

# GUAM COMMUNITY COLLEGE

## Resources, Planning and Facilities Committee

### Agenda

Thursday, 09/15/2011  
9:00 a.m.

**Faculty Senate Office / C2**

#### 1) Call to Order:

#### Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	x
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	x
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	x
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	x
Michelle Santos	Administration	<a href="mailto:michelle.santos@guamcc.edu">michelle.santos@guamcc.edu</a>	x
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	x
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	x
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	x
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	x
Shian Aricheta	Student	<a href="mailto:shianmarie.aricheta@guamcc.edu">shianmarie.aricheta@guamcc.edu</a>	x

#### 2) Approval of Prior Minutes:

#### 3) Old Business:

- a. Financial Report
- b. Facilities Report
  1. Maintenance Cycle-preventive maintenance. Schedule around campus.

#### 4) New Business:

- a. Travel Policy Updates
- b. Year-End Committee Reports

#### 5) Open Discussion:

#### 6) Next Meeting:

#### 7) Adjournment:

# GUAM COMMUNITY COLLEGE

## Resources, Planning and Facilities Committee

### Meeting Minutes

Thursday, September 15, 2011

09:00 a.m.

Faculty Senate Office / C2

1) Call to Order: @ 09:08 a.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	X
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	X
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	X
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	X
Michelle Santos	Administration	<a href="mailto:michelle.santos@guamcc.edu">michelle.santos@guamcc.edu</a>	X
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	X
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	X
Ariane Nepomuceno	Student	<a href="mailto:ariane.neopmuceno@guamcc.edu">ariane.neopmuceno@guamcc.edu</a>	X
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	X
Shian Aricheta		<a href="mailto:shianmarie.aricheta@guamcc.edu">shianmarie.aricheta@guamcc.edu</a>	X

2) Approval of Prior Minutes: 04/28/2011: vote to approve with changes noted; all in favor, no one opposed.

3) Old Business:

a. Financial Report: C. Santos discussed the attached report

- i. As of 09/14/2011, the College has received 57% (FY11) of its requested allotments.
- ii. Note on the MDF estimates of projected revenues for the year. Based on the last screen shot C. Santos received on August, GCC expects to receive a total of approximately 1.1 million. So, even if the Legislature or the MDF has appropriated 2.7 million based on anticipated revenues it will only be around 1.1 million.
- iii. Appropriations for FY11 have been received as noted. Current monthly expenditures are as follows: Monthly payroll with benefits; \$1,100,000, Utilities; \$110,000, and Contractual Maintenance; \$50,000. Expected to received 1.1 million
- iv. GCC continues to follow up on release of funding not only from DOA, DOI, grants and subgrants.
- v. ARRA projects completed include Photovoltaics Parking lot lights, AH PV Project, Bldg. D. ARRA projects currently ongoing include the Generator (delayed) no date of completion, Risers/Sprinklers for Bldg. 500/600 (are expected to be completed by 10/19/2011) and Student Center slated to be completed by late October early November. The Foundation Building project is ongoing with an initial completion date of Feb. 2012, but due to structural issues new completion date is May 2012. The campus wide painting project is expected to be awarded by the end of the month. Parking lot near shooting range is scheduled to be completed by November 2011.
- vi. Still working with Doris on the GEO light retrofit project. GCC will be awarded an additional \$500,000 for the PV for Student Center and Foundation Building from GEO.
- vii. Currently the Finance and Administration Division is working on closing out the books for the year end and rapping up for the audit. Pell grants for Summer 2011 have been released and Fall 2011

checks expected to be released no later than end of October 2011.

viii. Budgets for FY12 are expected to be loaded no later than 10/15/2011, and MM will start accepting requisitions on 10/15/2011 as well.

b. Facilities Report: C. Santos reports that she mentioned some of the major buildings and that they have been working on some of the approved projects listed on last year CIP list.

4) New Business:

a. Travel Policy- C. Santos reports that she received the travel policy draft and the trip report form. These documents are to be included with the travel policy so it will become an institutional trip report form. There are many issues with price quotes from airline companies. C. Santos has spoken to Continental Airlines to allow a two week leave time to purchase the ticket. All is being worked on for travel policy revisions. C. Santos has made some changes and will email the draft to committee members to view before next meeting for further discussion.

b. Year-End Committee Reports –tabled. C. Santos will provide copy next meeting date.

c. Student Representative reports the following events:

1. Fall Festival, September 15, 2011.
2. Constitution Day, September 17, 2011.

5) Open Discussion:

none

6) Next Meeting: September 29, 2011 @ 10:00 a.m.

7) Adjournment: C. Camacho motioned to adjourn @ 9:50a.m. M. Santos seconded.

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Monday, 10/03/2011

1:30 p.m.

**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	
Shian Aricheta	Student	<a href="mailto:shianmarie@hotmail.com">shianmarie@hotmail.com</a>	

2) Approval of Prior Minutes:

3) Old Business:

a. Financial Report

b. Facilities Report

1. Maintenance Cycle-preventive maintenance. Schedule around campus.

4) New Business:

a. Travel Policy Updates

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Meeting Minutes**

Monday, October 03, 2011

1:30 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 1:30 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	X
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	X
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	X
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	X
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	X
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	X
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.neopmuceno@guamcc.edu">ariane.neopmuceno@guamcc.edu</a>	X
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	
Shian Aricheta	Student	<a href="mailto:shianmarie.aricheta@guamcc.edu">shianmarie.aricheta@guamcc.edu</a>	

2) Approval of Prior Minutes: 09/15/2011: motion to approve with changes noted; all in favor, no one opposed. Motion passed unanimously.

3) Recital of GCC Mission Statement

4) Old Business:

a. Financial Report: C. Santos discussed the attached report.

- i. Received additional monies for the past couple of weeks (\$690, 000 from MDF account which brought us up to 1.3 million and \$519,000 from TAF). 10% set aside for TAF and 3% set aside on the LPN guidance has been released. Supposed to receive \$22,000 on MDF and \$2,400 on the TAF.
- ii. As of 09/30/2011, the College has received 59% (FY11) of its requested allotments.
- iii. Appropriations for FY11 have been received as noted. Current monthly expenditures are as follows: Monthly payroll with benefits; \$1,100,000, Utilities; \$110,000, and Contractual Maintenance; \$50,000. Expected to received 1.1 million
- iv. GCC continues to follow up on release of funding not only from DOA, DOI, grants and subgrants.
- v. ARRA projects completed include Photovoltaics Parking lot lights, AH PV Project, Bldg. D. ARRA projects currently ongoing include the Generator, Risers/Sprinklers for Bldg. 500/600 and Student Center. The Foundation Building project is ongoing with an initial completion date of Feb. 2012, but due to structural issues new completion date is May 2012. The campus wide painting project is expected to be awarded. VOIP System has been cancelled, but will be a budget priority for FY 2011. ARRA projects have been encumbered.
- vi. Still working with Doris on the GEO light retrofit project. GCC will be awarded an additional \$500,000 for the PV for Student Center and Foundation Building from GEO.
- vii. Currently the Finance and Administration Division is working on closing out the books for the year end and ramping up for the audit. Pell grants for Summer 2011 have been released and Fall 2011 checks expected to be released no later than end of October 2011.

viii. FY12 Budget law shows a 6% (\$1,058,397) overall decrease from FY11 appropriations; GF 2% increase from \$13,716,309 to \$14,028,729 and MDF 45% decrease from \$3,059,265 to \$1,688,448.

b. Facilities Report: D. Perez discussed the attached report.

- i. R. Ridgell requests for a policy on bicycle racks to be created.
- ii. Wheelchair ramps will begin at building 300.
- iii. Walkways still pending a purchase order, by this week or early next week.
- iv. Pavilion, instead of GCC designing this project, the construction company will. To continue and roll over \$500 to FY2012.
- v. C. Camacho makes a motion for P1.1 to continue as a project and to rollover to the new fiscal year. Seconded by R. Ridgell, no one oppose. Motion passed unanimously.
- vi. A. Nepmuceno will look into student center lounge capacity.
- vii. D. Perez will work on the fiscal year 2012 projects with J. Quitugua and provide a copy by next RPF meeting.
- viii. C. Camacho makes a motion for the P1.13 budget to be rolled over. Seconded by R. Ridgell. No one opposed. Motion passed unanimously.
- ix. Campus painting is pending final approval of apprenticeship program. It went out to bid; requirement is to include at least one student in the apprenticeship program.

4) New Business:

- a. Travel Policy & Procedures - has been reviewed and discussed page by page. Changes were made, but tabled needs more research on the following issues: first check in baggage, why is there a requirement for flight insurance? If there is a requirement for GCC students, admin leave on the dates that should be specified on the admin leave, President and Vice Presidents 125% per diem, flex time policy, and payback provision.
- b. Student Representative reports the following events:
  1. Fall Festival, September 15, 2011.
  2. Constitution Day, September 17, 2011.

5) Open Discussion:

PDRC record keeping form and signatories.

6) Next Meeting: October 31, 2011 @ 1:30 p.m.

7) Adjournment: R. Ridgell motioned to adjourn @ 3:10 p.m. C. Camacho seconded.

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**

**Agenda**

Monday, 10/31/11

1:30pm.

**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Michelle Santos	Administration	<a href="mailto:michelle.santos@guamcc.edu">michelle.santos@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	
Shian Aricheta	Student	<a href="mailto:shianmarie@hotmail.com">shianmarie@hotmail.com</a>	

2) Approval of Prior Minutes: 10/03/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. Maintenance Cycle-preventive maintenance. Schedule around campus.

c. Travel Policy Updates

4) New Business:

a. Replacement of Plastic Bottle vending machine

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

G U A M   C O M M U N I T Y   C O L L E G E  
Resources, Planning and Facilities Committee  
Meeting Minutes

Monday, October 31, 2011

1:30 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 1:36 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	X
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	X
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	X
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	X
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	X
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Virginia Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	X
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	X
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.neopmuceno@guamcc.edu">ariane.neopmuceno@guamcc.edu</a>	X
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	X
ButgaDiane Masga	Student	<a href="mailto:butgadiane.masga90@gmail.com">butgadiane.masga90@gmail.com</a>	X
Robin Roberson	Guest	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	X

2) Recital of GCC Mission Statement

3) Approval of Prior Minutes: 10/03/2011: vote to approve with changes noted; all in favor, no one opposed, motion carried.

4) Old Business:

- a. Financial Report: C. Santos discussed the attached report. BBMR Director sent out a letter to place the 15% (less than 2 ½ million) reserve on all funds. Certain agencies have been excluded. President Okada asked speaker Won Pat to put together a bill to exclude the educational institutions from the 15% hold. She is also having a meeting with Governor Eddie Calvo regarding 15% reserve fund. 15% reserve fund is there because the Government of Guam is always over spending every year. MDF funds appropriated for FY2011 was 3 million, out of that there was a 10% set aside, so now we are down to 2.7%. MDF is based on how many H2 workers are coming in. Pell grants have been processed and will be sent out in 2 weeks.
- b. Facilities Report: D. Perez discussed the attached report. Discussions continued about the necessities of the pavilion. Student representative researched the matter and students would rather see more benches than a pavilion as a CIP project since the Student Center Lounge will be available. See attached, proposed CIP FY2012 Projects. Building D restroom toilets are not working (still under warranty, newly renovated). K. Sablan asks for a feedback process to be developed for submitting a request for CIP. D. Perez responded that she would develop feedback process. Building 200 still needs renovations, when completed will be moving to next building renovation (300, 400, and 500). Motion made by A. San Nicolas to approve the FY2012 CIP Projects, seconded by M. Postrozny. All in favor, no one opposed, motion carried.
- c. Travel Policy Updates: Discussed and revised. C. Santos did research for the following issues and concerns from last meeting:



- 125% per diem for administrators has been provided the actual GCA public law (see attached). It is part of the governments travel law.
- GDOE insurance requirement, see attached GDOE fieldtrip requirements. GCC does not have anything like this in the travel policy. Law requirements are used for GDOE students because students are under age. If the student is a GDOE student then this insurance is required.
- Flex or Comp Time for staffs applies only to staffs. The administrative policy is on the MyGCC website.
- Pay back provisions is an administrative directive. RPF should make any recommendations. C. Santos has discussed the issue with President M. Okada. CGC needs to make recommendations to the president on the following: student chaperones (payback policy), institutional requirements (GED there is a required travel on an annual basis), and federal grants. C. Santos will add to the travel policy, “any request for exemptions to these directives must be made in writing directly to the president via your supervisor.”
- The following issues were changed on the travel policy: justification for second travel baggage must be business related, administrative leave should be from the time the travel begins until it ends but the hours would be just the work hours (training for department chairs and administrative assistants will be conducted).
- R. Robinson asks, how can he request for a change to be made in the policy (per diem)? Two students and an instructor will be traveling from the 9<sup>th</sup> of November at about 7:00 a.m. and arriving back on Guam at about 7:00 p.m. on the 14<sup>th</sup> of November. According to the interpretation on the travel policy although they will be gone for 6 days they are only entitled to 5 days of per diem (based on how many midnights they are gone from Guam). Students raise the funds and deposit it into the college and are asking for the 6 days of per diem. R. Robinson suggests that when traveling on college business and gone for number of days you expect to receive per diem for the number of days traveled. CGC has discussed R. Robinson’s issue and agree that there is no reason for a change because the students can request for a reimbursement (must present documents and receipts).

Motion by K. Sablan to approve the travel policy with changes noted, seconded by V. Tudela. All in favor, no one opposed, motion carried. CGC has the authority to request for changes to be made on the travel policy.

#### 5) New Business:

- a. Replacement of Plastic Bottle vending machine. Students have requested, instead of cans to replace with plastic bottle vending machines (recycling). Student request has been approved.
- b. Request for facility keys. D. Perez requests for a change for the replacement key fee from \$3.00 to \$25.00. Two reasons for this is to help cover costs and for employees to be more responsible for their keys. D. Perez motioned to modify and recognize the cost to replace keys from \$3.00 to \$25.00 as a deterrent and also to phase in the office or building key system. Tabled for further discussion.

#### 6) Open Discussion:

none

#### 7) Next Meeting:

November 14, 2011 @ 2:00 p.m.

#### 8) Adjournment: K. Sablan motioned to adjourn @ 3:54 p.m. V. Tudela seconded.

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**

**Agenda**

Monday, 11/14/11

2:00p.m.

**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Gina Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	
Shian Aricheta	Student	<a href="mailto:shianmarie@hotmail.com">shianmarie@hotmail.com</a>	

2) Approval of Prior Minutes: 10/31/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. Maintenance Cycle-preventive maintenance. Schedule around campus.

c. \$25 lost key fee

4) New Business:

a. Draft 5-year financial plan

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

G U A M   C O M M U N I T Y   C O L L E G E  
Resources, Planning and Facilities Committee  
Meeting Minutes

Monday, November 14, 2011

2:00 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 2:24 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	X
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	X
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	X
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	X
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	X
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	X
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	X
Virginia Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	X
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	X
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	X
Ariane Nepomuceno	Student	<a href="mailto:ariane.neopmuceno@guamcc.edu">ariane.neopmuceno@guamcc.edu</a>	X
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	
ButgaDiane Masga	Student	<a href="mailto:butgadiane.masga90@gmail.com">butgadiane.masga90@gmail.com</a>	

2) Approval of Prior Minutes: 10/31/2011: vote to approve with changes noted and to be sent to all RPF committee members for review of changes; all in favor, no one opposed, motion carried.

3) Recital of GCC Mission Statement

4) Old Business:

a. Financial Report: C. Santos discussed the attached report. Received payment about \$700,000, used for payroll and still owed about 4.5 million. C. Santos had a meeting with both BBMR and DOA. BBMR has released GCC's full FY11 allotment. However, DOA has not full cash allotment. C. Santos is trying to get commitment letter from DOA for accreditation purposes that they will release the balance of 4.5 million and also when they will release the funds. C. Santos is also trying to get release from the 15% reserve fund that has been set on the FY12 funds. C. Santos had a meeting with John Rios and the budget analyst. A bill was set up by Won Pat to exclude GCC from the BBMR holdback reserve. The legislature has not voted on it yet.

b. Facilities Report: D. Perez discussed the attached report.

1. CIP FY 2012 was approved by the Board on November 03, 2011. See attachment.
2. Maintenance Cycle-preventive maintenance and inspection. As part of the accreditation review process D. Perez gives the maintenance staff a week to peruse through the write up. J. Quitugua provided D. Perez with a list of questions. Majority of the questions have to do with preventive maintenance. There are no documentations of the preventive maintenance. There was a scheduling cycle that Frank Duenas put together but when he left GCC it was not continued. D. Perez developed a maintenance cycle not knowing there was one created. D. Perez is not sure what else the RPF committee wants to do regarding this issue.
3. \$25 lost key fee- tabled. so that D. Perez can gather additional information.

5) New Business:

- a. Draft 5-year financial plan- C. Santos has prepared a draft of the 5-year financial plan. She requests for the committee members to review the draft and give feedback by Friday, November 18, 2011. The financial plan is based on, how GCC's main source of revenue projections that fund the operating accounts are basically from local appropriations, tuitions and fees. Further discussion next meeting. C. Santos is working on the financial plan and D. Perez is working on the facilities plan. If anyone would like to join them to further discuss the process by providing some input. C. Camacho and A. San Nicolas volunteered to assist with the development process of the strategic planning. A meeting will be scheduled within the next two weeks via email.

6) Open Discussion:

Charge for making copies- there is a charge now when requesting for copies (.5 cents per page). C. Santos states that this is mainly for federal grants (mainly College Access and federal funds that have the funds to pay for copying). C. Santos will send an announcement regarding this issue.

7) Next Meeting:

December 05, 2011 @ 2:00 p.m.

8) Adjournment: C. Camacho motioned to adjourn @ 3:12 p.m. A. San Nicolas seconded.

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**

**Agenda**

Monday, 12/05/11

2:00p.m.

**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Gina Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	
Shian Aricheta	Student	<a href="mailto:shianmarie@hotmail.com">shianmarie@hotmail.com</a>	

2) Approval of Prior Minutes: 11/14/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. FY CIP

2. Maintenance Cycle -Preventive Maintenance & Inspection. Schedule around campus.

3. \$25 lost key fee

4. Draft 5-Year Strategic Plan

4) New Business:

a. Additional FY12 CIP: Culinary Kitchen and SPCC

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

G U A M   C O M M U N I T Y   C O L L E G E  
Resources, Planning and Facilities Committee  
Meeting Minutes

Monday, December 05, 2011

2:00 p.m.

Faculty Senate Office / C2

1) Call to Order: @ 2:05 p.m.

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	X
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	X
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	X
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	X
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	X
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	X
Virginia Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	X
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	X
Ariane Nepomuceno	Student	<a href="mailto:ariane.neopmuceno@guamcc.edu">ariane.neopmuceno@guamcc.edu</a>	X
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	
ButgaDiane Masga	Student	<a href="mailto:butgadiane.masga90@gmail.com">butgadiane.masga90@gmail.com</a>	

2) Approval of Prior Minutes: 11/14/2011 with changes A. Nepomuceno, seconded by D. Perez.

3) Recital of GCC Mission Statement

4) Old Business:

- a. Financial Report: C. Santos discussed the attached report. Allotment releases, ARRA project, Audit status, and collections.
- b. Facilities Report: D. Perez discussed the attached reports.
  1. FY11 CIP – D. Perez will verify the MPA photovoltaic parking lot lighting. P1.8 wall at Building 1000 remains on hold, pending review material listing.
  2. Maintenance Cycle-preventive maintenance and inspection, scheduled around the campus.
  3. CIP FY 2012 – with the exception of P12.8, P12.9, and P12.10 Facilities Coordinator on unscheduled leave regarding writing of scope of work. The President will be addressing this issue.
  4. \$25 lost key fee-tabled
  5. Draft 5 –Year Strategic Plan-thank you to C. Camacho and A. San Nicolas for assisting with the plan. The 5-Year Strategic Resource Plan which is used as a budgeting tool for the college is one of the charges of the RPF committee. A motion was made by C. Camacho to approve the draft, seconded by E. Duenas. All in favor, no one opposed, vote was unanimous.

5) New Business:

- a. Additional FY12 CIP: D. Perez continues to receive many work orders for the Culinary Kitchen. CIP FY2011 excess funding to be considered for the following: grease trap drainage and the spill prevention control counter measurement. The President asked for a quotation to have the kitchen's drainage repaired. The Culinary Kitchen quotation is \$26,000. D. Perez asked the RPF Committee approval for the funds to be used out of CIP FY2011 (Contingency Projects). The spill prevention control counter

measurement needs to be contracted; \$7,600. This is a plan that is developed in case of a spill. GCC's current plan only includes the Tech Building, the MPA, and the Nurse's Center. The new plan needs to include the Foundation Building, Student Center, and the Library. A motion made by C. Camacho to approve D. Perez's request to include the Culinary Kitchen drainage and spill prevention control counter measurement as additional contingency CIP FY2011 projects. M. Postrozny seconded, all in favor, vote was unanimous.

6) Open Discussion:

Air Conditioning lapsed funding from FY11 CIP projects will support.

7) Next Meeting:

Thursday, January 26, 2012 @ 9:00 a.m.

8) Adjournment: C. Camacho motioned to adjourn @ 2:58 p.m. D. Perez seconded.

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**

Thursday, 01/26/12  
9:00 a.m.  
**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Gina Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	
Emilio Medina	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	

2) Approval of Prior Minutes: 12/05/11

3) Old Business:

a. Financial Report

b. Facilities Report

1. FY CIP

2. Maintenance Cycle -Preventive Maintenance & Inspection. Schedule around campus.

3. \$25 lost key fee

4. Additional FY12 CIP: Culinary Kitchen \$26,000 and SPCC \$7,600

4) New Business:

a. Draft- Updated Marketing Plan

5) Open Discussion:

6) Next Meeting:

7) Adjournment:



G U A M C O M M U N I T Y C O L L E G E  
Resources, Planning and Facilities Committee  
Meeting Minutes

Thursday, January 26, 2012  
9:00 a.m.

Faculty Senate Office / C2

1) Call to Order: C. Santos called the meeting to order at 9:11 a.m.

2) Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	x
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	x
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	x
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	x
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	x
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	x
Virginia Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	x
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	x
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	x
Ariane Nepomuceno	Student	<a href="mailto:ariane.neopmuceno@guamcc.edu">ariane.neopmuceno@guamcc.edu</a>	x
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	x
ButgaDiane Masga	Student	<a href="mailto:butgadiane.masga90@gmail.com">butgadiane.masga90@gmail.com</a>	

3) Approval of Minutes

**E. Medina Jr. made the motion to approve the minutes of 12/05/2011 with changes, seconded by D. Perez. Motion passed unanimously.**

4) Old Business:

a. Financial Report: C. Santos discussed the attached report.

1. The appropriation is 12.8%, there was a reserve set aside by the Governor's Office. A 3% reserve on the general fund and a 10% reserve on all other funds. C. Santos has not received a reply from the Director of BBMR (John Rios) regarding the request for a release of the 15% general funds of GCC.
2. There was an increase in power for the month of January 2012. There are 2 reasons for the increase:  
1. Guam Power Authority replaced the meters. For instance, the Allied Health Building billing went from \$3,000 to \$15,000. 2. The new Student Center.
3. Telephone bids are out and will close barring any problems. The original funding for the VOIP system was redirected instead of losing it because it went into protest for more than a year. It was redirected into the 500/600 Risers/Sprinklers, Student Center, and Automotive Paint Booth.
4. A memo was sent out by the Attorney General requiring all governmental agencies to put out bids for telephone services. 4 prospective bidders for telephone service, 2 attended the pre-bid conference and 2 of them did a site visit. Hopefully they get all the responses in by Friday, January 27, 2012. V. Tudela asked D. Perez, "When will the phone service for the Student Center be fully functional?" D. Perez responded, "The phone lines should be completed by Friday, January 27, 2012."
5. GCC requested from Orion Corporation to see if the alternate bid can be implemented for the PV project for the Foundation Building.
6. There was a protest on the wireless network project, currently on hold pending protest release.

- b. Facilities Report: D. Perez discussed the attached reports.
  - 1. FY11 CIP – see attachment.
  - 2. Maintenance Cycle-preventive maintenance and inspection, scheduled around the campus.
  - 3. CIP FY 2012 – see attachment.
    - a) D. Perez discussed the campus cement benches. E. Duenas recommended that the students be included in the restoration of the benches. A. Nepomuceno agreed with the idea and suggested that the students sponsor a bench. E. Duenas requested for quotes of materials needed.
    - b) Many rooms are experiencing air condition problems and this will continue to be a problem around campus because the air conditions are old. However, D. Perez is working on putting the information together so the bids can be sent out to purchase new air conditioning units.
    - c) D. Perez requested for everyone to continue using the work order system. D. Perez is preparing a list of priorities for work orders requested. She will provide a copy to RPF committee when completed. D. Perez stated that this system is working well for the Maintenance Department although they are short staffed.
  - 4. \$25 lost key fee-D. Perez reported that the key fee is not for the cost of replacing the key, it is to augment the cost of the lock set.  
**D. Perez made the motion to approve the increase of the lost key fee to \$25, seconded by K. Sablan. Motion passed unanimously.**

5) New Business:

- a. 2013 Budget-  
Discussion was made, tabled until January 31, 2012 meeting at 1:00 p.m. C. Santos will provide more information and research. Also, to give members time to review the budget.
- b. Draft-Updated Marketing Plan  
**V. Tudela made a motion to approve the Draft-Updated Marketing Plan, seconded by C. San Nicolas. Motion passed unanimously.**
- c. M. Postrozny reported on FS request for faculty members immediate family members (spouse and dependents) to receive tuition waiver. E. Duenas suggested that the staff be included in the tuition waiver. In order to move the request forward, C. Santos will assist FS by gathering more research.

6) Open Discussion:

- a. Faculty issues and concerns:
  - 1. It is noted that there was no faculty representation at the Student Center Ribbon Cutting.
  - 2. Faculty did not receive any notice of the changes that was made on the Physical Master Planning.
- b. Administrator:  
C. Santos, the President and the AVP met with the chair for the Accreditation Team, Dr. Chip Chapdelain to go over some of the logistics. Dr. Chapdelain would like the CGC committee to hold a meeting. All members of CGC have agreed to meet on March 20, 2012.
- c. Staff:  
E. Duenas reported to C. Santos that old accounts are still showing in the system as unpaid. Also, students are not able to register and request for release of transcripts, due to system showing old balances that have already been paid. C. Santos stated that if anyone receives a call from a student regarding financial issues or concerns, please bring it to her attention. C. Santos will address all financial issues and concerns.

7) Next Meeting:

Tuesday, January 31, 2012 at 1:00 p.m., FS Office

8) Adjournment:

**10:46 p.m.-R. Ridgell made the motion to adjourn, seconded by A. Nepomuceno.**

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**

**Agenda**

Tuesday, 01/31/12

1:30 p.m.

**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Gina Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	
Emilio Medina	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	

2) Approval of Prior Minutes:

3) Old Business:

4) New Business:

a. FY2013 Budget

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

G U A M C O M M U N I T Y C O L L E G E  
Resources, Planning and Facilities Committee  
Meeting Minutes

Tuesday, January 31, 2012  
1:30 p.m.

Faculty Senate Office / C2

1) Call to Order: C. Santos called the meeting to order at 1:30 p.m.

2) Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	x
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	x
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	x
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	x
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	x
Virginia Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	x
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	x
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.neopmuceno@guamcc.edu">ariane.neopmuceno@guamcc.edu</a>	x
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	
ButgaDiane Masga	Student	<a href="mailto:butgadiane.masga90@gmail.com">butgadiane.masga90@gmail.com</a>	

3) Approval of Minutes-January 26, 2012 tabled.

4) Old Business: none

5) New Business:

FY2013 GovGuam Budget-

K. Sablan had 2 questions, 1. "Will the staffing patterns for the FY2013 Budget also include the faculty increments?" C. Santos responded, "Yes, it will include all increments for all employees." 2. "Is there a miss numbering of pages 5 through 28?" C. Santos responded, "The current staffing pattern will be inserted into the missing pages and the numbering of pages will be arrange accordingly." C. Santos will send a copy of the FY2013 Budget when completed to all RPF and CGC committee members via email.

**R. Ridgell made a motion to approve the FY2013 Budget, M. Postrozny seconded. Motion carried.**

6) Open Discussion:

- a. CGC will hold a meeting on March 20, 2012 during the Accreditation Visit.
- b. NAF Budget will be discussed on scheduled RPF meeting in March 2012.

7) Next Meeting:

Wednesday, February 29, 2012 at 9:00 a.m., FS Office

8) Adjournment:

**1:40 p.m.-M. Postrozny made the motion to adjourn, seconded by A. San Nicolas.**

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**

**Agenda**

Wednesday, 03/07/12

8:00 a.m.

**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Gina Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
Butga Diana Masga	Student	<a href="mailto:butgadiana.masga@guamcc.edu">butgadiana.masga@guamcc.edu</a>	
Emilio Medina	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	

2) Approval of Prior Minutes: 01/26/12 & 01/31/2012

3) Old Business:

- a. Financial Report
- b. Facilities Report
  - 1. FY 2011 CIP
  - 2. FY 2012 CIP
  - 3. \$25 lost key fee
- c. Tuition Waiver
- d. FY13 NAF Budget

4) New Business:

- a. Facility Master Plan
- b. Travel Policy Questions

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

# GUAM COMMUNITY COLLEGE

## Resources, Planning and Facilities Committee

### Meeting Minutes

Wednesday, March 07, 2012

8:00 a.m.

Faculty Senate Office / C2

1) Call to Order: C. Santos called the meeting to order at 8:15 a.m.

2) Attendance:

Name:	Positio	Email:	Present
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	x
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	x
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:doris.perez@guamcc.edu">doris.perez@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	x
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	x
Virginia Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	x
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	x
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicols@guamcc.edu">cheryl.sannicols@guamcc.edu</a>	
ButgaDiana Masga	Student	<a href="mailto:butgadiana.masga90@gmail.com">butgadiana.masga90@gmail.com</a>	x
Emilio Medina Jr.	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	

3) Approval of Minutes

**C. Camacho made the motion to approve the minutes of 01/26/2012 with corrections, seconded by R. Ridgell. Motion passed unanimously.**

**E. Duenas made the motion to approve the minutes of 01/31/2012, seconded by V. Tudela. Motion passed unanimously.**

4) Old Business:

a. Financial Report: C. Santos discussed the attached report (see attachment).

1. GCC received a clean audit report for 11 years-only one finding on Procurement. C. Santos stated that the corrective action is to provide more training to Administrative Assistants and Administrative Aides on procurement procedures after Accreditation Visit.

b. Facilities Report: C. Santos discussed the status of the attached report (see attachments). C. Santos stated that if there are any questions, please email D. Perez.

c. Tuition Waiver- C. Santos reported that she did receive an email from M. Postrozny and apologized for not following up. FS recommended further research be done to prepare a solid standard policy. Discussion was held buttabled for further discussion at next RPF meeting.

d. FY2013 NAF Budget-C. Santos discussed the attached report (see attachment).

1. C. Santos stated that she addressed K. Sablan questions and concerns via email.

2. C. Santos asked the committee members if they had any questions or concerns.

i. There were 4 lab upgrades during Spring 2012 and an additional lab in the LRC.

ii. The BCS asked to close on Saturdays issue was addressed to COPSA, management



meeting, and Department Chairs. C. Camacho and M. Postrozny stated there was no announcement made regarding the closing of the BCS on Saturdays. Students taking Saturday classes were complaining that the BCS was closed. C. Camacho requested for an announcement to be made if there are changes such as the closing of the BCS so students may be aware of the changes or updates on campus.

- iii. C. Camacho reported the issues and concerns about the library not receiving their fees.

The library also needs to order updated books and supplies for student resources.

1. V. Tudela reported that she had met with C. Matson and discussed Library Standards, fees, and supplies. V. Tudela prepared a memo and sent it to C. Santos for review.
2. C. Santos stated that the Library will receive their fees through the Government of Guam supplemental funds under the NAF 2013 Budget.
3. C. Santos reported that if we get approved for a USDA loan for the Foundation Building there will be three USDA loans. The current value on the USDA Water Tank loan is \$244,605 for FY2013 payoff amount. C. Santos proposed to pay off the USDA Water Tank loan to decrease the monthly interest on the current USDA loans.

**Motion made by C. Camacho to approve the FY2013 NAF Budget with the change as indicated to the year, seconded by B. Masga. Motion passed unanimously.**

- e. FY2013 NAF Budget-Special Projects-C. Santos discussed the attached report (see attachment).

**C. Camacho made a motion to approve the FY2013 NAF Special Projects, seconded by M. Postrozny. Motion passed unanimously.**

- f. Travel Policy-C. Santos reported that C. Camacho brought the following issues to her attention:

1. Duplicates of Travel Policy on MyGCC.
2. On the Trip Report form in the Travel Policy it is noted that the applicant must refer to Appendix IV. V. Cruz forgot to include the page which was originally approved by CGC and the Board. C. Santos stated that the page will be inserted into the currently approved Travel Policy.
3. C. Santos reported the status of Public Law 31-117 which states that any employee, person, consultant, or third party, traveling on Local, Government or Federal Funds must turn in their mileage to the mileage bank that DOA is supposed to set up. DOA has not set up the mileage bank account. C. Santos stated that as of now GCC will be seeking the attorney's comments because there are many issues regarding this above Public Law.

**E. Duenas made a motion to approve the Travel Policy as amended, V. Tudela seconded. Motion passed unanimously.**

5) New Business:

- a. Facility Master Plan-discussion was held on the Facility Master Plan, it is still available. Please review the comments on Group Studio for voting.

6) Open Discussion:none

7) Next Meeting:

Monday, April 16, 2012 at 1:00 p.m., FS Office

Thursday, May 03, 2012 at 9:00 a.m., FS Office

8) Adjournment:

**9:15a.m.-V. Tudela made the motion to adjourn, seconded by B. Masga.**

**GUAM COMMUNITY COLLEGE**  
**Resources, Planning and Facilities Committee**  
**Agenda**  
 Wednesday, 05/02/12  
 1:00a.m.  
**Faculty Senate Office / C2**

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Marsha Postrozny	Faculty	<a href="mailto:marsha.postrozny@guamcc.edu">marsha.postrozny@guamcc.edu</a>	
Clare Camacho	Faculty	<a href="mailto:clare.camacho@guamcc.edu">clare.camacho@guamcc.edu</a>	
Karen Sablan	Faculty	<a href="mailto:karen.sablan@guamcc.edu">karen.sablan@guamcc.edu</a>	
Anthony San Nicolas	Faculty	<a href="mailto:anthony.sannicolas@guamcc.edu">anthony.sannicolas@guamcc.edu</a>	
Doris Perez	Administration	<a href="mailto:jose.quitugua@guamcc.edu">jose.quitugua@guamcc.edu</a>	
Carmen Santos	Administration	<a href="mailto:carmen.santos@guamcc.edu">carmen.santos@guamcc.edu</a>	
Reilly Ridgell	Administration	<a href="mailto:reilly.ridgell@guamcc.edu">reilly.ridgell@guamcc.edu</a>	
Gina Tudela	Administration	<a href="mailto:virginia.tudela@guamcc.edu">virginia.tudela@guamcc.edu</a>	
Elizabeth Duenas	Staff	<a href="mailto:elizabeth.duenas@guamcc.edu">elizabeth.duenas@guamcc.edu</a>	
Cheryl San Nicolas	Staff	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	
Ariane Nepomuceno	Student	<a href="mailto:ariane.nepomuceno@guamcc.edu">ariane.nepomuceno@guamcc.edu</a>	
Emilio Medina	Student	<a href="mailto:emilio.medinajr@guamcc.edu">emilio.medinajr@guamcc.edu</a>	
ButgaDiane Masga	Student	<a href="mailto:Butgadiana.masga90@gmail.com">Butgadiana.masga90@gmail.com</a>	

2) Approval of Prior Minutes: 03/07/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
  - 1. FY 2011 CIP
  - 2. FY 2012 CIP
- c. Tuition Program Benefit
- d. GCC Campus Master Plan

4) New Business:

- a. Fiscal Conservation

5) Open Discussion:

6) Next Meeting:

7) Adjournment: