<a href="mailto:ava.garcia@guamcc.edu">ava.garcia@guamcc.edu</a>	x

3. Approval of Minutes: Motion to approve minutes of October 11, 2012 made by S. Alvarez with minor corrections, seconded by V. Tudela. Motion passed unanimously.

4. Old Business

- a. 2011-2012 Committee Reports

- i. E. Duenas stated that she will send a copy of the Committee Reports via email.

- b. Notification Procedures on Prisoners & Sex Offenders

- i. V. Tudela reported that she received a drafted SOP prepared by J. Ige and a copy was sent to P. Clymer for his review to ensure that GCC is in line with FERPA regulations.

1. The SOP states that Student Support Services will maintain a list of all the students who are incarcerated or who are on the sex offender registry.
2. The listing will be available to Faculty members who want to know if a student is a registered sex offender. An announcement will be posted on MyGCC regarding the availability of the list at Student Support Services Office.
3. An MOA between DOC and GCC was prepared which highlights a sign-in requirement for inmates when they enter and exit GCC's campus. The MOA is currently being reviewed by President Okada and the Director of DOC.
4. V. Tudela will verify with P. Clymer if it is possible to put an asterisk next to the sex offender or prisoners name on the class listing. If the teacher still wants clarification, the list will be available at Student Support Service Office.

- c. Review of By-laws Draft-tabled

5. New Business

- a. FY14 Budget Request

- i. During a Joint Leadership meeting on January 18, 2013, staff and faculty representatives were informed that GCC could not submit the FY2014 budget reflecting increments and faculty were presented with the following three options:

1. Use the performance evaluation for AY2011-2012
  2. Use the performance evaluation for AY2012-2013
  3. Use the average of both academic years.
- ii. J. Munoz reported that Faculty members were surveyed; the results of the survey indicated that over 90% of the faculty chose to use their performance evaluation for AY2011-2012 for the pay adjustments. C. Santos requested that a synopsis of the results be submitted to support the recommendation which will be presented to the Board.
- R. Roberson made a motion based on the survey results from faculty to use the AY2011-2012 faculty evaluation to determine pay adjustments, seconded by J. Munoz. Motion passed unanimously.**
- iii. C. Santos stated that AY2013 evaluations will still be in effect and will be conducted; any results would be factored into future increments.
- iv. C. Santos reported that the actual request to the Legislature and the Governor's Office will be for \$19,769,890. However, there may be some changes to details of the budget request.
- J. Munoz motioned to approve the FY14 Budget Request with changes, seconded by A. Garcia. Motion passed unanimously.**
- b. Email Policy from CTC
- i. C. Santos reported that M. Montague did give her an email policy. CTC is researching the utilization of gmail because services are free and it has more space for students; there is no official start date.
  - ii. C. Santos stated that the proposed email policy needed revisions so she sent it back to CTC for review to include the changes and a start date for GCC to begin using gmail.
- c. FY13 CIP
- i. C. Santos reported that the FY13 CIP was proposed at the RPF Committee and now brought forward to CGC for approval. (see attachment)
- D. Perez made a motion to approve the FY13 CIP, seconded by J. Munoz. Motion passed unanimously.**
6. Information and Updates
- a. Faculty
- i. R. Roberson reported concerns from faculty regarding the directives of the Adjunct and Secondary Faculty sign-in and the late registration issue which was brought up at the CDC's meeting on Thursday, January 24, 2013.
  - ii. J. Munoz reported that CDC will meet with Dr. Somera regarding the Participatory Governance process.
  - iii. February 1, 2013 - Training for Faculty's New Evaluation Tool.
  - iv. March 1, 2013 - Faculty Development Day.
- b. Staff
- i. E. Duenas reported that Staff/Administrator Development Day is Tuesday, March 26, 2013; mandatory attendance, no leave will be approved.
  - ii. E. Duenas stated that the Staff Senate Executive Council meets on a monthly basis (last Thursday of every month).
- c. Students
- i. S. Alvarez reported that there were 177 (both sessions combined) students who attended the spring 2013 Orientation.
  - ii. S. Alvarez also reported that the Students Leading Students Conference is scheduled for Friday, March 1, 2013 at the Marriott Hotel.
  - iii. S. Alvarez reported a concern from students; students who are not residents of Guam but are attending GCC are not able to receive a parking decal because they do not have a Guam Driver's License. These students are here only during the semester and then return home. C. Santos will verify what is the Guam Law regarding this issue.

d. Administration

- i. C. Santos reported that she distributed a copy of the Financial Report to the committee members. (See Attachment).
- ii. D. Perez reported that the Facilities Master Plan was given to her last week. (Tabled at the RPF meeting). Committee members agreed to vote on the Facilities Master Plan via email through RPF Committee members then move forward to CGC. C. Santos will put out the information by January 25, 2013 so the plan can be finalized by next week.

7. Open Discussion - None

8. Agenda Items for Next Meeting - None

9. Next Meeting: March 22, 2013 @ 2:00 p.m.

10. Adjournment at 10:25a.m. Motion made by A. Garcia, seconded by J. Esteves.

# College Governing Council

Friday, 03/22/13 @2:00 p.m.

Faculty Senate Office – C2

## AGENDA

1. Called to Order at:

2. Attendance:

Name	E-mail	Present
Carmen Santos	<a href="mailto:carmen.kweksantos@guamcc.edu">carmen.kweksantos@guamcc.edu</a>	
Dr. Marsha Postrozny	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Dr. Virginia Tudela	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Doris Perez	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Elizabeth Duenas	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Johanna Camacho	<a href="mailto:johanna.camacho@guamcc.edu">johanna.camacho@guamcc.edu</a>	
Jose Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Jennifer Esteves	<a href="mailto:jennifer.esteves@guamcc.edu">jennifer.esteves@guamcc.edu</a>	
Steven Alvarez	<a href="mailto:steven.alvarez@guamcc.edu">steven.alvarez@guamcc.edu</a>	
<b>Others Present:</b>		

3. Approval of Minutes: 01/25/13

4. Old Business

- Notification Procedures on Prisoners & Sex Offenders
- Review of By-laws Draft

5. New Business

- FY14 NAF Budget Request
- Adjunct Hour Recommendation

6. Information and Updates

- Faculty
- Staff
- Students
- Administration

7. Open Discussion

8. Agenda Items for Next Meeting

9. Schedule for Next Meetings: 05/10/13 @10:00a.m.

10. Adjournment