

## Agenda – Council of Department Chairs April 9, 2010

- I. Call to Order
- II. Role Call
- III. Minutes of last meeting
- IV. Old Business
  - a. Textbooks – Joleen Evangelista & Ray Rojas
- V. New Business
  - a. Survey – Christine Matson
  - b. Election of new Chair
- VI. Adjournment

## Agenda – Council of Department Chairs May 7, 2010

- I. Call to Order
- II. Role Call
- III. Minutes of last meeting
- IV. Announcements
- V. Old Business
  - a. Textbooks – Joleen Evangelista & Ray Rojas
- VI. New Business
  - a. Survey – Christine Matson
  - b. Election of new Chair
- VII. Adjournment

*Agenda - Council of Department Chairs –August 28, 2009*

- I. Call to Order – Minutes to be taken by Jose Munoz*
- II. Approval of Meeting Minutes from May 8, 2009*
- III. Old Business*
  - i. Election of Sexytary (Secretary)*
  - ii. Institutional Learning Outcomes*
- IV. New Business*
  - i. Tuition & fees for students in our secondary programs articulating to the post secondary program (Dr. Clare)*
  - ii. Continuing education issues (Dr. Clare)*
  - iii. Meeting on the GCC Promotions Day in February (Barry)*
  - iv. Class status vs. cancellation (Barry)*
  - v. Separate counselor for SSHS & Okkodo (Karen)*
  - vi. Access to Storage space (Rick)*
- V. Privilege of the Floor*
- VI. Adjournment*

*Agenda - Council of Department Chairs – September 18, 2009*

- I. Call to Order*
- II. Approval of Meeting Minutes from August 28, 2009*
- III. Old Business - None*
- IV. New Business*
  - i. Requisitions – Barry*
  - ii. PDRC – Barry*
  - iii. Educational Plans –from Imelda Clymer*
- V. Privilege of the Floor*
- VI. Adjournment*

**GCC Council of Department Chairs**  
**Agenda**  
**October 30, 2009**

Call to Order

I. Old Business

1. Minutes from September 25, 2009 meeting.

II. New Business

1. Status of Resolutions DC Council sent forth in AY 2008-2009 (Karen)
2. Faculty Agreement Suggestions (Barry)
3. Proposed Recommendations to Continuing Ed. on SOPS (Clare)

The next meeting is on December 4, 2009, immediately after the DC Meeting at 9:00 a.m.

*Agenda - Council of Department Chairs –December 4, 2009*

- I. Call to Order – Minutes to be taken by Sandy Balbin*
- II. Approval of Meeting Minutes from October 30, 2009*
- III. Old Business - None*
- IV. New Business*
  - i. All DCs full release (Barry)*
  - ii. Join the Council of Chairs Group*
- V. Privilege of the Floor*
- VI. Adjournment*

*Agenda - Council of Department Chairs –December 4, 2009*

- VII. Call to Order – Minutes to be taken by Sandy Balbin*
- VIII. Approval of Meeting Minutes from October 30, 2009*
- IX. Old Business - None*
- X. New Business*
  - i. All DCs full release (Barry)*
  - ii. Join the Council of Chairs Group*
- XI. Privilege of the Floor*
- XII. Adjournment*

*Agenda - Council of Department Chairs –December 4, 2009*

- XIII. Call to Order – Minutes to be taken by Sandy Balbin*
- XIV. Approval of Meeting Minutes from October 30, 2009*
- XV. Old Business - None*
- XVI. New Business*
  - i. All DCs full release (Barry)*
  - ii. Join the Council of Chairs Group*
- XVII. Privilege of the Floor*
- XVIII. Adjournment*



## Council of Department Chairs

Minutes from August 28, 2009

In Attendance: S. Balbin, R. Balajadia, C. Camacho, L. Foster, C. Matson, B. Mead, J. Munoz, K. Sablan and R. Skipper

1. Call to order, 10:06 am
2. Minutes approved, Motion by J. Munoz, 2<sup>nd</sup> by B. Mead
3. Old Business
  - a. Secretary of Council, Duties will revolve following the alphabetical order of DC's commencing at next council meeting.
  - b. GenEd Committee's Institutional Learning Outcomes, ILO's, proposal was passed with the acknowledgement that the inclusion of the term "Career Technical Education" was to be inserted in the ILO proposal. Motion made by C. Camacho, 2<sup>nd</sup> by K. Sablan. Motion Passed.
4. New Business
  - a. Motion that Mastery students from Secondary Programs who register at GCC have their Tuition and fees waived for the courses that their Mastery status counts towards. Motion made by C. Camacho, 2<sup>nd</sup> by K. Sablan. Motion Passed.
  - b. Cooperative Education issues tabled till next meeting.
  - c. Open discussion on Class Status versus Cancellation
  - d. Motion that Management expedite the hiring of a Counselor for Okkodo High school. Motion made by R. Balajadia, 2<sup>nd</sup> by R. Skipper. Motion Passed.
  - e. Request made to submit feedback to Job Specs Committee regarding Faculty Evaluation by August 31, 2009.
5. Adjournment, 10:45 am

Minutes prepared by J. Munoz



## **Council of Department Chairs Minutes**

**Meeting Date:** September 25, 2009 10:17 a.m. - 10:40 a.m.

**Location:** Tech Center, GCC

**Meeting was called to order:** The meeting was called to order at 10:17 am by Chair Rick Skipper.

### **Membership and Attendance:**

- |                      |                         |
|----------------------|-------------------------|
| 1. Jose (Joey) Munoz | 9. Judy Salas           |
| 2. Barry Mead        | 10. Cecila Delos Santos |
| 3. Karen Sablan      | 11. Sandy Balbin        |
| 4. Robert Balajadia  | 12. John Limitaco       |
| 5. Chris Dennis      | 13. Louise Foster       |
| 6. Christine Matson  | 14. Frank Blas          |
| 7. Rick Skipper      |                         |
| 8. Clare Camacho     |                         |

### **Old Business:**

**Minutes:** Minutes from last CDC was approved by Clare and seconded by Judy Salas.

**Discussion:** Certificate of Mastery and program articulations (passing grades) was discussed and clarified. August minutes need to be changed.

### **New Business:**

1. Committee members were asked by Barry Mead if requisitions have been handled in a timely matter. According to him, some requisitions were submitted since January, quotes are stale-dated. Joey suggested to indicate on requisitions that the materials/supplies/equipment etc. should be prioritized by class needs. Karen Sablan made a motion that the CDC revisit the SOPs for procurement of requisitions/Pos. Motion was approved.

Several DCs indicated that the response from business office is lacking.

#### **2. PDRC**

An announcement was made that funds are still available and faculty should be encouraged to submit applications. There are specific directions which must be carefully filled out on the PDRC applications indicating where funds will be coming from if not using PDRC funding sources. There is \$39,000 remaining from last year.

Paperwork (PDRC application) should be submitted to administration and then its

forwarded on to appropriate signatory.

### **3. Educational Plan Resolution**

Imelda announced that the Ed. Plan Resolution template has been passed and made a motion to CDC to pass. It was moved to approve by Barry and seconded by Clare.

Discussion: Sandy had a concern about the process and template which was clarified.

Rick suggested that further discussion on the Educational Plan will be continued at the next meeting.

### **3. Union Contract with Security**

The CDC members were discussion putting a resolution forth to CGC involving the Union contract regarding the lack of security on campus. More active on-campus security is needed. Barry offered to write up the resolution and forward it to Clare. Also, more lights on campus will be requested in this resolution.

**Adjournment:** Motion to adjourn was made at 10:40 am

Minutes were prepared by Robert Balajadia.

# **GUAM COMMUNITY COLLEGE**

## **Council of Department Chairs**

### **Minutes**

October 30, 2009  
Room TC1107

#### **I. Call to Order**

Meeting was called to order at 10:05 p.m by Christine Matson.

#### **II. Roll Call**

Present: Robert Balajadia, Sandy Balbin, Frank Blas, Chris Dennis, John Limtiaco, Clare Camacho, Christine Matson, Barry Mead, Rick Skipper

#### **III. Approval of Minutes**

The members reviewed and approved the Minutes of September 25, 2009 with corrections.

#### **IV. New Business**

##### **A. Status of Resolutions DC Council sent forth in AY 2008-2009 (Karen)**

- ✂ Request to follow-up on Resolutions and Motions Passed, e.g. (1) Materials Management, (2) Security, etc., which comes from the Chair and goes to the Faculty Senate.
- ✂ Need to identify Secretary for Council.
- ✂ C. Matson will check on minutes and do a follow-up on status of Resolutions passed and will forward to R. Skipper.

##### **B. Faculty Agreement Suggestions (Barry)**

- ✂ There will be a meeting with the Negotiating Team and a representative from Hawaii on Interest Based-Bargaining on March 22, 2010. The President and Committee Chairs are expected to attend the training.
- ✂ For the upcoming agreement there are plans to compartmentalize:
  - Postsecondary Faculty
  - Faculty with Non-Instructional Load
  - Secondary Faculty
  - DC with full release

✂ Issues of Concern

- Postsecondary faculty cannot use Bereavement Leave because of make-up clause.
- Department's decision to run a class with low enrollment.
- Secondary inclusion of MOU and some aspects of MOU will go away.
- Bring back Associate Instructor level.
- Separate the Journeyman Certificate from the Associate Degree.

✂ F. Blas indicated that a list of issues/concerns be put in writing.

✂ The Board should recognize one calendar. The calendar is currently based on academic College.

✂ There will be fewer appendices. Job Specifications should be included. Adverse Action is included.

**C. Proposed Recommendations to Continuing Ed. On SOPS (Clare)**

✂ Recommendation: *If the activity/course/training is part of a full-time member's regular workload, then the budget should not include salary and benefits—and the College does not benefit from any incentive. If the person is getting paid adjunct, then salary and benefits are included.*

Recommendation: *The departments will provide a listing of employees doing adjunct work through CE. The Business Office will then provide the appropriate benefits percentage. If a course is being conducted without knowing who the teacher is, then 30% is automatically used.*

Motion to approve by C. Matson; second by R. Balajadia.

✂ Recommendation that everything goes to



✂ Discussion ensued that it should be the purview of the Committee to determine based on the needs. Further discussion and review of By-Laws is tabled for the next meeting.

V. Adjournment

The meeting was adjourned at 10:50 a.m.

Minutes by Sandy Balbin

**Council of Department Chairs  
Minutes of January 4, 2010**

**Attendance:**

Rick Skipper, Clare Camacho, Chris Dennis, Robert Balajadia, John Limtiaco, Louise Foster, Judy Salas, Christine Matson, Joey Munoz, Barry Mead

- I. Call to Order – at 9:45 am by Chairperson Rick Skipper
- II. Privilege of the Floor  
Negotiations regarding department chairperson
  - Confer with Dean regarding any realignment of departments by April
  - Have CDC be part of committee work
  - Do not require 12-month status
- III. Adjournment at 10 am.