

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Monday, 08/19/13 @ 10:30am

Faculty Senate Office / C2

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 05/07/2013

4. Old Business:

a. AY2013-2014 Faculty Senate Goals

5. New Business:

a. Status of Committees

b. Faculty Concerns

c. Other

6. Open Discussion:

7. Next Meeting

8. Adjournment

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 08/28/13 @ 3:30pm

**Tech Conference Room / 1210**

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 08/19/2013

4. Old Business:

- AY2013-2014 Faculty Senate Goals
- Status of Committees
- Faculty Concerns

5. New Business:

- Faculty Senate By-laws
- Memo Regarding Working Relationship with the TPS Dean
- Special Projects and Practicums
- Faculty Senate Budget funds

6. Open Discussion:

7. Next Meeting

8. Adjournment

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 09/04/13 @ 2:00pm

Faculty Senate / C2

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 08/28/2013

4. Old Business:

- a. Status of Committees
- b. Faculty Concerns
- c. Faculty Senate By-laws
- d. Memo Regarding Working Relationship with the TPS Dean
- e. Special Projects and Practicum
- f. Faculty Senate Budget funds

5. New Business:

6. Open Discussion:

7. Next Meeting

8. Adjournment

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 09/11/13 @ 3:30pm

Faculty Senate / C2

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 09/04/2013

4. Old Business:

- Status of Committees
- Faculty Concerns
- Faculty Senate By-laws
- Faculty Senate Budget funds

5. New Business:

- Faculty Senate Message-

6. Open Discussion:

7. Next Meeting

8. Adjournment



# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 09/18/13 @ 2:00pm

**Tech Building / TC1210**

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 09/11/2013

4. Old Business:

- Status of Committees
- Faculty Concerns
- Faculty Senate By-laws
- Faculty Senate Budget funds
- Faculty Senate Message

5. New Business:

- Dialogue with Dr. Somera
- DC Workload Computations and Special Projects
- Agenda for 9/27 Faculty Gathering
- 12-month DC Administrators

6. Open Discussion:

7. Next Meeting

8. Adjournment

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 09/25/13 @ 3:30pm

**Tech Building / TC1210**

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 09/18/2013

4. Old Business:

- a. Status of Committees
- b. Faculty Concerns
- c. Faculty Senate By-laws
- d. DC Workload Computations and Special Projects
- e. Agenda for 9/27 Faculty Gathering
- f. 12-month DC Administrators

5. New Business:

- a. Committee Reports and Timelines
- b. Other

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Thursday, 10/17/13 @ 3:00pm

Faculty Senate Office / C2

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 09/25/2013

4. Old Business:

- Status of Committees
- Faculty Concerns
- Faculty Senate By-laws
- DC Workload Computations and Special Projects
- 12-month DC Administrators
- Committee Reports and Timelines

5. New Business:

- Memo from Dean regarding Student Organization Advisors
- Requests for additional committee members

6. Open Discussion:

7. Next Meeting: October 23, 2013 @ 2:00 p.m. in TC1210

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 10/23/13 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 10/17/2013

4. Old Business:

- a. Faculty Senate By-laws
- b. DC Workload Computations and Special Projects
- c. 12-month DC Administrators
- d. Memo from Dean regarding Student Organization Advisors
- e. Requests for additional committee members

5. New Business:

6. Open Discussion:

7. Next Meeting: October 30, 2013 @ 3:30 p.m. in TC1210

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 10/30/13 @ 3:30pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 10/23/2013

4. Old Business:

- a. Faculty Senate By-laws
- b. DC Workload Computations and Special Projects
- c. 12-month DC Administrators
- d. Memo from Dean regarding Student Organization Advisors
- e. Requests for additional committee members

5. New Business:

6. Open Discussion:

7. Next Meeting: November 6, 2013 @ 2:00 p.m. in TC1210

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 11/13/13 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 10/30/2013

4. Old Business:

- a. Faculty Senate By-laws
- b. DC Workload Computations and Special Projects
- c. 12-month DC Administrators
- d. Memo from Dean regarding Student Organization Advisors
- e. Requests for additional committee members

5. New Business:

6. Open Discussion:

7. Next Meeting: November 20, 2013 @ 2:00 p.m. in TC1210

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 11/20/13 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 11/13/2013

4. Old Business:

- a. Faculty Senate By-laws
- b. Requests for additional committee members

5. New Business:

- a. Review of Adjunct Hour Policy (135 hours)
- b. Adjunct/Outside Employment Load

6. Open Discussion:

7. Next Meeting: December 04, 2013 @ 2:00 p.m. in TC1210

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 12/04/13 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 11/20/2013

4. Old Business:

- Faculty Senate By-laws
- Standard I – Need for members
- Faculty Concerns

5. New Business:

- ISMP input from Faculty Senate
- Job Specs ratification meeting – 12/6/13 – MPA – 3:30 p.m.

6. Open Discussion:

7. Next Meeting: TBA

8. Adjournment:



# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 01/22/14 @ 2:00pm

Faculty Senate Office / C2

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 12/04/2013 & FS Gathering 12/06/2013

4. Old Business:

- a. Faculty Senate By-laws
- b. Standard I – Need for members
- c. Job Specs ratification meeting – 12/6/13 – MPA – 3:30 p.m.

5. New Business:

- a. Joint Leadership Meeting – 01/17/2014 – LRC – 2:00 p.m.

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 01/29/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 01/22/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Standard I – Need for members
- c. Job Specs ratification meeting – 01/24/2014 – MPA – 3:30 p.m.
- d. FY2015 Budget

5. New Business:

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 02/05/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 01/29/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Standard I – Need for members
- c. Job Specs ratification
- d. FY2015 Budget

5. New Business:

- a. Secondary site visits
- b. PDRC Travel Policy and Mid-Term Report
- c. Distance Education Project Start Announcement

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 02/19/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 02/05/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Secondary site visits
- c. PDRC Travel Policy and Mid-Term Report
- d. Distance Education Project Start Announcement
- e. Associate Dean/CTE Counselor Status

5. New Business:

- a. Faculty Tuition Waiver
- b. Faculty Senate Elections
- c. Committee Reports & Membership for AY2014-2015

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 03/12/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 02/19/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Secondary site visits
- c. PDRC Travel Policy and Mid-Term Report
- d. Distance Education Project Start Announcement
- e. Associate Dean/CTE Counselor Status
- f. Faculty Tuition Waiver
- g. Faculty Senate Elections
- h. Committee Reports & Membership for AY2014-2015

5. New Business:

- a. Faculty Ethics Complaint

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 04/02/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 02/19/2014 & 03/12/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Secondary site visits
- c. PDRC Travel Policy and Mid-Term Report
- d. Distance Education Project Start Announcement
- e. Associate Dean/CTE Counselor Status
- f. Faculty Tuition Waiver
- g. Faculty Senate Elections
- h. Committee Reports & Membership for AY2014-2015
- i. Faculty Ethics Complaint

5. New Business:

- a. Dr. Somera
- b. LOC Grading Standards
- c. Anti-Bullying Adoption

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 04/09/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 04/02/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Secondary site visits
- c. Distance Education Project Start Announcement
- d. Associate Dean/CTE Counselor Status
- e. Faculty Tuition Waiver
- f. Faculty Senate Elections
- g. Committee Reports & Membership for AY2014-2015
- h. LOC Grading Standards
- i. Anti-Bullying Adoption

5. New Business:

- a. Faculty Concern

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 04/23/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 04/09/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Faculty Tuition Waiver
- c. Faculty Senate Elections
- d. Committee Reports & Membership for AY2014-2015
- e. LOC Grading Standards
- f. Anti-Bullying Adoption
- g. Faculty Concern

5. New Business:

6. Open Discussion:

7. Next Meeting:

8. Adjournment:



# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 04/30/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 04/23/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. LOC Grading Standards
- c. Faculty Senate Elections
- d. Committee Reports & Membership for AY2014-2015
- e. Anti-Bullying Adoption
- f. Faculty Concern

5. New Business:

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### Agenda

Wednesday, 05/07/14 @ 2:00pm  
Technology Conference Room / TC1210

1. Call to Order:

2. Attendance:

Name:	Email:	Present:
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	
Jose U. Munoz	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	
Robin Roberson	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	
Anthony Roberto	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	

3. Approval of Prior Minutes: 04/30/2014

4. Old Business:

- a. Faculty Senate By-laws
- b. Faculty Senate Elections
- c. Committee Reports & Membership for AY2014-2015
- d. Anti-Bullying Adoption
- e. Faculty Concern

5. New Business:

- a. Simone Bollinger

6. Open Discussion:

7. Next Meeting:

8. Adjournment:

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**  
**Monday, August 19, 2013**  
**Room C2**  
**@ 10:30 a.m.**

I. Meeting called to order @ 10:35 a.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**Motion was made by J. Munoz to approve minutes of May 07, 2013, and seconded by R. Roberson.**

IV. Old Business:

a. AY2013-2014 Faculty Senate Goals-

1. Identify how to deal with loss of increment.
2. Identify ways to increase completion rates.
3. Assist LOC in creating an easier process for curriculum.
4. Identifying committee members for each committee.
5. Foster communication for faculty members such as newsletter. R. Roberson will speak to Jayne Flores for monthly postings on campus announcements.
6. Provide support for the Staff Senate committee.

V. New Business:

a. Status of Committees-

- i. R. Roberson reported that the deadline for the committee listing is September 3, 2013. There is an opening in Standard I committee. Once Standard I committee is filled FS will have met the requirements per the agreement. R. Roberson stated that he will post an announcement regarding the opening on MyGCC website and inform the Department Chairs. J. Munoz requested for R. Roberson to provide a list of committee chairs so each Faculty Senate member will be assigned a committee as a point of contact.
  - ii. R. Roberson reported that the Joint Leadership committee will be meeting on August 30, 2013. R. Roberson will send an email to President Mary Okada and cc the Union President F. Tupaz to verify if the Joint Leadership committee was formed through the governance process.
- b. Faculty Concerns- R. Roberson reported that faculty members and Department Chairs have concerns with Dean J. Flores. R. Roberson received an email from Dr. Clare Camacho regarding

- her concerns with Dean J. Flores. R. Roberson stated that she is calling for a no confidence vote by the Department Chairs on Wednesday, August 20, 2013 to discuss concerns of Dean J. Flores.
- c. Other- FS members agreed to hold FS meetings on Wednesdays. Every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month at 2:00 p.m. and every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month at 3:30 p.m.

VI. Open Discussion:

- a. J. Munoz suggested that R. Roberson prepare a memo to the AVP regarding the position of the Adjunct Associate Dean.
- b. Review FS By-laws next meeting.

VII. Next Meeting: August 28, 2013 @ 3:30 p.m.; 1210 Conference Room at Tech Building.

VIII. M/S/A to adjourn at 11:30 a.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**

**Wednesday, August 28, 2013**

**Tech Center Conference Room-TC1210**

**@ 3:30 p.m.**

I. Meeting called to order @ 3:36 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	x
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**T. Lizama moved to approve minutes of August 19, 2013 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

a. AY2013-2014 Faculty Senate Goals- FS goals for AY2013-2014 are as follows:

1. Identify how to deal with loss of increment.
2. Identify ways to increase completion rates.
3. Assist LOC in creating an easier process for curriculum.
4. Identifying committee members for each committee.
5. Foster communication for faculty members such as a newsletter or posting campus announcements on MyGCC Group Studio.
6. Provide support for the Staff Senate committee.

b. Status of Committees- R. Roberson reported on the following:

- i. On Friday, August 23, 2013 the Standard I committee vacancy has been filled by V. Schrage. All committees are filled and requirements as per the agreement have been met.
- ii. There is an issue with the LOC committee. B. Sison was a member of LOC and verifying his status of committee membership. Once B. Sison resolves all issues with LOC he would like join a committee.

c. Faculty Concerns-

- i. N. Aguilar requested that FS schedule an orientation to inform faculty of documenting workload for evaluation processes. R. Roberson stated that he will send out an invitation to Job Specification/Evaluation Committee, Dean G. Tudela, Dean J. Flores, and all other evaluators. R. Roberson stated that he will request for Job Specification/Evaluation Committee to be available for faculty as another outreach to the evaluation process.  
**N. Aguilar made a motion for FS to schedule an orientation for faculty on the requirements for the evaluation process motion was seconded by A. Roberto. No further discussion, motion carried unanimously.**

- ii. N. Aguilar asked what was being done in regards to the faculty member concern? R. Roberson reported that the Department Chairs voted on not to have a no confidence vote and to allow more time to find other ways to approach the situation. N. Aguilar suggested that FS find a way to assist with this matter.

**N. Aguilar made a motion for FS to prepare a letter to Joann W. Muna (HRO) requesting for a briefing with Dean J. Flores on appropriate workplace behavior, motion was seconded by T. Lizama. No further discussion, motion carried unanimously.**

R. Roberson will send a copy of the letter by email for FS member to approve before sending to Human Resources Office.

V. New Business:

- a. Faculty Senate By-laws- Tabled
- b. Memo Regarding Working Relationship with the TPS Dean- R. Roberson reported that a memo was prepared and sent to President Okada on August 21, 2013. President Okada met with the Department Chairs to gather information regarding their concerns and issues with Dean J. Flores.
- c. Special Projects and Practicum- R. Roberson reported on the following:
  - i. Met with Dean J. Flores regarding the 25 to take applications. Out of the 25 applications only 1 was approved. Dean J. Flores informed R. Roberson that all to take applicants need a written justification for the extenuating circumstances that each student needs to take this course this semester.
  - ii. At the CDC meeting Dean J. Flores informed all Department Chairs that before he reviews any to take applications he wants a degree evaluation done.
  - iii. N. Aguilar requested that Dean J. Flores provide a specific SOP for different processes. R. Roberson stated that Dean J. Flores is working on those SOP's.
  - iv. T. Lizama suggested that faculty and advisors encourage their students to file a formal grievance or make a complaint.
- d. Faculty Senate Budget funds- R. Roberson reported that FS still has funds available. A. Roberto suggested that FS hold a mini convocation with light refreshments. N. Aguilar suggested that Culinary Practicum class prepare the refreshments.
- e. Adjunct Associate Dean position- R. Roberson reported that the position to be announced is for the Associate Dean position.

VI. Open Discussion:

- a. J. Munoz reported that the Joint Leadership meeting is scheduled for Friday, August 30, 2013.
- b. A. Roberto reported that F. Tupaz sent a testimony to Ben Pangelinan about supporting President Okada in her request for the budget.

VII. Next Meeting: September 04, 2013 @ 2:00 p.m.; Faculty Senate Office, C2.

VIII. M/S/A to adjourn at 5:15 p.m.

Submitted By:

  
Barbara S. Blas

Approved By:

 9/10/13  
Robin Roberson

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**

**Wednesday, September 4, 2013**

**Faculty Senate Office – C2**

**@ 2:00 p.m.**

I. Meeting called to order @ 2:25 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	absent
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**A. Roberto moved to approve minutes of September 04, 2013 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Status of Committees- R. Roberson reported that Christine Matson resigned as Standard I Committee Chair. R. Roberson will inform P. Terlaje of C. Matson resignation which means there is a vacancy that needs to be filled before moving on with the Gen Ed Committee. R. Roberson will announce Standard I committee vacancy.
- b. Faculty Concerns- R. Roberson stated that he will deal with these concerns.
- c. Faculty Senate By-laws- Tabled
- d. Memo Regarding Working Relationship with the TPS Dean- R. Roberson reported that a memo was prepared and sent to President Okada on August 21, 2013. President Okada met with the Department Chairs one at a time. R. Roberson provided a copy of the memo he prepared for Human Resource regarding Dean J. Flores. (see attachment)
- e. Special Projects and Practicum- R. Roberson reported that there are many complications and is currently working on them. R. Roberson stated that he is compelled to prepare a memo regarding his concerns for Special Projects.
- f. Faculty Senate Budget funds- R. Roberson reported that FS still has funds available. B. Blas reported that as per C. Guerrero available funding for FS is \$2,789.38. R. Roberson will prepare a proposed agenda for faculty event scheduled for Friday, September 27, 2013. B. Blas will request for quotes for vendors to host 100-125 faculty members. R. Roberson will verify with the Business Office if FS funds may be used for this purpose and speak to Dr. Somera regarding the deadline for requisitions. R. Roberson reported that the deadline for requisitions to the Dean's office is Friday, September 06, 2013.
- g. Joint Leadership Committee- R. Roberson reported that F. Tupaz verified with President Okada regarding the Joint Leadership Committee. See attachment as per President Okada's response. R. Roberson stated that his impression of this committee was a good outcome of information.

**R. Roberto made a motion to verify how the Joint Leadership Committee was created motion was seconded by T. Lizama. No further discussion, motion carried unanimously.**

V. New Business:  
None

VI. Open Discussion:  
R. Roberto reported his finding on the official title stated in the Faculty Union Contract. In the contract it states that Faculty Senate is inclusive of a president, past president, president-elect, and two members at large. It also states that Faculty Senate members are considered Senators.

VII. Next Meeting: Wednesday, September 11, 2013 @ 3:30 p.m.; Tech Building, TC1210.

VIII. **M/S/A to adjourn at 5:15 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**



**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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**Minutes**  
**Wednesday, September 11, 2013**  
**Technology Building – TC1210**  
**@ 3:30 p.m.**

I. Meeting called to order @ 3:34 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	x
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**A. Roberto moved to approve minutes of September 04, 2013 with changes motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Status of Committees- R. Roberson reported that no one has volunteered to fill the Standard I Committee vacancy. R. Roberson will announce Standard I committee vacancy on MyGCC.
- b. Faculty Concerns-
  - i. R. Roberson reported that the students have appealed to Dean J. Flores decision. The documents are now sitting on the AVP's desk for his review. R. Roberson stated that F. Tupaz and he have been invited to attend the meeting scheduled on Thursday, September 12, 2013 at 8:30 a.m. to discuss Special Projects and SOP's for Special Projects.
  - ii. R. Roberson provided FS a proposed memo that he prepared to be sent to the Administrator of Human Resources. FS discussed the concerns of the memo. The Administrator of Human Resources advised R. Roberson not to submit the memo because it is not the process that FS should be following and it would negate the grievance process from happening.
  - iii. T. Lizama would like to know what process FS should take because there are many faculty concerns that need to be addressed. R. Roberson will verify with the Administrator of Human Resources.
  - iv. FS discussed the memo that R. Roberson prepared and made revisions. R. Roberson will make the revisions and send the memo by email for FS to approve before submitting to the Administrator of Human Resources.
- c. Faculty Senate By-laws- Tabled
- d. Faculty Senate Budget funds- R. Roberson reported that he has spoken to Dr. Somera regarding FS funds. Dr. Somera informed R. Roberson to get the requisitions in for his signature by

Thursday, September 12, 2013 at 8:30 a.m. R. Roberson sent out an email to all committees to submit supplies and materials needed for their committees, each committee was allotted \$125.00. A. Roberto requested for two expandable folders (A-Z) legal size. Each committee is to provide their list to B. Blas so she may prepare the requisitions for submission.

V. New Business:

- a. Faculty Senate Announcements- R. Roberson discussed the proposed memo to be announced on MyGCC. FS made minor revisions and agreed to post when changes were made.

**T. Lizama made a motion to change FS meeting times from two 2:00 p.m. meeting times and two 3:30 p.m. meeting times to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Wednesday of the month meeting time at 2:00 p.m. and the 4<sup>th</sup> Wednesday of the month meeting time at 3:30 p.m., motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

B. Blas will submit a room utilization request for meetings to be in TC1210 for the rest of Fall 2013 semester as per FS request.

VI. Open Discussion:

- a. Tourism Student Organization Trip to Japan- N. Aguilar reported that the student's trip to Japan had many discrepancies. The organization raised money for their trip and prepared, then submitted their TA's on a timely matter. President Okada denied the student's TA's. Although, the student's TA's were denied they still went on their trip at their own expense. N. Aguilar was advised by the President Okada to inform the students and staff member who left to Japan that they are not to utter a word of GCC while at the conference. FS suggested that N. Aguilar verify with B. Leon Guerrero regarding the student's grievance process.
- b. FS Service- N. Aguilar asked, "How can FS be of more service to our faculty and students?" T. Lizama suggested that FS inform faculty of the organizational structure of FS. R. Roberson stated that at the faculty session on Friday, September 27, 2013 FS can discuss the following:
- This is what FS is here for, and
  - This is the process FS works under.

VII. Next Meeting: Wednesday, September 18, 2013 @ 2:00 p.m.; Tech Building, TC1210.

VIII. M/S/A to adjourn at 4:15 p.m.

Submitted By:

  
\_\_\_\_\_  
Barbara S. Blas

Approved By:

  
\_\_\_\_\_  
Robin Roberson

## Memorandum

Date: September 16, 2013

To: Faculty

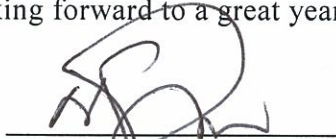



From: Faculty Senate

Subject: Welcome back!

Your Faculty Senate extends a warm welcome back from the summer break! Our charge, to represent "...the Faculty of the College in academic and professional matters..." is the basis for inviting you to...

- ...attend Faculty Senate meetings, which are scheduled every Wednesday. The 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Wednesday meetings are at 2:00 p.m. and the 4<sup>th</sup> Wednesday meeting is at 3:30 p.m. The meetings are held in 1210 (the Tech Bldg. conference room). Share your ideas, concerns, and solutions to the challenges that present themselves.
- ...reserve Friday, September 27, 2013, 3:30 p.m. (in the MPA) for the first, of what is hoped to be a series of faculty gatherings. One of our goals this academic year is to build cohesiveness and camaraderie among the ranks. Sandwiches and drinks will be provided.
- ...step forward and serve on committees. There is an urgent need to fill a vacancy on the Standard I Self Study, "Institutional Mission and Effectiveness" committee (for postsecondary faculty). Other committees have requested additional members that secondary and postsecondary faculty might want to consider. Please let Robin ([robin.roberson@guamcc.edu](mailto:robin.roberson@guamcc.edu)) know if you are interested.

Here's looking forward to a great year!

  
Norman Aguilar  
Senator-at-Large  
Troy Lizama  
Senator-at-Large  
Jose Munoz  
Past President  
Anthony Roberto  
President Elect  
Robin Roberson  
President

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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**Minutes**

**Wednesday, September 18, 2013**

**Technology Building – TC1210**

**@ 2:00 p.m.**

I. Meeting called to order @ 2:05 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	x
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**T. Lizama moved to approve minutes of September 11, 2013 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Status of Committees- R. Roberson reported the following:
  - i. No volunteers to fill vacancy of Standard I Committee.
  - ii. Over the weekend V. Schrage resigned from Standard I Committee.
  - iii. Dr. Somera informed F. Tupaz that faculty is in violation of the Union Contract due to the incomplete committee listing. Dr. Somera will give F. Tupaz until Friday, September 27, 2013 (faculty gathering) for Standard I Committee to be filled.
- b. Faculty Concerns- Status Quo
- c. Faculty Senate By-laws- Tabled
- d. Faculty Senate Budget funds- R. Roberson reported that the requisitions B. Blas submitted to Dr. Somera have been denied by C. Santos due to September 6, 2013 deadline. B. Blas will continue to process the requisitions when AY2013-2014 budget is available. The only approval that C. Santos gave FS is for petty cash in the amount of \$100.00 which will be used to purchase water and chips for the September 27, 2013 faculty gathering.
- e. Faculty Senate Announcements- R. Roberson reported the following:
  - i. FS will continue with the faculty gathering on Friday, September 27, 2013 from 3:30 to 5:30 p.m. in the MPA. The announcement has been posted on MyGCC website.
  - ii. Will purchase the sandwiches and cookies from Subway at his expense.
  - iii. B. Blas will purchase drinks and chips using the \$100.00 petty cash approved by C. Santos.

V. New Business:

- a. Dialogue of Dr. Somera/Marlana Montague-
  - i. Dr. Somera reported the following:
    1. Thanked FS for their input and comments regarding the proposed GCC Mission Statement and 2014-2020 ISMP. Please see attached revised GCC's Mission



Statement with all input from GCC campus community (students, staff, and faculty).  
Upon Dr. Somera's request FS recited the proposed GCC Mission Statement.


2. President Okada will be inviting donors to a leadership dinner scheduled for Saturday, October 26, 2013. She will discuss construction of buildings, scholarships for students, the review of the proposed GCC Mission Statement, and the planning of the 2014-2020 ISMP. More information regarding the leadership dinner will be forthcoming as per Dr. Somera.
3. Accreditation Mid-Term is scheduled for March 15, 2015 and the Accreditation Visit for March 18, 2018. All Standard Committee evidence and work will be linked online as an institutional effort for the next Accreditation Mid-Term and visit by M. Montague.
4. Updates on several initiatives to seek support regarding the enhancement of GCC in terms of student exchanges, articulation agreements, and collaboration/partnerships with businesses and other institutions that can provide opportunities for our students. An example of this collaboration is the ongoing discussion with the Dusit Thani College articulation program.
5. Career pathways that GCC provides based on the GCC Catalog are Industry Certification, Certificates, and Associate degree programs. The most emphasized are the credit degrees which are the Certificates and the Associates degree programs. As for the Industry Certification it all depends on the industry community needs.
6. The organizational and institutional priorities have been posted on MyGCC website.
- ii. M. Montague provided a copy of the feedbacks from faculty, staff, and students of the big picture goals for the 2014-2020 ISMP. (See Attachments) There is a draft narrative being prepared for FS to review before the end of September 2013. The new GCC Mission Statement will be incorporated into the 2014-2020 ISMP as well as a proposal to include core values were the big picture goals that will be addressed. A draft of the 2014-2020 ISMP will be presented at the Leadership dinner on Saturday, October 26, 2013.
- b. DC Workload Computations and Special Projects- R. Roberson reported that CDC will request for special projects to be included in the computation of the DC's work load. The justification for this request is that special projects require the same, if not more effort as do regular courses. R. Roberson stated that this issue will be discussed at the Program Managers and DC meeting on Thursday, September 19, 2013.
- c. Agenda for September 27, 2013 faculty gathering- FS discussed topics to be presented at the meeting. R. Roberson will prepare an agenda and send a copy to FS members for approval.
- d. 12-month DC Administrators- R. Roberson reported that this issue will be discussed at the DC meeting on Thursday, September 19, 2013. R. Roberson will prepare a memo stating that FS will not participate in the discussion of this issue because it will be handled through the Union/contract negotiation process. R. Roberson will send the memo by email for FS members to review.

VI. Open Discussion:  
None

VII. Next Meeting: Wednesday, September 25, 2013 @ 3:30 p.m.; Tech Building, TC1210.

VIII. M/S/A to adjourn at 3:27 p.m.

Submitted By:

  
Barbara S. Blas

Approved By:

  
Robin Roberson

Memorandum

To: Administrator, Human Resources

From: President, Faculty Senate

Date: September 12, 2013

Subject: Board Policy 171

Board Policy 171 provides for a safe work environment for any member of the GCC community and contains what definitions apply to the implementation of the policy (e.g. disruptive, threatening, and violent behavior). It also outlines the procedures to be utilized in the event situations present themselves in which a safe work environment is compromised. For non-emergencies involving staff or faculty, the Human Resources Office is the point of contact.

The purpose of this memo is to notify you that concerns have been brought to the attention of the Faculty Senate involving the behavior of the TPS Dean. While no specific action is requested (so as not to interfere with the grievance procedures of any individual), this is simply a memo for the record.

Respectfully submitted,

Robin Roberson

Cc: Vice-President, Academic Affairs

## Guam Community College

### 2013 Mission statement campus feedback (February 2013 to September 11, 2013)

February 2013: MyGCC Group Studio account *Accreditation 2018: Mission and Effectiveness* created and a campus announcement posted as an open call to the campus for feedback with a deadline of February 27, 2013.

March-September 11, 2013: Extended period for Mission statement review to coincide with the development of the College's Institutional Strategic Master Plan (ISMP), 2014-2020.

### Proposed changes:

- Guam Community College is a leader in career and technical workforce development by providing the highest quality student-centered education and job training for Micronesia. (endorsed by: Faculty Senate, 2/26/2013; Learning Outcomes Committee, 4/5/2013; Academic Affairs Division Management Team, 4/9/2013; Professional Development Review Committee, 4/12/2013) [count: 39]
- Guam Community College is a leader in career and technical workforce development by providing the highest quality learning-centered education and job training for Micronesia. (endorsed by: Standard 1 Committee, 4/25/2013; Standard 2 Committee, 4/25/2013; Standard 3 Committee, 4/25/2013; Standard 4 Committee, 4/25/2013; Committee on College Assessment, 4/26/2013) [count: 24]

**Guam Community College**  
**Staff/Administrator Development Day: "Investing in You"**  
**March 26, 2013**

Administrators' Meeting (4:00pm, Student Center Training Room 5108)

Topics: Work Planning and Performance Evaluation 2013; Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals Update Samples

Participants: Dr. Mary A.Y. Okada, Dr. Michael Chan, Dr. Karen Sablan, Dean Reilly Ridgell, Barry Mead, Carmen K. Santos, Wesley Gima, Fermina Sablan, Jayne Flores, Frank Camacho, Victor Rogers, Doris Perez, Rowena Perez, John Payne, Joann Muna, Patrick Clymer, Joleen Evangelista, Priscilla Johns, Joanne Ige, Danilo Bilong, Edwin Limtutco, Greg Manglona, Lawrence Perez, Barbara Leon Guerrero, DorothyLou Manglona, Terry Barnhart, Bonnie Mae Datuin, Marlana Montague (recorder), Dr. R. Ray D. Somera (facilitator)

**BIG PICTURE GOALS** generated from the discussion, with underlined key words:

- Focus on student success and completion
- Promote Cultural Awareness (Micronesia) & Identity
- Integrate awareness of culture into curriculum
- Expand and strengthen Service Learning/Civic Engagement
- Promote Native Chamorro completion (similar to Native Hawaiians at the UH system)
- Strengthen technology; stronger means to upgrade all together
- Focus on Resources and Professional Development
- Align finances with technology & other resources (ITSP)
- Bring education/resources out to community (resolve transportation issue)
- Engage community partners as well as with existing schools
- Bring the classroom to the community
- Strive to reach the level of environmental sustainability
- Expand ability to partner with community and do more
- Bring back school motto (The Island is our Campus)
- Take GCC into the home/community
- Personalize GCC
- Remove fear of college (no placement tests)
- Diversify our brand to promote community (many kinds, cultures, age groups)
- Institutionalize Earmark-training; no placement exam
- Bring community to campus



**Guam Community College  
Learning Outcomes Committee (LOC)**

**April 5, 2013**

**3:30pm, A29**

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Patricia Terlaje, John Armstrong, Dr. Lisa Baza-Cruz, Polli Huseby, Norma Guerrero, Sally Sablan, John Jocson, Rose Marie Nanpei, Esther Rios, Benjamin Sison, Anthony Jay Sunga, Marlena Montague (recorder), Dr. R. Ray D. Somera (facilitator)

**BIG PICTURE GOALS** generated from the discussion, with underlined key words:

- Focus on strengthening democratic values
- Strengthening SLOs with a higher level of thinking/synthesis/evaluation (Bloom's Taxonomy)
- Sustain student assessment and placement
- Expand reading and writing across the curriculum
- Promote a deeper understanding across the curriculum
- Honor, Respect, Embrace the Chamorro culture
- Promote Native Chamorro culture
- Maintain high standards
- Transform students to take control of their lives
- Encourage individual ability to make judgments
- Empower students to transform their lives
- Expand transfer and articulation

**Guam Community College**  
**Professional Development Review Committee (PDRC)**  
**April 12, 2013**  
**11:00AM, PCR**

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Troy Lizama, Hernalin Analista, Doreen Blas, Anthony Roberto, Anthony San Nicolas, Marlana Montague (recorder), Dr. R. Ray D. Somera (facilitator)

**BIG PICTURE GOALS** generated from the discussion, with underlined key words:

- Promote cultural diversity/diversification
- Expand workforce development
- Increase employer participation
- Partner with island educational systems/professionals
- Empower students
- Incorporate parental involvement
- Design/Innovate your own curriculum
- Advocate open forum discussions
- Champion agency and governmental transparency
- Uneasiness with anything cultural
- Why celebrate culture?

**Guam Community College  
Committee on College Assessment (CCA)  
April 12, 2013  
2:00pm, PCR**

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Zhaopei Teng, Joseph Benavente, Vangie Aguon, Ines Bukikosa, Dr. Michael Chan, Ava Garcia, Doris Perez, J. Peter Roberto, Yvonne Tam, Katsuyoshi Uchima, Marlana Montague (recorder), Dr. R. Ray D. Somera (facilitator)

**BIG PICTURE GOALS** generated from the discussion, with underlined key words:

- Encompass broader goals
- Personalize GCC
- Learning is at the core of GCC's mission
- Highlight learning-centeredness of GCC
- Student-centered goal is secondary to learning
- Credential is the goal of completion
- Expand student learning outcomes in core values
- Generalize the mission statement
- Define students and outcomes in guiding principles
- Increase cultural sensitivity in a “cultural awareness day”
- Encourage a peaceful coexistence
- Remove fear of college/placement testing
- Strengthen the GCC brand through pins, t-shirts, and other team-spirited items

**Guam Community College**

**Accreditation Standards Committees (Standard 1, Standard 2, Standard 3, Standard 4)**

**April 25, 2013**

**2:00pm, LRC Conference Room**

Topics: Accreditation 2018 Flowchart; Mission Statement Feedback; and, ISMP Strategic Goals

Participants: Dr. Clare Camacho, Carl Torres, Angela Bordallo, Christine Matson, Loressa Melegrito, Jennifer Artero, Joseph Benavente, Marlena Montague (recorder), Dr. R. Ray D. Somera (facilitator)

**BIG PICTURE GOALS** generated from the discussion, with underlined key words:

- Promote information literacy/competency
- Sustain lifelong learning
- Require library skills course
- Integrate student services across campus functions
- Cross-train entire campus on business processes and services
- Develop GCC planning guide for student success (graduation, advising, financial aid)
- Accommodate “after-hour/working” constituents
- Provide student services during evening hours
- Establish tradition through “GCC Day”
- Integrate governance day
- Share information across committees
- Instill the GCC identity in the community

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**

**Wednesday, September 25, 2013**

**Technology Building – TC1210**

**@ 3:30 p.m.**

I. Meeting called to order @ 3.37 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**T. Lizama moved to approve minutes of September 18, 2013 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Status of Committees- R. Roberson reported the following:
  - i. Still no volunteers to fill vacancy of Standard I Committee.
  - ii. Dr. Somera will give FS until Friday, September 27, 2013 at 8:00 p.m. (faculty gathering) for completed AY2013-2014 committee listing.
- b. Faculty Concerns- R. Roberson reported that FS met with President Okada on Tuesday, September 24, 2013 at 2:00 p.m. regarding the memo that was presented to J. Muna (HR Administrator). T. Lizama reported that he and R. Roberson met with J. Muna (HR Administrator) on Wednesday, September 25, 2013 before FS meeting. Whereas, J. Muna informed T. Lizama and R. Roberson that FS needs to specify the incident and attached memo. J. Munoz suggested to gather information and submit memo with attached incidents.
- c. Faculty Senate By-laws- Tabled.
- d. DC Workload Computations and Special Projects- R. Roberson reported that CDC voted on including the special projects as part of faculty workloads. He emailed a drafted memo to FS members addressed to Dr. Somera, but did not get any response so he will resend the memo.
  - i. Agenda for September 27, 2013 faculty gathering- R. Roberson presented the agenda for FS members to review. (See Attachment) He stated that he will prepare a sign-in sheet for faculty to sign-in as they enter the MPA.
- e. 12-month DC Administrators- R. Roberson reported that this issue was included in the memo to Dr. Somera. He will resend the memo stating that FS will not participate in the discussion of this issue because it will be handled through the Union/contract negotiation process.

V. New Business:

a. Committee Reports and Timelines- R. Roberson reported the following:

- i. Main purpose of this meeting with Committee Chairs is to discuss the Faculty Accountability Report for Committee Work Form and the Committee Timeline. (See Attachments) All committees are required to submit this form by mid-year and at the end of the year.
- ii. Faculty Gathering Agenda scheduled for Friday, September 27, 2013. (See Attachment) R. Roberson asked each Committee Chair to present an overview of the function of their committee and to encourage their colleges to attend the gathering.
- iii. Supplies and materials requested for in mid September 2013 will be submitted to Material & Management as soon as FS funds are available.
- iv. Standard I Committee volunteer will be encouraged at the faculty gathering on September 27, 2013.

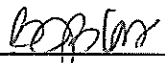
VI. Open Discussion:

None


VII. Next Meeting: Wednesday, October 16, 2013 @ 2:00 p.m.; Tech Building, TC1210.

VIII. M/S/A to adjourn at 4:33 p.m.

Submitted By:

  
\_\_\_\_\_  
Barbara S. Blas

Approved By:

  
\_\_\_\_\_  
Robin Roberson

## COMMITTEE TIMELINES

TASK	DUE BY	DUE TO	TASK TO BE COMPLETED BY
Identify membership for the next academic year	May 2, 2014	Faculty Senate President	Committee Chairperson
Identify membership for the next academic year	May 7, 2014	AVP	Faculty Senate President
Update membership of the academic year	September 2, 2014	Faculty Senate President	Committee Chairperson
Identify committee goals	October 15, 2013	Faculty Senate President	Committee Chairperson in consultation with Committee members.
Prepare Mid-year Faculty Accountability Report for Committee Work	December 7, 2013	Faculty Senate President	Committee Chairperson in consultation with Committee members.
Prepare End-of-the year Faculty Accountability Report for Committee Work	April 14, 2014	Faculty Senate President	Committee Chairperson in consultation with Committee members.

**GUAM COMMUNITY COLLEGE**  
**Faculty Accountability Report for Committee Work**  
**AY 20\_\_ to 20\_\_**

**COMMITTEE NAME**

**COMMITTEE CHARGE**

**COMMITTEE GOALS**

	Name of Committee Member	Attendance*	Goal 1**	Goal 2**	Goal 3**	Goal 4**	Goal 5**	Attendance %	Participation %
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
20									

\* Number of meetings attended out of \_\_ meetings.  
 \*\* Full Participation in Specific Committee Goals.

**Additional Information:**

Chairperson: Please detail the core substance of each of the above-mentioned goals. Indicate (Y or N) whether or not the faculty member fully participated in efforts to accomplish the goal. Please submit this document to the Faculty Senate President by \_\_\_\_\_.

This report is due no later than the last duty day \_\_\_\_\_ (date) of the Fall semester (mid-year) and due no later than the second Monday of April \_\_\_\_\_ (date) (end of the year).



AGENDA  
Faculty Gathering  
Friday, September 27, 2013  
3:30 p.m. – MPA

- I Welcome, introductions, announcements, and distribution of thumb drives (3-5 minutes)
- II Overview of the Governance Process (2-3 minutes)
- III Committee Presentations (1-2 minutes per committee to include their mission and goals, 15-20 minutes total)
- IV Q&A (15-20 minutes)
- V Adjournment

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**

**Thursday, October 17, 2013**

**Faculty Senate Office – C2**

**@ 3:00 p.m.**

I. Meeting called to order @ 3:10 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**N. Aguilar moved to approve minutes of September 25, 2013 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Status of Committees- R. Roberson reported that the faculty committees have been filled. R. Roberson (Faculty Senate, President) and F. Tupaz (Faculty Union, President) signed the finalized AY2013-2014 Committee Listing and submitted it to Dr. Somera. R. Roberson will send B. Blas a copy for her records and posting on MyGCC Faculty Senate Group Studio.
- b. Faculty Concerns- R. Roberson stated that the issue will be discussed under New Business.
- c. Faculty Senate By-laws- Tabled.
- d. DC Workload Computations and Special Projects- R. Roberson stated that he will resend the memo he drafted for FS members to review before submitting.
- e. 12-month DC Administrators- R. Roberson stated that he will resend the memo stating that FS will not participate in the discussion of this issue because it will be handled through the Union/contract negotiation process.
- f. Committee Reports and Timelines- R. Roberson reported the following:
  - i. 4 or 5 out of 10 Committee Chairs or Representatives presented a brief history of their committees.
  - ii. 5 Committee Chairs have submitted their committee goals for AY2013-2014.
  - iii. Will follow up with committees that have not submitted their committee goals for AY2013-2014.

V. New Business:

- a. Memo from Dean regarding Student Organization Advisors- R. Roberson reported that B. Leon Guerrero (CSI) sent a memo to him regarding Student Organization Advisors. (See Attachment) T. Lizama will speak to E. Duenas (Staff Senate Executive Council, President) regarding the attached memo. T. Lizama will discuss his conversation with E. Duenas at the next FS meeting

where FS members will decide if they will support the Staff Senate Executive Council's decision.

- b. Requests for additional committee members- R. Roberson stated that in the Faculty Union Contract Agreement it states, "Until all committees are filled no additional requests for committee membership will be entertained." When the committee listing for AY2013-2014 was filled and completed there have been many requests for new faculty committee membership. R. Roberson brought this concern to Dr. Somera attention. Dr. Somera responded, "I will not allow additional requests for faculty membership, for any committee." (See Attachment) FS members disagree with Dr. Somera decision and R. Roberson suggested that FS respond to Dr. Somera decision. R. Roberson will invite Dr. Somera to FS meeting on October 23, 2013 or October 30, 2013.

VI. Open Discussion:  
None

VII. Next Meeting: Wednesday, October 23, 2013 @ 2:00 p.m.; Tech Building, TC1210.

VIII. M/S/A to adjourn at 3:55 p.m.

Submitted By:

  
\_\_\_\_\_  
Barbara S. Blas

Approved By:

  
\_\_\_\_\_  
Robin Roberson

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**MEMO from the TSS Dean re: student organization advisors**  
1 message

---

Bobbie Leon Guerrero <barbara.leonguerrero@guamcc.edu>  
Reply-To: barbara.leonguerrero@guamcc.edu  
To: Bobbie Leon Guerrero <barbara.leonguerrero@guamcc.edu>

Thu, Oct 10, 2013 at 4:32 PM

Hafa Adai Student Organizations!

In response to the emails and calls I have received regarding the new requirement for GCC student organization advisors implemented on Sept. 20, 2013, Dr. Gina Tudela, Dean for the School of Technology and Student Services, has issued the attached Memo.

Please let me know if you have any further questions.

***Fa'tinas tatfoi na ha'ani!***

***create a great day!***

Bobbie Leon Guerrero, Program Specialist

Center for Student Involvement (CSI)

GUAM COMMUNITY COLLEGE

Student Center: Building 5000, Room 5101

Tel: (671) 735-5519 Fax: (671) 734-5238

Email: barbara.leonguerrero@guamcc.edu




**Memo from TSS Dean to GCC Student Organizations.pdf**

64K



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## MEMORANDUM

**TO:** GCC Student Organizations  
**FROM:** Dr. Gina Tudela, Dean, TSS   
**SUBJECT:** GCC Student Organization Advisors  
**DATE:** October 9, 2013

---

This memo is being issued in response to the questions that have arisen since the September 20, 2013, announcement regarding a new requirement for GCC student organization advisors.

### **What is a student organization?**

A student organization is a voluntary organization formed by students committed to enriching their learning environment, developing their leadership skills and enhancing their student life through extracurricular programs and activities. Recognition of student organizations is a privilege and the college expects that the programs and activities of an organization will be carried out in a responsible manner and in observance of college procedures and requirements.

### **What is the role of a student organization advisor?**

An advisor for a student organization is someone who takes a special interest and is knowledgeable of the purpose and activities of the organization to properly advise and guide the members while also helping to develop leadership potential within the group. Additionally, an advisor should be knowledgeable in understanding, interpreting and applying the colleges' rules and regulations as they apply to student organizations.

### **Who can become a student organization advisor?**

The college recognizes that our employees possess a diverse and wide range of skills and expertise, which can be used to support and benefit student organizations. However, the college must balance their support with risk management factors and therefore has determined that only permanent full-time faculty and administrators can serve as student organization advisors of record. Exceptions will be made for permanent, full-time Program Coordinators whose job description directly links to serving/supporting student extracurricular activities.

### **Why was this new requirement put into place?**

Recent concerns that have arisen around student organization liability issues have prompted the college to immediately implement this requirement. It is important that only GCC employees who have supervisory authority and experience serve as student organization advisors of record. These advisors are expected to be present during student organization activities both on and off-campus. LTA employees, adjunct faculty, staff, and non-GCC employees may serve as co-advisors to student organizations in a volunteer capacity. These individuals, however, will not be the advisor of record and will not have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organizations.

### **Volunteers**

Co-advisors must complete the GCC Volunteer Application Form, Employee Master Record, and a Processing Checklist. These documents are available at the GCC Human Resources Office (HRO). All volunteers must be cleared by HRO before they can begin volunteering.

**RE: Institutional committee membership**

1 message

R. Ray D. Somera <reneray.somera@guamcc.edu>  
To: Robin Roberson <robin.roberson@guamcc.edu>

Tue, Oct 15, 2013 at 2:44 PM

Sure.

-----Original Message-----

From: Robin Roberson [mailto:robin.roberson@guamcc.edu]  
Sent: Tuesday, October 15, 2013 2:26 PM  
To: R. Ray D. Somera  
Cc: Fred Tupaz; Ronald Gary Hartz; joann.muna@guamcc.edu; Gina Charfauros  
Tudela; juan.flores@guamcc.edu; marlena.montague@guamcc.edu  
Subject: Re: Institutional committee membership

I'd like to discuss this further, maybe tomorrow during the Job Specs meeting?

On Tue, Oct 15, 2013 at 1:42 PM, R. Ray D. Somera  
<reneray.somera@guamcc.edu> wrote:

> Robin and Fred,  
>  
> It is not in the college's benefit to add a new member to an institutional  
> committee when the semester is about to end. The committee memberships as  
> indicated in the membership form we all signed should be honored.  
>  
> Let us meet, if you want to discuss this issue further. I am cc'ing  
others  
> in this email so they are in the loop in this conversation.  
>  
> Thanks,  
> R. Ray D. Somera, Ph.D.  
> Vice President for Academic Affairs  
> Guam Community College  
> PO Box 23069 GMF  
> Barrigada, Guam 96921  
> reneray.somera@guamcc.edu  
>

> -----Original Message-----

> From: Robin Roberson [mailto:robin.roberson@guamcc.edu]  
> Sent: Tuesday, October 15, 2013 11:04 AM  
> To: Somera, Rene Ray D.  
> Subject: Fwd: Invitation to Meet

> Dr. Somera,  
>  
> fyi...

> I've asked Vera to inform Bertha that her workload needs to be amended  
> to reflect her committee work.

> robin

> ----- Forwarded message -----

> From: Vera De Oro <vera.deoro@guamcc.edu>  
> Date: Mon, Oct 14, 2013 at 4:07 PM  
> Subject: Re: Invitation to Meet  
> To: Robin Roberson <robin.roberson@guamcc.edu>

> Hi Robin,  
>  
> Attached is the committee accountability form for Standard 3. I have  
> another member, Bertha Leon Guerrero, English faculty.  
>  
> So will we get another explanation on how to fill our form?  
>  
> Vera  
>

?

# COMMITTEE MEMBERS (Full-Time Faculty) 2013-2014

Calendar	College Technology Committee	Council of Department Chairs	Committee on College Assessment	Faculty Job Specifications/Evaluation Committee	*Faculty Senate	*Learning Outcomes Committee
Robin Roberson Jose Munoz Norma Guerrero	John Lintano Terry Kuper Michael Setzer II Paul Healy	Robin Roberson (Chair) Ricky Tyquengco Christopher Dennis Sarah Leon Guerrero Jose Munoz Dr. Lisa Baza-Cruz Steve Lam Norman Aguilar Anthony Roberto Gil Yanger Dorothy Lou Mangiona	Zhuoqi Teng (Chair) J. Peter Roberto Yvonne Tan Inez Bukikosa Katsyoshi Uchima Karen Durnchus Gil Yanger	Gary Hartz (Chair) Frederick Tupaz Phyllis Yurko Sarah Leon Guerrero Robin Roberson	Robin Roberson (President) Jose Munoz (Past President) Anthony Roberto (President-Elect) Norman Aguilar (At Large Member) Troy Lizama (At Large Member)	Patty Terlaje (Chair) Norma Guerrero (Chair-Elect) Tress Dela Cruz Catherine Leon Guerrero Yvonne Flores Sandy Balbin Rose Marie Nanpei Dr. Anthony J. Suinga Brian Muna Desire Ventura Pran Evangelista Theresa Datuin
PDRC Dr. Clare Camacho (Chair) Anthony San Nicolas Doreen Blas Donna Cruz Dr. Marsha Postrozny Sally Sablan	Eric Chong (Chair) Rebecca Toves Wilson Tam Juanita Tenorio Heralin Analista John Michael Jecson	Resources, Planning & Facilities Committee Robin Roberson (President) Anthony Roberto (President-Elect) Jose Munoz (Past President) Frederick Tupaz (Faculty Union President)	Std I Institutional Mission & Effectiveness Troy Lizama (Chair) Ricky Tyquengco	Std II Student Learning Programs & Services Tonirose Realica (Chair) Dr. Clare Camacho Carl Torres II Angela Bortallo	Standard III Resources Vera De Oro (Chair) Sterlyn Sofomil	Std IV Leadership & Governance Pilar Pangelinan (Chair) Jennifer Artero Rosemary Loveridge Lorena Melegrito

Verified by: \_\_\_\_\_ Date: 10/7/13  
 Faculty Senate President  
 Attested by: \_\_\_\_\_ Date: 10/7/13  
 Academic Vice President  
 Faculty Union President

NOTE: THIS REPLACES THE LIST WHICH WAS  
 SIGNED IN DR. HARKEN SABLAN'S OFFICE  
 ON/ABOUT AUGUST 19, 2013.



**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**

**Wednesday, October 23, 2013**  
**Technology Conference Room – TC1210**  
**@ 2:00 p.m.**

I. Meeting called to order @ 2:09 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	Accreditation Meeting
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**T. Lizama moved to approve minutes of October 17, 2013 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws- Tabled.
- b. DC Workload Computations and Special Projects- R. Roberson stated that he was not able to resend the memo he drafted but he made hard copies for FS members to review and send changes via email. R. Roberson will make the changes and send the drafted memo to FS members for final approval.
- c. 12-month DC Administrators- R. Roberson stated that he will resend the memo stating that FS will not participate in the discussion of this issue because it will be handled through the Union/contract negotiation process. The Math and English Department presented their concerns regarding the reorganization of the departments to Dean V. Tudela and Dean J. Flores. As soon as a decision has been made the departments will be informed.
- d. Memo from Dean regarding Student Organization Advisors- T. Lizama reported that E. Duenas will discuss this issue at the Staff Senate meeting on October 31, 2013. The issue will be discussed at the next CGC meeting.
- e. Request for additional committee members-
  - i. R. Roberson will invite Dr. Somera to the next FS meeting to address faculty concerns of additional committee members. J. Munoz suggested that R. Roberson discuss faculty concerns with Dr. Somera before the FS next meeting.
  - ii. R. Roberson drafted a memo regarding the General Education Committee (See Attachment). J. Munoz suggested the following revisions be made to the memo: *Faculty Senate supports the request with the following recommendations: 1) the membership not be limited to a minimum of 5 members and 2) the membership not be limited to just academic faculty.*

iii. Committee Timeline- (See Attachment)

1. R. Roberson reported that 6 of the 10 committees have submitted their committee goals.
2. J. Munoz suggested that FS request for Faculty Union to hold elections on Friday, April 04, 2013 and committee chairs should announce their vacancies by February 28, 2013.
3. R. Roberson will send out a revised committee timeline to all committee chairs.

V. New Business:  
None

VI. Open Discussion:  
None


VII. Next Meeting: Wednesday, October 31, 2013 @ 3:30 p.m.; Tech Building, TC1210.

VIII. **M/S/A to adjourn at 2:56 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

Memorandum

To: Vice-President, Academic Affairs Division

From: President, Faculty Senate

Subject: Establishment of General Education Committee

Date: October 23, 2013

Having met and discussed the request from the Chairperson of the Learning Outcomes Committee (LOC) to establish a General Education (GenEd) committee within the LOC, the Faculty Senate voted to support this request.

Please let me know if this memorandum is all that is needed from the Faculty Senate or if there are other requirements or procedures that need to be provided or followed.

Thank you.

Robin Roberson

---

**FW: Gen Ed committee**

1 message

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**Fred Tupaz** <frederick.tupaz@guamcc.edu>

Thu, Oct 17, 2013 at 1:30 PM

To: "R. Ray D. Somera" &lt;reneray.somera@guamcc.edu&gt;

Cc: Robin Roberson &lt;robin.roberson@guamcc.edu&gt;, Ronald Gary Hartz &lt;ronald.hartz@guamcc.edu&gt;

Hafa Adai Dr. Ray,

Please see the attached LOC Request that was drafted by Patty Terlaje and Dr. Karen Sablan.

Robin – I'll draft a memo for your signature to forward to Dr. Ray so we can officially formalize the Gen Ed committee.

Best Regards,

Fred

---

**From:** Patricia M. Terlaje [mailto:patricia.terlaje@guamcc.edu]**Sent:** Thursday, October 17, 2013 12:41 PM**To:** 'Fred Tupaz'**Subject:** RE: Gen Ed committee

Hi Fred,

The attached document is what Karen & I worked on. I hope this document helps.

Sincerely,

Patty

---

**From:** Fred Tupaz [mailto:frederick.tupaz@guamcc.edu]**Sent:** Thursday, October 17, 2013 11:11 AM**To:** Patricia M. Terlaje**Subject:** Gen Ed committee

Hafa Adai Patty,

I'm trying to draft a memo for Dr. Ray and I to sign-off on formalizing the Gen Ed Committee. I was advised that you may have a draft of one that Karen Sablan had put together. If you do have one, could you please forward it to me at your earliest convenience. Thanks!

Regards,

Fred

---

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2014.0.4158 / Virus Database: 3614/6755 - Release Date: 10/16/13



**LOCREQUEST TO CREATE A COMMITTEEAY13-14.docx**

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## REQUEST TO CREATE A COMMITTEE

Per Article VII.D.1b of the Agreement between the Guam Community College Faculty Union / Guam Community College Board of Trustees the creation of a committee to be included in Article VII may be created through mutual agreement at any time during the life of the agreement. The following is submitted for consideration:

Name of new committee: General Education Committee

Purpose of new committee: To ensure the integrity of General Education courses at Guam Community College are in support of the College's mission and the relevant charges of the Learning Outcomes Committee addressing General Education issues.

Is there any other committee who's charge is similar or includes what the charge of this committee shall be: [ ] Yes [X] No

Charge of new committee:

As a subsidiary to the existing Learning Outcomes Committee (LOC) charge as follows:

This Committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community. In addition, this committee reviews, explores, and assesses the effectiveness of General Education policies and procedures, making recommendations to the Faculty Senate, Departmental Chairpersons, Committee Chairpersons, and administrators as appropriate. The Committee will involve administrators, faculty, staff members, and students in efforts to guide and continually improve the institutional and student learning outcomes.

The General Education Committee, as a newly formed committee will address the above charges by:

- Establishing guidelines for general education in all degree and certificate programs
- Assessing current General Education courses for effectiveness and to ensure they meet ILOs and
- Reviewing and approving new course guide submissions for proposed General Education courses

Recommended make-up of the committee (with reason for the recommendation)

Faculty: Not more than 5 members; additional members may be assigned by the Faculty Senate President if requested by the committee's chairperson after all other committees are filled.; faculty to represent each academic department (English, Math, Science, and Social Science).

Staff: O

Administrators: O


Appendix# M

Initials: \_\_\_\_

RDS FQT

Request to Create a Committee

Date: \_\_\_\_\_

Initials:   
RDS RGH  
Date: 4/25/2013

Date recommended to convene the committee: Fall 2013

Submitted by: General Education Working Group Date: 9/6/13

For approval, this request must be accompanied by a cover memo from the relevant governance bodies: Faculty Senate, if the request is for a Faculty Senate Committee; College Governing Council, if the request is for a Committee with a recommended make-up of faculty, staff, and/or administrators.

**Approval:**

For the Guam Community College Board of Trustees:

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Dr. R. Ray Somera, Vice President, Academic Affairs

Date: \_\_\_\_\_

For the Guam Community College Faculty Union:

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Frederick Q. Tupaz, GCC Faculty Union President

Date: \_\_\_\_\_


Appendix# M

Initials: \_\_\_\_

RDS FQT

Request to Create a Committee

Date: \_\_\_\_\_

Initials:   
RDS RGH  
Date: 4/25/2013

# COMMITTEE TIMELINES

TASK	DUE BY	DUE TO	TASK TO BE COMPLETED BY
Identify membership for the next academic year	May 2, 2014	Faculty Senate President	Committee Chairperson
Identify membership for the next academic year	May 7, 2014	AVP	Faculty Senate President
Update membership of the academic year	September 2, 2014	Faculty Senate President	Committee Chairperson
Identify committee goals	October 15, 2013	Faculty Senate President	Committee Chairperson in consultation with Committee members.
Prepare Mid-year Faculty Accountability Report for Committee Work	December 7, 2013	Faculty Senate President	Committee Chairperson in consultation with Committee members.
Prepare End-of-the year Faculty Accountability Report for Committee Work	April 14, 2014	Faculty Senate President	Committee Chairperson in consultation with Committee members.



**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**  
**Wednesday, October 30, 2013**  
**Technology Conference Room – TC1210**  
**@ 3:30 p.m.**

I. Meeting called to order @ 3:35 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	another meeting
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	x
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**A. Roberto moved to approve minutes of October 23, 2013 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws- Tabled
- b. DC Workload Computations and Special Projects- R. Roberson reported that this issue will be addressed by President Okada in a couple of days.
- c. 12-month DC Administrators- R. Roberson presented the memo to FS for approval. (See Attachment)  
**T. Lizama moved to approve the attached memo with changes motion was seconded by N. Aguilar. No further discussion, motion passed unanimously.**
- d. Memo from Dean regarding Student Organization Advisors- R. Roberson stated that this issue will remain on the agenda pending status of Staff Senate Executive Council.
- e. Request for additional committee members-
  - i. R. Roberson reported that F. Tupaz and he met with Dr. Somera on Tuesday, October 29, 2013.
  - ii. Dr. Somera mentioned that he did not want any disruption to committee member workload. R. Roberson assured Dr. Somera that committee member workload will not be affected by additional members. He also stated that this is a way for faculty to familiarize themselves with the committees work and to be involved with the Governance Process.
  - iii. Dr. Somera requested that R. Roberson prepare a memo. (See Attachment) R. Roberson submitted the attached memo to Dr. Somera on Wednesday, October 30, 2013 at 10:00 a.m. Dr. Somera replied by sending a memo for R. Roberson and F. Tupaz signatures.

- iv. R. Roberson requested that B. Blas arrange a meeting with Dr. Somera for Thursday, October 31, 2013 at 10:00 a.m. or 10:30 a.m. to discuss the memo. B. Blas will send an email as soon as meeting is scheduled.

V. New Business:  
None

VI. Open Discussion:  
a. Donations for faculty member- N. Aguilar announced that he requested for \$20.00 from each faculty member in his department for Lani Gamble.

VII. Next Meeting: TBA (Emergency meeting might be requested to address a Faculty Ethics Complaint)

VIII. M/S/A to adjourn at 4:20 p.m.

Submitted By:

  
\_\_\_\_\_  
Barbara S. Blas

Approved By:

 11/13/13  
\_\_\_\_\_  
Robin Roberson

Memorandum

Date: September 19, 2013

To: Vice-President, Academic Affairs

Via: Dean, TPS and Dean, TSS

From: President, Faculty Senate

Subject: Faculty Senate Actions

At our meeting yesterday the Faculty Senate engaged in lengthy and substantive discussions on issues which will have significant ramifications on faculty, students, and the institution: the discussion of department chairs assuming the role of 12-month administrators, the inclusion of special projects in the computation of department chair workloads, and the movement to reorganize the English and Math departments.

Regarding the role of department chairs becoming 12-month administrators, we agreed that it would be best to postpone all discussion until the negotiations commence for the new contract. In the meantime, we will refer all inquiries on the matter to the Faculty Union and continue the dialogue with our faculty, gathering their concerns and answering their questions.

On the issue of including special projects in the computation of department chair workloads, the Faculty Senate acknowledges and agrees with the assertion that a special project requires just as much, if not more effort to manage as does a regular course. Consequently, special projects should be included in the courses used to calculate the workload of a department chair.

Finally, with the movement to reorganize the English and Math departments, we agreed that at this time we do not support reorganizing these two departments. Instead, we will allow the affected departments the opportunity to present their ideas for improvement to the management. We have full confidence in the faculty to arrive at solutions for the challenges that their department faces.

If you have any questions, please let me know.

Robin Roberson

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received

Memorandum

To: Vice-President, Academic Affairs Division  
From: President, Faculty Senate  
Subject: Committee Requests for Additional Members  
Date: October 29, 2013

RECEIVED

ACADEMIC AFFAIRS

Vice President's Office

Date: 10/30/13 Time: 10:00AM

Initials: RF/WR

Pursuant to the provisions of Article VII of the Agreement between the Guam Community College Faculty Union and the Board of Trustees Guam Community College, the chairs of the Committee on College Assessment (CCA), Standard I, and Standard III have requested additional committee members.

It is my understanding that:

- Professor Anthony San Nicolas has expressed interest in serving on the CCA;
- Faculty member Bertha Leon Guerrero has agreed to serve on Standard III; and
- There is an active search for additional members for Standard I.

Justification for these requests includes:

- There will be no disruption to other committees as additional members identified above are not currently serving on a committee.
- There will be no workload issue as committee work is not required for the members identified above.
- This will be an ideal time for these additional members to become familiar with the committee goals, processes, and outcomes.
- This will provide an opportunity for the faculty to participate in the governance process and institutional involvement aspect of their professional growth.

Thank you for your attention to this memorandum.



Robin Roberson

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

### Minutes

Wednesday, November 13, 2013

Technology Conference Room – TC1210

@ 2:00 p.m.

I. Meeting called to order @ 2:07 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	absent
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	x
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**T. Lizama moved to approve minutes of October 30, 2013 motion was seconded by J. Munoz. No further discussion, motion passed unanimously.**

IV. Old Business:

- Faculty Senate By-laws- No development.
- DC Workload Computations and Special Projects- No development.
- 12-month DC Administrators- No development.
- Memo from Dean regarding Student Organization Advisors- No development.
- Request for additional committee members- R. Roberson reported that T. Lizama and he met with Dr. Somera regarding additional members for committees. As per their conversation, R. Roberson needs further clarification whether Dr. Somera will allow new members to committees. J. Munoz suggested that R. Roberson meet with Dr. Somera for better clarification.

V. New Business:

- Memo from Dr. Somera

The memo is regarding FS Year-End Reports and Evidence. R. Roberson reported that FS will now be required to participate in the assessment process and will coordinate with Marlena Montague. R. Roberson stated that by May 31, 2014 will prepare a FS Year End Narrative Report for AY2013-2014 with evidence. T. Lizama suggested that an email account be created for FS to respond to any faculty concerns and issues. R. Roberson will address this issue.

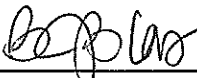
VI. Open Discussion:

None


VII. Next Meeting: November 20, 2013 @ 2:00 p.m. in TC1210.

VIII. M/S/A to adjourn at 2:44 p.m.

Submitted By:

  
Barbara S. Blas

Approved By:

  
Robin Roberson

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**  
**Wednesday, November 20, 2013**  
**Technology Conference Room – TC1210**  
**@ 2:00 p.m.**

I. Meeting called to order @ 2:43 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	x
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	x
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	another meeting
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	x
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	x
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	x

III. Review of Minutes:

**T. Lizama moved to approve minutes of November 13, 2013 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws - Tabled.
- b. Request for additional committee members - R. Roberson reported that he met with Dr. Somera regarding additional committee members. As per their conversation, R. Roberson needs to provide Dr. Somera with the following: 1) T. Datuin workload does not include LOC, and 2) A. San Nicolas statement that he will not seek compensation for his assistance in CCA. R. Roberson suggested that T. Datuin be asked if she is willing to be the chair for Standard I Committee. T. Lizama will ask T. Datuin if she would like to be the chair for Standard I Committee.

V. New Business:

- a. Review of Adjunct Hour Policy (135 hours) - R. Roberson reported that this issue has been discussed at the CDC meeting. There was an informal poll; need to allow more time to provide input as to what constitute 135 hours. No recommendations from FS can be made until a decision has been made by faculty members.
- b. Adjunct/Outside Employment Load – R. Roberson reported that the CDC agreed that they are aligned for further discussion with faculty members within the departments.

VI. Open Discussion:

- a. Faculty Concern – R. Roberson reported on the following:
  - i. A faculty member was taken out of class during instructional time to be served a subpoena to appear as a witness for an ongoing civil action that the TPS Dean has filed against another faculty member.
  - ii. Faculty members concerns:
    1. The matter and method that she was pulled out of her classroom.
    2. Why she is being involved in this case?
    3. The effect of her evaluation.

iii. How should FS proceed with the faculty members concerns?

1. T. Lizama suggested verifying if the person who requested for the faculty member to be pulled out from instructional time abused his/her authority.
2. T. Lizama suggested verifying if proper policies and procedures were taken.
3. FS will verify the faculty member resolution.
4. N. Aguilar suggested that the faculty member fill out the Faculty Concern Form before any action is taken by FS.
5. A. Roberto suggested that FS members give themselves time to absorb the situation and seek further advice before next FS meeting. Further discussion is needed immediately.

VII. Next Meeting: December 4, 2013 @ 2:00 p.m. in TC1210 (Tech Conference Room).

VIII. M/S/A to adjourn at 3:26 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

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**Minutes**

**Wednesday, December 04, 2013**  
**Technology Conference Room – TC1210**  
**@ 2:00 p.m.**

I. Meeting called to order @ 2:43 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	absent
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**T. Lizama moved to approve minutes of November 20, 2013 with minor corrections motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws - Tabled.
- b. Request for additional committee members – R. Roberson reported that he spoke with T. Datuin regarding chair for Standard I Committee. T. Datuin mentioned that she is willing to accept the position if she has support. T. Lizama and Ricky Tyquiengco resigned as chair and member, respectively, of Standard I Committee. R. Roberson will announce vacancy of Standard I Committee at the Faculty Gather on Friday, December 6, 2013 @ 3:30 p.m. in the MPA.
- c. Faculty Concerns – R. Roberson reported the faculty member does not want to pursue this concern.

V. New Business:

- a. ISMP input from Faculty Senate – R. Roberson stated that Friday, December 6, 2013 is the deadline for feedback and comments. He will complete his review of the draft and submit his feedback and comments from FS.
- b. Job Specs ratification meeting – December 6, 2013 @ 3:30 p.m. in the MPA. B. Blas will prepare a sign-in sheet.

VI. Open Discussion:

- a. SOP or Procedure Manual for Incentive Funds – A. Roberto asked, “Is there an SOP or Procedure Manual for Incentive funds?” R. Roberson suggested approaching either of the following for guidelines: 1) The entity/department that manages the incentive fund; or, 2) The Business Office which handles all financial transactions. A. Roberto will verify with Business Office and Education Department on use of incentive funding.
- b. Department Chair; Steve Lam issue – R. Roberson reported that each year Department Chairs request additional fulltime faculty. The request includes data justifying these positions. S. Lam submitted his

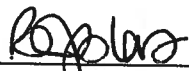


request for fulltime faculty, justifying the need for additional developmental math fulltime faculty. S. Lam informed R. Roberson that he was given conflicting information: 1) Two fulltime positions were approved for full time/limited term appointments; that he could not use those two positions for developmental math courses; and if he does not use both positions for non-developmental math courses, the positions will be forfeited.

VII. Next Meeting: B. Blas will email FS members to call for meeting on 01/22/2013.

VIII. M/S/A to adjourn at 3:05 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**

**Wednesday, January 22, 2014**

**Faculty Senate Office – C2**

**@ 2:00 p.m.**

I. Meeting called to order @ 2:18 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	✓
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**T. Lizama moved to approve minutes of December 04, 2013 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

**A. Roberto moved to approve minutes of Faculty Senate Gathering on December 06, 2013 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws – Tabled
- b. Standard I – Need for members. R. Roberson reported the following:
  - i. T. Datuin accepted as chair, but R. Roberson needs to verify if she has an overload of classes at UOG.
  - ii. J. Kerr will take into consideration to join the committee she will speak to C. Matson for more information regarding Standard I Committee.
- c. Job Specs ratification meeting – R. Roberson reported that he spoke to the Job Specs Committee regarding faculty concerns and issues discussed at the Faculty Gathering in December 06, 2013. The outcome was successful. F. Tupaz scheduled a meeting for ratification of Job Specs on Friday, January 24, 2014.

V. New Business:

- a. Joint Leadership Meeting – Friday, January 17, 2014. R. Roberson received an email prior to the Joint Leadership meeting from President Okada that stated, “AY2012-2013 increments will be the bases for faculty increments for FY2015.” FS will seek clarification for faculty increments through the governance process.

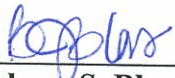
VI. Open Discussion:

- a. FY2015 Budget – FS reviewed the documents and agreed to bring issues and concerns to RPF and CGC to be discussed.


VII. Next Meeting: Wednesday, January 29, 2014 @ 2:00 p.m. in Tech Conference Room (1210). Faculty Senate meeting will be every Wednesdays until end of the semester.

VIII. M/S/A to adjourn at 2:49 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

### Minutes

Wednesday, January 29, 2014

Technology Conference Room – TC1210

@ 2:00 p.m.

I. Meeting called to order @ 2:16 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	absent
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**A. Roberto moved to approve minutes of December 04, 2013 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- Faculty Senate By-laws – Tabled
- Standard I – R. Roberson reported that T. Datuin accepted as chair regardless and is willing to serve without compensation. She invited T. Lizama and R. Tyquiengco to again serve on Standard I. R. Roberson will request for the Department Chairs to provide a list of faculty who have not included a committee on their workload. If no faculty volunteer, R. Roberson will appoint a member.
- Job Specs ratification meeting – Union meeting on Friday, January 24, 2014 this issue should be resolved.
- FY2015 Budget – R. Roberson received clarification from C. Santos that there is no “normal process” for increments in the sense that the current academic year evaluation does not automatically become effective in the next fiscal year’s budget. For example, there is no guarantee that the AY13-14 evaluations will be reflected in the August 2014 paycheck. C. Santos further stated that the BOT has determined if increments will be awarded or frozen and that increments are always subject to availability of funding.

V. New Business:

- G. Hartz (Associate Dean) – requested a copy of the AY2013-2014 committee membership listing. R. Roberson informed G. Hartz that he will provide him an update of any changes in committee membership by Friday, January 31, 2014. The agreement states that the committee membership is due to the AVP by the last meeting day of the Spring semester and committee chairs must update membership lists by the first duty day of September.

VI. Open Discussion:

None

VII. Next Meeting: Wednesday, February 05, 2014 @ 2:00 p.m. in Tech Conference Room (1210).

VIII. **M/S/A to adjourn at 2:48 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

**Minutes**

**Wednesday, February 05, 2014**  
**Technology Conference Room – TC1210**  
**@ 2:00 p.m.**

I. Meeting called to order @ 2:10 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	absent
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**J. Munoz moved to approve minutes of January 29, 2014 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws – Tabled
- b. Standard I – R. Roberson reported that T. Datuin is the chair. Ronnie Abshire is also on this committee. There may be another faculty member who will join, pending the approval of the faculty member's dean. T. Datuin invited T. Lizama and R. Tyquiengco to again serve on Standard I. R. Roberson will update the AY2013-2014 Committee Membership Listing and send a copy to all FS members.
- c. Job Specs ratification meeting – was ratified at the union meeting on Friday, January 24, 2014.
- d. FY2015 Budget – R. Roberson reported that RPF and CGC have approved the budget with the caveat that AY2012-2013 faculty increments used in FY2015 budget is for planning purposes only and the faculty does not waive future or past due increments.

V. New Business:

- a. Secondary site visits – R. Roberson sent out invitations to FS members and will email the schedule.
- b. PDRC Travel Policy and Mid-Term Report – (See Attachments) R. Roberson requested for FS members to review the Travel Policy and provide feedback. PDRC Mid-Term Report was submitted by PDRC Chair (C. Camacho). C. Camacho is still encouraging faculty to submit requests while funding is available.
- c. Distance Education Project Start Announcement – As stated in the agreement, “no other committee can be created if there is a committee that already has the charge, unless they go through the process.” R. Roberson requested for the union to provide clarification whether it is in fact a violation of the agreement.

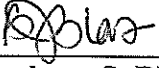
VI. Open Discussion:

- a. G. Hartz (Associate Dean/Counselor) – R. Roberson will send a request for the union to clarify G. Hartz position whether he is, an Administrator or a Faculty? Could he be both?


VII. Next Meeting: Wednesday, February 19, 2014 @ 2:00 p.m. in Tech Conference Room (1210).

VIII. M/S/A to adjourn at 2:24 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**


  
\_\_\_\_\_  
**Robin Roberson**

**GUAM COMMUNITY COLLEGE**  
**Professional Development Review Committee**

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January 30, 2014

**MEMORANDUM**

**To:** College President  
**Via:** Academic Vice President  
**From:** Clare Camacho, Chair, PDRC   
**Subject:** Mid-term Written Report

Current members include Doreen Blas (Secretary), Anthony San Nicolas, Marsha Postrozny, Donna Cruz, Sally Sablan (Chair Elect), and Clare Camacho (Chair). All members have 100% attendance at meetings and responding quickly to applications including submissions before the due date resulting in timely responses to faculty members.

As of 1/31/14, PDRC has a balance of \$39,297.42. See attached for breakdown of funds. The total number of off-island travel applications is 8, all were approved by PDRC. Out of the 8, 2 were not approved beyond PDRC, and 1 was withdrawn by the traveller. The total number of tuition applications is 10. All were approved by PDRC.

PDRC has also updated and streamlined standard operating procedures. The main changes include addition of fees and textbooks to tuition assistance and making the process easier for applicants. PDRC also removed requirement for action plan for tuition applicants. Applicants from last semester will be notified of this.

PDRC is working on the form for recording of non-PDRC activities. Since the form is for recording purposes only, approval from the President on this form does not mean approval of travel. Therefore, the committee is reviewing changing the form to clarify the purpose. As of August 2013, a total of 8 non-PDRC forms were signed.

PDRC continues to encounter challenges. Faculty continue to report delays for an approved application to be processed. Applicants have mentioned that by the time the application is approved, the quotes are expired and applicants are frustrated with getting new quotes. In addition, although the TA is submitted ahead of the 2-week requirement, delays have caused cancellations of activities.

Copies to: Robin Roberson, Faculty Senate President  
Fred Tupaz, Faculty Union President



# PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE

Guam Community College

As of January 30, 2014

DATE	FACULTY	TYPE	AMOUNT APPROVED	AMOUNT	ACCOUNT BALANCE	COMMENTS
					\$75,000.00	
08/07/13	Terry Kuper	Tuition	\$1,332.00	\$1,332.00	\$73,668.00	
09/20/13	Normal Guerrero	Tuition	\$1,970.00	\$1,970.00	\$71,698.00	
09/23/13	Tonirose Realica	Tuition	\$2,500.00	\$2,500.00	\$69,198.00	
10/01/13	Adrian Atalig	Tuition	\$2,500.00	\$2,500.00	\$66,698.00	
10/04/13	Sally Sablan	Travel	\$3,774.63	\$3,774.63	\$62,923.37	
10/08/13	Clare Camacho	Tuition	\$709.00	\$709.00	\$62,214.37	
10/14/13	Troy Lizama	Travel	\$3,136.19	\$0.00	\$62,214.37	Not approved
10/30/13	Adrian Atalig	Travel	\$3,487.73	\$3,595.82	\$58,618.55	
10/30/13	Ricky Tyquiengco	Travel	\$3,569.53	\$3,362.35	\$55,256.20	
11/04/13	Clare Camacho	Travel	\$3,118.59	\$0.00	\$55,256.20	Withdrew TA
11/07/13	Marsha Postrozny	Tuition	\$1,330.05	\$1,330.05	\$53,926.15	
11/18/13	Wilson Tam	Tuition	\$2,500.00	\$2,500.00	\$51,426.15	
11/27/13	Theresa Datuin	Tuition	\$2,500.00	\$2,500.00	\$48,926.15	
12/16/13	Zhaopei Teng	Travel	\$2,700.23	\$0.00	\$48,926.15	Not approved
01/28/14	Terry Kuper	Tuition	\$1,079.15	\$1,079.15	\$47,847.00	
01/15/14	Maria C. Delos Santos	Tuition	\$485.00	\$485.00	\$47,362.00	
01/17/14	Clare Camacho	Travel	\$4,076.29	\$4,076.29	\$43,285.71	
01/28/14	Troy Lizama	Travel	\$3,988.29	\$3,988.29	\$39,297.42	

**GUAM COMMUNITY COLLEGE**  
**Faculty Senate**

**GCC's Mission Statement:**

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

**Minutes**

**Wednesday, February 19, 2014**

**Technology Conference Room – TC1210**

**@ 2:00 p.m.**

I. Meeting called to order @ 2:06 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	absent
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	✓
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**J. Munoz moved to approve minutes of February 5, 2014 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

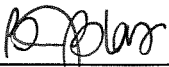
- a. Faculty Senate By-laws – Tabled
- b. Secondary site visits – R. Roberson presented a draft of comments discussed by faculty members as well as the faculty's attendance of meetings by percentage (See Attachment). R. Roberson requested for FS members to submit their comments to finalize the reported data.
- c. PDRC Travel Policy and Mid-Term Report – A. Roberto submitted his changes by email. R. Roberson requested for all changes to be submitted before the next FS meeting.
- d. Distance Education Project Start Announcement – Ellucian Consultants requested to meet with R. Roberson as Department Chair-Chair and Faculty Senate President. Ellucian also requested that R. Roberson ask the Department Chair Committee and the Faculty Senate Committee, what is each committee's resolution on Distance Education Project? R. Roberson will draft a statement to emphasize the following points: 1) the process should go through the established committees which are CTC or LOC, and 2) faculty will insist on retaining their overall responsibility for all curriculum related issues.
- e. Associate Dean/CTE Counselor Status – Need to determine status of CTE Counselor or Administrator (R. Hartz). No announcements for a counselor at Southern High School.

V. New Business:

- a. Faculty Tuition Waiver – R. Roberson will prepare a proposal and present at next FS meeting.

VIII. M/S/A to adjourn at 3:25 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

February 3, 2014

TO: Faculty Senate

FROM: Clare Camacho, PDRC Chair  
PDRC Committee Members



RE: Travel Policy

*Hafa adai!* The PDRC met on January 30, 2014 and unanimously agreed to the following recommendations for changes to the Travel Policy.

1. Upon death of employee, payback provisions for travel shall be voided. Rationale being that the employee can no longer provide the service payback and financial payback from the family may cause hardship. The PDRC recognizes that this may be challenging because of funding source (such as federal requirements) but the probability of this occurring is low.
2. Issuance of trip reimbursement will be no less than 21 calendar days after submission of trip report and reimbursement form.
3. Minor corrections to forms and grammar (see attached which were sent to Vice-President Santos at the beginning of the academic year).
4. In order to exercise fiscal responsibility, the College will ticket and register travelers up to two months before the scheduled trip. This ensures that the College gets the best rates, including early registration and lower ticket prices. Earlier registration times should be considered for those presenting at conferences, if required.

We kindly request that the proposed changes be reviewed and, if approved, sent forward to the respective governance committees. Thank you for your consideration.

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for administrators, faculty, staff, students, and Board of Trustees members to travel on official business; and

**WHEREAS**, the Board of Trustees has the responsibility to establish a travel policy which meets the need of the College employees and students to attend certain workshops, seminars, meetings and other educational functions off-island and which, at the same time, provides criteria which makes the most efficient use of both local and Federal funds.

**NOW, THEREFORE, BE IT RESOLVED**, that all College travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College.

**BE IT FURTHER RESOLVED**, that except for unusual circumstances approved by the Board of Trustees only one person may travel to attend the same activity.

**BE IT FURTHER RESOLVED**, that all off-island travel of administrators, faculty, staff, and students is to be approved by the President prior to travel. Travel of the Board of Trustees and the President is to be approved by the Board of Trustees. Following any travel, the person(s) who travel shall provide a narrative report of the results of said travel to the President, or in the case of the President or a Board of Trustees member, to the Board of Trustees.

**BE IT FURTHER RESOLVED**, that all travel shall be further governed by the travel procedures issued on October 20, 1993 and/or as subsequently amended by the President who has the responsibility to keep such procedures current and to ensure that such procedures are followed to meet both the spirit and the intent of this policy.

**Amended & Adopted: November 3, 2011  
Resolution 4-2012**

**Amended & Adopted: September 5, 2008  
Resolution 34-2008  
Adopted: February 1, 1995  
Resolution 8-95**

*advanced per diem  
2 business days*

# **GUAM COMMUNITY COLLEGE**

**- KULEHON KUMUNIDAT GUAHAN -**

## **TRAVEL**

**- POLICY & PROCEDURES -**

**APPROVED BY BOARD OF TRUSTEES**

*On*

*10/20/93*

*Revised, 10/11/02*

*Revised, 09/05/08*

*Revised, 11/03/11*

Ver 1.11

11/3/11

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### **APPENDICES**

<b>APPENDIX 1</b>	Travel Request/Authorization Checklist
<b>APPENDIX 2</b>	(GCC Form TA) Travel Request/Authorization Form
<b>APPENDIX 3</b>	(GCC Form TR-01) Trip Reimbursement Form
<b>APPENDIX 4</b>	(GCC Form TR-02) Trip Report Form
<b>APPENDIX 5</b>	(GCC Form TR-03) Trip Reimbursement (Detail Supplemental) Form
<b>APPENDIX 6</b>	Mileage Reimbursement Log
<b>APPENDIX 7</b>	Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement Form
<b>APPENDIX 8</b>	Advance Per Diem Agreement & Acknowledgment of PL 31-117




## TRAVEL POLICY

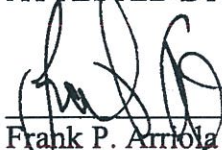
It is the policy of the Board of Trustees that all college travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College. With this in mind, departments shall exercise prudence in sponsoring all travel. This especially includes travel for temporary, probationary, or retiring employees.

Off island travel of faculty, staff, administrators, and students is to be approved by the President **prior** to the travel. Travel of the Board of Trustees and the President is approved by the Board. A narrative justification or other pertinent information (such as conference or workshop agendas) of the travel must accompany the request. For special reasons, the President **may** approve more than one person traveling for the same purpose. After any off island travel, a trip report of the benefits gained from the trip, a copy of the ticket, original boarding passes, and/or required receipts must be turned in to the Business Office for reimbursement and close out processes within **10** days after travel ends.

Student group travel can be an important part of the educational experience. Within the limits of funds available, Guam Community College encourages such student travel. Plans for such travel should be approved in advance with appropriate funding identified.

 **NOV 03 2011**  
Gina Y. Ramos  
Chairperson Board of Trustees

ATTESTED BY:

 **NOV 03 2011**  
Frank P. Arriola  
Secretary



## TRAVEL PROCEDURES

### - OFF ISLAND TRAVEL -

#### SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

Approval of travel is done through a travel authorization form (TA). Travelers normally utilize the most economical means of transportation. After return from a trip, the traveler is to file a trip report and a travel reimbursement form (TR). A traveler may be reimbursed for travel on a flat per diem basis or on an actual expenditure basis, depending on the duration of travel. Travelers claiming actual expenditure reimbursement must receive PRIOR approval.

#### TRAVEL AUTHORIZATION

Off island travel is initiated at GCC by preparation of a travel authorization request at the departmental level. This should then be approved by the appropriate Dean or Vice President. Final approval is given by the President. The request should be prepared to allow at least **fourteen days** ticketing prior to the time scheduled for the travel. This should take into consideration the processing and approval time required. ~~(See Appendix 2)~~. Exceptions can be made only in an emergency.

*Not appendix*

*1 comes before 2 / appendices not numbered in order*

The traveler shall fill out the Travel Authorization Checklist (see **Appendix 1**) and the Travel Authorization form and ensure that all required information is attached. The traveler will attach the **actual** itinerary to the travel authorization and a list of anticipated expenditures. Ticket arrangements are required to be made from the list of authorized travel agents and one quote may come from the airline directly. (Note that United allows for a 14 day reservation if the local office is called). Three price quotations for three different routes, must accompany all travel authorizations.

It may be appropriate for the College to send a traveler to more than one conference. If there are open days between conferences, the traveler and the person authorizing the travel should discuss and agree upon, in writing, whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

A copy of the standard travel authorization form (TA) is included in **Appendix 2**. - 7

Travel authorization is required for all travel related activities. This includes travel paid by the College or by a third party. Whether it is leave without pay, administrative leave or personal leave.

*Not a complete sentence*

## TYPES OF TRAVEL AUTHORIZATION

The following types of travel are authorized as indicated:

### Travel on Official College Business

The Chairperson of the Board of Trustees shall authorize ~~such~~ travel for members of the Board and the President. The President shall authorize this type of travel for all other employees. Any requests not duly authorized via an approved travel authorization **prior** to the commencement of travel will be charged to the individual traveler.

### Travel with side trip

The travel policy states that travel be performed for the direct benefit of the College. However, travelers who want to include a side trip into their travel must pay the cost of the additional trip and any other costs. The College will pay the lowest travel cost, based on determination of the total trip cost. Travelers must obtain at a minimum 4 price quotations to include the following when including a side trip:

- a. 3 price/route quotations with extended dates
- b. 1 price/route quotations with extended dates inclusive of side trip.

← not clear -  
has to be to conference  
city & back

### Travel of Employees hired from Off-Island

This travel is approved by the President and is covered by the employment contract. A person whose education has been covered by payment from the GovGuam Student Financial Assistance Fund within twelve months of the first workday at the College is not entitled to recruitment travel funds as an off-island hire.

### Student Group Travel

Groups traveling (consisting of student, faculty and GCC employee chaperones) shall be allowed to make travel arrangements directly with airlines. This will allow for group discounts to be obtained and flexibility in travel changes. Documentation of the discount and savings must be noted. Additionally, student group travel for off-island competitions may require the group to arrive at the location additional days before the competition. The request for the extended days with any supporting documentation must be submitted and attached to the TA. This will be reviewed by the Vice President of Finance and Administration on a ~~case-by-case~~ basis.

For student group travel, the actual method will be utilized for lodging and transportation, and meals will be paid on the per diem basis.



## FINANCING OF TRAVEL

Travel costs will be paid by GCC per the approved travel authorization. Travelers will have their airline ticket and registration fees paid for with institutional funds, via the GCC corporate credit card. Lodging may be requested to be paid via the College corporate credit card. Travelers may also apply for a travel advance of 80% of the authorized per diem. Per diem advances may be picked up **two** business days in advance of the trip. Travelers will be required to sign the Advance Per Diem Agreement (Appendix 8). An earlier advance may be authorized by the Vice President of Finance and Administration. The President may authorize travel without completion of a travel authorization. This will be done **only** in emergencies.

The traveler must make a written request for the advance per diem, (As noted on the Form TA) at least three days prior to departure. Additionally, the traveler is responsible for ensuring that the request for GCC corporate card is made to purchase the airline ticket, within the advance purchase requirements.

## COST-SHARING

The traveler and the person authorizing the travel may make a cost-sharing agreement about travel costs. These agreements outline a percentage to be paid by the College. They could also agree to the College paying a flat amount and the traveler paying the remainder, or a combination of the two methods such as 50% with a maximum of \$600. They could agree to share the types of costs such as the traveler paying for transportation and the College paying for meals and lodgings.

The Guam Community College may make cost-sharing agreements with other institutions. If a cost-sharing agreement is made, the traveler must submit documentation of the costs to be paid by the College (prior to the travel.)

**Example:** There is only \$700 budgeted for travel in a grant. The traveler may agree to cost-share by submitting documentation to support at least \$700 in expenses.

## ALLOWABLE EXPENDITURES AND REIMBURSEMENT

At Guam Community College there are two options for seeking reimbursement for travel expenses. The first option is to seek per diem. Under the per diem method, a standard daily amount is available. This amount is expected to cover standard travel expenditures (see Table 1). The traveler still remains free to seek reimbursement for additional reasonable expenditures for items not covered by the per diem (see Table 2). Such additional expenditures must be documented as

required and approved prior to travel. Documentation of standard per diem expenses is not required when seeking reimbursement under the per diem option. If conference fees include meals, the traveler will reduce their per diem for these meals.

The second option is to seek reimbursement for all reasonable expenditures, also called the Actual Method. Reasonable expenditures include all expenditures covered by per diem plus other directly related travel expenditures. In this option, additional appropriate documentation is required and the traveler must fill out and attach the Trip Reimbursement Detail Form (**Appendix 5**).

**However, travel in excess of seven (7) calendar days will be required to use the actual method for lodging. The per diem method will be allowed only for meals.** Only 1 option may be chosen, not a combination of both options, except for travel in excess of 7 calendar days, and requests must be made prior to actual travel. For travelers who use the actual method, lodging costs should not exceed the standard daily lodging rate. If traveler requests for lodging costs in excess, the request must be made in advance with proper justification.

**Example:** The conference is being held at a hotel whose cost is \$150 per day, but standard lodging is \$100 per day. It is beneficial to the traveler to stay in the same hotel as the conference site.

At Guam Community College almost all travelers utilize the per diem method. This usually provides the greatest efficiency for the traveler and the college.

Standard expenditures covered by per diem:

**TABLE 1**

1.	Meals
2.	Lodging. The term "lodging" does not include transportation related accommodations on airplanes, ships, or trains.
3.	Tips to waiters, porters, bellboys, hotel maids, dining room stewards.
4.	Laundry, cleaning and pressing of clothing. (Limited to \$20 per day)
5.	Excess baggage charges.
6.	Telephone, fax or other communication service.
7.	Currency exchange or passport fees and airport departure taxes
8.	Transportation to and from the airport and parking fees as well as taxis and other local transportation at the destination.
9.	Miscellaneous <del>Travel</del> related expenses.

The following are examples of other travel related costs for which a person may seek reimbursement even if the per diem method is used. Major expenses of this type should be approved at the time of the travel authorization.



**TABLE 2**

1.	Conference or meeting fees.
2.	Long distance calls directly related to the purpose of the travel. Include information on the number called and the business purpose of the expense.
3.	Excess baggage or shipping related to carrying materials to/from a conference or meeting. This includes storage and transfers of such materials.
4.	Justified Business Center services.
5.	Rental of internet access computers or other necessary equipment.
6.	Clerical assistance.
7.	Guides and interpreters.
8.	Packers.
9.	Drivers of vehicles or boats.
10.	Storage of <del>Property</del> <sup>P</sup> .
11.	Hire of a meeting or presentation room or space.
12.	Entertainment expenses.
13.	Small supplies.
14.	Two ten minute long distance calls home.
15.	Rental cars and local transportation.
16.	Necessary storage of baggage.
17.	Other justified expenses directly related to the travel.
18.	Checked luggage fee for the first standard sized bag if there is a fee and based on airline requirements. Justification for second bag must be business related.

The following are examples of costs that are not allowable:

1. Flight insurance (exception, GDOE students).
2. Repairs to home while traveling.
3. Reading materials unrelated to official business.
4. Video or cable charges.
5. Clothing.
6. Alcoholic beverages.
7. Athletic room fees .
8. ATM Fees.
9. Non-justified travel or conference related expenses.

*- is this in OUR policy?*

## PER DIEM

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodging for the travel period.

To determine the number of travel days in a trip, one counts the number of midnights that the

traveler is on travel status. Travel status begins one hour before scheduled takeoff at the airport and ends one hour after return. All time is counted as Guam time.

**Example:** A person leaves Guam at 6:00 a.m. on March 1 and returns to Guam at 6:00 p.m. on March 5. The trip has four travel days: March 1, 2, 3, and 4.

**Example:** A traveler travels six days to Chicago. This includes one day of travel to Chicago, a four day conference and one day for return. The traveler may request per diem for 6 days. The traveler does not have to submit any receipts. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses.

A traveler may use only one method (per diem or actual method, except for travel over 7 calendar days) for the entire trip.

**Example:** A traveler travels four days to Chicago. This includes one day of travel to Chicago, a two day conference and one day for return. The traveler may request per diem for 4 days. If the traveler chooses the actual method (prior to travel) then the traveler would be required to submit receipts. If the Chicago hotel costs more than the allowable lodging per diem rate, the traveler must provide documentation justifying the hotel chosen.

The per diem rates are based on the per diem rate authorized by law. Currently, the rate is available on the following website:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

*— just meals?  
or entire per diem?*

The traveler is entitled to the per diem rate for each travel day of official travel. No more than one day of per diem or expenses may be claimed before the beginning of official business and one day claimed for the return. Exceptions may only be made with prior approval and documentation on the TA.

The following **standard calculation** can be applied for counting travel days:

Trip to the US Mainland:

The traveler may claim a travel day going and a travel day for return.

Trip to Hawaii:

The traveler may claim one travel day.

Trip to any of the Micronesian Islands, Japan and Philippines:

The traveler may claim one travel day. If the airline schedule does not allow a direct return, required stay over days may be claimed. However, documentation must be provided indicating flight availability.

If a traveler goes on annual leave during the trip, the travel days end at the time of the end of business. The traveler may be entitled to per diem or actual hotel and meal expense during a layover on the travel back to Guam.

If a trip is less than one day, the traveler is entitled to all **actual** allowable expenditures. However, the traveler is not entitled to per diem.

**Example:** A traveler goes to Saipan in the morning and returns that evening. The traveler is entitled to actual allowable expenditures but not to per diem.

If a person begins travel without a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return. Exceptions must be authorized in advance.

**Example:** A traveler begins travel on Sunday while on stand-by to return home on Friday. If the traveler is not able to get on the Friday flight, the traveler is not on travel status while waiting for the next available flight.

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates (per 5GCA §23104 (a)(2) Per Diem Allowance).

## **SALARY AND USE OF LEAVE WHILE TRAVELING**

The traveler shall be on administrative leave and will receive a regular salary during the authorized travel time. In general, a traveler will be eligible for one day of administrative leave for each day of authorized travel time. No advances of an employee's salary may be made except in case of emergency. Travelers must attach their Leave Application with the TA as noted in the TA Checklist.

If the traveler becomes sick during a trip or uses other types of leave while on travel status, the traveler must attach a copy of the approved leave form to the travel reimbursement (TR) request.

Upon returning to Guam, the traveler must show the hour of departure and return to duty.

When a traveler takes sick leave because of illness or injury not due to personal misconduct, the prescribed reimbursement will be authorized for a period not to exceed ten days. The approved leave form shall accompany the travel reimbursement request.



## REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT

The traveler must file a trip report (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within **10** business days of return from travel. ~~The trip report should be addressed to the person who authorized the travel.~~ A copy of the approved trip report should be attached to the request for reimbursement. A traveler who is only claiming per diem need only file a copy of the travel authorization and backup, the ticket or (e-ticket) and original boarding passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

If the traveler claims actual expenses and any advance exceeds the amount claimed in the travel reimbursement request, the traveler shall refund the excess at the time the travel reimbursement is submitted.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that may have been made. If any advance is not returned within 10 days, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. Such recovery may be by set-off of salary due, retirement credit, or other financial charges. This may be sought from the person to who advanced or the estate by such legal method of recovery as may be necessary. The traveler will be responsible for any attorney or collection fees paid to collect balances owed.

When actual expenditures are claimed, receipts must support all expenditures. Reimbursement of meals will not exceed the standard authorized rate. Items in a travel reimbursement not properly supported by receipts, where required, will not be reimbursed.

Persons traveling in foreign countries should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged and exchange rate.

All claims for entertainment expense, including those incurred while on travel status, must be justified in writing. Such expenses are reimbursable only when directly connected with the official business of the college. The justification will state:

1. The date of entertainment.
2. The specific purpose of entertainment or the nature of business benefit.
3. The specific names and occupations of the persons entertained.



4. The name and address of the facility used for entertainment.
5. Appropriate receipts.
6. The business purpose of the entertainment and what business was discussed.

A copy of a request for reimbursement form (TR) is included in **Appendix 3.**

### **TRAVELER'S TRANSPORTATION**

All travelers will travel by economy class with the lowest fare airline. The Chairperson of the Board or the President may allow a different class of travel for official business reasons or health reasons. The Vice President of Finance and Administration may allow other than the lowest fare airline to significantly reduce travel time.

Travel arrangements will be made from the list of approved travel agencies and one quote may come from an online airline/website. A traveler must make arrangements early enough to take advantage of the 14 day advance ticket purchase and available discounts. After arrangements are made, payment will be made by the Business Office.

All travel must be by a usually-traveled route. Traveling to the U.S. mainland by going through Japan is considered a usually-traveled route. Travel by other routes is allowable only if the Vice President of Finance and Administration specifically permits such a route.

A person traveling by an indirect route for personal convenience will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred on a usually-traveled route.

If specifically justified and approved in **advance**, the expenses of a car rental may be reimbursed to an employee also claiming per diem. Such approval is given only if there is a business need for such a car. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts.

## SPECIAL QUESTIONS

### Extension of Travel Time

The extension of official travel for GCC requires prior approval by the person authorizing the travel. Exceptions may be made for emergency situations.

### Frequent Flyer Programs

College personnel enrolled in any frequent traveler program while traveling for the College may utilize benefits for their own travel.

### Payback Obligation

Guam Community College has a “payback” policy, Administrative Directive 2010-01. This means that if a person travels off island for training and then leaves the College within twelve months, the person may be liable to pay back the costs of the training. At a minimum, the dates and percentages in Table 3 below will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the *Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement* form prior to leaving on their trip. See **Appendix 7** for these forms. Any requests for exemptions to this directive must be made in writing directly to the President, via the employees supervisor.

**TABLE 3**

Time Worked After Funding (months)	Percentage of payback	Amount
0	100.0%	
1		Less \$200 from entire travel and trip expense on TA
2		Less \$400 from entire travel and trip expense on TA
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Net Balance
12	0.0%	

needed?  
It's in  
appendix

*The following are additional programs that should be reviewed to ensure compliance with those applicable policies and procedures payback provisions:*

Faculty - The Professional Development Review Committee policy and procedures

Staff – The Staff Development/ Program policy and procedures

Administrators - The Staff Development Program policy and procedures and Administrative Directive 2007-03

## **TRAVEL PROCEDURES**

### **- ON ISLAND TRAVEL -**

Guam Community College makes college automobiles available when an employee must travel on college activities. The most common case of this is when an employee must travel to another site for business or to conduct a class. In general, employees should utilize college transportation for such purposes. In special circumstances where there is a significant inconvenience in utilizing a college vehicle, an employee may be authorized to utilize their personal transportation for college purposes. Such travel must be authorized ahead of time. Before the initial use of the vehicle, the traveler must provide documentation:

1. Valid Guam driver's license.
2. Valid registration and insurance

Such authorization must be granted by the appropriate Vice President or Dean. The authorization must be in writing and must be for a limited period of time, not to exceed the time of one semester.

At the time of reimbursement, the employee should supply a copy of the documentation, a log listing the day and time of each trip, the beginning and ending mileage and the net mileage. See **Appendix 6** for the Mileage Reimbursement Log.

Requests for mileage reimbursement will be at the standard IRS rates, which can be viewed at the Internal Revenue Service website, [www.irs.gov](http://www.irs.gov).



## GUAM COMMUNITY COLLEGE Travel Request/Authorization Checklist

Faculty Name \_\_\_\_\_

Administrative Staff \_\_\_\_\_

Yes	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Properly filled out Travel Request/Authorization with authorized signatures?
<input type="checkbox"/>	<input type="checkbox"/>	2. Printed per diem rates for cities traveling to, from the following website: <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a>
<input type="checkbox"/>	<input type="checkbox"/>	3. Three price quotations from approved list of travel agents or airline? Note: Please indicate last date to purchase tickets.
<input type="checkbox"/>	<input type="checkbox"/>	4. Memo or email requesting for advance per diem addressed to VP of Business and Finance, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	5. Hotel cost breakdown including taxes?
<input type="checkbox"/>	<input type="checkbox"/>	6. Registration/Conference fees with proper forms attached?
<input type="checkbox"/>	<input type="checkbox"/>	7. Signed administrative leave form with authorized signatures?
<input type="checkbox"/>	<input type="checkbox"/>	8. Is the travel required per existing contracts, law, or rule? If yes, attach documents.
<input type="checkbox"/>	<input type="checkbox"/>	9. Is the airfare lowest possible?
<input type="checkbox"/>	<input type="checkbox"/>	10. Is there more than one (1) traveler attending the same conference, seminar, workshop, or meeting? If yes, attach Department's justification.
<input type="checkbox"/>	<input type="checkbox"/>	11. If travel is for "meeting," is documentation from meeting official indicating times, dates, and purpose of meetings attached? Attach brochure of conference/training.
<input type="checkbox"/>	<input type="checkbox"/>	12. Is Travel Authorization being submitted 14 work days prior to travel commencement date? If not, is explanation attached?
<input type="checkbox"/>	<input type="checkbox"/>	13. Did Traveler receive per diem 2-3 days in advance? Does traveler have a personal copy of the approved final Travel Authorization form?

*payback  
policy  
non-PPRC  
(for faculty)*

# Guam Community College Travel Request/Authorization

TA No.

1. TO  <b>MATERIALS MANAGEMENT/ FINANCE &amp; ADMINISTRATION</b>	2. FROM (Division/Department)	3. REQUEST DATE:
4. NAME OF TRAVELER	5. TITLE	6. BUDGET ACCOUNT CODE (FOAP)
7. TRAVEL DESTINATION(S):  FROM:  TO:		8. APPROX. LENGTH OF TRAVEL (DAYS)
		9. DATE TRAVEL COMMENCES

10. DESCRIBE ROUTE PLANNED:

11. PURPOSE OF TRAVEL (Describe in Full - use reverse side if more space is required)

12. TRAVEL ADVANCE REQUIRED (Attach memo requesting for any travel advances):

13. SIGNATURE OF TRAVELER	DATE	14. SIGNATURE OF SECTION HEAD (Include Name and Title)	DATE
15. SIGNATURE OF DIVISION HEAD (Include Name & Title)	DATE		

16. ESTIMATED TRAVEL COST  A. TRANSPORTATION COST _____ B. CONFERENCE/MEETING COST _____ C. PER DIEM: _____ D. MISCELLANEOUS _____  <div style="text-align: right;">TOTAL COST                      <u>0</u></div>	17. PAYABLE TO (Complete Name & Address)  _____ _____ _____ _____  NOTE: Travel Policy specifies that airline tickets and meeting costs are to be paid through the Guam Community College Corporate Card, with minimum exceptions.
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18. CERTIFICATION OF FUNDS AVAILABILITY (Fin. & Adm. Div.)  _____ <b>CARMEN K. SANTOS, CPA, V.P., Finance &amp; Admin</b> 20. RECEIPT OF TRAVEL ADVANCE _____ (Signature)	19. PRESIDENT'S APPROVAL  _____ <b>MARY A.Y. OKADA, Ed.D., President</b>
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## GUAM COMMUNITY COLLEGE TRIP REPORT FORM

Please note that this report must be submitted to Business Office no more than 10 days upon completion of travel.

Name:	Department:
Signature:	Travel Dates:
	Date(s) of Event:

- A. Name and location of conference, workshop, or training event:
- B. How will you apply information or skills acquired from this event to enhance or improve student learning outcomes or student needs as it relates to your department's plan and mission?
- C. How does this event relate to the Institutional Learning Outcomes of the College? (Refer to Appendix 4)
- D. How does this event support the Institutional Priorities of the College? (Refer to Appendix 4)
- E. How has this event contributed to your professional growth in your role at the College?
- F. Other pertinent information (i.e., Business contacts established on trip)

GUAM COMMUNITY COLLEGE  
PROFESSIONAL DEVELOPMENT PRIORITIES

INSTITUTIONAL PRIORITIES  
By Topical Category

ORGANIZATIONAL PRIORITIES

1. Sustainability or “greening” of the campus
2. Modernization of classrooms, instructional technology, and facilities
3. Improving delivery of services to students
4. Compliance with federal/local/contractual reporting requirements (e.g., grants, programs, contract, etc.)
5. Renewable energy/alternative energy sources
6. Diversification of funding sources
7. Professional career planning, leading to upward mobility program (UMP) for employees
8. Personal professional development, such as team building, career mobility, and morale building
9. Financial stabilization strategies
10. Succession planning

ACADEMIC PRIORITIES

1. Accreditation-Student Learning Outcomes (SLOs), program review, linking institutional planning to budget
2. Course and program level assessment, General Education, Institutional Learning Outcomes (ILOs)
3. “Greening” of the curriculum
4. Linking secondary and postsecondary programs
5. Career and technical workforce development
6. Enrichment in one’s content area, or improving staff or faculty competencies as related to their work (i.e. licensing, credentialing, and certification)
7. Student evaluation of learning and teaching processes in the classroom that effectuate critical thinking skills, diverse learning styles, and student motivation
8. Science, Technology, Engineering, and Mathematics (STEM) – related activities
9. Curriculum and program expansion in career and technical education fields
10. Communicating career pathways, career clusters, and career and educational plans

**Note:** *As community or institutional need dictates, other relevant topics will be added to the two categories of institutional priorities identified above.*

Approved: March 2011

## Guam Community College Trip Reimbursement

DATE:	TA NUMBER:	DATE(S) OF TRAVEL:	
NAME OF TRAVELER:		TIME DEPARTED:	TIME RETURNED:

Append a trip report to this document. The trip report should cover trip objectives and benefits derived. Include a copy of the TA and any related documentation provided with the TA. Provide two copies of this document. Travelers who want to claim actual expenses rather than per diem must also fill out a TR-03 form.

Were there any significant differences between the travel plan authorized on the TA and the actual trip?     ☐ YES     ☐ NO

If yes, please explain the changes below. Significant differences include a significant change in cost of travel, length of stay, or itinerary.

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When such differences increase the cost of the travel to the College, appropriate additional approval is required.

\_\_\_\_\_  
Signature of Section Head (Include Name and Title)

\_\_\_\_\_  
Signature of Division Head (Include Name and Title)

### EXPENDITURE REIMBURSEMENT CLAIMED:

Provide appropriate documentation per the instructions of the Travel Policy and Procedures manual. This documentation should include a copy of the ticket and documentation on meeting or conference charges paid by the traveler.

### PER DIEM CLAIMED:

Number of days authorized travel times the standard per diem rate for the destination.  
(Indicate amount less any advance claimed)

### ADDITIONAL EXPENDITURES CLAIMED:

Date: _____	Date: _____
Description: 0 _____	Description: _____
Amount: _____	Amount: _____
Date: _____	Date: _____
Description: _____	Description: _____
Amount: _____	Amount: _____

TOTAL AMOUNT CLAIMED:

TRAVELER'S SIGNATURE:



# Guam Community College Trip Reimbursement Detail (Supplemental) Form

NOTE: Travelers who claim actual expenditures rather than per diem must provide information in the following format. The traveler must also attach receipt on all expenditures over \$15.

DESCRIPTION OF ITEM CLAIMED (Enter dates at right)	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
Breakfast										
Lunch										
Dinner										
Rental Cars and Local										
Lodging										
Phone (Business Calls)										
Conference or Meeting Fees										
Justified Business Center Services										
Other (specify)										
a)										
b)										
c)										
d)										
TOTAL:										
Traveler's Name:										Signature:

Guam Community College  
*Materials Management, Finance & Administration*  
P.O. Box 23069  
Barrigada, GU 96921

Tel: 671-735-5540 0 55410 5542  
Fax: 671-734-5238

## MILEAGE REIMBURSEMENT

Mileage Report of Private Vehicles Use on Official Business

**FOR FACULTY:** Please refer to ARTICLE VIII - FACULTY WORKLOAD, Page 17, paragraph 2 and ARTICLE X – WORKING CONDITIONS, Page 37, G. GENERAL PROVISIONS, No. 6, A & B.

Employee Name (Please PRINT LEGIBLY)			Department/Division			
Make/Model & License Plate Number of Vehicle			Month/Day/Year			
MILEAGE RECORD						
DATE	DESTINATION		Purpose	STARTING ODOMETER	ENDING ODOMETER	MILES
	To	From				
TOTAL Miles						
Current Rate Per Mile						
Total Reimbursement Requested						
I hereby certify that the information contained herein is true and correct. SIGNATURE:  <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;">_____ Employee</div><div style="width: 45%; text-align: center;">_____ Program Administrator</div></div>						

**GUAM COMMUNITY COLLEGE**  
**Office of the President**  
**735-5700/5638**

Ou'T 0 1 2009

**MEMORANDUM**

TO: Administrators/Faculty/Staff

FROM: President *[Signature]*

SUBJECT: Administrative Directive 2010-01  
PAYBACK PROVISIONS FOR ADMINISTRATORS/ FACULTY/STAFF

This Administrative Directive 2010-01 supercedes Administrative Directive 2009-01,

The Guam Community College values, encourages and supports the training and professional development of its Administrators/Faculty/Staff to further maximize and improve their knowledge and skills. Professional development for the Administrators/Faculty/Staff provides opportunities for them to serve the educational process, the academic community, and the institution by increasing their effectiveness as an Administrator/Faculty/Staff through participation in ongoing training and development in their current capacities, while preparing for the future.

Effective immediately, when Administrator/Faculty/Staff personnel receives financial assistance from the Guam Community College and leaves the college before working the equivalent of **12-months** after receipt of funding, the following table will be used to determine the amount of money to be paid to the college by the recipient:

Time Worked After Funding (months)	Percentage of payback	Amount
a	100.0%	
1		Less \$200.00 from entire travel & trip expense
2		Less \$400.00 from entire travel & trip expense
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Not Balance
12	0.0%	

**Memo from President**  
**Revised Administrative Directive 2010-01**  
**Re: Payback Provisions for Administrators/Faculty/Staff**  
**Page 2 of 2**

This payback provision allows the Guam Community College to recover money, all or in part, for training of Administrators/Faculty/Staff who depart from the college prior to fulfilling their training obligations.

GCC's payback provision will not apply to college-required workshops, conferences and/or seminars approved by the president of the college. Also excluded from this provision will be travel expenses provided by a funding source separate from GCC.

This document serves as a binding contract between **(employee full name) and Guam Community College**, as acknowledged and agreed upon by the signatures below.

\_\_\_\_\_  
**(Employee Full name), Employee**

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Employee Immediate Supervisor), (Title)**

Date: \_\_\_\_\_

\_\_\_\_\_  
**MARY A.Y. OKADA, Ed.D., President**

Date: \_\_\_\_\_

**ADV. PER DIEM AGREEMENT & ACKNOWLEDGEMENT OF PL 31-117**

DATE: \_\_\_\_\_

Guam Community College  
Business Office

RE: Advanced Per Diem PO \_\_\_\_\_  
and acknowledgement of PL 31-117

By signing below, I agree that I have received advanced per diem and I will be attending the conference/seminar that was requested in my Travel Authorization. In the event that I am unable to attend ***all or any part*** of the conference, seminar or requirements of this trip, I will notify GCC Business Office immediately. The Business Office will calculate the payback of the advance per diem due to GCC. I agree that the advance per diem payback will be deducted from my next paycheck. If the paycheck is insufficient to cover funds advanced, I agree that GCC has the right to deduct from subsequent paychecks until the amount is refunded in full.

"With the passage of Public Law 31-117 "Medical Referral Mileage Bank Account", I hereby acknowledge its applicability to the college and to my travel PRIOR to travel. I acknowledge that the College is currently reviewing the proposed process and will update all employees when completed.

\_\_\_\_\_  
Signature  
Print Name  
Date

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

### Minutes

Wednesday, March 12, 2014

Technology Conference Room – TC1210

@ 2:00 p.m.

I. Meeting called to order @ 3:15 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	✓
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes: **February 19, 2014 – Tabled**

IV. Old Business:

- a. Faculty Senate By-laws – Tabled
- b. Secondary site visits – Tabled
- c. PDRC Travel Policy and Mid-Term Report – Tabled
- d. Distance Education Project Start Announcement – Tabled
- e. Associate Dean/CTE Counselor Status – A. Roberto reported a request for hire of two Secondary Counselors was submitted, waiting for President Okada's approval. R. Roberson presented a written request to the Union to explain G. Hartz position. R. Roberson will follow up with the Union regarding his request.
- f. Faculty Tuition Waiver – Tabled
- g. Faculty Senate Elections – Tabled
- h. Committee Reports & Membership for AY2014-2015 – Tabled

V. New Business:

- a. Faculty Ethics Complaint –  
**Based on the faculty member ethics complaint, N. Aguilar made a motion to forward the complaint to the Faculty Ethics Committee, seconded by T. Lizama. No further discussion, motion passed unanimously.**

VI. Open Discussion:  
None

VII. Next Meeting: March 19, 2014 @ 2:00pm; TC1210 (Technology Conference Room)

- b. Faculty Senate Elections –R. Roberson will send out an email to committee chairs to meet with Faculty Senate regarding the timeline for assessment.
- c. Committee Reports & Membership for AY2014-2015 – Tabled

VI. Open Discussion:  
None


VII. Next Meeting: Pending

VIII. **M/S/A to adjourn at 2:41 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

### Minutes

Wednesday, April 02, 2014

Technology Conference Room – TC1210

@ 2:00 p.m.

I. Meeting called to order @ 2:09 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓
Dr. Ray Somera	<a href="mailto:reneray.somera@guamcc.edu">reneray.somera@guamcc.edu</a>	✓

III. Review of Minutes:

**J. Munoz moved to approve minutes of February 19, 2014 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

**A. Roberto moved to approve minutes of March 12, 2014 motion was seconded by J. Munoz. No further discussion, motion passed unanimously.**

IV. Old Business:

a. Faculty Senate By-laws – Tabled

b. Secondary site visits – Tabled

c. PDRC Travel Policy and Mid-Term Report – (See Attachment)

**J. Munoz made a motion to support the recommendations of PDRC to the Travel Policy, with the condition when presented to RPF and CGC, a PDRC representative has to report PDRCs recommendation, seconded by T. Lizama. No further discussion, motion passed unanimously.**

d. Distance Education Project Start Announcement – Tabled

e. Associate Dean/CTE Counselor Status – Tabled

f. Faculty Tuition Waiver – Tabled

g. Faculty Senate Elections – Tabled

h. Committee Reports & Membership for AY2014-2015 – Tabled

i. Faculty Ethics Complaint – The following faculty members were recommended by Faculty Senate to be members of Committee on Faculty Ethics: Ricky Tyquiengco, Sarah Leon Guerrero, Marsha Postrozny, Christopher Dennis and Karen Sablan. All members listed accepted. They are proceeding with the faculty members complain.

V. New Business:



- a. Dr. Somera – reported on the following:
  - i. Ellucian Teleconference – Research is being done regarding implementation of a fully DE online program. Wes Gima gathered all the comments of the task force members and placed them into categories, all the divergent opinions from faculty and students. Implication strong interest for a DE online program. C. Santos requested for more market analysis data to be done and recorded.
  - ii. Articulation Agreements – (See Attachments) Impacts of the way GCC provides opportunities for students, staff and faculty that they will be able to complete their degrees online.
  - iii. Western Interstate Commission for Higher Education (WICHE) – the biggest number of universities in a consortium. Membership of WICHE free to enroll into any program. Senator Brant McCreddie prepared a bill which was presented at the legislative public hearing where all 15 Senators voted for it. The bill is pending due to the language.
  - iv. College Assembly, April 11, 2014 from 3:30 – 5:15pm. Announcement and agenda are posted on MyGCC webpage. (See Attachment)
  - v. USDOE – Granted ACCJC that all 2-year colleges may be able to offer 1 Bachelors (CTE) degree.
- b. LOC EN110 Policy Adoption – Tabled
- c. LOC Grading System – R. Roberson received a letter from LOC Chair P. Terlaje regarding the grading standards. LOC would like the input of Faculty Senate and the Council of Department Chairs. R. Roberson will include this issue at the next CDC meeting.
- d. Anti-Bullying Adoption – (See Attachments) T. Datuin suggested the college adopt a workplace bullying policy.

VI. Open Discussion:  
None

VII. Next Meeting: April 09, 2014 @ 2:00pm; TC1210 (Technology Conference Room)

VIII. M/S/A to adjourn at 3:25 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**



Robin Roberson <robin.roberson@guamcc.edu>

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## Adopting an anti-bullying policy for faculty and employees?

2 messages

---

**Theresa Datuin** <theresadatuin@gmail.com>

Sat, Mar 22, 2014 at 12:44 AM

To: Therese Camacho <drcamachogcc@yahoo.com>, Tonirose Realica <tonirose.realica@guamcc.edu>, Robin Roberson <robin.roberson@guamcc.edu>, Sarah S Leon Guerrero <sarah.leonguerrero@guamcc.edu>

Does the college have one?

How can we get started?

Also, what if every GCC faculty member and employee must sign a form pledging to stop bullying in all its form?

Can we adopt a similar form like the one that is attached. We can change it to fit our needs?

There's too much crap going on and we need to stop it, especially between faculty.


Thoughts?

Theresa

With men it is impossible; but to God all things are possible.

- Matthew 19:26

---

 antibullying pledge and card.pdf

50K

---

**Robin Roberson** <robin.roberson@guamcc.edu>

Tue, Mar 25, 2014 at 6:42 PM

To: Theresa Datuin <theresadatuin@gmail.com>

Cc: Therese Camacho <drcamachogcc@yahoo.com>, Tonirose Realica <tonirose.realica@guamcc.edu>, Sarah S Leon Guerrero <sarah.leonguerrero@guamcc.edu>

Hi Colleagues,

Thank you for the excellent idea! I'm not aware of any anti-bullying policy here at the college, but last spring there was a request made from the Council of Department Chairs for HR to investigate a case of reported bullying. We also recommended that HR provide training on the topic. I don't think it materialized. I'll share your suggestion with the faculty senate at tomorrow's meeting. If you'd like to attend the meeting we'll be in 1201 starting at 2pm.

robin

[Quoted text hidden]

---

**SPRING CITY MIDDLE SCHOOL**  
**Anti-Bullying/Cyberbullying**  
**Student Pledge**

We the students of SPRING CITY MIDDLE SCHOOL agree to join together to stamp out bullying and cyber bullying at our school.

We believe that everybody should enjoy our school equally and also enjoy a peaceful life at home while on the Internet and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or any other differences.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. "Cyber bullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. Bullying and cyber bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization.

By signing this pledge, we the students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying or cyber bullying incidents or be a bully or cyberbully.
- Be aware of the school's policies and support system with regard to bullying/cyber bullying.
- Report honestly and immediately all incidents of bullying/cyber bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
- Support students who have been or are subjected to bullying/cyber bullying.
- Talk to teachers and parents about concerns and issues regarding bullying/cyber bullying.
- Work with other students and faculty, to help the school deal with bullying/cyber bullying effectively.
- Encourage teachers to discuss bullying/cyberbullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying/cyber bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying/cyber bullying.
- I acknowledge that whether I am being a bullying/cyber bullying bully or see someone being bullied/cyber bullied, if I don't report or stop the bullying/cyber bullying, I am just as guilty.

Signed by: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

(The SCMS Student Anti-Bullying Pledge has been edited and adapted from Dr. Phil McGraw's anti-bullying pledge for students.)

### **SCMS ANTI-BULLY PLEDGE**

In signing the anti-bullying student pledge form,  
"I agree to stamp out bullying and all forms of violence."

I will do my part to:

**SUPPORT** Students who have been subjected to bullying

**TEACH** By example by treating other students with Respect

**OPEN** My eyes and be alert to all incidents of bullying

**PREVENT** bullying by reporting any suspicious behavior



**I AGREE TO STAND UP  
AND BECOME AN ANTI-BULLY.**

---

GCC  
ARTICULATION  
AGREEMENTS

AY 2013-2014



## **TABLE OF CONTENTS**

<b>GCC Articulation with</b>	<b>Date of Signing</b>
University of Alaska Fairbanks	July 09, 2013
DusitThani College	July 26, 2013
Kadan Automotive Technical Colleges	October 30, 2013
American Hospitality Academy Philippines (AHA)	November 27, 2013
Bellevue University	December 06, 2013
University of Phoenix	December 10, 2013
University of Makati	February 18, 2014







## MEMORANDUM OF UNDERSTANDING



This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2014 between:

**UNIVERSITY OF MAKATI**, a local government institution of higher learning established and operating under City Council Ordinance No. 99-126, with principal office at National Road, Barangay West Rembo, Makati City, and represented herein by its President in accordance with Section 1 Article VI of the same Ordinance, **Prof. Tomas B. Lopez, Jr.**, hereinafter referred to as "**UMAK**";

-AND-

**GUAM COMMUNITY COLLEGE**, a multi-faceted, public career and technical education institution, created by Guam Public Law 14-77 (as amended by Guam Public Law 31-99 in 2011) to strengthen and consolidate career and technical education on Guam. The College is located in the US territory of Guam, and represented herein by its President, **Mary A. Y. Okada, Ed. D.**, hereinafter referred to as "**GCC**";

**WHEREAS**, both parties firmly believe in the importance of training, education and human resources development;

**WHEREAS**, both parties consider the strategic significance of entering into partnership with other like-minded institutions to develop effective curricular designs, implementable research, advance studies, among other academic endeavors to create the best learning environments for their students and faculty as well.

Now therefore, for and in consideration of the foregoing, parties mutually agree to comply with all the terms and conditions of agreement, viz:

### I. PROJECT DESCRIPTION

This is a sister school partnership/cooperation between UMAK and GCC for meaningful educational opportunities for the parties' respective faculty members, administrative staff and students geared towards the demands of emerging cutting edge educational reforms, that can benefit both parties.

Two handwritten signatures are present on the right side of the page. The top signature is a stylized, cursive mark. The bottom signature is a more formal, cursive signature.

## II. OBJECTIVE

To set up a UMAK-GCC sister school partnership/cooperation that aims to share human and material assets as well as to link the parties' academic resources.

## III. SUMMARY of the RESPONSIBILITIES of PARTIES

### PROJECTS AND PROGRAMS

- In consideration of the partnership/cooperation, parties shall assist each other in institutional development in terms of curricular designs, material development, academic program development, faculty development and research development.
- Both parties have the leeway to institute an exchange program for the benefit of their faculty members and their respective students.
- Parties are not prohibited to craft programs for their benefit and advantage, in keeping with the objective set forth in this agreement.

### PHYSICAL FACILITIES

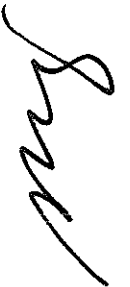
- Provide for the provision of facilities, equipment and utilities in any agreed faculty and student development, if necessary.

### CONTACT PERSON

- To ensure the smooth operational flow of all programs and activities that will be undertaken under this agreement, point of contact for GCC will be **Dr. R. Ray D. Somera, Vice President for Academic Affairs** and the point of contact for UMAK will be **Dr. Elyxzur Ramos, University Secretary**.

### EXCHANGE PROGRAMS

- In the event that GCC faculty members, students and other representative from GCC will decide to visit the Philippines and take part in the academic programs of UMAK, GCC with the assistance of UMAK shall be responsible for all their immigration needs, among other **concerns**.
- **In the event** that UMAK faculty members, students and other representative from UMAK will decide to visit Guam and take part in the academic programs of GCC, UMAK with the assistance of GCC shall be responsible for all their immigration needs, among other concerns.



- Recipients of the exchange program or scholarship program shall bear their respective personal expenses such as, but not limited to, airfares, board and lodging, transportation, school supplies, uniform and book allowance, among other expenses UNLESS parties agree otherwise.
- Provision on conditions regarding the tuition/token fees may be agreed upon by the parties.
- Other expenses that may be incurred in the implementation in any of the programs and activities agreed by the parties shall be subject to any further agreement of the parties, which shall be in writing and will form part as an Addendum to this Memorandum of Understanding.

#### **CERTIFICATE AND DIPLOMA**

- UMAK or GCC is responsible for the conferment of degree or certificate earned by the recipients of the exchange or scholarship programs after due evaluations and assessments are conducted.

#### **IV. MUTUAL TERMS AND CONDITIONS**

##### **1) DURATION OF AGREEMENT**

- This Agreement will commence upon written acceptance by both parties on the foregoing terms and conditions and will be valid for a period of five (5) ears unless sooner revoked or extended as mutually agreed upon by both parties.

##### **2) TERMINATION OF AGREEMENT**

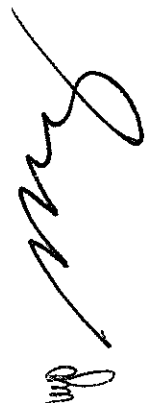
- The parties may terminate this Memorandum of Understanding for any reason by giving the other party written notice thirty (30) days prior to the effective date hereof.

##### **3) RELATIONSHIP OF PARTIES**

- This agreement will not be deemed in any manner whatsoever, either directly or indirectly, to create an employee-employer relationship between and among UMAK, GCC and their respective personnel, employee or agent of the respective parties to this agreement.

##### **4) RESERVATION OF RIGHTS**

- Both parties reserve the right to discipline its respective personnel assigned to assist in the project implementation.

#### **5) WAIVER / Non-LIABILITY**

- Both parties hereby agree not to be held responsible for failure to render service due to fortuitous events such as but not limited to force majeure, typhoons, earthquakes, and other unforeseen circumstances beyond both parties control.

#### **6) INTELLECTUAL PROPERTY OWNERSHIP**

- All materials that may be produced, reproduced, and/or created in the course of the program will be owned and will belong exclusively to the party who produced, reproduced, and/or created such materials unless said party surrenders his/her right of ownership on his/her own account or volition.

#### **7) MODIFICATION OF AGREEMENT**

- All modifications, waivers, or alterations to this Memorandum of Understanding must be approved in writing by both parties.

#### **8) ASSIGNABILITY AND TRANSFERRABILITY**

- No party may assign its rights as well as its responsibilities under this agreement without the prior written consent from the other parties.

#### **9) WARRANTIES**

The parties represent and warrant to each other that:

- The execution, delivery and performance of this agreement have been duly authorized by all necessary corporate actions and will not result in any breach or violation of any of its existing charter documents, contracts, licenses, permits and authorizations, except as otherwise disclosed herein;
- This agreement when executed constitutes a valid and binding obligation on the party and shall be enforceable in accordance with its terms; and
- All authorizations, licenses resolutions and consents from their respective governmental authorities, as required by law in respect of the execution and performance of this agreement have been duly taken, and shall be kept valid and effective by the parties during the Term of this Agreement.

#### **10. WAIVER**

- The waiver by a party of a breach of any of the provisions of this Agreement by any of the other parties shall not be construed as a waiver of any succeeding breach of the same or other provisions; nor shall any delay or omission by a party



in exercising any right that it may have under this Agreement operate as a waiver of any breach or default by the other party.

#### 11. ADDITIONAL DOCUMENTS

- This Memorandum of Understanding, when executed, constitutes a binding agreement, and the parties undertake to execute such other documents and perform such other acts and things necessary to carry out the intent hereof, which documents shall form integral parts of this Agreement.

#### 12. NOTICE

- Any notice or other communication to be given under this Agreement shall be in writing and shall be served by personal delivery or by sending it by facsimile or prepaid post to the addresses of the parties specified in this Agreement, or as notified by either party to the other from time to time.

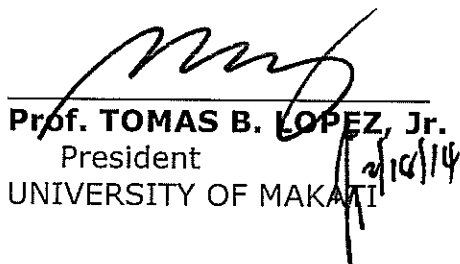
#### 13. REPEALING CLAUSE

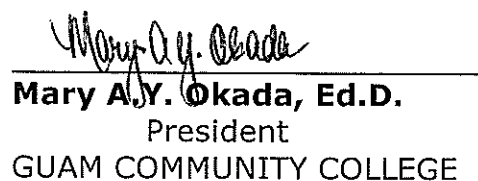
- All other agreements between the parties or parts thereof which are inconsistent with this agreement is hereby repealed or amended accordingly.

#### 14. SEPARABILITY CLAUSE

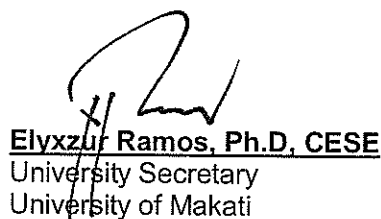
- If for any reason, any section or provision of this agreement is declared null and void, no other section, or part thereof shall be affected and the same shall remain in full force and effect.

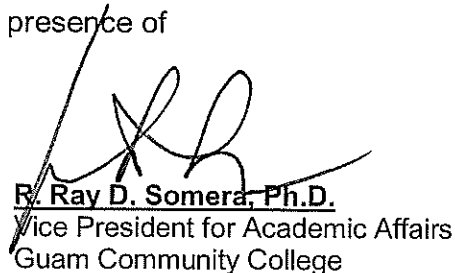
In witness whereof, parties hereby affix their respective signatures on this \_\_\_\_ day of \_\_\_\_ 2014.

  
**Prof. TOMAS B. LOPEZ, Jr.**  
President  
UNIVERSITY OF MAKATI

  
**Mary A.Y. Okada, Ed.D.**  
President  
GUAM COMMUNITY COLLEGE

Signed in the presence of

  
**Elyxur Ramos, Ph.D., CESE**  
University Secretary  
University of Makati

  
**R. Ray D. Somera, Ph.D.**  
Vice President for Academic Affairs  
Guam Community College



## College Alliance Memorandum of Understanding

This College Alliance Memorandum of Understanding ("MOU") is between University of Phoenix, Inc. ("University") with its principal place of business at 4025 South Riverpoint Parkway, Phoenix, Arizona 85040 and Guam Community College ("GCC") located at PO Box 23069, Barrigada, Guam 96921.

### **University of Phoenix For-Credit Transfer Contributions to GCC Students:**

1. The University will provide a five percent (5%) tuition reduction and a one hundred percent (100%) PLA reduction to new students entering into a bachelor level degree program at the University who obtain an associate's degree from GCC after the effective date of this MOU. After the effective date of this MOU and after the date the student has been confirmed as having an associate's degree from GCC, reduced tuition will apply to the then current rates at the time the student enrolls in a course. All students are subject to the University's admission policies.
2. Students transferring to University of Phoenix into an undergraduate bachelor degree program with a previously completed regionally accredited Associate of Arts degree from GCC will be considered as satisfying their lower division elective and general education requirements making the student Required Course of Study ready at University of Phoenix. Students utilizing this policy will still need to meet all pre-requisite or state specific content requirements as outlined in the Academic Progression and General Education Requirements policy sections for their chosen program. This policy excludes programs with specialized lower division general education builds including: BSN, LPN-BSN, BSLS, BSED/E, BS/BIO, BA/ENG, BS/EVS, BS/HIS, BSIT.
3. Associate of Science degrees are evaluated on a program to program basis. The University of Phoenix shall provide a sample Transfer Pathway exemplifying how an associate's degree may transfer to a bachelor's degree offered at the University of Phoenix. The Transfer Pathway can be made available to students, faculty, and advisors as GCC deems fit. The University of Phoenix will provide sample Transfer Pathways for additional associate degree programs upon request and when reasonable to do so at the University of Phoenix's sole discretion.
4. For academic-credit certificate program courses will be transferred to University of Phoenix without a fee.

### **University of Phoenix Non-Credit Workforce Development Contributions to GCC Students:**

1. The University will provide a one hundred percent (100%) Prior Learning Assessment fee waiver for the assessment of community college non-credit training or certificate classes (that have not been transcribed as transferrable college level credit towards a certificate or degree program offered at GCC) to GCC students to pursue a undergraduate level degree Program at University. Coursework which is remedial or developmental in nature is not eligible for assessment, and the waiver of this fee is not a guarantee for a credit award through assessment of these materials. All students are subject to the University's prior learning assessment policies.
2. The MOU will cover training completed at GCC or an affiliated skill or training center as listed on Addendum A, after the effective date of this MOU. If no affiliated skill or training centers are listed on Addendum A, then this provision shall only be effective for GCC as listed above.

### **University of Phoenix Contributions to GCC Faculty & Staff:**

1. The University will provide a five percent (5%) tuition reduction and a one hundred percent (100%) Prior Learning Assessment ("PLA") reduction to GCC's employees who enter into a bachelor level program or higher, including certificate programs, and single courses, including professional development courses, who meet the University's admission standards. After the effective date of this MOU and after the date the student identifies as an employee of GCC, reduced tuition will apply to the then current rates at the time the student enrolls in a course. All students are subject to the University's student policies.

### **University of Phoenix Contributions to Increasing Awareness of Alliance:**

1. University of Phoenix shall publish a Course Transfer Guide in PDF file which will include course-by-course transfer categories demonstrating where GCC courses may apply towards lower division general education and elective-category courses in transfer to the University.
2. The University will provide a link to a University website to assist with transfer.
3. The University will provide information to support GCC's internal promotion of continuing education.

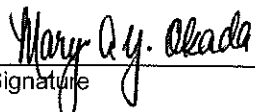
### **GCC Contributions to Increasing Awareness of Alliance:**

1. GCC will make its course catalogue available on an annual basis for University of Phoenix course transfer evaluations. GCC agrees to permit the University to publish the Course Transfer Guide publicly on *phoenix.edu*.
2. Subject to GCC's policies and discretion, GCC will work with the University to communicate the benefits of this MOU and the many educational opportunities available at the University.

**General Terms and Conditions:**

1. This MOU becomes effective on the date both parties have signed the MOU. Either party may terminate this MOU upon thirty (30) days prior written notice. If either party believes that the MOU might violate any law or regulation, adversely affect its accreditation, or any license or exemption issued by a Federal or State educational board or commission, either party may terminate the MOU immediately upon written notice to the other party.
2. The University may use GCC's name verbally for reference purposes only. GCC grants the University the right to use GCC's name and logo in writing for purposes of this MOU only.
3. Each party acknowledges that the relationship with the other is that of an independent contractor.
4. Each party agrees to abide by all applicable Federal and State Laws. This MOU shall be governed by and construed in accordance with the Laws of the State of Arizona. Jurisdiction for any claim, dispute, or lawsuit shall be Maricopa County, Arizona.
5. This MOU does not create any rights, title, or interest for any entity other than the University and GCC.
6. Courses must have received a grade of C- or higher to transfer for General Education and Elective requirements and a grade of C or higher to transfer towards Required Course of Study requirements at the University.
7. GCC represents and warrants that it is an Associate-Degree Granting Institution currently accredited by an approved regional or national accrediting body. The University may terminate this agreement immediately upon a change in accreditation status and/or if GCC fails to notify the University of a change in accreditation status.
8. The GCC will update Addendum A and provide an updated electronic copy to the University within ten (10) business days of a new skill or training center being established or an existing skill or training center being discontinued.

**GUAM COMMUNITY COLLEGE**

  
\_\_\_\_\_  
Signature  
Mary A.Y. Okada, Ed.D.  
\_\_\_\_\_  
Printed Name  
President  
\_\_\_\_\_  
Title  
12.10.2013  
\_\_\_\_\_  
Date

**UNIVERSITY OF PHOENIX, INC.**

\_\_\_\_\_  
Signature  
James H. Eickhoff  
\_\_\_\_\_  
Printed Name  
Senior Vice President, Workforce Solutions  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date



**ADDENDUM A**  
**GUAM COMMUNITY COLLEGE AFFILIATED SKILL OR TRAINING CENTERS**

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BELLEVUE UNIVERSITY  
AND  
GUAM COMMUNITY COLLEGE  
ARTICULATION AND COMMUNITY COLLEGE ADVANTAGE PARTNERSHIP

Bellevue University, located at 1000 Galvin Road South, Bellevue, NE 68005, and Guam Community College, located at 1 Sesame Street, Mangilao, Guam, believe that cooperative programs benefit the community, employers, and students in their regions. Cooperative programs allow for a smooth transition for students transferring between institutions and maximizes allowable transfer of credit. Therefore, Bellevue University (BU) and Guam Community College are entering into the following agreement for articulation.

Bellevue University agrees that if a student satisfactorily completes any Associate degree and presents the appropriate transcript documentation of such to the Registrar of Bellevue University, he/she:

1. Will receive full recognition of that degree toward the completion of the Bachelor of Arts, Bachelor of Fine Arts or Bachelor of Science degree programs at Bellevue University. Students who hold an associate degree will have no additional general education core curriculum requirements to meet but must satisfy the Kirkpatrick Signature Series requirement.
2. Will be required to complete at least 30 credit hours of in-residence courses at Bellevue University for the Bachelor of Arts, Bachelor of Fine Arts or Bachelor of Science degree.

(Note: Accelerated cohort programs exceed residency requirement.)

3. Such a student will be awarded a Bachelor's degree when all graduation requirements have been met, such as:
  - a. Requirements in the major course of study as stated in the University Catalog.
  - b. Required total credit hours to complete the degree as stated in the University Catalog (a minimum of 127 semester hours for the Bachelor of Arts and Bachelor of Science degrees and 132 semester hours for the Bachelor of Fine Arts degree).
  - c. All other graduation requirements, as stated in the University Catalog, including those pertaining to standards of progress, upper division hours, hours in residence, demonstration of specific competencies, and articulated core where relevant.

(Note: Students transferring without an Associate's degree will have credits evaluated on a course by course basis.)

**Bellevue University and Guam Community College Marketing and Communication**

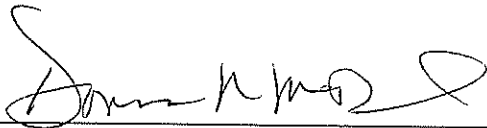
1. For the purposes of this agreement, BU grants to Guam Community College and Guam Community College grants to BU, permission to use, display, reproduce and publish, without compensation each other's trademarks as an institutional partner on websites, cobranded web portals, and in print marketing publications.
2. The parties will provide an electronic version of the Trademarks for the use permitted by this agreement. Each party represents and warrants that it possesses all rights necessary for the granting of the permissions set forth in this Agreement.
3. Each Institution reserves the right to review in advance any information including but not limited to, websites, cobranded web portals, and in print marketing publications.

### Accreditation

Bellevue University and Guam Community College will ensure that they maintain accreditation with the appropriate regional accrediting body and ensure that all operations will be in keeping with accreditation requirements of the two institutions.

### Duration and Termination of Agreement

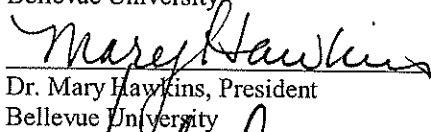
Bellevue University and Guam Community College agree that this Agreement shall be in force the date of the signing of the Agreement and shall remain in force until modified or terminated in writing, following reasonable and mutual discussion by representatives of the two institutions.



Donna McDaniel, Vice President for Academic Affairs  
Bellevue University

Date

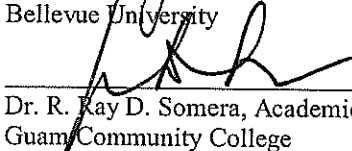
1/15/14



Dr. Mary Hawkins, President  
Bellevue University

Date

1/17/14



Dr. R. Ray D. Somera, Academic Vice President  
Guam Community College

Date

12/5/13



Mary A.Y. Okada, Ed.D.  
Guam Community College

Date

12.06.2013


## MEMORANDUM OF UNDERSTANDING

Between

**AMERICAN HOSPITALITY ACADEMY PHILIPPINES**  
**Makati City, Philippines**

and

**GUAM COMMUNITY COLLEGE**  
**Guam, USA**




The AMERICAN HOSPITALITY ACADEMY PHILIPPINES, herein referred to as **AHA Philippines**, located in Makati City, Philippines, represented by its President, Genaro Jose L. Cordova and GUAM COMMUNITY COLLEGE, herein referred to as **GCC**, represented by its President, Dr. Mary A.Y. Okada do hereby agree to explore possibilities for educational exchange and articulation in their respective culinary, hospitality and hospitality-related programs. The levels of collaboration of the two institutions may be, but not limited to, the following forms:

1. Faculty exchange where program faculty from either institution can spend two to three weeks of exposure and experience in a specific training program that is mutually beneficial to both institutions;
2. Student enrichment experience where students from AHA Philippines can cross-register in the host partner institution, GCC and vice versa. Such cross registration shall be credited toward the students' curriculum with the possibility of the grant of the Associate Degree in International Culinary Arts and six (6) or eight (8) months Diploma in International Culinary Arts/Culinary Entrepreneurship (both programs accredited by the American Culinary Federation, ACF) from AHA Philippines.

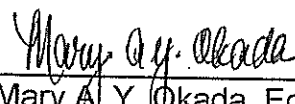
3. 2+2 degree pathway where students of GCC, after receiving their two-year Associate of Science, or Associate of Arts degree, can continue to spend two more years at AHA Philippines, where they will eventually earn their Bachelor's degree.

However, further work needs to be done among college officials of both institutions to achieve the levels of collaboration and the corresponding goals set forth in this general statement.

The goal of this statement is to establish a general intent to cooperate on developing and finalizing a Memorandum of Understanding (MOU) between the two institutions in the immediate future.

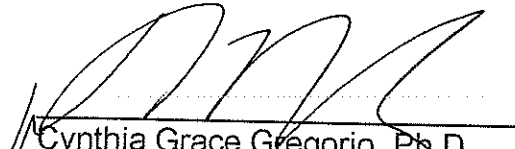


Genaro Jose L. Cordova, CEC, CCE  
President  
AHA Philippines

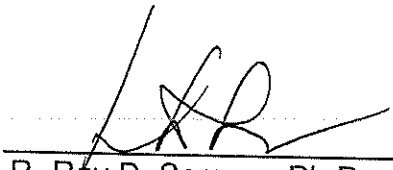


NOV 27 2011  
Mary A. Y. Okada, Ed. D.  
President  
Guam Community College

WITNESSED BY:



Cynthia Grace Gregorio, Ph.D.  
Academic Coordinator  
AHA Philippines



R. Ray D. Somera, Ph.D.  
Vice President for Academic Affairs  
Guam Community College



## General Statement of Intent

### INTER-INSTITUTIONAL COOPERATION STATEMENT FOR EDUCATIONAL EXCHANGE

Between  
KADAN AUTOMOTIVE TECHNICAL COLLEGES  
And  
GUAM COMMUNITY COLLEGE

Officials from both institutions met at the Guam Community College campus on October 30, 2013 to explore possibilities for educational exchanges between automotive technology programs offered at both colleges. The following levels of collaboration, along with corresponding goals were presented and discussed at the meeting:

- 1) Exchange of academic information including handbooks, annual reports, textbooks, academic publications, and curriculum support materials.
- 2) Exchange of faculty, administrators, and staff for short-term visitations as part of curriculum and/or professional development programs and activities.
- 3) Exchange of students for short-term visits or for academic/cultural enrichment as non-credit activities.
- 4) Organization of on-site and distance teaching and learning ventures involving faculty and students, utilizing innovative and emerging technologies.

Continued dialogue among the officials of both institutions will lead to formal agreements regarding the above-mentioned levels of collaboration and the corresponding goals set forth in this general statement.

The goal of this statement is to establish a general intent to cooperate on developing and finalizing a Memorandum of Understanding between the two institutions in the near future.

Mr. Shigehiro Tsunokawa  
CEO, Kadan Automotive School

Mary A. Y. Okada, Ed.D.  
President, Guam Community College





## General Statement of Intent

### INTER-INSTITUTIONAL COOPERATION STATEMENT FOR EDUCATIONAL EXCHANGE AND ARTICULATION

Between

**DUSIT THANI COLLEGE**  
BANGKOK, THAILAND

and

**GUAM COMMUNITY COLLEGE**  
GUAM, USA

Officials from both institutions met in Bangkok, Thailand on July 25-27, 2013 to explore possibilities for educational exchange and articulation between hospitality-related programs offered at both colleges. The following levels of collaboration, along with corresponding goals, were identified during the meeting:

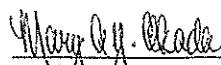
- (1) **faculty exchange**, where program faculty from either institution can spend two to three weeks' of exposure and experience in a specific training program that is considered mutually beneficial by both institutions;
- (2) **student enrichment experience**, where students from either GCC or DTC can register in their home institution, take a course or courses at a host college, and then transfer back the credit or credits to the home institution; and
- (3) **2 + 2 degree pathway**, where students of GCC, after receiving their two-year Associate of Science, or Associate of Arts degree, can continue to spend two more years at DTC, where they will eventually earn their Bachelor's degree.

However, further work needs to be done among college officials of both institutions to achieve the levels of collaboration and the corresponding goals set forth in this general statement.

The goal of this statement is to establish a general intent to cooperate on developing and finalizing a Memorandum of Understanding (MOU) between the two institutions in the immediate future.

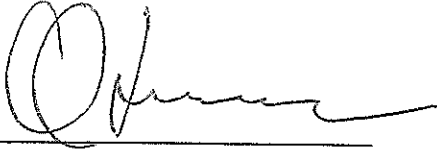


\_\_\_\_\_  
**Veera Pardpattanpanich**  
Rector  
Dusit Thani College



\_\_\_\_\_  
**Mary A. Y. Okada, Ed. D.**  
President  
Guam Community College

WITNESSED BY:



Khampi Suwaranat  
Managing Director  
Dusit International



R. Ray D. Somera, Ph.D.  
Vice President for Academic Affairs  
Guam Community College

Date: July 26, 2013

AGREEMENT FOR ACADEMIC COOPERATION  
BETWEEN

THE UNIVERSITY OF ALASKA FAIBANKS  
FAIRBANKS, ALASKA U.S.A

AND

GUAM COMMUNITY COLLEGE  
GUAM, U.S.A.

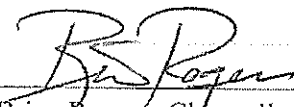
The University of Alaska Fairbanks and Guam Community College establish this General Agreement to foster institutional cooperation in education and research.

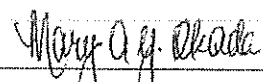
1. Both parties agree to encourage the following activities, in particular to promote international academic cooperation:
  - a. Exchange of materials in education and research, publications and academic information;
  - b. Exchange of faculty and research scholars;
  - c. Exchange of students as may be provided for in a supplemental agreement;
  - d. Joint research and meetings for education and research;
  - e. Articulation of courses where applicable; and,
  - f. Technical and administrative assistance.
2. This General Agreement shall be applicable to educational and research organizations attached to each party.
3. This Agreement is not considered to be a contract creating legal and financial relationships between the parties and any commitment of resources by either university will require review and approval by each university.
4. Each institution agrees to welcome visiting faculty members and personnel from the other institution. Neither institution is obliged to provide financial support for visiting faculty and personnel from the other university; however each agrees to provide office space, library privileges and other normal assistance. Each university will also, where needed, assist in immigration formalities and in finding suitable accommodation.
5. This General Agreement shall become effective as of the date of the signatures of both parties. The Agreement may be amended by the written consent of the parties.

6. This Agreement should be reviewed every five years to evaluate the progress and the quality of the mutual cooperation. The Agreement may be extended for additional five year periods upon the written consent of both parties. If the Agreement is not renewed by mutual consent, the Agreement will conclude at the end of the specified time period, or after activities in progress have concluded.
7. The Agreement may be terminated by either party with a minimum of 120 days written notice. Activities in progress at the time of termination of this Agreement shall be permitted to conclude as planned unless otherwise agreed.
8. Both institutions subscribe to a policy of equal opportunity and do not discriminate on the basis of race, gender, age, marital status, ethnicity, religion, national origin or handicap.
9. Each party shall designate a person (s) or office to serve as liaison for implementing the Agreement. For University of Alaska Fairbanks, the contact person(s) will be Mike Sfraga, Vice Chancellor for Student and University Advancement or any subsequent UAF representative designated by the Chancellor of the University of Alaska Fairbanks. For Guam Community College, the contact person(s) will be Dr. R. Ray Somera, Vice President for Academic Affairs or any subsequent representative (s) as designated by the President of Guam Community College.
10. This Agreement is written in English and the texts are equally official.

Signed for the University of Alaska Fairbanks

Signed for Guam Community College

  
\_\_\_\_\_  
Brian Rogers, Chancellor

  
\_\_\_\_\_  
Mary Okada, Ed. D., President

Date: 9 July 2013

Date: 06 04 2013

**Associate of Arts/Associate of Science Articulation Agreement between  
Guam Community College  
And  
University of Alaska Fairbanks**

To create a clear and easy pathway for students of the Guam Community College (GCC), to transfer to and complete their baccalaureate degree at the University of Alaska Fairbanks UAF), this direct transfer agreement (DTA) outlines transfer requirements, provisions, and related advertising considerations. This DTA does not guarantee admission to the university or to the specific program/major.

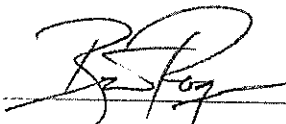
1. Upon completion of the Associate of Arts degree (A.A.) or Science (A.S.) degree at Guam Community College, students will be accepted by University of Alaska Fairbanks at junior status with 60 semester transfer credits. Transferring students must have a minimum cumulative grade point average (GPA) of 2.0 or C. Courses numbered lower than 100-level are not included in this transfer agreement.
2. Transfer of more than 60 semester credits will be considered on a course by course basis. Courses with a grade lower than C- or 1.7 will not transfer.
3. In completing the degree specified above, students will have met all lower-division baccalaureate core curriculum requirements at University of Alaska Fairbanks, pending approval by the UAF Core Review Committee.
4. Students who complete EN101 and EN102 with a grade of 2.0 or higher, or other course work deemed equivalent to such, will have met the English proficiency requirements of University of Alaska Fairbanks, and will not need to submit separate proof of English proficiency at the time of application.
5. Guam Community College and University of Alaska Fairbanks may choose to co-develop written materials outlining for GCC students programs, policies and procedures

relevant to this DTA. This DTA will be publicized in newsletters, course schedules and other promotional materials.

This agreement will remain in effect until a mutually agreed-upon change is deemed necessary. This agreement may be terminated by GCC or UAF with appropriate written notification. Each institution agrees to provide termination notice one year prior to intended change.

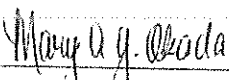
Guam Community College and University of Alaska Fairbanks officially authorize this agreement on the date (below) the agreement is signed both parties, with the agreement becoming effective immediately.

**University of Alaska Fairbanks**

Signed   
Brian Rogers, Chancellor

Date: 9 July 2013

**Guam Community College**

Signed   
Mary Okada, Ed. D., President

Date: 06 04 2013

COLLEGE ASSEMBLY  
April 11, 2014  
MPA, 3:30pm

## PRELIMINARY AGENDA

### Recital of New Mission Statement

#### Approximate Time

- |            |   |
|------------|---|
| 3:30- 3:45 | The New ISMP 2014-2020 and How it Links with the President's Goals<br>Pres. Mary Okada                                |
| 3:46- 4:00 | The CAT and What the Results Tell Us<br>Dr. Juan Flores<br>Dee Manglona   |
| 4:01- 4:15 | Internationalization and Articulation Agreements<br>Dr. Ray Somera  |
| 4:15- 4:30 | Where We are with the AIPs in the ISER<br>Marlena Montague/Joseph Benavente<br>Standard Committee Chairs              |
| 4:31- 4:45 | Briefing on Prior Learning Assessment (PLA): Board Policy, SOPs and Practice<br><br>Patrick Clymer<br>Anthony Roberto |
| 4:46-5:00  | The 5-Yr DE Strategic Plan: An Update<br>Carmen Santos<br>Wes Gima  |
| 5:01-5:15  | Latest on the ACCJC Standards and Practice<br>Dr. Mary Okada<br>Dr. Ray Somera  |
| 5:16 -     | Faculty Union Meeting<br>Fred Tupaz and Union Officers  |

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

### Minutes

Wednesday, April 09, 2014

Technology Conference Room – TC1210

@ 2:00 p.m.

I. Meeting called to order @ 2:12 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	absent
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	✓
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**T. Lizama moved to approve minutes of April 02, 2014 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

- Faculty Senate By-laws – Tabled
- Faculty Tuition Waiver – Tabled
- Faculty Senate Elections – Tabled
- Committee Reports & Membership for AY2014-2015 – R. Roberson scheduled to meet with committees on Thursday, April 10, 2014 in TC1101 at 2:30pm. Each committee is required to provide the following: 1. Committee Accountability Report, 2. Modification of By-laws, and 3. AY2014-2015 Committee Members.
- LOC Grading Standards – R. Roberson reported this issue was not discussed at the Council of Department Chair meeting. R. Roberson will send out a reminder to Council of Department Chair members to review and respond immediately.
- Anti-Bullying Adoption – T. Lizama recommended to ask T. Datuin to prepare a proposal. R. Roberson will verify with HR if a policy should be created by their office.

V. New Business:

- Faculty Concern – A faculty member submitted a Faculty Concern Form on Monday, April 07, 2014. (deadline for FS is Friday, April 18, 2014) The basis of the faculty members concern is the code of ethics. R. Roberson will request for a meeting with the complainant for more details. Afterwards, Faculty Senate will make a decision on the next step to take.

VI. Open Discussion:



VI. Open Discussion:  
None

VII. Next Meeting: Wednesday, April 16, 2014 @ 2:00pm; TC1210 (Technology Conference Room)

VIII. **M/S/A to adjourn at 2:43 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

### Minutes

Wednesday, April 23, 2014

Technology Conference Room – TC1210

@ 2:00 p.m.

I. Meeting called to order @ 2:34 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	✓
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**T. Lizama moved to approve minutes of April 09, 2014 motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws – Tabled
- b. Faculty Tuition Waiver – Tabled
- c. Faculty Senate Elections – FS has 2 vacancies (1 chair elect and 1 member-at-large).
- d. Committee Reports & Membership for AY2014-2015 – Deadline for submission was Tuesday, April 8, 2014. R. Roberson met with 4 out of 9 committee chairs and will follow up with the committees that did not submit their reports and vacancies. List of vacancies for committees will be finalized by Friday, April 25, 2014. R. Roberson will post an announcement on MyGCC no later than Monday, April 28, 2014.
- e. LOC Grading Standards – R. Roberson reported the Council of Department Chair (CDC) committee is in favor of the proposed LOC grading standards. CDC would like clarification on Technical Failure (TF) and Technical Withdrawal (TW). R. Roberson will follow up with LOC Chair.  
**T. Lizama made a motion to approve the proposed LOC grading standards with clarification of the difference of Technical Failure (TF) and Technical Withdrawal (TW), motion was seconded by A. Roberto. No further discussion, motion passed unanimously.**
- f. Anti-Bullying Adoption – R. Roberson will follow up with T. Datuin.
- g. Faculty Concern – R. Roberson reported faculty complaint #1: was forwarded to the Committee on Faculty Ethics (CFE). CFE recommended for FS to modify the SOP's that an ethic complaints should be against an individual not individuals or a committee. If the person wants to file a complaint on individuals he/she must file a complaint for each individual. Complaint #2: CFE does not want to make a commitment on accepting because of complaint #1 is not finalized. However, Monday, April


make a commitment on accepting because of complaint #1 is not finalized. However, Monday, April 28, 2014 is CFE's deadline for complaint #1. CFE has agreed to discuss if they will accept the concern of complaint #2.

- V. New Business:
- a. Faculty Election/Gathering – scheduled for Friday, May 2, 2014 from 3:30pm – 5:00pm in Student Center Training Room (5108). B. Blas will prepare requisitions for supplies to be distributed to each committee chair and food catering service.
- VI. Open Discussion:  
None
- VII. Next Meeting: Wednesday, April 30, 2014 @ 2:00pm; TC1210 (Technology Conference Room)
- VIII. **M/S/A to adjourn at 3:10 p.m.**

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

### Minutes

Wednesday, April 30, 2014  
Technology Conference Room – TC1210  
@ 2:00 p.m.

I. Meeting called to order @ 2:10 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓

III. Review of Minutes:

**A. Roberto moved to approve minutes of April 23, 2014 motion was seconded by T. Lizama. No further discussion, motion passed unanimously.**

IV. Old Business:

- a. Faculty Senate By-laws – Tabled
- b. LOC Grading Standards – R. Roberson reported the clarification of the following: **Technical Failure (TF)** – if a student registers for a class but fails to attend the class the instructor will award a TF grade indicating that the student never attended the class. TF will be entered in the student's permanent record. **Technical Withdrawal (TW)** – if a student registers for a class but fails to meet all college requirements for registration the student may be administratively withdrawn from class. In such instances, TW will be entered on the student's permanent record.
- c. Faculty Senate Election – May 02, 2014 from 9:00am to 4:00pm in Student Center Training Room (5108). R. Roberson and F. Tupaz will be accepting nomination until May 1, 2014 @ 1:00 pm.
  - i. As of April 30, 2014 candidates for the following committees are as followed:
    1. Faculty Senate:
      - a. President Elect – Sarah Leon Guerrero
      - b. Member-At-Large – Imelda Arce, Eric Chong, and Carl Torres
    2. PDRC:
      - a. Troy Lizama, Tonirose Realica, and Yvonne Tam
    3. Promotions:
      - a. Clare Camacho and Tonirose Realica – R. Roberson will verify who is running for the one year term or the two year term.

- ii. Faculty Gathering – May 02, 2014 from 3:30pm - 5:00pm in Student Center Training Room (5108). B. Blas has prepared all requisitions and petty cash. Announcements have been posted on MyGCC webpage. R. Roberson prepared a draft agenda (See Attachment).
- iii. Vacancies of committees for AY2014-2015 – will be announced at faculty gathering.
- d. Committee Reports & Membership for AY2014-2015 – The list of vacancies will be complete by Friday, May 02, 2014. Most of the committees have complied with the accountability reports. R. Roberson will follow up with the one or two committees that have not submitted their committee reports.
- e. Anti-Bullying – R. Roberson stated that he has not had time to speak to T. Datuin.
- f. Faculty Concerns – R. Roberson reported the following:
  - i. Complaint #1: CFE reached a decision on Monday, April 28, 2014. The committee did not rule in favor of the ethics complaint. They did not feel that a violation occurred. R. Roberson will forward email to FS members. CFE recommended that any future complaints be separated (one individual per complaint). Complainant is requesting for an explanation of CFE decision.
  - ii. Complaint #2: CFE decided not to accept the complaint. The complaint will be addressed in Fall 2014, after a CFE committee is formed. FS recommended the following individuals as CFE members: Tonirose Realica, Sally Sablan, Norma Guerrero, Imelda Arce, Dan Lawcock, and Paul Kerner.

V. New Business:

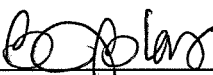
- a. Graduation Faculty Sign-In Sheet – R. Roberson will post an announcement that all Council of Department Chairs will be responsible in preparing a sign-in sheet for their own departments.

VI. Open Discussion:  
None

VII. Next Meeting: Wednesday May 07, 2014 @ 2:00pm; TC1210 (Technology Conference Room)

VIII. M/S/A to adjourn at 2:35 p.m.

**Submitted By:**

  
\_\_\_\_\_  
**Barbara S. Blas**

**Approved By:**

  
\_\_\_\_\_  
**Robin Roberson**

# GUAM COMMUNITY COLLEGE

## Faculty Senate

### GCC's Mission Statement:

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

### Minutes

Wednesday, May 07, 2014

Technology Conference Room – TC1210

@ 2:00 p.m.

I. Meeting called to order @ 2:08 p.m.

II. Attendance:

Name	E-mail	Present
Robin Roberson, President	<a href="mailto:robin.roberson@guamcc.edu">robin.roberson@guamcc.edu</a>	✓
Anthony Roberto, President Elect	<a href="mailto:anthony.roberto@guamcc.edu">anthony.roberto@guamcc.edu</a>	✓
Jose Munoz, Past President	<a href="mailto:jose.munoz@guamcc.edu">jose.munoz@guamcc.edu</a>	✓
Norman Aguilar	<a href="mailto:norman.aguilar@guamcc.edu">norman.aguilar@guamcc.edu</a>	absent
Troy Lizama	<a href="mailto:troy.lizama@guamcc.edu">troy.lizama@guamcc.edu</a>	✓
Barbara Blas	<a href="mailto:barbara.blas4@guamcc.edu">barbara.blas4@guamcc.edu</a>	✓
Simone Bollinger	<a href="mailto:simone.bolinger@guamcc.edu">simone.bolinger@guamcc.edu</a>	✓

III. Review of Minutes:

**T. Lizama moved to approve minutes of April 30, 2014 motion was seconded by J. Munoz. No further discussion, motion passed unanimously.**

IV. Old Business:

- Faculty Senate By-laws – Tabled
- Faculty Senate Election – R. Roberson reported a vote was taken on Friday, May 02, 2014 at the FS gathering. FS decided the plan of action is to prepare a memo for vote of no confidence as motioned at the FS gathering on May 2, 2014 to be addressed to the AVP and President Okada to bring forth to the Board.
- Committee Reports & Membership for AY2014-2015 – Tabled
- Anti-Bullying – No update.

V. New Business:

- Simone Bollinger – CFE report presented to Simone Bollinger. (See Attachment) Simone Bollinger expressed some concerns with the process of CFE results:
  - No mention of confidentiality with the accuser.
  - Witnesses of the accuser were not called to be heard. (Sally Sablan, Tressa Dela Cruz, Lisa Baza-Cruz, and Polly Huseby).
  - Feels that the committee withheld due process. All accused were interviewed twice and the accuser was only called once to explain her side.
  - Discord of English Department was not addressed.
  - Two CFE members were from Education Department, department B. Toves works for as an adjunct instructor.

6. Questioned the make-up of CFE members by Faculty Senate.
7. Code of ethics broken (spoke to mentor behind closed doors) and when interviewed Donna Cruz (Promotions Committee Mentor) withheld the truth.
8. Investigation was not thorough.
9. The accuser asked, "If a committee breaks a code of ethics to whom do they answer?"

R. Roberson responded, as far as the complaint that has been filed it is a closed issue. It cannot be appealed. However, if you feel that there was an ethics violation you have every right to file a complaint and FS followed the general guidelines provided by the Union.

VI. Open Discussion:

- a. J. Munoz – Thanked everyone for their participation in AY2013-2014 Faculty Senate Committee and B. Blas (Senate WPSII) for the wonderful work she has done during his term as AY2012-2013 (FS President) and AY2013-2014 (FS Past-President).

VII. Next Meeting: Last meeting for AY2013-2014

VIII. **M/S/A to adjourn at 3:56 p.m.**

**Submitted By:**

**Approved By:**

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**Barbara S. Blas**

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**Robin Roberson**