

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 09/06/12 @ 11:30 a.m.

Faculty Senate Office – C2

- 1) Call to order:

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	X
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	X
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	

- 2) Approval of Prior Minutes: 05/02/12

- 3) Old Business
- a. Financial report
 - b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - c. GCC Campus Master Plan
 - d. Review of By-Laws

- 4) New Business:
- a. Fiscal Conservation

- 5) Open Discussion:

6)

- 7) Next Meeting:

- 8) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 09/06/12 @ 11:30 a.m.
Faculty Senate Office – C2

Meeting Minutes

- 1) Meeting called to order at 11:44 a.m.

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	X
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	X
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	

- 2) Approval of Prior Minutes: Motion to approve minutes of May 02, 2012 with corrections made by D. Perez, seconded by V. Tudela. Motion passed unanimously.
- 3) Old Business
- a. Financial report
- i. C. Santos stated that, to date, GCC received 82% of the General Fund and 100% of MDF. Current monthly and year-to-date expenditures for the General Fund is shown. Monthly expenditures are approximately \$1.1M for payroll with benefits and \$11.5M annually. Utility bills are approximately \$1M.
- ii. C. Santos stated that the FY2012-2013 Drop for Non-Payment Policy was implemented; the first drop occurred on August 15 with 326 students dropped and the second drop occurred on August 24 with 61 students dropped. C.Santos also stated that those students who were dropped either paid their balance or signed a payment plan which allowed them to re-enroll. As a result of the newly implemented policy, there were over 100 payment plans that were signed. C.Santos mentioned that emails regarding payment reminders have been sent to students.
- iii. Ribbon cutting for the Foundation Building is scheduled for November 5.

iv. FY2013 Budget

1. C. Santos reported a .02% increase in the General Fund; GCC will be receiving \$15.7M, but requested approximately \$20M. There could possibly be a 15% reserve as in FY12.

b. Facilities Report

i. FY 2011 CIP

1. GCC received occupancy for the Foundation Building in August and furniture has been received.
2. D.Perez reported that the Renovation of Forensic/100/200 are the only projects still in the design phase. D.Perez submitted an application to USDA for \$6M seeking a funding source.
3. D.Perez reported that the funding for FY11 P1.1 will be moved to FY2012 and P1.14 has not been carried out.

ii. FY 2012 CIP

1. D.Perez reported that a majority of the projects for FY2012 had a delayed start due to the passing of the Facilities Coordinator. GCC had to contract out to TRMA for the development of the scope of work for some of the projects listed under FY2012. D.Perez reported that the bid for the AC is pending approval. V.Tudela asked is there a priority list established regarding the ACs; D.Perez responded that "yes" a list has been established and just awaiting approval of bid award.
2. D.Perez and C.Santos reported that mold mitigation will also begin for the Allied Health rooms affected, but faculty will have to clear the classrooms and/or offices that are affected.
3. D.Perez reported that unused money from FY12 CIP projects have been reallocated to cover the cost of other projects that were underestimated.

c. GCC Campus Master Plan

C. Santos requested to table the Physical Master Plan update until the next meeting.

d. Review of By-Laws

- i. A. Garcia requested that staff have equal voting rights and representation, similar to administrators and faculty.
- ii. M.Postrozny and J.Munoz recommended to have the CDC chair or a representative to be a member of RPF.
- iii. There was discussion regarding the number of votes and what constitutes a quorum. C. Santos was tasked to research the Board's by-laws on voting and quorums.
- iv. C.Santos suggested that the By-laws be tabled until the next meeting.

e. Fiscal Conservation

- i. No changes were made and the College is still exerting fiscal conservation measures.
- 4) New Business:
 - a. Reestablishment of the Faculty/Administration Salary Increments
 - i. J.Munoz sought clarification regarding salary increments, but C.Santos states that it is difficult to have further discussions without knowing the actual appropriation amount for FY13.
 - ii. K.Sablan requested for a three year comparison (2008-current) of the budget for the next meeting. D.Perez requested for an expenditure report for the next meeting. D.Perez mentioned that she will provide a cost breakdown of utilities during the next meeting.
- 5) Open Discussion: None
- 6) Next Meeting: October 11, 2012 @ 9:00a.m. or 1:00p.m.
- 7) Adjournment @ 1:23p.m. Motion made by A. Garcia, seconded by K. Sablan. Motion passed.

GUAM COMMUNITY COLLEGE

Resources, Planning and Facilities Committee

Agenda

Thursday, 10/11/12 @8:00am
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Kassie Bolus	Student	kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 09/06/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 1. FY 2011 CIP
 2. FY 2012 CIP
 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty Administration Salary Increments

4) New Business:

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Thursday, 10/11/12 @ 8:00 a.m.
Faculty Senate Office – C2

Meeting Minutes

- 1) Meeting called to order at 8:15 a.m.

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	X
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	X
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Robin Roberson	Faculty	Robin.roberson@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	X

- 2) Approval of Prior Minutes: Motion to approve minutes of September 6, 2012 with corrections made by J. Munoz, seconded by M. Postrozny. Motion passed unanimously.
- 3) Old Business
- a. Financial report
 - i. FY 2012
 - 1. C. Santos stated that to date GCC received 99% of the General Fund and 52% of MDF and anticipate collecting another \$40K from MDF for FY12. C. Santos also stated that in regards to the tracking, GCC is ahead of schedule in comparison to last fiscal year.
 - ii. FY 2013
 - 1. C. Santos stated that GCC has not received any appropriations for the current fiscal year. All payroll accounts have been loaded; utilities will be paid out of non-appropriated funds. Current power cost is between \$95K and \$120K. C. Santos also stated that expenditures remain status quo.
 - iii. C. Santos stated that Business Office is currently working on year-end audit and has rolled over 315 purchase orders; ribbon cutting for

Foundation Building is still set for November 5 and the Roasted Café will also open on this day as well.

- b. Facilities Report
 - i. FY 2011 CIP
 - 1. C. Santos reported that funding for P1.1 has been moved to FY2012 and P1.14 was not carried out.
 - ii. FY 2012 CIP
 - 1. C. Santos reported that there is a total of 12 projects for FY12; the bid for the ACs went out but the bids are still undergoing evaluation. C. Santos also stated that five areas that are lacking AC have been identified and will not wait for the bid to be finalized.
 - 2. R. Ridgell raised concerns regarding classroom disruption during CIP 12.4, 12.6 and 12.7. R. Ridgell also stated that building 500 (12.6) would be the project with the most concern because of the extensive work that must be done. C. Santos will email a list of concerns to D. Perez.
 - iii. FY 2013 CIP
 - Tabled till next meeting.
 - c. GCC Campus Master Plan
 - Tabled till next meeting.
 - d. Review of By-Laws
 - i. E. Duenas provided verbiage pertaining to the Staff Senate membership on the committee.
 - ii. S. Alvarez specified that the COPSA President and Treasurer will serve on this committee.
 - iii. J. Munoz mentioned that the faculty agreement is specific in regards to the membership; C. Santos will prepare a memo addressed to the AVP and the Faculty Union President regarding the request from the Staff Senate and students regarding additional members.
 - iv. C. Santos also mentioned that the By-Laws will remain status quo until the committee receives feedback from the AVP and the Faculty Union President.
 - e. Reestablishment of the Faculty/Administration Salary Increments
 - i. J. Munoz stated that the freeze of the Faculty/Administration salary increments remains an undesired outcome; C. Santos also stated that G. Hartz mentioned the same concerns at the BOT meeting. R. Roberson requested that this issue remain on the agenda.
 - ii. J. Munoz asked the question, “Is the salary increments an obligation that the college must pay?” C. Santos will research the answer to JM’s question above.
- 4) New Business: None

5) Open Discussion:

- a. Upcoming meeting dates:
 - i. 11/09/12 @ 3:30p.m.
 - ii. 12/06/12 @ 3:00p.m.
 - iii. 01/25/13 @ 9:00a.m.
 - iv. 02/22/13 @ 9:00a.m.
 - v. 03/22/13 @ 9:00a.m.
 - vi. 04/26/13 @ 9:00a.m.
 - vii. 05/10/13 @ 9:00a.m.

6) Next Meeting: November 09, 2012 @ 3:30p.m.

7) Adjournment @ 9:20a.m. Motion made by S. Alvarez, seconded by J. Munoz. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 11/14/12 @ 3:30pm
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Kassie Bolus	Student	kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 10/11/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty Administration Salary Increments

4) New Business:

- a. FY 2014 Budget Preparation

5) Open Discussion:

6) Next Meeting:

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Friday, 11/14/12 @ 1:30p.m.
Faculty Senate Office – C2

Meeting Minutes

- 1) Meeting called to order at 1:40p.m.

Attendance:

Name	Position	E-mail	Present
Ava Garcia	Staff	ava.garcia@guamcc.edu	X
Carmen Santos	Administrator	Carmen.kweksantos@guamcc.edu	X
Dr. Karen Sablan	Faculty	Karen.sablan@guamcc.edu	X
Dr. Marsha Postrozny	Faculty	Marsha.postrozny@guamcc.edu	X
Dr. Virginia Tudela	Administrator	Virginia.tudela@guamcc.edu	X
Doris Perez	Administrator	Doris.perez@guamcc.edu	X
Elizabeth Duenas	Staff	Elizabeth.duenas@guamcc.edu	X
Jose Munoz	Faculty	Jose.munoz@guamcc.edu	X
Kassie Bolus	Student	Kassie.bolus@guamcc.edu	absent
Reilly Ridgell	Administrator	Reilly.ridgell@guamcc.edu	X
Robin Roberson	Faculty	Robin.roberson@guamcc.edu	X
Steven Alvarez	Student	Steven.alvarez@guamcc.edu	absent
Guests			
Vicenta Lungred	Student		X
Jennifer Esteves	Student		X

- 2) Approval of Prior Minutes: Motion to approve minutes of October 11, 2012 with changes made by M. Postrozny, seconded by E. Duenas. Motion passed unanimously.
- 3) Old Business
- a. Financial report
 - i. C. Santos reported that GCC received one (1) release which increases GCC's received appropriations to 17% for the current fiscal year. Also, current monthly expenditures are as follows:
 - 1. Monthly payroll with benefits - \$1.1M - \$1.4M (based on FY12 figures)
 - 2. Other contractual expenses
 - a. United Educators Insurance - \$134K
 - b. Vehicle General Liability – approximately \$80K
 - 3. Utilities (Total - \$111,500)
 - a. Power - \$103K
 - b. Water - \$4.1K
 - c. Telephone - \$4.4K

- i. C. Santos stated that telephone expenses are expected to decrease due to the new telephone system by PDS.
 - ii. C. Santos stated that the preparation for the audit is ongoing and close-out is expected to be completed by the end of December for FY12.
 - iii. C. Santos reported that the Café is pending the Public Health permit.
 - iv. C. Santos is working on the 5 year Strategic Resource Plan and will seek assistance from J. Munoz (co-chair) for review.

b. Facilities Report

- i. FY 2011 CIP
 1. D. Perez reported that all projects for FY2011 CIP have been completed except for the two projects that were cancelled.
- ii. FY 2012 CIP
 1. D. Perez reported that the CIP projects for FY 2012 include the energy audit and ACs; TRMA did provide GCC with clarification regarding the language for the evaluation process for the ACs and this project will begin.
 2. D. Perez reported that there was one bid submitted for the sidings project located in building 300 however, this bid was incomplete and missing documentation and after further assessment by TRMA, it was deemed that the sidings do not need to be changed.
 3. D. Perez reported that the wheelchair ramp will be postponed and included in the overall Physical Master Plan; replacement of door locks will be put on hold due to the renovations of the upcoming buildings.
- iii. FY 2013 CIP
 1. D. Perez submitted proposed CIP projects for FY 2013 for review by the committee; also she requested that the committee prioritize the list.
 2. E. Duenas requested that estimates for the CIP projects be presented at the next meeting.

Top	Middle	Lower
CIP – P13.1	CIP – P13.3	CIP – P13.8
CIP – P13.2	CIP – P13.5	CIP – P13.9
CIP – P13.4		CIP – P13.10
CIP – P13.6		CIP – P13.12
CIP – P13.7		
CIP – P13.11		

Motion made by D. Perez to prioritize the funding for CIP 2013 projects based on the top, middle and lower priorities; seconded by K. Sablan. Motion passed unanimously.

- c. GCC Campus Master Plan
Tabled until next meeting.
- d. Review of By-Laws
 - i. C. Santos reported that a memo is drafted and addressed to the two chief negotiators (AVP and Faculty Union President) requesting a change to the composition of this committee.
Motion made by A. Garcia to accept the memo with the exclusion of the last two sentences and with the agreement by all committee members that the last two sentences or some form of it be addressed within the By-laws; seconded by J. Munoz. (1 abstained)
- e. Reestablishment of the Faculty/Administration Salary Increments
 - i. C. Santos reported that there are no updates regarding faculty/administrators salary increments.
- 4) New Business:
 - a. FY 2014 Budget Preparation
 - i. C. Santos reported that the preparation of the FY14 budget process has begun; budget training is scheduled for November 21, 11:00a.m. in D-9 and November 26, 2:00p.m. in D-7.
- 5) Open Discussion:
 - a. Recommendation to increase adjunct faculty hours memo from CDC
J. Munoz presented the CDC memo requesting to increase adjunct faculty hours from 120 to 180.
C. Santos motioned to table until next meeting; will request for data from the Admissions & Registration office in regards to memo which will be discussed at the next meeting, seconded by J. Munoz.
- 6) Next Meeting: December 6, 2012 @ 3:00p.m.
- 7) Adjournment @ 3:20p.m. Motion made by J. Munoz, seconded by V. Tudela. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Thursday, 12/06/12 @3:00pm
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Kassie Bolus	Student	kassie.bolus@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 11/14/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty/Administration Salary Increments
- f. FY 2014 Budget Preparation

4) New Business:

5) Open Discussion:

6) Next Meeting: 01/25/13 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Thursday, 12/06/12 @ 3:00pm
Faculty Senate Office / C2

Meeting Minutes

- 1) Call to Order: @ 3:07 p.m.

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Dr. Karen Sablan	Faculty	karen.sablan@guamcc.edu	absent
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	absent
Doris Perez	Administrator	doris.perez@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	absent
Jose Munoz	Faculty	jose.munoz@guamcc.edu	x
Kassie Bolus	Student	kassie.bolus@guamcc.edu	absent
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	absent

- 2) Approval of Prior Minutes: Motion to approve minutes of November 14, 2012 with corrections made by R. Roberson, seconded by R. Ridgell. Motion passed unanimously.
- 3) Old Business:
- a. Financial Report-C. Santos reported the following: (See attachment)
 1. As of today we have received 14% of the general fund allotment, nothing from the MDF, and there is no word on the 15% reserve hold placed on appropriations. For FY 2012, GCC anticipates to receive \$2,000.00 from the tourist attraction fund, and \$40,000.00 from MDF.
 2. Monthly expenditures have not changed anticipate 1.1 to 1.4 million.
 3. Working on closing the fiscal year end audit. Hope to start on January 2013.
 4. Fiscal year budget process has started. GCC held three budget trainings with a total of 22 participants. Budget was due to the Dean's on the 3rd of December 2012 and due to the Business Office by the 12th of December 2012. The FY 2014 NAF Budget deadline is on February 2013.
 5. C. Santos is working on updates to the 5-Year Strategic Master Plan. At the last board meeting held on November 28, 2012, a resolution was approved by the Board for an additional \$700,000.00 to support FY 2013 operations up until March 31, 2013 for contractual services and utilities.
 6. New hires of GCC have been announced. Effective January 7, 2013 K. Sablan is the new Associate Dean.
 - b. Facilities Report-D. Perez reported the following: (See attachments)
 1. FY 2013 CIP Approval of Projects-

D. Perez reported that the attached document is a version that was discussed and prioritized by RPF members at the previous meeting. The newly hired Facility Administrator, Larry Perez will prepare and include government estimated costs of the FY 2013 CIP projects by RPF January 2013 meeting.

2. FY 2012 CIP-
D. Perez reported that the lights are still under review. The a/c energy audit is still pending award. CIP12.4 is attached to CIP12.11 which was awarded out to Asia Pacific.
3. FY 2011 CIP have been completed. The last two projects (1.13 & 1.14) are not going to be pursued. Project 1.13, the exhaust system in Building 600, the natural air flow is sufficient with windows and doors open during class time. Project 1.14, the student representatives agreed that there is ample space in and around the Student Center.
4. D. Perez will be soliciting for inputs for CIP FY 2014 projects.

c. GCC Campus Master Plan- tabled

- d. Review of By-Laws- C. Santos reported that a response (memo) was received from Dr. K. Sablan and Dr. R. Somera. (See attachment) C. Santos stated that the memo was a result of the ACCJC's recommendations for Staff Governance. The memo stated that the committee can make changes to their By-Laws to reflect staff representation. Discussion was held to move forward to change the RPF committee By-Laws but tabled until next meeting because there is no student representation.

Motion made by J. Munoz to table the changes that will be made to the By-Laws, seconded by D. Perez. Motion passed unanimously.

C. Santos will draft a memo requesting for clarification of changes to be made to the By-Laws. C. Santos will send the draft to J. Munoz for finalization and bring it forth at the next RPF meeting.

- e. Reestablishment of the Faculty/Administration Salary Increments- there are no changes to the FY 2014 budget. R. Roberson requested that faculty members be informed of any issues regarding increment before any decisions or changes are made.
- f. FY 2014 Budget Preparation- documents have been posted on MyGCC for everyone to review.
- g. Recommendation for Adjunct hour increase-
Discussion was held and a motion made by D. Perez to table this issue until the next RPF meeting when Dr. V. Tudela will be present to report her data findings, seconded by J. Munoz. Motion passed unanimously.

4) New Business: None

5) Open Discussion: None

6) Next Meeting: January 25, 2013 @ 9:00 a.m.

7) Adjournment: @ 4:47 p.m. Motion made by A. Garcia, seconded by J. Munoz. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 01/25/13 @ 8:30 a.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 12/06/12

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2011 CIP
 - 2. FY 2012 CIP
 - 3. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan
- d. Review of By-Laws
- e. Reestablishment of the Faculty/Administration Salary Increments
- f. Recommendation for AH increase

4) New Business:

- a. FY Budget Request

5) Open Discussion:

6) Next Meeting: 02/22/13 @ 9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Friday, 01/25/13 @ 8:30am
Faculty Senate Office / C2

Meeting Minutes

1) Call to Order: @ 8:35 a.m.

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	x
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	x
Doris Perez	Administrator	doris.perez@guamcc.edu	x
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Jose Munoz	Faculty	jose.munoz@guamcc.edu	x
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	x
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	x

2) Approval of Prior Minutes: Motion to approve minutes of December 6, 2012 with changes as noted made by S. Alvarez, seconded by E. Duenas. Motion passed unanimously.

3) Old Business:

a. Financial Report-C. Santos reported the following: (See attachment)

1. GCC received 28% of appropriations; and nothing from MDF. GCC has been receiving allotments bi-weekly.
2. Monthly financial reports have been posted on MyGCC under the Public Reports tab.
3. Audit is ongoing and the final audit report is expected to be completed no later than February 28, 2013.
4. FY2014 NAF budget process begins February 2013 with completion date slated for April 2013.
5. Working on updates to the 5-year Strategic Resource Plan.
6. Roasted had a soft opening on 01/25/2013 from 8 a.m. – 5 p.m. and will be open Saturday, 01/26/2013 from 8 a.m. - 12 p.m. Regular business hours are 8 a.m. – 8 p.m. Monday - Thursday, Fridays 8 a.m. – 5 p.m., and Saturdays 8 a.m. – 12 p.m. There are ongoing discussions regarding building door entrance, exit and the securing of Roasted's equipment.
7. The bid for the renovations to Building 200 was issued on 01/17/2013. A bid award will be issued on the 2nd or 3rd week of March. Renovations are expected to be completed by summer 2014.
8. Faculty Training is scheduled for March 1, 2013 and Staff/Administrator Development is scheduled for March 26, 2013. A presentation on preventing sexual harassment will be conducted as part of GCC's insurance requirements as well as tabletop presentation on Shooter on Campus.

9. Business Office conducted the first drop of students for non-payment last week; 306 students were dropped, but 193 re-registered. The second drop for non-payment is on 01/25/2013.

b. Facilities Report-D. Perez reported the following:

1. FY 2011 CIPs have been completed. D. Perez requested for this topic be removed from the agenda and the request was granted.
2. FY 2012 CIPs-
 - i. AC bid has been awarded. AC replacements will be completed according to the list of priorities. (see attachment)
 - ii. The following CIPs were completed:
 - a. Building 1000 elastomeric roof coat as well as the air handling unit (CIP 12.4)
 - b. Building 500/600 restroom renovation
 - c. Building 600 elastomeric roof coat (will be inspecting the material to be placed on the roof)
 - d. Building 500 roof project will commence shortly. The expected completion date is February 5, 2013.
3. FY 2013 CIP Approval of Projects-(See Attachment)
Solicited projects for FY 2013 CIP have been prioritized by the RPF committee; L. Perez obtained estimated costs as listed on the FY 2013 CIP as presented by D. Perez for the committee to review and approve. P13.11 has been excluded because it is included in the renovation of Building 200.

D. Perez made a motion to approve the proposed FY2013 CIP and forward it to the CGC for approval, seconded by S. Alvarez. Motion passed unanimously.

4. There is a call out for FY2014 CIPs; deadline for submission is February 15, 2013.

c. GCC Campus Master Plan- tabled

d. Review of By-Laws- tabled

e. Reestablishment of the Faculty/Administrator Salary Increments- will discuss during the review of the budget in New Business agenda item.

f. Recommendation for Adjunct load increase- V. Tudela and C. Santos will send out information via email to be reviewed by committee members in preparation for next meeting.

4) New Business:

a. FY 2014 Budget Request

1. GCC received the budget call from BBMR in December 2012; a draft was due and submitted on January 7, 2013. The FY 2014 budget draft did not include increments as the budget call stated that no increments would be accepted.
2. During a Joint Leadership meeting on January 18, 2013, administration, staff and faculty representatives were informed that GCC could not submit the FY2014 budget reflecting increments. Discussions ensued and Faculty were presented with the following three options regarding :
 - i. Use the performance evaluation for AY2011-2012

- ii. Use the performance evaluation for AY2012-2013
- iii. Use the performance evaluation of the average of both academic years.

3. J. Munoz reported that the Faculty Senate surveyed faculty members regarding their preference and the three options. Survey results indicated that over 90% of faculty chose to use the performance evaluation for AY2011-2012 for pay adjustments to be reflected in the FY14 budget request. C. Santos requested that a synopsis of the results be submitted to support the recommendation which will be presented to the Board of Trustees. C. Santos noted that there is no retroactive pay included in the FY14 budget presentation.

R. Roberson made a motion based on the faculty survey results conducted by Faculty Senate to use the AY2011-2012 faculty evaluation to determine pay adjustments, seconded by J. Munoz. Motion passed unanimously.

4. C. Santos stated that for recording purposes, AY2012-2013 performance evaluations are required and will still continue and will not go away.
5. C. Santos proposed that the RPF committee approve the proposed budget digest subject to minor changes. The final amount of the proposed budget is no more than \$19,769,890.00 for FY2014.

J. Munoz made a motion to approve the proposed FY2014 Budget Request, seconded by A. Garcia. Motion passed unanimously.

5) Open Discussion: None

- 6) Next Meeting: February 22, 2013 @ 1:00 p.m. Scheduled meetings will be changed to accommodate student representative schedule. V. Cruz will send out a revised copy of scheduled meetings.

7) Adjournment: @ 9:47 a.m. Motion made by J. Munoz, seconded by G. Hartz. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 02/22/13 @1:00pm
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 01/25/13

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2012 CIP
 - 2. FY 2013 CIP Approval of Projects
- c. GCC Campus Master Plan and Results
- d. Review of By-Laws
- e. Reestablishment of the Faculty/Administration Salary Increments
- f. Recommendation for Adjunct Hour Increase

4) New Business:

5) Open Discussion:

6) Next Meeting: 03/22/13 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 03/22/13 @1:00 p.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 02/22/13

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2012 CIP
 - 2. FY 2013 CIP
- c. Review of By-Laws
- d. Faculty/Administration Salary Increments Update

4) New Business:

- a. FY14 NAF Budget Request

5) Open Discussion:

6) Next Meeting: 04/26/13 @9:00a.m.

7) Adjournment:

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Friday, 03/22/13 @ 1:00pm
Faculty Senate Office / C2

Meeting Minutes

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

2) Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	x
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	x
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	x
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	x
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	x
Doris Perez	Administrator	doris.perez@guamcc.edu	on leave
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	x
Jose Munoz	Faculty	jose.munoz@guamcc.edu	on leave
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	x
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	x
Robin Roberson	Faculty	robin.roberson@guamcc.edu	x
Steven Alvarez	Student	steven.alvarez@guamcc.edu	x

3) Approval of Prior Minutes: Motion to approve minutes of February 22, 2013 with corrections as noted made by G. Hartz, seconded by R. Roberson. Motion passed unanimously.

4) Old Business:

a. Financial Report - C. Santos reported the following: See attachment

- i. GCC received 35% of the approved appropriation as of March 22, 2013.
- ii. YTD expenditures as of March 22, 2013:
 1. No changes to the monthly expenditures but we do anticipate a decrease in the internet services as soon as a vendor is awarded. We remain on a month to month basis with GTA.
- iii. FY12 audit is complete. For the 12th year, GCC received another clean audit and is the only government agency to receive low risk auditee status per OPA. Audit report should be posted on our GCC website.
- iv. Working on the update of the 5 Year Strategic Resource Plan.
- v. Building 200 renovations
 1. There were 9 vendors who picked up bid packages, however, only 4 submitted proposals. Proposals are currently being evaluated; we expect to issue an award by early April. Project is expected to be completed by the summer of 2014.
- vi. Staff/Administrator Development Day is scheduled for March 26, 2013. Faculty members who were unable to attend their training have been encouraged to participate on March 26.
- vii. Safety is working with P&D on the bid scope for the updated Fire Alarm System.
- viii. 2 grant proposals (\$50K and \$250K) have been submitted for the DE strategic plan; no reply on the proposals. The scope of work for the DE plan is being reviewed will go out to bid before the end of the semester.
- ix. Changes to the early and late registration have been posted by Dr. Somera. Students will be notified of new payment due dates.

b. Facilities Report - D. Perez was on leave, C. Santos reported the following:

- i. TRMA is doing the architectural design for Building 100 and is about 35% complete as of March 22, 2013.
- ii. Bid evaluation for Building 200 is in process.
- iii. Work orders continue to move slowly due to staff shortages.
- iv. 7 air conditioners are scheduled to be installed in the Allied Health Building.

- c. Review of By-Laws - C. Santos reported that she received an email from Dr. Somera regarding the memo and she will forward the approved copy via email to RPF committee members. C. Santos requested committee members to review the by-laws before next meeting. Tabled
- d. Faculty/Administration Salary Increment Updates
 - i. C. Santos reported that there are no updates. G. Hartz stated that the Union is trying to determine ways that we can move forward in ways that works for the whole of the college by gathering feedback from members for recommendations and ideas.

5) New Business:

- a. FY14 NAF Budget Request (Fund 11)- C. Santos reported on the following: See Attachment
 - i. Business Office verified and reviewed the submissions from the various departments. The revenue figures were based on the enrollment figures for Summer 2012, Fall 2012, and Spring 2013. GCC does not expect an increase in the revenue projections for FY 2014. This is based on last year's enrollment numbers which has been stable.
 - ii. R. Roberson questioned the projected revenues-*other sources revenue*.
 - 1. C. Santos explained that the *Administrative Recoveries*-8% of the grants received is indirect cost from the grants; depending on how much is collected from the grant that year is where we get the administrative costs. Any differences from the budget is placed into the non appropriated funds. Same thing is done for the *Interest/Miscellaneous Income*.
 - iii. R. Roberson stated that if GCC is spending \$100K a month on power, "has there been efforts made to shut down air-conditioning units on the weekends to reduce the cost of energy?" C. Santos stated that GCC has thought about it but, mold becomes an issue because most of the buildings are old. She also stated that part of the CIP projects are: (1) to replace the air-conditioning units with higher SEER units and (2) replacing light fixtures. C. Santos will inform D. Perez of R. Roberson's suggestion and report their discussion by next meeting.
- b. FY14 NAF Budget Request (NAF Special Projects)- C. Santos reported on the FY14 NAF Budget Request (See Attachment)
Motion to approve FY14 NAF Budget Requests was made by R. Ridgell, seconded by A Garcia. Motion passed unanimously.

6) Open Discussion:

- a. Repair of generator- R. Roberson reported that the generator in the Tech Building did not go on when there was a power outage earlier in the week. He will submit a work order.
- b. Adjunct Faculty Pay Scale- R. Roberson asked if the committee can review the Adjunct Faculty Pay Scale. C. Santos will find out who is in charge of reviewing the Adjunct Faculty Pay Scale and provide feedback during the next RPF meeting.

7) Next Meeting: April 26, 2013 @ time was tabled. V. Cruz will email committee members as to what time the committee will meet.

8) Adjournment: @ 1:50 p.m. Motion was made by R. Ridgell, seconded by R. Roberson. Motion passed.

GUAM COMMUNITY COLLEGE
Resources, Planning and Facilities Committee
Agenda

Friday, 04/26/13 @1:00 p.m.
Faculty Senate Office / C2

1) Call to Order:

Attendance:

Name:	Position:	Email:	Present:
Ava Garcia	Staff	ava.garcia@guamcc.edu	
Carmen Santos	Administrator	carmen.kweksantos@guamcc.edu	
Dr. Marsha Postrozny	Faculty	marsha.postrozny@guamcc.edu	
Dr. Virginia Tudela	Administrator	virginia.tudela@guamcc.edu	
Doris Perez	Administrator	doris.perez@guamcc.edu	
Elizabeth Duenas	Staff	elizabeth.duenas@guamcc.edu	
Gary Hartz	Faculty	ronald.hartz@guamcc.edu	
Jose Munoz	Faculty	jose.munoz@guamcc.edu	
Elmarie Anderson	Student	elmarie.anderson@guamcc.edu	
Reilly Ridgell	Administrator	reilly.ridgell@guamcc.edu	
Robin Roberson	Faculty	robin.roberson@guamcc.edu	
Steven Alvarez	Student	steven.alvarez@guamcc.edu	

2) Approval of Prior Minutes: 03/22/13

3) Old Business:

- a. Financial Report
- b. Facilities Report
 - 1. FY 2012 CIP
 - 2. FY 2013 CIP
- c. Review of By-Laws
- d. Faculty/Administration Salary Increments Update

4) New Business:

- a. ISMP Update- Dr. Somera

5) Open Discussion:

6) Next Meeting: 05/10/13 @9:00 a.m.

7) Adjournment: